



POLICY DOCUMENTS

2019-20

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REGISTRATION

The Executive Committee will develop a draft chart of expected teams for next season by April 1st each year

That structure will assume a maximum team size of 15 skaters and two goalies and will guide the expected number of registrations to be accepted and the establishment of waiting lists as required. The maximum number of players that can be registered on a team will not exceed the maximums allowed by OWHA regulations.

GGHA places no geographic restriction on who may register, provided that they are eligible to participate under Hockey Canada, and OWHA rules.

Registration will be via online registration only.

Exceptional circumstances for payment will be considered and parents should contact the Vice President vp@ggha.ca to make other arrangements for payment. All deadlines and priority assignments will still apply.

Registration is on a first-come first-served basis under the following priority:

- The Association will open online registration to current GGHA players each year on March 15th. Returning players will have until April 14th at midnight to register to ensure their continued registration with the Association
- The Association will accept registration forms from girls who are not current GGHA players as of April 15th

Registrations will only be accepted with full payment of fees and all required documentation.

Payment plans can be negotiated by emailing the Vice President at vp@ggha.ca .

Registrations will not be processed for players who have not fulfilled their previous financial obligations to the Association or who have not returned all GGHA equipment and jerseys, as noted by the Equipment Manager.

Players who have been placed on a wait list will be notified by email when a space becomes available in their division.

Registration will close at each level once each of the anticipated teams are full. At this point wait lists will open.

Documentation

Players are not considered registered until all forms have been submitted, complete, signed, and with full payment.

- Registration form completed electronically
- Fair Play Code signed electronically by parent/guardians
- Code of Conduct signed electronically by parent/guardians

Players **new** to the GGHA are required to submit:

- All documentation as outlined for returning players
- A copy of proof of age (ex. Birth certificate, or passport). This must be scanned and emailed to the Registrar registrar@ggha.ca

Players who played with another OWHA association the previous season must also provide proof of Release from their former association or a Permission to Skate form before their first ice time.

Try Outs

Try Out fees will be determined by March 1st and will cover a minimum of two (2) hours of ice time and other fees associated with try outs.

Fees must be paid in full prior to the first ice session.

Players who change their minds regarding competitive tryouts may be eligible for a refund, provided they have given at least 72 hours' notice of their intent to withdraw.

Try out fees will be refunded if we are unable to have a team at a particular competitive level for which a player has registered.

Registration Fees

All registration is completed online. Online payments can be made at the time of registration through Stackpay.

The following are the registration fees for the GGHA 2019-20 season:

Level	Registration Fee
Fundamentals	\$350 with basic equipment kit
Fundamentals	\$500 no gear
Novice	\$500
Atom	\$750
Peewee	\$750
Bantam	\$750
Midget House	\$600
Midget Competitive	\$750

A cash/cheque option is also available. Cash/cheque payments must be received by the GGHA Registrar either by mail, or in person no later than 2 weeks after registering online to finalize the registration.

Cheques that are returned for non-sufficient fund (NSF) or failure to make a payment may be subject to a \$50 penalty, and the re-dating of that player's registration priority date to the date that the full payment was made.

Refunds

Any player wishing to leave the association and receive a refund must submit a request in writing or by e-mail to the Registrar registrar@ggha.ca and Treasurer treasurer@ggha.ca .

The refund will be based on the following chart, subject to the date when the request is received by the Registrar.

Date Received	Refund
Before July 31	Entire value of the registration fee minus \$50 administration fee
August 1 to September 30	Entire value of the registration fee minus \$100 administration fee.
October 1 to October 31	50% of the player registration fee
November 1 – November 30	25% of the player registration fee
December 1 and beyond	No Refund
Try Out Fee	No Refund

Refunds will be issued only after all outstanding team fees and/or GGHA charges and returned all GGHA equipment and jerseys to the Association.

Refunds will be processed by the treasurer beginning October 1st each year.

Multi-Player Discount

Multi-player discounts will be offered for families with more than two children registered in the Association. Once you have registered all players, email registrar@ggha.ca , listing the player's names and levels. A discount of 50% off the regular fee for the 3rd and additional players.

Please wait to make an online payment until you receive this discount code.

Age Categories

Hockey Canada Age Categories will be used for all seasons.

Beginning in 2019-20 Fundamentals will become a two-year program only for girls born in 2013 and 2014.

PERMISSION TO SKATE

The Association will provide an OWSHA Permission to Skate form if the following conditions are met:

- The player has fulfilled her financial obligations to GGHA or to her team
- Has returned all GGHA equipment and jerseys
- That team is at a higher level than GGHA provides for that same age category

An OWSHA Permission to Skate form will be provided electronically by the Registrar. The requires must be made in writing to registrar@ggha.ca . Copies of these forms will be archived by the GGHA Registrar.

RELEASES

The Association will provide a Release if the following conditions are met:

- The player has fulfilled her financial obligations to GGHA or to her team
- Has returned all GGHA equipment and jerseys
- That team is at a higher level than GGHA provides for that same age category

Releases are completed online. Once a release has been requested in writing the registrar will process the transfer through Ivnet and release the player to OWSHA.

Players are then able to tryout or register with another association.

On email from the Registrar will be sent to confirm the release once processed.

Once released the player belongs to OWHA Releases until picked up by another association. If a player wishes to return to the association during the same season they may do so as long as they still belong to OWHA Releases and have not been picked up by another association. A released player may re-register with the GGHA for the next hockey season as a new player.

FRIEND REQUESTS

For friend requests to be considered:

- Both players must be at house level
- Both players must choose each other as a friend
- Only one friend can be listed on the form

A friend request form will be distributed to all house players in early August with the deadline to submit being August 31 of each year. Friend requests must be made by the deadline given by the Registrar.

Changes to a friend request may be made in writing to registrar@ggha.ca prior to the first sort out session.

