



SUDBURY DISTRICT GIRLS HOCKEY ASSOCIATION

POLICIES AND PROCEDURES MANUAL

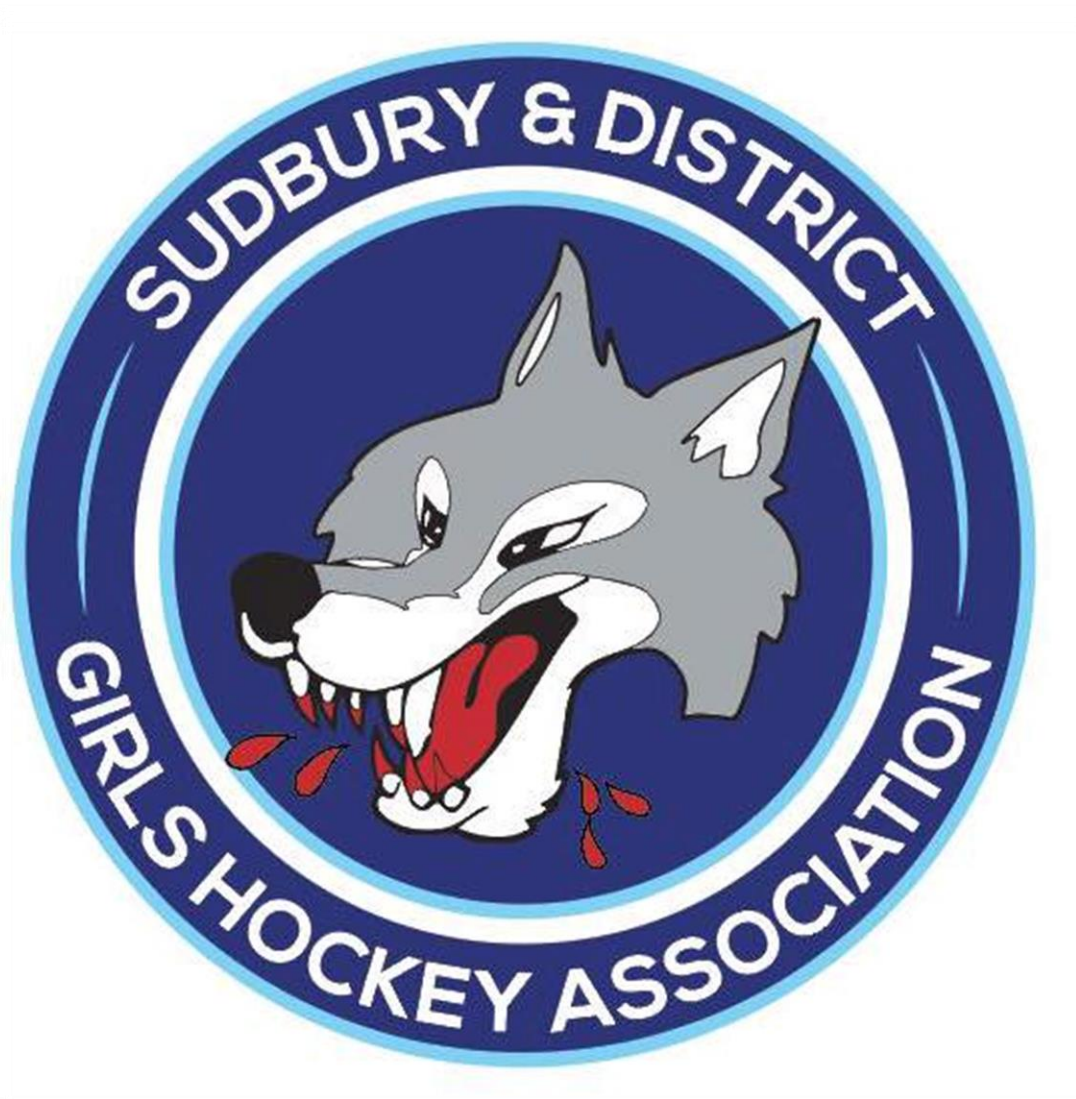




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1 Mission Statement

- 1.1 Sudbury District Girls Hockey Association (SDGHA) is a diverse league dedicated to developing skilled and productive players, by fostering the desire to pursue personal excellence. The SDGHA is committed to fostering a positive and structured environment that supports female athletes as they grow through sport.

2 SDGHA Governance

- 2.1 SDGHA operates under the governance of its Policies and Procedures in conjunction with the Constitution and the Regulations & Rules of the Ontario Women's Hockey Association (OWHA).
- 2.2 All members must follow the SDGHA and OWHA Policies, Procedures, and Constitution.

3 The Executive Committee

- 3.1 **The Executive Committee:** The affairs of the Association shall be managed by an Executive Committee of a minimum of seven (7) and a maximum of seventeen (17) persons, each of whom at the time of their election or within 10 days thereafter and throughout their term of office shall be a member in good standing of SDGHA and OWHA. The SDGHA Executive Committee are accountable for the governance and management of responsibilities.
- 3.2 The Executive Committee shall be comprised of the following voting members:
 - a) President
 - b) Past President
 - c) Vice-President
 - d) Treasurer
 - e) Secretary
 - f) Registrar
 - g) Ice Convenor
 - h) Director of Competitive Program
 - i) Director of Coach and Player Development
 - j) Equipment Manager
 - k) Director of Public Relations
 - l) Director at Large 1
 - m) Director at Large 2
 - n) Director of House League
 - o) Director of Youth House League
 - p) Director of Senior House League
 - q) Director of Fundamentals
- 3.3 Each position shall be elected to hold office until the second annual general meeting after they have been elected or until their successor shall have been duly elected and qualified.



- 3.4 The following offices shall be retired at each odd numbered year's annual general meeting but shall be eligible for re-election if otherwise qualified: President, Treasurer, Sudbury Lady Wolves Program Director, Equipment Manager, House League Senior Convenor, House League Director, Director at Large 1, and Registrar.
- 3.5 The following offices shall be retired at each even numbered year's annual general meeting but shall be eligible for re-election if otherwise qualified: Vice-President, Secretary, Director of Player and Coaching Development, Public Relations Coordinator, House League Youth Convenor, Director of Fundamentals, Director at Large 2, and Ice Convenor.
- 3.6 The election may be by ballot.

