

# **Cornwall Girls Hockey Association**

## **Coach / Manager Manual House**

**2025-2026**

**This manual is for use by the coaches and managers of the Cornwall Girls Hockey Association (CGHA). The intent of this manual is to provide a resource for use throughout the season which will help to simplify the workload of administration.**

**This manual provides details of the day to day team activities, CGHA policies and procedures as well as relevant OWHA regulations and requirements.**

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## 2025-2026 Executive

Name	Title	Contact
Mike Turcotte	President	613-930-6511
Jim Harper	Tournament Co-ordinator	<a href="mailto:jimharper9999@gmail.com">jimharper9999@gmail.com</a>
Tara Lafrance	Secretary	<a href="mailto:taralafrance1@gmail.com">taralafrance1@gmail.com</a>
Steve Bernier	Treasurer	<a href="mailto:stephen.bernier@scotiabank.com">stephen.bernier@scotiabank.com</a>
Melanie Giroux	Registrar	<a href="mailto:cgharegistrar@gmail.com">cgharegistrar@gmail.com</a>
Mario Fedele	VP of Competitive	<a href="mailto:competitivecgha@gmail.com">competitivecgha@gmail.com</a>
Tanya Allaire	VP of House League	613-662-9171 <a href="mailto:tallaire79@gmail.com">tallaire79@gmail.com</a>
Rod McLeod	VP of Hockey Development	613-361-9055 <a href="mailto:rmcleod@hotmail.ca">rmcleod@hotmail.ca</a>
Jennifer Jurchuk	Director, Ice/Referee	613-330-2899 <a href="mailto:jenniferjurchuk@gmail.com">jenniferjurchuk@gmail.com</a>
Matt Bellsmith	Director Fundamentals	613-930-7666 <a href="mailto:mbellsmith@hotmail.com">mbellsmith@hotmail.com</a>
Courtney Lauzon	Webmaster	<a href="mailto:cornwalltyphoons2010@hotmail.com">cornwalltyphoons2010@hotmail.com</a>
Nicky Ramsay	Marketing Director	<a href="mailto:Nramsay1978@gmail.com">Nramsay1978@gmail.com</a>
Pete Bowen	Risk and Safety Director	<a href="mailto:cgha.risk.safety@gmail.com">cgha.risk.safety@gmail.com</a>
Terry Lauzon	Equipment Manager	<a href="mailto:terry_lauzon@hotmail.com">terry_lauzon@hotmail.com</a>
Tracy Zettler	Coach/Mentor	<a href="mailto:frozen_cndn10@hotmail.com">frozen_cndn10@hotmail.com</a>
Karen Gunn	Special Events	<a href="mailto:karen.d.parks@hotmail.com">karen.d.parks@hotmail.com</a>
Bill Allan	Director at Large	<a href="mailto:billallan327@gmail.com">billallan327@gmail.com</a>

\*\*Please ensure that all of these email addresses are not blocked by your SPAM filter.

## **Dates to remember**

September – Player evaluations

September – Player Draft

September 23rd-25th- Virtual Game Scheduling

September 29th – Mandatory coaches meeting U13-U18

September following draft – Team/parent meeting (objectives, registration information, budget information, fundraising, tournaments.)

End of September – Roster Completed and sent to Registrar  
\*Roster must be approved BEFORE your first league game

Beginning of October – Team RAMP App set up

October 5th- Game scheduling for U9 and U11

October 5th – All Bench Staff registered in [RAMP](#)

October 11-13 – Thanksgiving blackout

October 31 – Coaching accreditation completed

October 31 – Budget sent to Association Treasurer

October/November – Team photos (we are looking for a photographer)

Christmas blackout – December 20th-Jan 3rd

End of November- DS tryouts U11-U18

February – Regular House League season ends

February – Playoffs start

April 5 – Team budget presented to Association Treasurer

April 15 – Team accounts closed

## **CGHA Roles and Responsibilities**

### **Head coach**

- Serve as the official spokesperson for the team
- Coordinate the delegation of coaching staff responsibilities
- Ensure certification of all coaching staff
- Plan on and off ice activities
- Plan, implement and control pregame preparation and communication with the team
- Commitment to player development
- Ensure that all bench staff (including any on ice helpers) are listed on the team roster

### **Assistant coach**

- Report directly to the head coach
- Assist with the planning, organization and conducting of practices
- Assist with team preparation
- Assist with the operation of the team during games
- Assist with the supervision of the players off and on the ice
- Commitment to player development

