



# **CARLETON PLACE**

## **GIRLS HOCKEY**

### **ASSOCIATION**

#### **POLICY MANUAL**

**MAY 2006**

Revised April 2010

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## 1. GOVERNING BODIES

- \* All CPGHA Executive members, players, and on-ice and/or on-bench personnel are registered with the Ontario Women's Hockey Association (OWHA).
- \* All CPGHA Executive members, players and on-ice and/or on-bench personnel are members of the Canadian Hockey Association (CHA) and are bound by CHA, OWHA and CPGHA rules, regulations, policies and procedures.
- \* All CPGHA players and on-ice and/or on-bench on teams participating in the Ottawa District Women's Hockey Association (ODWHA) are bound by ODWHA Rules, regulations, policies and procedures.
- \* All CPGHA Executive members, players and on-ice and/or on-bench personnel are covered by CHA insurance.

## 2. REGISTRATION

### 2.1 Player Definitions

" Veteran CPGHA Player - Registered with the CPGHA during the previous season

" Former CPGHA Player - Registered with the CPGHA for a fall/winter season prior to but not during the previous fall/winter season.

" New Player - Never registered with the CPGHA

### 2.2 Registration Priority

Registration will be on a first-come first-served basis within birth year and division under the following priority:

1. Veteran Players
2. New and Former CPGHA players residing in Carleton Place and surrounding district.
3. New and Former CPGHA players not residing in Carleton Place and surrounding district will be accepted if there is space available.

### 2.3 General Rules

#### 1. Registration requirements:

- Registration will only be accepted and considered complete when all required fees and completed documentation has been received and verified. Incomplete registration, depending on the circumstances as determined by the CPGHA executive may result in player being placed on waiting list or removed from the team. Incomplete registration, carrying over into the next year will result in the family being placed on a "Not in good standing" status which means before the family can reinstate their membership with the CPGHA, they must clear their incomplete registration (and penalty fees such as NSF) and an additional \$25. Fee. Payment options for a family once having a "Not in good standing" status will be credit card, cash or certified cheque only.

#### 2. Registration schedule:

- Completed paper registration package including registration payment must be with Registrar by Jun 15<sup>th</sup>
- On-Line registration with credit card payment must be completed by Jun 15<sup>th</sup>
- Cheque payment option for on-line registration must be with Treasurer by Jun 15<sup>th</sup>
- Post dated sweater fee must be with Treasurer by Jun 15<sup>th</sup>

#### 3. Required Documentation:

- Completed registration form (paper copy or on-line)
- Postdated cheques as per schedule or full credit card payment
- Postdated (Mar.31/2011) \$50.00 cheque for shirt fee.
- Fair Play Codes signed by both Player and parents/legal guardians
- Signed Personal Information Consent Forms
- New Players require 2 copies of proof of age
- Former Players require 2 copies of signed Player Release Form (if previously registered with another OWHA team)

4. Registrations will NOT be processed for players who have not fulfilled their financial obligations to the CPGHA or who have not returned all CPGHA equipment and jerseys.

5. Open Registration for New Players will be held after May 8<sup>th</sup>.

6. Registration is closed August 1<sup>st</sup>. If there is room on teams, players may be added up until Dec.31 as per ODWHA/OWHA policy.

### 2.4 AGE LEVELS (OWHA)

All ages are as of December 31<sup>st</sup>

Senior	Open age
Intermediate	21 & under
Midget	17 & under
Bantam	14 & under
Peewee	12 & under
Atom	10 & under
Novice	8 & under

FUNDamentals 6 & under (8 & under inexperienced)

### 2.5 NSF and Refunds

#### 1. NSF

- \$25.00 charge for all NSF cheques received

- NSF cheques must be replaced within 7 days of notification by cash, certified cheque or money order
- Failure to do so will result in the risk of player being put on waiting list

## 2. Refunds

- Registrar must receive refund requests in writing by December 15th
- No refunds will be given after December 31st.
- Refund formula [(cost of registration - \$50. - \$ owed to team) x (# of full months left in season)] / 7

Full refund minus a \$25.00 administration fee will be given to anyone withdrawing before September 1<sup>st</sup>.

### 2.6 Outstanding Payments by CPGHA Members

1. Registration fees to be paid no later than scheduled CPGHA registration policy.
  - 1<sup>st</sup> post dated registration cheque June 15
  - 2<sup>nd</sup> post dated registration cheque July 30
  - 3<sup>rd</sup> post dated registration cheque August 30
2. CPGHA will strive to ensure payments deposited within 5 business days post cheque date.
3. Registration deposits after Sep. 1 will be made on the 15<sup>th</sup> and 30<sup>th</sup> day of each month if required.
4. Upon receipt of returned cheque (NSF), Treasurer to contact parents and request payment and \$25. administration fee
5. Treasurer to report unresolved liabilities at Executive Meetings
6. If no financial arrangements are made by October 15<sup>th</sup> to resolve any outstanding liability, player may be removed from team list.