4 Conflicts of Interest for the Executive Committee

- 4.1 SDGHA strives to reduce and eliminate all instances of conflict of interest within the Association. This policy applies to all members of the Association and describes how the Executive and members of the Association will conduct themselves in matters relating to conflict of interest. This policy also clarifies how the Association will make decisions in situations where a conflict of interest may exist.
- 4.2 Conflict of Interest shall be defined as: A set of circumstances that creates a risk of professional judgment or actions regarding a primary interest that will be unduly influenced by a secondary interest.
- 4.3 Secondary interest shall be defined as: Financial gain and/or specific team and/or player benefit. Where a player is defined as a relative. (i.e., If a daughter plays on a team that may be impacted by a decision related to an executive vote.)
- 4.4 All SDGHA Executive Committee members will not engage in any business, transactions, or have a financial or other personal interest that is incompatible with their official duties with the SDGHA, unless such business, transaction, or other interest is properly disclosed to the SDGHA and approved by the SDGHA.
- 4.5 All SDGHA Executive Committee shall declare a conflict of interest wherever they or one of their family members is directly or indirectly involved in a matter going before the Executive Committee. A conflict interest can also be determined by another board member with approval of the President. Once a conflict of interest has been declared, the executive member will remove themselves from the discussion where necessary and from a vote if taking place.
- 4.6 All SDGHA Executive Committee members will disclose real or perceived conflicts of interest to the SDGHA's Board immediately upon becoming aware that a conflict of interest may exist.
- 4.7 Members will not knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment.
- 4.8 Any person who believes that a member of the Executive Committee may be in a conflict-of-interest appropriate measures to eliminate the conflict will take place. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:



- Removal or temporary suspension of certain responsibilities or decision-making authority
- Removal or temporary suspension from a designated position
- Removal or temporary suspension from certain teams, events and/or activities
- Expulsion from the SDGHA

5 Duties of Executive Committee

- 5.1 The Executive Committee shall set the policies and procedures for the Association.
- 5.2 The Executive Committee shall conduct the business for the Association.
- 5.3 The Members of the Executive Committee shall not be subject to any personal legal liability for any actions taken by them in that capacity.
- 5.4 Expenditures excess of \$500.00 must approved by the Executive Committee through a vote.
- 5.5 As per the constitution, the Executive Committee, subject to a vote, has the power to appoint replacements for any member of the Executive Committee and/or SDGHA officials, including all coaching staff who resign during their term of office or are neglectful of their duties.
- 5.6 Any member of the Association may be rescinded for just cause by a majority vote of the Executive Committee.

6 Roles and Responsibilities of the Executive Officers

- 6.1 General responsibilities for all Executive Officers
 - a) Support and enhance the mission, purpose, and goals of the SDGHA.
 - b) Take leadership roles and special assignments willingly.
 - c) Understand and follow the SDGHA policies and procedures and adhere to the roles and responsibilities along with the code of conduct.
 - d) Ensure that meeting materials are received in advance of the meeting so decisions can be considered. If important information is lacking, the decision should be postponed until more information can be obtained.
 - e) Continue to be a SDGHA member in good standing.
 - f) Participate in educational opportunities.
- 6.2 Expectations
 - a) Attend at least 75% of the board and assigned committee meetings annually.
 - b) Prepare for and participate in meetings fully. If meetings must be missed, be certain that a valid reason has been conveyed to the President and Secretary.
 - c) Ensure that meeting minutes accurately reflect the business conducted and decisions made.
 - d) Serve on at least one committee as assigned by the Board.
 - e) Maintain confidentiality.
 - f) Conduct oneself in a professional manner at all SDGHA events and with interactions among all Board members, SDGHA members, and volunteers.
 - g) Conduct oneself in an ethical manner and not use, for personal gain or for the gain of others,



confidential information shared during the term of service.

- h) Suggest agenda items to address policy related issues.

6.3 President

- a) The President shall be the chief executive officer of the Association.
- b) The President shall keep informed of all matters pertaining to the business of the Association.
- c) The President will stay current with all new OWHA information and policies and coordinate the dissemination of this information to Board members and the Association members as appropriate.
- d) The president shall preside at all meetings of the Executive Committee and at the AGM of the Association.
- e) The President shall represent the Association in relation to other bodies and at events. The President shall have the prerogative to appoint any person to carry out this duty on their behalf.
- f) The President shall, from time to time, appoint persons to ad hoc committees such as but not limited to: Discipline Boards, Appeal Tribunals and Protest Committees.
- g) The President may designate, from time to time, the Vice-President who shall carry out the duties of the President, when the President is absent or unable to act.
- h) The President will prepare and communicate a final written report of the year's activities, which include recommendations for the following year.
- i) The President will ensure that all SDGHA policies and procedures are clearly communicated to all members.
- j) The President must have been an active member of the Association Executive Committee.
- k) The President is the main contact person between the OWHA and the SDGHA.
- l) The President is a signing officer of the SDGHA.
- m) In the event of a tie-vote during Board meetings, the President of the Board shall have the tie-breaker vote.

6.4 Past-President

- a) The Immediate Past-President will serve as an advisory role (for a two-year period) and shall assist the Association in carrying out its objectives.
- b) The Past-President will only vote to break a tie if the President is in conflict of a tie breaking vote that is required.

6.5 Vice-President

- a) The Vice-President shall assist the President in the management and monitoring of all ongoing programs of the Association and the administration of its business.
- b) The Vice-President will substitute for the President in his/her absence or inability to serve.
- c) The Vice-President shall preside over all disciplinary boards under the direction of the president.
- d) The Vice-President shall ensure that all team management staff are familiar with SDGHA regulations regarding fundraising and accountability.
- e) The Vice President shall be a voting member of the Executive.
- f) The Vice President shall provide a report to the membership during the AGM.



6.6 The Treasurer

- a) The Treasurer will be responsible for the disbursement of SDGHA funds and the preparation of periodic financial statements.
- b) The Treasurer shall collect and record all funds received by the Association and shall record and pay all accounts.
- c) The Treasurer shall have joint signing authority together with another designated Association Executive Committee member in relation to all disbursements.
- d) The Treasurer shall be responsible for applying for grants and for distributing, monitoring, and accounting for any funds received.
- e) The Treasurer shall keep, under review, the financial position of the Association and shall make recommendations to the Association Executive Committee for the maximizing of revenues and the minimizing of expenditures.
- f) The Treasurer shall present a budget for the approval of the Association Executive Committee at its first meeting following the AGM.
- g) The Treasurer shall present at the AGM, a financial statement, which is in accordance with generally accepted accounting principles.
- h) The Treasurer requires financial competence, booking keeping and financial statement preparation in accordance with generally accepted accounting principles. Applicants for this role will ideally have 5+ years of experience and have a minimum of 3 years experience. CPA designation preferred.
- i) The Treasurer shall not be a manager of a SLW team.
- j) The Treasurer shall be a voting member of the Executive Committee.

6.7 The Secretary

- a) The Secretary will be responsible for maintaining the minutes of the meetings of the Board of Directors, the Annual General Meeting, and Special General Meetings.
- b) The Secretary will send out meeting notices and agendas accompanied by minutes from previous meetings.
- c) The Secretary will email draft minutes to Executive Committee members seven days after a Board of Directors meeting or meetings of the Members.
- d) The Secretary will email a copy of the agenda and supporting materials to the Executive Committee within three (3) days of the next scheduled meeting.
- e) The Secretary is to keep the membership informed of Association business through team managers, correspondence, or our website.
- f) The Secretary is to attend to all correspondence.
- g) The Secretary is to keep and file in good order, all Association minutes, agendas, and any other documentation.
- h) The Secretary is to keep on file a record of all Association Executive Committee members.
- i) The Secretary is to forward the proposed amendments of the constitution to the Executive by the appropriate date.
- j) The Secretary will update Policies & Procedures Document as policy motions are passed and approved at monthly meetings.
- k) The Secretary will gather all documents and manuals from board members and update accordingly.
- l) The Secretary will manage the internship/coop placement opportunities.



m) The Secretary shall be a voting member of the Executive Committee.