During the sort out process we will do our best to meet friend requests, but we can make NO guarantees. Where we believe that meeting friend requests may put teams at an unfair advantage or unfair disadvantage then those friend requests may not be met. We must treat the enjoyment of the entire league as a higher priority.

FINANCIAL ASSISTANCE POLICY

At its discretion and subject to available funds, the Executive Committee may establish a financial assistance program to provide subsidies to players for costs associated with participation in the Association.

Families are encouraged to seek support under external programs that are available such as Canadian Tire's Jump Start, Hyundai Hockey helpers, OWHA initiatives etc. The executive Committee will assist in facilitating the applications to these agencies.

EQUIPMENT POLICY

The Association will provide the following equipment for teams to use during the hockey season.

House Teams

- Reversible game jerseys to all players
- Each team at novice (house and competitive) and atom (house) will receive one team goalie jersey to be shared amongst the goalies. At these levels there must not be a full-time goalie.
- Full time Goalies at all other levels will receive a goalie cut jersey
- Each team at the IP, Novice, and Atom level will receive two sets of Goalie Equipment for the team's use. Team's at Peewee, Bantam and Midget will receive goalie equipment upon request.
- Teams will be provided with pucks, pylons, and first aid kits
- OWHA Lesson binder for their division

All items must be returned to the GGHA equipment manager at the end of the season. This includes the restocking of first aid kits.

The Association reserves the right to hold players, their parents or guardians financially responsible for the replacement cost associated with any damage caused to any GGHA equipment provided to them, beyond that associated with normal wear.

Competitive Teams

- Blue Away game jersey
- White Home game jersey
- Numbered garment bag
- Blue Away game socks – kept by player
- White Home game socks - kept by player
- Pucks, pylons, and first aid kits
- OWHHA Lesson binder for their division

The Association reserves the right to hold players, their parents or guardians financially responsible for the replacement cost associated with any damage caused to any GGHA equipment provided to them, beyond that associated with normal wear.

To this end, each competitive player is required to submit a \$200 deposit in the form of a cheque dated April 15, 2019 to cover the cost of lost or damaged competitive gear.

GGHA Jerseys

Game jerseys are to be worn **only** for GAMES. They may not be worn for practices under any circumstances.

Any non-game jersey may be worn for house level teams for practices.

Jerseys with GGHA logos must be worn for the Competitive teams for all ice times other than games.

Players may not alter GGHA game jerseys in any manner that might cause damage.

Name bars must be sewn by hand or in a fashion that is easily removed and that leaves no marks on the jersey. This includes “C” and “A” symbols. No form of glue, including iron-on items may be used as these items permanently damage the jerseys.

Sponsor Bars are not permitted to be added to the reversible house jerseys with the exception of the Goalie jerseys which will have the “Thornycroft Family” added by the Association.

Players are to return the jerseys at the end of the season, clean, and with all name bars, and “C” and “A” symbols removed.

GGHA Game Socks

GGHA Game socks will be provided as part of registration fees.

Blue teams wear blue socks, white teams white.

Game socks must be kept in good condition. If socks are damaged new socks must be purchased by the player.

Borrowing Goalie Equipment

Players who have registered and submitted all fees for the following season may request a loan of GGHA owned goalie equipment for their use in Spring/Summer Ice Hockey programs and or camps.

There will be a \$75.00 fee per season (spring season May - June, summer season July - August) to rent the equipment. This fee must be paid before the goalie equipment is provided.

These rentals are subject to the damage conditions set out above in this policy and all requests must be sent to goalie_equipment@ggha.ca for review and approval.

GOALIES

Development of Goalies in the house program is a priority for the Association.

At this level, each team from Novice to Atom, inclusive, is expected to allow every girl on the team the opportunity to dress as/wear goalie gear for a practice and then the following game.

In situations where girls are really unwilling to do this they should at least try the equipment for one practice.

Goalie Clinics

Goalie clinics have been arranged with Peak Academy. This significant expense is being covered by the Association as goalie development is a priority at all levels.

Teams will be provided with a schedule and must attend every effort to have a player attend in goalie gear. At least 48 hours' notice should be given to our Goalie Coordinator if a player is unable to attend the session.

Team coaches are not expected to attend but are encouraged to watch to learn additional drills to do with goalies during team practices.

Teams will be charged \$40 for each session their team's goalie misses.

JERSEY CARE

Below are some important guidelines for the care and use of the Goulbourn Girls Hockey Association's game jerseys and game socks.

- Away Games – Blue side of the Jersey, blue socks
- Home Games – White side of the Jersey, white socks

Game jerseys are given to players at the beginning of each season and must be treated with care. They are to be collected by team staff and returned to the equipment manager at the end of each season.

Game socks must be worn by all players for games. They must be replaced if worn or damaged.

Care of Jerseys and Game Socks:

- Jersey and game socks should be **kept in a garment bag**, not placed inside the hockey bag.
- Hockey bags are full of Velcro and other items that love to destroy jerseys!
- When washing, wash in cold water and hang them to dry on a plastic hanger.

- Also, please make sure there aren't any other items in the wash with Velcro or other fasteners
 - When sewing on name bars, captain (C), and or assistant captain (A) letters, do not sew them on with a tight machine stitch, nor with any type of adhesive. It makes them very hard to remove and can cause damage to the jersey. They should be sewn on with a very loose machine stitch or hand stitched.
 - Name bars are to be sewn to the bottom of the Competitive jerseys
 - Some teams may organize sponsors as a fund raiser. Those sponsors can be recognized on your team's web page, on a sponsor banner, or on the GGHA website but SPONSOR BARS are NOT to be sewn on the reversible Jerseys as they have been causing damage to the fabric
 - Please do not add any other patches or any kind of iron-on to the jerseys
 - Game jerseys MUST NOT be worn to practices. If a player does not have a practice jersey to wear she should borrow one from a team mate
 - Should a house sponsor require the use of name bars or patches on jerseys it is recommended that these be placed on hockey bags instead

GGHA TEAM STAFF and ON ICE HELPERS

The Association strives to ensure that team staff members (coaches, assistant coaches, trainers and managers) have the skills and commitment to provide the best experience possible for players and parents.