### 2.7 Financial Assistance

Playing hockey should be financially accessible for all aspiring hockey enthusiasts. The CPGHA will do their utmost in providing resource information to families about agencies, groups and non-profit associations that provide financial assistance. Payment plans may also be made available on an individual basis. Anyone requiring financial aid must apply in writing to the CPGHA at the time of their registration documents.

## 3. PERMISSION TO SKATE AND RELEASES

If you played with a different OWHA association the previous year, you are required to obtain proper documentation (Player Release forms, Permission to Skate Forms) in order to register with the CPGHA.

A Permission to Skate and/or Release will not be issued to a player who has not fulfilled her financial obligation to the CPGHA or who has not returned all CPGHA equipment and jerseys.

## 4. TEAM STAFF

### 4.1 General

All team staff must consent to a police Record Check. It is the responsibility of the Head Coach to see that each one of their bench staff submits their PRC to the CPGHA Executive by October 31<sup>st</sup>. Failure to do so may result in the staff being removed from the bench.

All on-ice and/or on-bench team staff must attend a Speak Out! Against Abuse and Harassment session.

The deadline for team staff to acquire the CPGHA minimum required certification is December 31<sup>st</sup>. Failure to do so will result in the removal of the individual from the relevant team staff position on the team.

The cost to team staff of acquiring the necessary trainer certification(1 per team), coach certification(1 per team) and Speak Out!(5 per team) will be paid by the CPGHA upon receipt by the Treasurer of a copy of the appropriate certificate and proof of payment.

### 4.2 Head Coach Selection Process

CPGHA will attempt to recruit the best possible head coaches for all CPGHA teams.

No application for head coach will be considered complete unless he/she has submitted a completed coaching application form, Police Record Check, and photocopies of coaching certification documents.

Head coaches must be certified at the appropriate coaching certification level at the time of application, or be willing to acquire the appropriate certification by December 31<sup>st</sup>.

A designated CPGHA Executive committee will review and discuss all applications. Head coach candidates will be assessed based on several criteria including, but not limited to (not necessarily in order of priority):

- Hockey knowledge
- Coaching experience
- Ability to interact positively with players
- Ability to interact effectively with parents
- Certification and training.
- How the applicant has represented the organization in the past
- The level of support/cooperation the applicant has shown CPGHA in the past.
- References
- Evaluation of previous coaching performance

If the Executive committee is unable to choose between two or more candidates, the appropriate convener will meet with the candidates and let them know the committee's dilemma and see if an agreement can be achieved among the candidates.

If no agreement can be reached, an interview process will be utilized. Potential head coaches will be asked questions in the following five categories:

- Philosophy / Approach to Coaching
- Teaching and Instruction

- Communication with Players
- Communication with Parents
- General Questions

Final selection of the Head Coaches will take place no sooner than May 31<sup>st</sup>.

Head coaching in a previous season is not a guarantee of a head coach position the following season. All candidates will be considered based on their individual merits and the needs of the team on an annual basis.

All head coach applicants, whether successful or not, will be contacted.

#### **4.2.1 Evaluations**

Coach Evaluation Process:

1. Coach evaluation forms will be reviewed by the CPGHA Executive and will be used in the development and assessment of the coaching staff.
2. Coach evaluation forms will be distributed for completion towards the latter part of the season, i.e. Mid March.
3. Completed forms can be put in the Executive mail boxes to be picked up by the executive.
4. All information collected will remain confidential.
5. Gathered information will be shared with the respective coaches upon request by two Executive members present with full anonymity.

#### **4.3 Other Team Staff**

Once teams are formed, both House League and Competitive Head Coaches will choose their own Assistant Coach(es), Manager(s), and Trainer(s). Trainers must have Trainer Level(1) certification. It is strongly recommended that each team have a female Trainer. Pee wee teams and higher must have a female trainer.

#### **4.4 Student Volunteers:**

In the event of a student wanting to fulfill their “volunteer hours” for High School, a letter must be sent to the Executive outlining their intentions and any hockey insurance that they have, i.e. Minor Hockey for boys. If the student applicant is a girl and a registered player for CPGHA, insurance is already in place. The CPGHA is prepared to pay the additional \$15.00 for Insurance for Minor Hockey boys wanting to volunteer on a first come first serve basis, not to exceed 5 applicants in any hockey season. This Insurance application must be done before October 31<sup>st</sup> of the particular hockey season.

The respective coach must be aware of the student’s commitment and be responsible for any written evaluations, etc.

## **5. FORMATION OF TEAMS**

### **5.1 Team Size**

Each team may register a maximum of 17 skaters and a maximum of 2 goaltenders as per OWHHA By-Law, Article Seven, Membership (D). The CPGHA Executive, not the Head Coach, will make the final decision on allowing the maximum number of players.