6.8 Registrar

- a) The Registrar is responsible to ensure all females/teams are registered in accordance with SDGHA/OWHA guidelines.
- b) The Registrar is responsible for coordinating regional registration date and location.
- c) All teams will be overseen by the Registrar, who shall work with all team management staff to ensure proper registration of teams with OWHA.
- d) The Registrar shall be responsible for ensuring all risk management procedures are properly followed and monitored on an ongoing basis i.e., liability coverage.
- e) The Registrar shall be a voting member of the Executive Committee.
- f) The Registrar shall provide a report to the membership during the AGM.

6.9 Ice Convener

- a) The Ice Convener shall be responsible for the procurement of all ice times for the Association.
- b) The Ice Convener will attend all ice allocation meetings within the City of Greater Sudbury.
- c) The Ice Convener shall confirm all ice contracts along with the President. All ice invoices shall be validated for payment by the Treasurer.
- d) The Ice Convener shall be responsible for all scheduling of ice times and the subsequent distribution to members. Only the Ice Convener or his/her designate shall schedule ice times. All Association members must abide by the City of Greater Sudbury Ice Allocation rules.
- e) The Ice Convener will submit team monthly billing sheets to the Treasurer.
- f) The Ice Convener shall be a voting member of the Executive Committee.
- g) The Ice Convener shall provide a report to the membership during the AGM.

6.10 Sudbury Lady Wolves Program Director

- a) The Sudbury Lady Wolves Program Director shall oversee the Sudbury Lady Wolves (SLW) Team Program.
- b) The Sudbury Lady Wolves Program Director shall work with the Ice Convener to assign try-out ice times for both Spring and Fall Try-outs.
- c) The Sudbury Lady Wolves Program Director shall assist in any capacity with the Coaching Selection Process.
- d) The Sudbury Lady Wolves Program Director shall ensure the constitution is followed, as laid out under Guiding Principles for Player Selections.
- e) The Sudbury Lady Wolves Program Director shall attend all meetings that pertain to the SLW.
- f) The Sudbury Lady Wolves Program Director shall deal with suspensions and report to the President of the Association.
- g) The Sudbury Lady Wolves Program Director shall ensure all SLW teams are equipped with necessary information & paperwork from the OWHA to help conduct the operation of their teams.
- h) The Sudbury Lady Wolves Program Director shall work in conjunction with the Director of Player and Coaching Development with anything pertaining to the SLW.
- i) The Sudbury Lady Wolves Program Director shall be a voting member of the Executive Committee.
- j) The Sudbury Lady Wolves Program Director shall provide a report to the membership during the AGM.



6.11 Director of Player & Coaching Development

- a) The Director of Player & Coaching Development will organize coaching/training development sessions for all members of the SDGHA.
- b) The Director of Player & Coaching Development will ensure all certifications and qualifications are up-to-date for all team staff.
- c) The Director of Player & Coaching Development shall work with community partners to organize player development for SLW teams with the SDGHA.
- d) The Director of Player & Coaching Development shall organize player development for all House League (HL) teams.
- e) The Director of Player and Coaching Development shall be a voting member of the Executive Committee.
- f) The Director of Player & Coaching Development shall provide a report to the membership during the AGM.

6.12 Equipment Manager

- a) The Equipment Manager is responsible for the distribution, storage, and upkeep of all Association owned equipment.
- b) The Equipment Manager oversees the distribution and collection of all SDGHA equipment and jerseys.
- c) The Equipment Manager will ensure all jerseys are returned in good condition.
- d) The Equipment Manager must keep the Executive Committee apprised of the condition of and/or equipment needs.
- e) The Equipment Manager will follow the proper procedures for ordering new apparel for teams.
- f) The Equipment Manager will oversee the apparel committee for SDGHA players, coaches, and bench staff.
- g) The Equipment Manager will ensure that coaches sign a responsibility form to ensure the return and safekeeping of Association owned equipment.
- h) The Equipment Manager shall be a voting member of the Executive Committee.
- i) The Equipment Manager shall provide a report to the membership during the AGM.

6.13 Public Relations Coordinator

- a) The Public Relations Coordinator will be responsible for coordinating the publication and distribution of information about the Association and its activities,
- b) The Public Relations Coordinator will be responsible for the Social Media SDGHA page and website content.
- c) The Public Relations Coordinator shall originate, coordinate, and administer projects to promote the sport of girl's hockey to potential players and the public.
- d) The Public Relations Coordinator shall be responsible for coordinating and administering any special events sponsored by the Association.
- e) The Public Relations Coordinator shall be a voting member of the Executive Committee.
- f) The Public Relations Coordinator shall provide a report to the membership during the AGM.



6.14 Director at Large 1

- a) The Director at Large 1 will assist the Association in carrying out its duties.
- b) The Director at Large 1 will participate in special and ad-hoc committees i.e., coach selection committees, disciplinary committees, nomination committees, etc. as required by the President.
- c) The Director at Large 1 shall act as a champion for all players health and safety.
- d) The Director at Large 1 shall create programs and initiatives which will promote a deep understanding within the Association of the guidelines related to player health and safety established by Hockey Canada and the Ontario Women's Hockey Association (OWHA), and to promote compliance with these guidelines.
- e) The Director at Large 1 works to further promote the guidelines and procedures defined within Hockey Trainer Certification Program (HTCP) as created and administered by the Hockey Development Council of Ontario (HDCO).
- f) The Director at Large 1 works to share information among parents, players, and coaches which promotes and advances the health, safety, and well-being of our players. Such initiatives could include (but not be limited to) injury avoidance, responsible recovery from injury, concussion safety, mental health, etc.
- g) The Director at Large 1 administers the provision of certified trainers (or certified first aid providers) for each of the association's competitive team tryouts and HL evaluations.
- h) The Director at Large 1 will be responsible for proposing policy and procedures to the Board of Directors which promote and enhance player health and safety, and for administering such policies and procedures as applicable. This will include a "Return to Play" process which will define the steps to be followed before an injured player may return to full game play.
- i) The Director at Large 1 shall be a voting member of the Executive Committee.
- j) The Director at Large 1 shall submit a report to the membership during the AGM.

6.15 Director at Large 2 (Tournament)

- a) The Director at Large 2 will assist the Association in carrying out its duties.
- b) The Director at Large 2 will participate in special and ad-hoc committees i.e., coach selection committees, disciplinary committees, nomination committees, etc. as assigned by the President.
- c) The Director at Large 2 will be the Snowflake Tournament Lead.
- d) The Director at Large 2 will be responsible for events, The Sudbury Wolves partnership, programs, Esso Cup Fun Day, and any other programs made available.
- e) The Director at Large 2 will be responsible for securing new sponsorship opportunities for the SDGHA.
- f) The Director at Large 2 shall be a voting member of the Executive Committee.
- g) The Director at Large 2 shall submit a report to the membership during the AGM.