Once teams are formed, both House League and Competitive Head Coaches will choose their Assistant Coach(es), Manager(s), and Trainer(s) following in the considerations below.

In all instances, the Association has the right to reject or dismiss any coach, assistant coach, trainer or other team staff or manager should it be felt that the best interests of the players or the Association are not being well served.

Team Staff Requirements

Team staff include the head coach, assistant coaches, trainers, and on-ice helpers. These people must all be insured to be on the ice at any given time. The team manager is normally uninsured unless that person will be an on-ice helper as well.

There is no provision for co-coaches nor may a head coach hold that position for more than one team during the season.

Bench staff include only coaches, assistant coaches, and trainers as only 5 people can be listed on the roster as bench staff for a game.

OWHA registered participants are only covered by Hockey Canada insurance while participating in OWHA sanctioned activities. All on-ice and/or on-bench participants MUST be eligible and registered on an official OWHA roster before participation.

If a name does not appear on the TEAM's OWHA approved roster than that person is not permitted on the ice. As per OWHA policy one

Considerations for Choosing Team Staff

When choosing team staff, the following considerations must be met:

- The Association will cover the cost of five (5) bench staff. The cost of registering additional team staff must be covered by the team and the majority of the parents on the team must agree to cover this additional cost. In 2019-20 this cost is approximately \$57.50 for Atom-Midget aged teams and \$37.50 for Novice and Fundamentals. Fees as outlined by OWHA.
- The ratio for team staff to players should be 3 players per staff member
- Head Coaches must not choose their spouse as the team manager
- Members of the core Association Executive should not be chosen as a team manager
- A spouse of an assistant coach should not hold a position on the bench staff
- A spouse of a team manager may not hold the treasurer position
- OWHA insists that each team have one female bench staff member.
- A female trainer is preferred at Peewee aged and older.

A list of team staff members must be provided to the Vice President for approval before that information is distributed to team members.

The Association will set deadlines for team staff to acquire the required certification. Failure of the team staff to acquire the required certifications may result in a decision by the Association to remove the individual from the relevant team staff position.

Registering Team Staff

Head coaches must submit a roster of their team staff to the Vice President for approval before the team can be registered with OWHA and Goalline.

The following information must be provided for each member of the team staff regardless of whether they were with GGHA in the previous season:

- Name (Full legal name registered with Hockey Canada)
- Date of Birth
- Address, including postal code
- Phone Number
- Email
- Hockey Canada Number
- List of all current certification numbers (snapshots of the Hockey Canada Locker are preferred)

We cannot roster a team without:

- A head coach without required certification
- A female member of the bench staff
- A certified trainer

Captains and Alternate Captains

In the GGHA all competitive teams above Atom must designate one captain and two alternate captains who speak to the officials when the captain is on the bench. Captains wear a "C" on their jerseys, while alternate captains wear an "A".

Captains and Alternates can play an important part as a role model for the rest of their teammates and can act as a liaison and line of communication between the coaching staff and players.

There is no right or wrong leadership style, but the team has to respect not only its captain but the rest of their teammates as well.

Every member of the team is equally as important as the next and being captain does not signify that you are better than your teammates. Here are some suggestions of how teams can pick their captain and what attributes will allow them to be a successful one:

Who can be Captain?

Any player could be a captain however, goalies may only fulfill the role of alternate captain.

Choosing a Captain

Player Vote

Sometimes it's best to let the players decide who they want to represent them. A natural leader may emerge that the group respects and will listen to. The captain is always willing to take one for the team and best show what teamwork is all about.

However, this may turn into a popularity contest and the loudest voice doesn't always equate to the most appropriate choice.

Coaches Assign

Coaches can take a look at the team's social dynamics from an outside perspective and decide from there. Collaborating with the players and reviewing what kind of leadership you are looking for could lead everyone to the right choice. Having players nominate teammates who they trust, work hard and who they believe has exemplary leadership qualities gives them an input in the selection process in addition, to a group for the coaches to choose from.

Responsibilities

Officially captains have no responsibility or authority, although they may have various informal duties, such as leading warm-ups or other events outside of games. As with most team sports that designate captains, the captain is usually a well-respected player and a natural team leader.

The captain can hold a lot of influence over how the group performs. Players will look to their captain and follow their lead. Having the hardest worker and best team player as the group's leader can set the bar for the expectations of each player. This level of maturity could bring a team closer together and have them more prepared to face any opponent.

Rotating Captains

Giving everyone an opportunity to be captain can also be a great option at the Novice and Atom Competitive Levels.

This can be accomplished by attaching Cs and As with strong magnets to the jerseys.

YOUTH VOLUNTEERS

Each year more and more young people are interested in volunteering within the Association. Most are adolescents who want to collect high school volunteer hours and others are young adults looking to take on different roles in hockey.

Coaches must use sound judgment when selecting a young person as an on-ice helper. Specifically, these decisions must be made from developmental and support perspectives. We want these “helpers” to aid team staff, while gaining knowledge and experience of a teaching type role. Helping with a team is not an opportunity for siblings of players, or coach’s children (not on the team) to get extra ice time.