### **5.2 Team Seeding Criteria – (Provided by ODWHA, 2004)**

#### **House league**

- No real star players; several solid players
- Weaker goaltending
- 4-5 players who have played organized hockey
- Few may still be learning basic skills
- Focus is on basic skills

#### **Competitive C**

- May have 1-2 star players; 4-5 other solid players
- Decent goaltending
- 6-7 players who have played organized hockey
- Team skating and passing skills need work
- 2-3 may still be learning basic skills
- Focus on basic skills and simple systems of play

#### **Competitive B**

- May have 2-4 star players; 4-6 other solid players
- Steady goaltending
- Most of the team has played organized hockey
- Skating skills are solid to very good; acceptable passing skills
- Focus is on reinforcing basic skills and more advanced systems of play

#### **Competitive BB**

- May have 3-5 star players including 1-2 superstars and 4-6 solid players
- Solid goaltending
- Players know the game well and are quick to learn
- All have played organized hockey
- Skating and passing skills range from good to excellent
- Focus is on enhanced speed and stronger team systems

#### **Competitive A/AA**

- 3-6 star players including 1-3 superstars and all solid players
- Good to excellent goaltending
- All the team has played organized hockey and know their roles well

- Good to excellent skating and passing skills
- Team will be consistent and solid throughout
- Focus is on speed, superior passing skills, and strong team system

**Things to consider:**

- A dominant goaltender can easily move a team up to a higher level
- Team chemistry can make or break the season
- Coach is experienced and motivational
- Inspirational leadership is by example and words (on the bench and dressing room)
- Great Captains and Assistant Captains know how to lead their team to victory

**5.3 Competitive Team Selection**

**What is a selection team?**

A selection team is a group of qualified coaches and/or experienced hockey personnel, selected by the CPGHA Executive and/or the Competitive Convenor of the competitive team in question. The selection team chosen must commit to at least two of the three tryouts and abide by the evaluation form set forth.

**Why a selection team?**

A selection team provides appropriate evaluation of all participants wanting to try out for a competitive team. It is imperative that all members in our organization feel confident that selection to a competitive team is determined fairly and impartial.

**How to evaluate the participants?**

**Implement the following process:**

- 1.** Only CPGHA Registered players may try out for competitive teams.
- 2.** The Competitive Convenor will be responsible for calling all girls within that registered level.
- 3.** All players attending competitive tryouts will pay a fee, as determined each session by the CPGHA Executive.
- 4.** Players are expected to attend all tryout sessions. Exceptions for illness, injury, family emergencies etc., will be considered on an individual basis.
- 5.** Players are expected to play within their age level. If an underage player chooses to tryout for a higher age team, the following criteria must be adhered to:
  - a. There must be space available in the higher age group. If that particular age group is full or there is a waiting list, no underage player may be able to tryout.
  - b. The underage player must be in the top third of the highest level team of the next higher age group to be selected.
- 6.** The head coach and/or CPGHA Executive will appoint knowledgeable, experienced personnel to facilitate the on-ice drills for the allotted 3 ice times.
- 7.** Each participant will be given a numbered pinney for identification. This is the only means of player identification for the entire selection process.
- 8.** The selection team will rank players based on individual skills. These skills may include but are not limited to skating, puck handling, shooting, game sense, etc.
- 9.** No cuts after the first tryout.
- 10.** Cuts after the second tryout are appropriate; the Competitive Convenor /Head coach will notify the participant by telephone and may give suggestions on areas that need improvement.
- 11.** After the third tryout, the Competitive Convenor/Head coach will review the selection teams' ranking of participants. The head coach may choose to ice his/her team as is OR have the option of amending the team of up to 1/3 players only, namely, the lowest ranked players that would have been assigned to the team. The head coach will notify all participants by telephone on the same day/night. Players not making the team may be given suggestions on areas that need improvement. **“It is the CPGHA policy NOT to communicate the rankings of players. The final decision about the status of any released players will not be changed. Asking for player rankings is of no true benefit to the player. However, discussing with your new team coach ways of improvement should prove more beneficial.”**
- 12.** In the event of numerous goalies trying out, the top ranked goalie will be accepted by the coach.
- 13.** Players who tryout for a competitive team, are offered a position on the team and turn down that offer may not tryout for a lower level competitive team or play on a House League team.

**5.4 House League Teams**

Players will be assigned to teams such that the balancing of the teams in terms of skill shall be the first priority. The process to determine the equal balancing of players on teams will include rating of players' skills at three on-ice drills and controlled scrimmages by three independent evaluators.

Players are expected to play within their age level. A request to play in a higher division will be considered only if the criteria are met:

1. The player and/or player's parent has made the request in writing.
2. The higher division team needs additional players.
3. The player is capable of playing at the higher division.

**6. TEAM /PLAYER COMMITMENT**

**6.1 General**

All players must notify their coach in advance when unable to attend a team function. This includes games, practices and all other team activities such as social functions and fundraising efforts.

Players who regularly miss practices, games or tournaments may, at the Coach's discretion, be given less time on ice than other players on her team.

