**Cornwall Girls Hockey Association**

**Coach / Manager Manual**

**Competitive**

**2024-2025**

**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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**2024-202 Executive**

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| --- | --- | --- |
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**Due dates to remember**

May/Sept -- Team / parent meeting (objectives, registration information, budget information...)

May 31-- Player registration with CGHA

June 1-- Team registration with OWHA

June 30-- Hockey bag and practice jersey orders

June 30-- Competitive Team apparel fitting completed

August/September -- Preparation for OWHA season scheduling

April/September— Code of Conducts completed through RAMP--coaches, players, parents

September 30-- Budget presented to Association Treasurer

October 1-- Provincial Championship Bond

October 1-- Team Submission of Category Change-(submit with team roster)

October - CGHA Competitive Tournament

October 31-- Coaching accreditation completed

December 28-- Deadline for Request for Re-categorization and team Category Review

January 15-- Preparation for Provincial Playdowns

February 1-- Regional Playdowns Begin

February 1 - OWHA Eastern playoffs begin

February 28/29-- Player/coach evaluations

March-- Regional Playdowns end

April - OWHA Eastern Championship day

April-- Provincials

May 1-- Team budget presented to Association Treasurer

May 15-- Team accounts closed

**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
* Make sure everyone signs and understands OWHA Rowan’Law form
* Make sure all parents, players and team officials sign the Fair Play Pledge

**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

**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, OWHA 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 Cornwall Girls Hockey Website
* 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.
* Ensure there are always 2 women in the changing room with the girls at all times
* Ensure there are no cell phones being used in the changing rooms

**Documents to include in a binder:**

* Most documents are now online and can be found on our website under Documents/Forms & Handouts <http://site1818.goalline.ca/page.php?page_id=58492>
* More documents and information can be found on the OWHA website under Forms and Policies [OWHA Forms and Policies](https://www.owha.on.ca/content/forms-and-policies)
* Roster
* Contact lists
* Schedules (Team RAMP APP) You will be the main administrator for your team
* Arena information
* Committee updates
* Current financial information

**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

**Administrative Preparation**

**Parent meeting**

Plan to hold a parent meeting within the first few weeks, but prior to end of June. 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 Registrar.

**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 should 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. Funds raised through fundraising efforts are to be held and distributed from the team bank account. Teams must spend the **publically raised funds** in the current season. Teams should refer to the Association Fund Raising Policy (2023) for guidance. All fundraisers should 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.

**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

**Dressing Room Policy- OWHA**

In order to protect the privacy and safety of our players, please be advised that no males (of any age) are permitted in the dressing rooms while the players are getting changed.

For younger skaters who may require assistance in getting dressed, we ask that you assist your daughters in getting their hockey gear on before coming to the rink or outside of the change room.

If your player requires assistance tying skates, this must be done in the hallways outside of the girl’s change room. For some of our younger players, this rule may seem a little extreme given the girl’s age and ability however, this is a requirement of the Ontario Women’s Hockey Association (OWHA). As a member of the OWHA, the Cornwall Girls Hockey Association (CGHA) is mandated to follow this requirement.

**OWHA Two Deep Dressing Room Policy**

The [OWHA Dressing Room Supervision Policy](https://cloud.rampinteractive.com/whaontario/files/Forms%20and%20Policies/DRESSING_ROOM_SUPERVISION_POLICY_REVISED_June_2017.pdf) requires that when any player under the age of 19 is in the team dressing room(s) before, during and after a game, tryout or practice, a minimum of two fo the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar; two team or association officials, properly screened or one such official and an adult person, 18 years or older, associated with the team.  The OWHA recommends at least one of the individuals supervising a dressing room be a female.

**Dressing Room Assistance**

While players are getting dressed, the FGHA requires female staff along with associated adult female(s) to be available to the players.  The Two Deep policy must be adhered to in all cases.  Players in younger age groups (U7, U9, U11 or U13) may require help and supervision inside the room.  In those instances, at least one female staff aided by another female adult (as needed) should be available.  Players in the older age groups (U15, U18, U22 and Senior) should be able to dress themselves without supervision.  For those age groups, there should be female staff or an associated adult female available outside the dressing room who can check in and assist periodically.  In all cases, the change room door be ajar to protect the privacy of the players while adhering to the Two Deep policy.

**Coaches in Dressing Rooms**

During the regular season (and playoffs), male coaches are allowed in the dressing room once the girls are dressed, subject to some additional requirements. We must practice a **two deep approach,** making sure there are always 2 coaches in the dressing room. While coaches are in the room (before and after games), there must be at least 1 adult female (team staff or an associated adult female as above) in attendance at all times. During this time, the girls are to be fully dressed.