GGHA Players as Volunteers

To provide guidance while ensuring safe opportunities for our young GGHA players, please apply the following:

- Volunteers may only be members of GGHA
- They must be a **minimum of 14 years of age** and must be at least one age division higher than the team they are volunteering with. (e.g. a Bantam-aged player may help at the Peewee, Atom, Novice and IP levels). The individual is not permitted to volunteer as an on-ice helper with a team at the same or higher age division
- The volunteer may only be a demonstrator / helper and is not to provide instruction
- She may not participate in any activities with the players such as scrimmages or drills
- The volunteer must wear full equipment

Non GGHA Players as Volunteers

A volunteer who is not a GGHA registered player must be 16 years of age or older and must be added to a GGHA Team Roster in order to ensure insurance coverage. These volunteers **MUST**:

- Complete the Respect in Sport on-line e-learning program
- Submit a current Police Record Check
- Must wear a CSA approved helmet with facial protection as well as hockey gloves and skates

ROLE OF THE TEAM TRAINER

The HTCP program is the introductory level of the Trainer program and is the minimum training required by all OWHA teams at all levels.

The Association will cover the training cost for one trainer per team, per year.

Trainers, through the certification process, will be responsible for:

- Code of Ethics/Fair Play Codes
- Risk Management - Safety Requires Teamwork
- Medical Information Files and Injury Reporting
- First Aid Kit
- Bullying, Harassment and Abuse
- Protective Equipment and Hygiene
- Injury Prevention Techniques

- Emergency Action Plan
- Injury Management Principles
- Injury Recognition and Management
- Spinal Injuries
- Concussions
- Injuries and Illness
- Removing Players from Action
- Coordinating Return to Play
- Nutrition and Hydration
- Performance Enhancing Substances

Trainers are to be alert and focused on practices and game play at all times. They should not be on the ice during practices but focused on the on-ice activities.

Teams should plan to have enough team staff on their roster so that the trainer is never responsible for the opening and closing of bench doors during game situations.

As a minimum standard, participants must re-qualify by successfully completing the Level 1 refresher program every 3 years.

All trainer certification expires 3 years following certification on August 31.

TRAINING OR CERTIFICATION REIMBURSEMENT

Individuals who wish to be reimbursed by the Association for coaching clinics and or a trainer certification course must first submit a request to the Vice President vp@ggha.ca to take the course. Reimbursement will only be made to those individuals who have been pre-approved and when the Association has deemed it necessary that the applicant be certified at the level for which they are applying.

Respect in Sport is not reimbursable.

Process

- Email vp@ggha.ca with a request to take a specific course or training prior to registering for the clinic or course
- The applicant will be notified by email if the request has been approved
- Once approval has been received the applicant may register for the clinic or course
- Once the clinic or course has been completed successfully the applicant must submit proof of completion along with proof of payment to vp@ggha.ca.

In the case of the development training reimbursement will take place following the course and prior to the certification.

- Upon receipt of the completed form, the Vice President will submit the receipt to the Association Treasurer for reimbursement

Expectation

It is expected that those who request reimbursement for training will be committed to volunteering at minimum of two additional years with the Association.

If less than this period of time has passed after certification then it is expected that these fees would be reimbursed to the Association.

TEAM FINANCES

The Association strives to ensure that all team funds are spent responsibly and accounted for throughout the season.

Process

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

The team budget must be submitted to either the House or Competitive convenor and the Vice President and approved **prior** to being given to the parents for their approval.

A team budget is then presented and must be **approved** by the majority of a team's parents.

Detailed financial statements must be given to the Treasurer and to all team parents at the end of the season. These financial statements should show a comparison to the approved team budget.

The team treasurer should keep all receipts until the account has been completely closed and signed off by the Association Treasurer.

Financial statements and/or team budgets must be produced to the GGHA Executive upon request.

The team bank account should be closed by May 31st after all team expenses have cleared. Any funds remaining in the account must be distributed to the team members in a timely fashion.

Team Fees

The Association has set maximum team fees as follows:

- House League Teams -- \$500.00 per player
- Competitive Teams
 - Competitive Fee = \$600.00 per player
 - Team Fees no greater than \$800 per player **and** must be subsidized by fundraising and sponsorships

Team fees should be made in installments with no installment being more than \$500. Installments should be made in August, October and December.

Third payment is not required if additional finances are not required.

If a team requires additional team fees greater than the amount above the Coach or Team Manager must request approval from the Executive prior to presenting their budget for approval.

Players Withdrawing or Joining a Team Mid-Season

If a player leaves the team after the start of the season, her team fees will not be refunded unless she is being replaced by another player. If a player joins the team after the start of the season, her team fees must be pro-rated.

Teams will be responsible for the following costs. These expenses must be paid for through fundraising, sponsorships and or team fees. These expenses also require the consent of the majority of the parents:

- OWHA fees for extra team staff. The Association pays for up to five (5) team staff
- Ice rental costs not arranged by the Association. This ice is usually used for additional practices and exhibition games. These ice times are beyond the core allotment provided to the team by the Association
- Costs associated with exhibition and provincial play down games, such as referee payments
- Tournament and Provincial championship entry fees
- Team Administration costs, such as postage and photocopying
- Social expenses, such as a year-end parties and player awards
- Head Coach Hotel Accommodations for out-of-town tournaments, if coach does not have a child on the team (2 nights maximum)

Team expenses not listed above and that are not required for the regular operation of the team (e.g. items of clothing for coaches) require unanimous approval of the parents and cannot be a mandatory requirement of any player on the team.

FUNDRAISING

All teams may raise funds for their team and those funds are to be used for the betterment of the team as a whole.

When fundraising, team are also representing the Goulbourn Girls Hockey Association (GGHA) and must project a positive image of the Association. All fundraising activities must adhere to the guidelines set forth in the Fundraising Policy.

Money should never be a hindrance to any girl who has the desire to play hockey and therefore the fundraising program's main purpose is to make hockey as affordable as possible.

Team Budgets

Team budgets must be approved in writing by the GGHA Treasurer in conjunction the House or Competitive Convenor as appropriate. The team budget should include any proposed fundraising initiatives.

Team budgets must be approved before team fundraising activities can begin.

Member Responsibility

By agreeing on the team budget presented by the coaches, each family has accepted the obligation to pay Team Fees. Paying the fees fully out of pocket can sometimes be a challenge therefore, fundraising events are encouraged.