## **6.2 Competitive Teams/Players**

- a. All competitive teams will play in the ODWHA Youth Competitive Division. The season typically consists of a 20-22 game regular season, followed by playoffs as set by the ODWHA. About half of the games will be on home ice. The other games may be as far away as a 1 1/2 hour drive. There will be no set days or times for games or practices. Practices may be as early as 6:30 am on weekends or 5:00 pm on weekdays.
- b. Teams are generally allocated 6 to 8 practices per month by the CPGHA but coaches may seek out additional ice time including exhibition games. These teams typically enter 4 or 5 tournaments, some of which will be out of town, due to a smaller number of competitive teams in the area, than house league teams.
- c. All competitive teams are expected to go through the qualification process for the Provincial championships. All competitive teams that qualify are expected to participate in the Provincial championships. There is an extra cost necessary to cover this event.
- d. All players must notify their coach in advance when unable to attend a team function. This includes games, practices and all other team activities such as social functions and fundraising efforts. Players who regularly miss practices, games or tournaments may, at the Coach's discretion, be given less ice time than other players on her team. There may also be a requirement for additional off-ice dry land training as well. A 100% commitment from all participants is necessary to produce a successful and fun season.
- e. A competitive team coach may exercise reasonable discretion in limiting a player's activities outside hockey and enforcing required levels of attendance at practices and games. Other than for reasons of illness, injury, family commitments or school activities, a competitive player is expected to attend all team activities including out of town tournaments.
- f. All competitive players, unless ill, injured or attending a family emergency, must be available for all league playoff games, provincial play down games and tournaments.

### **Additional Costs**

Team fees for these teams could be in the \$200-\$500/player range. Team fundraising and sponsorships can offset these fees. These fees would cover things such as tournaments, power skating instruction, extra ice-time, etc...

## **7. DRESSING ROOMS**

### **7.1 Parental Presence**

Parents are permitted in the dressing room before and after games and practices for teams up to and including NOVICE level. For games, all parents should vacate the dressing room no later than 15 minutes before the team is scheduled to go on the ice, so that the coach (es) may discuss strategy and prepare the team for the game.

For all levels above NOVICE, male parents are not permitted in the dressing room at any time. Female parents are permitted in ATOM level, and encouraged not to gather in the dressing room above ATOM level. Players are expected to be able to put on their own equipment and tie their own skates, or else they may go out of the dressing room to request assistance. Male coaches and managers are allowed in the dressing room only 15 minutes prior to game time and for 5 minutes after the game.

### **7.2 Zero Tolerance**

In order to foster and promote the players' fair play codes into the dressing rooms, bench staff and parents must take an active role in encouraging acceptable behavior. Each team will be strongly recommended to provide dressing room supervision by means of rotating female volunteers (probably Moms) to augment bench staff. These volunteers will be present in the dressing room at different times, especially post game (after the coaches leave the room), to monitor respectable and friendly behavior towards team mates. Failure to abide by the fair play code will be addressed quickly with the comment, "this is not acceptable behavior, please stop". Should a particular player continue to display inappropriate behavior, then the bench staff will be notified to address the particular issue with the player and their parents if warranted.

If a player feels that they are being bullied and are uncomfortable in telling their bench staff, then the player may notify the CPGHA Executive by means of a note left in the CPGHA Arena mailbox. The note will be addressed with the respective bench staff to bring the unacceptable behavior to a stop.

All our players should feel welcome and comfortable in their dressing rooms.

## **8. USE OF AFFILIATE PLAYERS**

### **8.1 General**

To foster the development of all players, teams are encouraged to use CPGHA players as affiliates whenever allowed by ODWHA and OWHA rules.

Conditions for Use of Affiliate Players/Pickup Players in League Games: (ODWHA)

Player movement from one level to a higher level is allowed under the following conditions:

- a) Unless otherwise approved by the ODWHA Board of Directors, upward movement of players may only occur within teams falling under the Ottawa District Women's Hockey Association.
- b) No individual player is allowed to play at a higher level more than five (5) ODWHA league games during the regular and playoff season. Any player who plays more than five (5) games at a higher level shall become ineligible for further play with her original team. The player's future status will be determined by the ODWHA Board of Directors.
- c) A team may not bring up from a lower level more than three (3) affiliate players for any given game to total team strength of 15 players, nor can they exceed the number of registered players on their team.
- d) In recognition of the shortage of goalies, teams needing to bring up affiliated goalies for more than five regular ODWHA league games may request an exemption from the ODWHA Board of Directors. Such exemptions to the five game movement limits will only be granted in cases of injury, illness, or other extenuating circumstances.
- e) In the event that a goalie from a lower level is not available, the ODWHA Board of Directors may approve the use of a goalie from the same level under the following circumstances:
  - i. to replace an injured or ill goaltender upon provision of a medical certificate; or

ii. under extenuating circumstances;

iii. a goalie from the same level may not play for the same team more than three (3) times.

f) Prior to the commencement of season play, the placing of Divisions and pools within the Divisions will be established by the Board of Directors and all teams will be notified by their respective Director where they are placed within the structure to ensure that all teams know who they can use as affiliate players/pickup players.