**Use of Cell Phones in the Dressing Room**

The use of cell phones, personal digital assistants (PDA’s) or other image-taking devices is prohibited in all dressing rooms except when being used to deal with a medical emergency as determined by and at the sole discretion of a qualified trainer or medical practitioner.

**Player Safety / Health and Safety**

**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 OWHA 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 OWHA.

**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 Playform:

* 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

**Submission of Injury Log**

Periodic submission of each team’s [HTCP Player/Team Injury Log](https://cloud.rampinteractive.com/whaontario/files/Bench%20Staff/Trainers/htcp_player_injury_log.pdf) to the Health and Safety Coordinator is required throughout the season. This provides the association with details of the
frequency, severity, and type of injuries that are occurring and may identify risk areas and opportunities for developmental enhancement. Injuries must be submitted on the 1st of every month during the playing season.

**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 comprised 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.

**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 Competitive.

**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:

1. To provide teams with a resource for players when their team experiences injuries or illness
2. 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 VP Competitive and the respective head coach.**

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

**Form for Pick-up players during regular season games:** [PLAYER PICK-UP CONSENT FORM](https://cloud.rampinteractive.com/whaontario/files/Forms%25252520and%25252520Policies/FINAL_-_Pickup_Consent_Forms_%25252528NOT_for_Tournaments%25252529_2.pdf)**.**

**Form for Pick-up players for tournaments:** [Ontario Women's Hockey Association PLAYER PICK-UP CONSENT FORM for SANCTIONED TOURNAMENT](https://cloud.rampinteractive.com/whaontario/files/Forms%25252520and%25252520Policies/Doc-14_PICKUP_CONSENT_FORM_for_SANCTIONED_TOURNAMENT.pdf)

**League Play in OWHA**

Each 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 that all head coaches and managers are expected to attend. It is an online event.

**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 or www.mapquest.ca can be used to print off maps or obtain directions.

**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 )

**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.

Playoff dates need to be considered when scheduling.

**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 may allocate shared ice. The CGHA also encourages teams to plan sharing of ice during the season as a way to supplement ice use and share coaching expertise.

**Unused Ice Times**

It is the responsibility of each Head Coach to arrange to trade or swap any allocated ice that his/her team is unable to use. **All trades or swaps must be confirmed and approved by the Director of Ice and Referees.**

**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. ***We request that teams return ice at least 14 days in advance.***

Teams may discuss switching or picking up ice times from other CGHA teams, however, in all cases they must report changes to the Director Ice and Referees.

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:

1. First unused ice will be billed at the Association rate at that time
2. Second unused ice will be billed at the Association rate at that time and will result in additional loss of an equivalent ice time
3. 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.

**Mouth Guards**

The CGHA adopted a policy at its Annual General meeting in May 2002 for the mandatory use of intra-oral mouth-guard protection by each player participating in a hockey game or practice. The policy was amended at the 2008 Annual General meeting to be in keeping with OWHA direction that mouth guards be **recommended** only.

**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.

**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.

**Apparel (Please see 2024-2025 Apparel Policy**

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:**

Over the years the Cornwall Girls Hockey Association has demonstrated time and time again the quality and dedication of its players, coaches, and parents. Due to the continued growth in this organization the CGHA continues to work with vendors in presenting teams with a uniform look.

In order to provide an environment of pride and respect for its organization the CGHA established apparel and dress code standards that will be suitable for all teams.

The CGHA will work with local vendors to provide apparel and advertising items. This will help to address concerns regarding quality of merchandise, color combinations, logos, availability, and pricing of products. ***Members of the association will seek approval for all items not purchased through Rookez-Edge, Source for Sports.***

The association has approved apparel that teams and/or players must purchase exclusively through Rookez Edge - Source for Sports, Cornwall, ON for the 2024-2025 season. Apparel is limited to CCM brand apparel. Teams and/or players will be permitted to substitute the listed apparel so long as the replacement items meets the following parameters set forth by the CGHA:

* The logo may not be altered in any way
* Apparel must be in pre-approved colours (black, grey or red)
* CCM branded apparel only

In an effort to streamline the process and ensure a uniform look, all teams, players and families are limited to apparel purchased through Rookez Edge.

Exceptions will be limited to Christmas and End of year gifts which can be purchased through any one of the approved vendors (Rookez Edge, Rayco, Tippy Kanoo, Play it Again Sports) pending approval. All non-CCM items, purchased through one of the vendors listed require pre-approval from the association.