6.16 Director of Fundamentals

- a) The Director of Fundamentals shall organize the Fundamentals program.
- b) The Director of Fundamentals will assist in the on-ice coaching of the program.
- c) The Director of Fundamentals will assist in organize events.
- d) The Director of Fundamentals shall be a voting member of the Executive Committee.
- e) The Director of Fundamentals shall submit a report to the membership during the AGM.

6.17 Director of House League

- a) The Director of House League will oversee the SDGHA house league program.
- b) The Director of House League will assist the two HL directors (youth and senior).
- c) The Director of House League shall be responsible to order medals/trophies/year end awards for all HL teams.
- d) The Director of House League shall be responsible for the locations and upkeep of all Association house league medals.
- e) The Director of House League will work with the Equipment Manager to organize and deliver equipment to house league teams as required and as is available.
- f) The Director of House League shall be a voting member of the Executive Committee.
- g) The Director of House League shall submit a report to the membership during the AGM.

6.18 Director of Youth House League (U9, U11, U13)

- a) The Director of Youth House League will be responsible for co-coordinating all matters pertaining to the teams of that age group.
- b) The Director of Youth House League is responsible for advising, in writing to the House League Director, players who have received suspensions in excess of 2 games. Verbal notification must be given in all cases. Division Convenor shall provide approval of suspended player prior to returning to play.
- c) The Director of Youth House League shall keep the Association Executive Committee advised of all important matters relating to that division.
- d) The Director of Youth House League shall oversee the selection of teams with coaches.
- e) The Director of Youth House League shall obtain all complete game/practice schedules.
- f) The Director of Youth House League shall be a voting member of the Executive Committee.
- g) The Director of Youth House League shall submit a report to the membership during the AGM.



6.19 Director of Senior House League (U15, U18 & U22)

- a) The Director of Senior House League will be responsible for co-coordinating all matters pertaining to the teams of that age group.
- b) The Director Senior House League is responsible for advising, in writing to the House League Director, players who have received suspensions in excess of 2 games. Verbal notification must be given in all cases. Division Convenor shall provide approval of suspended player prior to returning to play.
- c) The Director of Senior House League shall keep the Association Executive Committee advised of all important matters relating to that division.
- d) The Director of Senior House League shall oversee the selection of teams with coaches.
- e) The Director of Senior House League shall obtain all complete game/practice schedules.
- f) The Director of Senior House League shall be a voting member of the Executive Committee.
- g) The Director of Senior House League shall submit a report to the membership during the AGM.

7 Membership with Sudbury District Girls Hockey Association

7.1 **Player Member** - any player who, having properly registered and paid all required fees, appears on the roster of any team registered by the SDGHA with the OWHA.

- a) Where such a player is under the age of 18, their parent or legal guardian shall be designated as a member in place of the player. In cases where a player has more than one parent or legal guardian, either parent or guardian – but only one – may be designated as the member. In cases of dispute between two parents or legal guardians as to who should be designated as a member on the players behalf, the parent who registered the player shall be designated as the member.
- b) For house league players, member status will begin on the day the player is added to a team roster by the Registrar. For competitive team players, member status will begin on the first day of June following the player's selection to a competitive team.
- c) For player members, member status will expire on the last day of May following the season in which they are registered to a house league or competitive team. In cases where the player has requested, and been granted, a release from the SDGHA their membership status will cease on the day their release is approved by the Registrar.

7.2 **Non-Parent Volunteer Member:** where a volunteer – having been properly appointed to a position by a resolution of the Board of Directors – does not have a daughter who is a member of the SDGHA, the volunteer will be granted membership status. Such positions will include head coach, committee chair, convener, advisory roles, or other positions as appointed by the Board.

- a) Volunteer member status will begin on the day the volunteer is appointed to the position by the SDGHA executive, or on the date such position will be granted if specified by the SDGHA executive – except in the case of a head coach as explained below in (b).
- b) For head coaches, volunteer member status will begin on the date the head coach is added to a team roster by the Registrar. In cases where a coach is selected to lead a competitive team for the following season, their membership will begin on June 1.



- c) All volunteer memberships will expire at the AGM following the season in which they commenced. If a non-parent volunteer resigns from their position prior to the end of the season or is removed from the position by a properly approved resolution of the Board of Directors, their member status will cease on the day of such resignation or removal.
- 7.3 **Director Member:** Any member of the SDGHA Executive Committee (including voting and non-voting members), having been properly elected or appointed in accordance with SDGHA policy shall be recognized as a member for the duration of the term of their appointment. Directors shall be eligible to stand for re-election as members, even in situations where they no longer have a daughter who is a registered player with the SDGHA.
- 7.4 Membership can be rescinded with just cause by a majority vote from the Board or Directors.
- 7.5 **“Member in good standing”** is a person associated with SDGHA through registration as a player, parent, guardian, coach, assistant coach, trainer, or manager, who has paid in full membership fees and/or other fees with the association. This Member shall also have had no prior disciplinary investigations or sanctions by the SDGHA, OWHA or Hockey Canada. This member shall have returned all equipment, jerseys, or other items back to the association in proper condition.

8 Registration / Registration Fee

- 8.1 All participants must register in their own age group. No player shall be permitted to register and play in two divisions simultaneously.
- 8.2 All players affiliated with the SDGHA, or their parent or guardian, must complete the registration process through RAMP.
- 8.3 To register for the new hockey season, players must be in good standing with SDGHA and OWHA.
- 8.4 The House League registration deadline and registration fee will be set by the executive members prior to the registration date. The registration fee is due in full at registration. No late registrations will be accepted after the deadline.
- 8.5 The player will, upon request, provide a birth certificate as proof of age. Failure to do so will result in refusal of registration.
- 8.6 If full payment is not received for registration the player will not be allowed on the ice. This includes but is not limited to registration, late payments, team fees and NSF charges.
- 8.7 If a player does not fulfill registration requirements, the coach of the team will be notified by the Executive Committee and the player will not be eligible to play or practice until all funds required are fully paid. There are no exceptions to this rule. If the player is added to the team after registration, full registration payment is required on a pro-rated basis. The player will not be rostered to the team until all money due is received by the registrar.
- 8.8 The SDGHA House League refund policy shall be as follows:
- Full refund prior to October 15th, less the \$50.00 administration fee



- 50% (of fully paid registration) refund prior to November 15th
- 0% refund after November 15th.

8.9 The SDGHA Competitive refund policy shall be as follows:

- The SDGHA and OWHA player fee is non-refundable.
- All other team refunds are based on coaches and managers. Please refer to the handbook for your team. The Executive Committee must ensure all players, teams, coaches, managers, assistant coaches, trainers, and support staff are registered in good standing with SDGHA and the OWHA along with holding all the required certifications and credentials for their position and must be insured before participating in any league functions.

9 Coaching Mandate

9.1 To promote individual skill development and knowledge of the game while teaching teamwork and sportsmanship. It is our goal to make hockey a positive, fun, and rewarding experience for each player so they continue to play in future years.

10 Coaching Staff Selection

10.1 A Coaching Selection Committee will be established to provide oversight and direction for the entire coaching selection process (Rep, DS, and DS). The Sudbury Lady Wolves Program Director and Director of House League will sit on the Coaching Selection Committee for their respective divisions.