### **Trainer**

- Ensure safety of players during on and off ice activities
- Keep [Player Medical Forms](#) in a confidential folder or binder
- Maintain appropriate first aid supplies for all on and off ice activities
- Maintain team binder - include player information necessary for emergencies
- Access to player/parent contact information
- Maintain an Emergency Response Plan
- List of arena addresses
- All other pertinent information related to the team

## **Team Manager**

- Team manager should assume responsibility for most of the off-ice organization and administrative tasks: meetings, sanctions, tournaments and accommodations, scheduling /rescheduling of games and practices
- Report directly to the head coach
- Assist with operating the team within established team, CGHA, OWHHA policies, guidelines and regulations
- Assist with the monitoring and management of off-ice conduct of team members and parents
- Maintain communication with other organizations, association directors and representatives
- Organize volunteer support for team activities
- Access to player/parent contact information
- Enter all information required onto the Team RAMP APP and the RAMP Gamesheet APP
- Coordinate timekeepers for all home games and make sure they are familiar with the RAMP Gamesheet APP
- 15 minutes before a home game, ensure the referees are there. If they are not in the ref room, you can check with the refs on the ice to see if they are reffing the next game as well. In RAMP, you will be able to see that you have referees assigned to your game. If you check 24 hours before your game and there are no refs assigned, then you can contact Allan Markell ([allanmarkell12@gmail.com](mailto:allanmarkell12@gmail.com))
- Ensure there are always 2 women (often referred to as Den Moms) in the changing room with the girls at all times. The registrar can guide them in what needs to be done in order to be a room mom. If it's the manager and trainer, or females who are already on the bench, then no need for anything extra.
- Ensure there are no cell phones in the changing rooms. One phone up on a shelf to run music is the exception.

### **Documents to include in a binder to be kept with the manager:**

- Most documents are now online and can be found on our website under Coaches Corner and under Documents and Forms <https://cornwallgirlshockey.com/>
- More documents and information can be found on the OWHHA website under Forms and Policies [OWHHA Forms and Policies](#)

### **To absolutely have in your binder**

- Roster
- Contact lists
- Schedules (Team RAMP APP) You will be the main administrator for your team
- Arena information
- Committee updates
- Current financial information
- Print out of your Gamesheet APP codes

## **Administrative Preparation**

### **Parent meeting**

Plan to hold a parent meeting within the first few weeks, but prior to October 5th. Have an agenda for the meeting. The objective is to formalize your seasonal plan, communicate expectations for team and parents, outline team budget, and assign your bench staff and volunteer positions. All tournament and team budgets must be approved by the parents and coaches collectively.

### **Certification**

All team staff are required to have proper certification. The Head Coach is responsible to ensure that all certification is up to date or completed by the deadline as established by the CGHA. The minimum requirement for all bench staff is a current (less than 3 years old) Vulnerable Sector Check, and the Respect in Sport for Volunteers Course. Depending on your position (Head Coach & Trainers) more certification may be needed. If you are unsure what you need to complete, be sure to contact the Risk and Safety person.

**New this year, all bench staff must complete the Gender Inclusion course\*\***

### **Budgets and Banking**

The Head Coach is ultimately responsible for the team budget and team bank account. While this may be delegated to at least two other members of the team, the coach is assumed to be aware of team financial activities. Teams are to remain reasonable and sensitive to financial and social challenges with regard to the amount of financial burden placed on families. A final budget must be given to each family at the end of the season. Any disbursement to the families must be reflected in the final budget.

**Copies of team budgets are to be forwarded to the CGHA executive through the Association Treasurer at the beginning of the season and at the end of the season.**

### **Team Account**

A team account must be set up at the beginning of the season with a recognized Canadian financial institution. Many institutions have special team/organization/society accounts with reasonable service charges (sometimes none) that the team should consider when selecting an account. When working with a team account it is especially important to implement numerous checks and balances to ensure that the funds are managed based on the team's agreed upon budget, and to ensure that funds are in no way misappropriated.

## Checks and Balances

Ensure that the account requires two signatures. Generally, the signature of the Manager and the Head Coach. The two individuals (and any others that have signing authority) should not have a personal relationship or connection outside of the team. This separation of duties means that no single person is responsible for a transaction from start to finish.

Parents have the right to ask financial questions at any time as it is their money in the account. Copies of monthly financial reports from the financial institution may also be provided upon request. Any unforeseen payments that arise should be discussed with the parents before any transaction takes place.