***Important to note:***

***Teams found to be in possession of apparel not approved by the association will be subject to sanctions by the CGHA. This may include an order to cease wearing unapproved apparel, fines and/or coach suspension as determined by the CGHA. Coaches and/or Managers are considered as aware of the policy and to ensure all players and/or families are in compliance of the apparel policy throughout the season.***

**Jerseys, Socks, Shells, Bags**

All team uniform apparel will be purchased directly through Rookeez Edge once the team Roster has been confirmed. Ordering information will be relayed to coaches. Competitive team uniforms will be the expense of individaual players.

**Water Bottles**

Discuss what the water bottle policy will be at the beginning of the season. It is recommended that each player has her own water bottle she can bring to practices and games – that it 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, Sports Energy and Indian Times for Akwesasne welcome articles for minor sport achievement.

All teams will be been given access to goalline. They should receive an email with their log in and password. Let them know it may end up in their junk or spam folders so to check there.

The Webmaster can, and will, post games of the week IF teams submit them 1 week prior. Webmaster cannot post every game every week, so be selective. You can email directly or send through messenger on Facebook.

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

Finally, our CGHA Competitive Tournament each team will need to provide a gift basket for the raffle table.( provided they are playing) The Special Events Coordinator will send an email with additional information early in October.

**CGHA – Team Webpage--Mandatory**

Team managers or a team webmaster (volunteer) will be given access with a username and password. The Association Webmaster will be in touch with the teams to provide details prior to the start of the hockey season. It is extremely important that you enter all of your practice ice times and home games onto the CGHA website. This helps ensure ice is not double booked and allows the Ice Scheduler to check that all of the available ice is in fact being used.

**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.

**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.

CGHA will be providing training on this APP for all timekeeper volunteers in the months of September and October.

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:

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

**Team Photos**

Team photos will be organized by team Coaches/Managers . The Team Manager is responsible for acquiring a photographer and setting a time/date/location which best suits the team. The cost of photos is incurred by the team and is not the responsibility of the CGHA.

**Volunteers**

**Volunteer Policy/Information**

The CGHA Volunteer Policy (updated 2023) outlines the following:

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| Cornwall Girls Hockey Association Volunteer Policy |
| Statement of Purpose | As a volunteer-based association, the CGHA depends heavily on volunteers in a variety of roles and capacities. Volunteers are valued and respected members of the CGHA, regardless of their role. The CGHA recognizes these significant contributions of volunteers, and the essential role they play in ensuring the organization runs effectively. The CGHA must also do their part to ensure a safe and equitable environment for all players and volunteers within the association. The purpose of this policy is to clarify who can serve as volunteers, and the requirements they must meet in order to serve in a volunteer capacity. |
| Scope and Application | This policy applies to any team volunteer position within the CGHA, including coaches, assistants, on-ice helpers, dressing room supervisors, or any volunteer position where the volunteer will interact with players. This policy does not apply to parents/guardians of players at the U7 level who enter the dressing room to support their child. This policy also applies to managers and treasurers, even if they do not interact directly with players. The policy applies to any OWHA- sanctioned activity undertaken by a team (i.e., on-ice/off-ice) |
| On Ice/Off Ice Volunteers | All volunteers, regardless of age, who interact with players on/off the ice must be officially approved and on the roster of a CGHA team of the given season. Players actively registered with another association are not permitted to act as an on-ice or off-ice volunteer with the CGHA. Managers and treasurers are not required to be on a CGHA roster as long as they are not on the ice, behind the bench or involved in off-ice activities such as dryland training. |
| Minimum Age | All CGHA volunteers must be 18 years or older apart from players from CGHA teams who volunteer to assist with other teams within the association. When a team intends to use players from another CGHA team for an on/off ice capacity it is imperative that they:* Ensure there is a full two-year gap in player age (e.g., first year Bantam players can only volunteer with second year Atom players or younger.
* Seek approval of the V.P. House or V.P. Competitive prior to the planned activity.

Minor volunteers from other girls’ or boys’ associations are not permitted at any time. |
| Record Check and Respect in Sport | All CGHA volunteers over the age of 18 years of age who are interacting with younger players are required to have a valid Police Record/Vulnerable Sector Check, and must complete the Respect in Sport, in accordance with OWHA policy. |
| Coaches and Trainers | Coaches and Trainers are required to have valid and up-to date certifications for their position, in accordance to OWHA policy. |
| Association/Team Treasurer | The CGHA must have a treasurer and a co-signer (2 signatories). Teams are required to have a treasurer to maintain a proper budget. In most cases, this is the team manager. The team treasurer is required to have a co-signer for the hockey account (2 signatories). In both cases, treasurers and co-signers must have a valid criminal record check. |
| Questions? | Please contact the Director of Risk and Safety for any questions relating to this policy. |