10.2 The Coaching Selection Committee shall set the coaching criteria.

10.3 All applications for coaching positions will submit an approved application form by the deadline set annually by the SDGHA Board of Directors.

10.4 For interviews, the Coaching Selection Committee may be divided into two or three interview groups. The entire Committee will be responsible for making recommendations to the SDGHA Board of Directors on all head coaching applicants.

10.5 Head Coaches will be selected by a secret ballot vote submitted by the SDGHA Board of Directors unless a conflict has been declared.

10.6 All potential head coaches with the SDGHA must have or be willing to attain the required credentials for the position they are applying for. Please refer to OWHA website for the updated coaching credentials.

10.7 Head Coaches will be selected wherever possible in time for the spring tryouts. If no suitable coach can be found for a team by spring tryouts, the Sudbury Lady Wolves Program Director may appoint a committee which will include the Director of Coach and Player Development to select the players for a team until such time a coach may be found.

10.8 All other coaching staff appointments for Rep, DS, and HL are based on recommendations from the Head Coach and **MUST** be submitted to the SDGHA Board of Directors for final approval.



10.9 All SDGHA coaches and team staff are subject to the OWHA and SDGHA Constitution, Policies and Procedures, and Rules and Regulations.

11 Coaching Staff

11.1 All SDGHA teams (HL, DS, Rep) will have a designated:

- Head Coach
- Female Trainer
- Manager
- Parent Liaison
- Female Dressing room staff

11.2 SDGHA teams may also have the following:

- Assistant Coaches
- On ice assistants
- Goalie coaches
- Social convenor
- Media liaison
- Equipment manager

11.3 ALL on-ice and on-bench team staff must be insured with the OWHA. This includes, but not limited to, head coach, associate coaches, assistant coaches, trainer, on-ice staff, goalie coach, skating coach, and other bench staff.

11.4 All team staff MUST register in the RAMP registration system once approved by the SDGHA to be added to a team roster.

11.5 Rep and DS teams are responsible for covering the cost of insurance for their staff members. Any team official at ANY time during the season that will on an on-ice or on-bench role with the team (even one time) must be insured with the OWHA.

11.6 The SDGHA will cover the cost of insurance for up to five (5) staff members for House league teams.

11.7 It is MANDATORY that all members of the coaching staff obtain their [Respect in Sport Certification](#) and a current [Police Record Check – Vulnerable Sector Check](#) before assuming any bench/on ice duties.

11.8 SDGHA adheres to the policies and procedures implemented by the OWHA with respect to coach and [trainer certification](#) requirements. Please refer to the minimum requirements for each role that are posted and updated annually on the [OWHA website](#).

11.9 All OWHA teams must have a registered and certified female trainer present at all OWHA sanctioned events.



12 Role of the Head Coach

- 12.1 The Head Coach is responsible for every aspect of their team (player handbook, refunds, etc.). This responsibility also includes conduct of the bench staff, players, and families during all team functions.
- 12.2 The Head Coach must obtain, at their own expense, all mandatory qualifications.
- 12.3 The Head Coach is expected to attend all games and practices unless personal circumstances dictate otherwise. If a coach repeatedly misses games and practices, his position as coach will be subject to review by the appropriate Director.
- 12.4 All coaches are required to follow SDGHA policies and procedures. Failure to do so may result in suspension or, in repeated instances, removal as coach.
- 12.5 Responsibilities of any SDGHA Head Coach are as follows but not limited to:
- Conducting fair tryouts and evaluations.
 - Selecting team staff that are qualified and if they have children ensure that the child(ren) have the skill to play at the selected level.
 - Overseeing the proper conduct of the team and team staff on and off the ice during practices, games, and while representing the team at meetings, and/or tournaments.
 - Promoting equitable ice time and development for all players and goalies.
 - Demonstrating positive interactions with bench staff and game officials.
 - Effective communication with players and parents.
 - Complying with SDGHA rules, expectations, and code of conduct.
 - Ensure players and families are aware of the SDGHA Standard of Behaviour.
 - Complying with all OWHA rules.
 - Establish a team code of conduct and provide application of the code.
 - Promote positive self-esteem for players.
 - Ensuring all team staff meet the OWHA requirements. Coaches are responsible for gathering staff credentials and certificates for each staff member and forward to their respective Director (Rep and HL). SDGHA Board will approve all coaching staff appointments.
 - Ensuring the manager submits a team budget as required.
 - Ensuring the manager submits OWHA and league forms by deadlines.
 - Adhere to the policies, procedures, guidelines, and rules of the league in which they participate.
 - Attend all association meetings.
 - Adhere to the mandated player call up process.
 - They or their spouse may NOT act as a team manager or treasurer.



13 Role of the Trainer

- 13.1 Each team must have a certified female trainer on the bench with a minimum of HTCP Level 1 Certification.
- 13.2 The trainer will be present at all OWHA sanctioned events including games, practices, and dry land training and should initiate off ice warmups.
- 13.3 In the event of an accident, the trainer will ensure the appropriate paperwork is completed and submitted to the SDGHA, along with the OWHA (if applicable). [Return to play forms](#) need to be completed and submitted to the Director at Large 1.
- 13.4 The trainer gathers and maintain all medical history forms for all players.
- 13.5 Establish a team communication plan in the event of an injury.
- 13.6 Will be present in the dressing room during the pre-game and post-game talks.

14 Role of the Manager

- 14.1 Maintain team contact information.
- 14.2 Add all practices/games/team events into TeamSnap.
- 14.3 Completion of all registration forms and required documentation for the SDGHA and OWHA.
- 14.4 Communication to the team at the request of the coach.
- 14.5 Responsible for entering all games into the RAMP Gamesheet app. Responsible for reporting suspensions.
- 14.6 Responsible for booking officials and timekeepers for all home games and ensuring all information is entered correctly into the Ramp Gamesheet app.
- 14.7 Open a team bank account at an accredited financial institution.
- 14.8 Collect and disperse all team monies and maintain team finances.
- 14.9 Submit EFT team information to the SDGHA Treasurer.
- 14.10 Submit two (2) financial statements to the parents/guardian and the Treasurer (Dec 31st and May 20th).
- 14.11 The manager and the head coach can not be related.



15 Role of the Parent Liaison

- 15.1 Each SDGHA House League and Rep Team must appoint a Parent Liaison. The parent liaison is the go between coaching staff and parents when issues arise within the team. The Sudbury Lady Wolves Program Director or the Director of House League provides guidance to the Parent Liaisons as necessary.
- 15.2 A Parent Liaison should be established at the beginning of the season. The parent liaison is not an active member of the coaching staff. The head coach will list the parent liaison along with their coaching staff.
- 15.3 The parent liaison will be a neutral liaison between parents and coaching staff to assist in resolving conflict at the team level. Any concerns about the team should be brought to the attention of the coaching staff via the parent liaison before being communicated in writing to the SDGHA executive.