Ensure receipts are obtained or a copy provided for all transactions that take place. In general, receipts should be numbered in order for easy tracking and should contain the following information:

- date of transaction;
- service rendered / purpose of payment;
- company owing payment;
- company receiving payment;
- signature of individual accepting payment;
- amount;
- form of payment

When writing a cheque, the description line should always be filled out; and, if one is available, write the invoice number on the cheque. When selecting an account type, the team may want to select an account that will return used cheques with the monthly statements so that these notes are available for justification.

### When organizing a team account DO NOT:

- Set up or allow the use of debit cards on the account
- Write cheques made out to cash

## Fund Raising

Teams are permitted to raise funds through NO MORE THAN 2 FUNDRAISERS PER TEAM. A fundraiser is anything that brings in funds for the team; sponsors for practice jerseys, water bottles, etc. do not count in this; however they do still need executive approval. Funds raised through fundraising efforts are to be held and distributed from the team bank account. Teams must spend the **publicly raised funds** in the current season. Teams should refer to the Association [Fund Raising](#) Policy for guidance. All fundraisers are to be approved by the VP House before the fundraiser begins. Be sure to fill in the [request form](#) found under documents on the CGHA website. The amount brought in for fundraisers cannot exceed the amount paid out by the team.



## **Sanctions**

Sanctions are required for any team activity involving non-OWHA sanctioned activities such as: playing non-OWHA teams, playing teams from outside the province or country, and running off-ice activities. Refer to the OWHA handbook for guidance. Any questions or concerns can be directed to the CGHA VP House.

## **Code of Conduct--[OWHA](#)**

It is the intention of the Code of Conduct pledge to promote awareness of proper behavior and respect by all participants within the association. All coaches, players, and parents must sign a Code of Conduct form when registering in the RAMP Administration site.

At the first team meeting, the Head Coach should outline their expectations as it pertains to the following items:

- Conduct at practices, games, events, team functions
- Dressing room conduct and procedures (prior to game, after game, clean-up)
- Team attitude (coach, players and parents)
- Respect
- Harassment
- Drugs/alcohol
- Social media

## **Emergency Action Plan (EAP)**

When a serious injury occurs time is critical. An EAP must be activated to handle emergencies in an organized and efficient manner.

An EAP typically requires the appointment of at least a trainer and a communication person.

### **EAP-Trainer**

- Ensure team first aid kit is game ready
- Assess the location of the AED and emergency equipment in the facility
- Initially respond and take control of emergency situations
- Provide instructions to the injured player(s) and anyone in the vicinity
- Assess injury status and make a decision if additional support/care is required
- If an injury requires professional help the trainer will immediately notify/signal the communication person--activate EAP

## **EAP-Communication Person**

- Make the call when emergency assistance is required
- Is aware of the immediate location of the facility
- Ideally at all games and practices--but not involved on the bench
- Has a list of emergency numbers in the area of the facility

## Proper Documentation of Injury

Any injury occurring during a sanctioned practice, game or activity must be documented in the Hockey Canada Injury Log. For serious injuries, a Hockey Canada Injury Report must be completed.

**Hockey Canada Injury Log:** The Trainer will ensure that all information related to the player that requires medical attention, is recorded in the Hockey Canada Injury Log, even if it is of a minor incident such as a cut on a finger.

It is further strongly recommended that injuries or conditions that affect players even if they are not related to hockey activities be entered into the log. The purpose of the log is to ensure the player's health and safety are served best, and such background information will assist the trainer in making sound informed decisions.

The [Hockey Canada Injury Report](#): In any case where there is a serious injury during a sanctioned practice, game, or off-the-ice activity, the Hockey Canada Injury Report form must be filled out by the team Trainer. If possible, this shall be done before the player leaves the arena to ensure that the incident is documented with the cause of the potential injury, along with any initial symptoms that exist in the player. If in doubt, the Hockey Canada Injury Report shall be completed to ensure that the incident is documented.

One side of the Hockey Canada Injury Report is for the Trainer reporting the incident and the parent/guardian, and the back side is for the player's physician's statement.

The Trainer will ensure that any fully completed Hockey Canada Injury Report is submitted to the OWHHA within **90 days** of the injury. A copy of this submission is to be given to the parents/caregivers. The Trainer and parents/guardians should keep a copy of all documentation submitted to the OWHHA.

**No player** is to be allowed to continue her practice or play if the Trainer does not feel that the player is safe to do so. In cases when the Trainer's decision is in conflict with other bench staff or the parent/guardian, the Trainer will notify the CGHA VP of House as soon as possible who will determine a resolution of the matter. Note, the Trainer's recommendation(s) and player's safety will be a priority over parents' and other bench staff suggestions.