Parents should be given the option of dividing the team fee payment into segments should they request that provision.

Approvals and Reporting

The GGHA Treasurer, in conjunction with the House or Competitive Convenor oversee all fundraising activities of the association.

Teams are to ensure that their fundraising activities respect all laws, particularly Ontario and City of Ottawa legislation governing lotteries and raffles.

Teams are not to create any raffles or ticket draws without getting the prior approval of the GGHA Treasurer.

Considerations:

- All fundraising activities must be discussed and approved by the majority of parents at a team meeting
- All fundraising activities must receive prior written approval by the House or Competitive Convenor
- All monetary transactions relating to fundraising are to be documented by the team treasurer

A full written accounting of each fundraising event is required to be submitted to the Convenor within 14 days of completing any fundraising event.

Requests for additional fundraising events (those proposed after the team budget has been approved) must be in writing and submitted to the House or Competitive Convenor prior to the fundraising event.

Permitted Expenditures

Some common ways to raise funds could include: bottle drives, electronic recycling drives, bake sales, 50/50 Draws, or Ticket sales.

Funds raised from the above events can be used to offset the following expenses:

- Tournament registration fees
- Team apparel
- Equipment bags
- Coaching and Trainer supplies
- Hotel expenses for the head coach who is not a parent of a player on the team
- Team meals
- Additional ice time for practices, exhibition games and skill development
- Referee fees
- Miscellaneous team expenses (paper, printing, postage, etc.)

Association Fundraising

The Association may initiate an association wide fundraising effort by a resolution passed by the Executive Committee. The Executive Committee may require teams to participate in that effort.

SPONSORSHIP

Guidelines for sponsorship can be found in the sponsorship letter available from the Vice President. The Association will set a sponsorship framework for teams to use, including suggested values and forms of recognition. Sponsorships cannot be accepted if they are contrary to the Association's policies or could be detrimental to the Association.

Teams must forward Sponsorship information to the Vice President vp@ggha.ca. The team's Treasurer shall keep track of and provide a report to the GGHA Treasurer.

All sponsorships are subject to approval by the Association's Executive Committee.

Types of Sponsors

Provision is made for three types of sponsorships: Association, Team and Individual

Association Sponsor

An Association Sponsor may be a corporation, organization or individual that provides funding for the Association. Monies raised through Association sponsorship shall be used to offset costs. (i.e.: banquet, special events, ice costs, etc.)

The Association will maintain an operating fund balance in the bank account. Surplus funds at the end of the season will be used to offset fees for the following season.

Team Sponsor:

A Team Sponsor may be a corporation, organization or individual that provides funding to a Team. This money should be distributed equally among all team players.

Individual Sponsor

An Individual Sponsor may be a corporation, organization or individual that provides funding for one Individual. Money collected through an Individual sponsorship shall be distributed 50% to the Individual's team fees and 50% to the team to be split equally among the remaining player's fees. Individual players may have up to \$500 applied against their player account in this manner.

Money from Sponsorships should not exceed the annual team budget. The team budget must be approved by the GGHA Treasurer prior to seeking sponsorships.

It is the team's responsibility to deliver to the sponsor any benefits that have been promised i.e. web team page advertising, banners, plaques etc. Each team must provide the GGHA Treasurer confirmation that benefits have been provided as required.

Association sponsors will be posted on the GGHA website. Sponsors may also be advertised on other items such as banners at special events.

Sponsor Benefits

This information will be provided to teams by the Executive in September of each year.

Sponsor Banners and Bars

The GGHA supports the use of Sponsor Banners as the preferred method for recognizing sponsors.

House teams are not permitted to use sponsor bars as they damage the reversible jerseys.

Competitive teams may use sponsor bars but must confirm with the Vice President the affiliated costs of company sponsorships.

DEN MOMS

GGHA supports and adopts the OWHA's Dressing Room Supervision Policy to provide a safe and comfortable dressing room environment with proper supervision for the player and team officials.

The GGHA Dressing Room Supervision policy establishes the guidelines that must be followed at all times by all team staff, players, and parents. The policy is for all levels from Novice and above and must be adhered to before, during and after games, practices or team events.

The primary purpose of this policy is to ensure the privacy of all players and to provide a safe and inclusive environment in the dressing room.

Certification Required

Den Moms, Coaches, Assistant Coaches and On-Ice Helpers are required to submit:

- Current Police Record Check (less than six months old)
- Respect in Sport (RIS) for Activity Leaders. Please note that the Respect in Sport for parents is not sufficient certification for this position.

Males in The Dressing Room

Novice:

- Any one parent or guardian is permitted in the dressing room until 10 minutes prior to the scheduled ice time, at which time only team staff are allowed in, as detailed below.

For Atom and older age groups:

- No males (including dads and brothers) are permitted in the dressing room until ten minutes prior to the scheduled ice time or as specified by the Head Coach, at which time only team staff is allowed in, as detailed below.

Up until this time, supervision in the dressing room is the responsibility of the designated Den Moms (see below). Any skate tying assistance shall be provided outside the dressing room or by the Den Moms.

Dressing Room Supervision

For Atom to Bantam:

Dressing rooms must be supervised at all times when players are expected to be in them, including before, during and after a game or practice. A minimum of two (2) adult females (“Den Moms”) are required to supervise a dressing room until such time as the team staff are permitted in the dressing room before the scheduled ice time or until the last players have left the dressing room. Police record checks and Speakout/Respect in Sport are required for all Den Moms.

For Midget up to the player age of 19:

The use of Den Moms is at the discretion of the Head Coach. However, when any player is in the team dressing room before, during or after a game or practice, a minimum of two of the following shall be present in the dressing room or immediately outside the dressing room(s) with the door ajar: two team or GGHA officials, properly screened or one such official and an adult person, 18 years or older, associated with the team. It is recommended that at least one of the individuals supervising a dressing room be female.