16 Role of the Dressing Room Staff

- 16.1 Each team must have at least 2 designated female dressing room helpers. Under no circumstance are there to be males in the dressing room without an adult female present.
- 16.2 Dressing room staff must complete [Respect in Sport Certification – Active Leader](#) and a current [Police Record Check – Vulnerable Sector Check](#).
- 16.3 Dressing rooms need to always be supervised by two female dressing room helpers.
- 16.4 Dressing room staff must ensure phones are not in the dressing room. Please refer to the [Dressing Room Policy](#) from the OWHA.

17 On-Ice Practice Assistants

- 17.1 SDGHA Players as On-Ice Practice Assistants
 - a) The SDGHA supports the use of registered SDGHA players as helpers during on-ice activities. No specific approval is required; however, it is important to ensure Hockey Canada insurance is in place by adhering to the following guidelines:
 - On-Ice helpers must be an active & registered player of any SDGHA team.
 - On-Ice helpers must be a minimum of 2 years older than the team they are helping.
 - All players aged 16 and under are to be in full hockey equipment.
 - Injured players are not allowed to participate as an on-ice helper until they are cleared to return to play for their team.
 - All on-ice helpers must be under the direct supervision of a certified team official. On-ice helpers are NOT to participate in drills or scrimmages. Their role is to assist coaches and demonstrate concepts only.
 - b) Other Volunteers (Non-Players) As On-Ice Practice Assistants



- The SDGHA welcomes the help and support of any individual wishing to get involved in a volunteer capacity within our organization. We also recognize that not every individual can make the incredible commitment required to coach or assist with our teams.
- be aged 18 and older.
- be included on a SDGHA team roster.
- provide an up-to-date Criminal Record Check included Vulnerable Sector Screening and signed criminal offences declaration.
- Be certified in the RIS (Respect-in-sport for hockey activity leaders) online courses and provide proof of completion.
- wears a CSA certified helmet, with chinstrap properly fastened when on the ice.

18 Permission to Skate Forms

- 18.1 Any SDGHA member, who wishes to try out for a team with another Association, will require an OWHA [Permission to Skate](#) form. The form can be found under “Player Eligibility” section of the OWHA website. These forms can only be signed by the Sudbury Lady Wolves Program Director, President, or Vice-President. As per OWHA policy, Permission to Skate forms will not be issued or accepted by the SDGHA until two (2) days after the Provincial Championships are completed each year.
- 18.2 OWHA Permission to Skate forms are needed if a player wishes to tryout for another female hockey organization.

19 Player Release Forms

- 19.1 For those players wishing to move on to a team within another OWHA-recognized Association and were registered with the OWHA in the last season, a [player release](#) will be issued by the SDGHA as per OWHA current practices. These forms can only be signed by the President or Vice-President of SDGHA, along with the signature of the. The form can be found on the OWHA website under “Player & Team Registration” section.
- 19.2 If a release form is needed, the request must be put in writing (stating the reason for the release, where the player wishes to go and what level of hockey they will be playing) and submitted to the SDGHA, the executive members will discuss it and decide.
- 19.3 A release will not be given if the player is not in good standing with SDGHA and/or OWHA.
- 19.4 Players must be fully aware that they can only receive one release per hockey season (See the OWHA [Handbook](#) and [Policies & Procedures](#) for details).



20 Player Eligibility

The current SDGHA policy governs that any players, parents, or coaches who intend to place or include underaged players on an older team must follow the established policy. Intermediate and Senior players are exempted.

- 20.1 All intended “play-up” players must be of the “AA” level or highest level of their own age group.
- 20.2 The intended player(s) must attend “tryouts” of her own age category.
- 20.3 The intended player(s) may request to attend the “tryouts” of the higher age category to the head coach directly. The coach of the higher team and the Sudbury Lady Wolves Program Director must approve the request. Any request to attend tryouts of a higher age category team must be made in writing to head coach no later than 3 weeks before tryouts to allow for the arrangement of a neutral party or parties to attend and to assess the intended player(s) skill level for further recommendation.
- 20.4 A max of 2 players may be permitted to tryout for the age group above. Only 1 player may be granted exceptional “play up” status per age group. The Sudbury Lady Wolves Program Director must get in writing from the head coach once a player has been selected to move up.
- 20.5 A player may be given exceptional status provided that she, in the opinion of the coach of the team of the higher age category, is regarded as an impact player(s).
 - 20.5.1 For players in U15 and U18, the SDGHA stipulates that she (they) must be regarded to be impact players using the following formula (1-2-3);
 - a. Number #1 goalie among the goalies in the higher age category team (50%)
 - b. Among the top 2 defense in the higher age category team (50%)
 - c. Among the top 3 forwards in the higher age category team (55%)
 - 20.5.2 For Players in U11 and U13, the SDGHA stipulates that she (they) must be regarded to be impact players amongst the top 3 players of the team in the higher age category.



21 Import Policy

- 21.1 The Sudbury District Girls Hockey Association (SDGHA) is dedicated to fostering women's hockey within the Greater City of Sudbury and its surrounding District. The aim is to create a positive atmosphere that allows females to build self-esteem and confidence through participation in the sport. This policy seeks to strike a balance between competitiveness and providing opportunities for local players, as well as those from other organizations, thereby supporting the growth of individual athletes and the SDGHA program as a whole. The geographical area covered by the SDGHA includes the municipal boundaries of the Greater City of Sudbury and extends to regions nearby that are not affiliated with other OWHA member associations.
- 21.2 The import policy will apply exclusively to the High Performance Teams (U18AA, U15AA, U13AA). To support local player development, no other teams are allowed to have imports as specified.
- 21.3 A player **WILL** be considered an import if any one of the following conditions is satisfied:
- a) The player resides in a city/town where there is no female representative hockey program at the level for their age group, and they were registered with another OWHA center most recently in the previous season.
 - b) The player resides in a city/town outside of Greater City of Sudbury where there is a female representative hockey program for their age category and were registered with another OWHA center in the previous season.
- 21.4 Allowable Import Players:
- Selection of imports is at the discretion of the head coach under this policy. The head coach must notify the association in writing prior to any selection to ensure policy is being followed. It is crucial for the head coach to determine if the imports can be classified as impact players. High Performance Teams will face limitations regarding the number of allowable imports:
- U18AA: 3 players (with a maximum of two defense or one goalie)
 - U15AA: 2 players (restricted to one goalie)
 - U13AA: 1 player
- 21.5 All players categorized as imports, as per the established definition, are required to demonstrate complete dedication to their SDGHA team activities for the duration of the season. Inability to meet this commitment will lead to disciplinary measures imposed by the team. These measures may encompass, but are not confined to:
- Written reprimands
 - Missed game shifts
 - Suspensions sanctioned by the team or association
 - Release from the team or association