Only the Trainer will be allowed on the ice during an injury to a player unless the trainer activates the team's Emergency Activation Plan (EAP). Unless the trainer requests a need for assistance, parents/caregivers along with bench staff shall remain off the ice.

## **Suspected Concussion**

Concussions are brain injuries caused by the excessive, rapid movement of the brain inside the skull. Any blow to the head, neck, face, or body which causes a sudden jarring of the head may cause a concussion. A concussion most often occurs without a loss of consciousness, though the loss of consciousness may occur. If the Trainer suspects a concussion, the Trainer shall not allow the player to participate until AFTER the player has received a professional medical evaluation. If a possible concussion is suspected, and a player is seen to or comes off the ice indicating she has banged her head off the ice/boards/glass, participation in the hockey activity is immediately stopped and the Trainer is to perform the concussion recognition test as recommended by Hockey Canada. If there is any doubt as to whether a concussion has occurred, it is to be assumed that it has.

As soon as possible, the Trainer must inform the parents/caregivers of the injury and recommend that they take the player to a doctor to verify that the player is not suffering from a serious injury or concussion. Baseline testing is recommended for players.

## **Return to Play**

The Trainer will ensure that any injured player wishing to return to play after sustaining one of the following injuries during a sanctioned event, submits a Return to Play form:

- Any head, neck or spinal injury
- Any injury where the player received medical attention/treatment
- Any fracture or dislocation
- Serious illness (i.e. mononucleosis, influenza)

When a player experiences any of the above at a non-CGHA sanctioned event, or any injury/illness that causes the player to miss any scheduled CGHA practice or game, the trainer will ensure that a Return to Play form is submitted.

Any team official, parent/guardian, or player who knowingly disregards their responsibility of requiring a medical doctor's written permission for permitting a player to return to play may be subject to disciplinary action.

Hockey Canada has worked hard to eliminate head contact from the game, preventing concussions and keeping players on the ice. Keeping players safe is just as important as teaching players to skate, pass and shoot.

To help in the prevention of concussions, Hockey Canada has created a concussion app, giving players, parents, coaches, and volunteers instant access to concussion symptoms and information on how to manage a concussion.

Check out [www.hockeycanada.ca/apps](http://www.hockeycanada.ca/apps), download the app and help keep our game safe. Also, check Rowan's Law updated in 2019 for further details

## Hockey Canada Insurance Program

Hockey Canada has constructed a National Insurance Program to provide financial resources to help deal with the cost of risks that confront organized hockey. The insurance programs eliminate or minimize the potential financial burden our members may face in the event that they are injured or implicated in a civil action arising from their participation in Hockey Canada programs. Hockey Canada and each of the Branches of which Hockey Canada is composed is specifically named as an insured, and all sub-associations, leagues, and teams that form a part of Hockey Canada. It includes any officer, director, employee, coach, volunteer worker, instructor, referee, or member of a Committee while acting within the scope of his or her duties. It includes members of any teams, leagues, Branch teams, division teams, national teams or international teams provided all are registered with or affiliated with Hockey Canada. It includes any sponsor of any team or Hockey Canada, but only with respect to his, her, or their liability as such; and it includes any owner of any insured team.

**Note:** A volunteer is a non-paid person donating his or her time and who is assigned specific duties and for whom a premium has been paid.

### When are you covered?

Hockey Canada/Branch sanctioned events (league games, tournaments, practices, training camps, sanctioned fundraisers) when playing member teams only!

Transportation directly to and from the arena or venue.

Accommodations while billeted or at a hotel during a Hockey Canada/ Branch sanctioned hockey activity.

**\*Note: it is very important to know when the team is dealing with a non-sanctioned event. Check with V.P. House for direction.**

The Hockey Canada Insurance Program provides the following coverage:

- Comprehensive General Liability
- Accidental Death and Dismemberment
- Major Medical/ Dental Coverage
- Sexual Misconduct Liability Insurance
- Directors and Officers Liability Insurance

# **OWHA: HARASSMENT, ABUSE, BULLYING AND MISCONDUCT POLICY**

The Ontario Women's Hockey Association (OWHA) is committed to providing an environment that is safe and respectful. The OWHA supports the right of all its members and staff to participate and work in an environment that prohibits discriminatory practices of all kinds and promotes equitable opportunities.

It is the policy of the OWHA 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.

Coaching staff and families can find additional information on the OWHA website

## **Season Planning**

All coaching staff should develop a seasonal plan that aligns specifically with the team and division level they are coaching. Seasonal plans may take on various formats, however, using the **Hockey Canada Long Term Development Model** is highly recommended.

