

# Subbing Information & Early Sign-up Instructions

## Background

During Summer 2019 Season, the Denver Women's Hockey League (DWHL) trialed a new sign-up process for subbing, known as the "Early Sign-up Process." After a successful trial period, the Board of Directors (Board) implemented it for future seasons. This material is intended to provide information on the DWHL's subbing policy and instructions for using the new early sign-up process.

## Subbing Rules

### General Policy

The DWHL allows subbing during all regular season games as long as space is available on the roster of any in-house team. Subbing is not allowed during playoffs except in the case of "play-out" subs, which occurs when two goalies are registered for the same team and also able to skate out in the same division (see the "play-out" section below for further details). A roster is full when a team has 13 skaters and 1 goalie.

### USA Hockey Registration

**\*\* All players, including subs, are required to have a current USA Hockey registration that has been verified by the DWHL. \*\***

If you are registered for the season, either on a team or as a sub, then your USA Hockey registration has been verified by the DWHL. If you are not sure if your USA Hockey registration is valid and has been verified by the league, please contact the Board at [info@dwhl.org](mailto:info@dwhl.org). Failure to comply with this requirement can result in individual and team forfeits or bans, as USA Hockey may deny insurance coverage if just one player on the ice has not been verified by the DWHL.

### Division Levels

Players can sub within the same level/division that they are registered in for the season. The summer season division levels are Novice, Intermediate, and Advanced. The fall and spring season division levels are Recreational and Competitive. A player can only sub at a different level than their registered division **at the invitation and with the approval of the Board**. Coaches may recommend player to the Board for subbing up, but cannot grant permission.

### Types of Subs

There are 6 categories of subs: (1) on-team sub, (2) registered sub, (3) sub-up, (4) play-out sub, (5) desperation sub, and (6) walk-in subs.

- **On-Team Sub:** This player is registered on a team and they are subbing in a game in their division when their registered team is not playing. There is no fee for on-team subs. In order to allow all players the chance to sub, on-team subs are limited to 5 games using Early Sign-up, although they can sub an unlimited number of times as Walk-in subs.
- **Registered Sub:** This player is not registered on any team within the division but is registered with the DWHL as a sub for the season. The fee for registered subs is \$20/game.
- **Sub-Up:** This player is subbing into a game at a level higher than their registered division. A player can only sub-up at the invitation and with the approval of the Board. Sub-up subs will only occur in rare circumstances and they will be given lower priority than players subbing in their registered division. If a player subs-up more than 3 times in a season, they are expected to register in the corresponding division moving forward. The fee for sub-up subs is \$20/game.
- **Play-Out:** This player is a goalie who also has the ability to play-out as a skater in the same division in which they are registered as a goalie. If a goalie wants to play-out on their own team, they do not need to sign-up ahead of time but they must indicate they are playing out when they check-in. Goalies are only allowed to play-out on their team if another player is willing to play in net. Play-out subbing is allowed during playoffs only when players are playing for the team they are registered with. If a goalie wants to play-out on a different team within their division, they will be considered an on-team sub\*\* and must use the early sign-up process. The fee for play-out subs is \$20/game if they are not playing on their own team.
- **Desperation Sub:** This player is subbing into a game only at the **invitation and approval of the Board** because there are not enough players at a game. In this instance, a player may be subbing above, below, or in the same division as they are registered in. Desperation subs will only be called when there are **fewer than 8 skaters for a team**. These subs will be recruited from league members that are currently at the rink. No matter the circumstance, all subs need to have their USA hockey number verified by the DWHL. If you think your team needs desperation subs, please talk to the board member checking people in. **DO NOT ask the sub players directly**. Even if they are last minute additions, desparations subs must check-in with the board member and must be signed-in on the scoresheet. There is no fee for desperation subs.

- **Walk-in Sub:** If you do not sign up early enough to get a guaranteed Early Sign-in spot, you can still show up to the rink and take your chances as a walk-in sub. These subs will be distributed on a first-come first-served basis. Walk-in subs will get to play if additional spots open up. Examples of situations in which a spot may open up include:
  - A rostered player that can't make it at the last-minute;
  - An Early Sign-in sub that doesn't show up at least 20 minutes before game time; or
  - A rostered player that doesn't mark their availability and doesn't show up at least 10 minutes before game time.