#### **Procedure for Use of Affiliate Players/Pickup Players**

In all cases of intended use of affiliated players, the following procedure will apply:

a) The receiving coach (coach intending to use affiliate player) will first approach his/her affiliated team coach for permission to approach a selected affiliate player.

b) Permission being granted, the player in question will be contacted to confirm her willingness to play, with the advice that her team coach has approved her participation if interested.

c) The receiving coach (coach intending to use affiliate player) will then immediately advise the affiliate coach of the player's decision(s).

d) The game sheet completed for the game (in which the affiliate player plays), will have the initials "AP" (affiliated player) placed beside the affiliate's name as a record for the league statistician and any subsequent protests or inquiries by the ODWHA or the OWHA.

### **9. PLAYER ICE TIME**

All players, both House and Competitive, will receive equal ice time.

Coaches may choose to use certain players in the last few minutes of a close game to give the team its best chance to win. This could result in some players finishing games with more ice times than others, but only on a limited basis. Coaches should be encouraged to develop all the players for Specialty Units such as: Power play, Penalty Killing, etc., since each team will be only as strong as its weakest players.

A player may be denied equal ice for disciplinary reasons. These may include, but not necessarily limited to, violations to the CPGHA Code of Conduct, non-compliance with team rules or repeated absences from team activities without proper notification and justified reasoning, injury/medical instances.

### **10. TEAM FINANCES**

All teams are required to open a team account at an accredited financial institution for the current season, with signing authority for the account requiring two signatures.

A mid-season and year end financial report is to be distributed to all team players/parents.

Allowable team budget expenses (requiring majority consent of the players/parents):

OWHA fees for extra team staff (guest instructor)

Additional Practice Ice

Exhibition Games

Tournament Registrations

Team Supplies – pucks, pylons, first-aid kit replenishment,

Administration – postage, photocopying

Provincial Championships – competitive teams only

Team expenses not listed above (e.g. items of clothing, team parties, and team awards) require unanimous approval of the players/parents and cannot be a mandatory requirement of any player on the team.

Any use of remaining monies at the end of the season requires unanimous approval of the players/parents.

### **11. FUNDRAISING**

#### **11.1 CPGHA**

The CPGHA may, at the Executive member's discretion, initiate an association wide fundraising effort. Teams will be required to participate as determined by the Executive members.

#### **11.2 CPGHA TEAMS**

Teams are encouraged to organize fundraisers to ease the financial burden for parents.

Teams are to check with the CPGHA Fundraising Chair for the creation of any raffles or ticket draws. Teams must adhere to the Ontario Lottery and Licensing Laws and submit all of the necessary paperwork that is required.

Fundraising must be conducted in such a manner, and at such a time, as to cover actual or anticipated team and player expenses only.

### **12. SPONSORSHIPS**

#### **12.1 General**

Sponsorship opportunities may be pursued for the Association, a team or an individual player.

Sponsors should be recognized by the association and team for their contribution (CPGHA Website, thank-you letter, year-end appreciation plaque, team photo, etc.).

#### **12.2 Team/Player Sponsorships**

1. Sponsorship opportunities may be pursued by individual teams.
2. All sponsorship amounts received must be deposited directly into the team account.
3. Total amounts received from team sponsors shall not exceed the actual or anticipated total team expenses.
4. The treasurer will provide receipts for sponsorships as necessary.
5. Sponsor tags may be attached in a non-permanent manner to team jerseys.
  - i. One sponsor tag per \$50.00 donation

- ii. Sponsor tags must have a white or blue background. Only blue or white lettering will be permitted.
- iii. Sponsor tags can be placed over existing screened sponsorship.
- iv. Sponsor tags are to be removed at the end of each season, by team staff, and returned to the sponsor.
- v. Any sponsor tag deviating from policy must be approved by the CPGHA Executive.

### **13. ICE ALLOCATION AND SCHEDULING**

1. Recommended and if possible within a two week period, for each team:
  - 1 shared ice practice
  - 1 full ice practice
  - 1 home game
2. Shared ice times to be matched with similar age level.
3. House and Competitive Teams to receive equal ice.
4. All teams will be allocated their fair share of the less attractive ice times.
5. FUNdamentals – shared practices with Full Ice Allocated for “FUN” Games.
6. Teams are responsible for ensuring that none of their assigned ice goes unused. Failure to do so will result in a fine in the amount equivalent to the cost of the ice. Teams may trade assigned ice with other CPGHA teams should conflicts arise, i.e. tournament play. If all efforts to trade with another CPGHA team are unsuccessful, then the CPGHA Ice Scheduler must be notified two weeks in advance or sooner of the assigned ice time.
7. Teams must follow the ODWHA rules and procedures for re-scheduling league games.