**This model for hockey has been developed based on the following principles**

- Doing the right thing for the player at the right stage in their development
- Adopting a player-centered approach and not treating the development of all players the same way.
- The broader the foundation of players the more successful the game of hockey will be in Canada
- Viewing player development as a long-term process
- Aligning player development resources (skills manuals, videos) with coach development and education resources so that coaches are doing the right things at the right time
- A need to better educate parents on the hockey development of their child. It is okay for parents to want their kids to get to the highest levels but they need to know the best way to go about it

## **What a Coach needs to do**

Focus on supporting the complete athlete, not just the athlete training and competition. Introduce athlete skills in a systematic, progressive and timely way. Recommend other sports and cross-training methods to get away from hockey and avoid burnout. Remove the focus on winning at all levels and age groups.

## Affiliation/Pick-ups

The CGHA identifies the pick-up process as one development tool which can advance the development of players in the CGHA. The purpose of picking up a player is seen as:

- To provide teams with a resource for players when their team experiences injuries or illness
- Pick-ups also allow lower level players a great development opportunity by practicing or playing games at a higher level

The CGHA recommends that all coaches use affiliates in practice on a regular basis. This will help to assess game readiness, pace of play and comfort level with the team. There is no limit to the number of practices an affiliate may attend; however this opportunity is only available upon the discussion between the respective head coaches. **Under NO circumstances are teams allowed to use affiliates without the approval of the respective head coach.**

**OWHA makes it clear that a player should not be used in regular season play any more than 3 times. A player's primary obligation is to their original team.**

Pick-ups for games and tournaments must follow the parameters as set by the OWHA and CGHA.

**Pick-up Players for games: this is done through the RAMP App where you must add the player into the app which will trigger an email to the player's coach. That coach has to accept the pick up player, and only then can she be added to your roster for the game.**

**Form for Pick-up players for tournaments: [Ontario Women's Hockey Association PLAYER PICK-UP CONSENT FORM for SANCTIONED TOURNAMENT](#)**

## League Play in OWHA

Each U13-U18 team will play 22 games, 11 at home and 11 away. Under special circumstances, the number of games at home and away may differ. A scheduling day will be made in September/October through an online spreadsheet. You will be sent ice times for games from the ice scheduler. Do not switch ice times with another team without consulting her first.

## Tournament Play

Each team will be responsible for registering for tournament play. It is highly recommended that this takes place as soon as possible. At the very least, plan which tournaments your team intends on attending before the game scheduling begins. The OWHA website is the main source and will display sanctioned tournaments. Individual associations may display their own tournament information and accept teams prior to a sanction from OWHA. CGHA house teams are limited to a maximum of 3 away tournaments and the home tournament ( 3+1 ) for U13-U18. U9-U11 are limited to 2+1.

## Team Blackout Dates

All teams are to respect CGHA blackout dates for their own tournament play. It is very important that teams do not book away games or tournaments during a CGHA tournament.

Running a tournament requires volunteers and it is easier to find volunteers when families are available to support.

Coaches at the U15 and U18 levels should also be aware of high school exams.

## **Ice Time Management**

The assignment of practice and home game ice times is the responsibility of the CGHA Director of Ice and Referees. The Director will attempt to make an equitable allocation of ice times across all teams. As ice becomes a premium the CGHA Director of Ice and Referees will allocate shared ice for practices.

## **Team Ice Cancellation Policy**

The Head Coach is responsible for any unused ice.

Teams are allowed to cancel/return any ice time they do not wish to use without penalty provided they cancel/return the ice within the cancellation/return timeframe. ***Teams must return ice at least 14 days in advance.***

Teams that fail to cancel/return an ice time prior to the 14 day timeline will be subject to the following penalties if the ice is not utilized by them or another team, as outlined below:

- First unused ice will be billed at the Association rate at that time
- Second unused ice will be billed at the Association rate at that time and will result in additional loss of an equivalent ice time
- Third unused ice will be billed at the Association rate at that time and may result in a suspension

## **Missing Practices and Games**

The CGHA fully supports teams in establishing rules in relation to players attending dryland practices and games. It is expected that teams will establish the need for accountability, reasonable timeframes and consequences for missing a team activity.

## **Dryland training**

Dryland / off-ice training is recommended by the CGHA. It is expected that teams will bear in mind the age appropriateness of off-ice activities and ensure that personnel in charge of the activities are trained and certified.