DRESSING ROOM POLICY

To safeguard the interests of both players and team staff, under no circumstances should a player and one team staff member be alone in a dressing room without a third party such as a parent, guardian or other team official being present. For Novice to Bantam, one of the adult’s present must be female. For Midget and above, it is strongly encouraged that one of the adults present be female. It is the responsibility of the Den Moms to ensure that the dressing room is left in a neat and tidy condition after use. There should be no locked doors except when the team is on the ice.

Team Staff in The Dressing Room

On confirmation by the Den Moms that girls are dressed and up to 10 minutes before and after ice time (or as specified by the Head Coach), the Team Staff are permitted in the Dressing Room to brief players on the expectations for the ice time and to debrief afterwards.

Parents and other non-team staff are not permitted in the dressing room at this time unless authorized by the Head Coach.

For Novice to Bantam, when there is a meeting with bench staff an adult female must be present at all times and no changing is to occur during this time.

For Midget and above, it is strongly encouraged that one of the adults present be female.

All players should be in the dressing room at least 30 minutes prior to the scheduled ice time or as specified by the Head Coach (e.g. one hour prior to games, 30 mins. prior to practice) to ensure that players are dressed and ready to go for pre-ice instructions with the team staff.

Players who arrive late (during pre-ice discussion) will be required to wait before getting dressed until the team staff has finished their pre-ice discussion.

After their ice time, players should not remove any equipment other than gloves and helmets until the team staff has had an opportunity for a quick post-ice time debrief.

Cameras, Cell Phones and Other Electronic Devices

For the safety and protection of its players, the use of any electronic device to send, receive or record a message or images (including text messaging) within the dressing room is prohibited.

Any players, parents, den moms or team staff that have an electronic device with them, shall keep the electronics device stored while in the dressing room. Additional restrictions regarding electronic devices in the dressing room can be imposed by the Head Coach.

OWHA CODE OF CONDUCT

GGHA adheres to the OWHA Code of Conduct.

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Women's Hockey Association (OWHA) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others. OWHA Teams, Associations, Programmes and Leagues are committed to providing a sport environment in which all individuals are treated with respect.

Members of the OWHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment, abuse, bullying or cyber-bullying will not be tolerated by the OWHA.

During the course of all OWHA activities and events, members shall avoid behaviour which brings OWHA members or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs.

Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods. Members of the OWHA shall not engage in activity or behaviour which endangers the safety of others. OWHA members shall at all times adhere to the OWHA Team, Association, Programme and League operational policies and procedures, to rules governing the OWHA events

and activities and to rules governing any competition in which the member participates on behalf of the OWHA.

Failure to comply with this Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OWHA, including the opportunity to participate in OWHA activities.

SOCIAL MEDIA POLICY

The policy below shall encompass public communication through on-line communities of people such as, but not limited to, Facebook, Twitter, Instagram, You Tube, blogging, Snapchat etc.

All GGHA players and team staff are registered with the Ontario Women's Hockey Association (OWHA), are members of Hockey Canada (HC) and are bound by OWHA, HC and GGHA rules, regulations, policies and procedures. As such, GGHA has adopted the Social Networking policy put in place by the OWHA.

This policy is to educate the membership of the Association on the risks of social media and to ensure that all members are aware that conduct deemed to be inappropriate may be subject to disciplinary action.

The Association understands the importance of Social Media and Social Networking. However, Social Media and Social Networking also allow for inappropriate unsupervised conduct which may be detrimental to the welfare of the GGHA, and the future of GGHA players.

The GGHA holds the entire GGHA community, including Executive Members, Managers, Coaches, Trainers, Players, Parents and Legal Guardians who participate in Social Media and Social Networking to the same standards as it would with all forms of media, including television, radio and print.

Comments or remarks of an inappropriate nature which are detrimental to a team, another association, the league, the GGHA, or an individual will not be tolerated and will be subject to disciplinary action.

It is important to remember that social media comments are on the record and are instantly published and available to the public and media. GGHA members should conduct themselves in an appropriate and professional manner at all times.

Use your best judgment - pause before you post. Use the "24-hour rule" if necessary. You are solely responsible for your comments once they are published.

Violations

The following are examples of conduct through social media that are considered to be violations of the social media and social networking policy and may be subject to disciplinary action by the Team, the GGHA, and/or the OWHA.

Any statement deemed to be publicly critical of association officials or detrimental to the welfare of a member of a team, association, league or individual or the GGHA

Communicating on or publishing information that is confidential or in any way sensitive to a team, association league, individual or the GGHA

Negative or derogatory comments about any team, association, league, GGHA staff, volunteers, programs, stakeholders, player or any GGHA member

Any form of bullying, harassment or threats against players, coaches, team staff or officials
Photographs, video or comments promoting negative influences or criminal behaviour, including but not limited to: drug use, alcohol use, sexual exploitation.

Discipline

The team and/or the Association will investigate reported violations of this policy. If the investigation determines that a violation has occurred, the team and/or GGHA will impose disciplinary action.

BULLYING

The Goulbourn Girl's Hockey Association supports the OWHA's Harassment, Abuse, Bullying and Misconduct Policy.

[http://owha.pointstreaksites.com/files/uploaded_documents/3323/Final -
_HARASSMENT_ABUSE_BULLYING_and_MISCONDUCT_POLICY.pdf](http://owha.pointstreaksites.com/files/uploaded_documents/3323/Final_-_HARASSMENT_ABUSE_BULLYING_and_MISCONDUCT_POLICY.pdf)

The GGHA is committed to providing an environment that is safe and respectful. It is the policy of the GGHA that there be no harassment, abuse, bullying or misconduct of any participant in any of its programs.