### **14. EXHIBITION GAMES**

#### **14.1 General**

Teams are responsible for organizing and paying for the referees for an exhibition game. CPGHA teams may play exhibition games against any OWHHA registered team. CPGHA teams may play exhibition games against teams not registered with the OWHHA only if sanctioned by the OWHHA (i.e. OWHHA Request for Sanction submitted and approved).

### **15. TOURNAMENTS**

#### **15.1 General**

Decisions regarding a team’s entry into tournaments will be made at the parents meeting held at the beginning of the season. Both the team staff and the players/parents will have input into these decisions.

#### **15.2 CPGHA Tournament**

1. At least one volunteer from every CPGHA team participating in the tournament must serve actively on the tournament committee.
2. Each CPGHA family with a player on a team participating in the tournament is expected to contribute a pre-determined amount of volunteer time to the tournament.
3. All CPGHA teams participating in the tournament must provide a pre-determined amount of products for the tournament raffle table.

### **16. EQUIPMENT**

#### **16.1 Intra-Oral Mouth Guard**

For safety and liability reasons, all CPGHA players, **excluding Seniors**, are required to wear an intra-oral mouth guard for all practices and games. **It is highly recommended for Seniors to wear an intra-oral mouth guard for safety and liability reasons.**

#### **16.2 Team Equipment Dispersal and Return**

Each Head Coach must pick-up Team Equipment on a specified date and sign for the following needed items:

Jerseys- Home, Away, and Jersey Bags

Goalie Equipment – neck guard, chest protector, blocker, trapper, pads, and one goalie stick

First Aid Kit

Nike Skills Book

Coaches Bag

Each Head Coach is responsible for the return of all the equipment (in its entirety) on a specified date at the end of the hockey season.

#### **16.3 Team Jerseys**

1. Each team will be provided with two sets of team jerseys.
2. A team jersey deposit is required from each player and will be destroyed if jerseys are returned in acceptable condition.
3. Jerseys are to be worn for **GAMES ONLY**, not for practices or scrimmages.
4. Each team must use their **JERSEY BAGS** for proper storage, transport and maintenance.
5. Jerseys are not to be altered in any manner except for **HAND STITCHING** nametags, sponsor bars, and “C” and “A” symbols. Sewing machines or any form of glue (including iron-on items) are not to be used as they damage the jerseys.
6. Failure to abide by these guidelines will result in the respective team being fined in the amount of \$20.00 per written report and/or observed infraction.

#### **16.4 Goalie Equipment**

Goalie equipment will be provided by the Association to players in FUNdamentals, Novice, and Atom levels ONLY should the need arise. This equipment will include leg pads, blocker, trapper, body armour, throat protector, and one goalie stick. Should the stick become broken, player and/or team must replace stick. All equipment must be returned at the end of the season.

### **16.5 Coaching Supplies**

Coaches will be loaned Nike Skills Book, water bottles, and pucks at the start of the season to be returned at the end of the season.

### **16.6 Trainer's First Aid Kit**

All trainers' kits will be issued with a minimal list of contents and will be reviewed upon return at the end of the season.

## **17. RISK AND SAFETY**

### **17.1 General**

1. The CPGHA is committed to creating and maintaining a safe environment for its participants.
2. All CPGHA participants must adhere to the policies and procedures outlined in the CHA publications "Fair Play Means Safety for All" and "Safety Requires Teamwork".
3. ON-ICE INSURANCE:

No one is permitted on scheduled CPGHA ice unless they have **Insurance**. Parents, friends, and whoever else wants to be on the ice for practices or scrimmages must be fully insured with the **CPGHA**. The risk of injury and subsequent legal action is overwhelming. Each coach must adhere to this policy in every instance. It is your responsibility to make sure that anyone on the ice besides your players and team officials are insured. Minor "boys" Hockey players that are insured must submit a "Proof of Insurance (POI)" certificate with an additional \$15.00 to ascertain on-ice insurance with OWHA.

**Anyone on the Ice Surface who is not insured causes the insurance of all players and coaching staff on the ice to be null and void.**

Should a particular team choose to have a **PARENT/PLAYERS FUN GAME**, that respective team must book their own individual ice time through the Arena staff. This ice time **MUST NOT BE CPGHA SCHEDULED ICE TIME**, unless everyone on the ice is insured through the CPGHA prior to October 31<sup>st</sup> of that hockey season.

4. Any pre-existing condition, illness, or injury, which causes a player to miss any team ice activity, must be reported to the team trainer. Any player who has been absent from team activities for fourteen (14) or more consecutive days due to injury or illness must have a doctor's written permission before she will be allowed to return to the ice.

### **17.2 Police Record Check (PRC)**

1. All volunteers working closely with players and holding positions of authority must be screened utilizing Police Record Checks.
2. PRC's are required for each volunteer once every two years.

### **17.3 Speak Out! Against Abuse and Harassment**

All volunteers working closely with players, including head coaches, assistant coaches, trainers, and managers must attend an accredited SpeakOut! course.