## Dressing Room Protocol

- As per OWHA regulation coaches must designate two dressing room monitors for teams of all ages. These people should be in the dressing room at all times. If you wish, this person may be your team representative and/or trainer.
- **Nobody, male or female, should be left alone with a female participant**
- Coaches must ensure that a female is available on the bench during each game. This person may be called upon to help a player with equipment or under the trainer's (if the trainer is male) direction, check for injuries.
- As per OWHA, girls should always have bikini areas covered.
- Cell phones are not in the change rooms. This protects the players from either being accused of misuse or being the victims of misuse. We recommend either asking the girls to leave their phones with their parents, or a bag that the phones can be placed into, and either kept on the bench, or in a locked change room.

The purpose of this policy is to provide clear guidelines while still maintaining a degree of leniency for team officials to provide players with a safe and inclusive environment. Should circumstances arise that require an alternate solution, it is the responsibility of the team and Executive of the CGHA to actively manage the risk and ensure the safety of individual players when they are dressing, undressing, and showering.

To assist with the smooth implementation of the dressing room protocol players are encouraged to arrive 45-30 minutes prior to game time.

Players should be dressed 10-15 minutes prior to game time to allow any male coaching staff time for pre-game instructions.

Players do not remove equipment other than gloves, helmets, and skates until the coaches have had an opportunity for a post-game debrief.

Players who anticipate a later arrival must notify a coaching staff member.

## City Change Room Policies

The city is implementing a few rules to improve cleanliness and prevent vandalism.

- 1- The team is to go in the change room no more than 30 minutes prior to their ice time. They can arrive early, drop their gear, and warm up before the 30 minutes.
- 2- An adult from the team is to collect the key for their change room from the front desk. The change room should be locked when the girls are on the ice, and once the girls have vacated the room, it should be locked and the key returned.
- 3- The team will be responsible for any damage to the change room.

## Dispute Resolution

There may come a time when a Team Manager will have to act as a liaison between the team parents and coaches to resolve disputes. The parent should be comfortable knowing they can bring concerns to the Team Manager for any reason - equal playing time, coaching tactics, harassment, etc. The Team Manager should work with the coach and parents to first try to resolve disputes at the team level. Open communication, consistency, and mediation by the Team Manager are key. If a dispute cannot be resolved at the team level, the Team Manager should contact the V.P. House for the appropriate next step.

### Association House Dress Code:

- Coaches/ bench staff should wear the association apparel on the bench.
- Jeans are not recommended to be worn by Coaches/ bench staff.

## Apparel

The association has approved apparel that teams may purchase. Teams wishing to look beyond the association-approved suppliers for apparel must contact the Marketing Director. The request will be brought forward to the executive of the CGHA for consideration. Teams found to go outside of the recommended suppliers will be subject to sanctions by the CGHA.

### Apparel: Sweaters, Socks, Hockey Bags,

The CGHA will provide teams with home and away jerseys. The CGHA Equipment Manager will provide dates when jerseys may be picked up. Families may be required to provide a deposit guaranteeing the return of sweaters and equipment used during the season. Missing sweaters and or equipment will be covered by the individual family deposit or the team. **The Head Coach is ultimately responsible for the return of all sweaters and equipment at the end of the season--typically the last game of the year.**

**\*\*If any player is wearing a game jersey for anything other than a sanctioned game, they must be asked to leave the ice immediately to change. Game jerseys are to be worn only for games. If any player places any namebars or patches on the game jersey, they will be charged for the replacement cost.**

All apparel is to be ordered through Rookeez Edge. They have some samples and inventory in the store, but there is also a CCM catalogue to choose from.

It takes between 8-12 weeks for the bags to come in, therefore the deadline to order will be Thursday October 12th to ensure that all bags are in for Christmas.

Teams ARE responsible to place their order directly to Nick at Rookeez Edge and by Email only. If teams/managers/parents would like to see a sample of the hockey bag sizes they can go to Rookeez where he will have them put aside for the next 2 weeks.

Socks matching the new House League jerseys can be ordered through the Equipment Manager. The manager should contact him with an order for the team. Matching socks are not mandatory for House League. If your team chooses to buy them, they are 20\$ a pair; and we do have white or black available.

Any equipment requested by the team must be brought to the attention of the Equipment Manager. This includes cones, pucks, pinnies, etc. There is a QR code in the equipment room as well.

Apparel can be ordered at Rookeez Edge, and we will have the option to buy from Tippy Kanoe. The options and order form will be sent to the team managers when it's ready, along with dates.