The OWHA expects every athlete, coach, assistant coach, trainer, manager, official, parent, guardian, family member, director, officer, volunteer, employee and chaperone within the OWHA to take reasonable steps to safeguard the participants against harassment, abuse, bullying or misconduct.

ICE ALLOCATION AND SCHEDULING

The Ice Scheduler is responsible for the allocation of all ice obtained by the Association. This includes ice to be used by teams for their league and playoff games, team practice ice, and ice that can be used for provincial playdowns.

Process

Each team must specify someone (e.g., a coach, manager or parent) as the contact for the team's ice scheduling and provide that person's contact information to the Ice Scheduler ice@gggha.ca before the ODWHA scheduling meeting.

All team communication on ice allocation and scheduling will be between this contact person and the Ice Scheduler ice@gggha.ca .

If teams acquire ice other than that allotted by the Association, then the teams will be charged for that cost.

Team Responsibilities

Teams are responsible for helping to ensure that ice rented by the Association is scheduled effectively. In order to do this, they are required to inform the Ice Scheduler of activities other than regular league games that will affect ice scheduling such as participation in tournaments and exhibition games, and direct team rentals of other ice, not arranged for by the Association, as soon as that information is known to them.

If a team cannot use an ice allotment scheduled by the Association (e.g. because of participation in a tournament or a rescheduled game), the following procedure will apply:

- The team must notify the Ice Scheduler at least fourteen days prior to the scheduled ice time.
- Within 24 hours, the Ice Scheduler will notify the team whether or not the ice time can be returned to the Association; if so, the team's invoice will be adjusted accordingly, and the team has no further responsibilities regarding that ice time. If not, the ice time remains allocated to the team; it must pay for that ice but may sell, trade or give the ice to other GGHA teams or, failing that, to another user.

Game Time Allocations

Game time allocations are based on ODWHA guidelines.

Of note, although games can now start at 6:00 pm for Novice, Atom and Pee wee teams; games can only start at 6:00 pm if both teams agree.

Novice House League games can be played during the week, but only if the game is between two Novice House teams from the same association.

Time Restrictions:

- Novice / Atom: no sooner than 6:00pm and no later than 7:00pm start time
- Novice House: Weekend Games ONLY – unless two teams are from the same area
- Pee wee: no later than 8:00pm start time
- Bantam: no later than 9:00pm start time
- Midget/Intermediate: no later than 9:30pm start time
- All age groups: no sooner than 6:30pm (6:00pm if agreed upon for Novice, Atom & Pee wee Only) during the weekday (Monday to Friday)
- All age groups: no earlier than 8:00 am on weekends.

Practice Time Allocations

Practice times are considered reasonable if they meet the following conditions:

- On ice weeknights no earlier than 4:00 PM
- On ice weekends no earlier than (add 30 minutes if location is not in the Stittsville Area):
 - 6:00 AM Fundamentals, Novice, and Atom divisions
 - 8:00 AM Pee wee, and Bantam
 - 9:00 AM Midget
- Off-ice time restrictions for school nights (add 30 minutes for weekends, providing no other GGHA practices or league games are scheduled for the next morning):
 - 6:15 PM Fundamentals
 - 7:15 PM Novice, and Atom
 - 8:15 PM Pee wee
 - 9:15 PM Bantam
 - 10:15 PM Midget

Not on the same day as a league game.

Less desirable early hours, such as 6:00 AM, are to be allocated evenly between all teams identified to regularly receive them, and if required, evenly between the teams of the next higher age level, that may be required to use some of these hours.

Hours that must be allocated later than that identified as reasonable, are to be evenly distributed to teams at the next lower time threshold, that typically use the times just below those being allocated. Ex. As required, 9:30 PM end times would be shared among Peewee competitive teams, but not Peewee house league teams, because the house teams would not typically practice mid-week.

Weekly Practice Hours

Teams will receive weekly practice hours, to the extent possible, as follows:

- 1 hour for Novice, Atom, Peewee and Bantam house teams
- 1.5 hours for all competitive teams
- 2 hours for Fundamentals
- 1 hour every other week for Midget House and Senior teams

Full / Shared Ice

Teams will receive full and shared practice ice, to the extent possible, as follows:

- 100% shared for Fundamentals, Novice, Atom House, Peewee House, Bantam House
- 75% shared, and 25% full, for Atom Competitive, Peewee Competitive, Midget House
- 75% full, and 25% shared, for Bantam and Midget Competitive teams (typically every other week)

Ice Allocation Priorities

The following priorities provide guidance for the allocation of practice and additional ice. These priorities build upon one another, and the Ice Scheduler's objective shall always be to achieve the highest level possible:

- All house teams to be provided with a minimum of one shared practice hour per week
- All competitive teams to be provided with a minimum of one shared mid-week hour per week
- All competitive teams to be provided with a minimum of 1.5 shared hours per week.
- All competitive teams to be provided their share of full ice sessions; allocation priority going to the team with the highest percentage discrepancy lower than their targeted allocations. Midget and Bantam targets are 75% full ice, Peewee and Atom 25%.
- All competitive teams other than AA provided with full ice practices to top up their full ice allocations missed in the previous two weeks and expected to be missed in the next two weeks; allocation priority going to the team with the highest percentage discrepancy lower than their targeted allocations.
- House league hours topped up to the target allocation of total hours per team to that week in the season
- House league teams receive full ice practices; Midget having priority over Bantam, Bantam over Peewee, and Peewee over Atom.
- Additional hours given on a first response basis, with announcements regarding available ice sent to all coaches/managers via email

The Ice Scheduler may appropriate any previously allocated ice time as necessary. All teams will be allocated their fair share of less-attractive ice times, subject to reasonable considerations regarding age levels of players.

The Ice Scheduler may, at their discretion, withhold further ice allocations if there are past due amounts owing to the Association and may seek the approval of the Executive Committee for other sanctions.