### **17.4 Pledge of Confidentiality – Executive Members**

Privileged or personal information concerning CPGHA members must be treated as confidential at all times. All CPGHA Executive members must agree and sign the Pledge of Confidentiality to respect our members' confidentiality.

## **18. CODE OF CONDUCT**

### **18.1 General**

1. This Code of Conduct identifies the standard of behavior that is expected of all CPGHA members, including players, coaches, parents, volunteers and Executive members.
2. The CPGHA is committed to providing and maintaining an athlete-centered minor hockey environment where all individuals are treated with respect. During the course of all CPGHA activities and events, members of the CPGHA shall conduct themselves at all times in a fair and responsible manner. They are expected to refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behavior that constitutes harassment or abuse (as defined by Canadian hockey governing bodies) will not be tolerated by the CPGHA.
3. Members shall avoid behavior that brings the CPGHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medicinal use of drugs, or that endangers the safety of others. CPGHA members shall at all times adhere to CPGHA operational policies and procedures, to rules governing CPGHA events and activities and to rules governing any events and activities that the member participates on behalf of the CPGHA.
4. Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the policy and guidelines of the CPGHA. Such action may result in the member losing the privileges that come with membership in the Association, including the opportunity to participate in CPGHA activities.

### **18.2 Process for Complaints**

1. All members must read and sign the Fair Play Pledges that prescribe the expected behavior of all members' at all official functions of CPGHA. Failure to agree to abide by these terms will be considered a breach of the Code of Conduct. Failure to sign and return the pledges may affect participation in CPGHA activities.
2. Complaints of breaches of the Code of Conduct will only be considered once these complaints have been put in writing, signed and submitted to the President of CPGHA.
3. An initial review of the complaint will be undertaken by the President or her/his designate. This will include any written or electronically recorded evidence. The respondent will be contacted (by phone or in person) and the details of the complaint will be reviewed. An outcome to this review will be documented and kept with the CPGHA Secretary. The outcome of this review will be shared with the involved parties. This review process may take 2-4 weeks.

4. Where warranted (multiple complaints or complaints of a more grievous nature), a more complete and thorough Discipline Hearing will be convened with a discipline Committee. At this time, all parties involved will be invited to attend and give evidence of the complaint. Written and signed submissions may be considered but given little weight as the respondent will not have a chance to discuss the contents with the complainant if they are not present.

5. Consequences for a breach of the Code of Conduct can range from a warning to suspension of the member from all activities of the CPGHA. Generally (but not limited to) the range of consequences will be as follows:

- a. Warning (1<sup>st</sup> warning)
- b. Offending party attends a current Speak Out! Clinic and/or Anger Management course, at their own expense.
- c. Warning (2<sup>nd</sup> written warning)
- d. Final Warning (3<sup>rd</sup> and final warning)
- e. Fine (\$50-\$100). Failure to pay fines can result in a suspension from all league activities.
- f. Suspension (game to indefinite, depending on the circumstances).

### **18.3 Guidelines for Parents**

Do not force your daughter to participate in sports, but support her desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.

Encourage your daughter to play by the rules. Remember that children learn best by example, so applaud the good plays of both teams.

Do not embarrass your daughter by yelling at players, coaches, or officials. By exhibiting a positive attitude toward the game and all of its participants, your child will benefit.

Should you wish to talk your daughter's coach about a practice or game-related issue, wait 24 hours. Emotions can cause miscommunication and misunderstandings. No Parent is allowed on the bench at any time unless they are Bench Staff.

Emphasize skill development, team play, and the value of practice as the key attributes for young athletes.

Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Sustained criticism of the officials only hurts the game and your daughter's development.

Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell at or physically abuse your child after a game or practice -- it is destructive. Work toward removing the physical and verbal abuse in youth sports.

Recognize the importance of volunteer coaches. They devote more time than you realize and are important to the development of your daughter and the sport.

In the event of your daughter becoming injured on the ice, no parent shall step foot on the ice unless they are the Team's trainer.

### **18.4 Guidelines for Players**

Set realistic goals and play for the fun of it.

Practice regularly and work hard to improve your skills.

Be a team player – get along with your teammates and lead by example.

Learn teamwork, sportsmanship and discipline. Be generous with your praise and avoid negative comments.

Learn the rules and play by them. Always be a good sport.

Play safe. Ensure that your equipment is in good working order.

Respect your coach, your teammates, your parents, opponents and officials.

Avoid profanity. Do not direct derogatory remarks or ethnic comments towards other individuals.

Discuss an official's decision calmly and express your opinion clearly and without profanity or disrespect.

Be on time and ready to go; never appear for a game or practice while intoxicated by drugs or alcohol.

### **18.5 Guidelines for Spectators**

Display good sportsmanship. Always respect players, coaches, and officials.

Act appropriately; don't taunt or disturb other fans; enjoy the game together.

Cheer the good play of all participants; avoid booing or jeering opponents.

Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive and will not be tolerated.

Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.

Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.

Support the referees and coaches by trusting their judgment and integrity.