### **Water Bottles**

Each player should have her own water bottle she can bring to practices and games – that is well marked with her name. A second option is to use a set of team water bottles that are individualized and delegate the responsibility for cleaning and refilling. Sharing of water bottles is one of the easiest ways for players to spread germs and illnesses among themselves and therefore, should be avoided for health reasons.

### **Player to Player Mentorship**

The CGHA encourages teams to participate in the Player to Player mentorship program. Teams are encouraged to work with the V.P. Development to help set up mentorship practices for their players. This mentorship must be reviewed and approved by the Head Coach. It is a great teaching tool for the players. The younger players look to the older players for guidance, and the older players learn valuable mentorship training and earn valuable community service hours. Last season we had some of our U15 and U18 players work with our U7-Fundamentals players. U11 and U13 players helped out during our Wednesday night clinics.

Teams are expected to discuss the Player to Player Mentorship at their initial team meeting.

### **Publicity for Teams**

You can highlight tournament successes as well as seasonal play along with a team picture. The Standard Freeholder, Seaway News, Glengarry News, Sports Energy and Indian Times for Akwesasne welcome articles for minor sport achievement.

We are now fully integrated with RAMP meaning OWHA, CGHA, the TEAMramp app, and the GAMESHEET app are all populated by entering the information into RAMP on the OWHA website.

The Webmaster can, and will, post games of the week IF teams submit them. She cannot post every game every week, so be selective. You can email her directly or send it through messenger.

You can also send any relevant photos, accomplishments etc. to be highlighted on our social media accounts.

Finally, with the tournament coming up each team will need to provide a gift basket for the raffle table. The Special Events Coordinator will send an email with additional information early in October.



## Boston Pizza Partnership

CGHA is pleased to announce that we are part of a partnership with Boston Pizza for this upcoming season. This will provide some good fundraising opportunities for our hockey teams.

Boston Pizza has provided every house league team player of the game certificates ( for a free pizza) for their home games.

We have a few different opportunities in place thus far, but teams need to be on board and support this partnership so we can continue to grow and expand these great things to help and support our hockey players.

The first thing is that Boston Pizza would like to have a "Team of the weekend". Coaches/Managers/parents will need to take pictures of their team (during the first month or two of the season) at games, practices, team gatherings, off ice training.... or anything that the team does. The photos will need to be saved/downloaded onto a memory stick. Once teams have completed this, a schedule will be made, and each team will then have a weekend at Boston Pizza where all of these photos will be played on their tv at the restaurant. Teams will be notified when it's their weekend so that friends and family can go enjoy a meal at Boston Pizza and see their "favourite hockey player" on the big screen.

Another great fundraising opportunity for teams is Boston Pizza would love to have teams go in and be servers for an evening. The girls from that team would wear their jersey and join the staff in serving their family, friends and the public that evening. Boston Pizza would then give back 10% of all food sales to that team. A fun way for the girls to earn money and support their team.

These are the 2 main ones that are happening now, but we hope to add a few more. If you have any ideas, or suggestions, I would love to hear them, as Boston Pizza is open to trying new things and supporting CGHA.

If you have any questions, concerns, ideas or suggestions, please feel free to reach out to me and we can discuss them and see what else we can come up with.

You can email me at:  
[nramsay1978@gmail.com](mailto:nramsay1978@gmail.com)

Coaches/managers/parents, the first job is getting some pics of your team in action! The goal is to start " The Team of the Weekend" around the beginning of December.

Thank You,  
Nicky Ramsay  
Director of Marketing, Cornwall Typhoons

# CGHA Social Media

As the season quickly approaches, I wanted to remind everyone that your team home games and tournaments can be posted on the association FB page and Instagram page.

Information must be sent by the coach or manager. Pictures, scores or game information sent by parents will not get posted.

Teams can submit upcoming games and tournaments (including, exhibition games, regular season games, tournaments, playoffs/playdowns etc)

Games must be at home and must include opponent, time and location

Tournaments must include tournament name, location and dates (scores can be sent throughout the weekend to post online)

Games and tournaments must be sent 1 week prior to ensure it will be posted. Anything sent less than 48 hours prior to the puck drop will not get posted.

All games/tournaments you want posted must be sent via messenger through the Cornwall Girls Hockey Association Facebook page. Texts or emails tend to get missed.

Pictures of events (team photo, team get together, team fundraising or volunteer opportunities) etc. can be sent to be published. Send the picture and the caption to the Facebook page. Again, photos sent by misc. parents will not get posted.