22 Tryouts

- 22.1 House League evaluations will be held in September of each season.
- 22.2 Tryouts for all rep teams will be held in the spring unless otherwise indicated.
- 22.3 Tryout fee for rep teams will be set annually by the SDGHA Executive Committee.
- 22.4 The SDGHA encourages all players to play at the top level of hockey that they possibly can. Along with having fun, the SDGHA is committed to forming competitive teams at every level of play.
- 22.5 All players/goalies are required to attend the first tryout for each of the teams they are trying out for. If a player has a conflict and cannot attend, please contact the Sudbury Lady Wolves Program Director and the head coach ASAP.
- 22.6 At the discretion of the Head Coach a player may be granted an exemption from tryout under certain circumstances. A written request must be submitted to the Sudbury Lady Wolves Program Director as soon as possible.
- 22.7 The head coach must submit their list of evaluators to the Sudbury Lady Wolves Program Director prior to the first tryout. The list should include 3-4 independent evaluators (no affiliation to the team). Evaluators are meant to provide feedback and independent assessment to help the Head Coach make team selections.
- 22.8 All team rosters should be picked with the objective of selecting the best team with the best players available, with the greatest amount of fairness.
- 22.9 All Head Coaches are responsible for finding on-ice helpers and bench staff for tryouts. These helpers cannot be in conflict at the age group (i.e. cannot have a player trying out for the team).
- 22.10 Head Coaches are also responsible for finding dressing room support and trainers for all tryouts. If the Head Coach requires assistance, they may contact the Sudbury Lady Wolves Program Director.
- 22.11 Head Coaches should use all evaluation methods that are available to present a fair and seamless evaluation process. Ranking of players with notes from evaluators should be maintained during the tryout process so that the close decisions can be most easily identified.
- 22.12 Head Coaches will provide an outline of their expectations for all team members prior to tryouts, including a draft budget and proposed tournaments. This outline needs to be approved in advance of tryouts by Sudbury Lady Wolves Program Director.



23 Team Selection

- 23.1 U9 team selection (Rep and HL) will follow the Hockey Canada guidelines and OWHA guidance.
- 23.2 SDGHA will follow Hockey Canada and OWHA guidance for HL programming. Please refer to the House League Handbook for detailed information regarding the House League program.
- 23.3 For the U11, U13, U15, and U18 House League team selections, the Director of House League and the House League Directors (Youth and Senior) shall be empowered to develop an “equalization system” to be used to place players on House League teams in their respective divisions with the intent to make even-strength teams at each age group.
- 23.4 A maximum of two players can be protected by the HL head coach (head coach and trainer).
- 23.5 Once HL teams are picked, players may be traded in the first coaches meeting (15 minutes time limit) to accommodate requests where possible and fair, however, all movements must be approved by the Director of House League to ensure that teams remain rated equal. Reminding parents that teams are not set until re-balancing is done.
- 23.6 HL players that register after the distribution of teams will be added to the team with the smallest roster, keeping in mind equalization of teams.
- 23.7 Teams will be rebalanced after the first three games, if necessary.
- 23.8 HL players in U9 and U11 must rotate the goalies.
- 23.9 SDGHA will follow Hockey Canada and OWHA guidance for Rep programming.
- 23.10 Tier 1 teams (U11, U13,15, U18) are expected to be AA teams. Tier 2 teams are expected to be A or BB teams. Team categorization within the SDGHA is the ultimate responsibility of the SDGHA Executive. A Head Coach can request a recategorization following OWHA guidelines.
- 23.11 If a Rep coach believes that the team is not playing at the appropriate level, then re-categorization (re-cat) may be considered.
- 23.12 A Head Coach can request a recategorization following OWHA guidelines. The Rep Coach must submit reasons in writing to the Sudbury Lady Wolves Program Director. The Rep Coach must meet the following requirements for the request to receive further consideration:
- The team must have played no less than 5 exhibition games, and obtained results demonstrating the team is miss-categorized.
 - The re-cat must not affect a SDGHA team at a lower level.
- 23.13 The SDGHA President and Sudbury Lady Wolves Program Director must approve all re-categorization requests prior to submission to the OWHA. If a re-cat request is submitted to the OWHA, prior to October 1, the request will automatically be granted. Otherwise, OWHA must receive a written request including a completed [request for re-categorization](#) by late November. A formal process will then be conducted by OWHA.



24 Fair Play

- 24.1 All SDGHA Coaches will strive to ensure fair and equal ice time for each player on his/her team over the course of the entire season (which includes exhibition; regular season; tournament; playdown; and playoff games.)
- 24.2 It is also the responsibility of the coach to ensure that each player receives equal development opportunity and raises the skill level of all players on the team.
- 24.3 In the short term, fair ice time will be affected by penalties, injuries and general game conditions that do arise. In the longer term or over the course of the entire season, it is the responsibility of the coaches to keep ice time as fair as possible for all. As the coaches have a responsibility to the players so to do, the players have a responsibility to their coaches and teammates to respect shift times and comeback to the bench when requested.
- 24.4 Any player absences from games due to injuries, sickness, suspensions, and vacations will not require the coach to provide additional playing time to make up for the imbalance caused by any such absence. In addition, any ice time lost because of the coach imposing reasonable discipline on a player will not require the coach to provide additional playing time to make up for the imbalance caused by any such disciplinary action.
- 24.5 Goaltenders will split ice equally by either playing half-games or alternating games.
- 24.6 U9 and U11 [Hockey Canada pathways](#) must be followed.
- 24.7 Specialty teams can be formed in U15 and U18 tier 1 teams keeping in mind that all players should be taught these skills and used whenever possible in game situations.
- 24.8 For Rep Teams – the only exception is in the last 3 minutes of an elimination game and should only be employed in games that will extent tournament play or the season for any given team. This should only be done when there is a one goal differential (favourable or unfavourable) and in a rare exception a maximum of two goals if the coach feels that his/her team can get back in the game.

25 SDGHA Season

- 25.1 The SDGHA season runs from the beginning of September to the end of April. In the off season, May 1st until the end of August, or otherwise posted, the SDGHA will not sanction nor support any on ice or off ice team or individual activities including tournament play. Tier one (1) teams (U18AA, U15AA, U13AA) whose try outs were held in the spring are permitted ice during the last two weeks of August, depending upon ice availability.
- 25.2 In addition, any Head Coach already named for the following season by the Board of Directors shall not partake in unsanctioned coaching hockey (at any level) involving any players (other than their own child) during the off season.
- 25.3 SDGHA equipment including jerseys will not be issued or used during the off season in any way. All equipment and jerseys must be returned by the end of the season, the date for the return of equipment and jerseys will be set by the Director of Equipment on or before April 30th.



- 25.4 All team activities scheduled during May 1st and Labour Day Monday must be optional. This restriction shall not include team meetings, social, or fundraising events which shall be permitted without additional approval to a maximum of 1 per month.
- 25.5 For U9, U11, and U13 (except for U13AA) teams a one-hour time allocation will be provided for home games. All U9, U11, and U13 home games will be stop-time and consist of a minimum of thirty-two (32) minutes of stop time play (10, 10, 12).
- 25.6 For U13 AA, U15, and U18 teams a one hour and thirty-minute time allocation will be provided for home games. All home games will be stop-time and consist of a minimum of forty-two minutes (12, 15, 15).
- 25.7 Multiple teams within a particular OWHA region must qualify via playdowns for Provincials. The OWHA Regional Director will identify the teams, if any, that SDGHA teams are to play in the playdowns. Provincials are usually held in the second weekend of April. Games are usually played in the Toronto, Mississauga, and Brampton areas.
- 25.8 Requests to create additional teams can be made in writing following tryouts to the SDGHA Executive for approval. Everything will be taken into consideration.