Be responsible for your own safety -- be alert to prevent accidents from flying pucks and other avoidable situations.

Respect locker rooms as private areas for players, coaches, and officials.

Never appear for a game while intoxicated by drugs or alcohol.

Be supportive after the game . . . win or lose.

Recognize good effort, teamwork and sportsmanship.

### **18.6 Guidelines for Coaches**

Winning is always a consideration, but it is neither the only one nor the most important. Care more about the girls than winning the game. Remember players are involved in hockey for fun and enjoyment.

Familiarize yourself with CPGHA policies and guidelines on selecting and releasing players, tournaments, ice time, and team discipline.

Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players. Do not appear for games or practices while intoxicated by alcohol or drugs. Show respect for on-ice and off-ice officials at all times.

Deal with opposing teams respectfully. Resolve potential conflicts in a calm and rationale manner.

Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.

Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official;

give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics. Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players. Maintain an open line of communication with your players' parents. Schedule regular meetings. Put things in writing where possible. Be consistent in your decisions and ensure that they are in keeping with the goals and objectives of the association. Resolve potential conflicts before they combust. Be concerned with the overall development of your players. Stress good health habits and clean living. Do not approach an on-ice official after the game. Note that such action may result in a suspension.

#### **18.7 Guidelines for Officials**

Act in a professional and businesslike manner at all times. Take your role seriously. Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills. Know all playing rules, their interpretations and their proper application. Remember that good officials are teachers as much as anything else. Set a good example. Make your calls with quiet confidence; never with arrogance. Be consistent in the manner in which you direct the flow of the game. Control games only to the extent that is necessary to provide a positive and safe experience for all participants. Violence must never be tolerated. Be fair and impartial at all times. Answer all reasonable questions and requests with patience and a friendly approach. Adopt a "zero tolerance" attitude toward verbal or physical abuse. Never use foul or vulgar language when speaking with a player, coach or parent. Use honesty and integrity when answering questions. Admit your mistakes when you make them. Never openly criticize a coach, player or other official. Keep your emotions under control. Use only Canadian Hockey Association-approved officiating techniques and policies. Maintain your health through a physical conditioning program. Dedicate yourself to personal improvement and maintenance of officiating skills. Respect your supervisor and his/her critique of your performance.

#### **18.8 Guidelines for Executive Members and other Volunteers**

Understand and support the rules and regulations of the Canadian Hockey Association, the Ontario Women's Hockey Association, the Ottawa District Women's Hockey Association and the CPGHA to ensure that the philosophy and objectives of these organizations are promoted. Work with on-ice officials, coaches, parents, and other administrators to provide a positive and safe experience for all participants. Support programs that train and educate players, coaches, parents, officials and volunteers. Promote and publicize your programs effectively and in a fair manner. Never appear for an Association event while intoxicated by drugs or alcohol. Communicate with parents by attending parent/player orientation meetings and/or by being available to answer questions and address problems throughout the season. Treat all players, coaches and other volunteers with fairness, to promote fair play and sportsmanship. Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport. Perform your duties impartially, in furtherance of the aims of the CPGHA. Do not use your position or influence to further purely personal objectives.

### **19. COMMUNICATION PROTOCOL**

#### **19.1 General**

The manner in which to address issues concerning team and/or non team issues shall be to communicate with the following in the order specified:

1. The Manager or Coach, as appropriate
2. CPGHA Executive
3. President CPGHA

Under no circumstances, should the ODWHA/OWHA Executive be contacted by individual coaches, managers and/or parents. This will be undertaken by the Executive member looking after a particular concern.

It is vital that we keep the lines of communication open but we must respect and adhere to protocol and the methods of formal communication as requested by ODWHA/OWHA.

#### **19.2 CPGHA Website**

Teams are encouraged to post news worthy items, i.e. tournament results, team pictures and team sponsors on the website, [www.cpgha.ca](http://www.cpgha.ca), by sending the news items to the CPGHA Executive responsible for website management before posting.

### **20. EXECUTIVE PARTICIPATION AT OWHA/ODWHA MEETINGS**

1. Attendance and participation by the President, and/or other executive Members, the Carleton Place Girls Hockey Association is required as per Association expectations, i.e. ODWHA President's Council Meetings.
2. Financial assistance for two executive members to attend out of town meetings, i.e. OWHA's AGM in May and the General Meeting in September of the hockey season shall be decided on by the Executive prior to the to the member/s attending.

Costs for gasoline, banquet and/or food voucher, and accommodations may be reimbursed with the necessary receipts and completed CPGHA Expense Report.

3. If none of the executive members are available to attend a local meeting, a delegate may attend as requested by the CPGHA Executive.

## **21. CHANGES TO CPGHA POLICIES**

Changes to CPGHA policies and procedures may be enacted by majority vote of the CPGHA Executive at a CPGHA General Meeting.

All changes to CPGHA policies and procedures will be publicized to the membership via e-mail, posting on the CPGHA website and/or notification to team Managers and Coaches.