If you have questions I can be reached by text at 6133606494

Thanks!  
Courtney

## **Team RAMP APP**

This APP was introduced in 2020 and is used as the main communication tool for your team. Managers will receive a login and password at the beginning of the season. The manager is in charge of adding in all players, jersey numbers, bench staff, and the team schedule for the season. There is also a Chat function for team communication. There is a 25\$ subscription fee for the team, for the season. You'll be able purchase this as soon as your roster is approved and you have access to OWHA ramp.

## **RAMP Gamesheet APP**

In 2021 we saw the removal of physical gamesheets and the sole use of the RAMP Gamesheet APP. It is now mandatory that all regular season games (and tournaments) use this APP to record game scores, penalties etc.

You can find more information on how to setup and use this APP here:

<https://www.owha.on.ca/content/ramp-games-and-portals-info>

## **Media**

It is important for a Team Manager to be aware when dealing with the media and team publicity. First and foremost, the Manager needs to respect the privacy of all team members and will need to obtain permission before publishing photos or information regarding any team member. A consent form can be distributed at the first parent meeting and any concerns discussed.

If the team creates its own press releases some points to remember are:

- Use word-processed documents – handwritten information is more likely to be misinterpreted with regards to spelling, names, etc
- Be concise, clear and put main points of interest at the beginning
- Answer the 5 W's – who, what, where, when and why
- Give names in full and do not use slang
- Provide contact information to the media outlet for follow-up or questions

## **Arena Maps**

If the destination is not familiar to the team, it is a good idea to print off an arena map and contact information prior to heading out. The websites [www.arenamaps.com](http://www.arenamaps.com) or [www.mapquest.ca](http://www.mapquest.ca) can be used to print off maps or obtain directions.

## Rosters

Please open and then save your own version of the attached roster form (File - Make a copy). Please rename it to your team name/OWHA number (i.e. U15-1 #2377) for ease of reference. Once complete, please either share or send a copy by email to [cgharesigtrar@gmail.com](mailto:cgharesigtrar@gmail.com).

Roster form:

<https://docs.google.com/document/d/1fW3PKSHOL5LeR9u4Vo8P384H6Rq0iEwGLBxJNTeh-44/edit?usp=sharing>

Note:

- A maximum of 5 bench staff are included for insurance purposes. Additional bench staff will be charged to the team at \$60/pp.
- All individuals participating in on-ice activities or who want to be on the bench need to be on the team's approved roster. At minimum, a team must have a coach and a trainer (one of which must be a female).
- If the manager is not on the roster, he/she will not receive email notifications if call up requests are done in RAMP. There is no way to force the system to do this other than being on the roster identified as a manager (notifications will go to the coach in the absence of a rostered manager).
- OWHA has implemented a new centralized screening portal. **All VSC documents must be submitted and verified through the [Screening Submission Portal](#)** in order for rosters to be approved (see below).

## Vulnerable Screening Checks (VSC) and NEW centralized portal

All individuals holding the title of head coach, assistant coach, trainer, assistant trainer, manager, staff, skills coach, dressing room monitor and third-party skills coach is subject to a Vulnerable Sector Check in order to participate. Individuals with outstanding Criminal Code convictions or who have been charged with such offences that have not yet gone to trial but which continue to be prosecuted, shall not be eligible to hold the above positions.

Police Checks/Vulnerable Sector Checks can be accessed from your local detachment:

[Cornwall Police Service](#) (if you reside in the city of Cornwall)

[Ontario Provincial Police](#)

Vulnerable sector checks are valid for 3 years. A CGHA Volunteer Letter is available if needed.

OWHA has implemented a new centralized screening portal. **All VSC documents must be submitted and verified through the [Screening Submission Portal](#)**. Rosters will NOT be approved until this is completed by all bench staff.

To do so you will need your:

- Hockey Canada Registry (HCR) Number; AND
- Vulnerable Sector Check (PDF format only) OR a receipt from your local detachment, showing your request for your Vulnerable Sector Check (PDF)

## HOW TO CREATE / ACCESS YOUR HCR 3.0 PROFILE

1. Go to: <https://hcr3.hockeycanada.ca/>
2. On the log in page, click "Sign Up"
3. Sign up with the email you wish to use for your account.



4. The system will prompt you to complete your account information – please complete all the required field, then click “Sign Up”
5. The system will require a 6-digit verification code. You will receive an email with this code.  
(NOTE: Please check your Junk Mail for an email from HCR Hockey Canada, if you do not see this email in your inbox)
6. Once you have completed the set up, you should be able to log into your account by entering your email address and password you created.