PLAYER ICE TIME POLICY

Recognizing that the primary goals of the Association are to provide opportunities for girls and young women to play hockey, develop skills and have fun, coaches are expected to provide “fair ice” to all players.

Coaches are to make clear to parents how they will manage ice time at the beginning of the season to provide “fair ice” such that:

- Players normally will be part of regular forward lines or defensive pairs, as numbers permit and in whatever fashion is reasonable given the best mix of skills on a specific forward line or defensive pair
- Players, including goaltenders, will take part in games in predictable cycles that are relevant to the position that they play
- All players will have opportunities to develop and apply the skills needed on specialty units such as power play and penalty killing

This policy recognizes that coaches may make reasonable exceptions to the normal implementation of a “fair ice” policy, such as:

- To address situations in which a player is habitually absent or late for practices, games and team activities without good reason
- On an exceptional basis only, a decision to use particular players in the last few minutes of a close, significant game, such as a Provincial playdown or a playoff game

Coaches are expected to communicate their ice time plans to players and parents at the beginning of the season and to alert players and parents to any changes.

AFFILIATE PLAYERS

This policy follows the Affiliation/Pick up Regulations set out by the OWHA/ODWHA. Teams that expect to have a player absent from a specific game may seek to use or affiliate another player for that game who is currently registered with OWHA.

A Fundamentals/ IP aged player cannot be affiliated with a Novice team. Novice teams may cross affiliate.

Procedure

In order to affiliate a player, the coach of the affiliating team (the team needing the player) must:

- Use a registered GGHA player as an affiliate
- Use a non-GGHA player as an affiliated player only under exceptional circumstances and with the permission of the GGHA House or Competitive Convenor.
- Receive permission to speak to the player or her parent(s) from that player’s coach before any contact is attempted with the player
- Recognize that the player’s coach has a right to reject a request if it will affect his or her team, such as:

- Create a situation in which the player would not be available for her own team's scheduled game or practice
- Create a situation in which the player would be playing two or more games in one day
- If there is an issue with discipline involving the affiliated player
- She is injured, or ill
- A GGHA-registered player may play as an affiliate on a non-GGHA team only under exceptional circumstances and only with the permission of the House or Competitive Convenor (House teams contact the House convenor and Competitive teams the Competitive Convenor)

The coach needing to affiliate a player is encouraged to discuss the needs of her/his team and the skill required with the lower level team's coach to determine which player to affiliate. However, it is the coach of the team requiring the affiliate player who determines what player(s) are called to the affiliated team.

Documentation

Once consent has been given by the player, a pickup consent form must be completed, and signed by the affiliated player's coach and must be given to the receiving coach or manager prior to the game. In the event that the head coach is unavailable the House or Competitive Convenor may provide approval (House teams contact the House convenor and Competitive teams the Competitive Convenor).

The receiving coach is responsible for ensuring that suspensions and other issues are known and respected and for notifying the affiliate's regular head coach following the game should injuries or suspensions occur.

The following forms are to be used when affiliating players depending on the type of game(s) played.

- For ODWHA league or exhibition games the OWHA Pick-up Consent form (not for tournaments) can be found and should be used. It can be found at:
[http://owha.pointstreaksites.com/files/uploaded_documents/3323/FINAL_-_Pickup_Consent_Forms_\(NOT_for_Tournaments\)_2.pdf](http://owha.pointstreaksites.com/files/uploaded_documents/3323/FINAL_-_Pickup_Consent_Forms_(NOT_for_Tournaments)_2.pdf)
- When affiliate players are used for sanctioned tournaments the OWHA Pick-up Consent form (for sanctioned tournaments) must be completed. This form can be found at:
http://owha.pointstreaksites.com/files/uploaded_documents/3323/Doc-14_PICKUP_CONSENT_FORM_for_SANCTIONED_TOURNAMENT.pdf

All affiliated players must be identified on the game sheet by placing the initials AP (affiliate player) beside the affiliate's name as a record for the Division Coordinator.

The properly signed and completed Pick-up Consent form must be given to the home team to be attached to the white copy of the game sheet sent to the Division Coordinator. The team using the affiliate player should keep a copy of the fully approved form.

A team may not bring up more than three (3) affiliated players for any given game and cannot exceed the number of registered players on their team roster.

Suspended players cannot be replaced with affiliate players.

No individual player used as pick up/affiliate for ODWHA league play is allowed to play at a higher level for more than ten (10) ODWHA league games during the regular and playoff season. Any player within an ODWHA team who plays more than ten (10) 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.

Playoffs

During playoffs, the affiliation of players can only occur if any of the following conditions are met and officially accepted by the ODWHA Registrar 24 hours before a game is to be played. The number of players cannot exceed the number of registered players on their official OWHA team roster.

- To replace an injured or an ill player. This player must provide a medical certificate indicating she cannot play in a particular game;
- To replace a player who has permanently left the Ottawa District (not simply quit the team) and has provided an updated OWHA registration form that had previously been submitted;
- To replace a goalie due to extenuating circumstances who will not be able to play.

Goalies

If a team is without a goalie, then a goalie from a lower level may be called up / affiliated for a maximum of ten (10) league games.

A bilateral call up for goalies is only permitted in extreme circumstances.

Goalies may be called from another association or if no other goalie is available then on a case by case basis a request could be made to the ODWHA to call a goalie up for more than the 10 allotted times.

EXHIBITION GAMES

A GGHA team may play exhibition games against an OWHA registered team ONLY when the team has received their official OWHA roster.

A team may play games against a team that is not registered with the OWHA provided that it has received any sanction required by the Ontario Women's Hockey Association to ensure that the players, coaches and other team officials are covered by OWHA insurance.

A sanction is required for all games played outside Ontario including any games played in Gatineau.

Team statistician's login to Ivlnet to apply for sanctions when playing teams in Quebec.

Teams are responsible for organizing and paying for:

- Ice rental costs
- Referee costs
- Timekeepers