### Invoicing

When a sub fee is due, the sub will receive an email after the game with an invoice of the amount owed. This is a manual process, so it may take a few weeks after the game to receive the invoice. Players cannot pay at the time of the game: no cash, credit card, or any other form of payment will be accepted at the time of the game.

### **Early Sign-up Process**

The early sign-up process applies to all Divisions regardless of the season. The purpose of the process is to provide players, particularly those who live furthest from the rinks, with the opportunity to sign-up ahead of time so they can be guaranteed a spot to play. This process has replaced the current first-come first-serve process for subbing. Walk-in subs are still allowed but priority will be given to early sign-up subs who arrive 20 minutes or more before game time.

**\*\* All Team Rostered Players**, please make sure to update your availability at least 24 hours before each game. If this is not updated, the Board will not be able to accurately determine how many subs are needed per game. **If you are a rostered player and you do not mark your availability 24 hours prior to the game, your spot may be forfeited to a sub 10 minutes prior to the game time at the discretion of the board member checking players in.** If you originally marked yes, but can't make it at the last minute, please let the division director know as soon as possible, as this will allow us to give that spot to a walk-in sub.

If a team player or sub is running late, but will be arriving, it is up to the sub to communicate to the division director their estimated arrival time.

Novice or Recreation Division- Bailey Maio [novicleagues@dwhl.org](mailto:novicleagues@dwhl.org) or 315-657-1836  
Intermediate, Advanced, or Competitive Division- Zoe Osterman [advancedleagues@dwhl.org](mailto:advancedleagues@dwhl.org) or 484-433-6288

### Instructions for Early Sign-up

Up to 24 hours before each game, the division director will send out an email (via TeamSnap) with a link to a google sheet. The google sheet will include the number of sub spots that are open for the upcoming game.

A sample sub sheet is included below:

Slot	Sub Information					Coordinator Use Only	
	First Name	Last Name	Nickname	Position	Sub Type	Time of Arrival	Team Assigned
1	Test	Player		Defense	Moose		
2	Player	Test	Awesomesauce	Center	Registered Si		
3							
4							
5							

Sign-ups for this sheet are on a first-come first-serve basis. In order to sign up, complete the form with your first and last name, nickname (if applicable), jersey number (white and black), preferred position, and the sub type (see above list and include your team name if you are signing up as an on-team sub). Each player is responsible for signing themselves up. You CANNOT sign-up or remove any other player on the sheet, or sign-up below the numbered lines for available slots.

If you are having issues entering your information into the sub sheet, contact the director for your division. Novice players should contact Bailey Maio at [novicleagues@dwhl.org](mailto:novicleagues@dwhl.org), 315-657-1836 and Intermediate and Advanced players should contact Zoe Osterman at [advancedleagues@dwhl.org](mailto:advancedleagues@dwhl.org), 484-433-6288. If Bailey and Zoe are not available, you can contact any other member of the Board. Please allow time for response.

If you sign-up to sub ahead of time, you must check-in at the rink **at least 20 minutes prior to listed game time to guarantee your spot and prevent being marked as a no-show**. If you have not arrived 20 minutes prior to start time, your spot will be given to a walk-in sub and you will be marked as a no-show. If you are running late, please contact the director and a grace period may be granted at the discretion of the Board.

### Revocation of Subbing Privileges

The Board reserves the right to revoke a member's privilege to sub and to sign-up ahead of time. The following are some of the scenarios in which the Board may revoke subbing privileges.

- After three no-shows. A no-show occurs when a player signs-up for a game using the early sign-up process but does not show up or shows up less than 20 minutes prior to game time and without communication to the Board.
- If a player adds or removes anyone on the sub sheet other than themselves.
- A player cannot sub if they owe \$150 or more in unpaid invoices to the DWHL.

- A player that receives a game suspension cannot sub until their suspension has been served.
- All subs must check-in with the Board member and be listed on the scoresheet. Failure to do so can result in individual and team forfeits or a league ban.

Please send any questions, feedback, or concerns to the Board at [info@dwhl.org](mailto:info@dwhl.org).