26 Team Meetings

- 26.1 All Coaches (Rep, DS, HL) must hold an initial team meeting with players and parents as soon as possible after try-outs or player evaluations. During this meeting, the coaches should discuss:
- objectives, expectations, team rules
 - Practices on and off ice
 - ice allocation details for the season
 - tournaments
 - team budget
 - volunteers to fill various roles
- 26.2 Each SDGHA team will develop expectations around commitment, behaviour, communication, and consequences of not meeting expectations. These expectations will be set at the beginning of each season at the team meeting by the Coaching staff with the parents and players.
- 26.3 In addition to SDGHA Discipline, teams may set rules and expectations specific to the team at the initial team meeting.
- 26.4 When a player has broken a team rule or displayed inappropriate behavior, corrective action may be necessary. Removal of ice-time from a player for disciplinary reasons is permitted and is the only effective method of discipline a coach can use. The discipline applied should be consistent with that outlined at the initial team meeting. This **MUST** be applied fairly & consistently for all players on the team regardless of ability.



27 Team Finances

- 27.1 All SDGHA teams must open a bank account at a financial institution in the name of the team at the beginning of each season.
- 27.2 All coaches must submit to the Treasurer of SDGHA and the respective Director, draft team budgets for approval at least 1 week prior to the team parent meeting to ensure revenue and expenditures are reasonable and just.
- 27.3 Once the budgets have been approved at the parents meeting, a copy of the updated parent approved budget must be submitted to the SDGHA Treasurer and the respective Director.
- 27.4 Statements of interim team receipts and disbursements must be provided to the parent group at least by December 31st (mid-year) or monthly.
- 27.5 All teams must submit year-end financial statement by May 31st to the Treasurer of SDGHA and the respective Director.
- 27.6 Any proposed changes to the parent approved budget require approval.
- 27.7 All SDGHA Team Staff will be permitted to charge the following expenses to team budgets. These are maximum amounts. The Directors in charge of the division must approve changes to these amounts and guidelines. **These guidelines do not apply to team staff with children playing on the team.**
- 27.8 Non parent staff members shall be entitled to a reimbursement for reasonable team-related out of town (i) travel and (ii) accommodation and (iii) meals (excluding any alcohol). An itemized list and receipts must be provided to team manager.

28 Team Budgeting, Finance and Fundraising

- 28.1 Team Budgeting: Each team is permitted to raise funds (with approval from Executive) but only to pay for the following:
- i. Tournament entry fees.
 - ii. Medical and other supplies required by the trainer for consumption by the players.
 - iii. Group transportation to and from out-of-town team events.
 - iv. Equipment for players on the team.
 - v. Player conditioning programs including off ice programs specifically designed for conditioning.
 - vi. SDGHA apparel for use by the players or coaching staff.
 - vii. Ice and official's costs.
 - viii. Travel costs for non-parent coaching staff.
 - ix. Team social events.
 - x. SDGHA and OWHA fees.
 - xi. Bank charges and other.
 - xii. Any other expense approved by the team parents after submission by the team manager of its operating budget to parents.



28.2 Financial Reporting and Record Keeping:

- a) The SDGHA Treasurer may supervise team bank accounts and may, in his/her absolute discretion, require any team or all teams to maintain a bank account of his/her choice, on which he/she has signing authority such that he/she may access the account without the signature of any other team official. He/she may also require that all bank statements be mailed by the bank to the address of the Association.
- b) All teams must keep one and only one bank account for the use of its approved budget. This account will have not less than two signing authorities. No two persons of the same family can be signing authority. One signing authority must be the team manager. The other should be the coach, unless otherwise approved by the Sudbury Lady Wolves Program Director.
- c) Each team manager must provide, to parents (with a copy to the Sudbury Lady Wolves Program Director and Treasurer), an interim statement of team receipts and disbursements by December 31, and a final statement by May 31. Each statement should present a comparison of actual receipts and disbursements to the original budgeted amounts of receipts and disbursements. The reports should provide sufficient detail to enable parents gain a reasonable understanding of the nature of receipts and disbursements incurred during the applicable period. To that end, the reports should avoid the presentation of financial information in a manner that provides minimal informational value, such as the use of non-descriptive or ambiguous categories such as "miscellaneous" and "other" as major receipt or disbursement line items.
- d) If any team is found to have disobeyed these policies the coach, the manager and any other persons involved will be immediately suspended and appropriate investigative action will be conducted by the Executive. It is a serious matter to use Association funds for any purpose other than an authorized purpose.
- e) All rep teams shall authorize the Association to process pre-authorized debits from the team bank account in settlement of amounts owed by each respective team for fees and/or cost recoveries charged by the Association.



29 Player Call Ups

- 29.1 OWHA Player Pick up Eligibility Rules must be followed. The player pick up process is different for OWHA tournament games, OWHL league and playoff games, and NDMHL games.
- 29.2 A coach of another team can request a player from a lower team during an exhibition game, league game or tournament. Call ups may not be used in playoffs, playdowns, or provincials. All pickup player request must now be completed via the RAMP Games Portal. A player can only be picked up for a maximum of 4 days for each request. If this player is needed beyond the 4 days, you must submit another [Player Pick up Request](#).
- 29.3 Pick up players are not permitted to replace suspended players.
- 29.4 A team may pick up any eligible player, to a maximum of three (3) pick up players, from a lower category to bring the total team strength to, but not exceed, the number of officially registered players on the team.
- 29.5 A team may use a maximum of three (3) pick up players from:
- i) a lower age level and the same classification or lower.
 - ii) the same age level and lower classification:
(E.g.): 1 – U15 A team can call from U13 A team.
(E.g.): 2 – U15 A team can call from U13 BB team.
(E.g.): 3 - U15 A team can call from U15 BB team.
(E.g.): 4 – U15 A team can NOT call from U13 AA team.
- 29.6 Pick ups are to be registered OWHA players only.
- 29.7 The OWHA Registrar may authorize lateral movement of a goaltender in any emergency. SDGHA expects mutual respect between the coaches and all decisions should be made with the player's overall best interest in mind. Coaches must make sure players are put in a position to succeed and that the development opportunity is appropriate for the player being called up.
- 29.8 A coach needing a player must contact the coach of the team from which he/she wants to use a player. The SLW Program Director will be copied in all call up requests for league and tournament games.



- 29.9 For developmental purposes, players must be called up from the level below your team in same age group. i.e. AA must prioritize calling up a player from the A team from same age group first.
- 29.10 If the team directly below in the same age group is not able to provide a call up then it will be at the discretion of the coach requesting a call up to decide which team he request a player from. I.e. AA coach will then either call up from BB team in same age group or AA team in lower age group.
- 29.11 It is strongly encouraged to give as many girls as possible the opportunity to “play up” and the SDGHA discourages the repeated Call Up of a single player only on multiple occasions.
- 29.12 If the coach of the team that is contacted does not feel the requested player deserves that opportunity then he/she will be given the opportunity to pick the player that he/she feels is best suited to play in the game/practice and whom he/she feels deserves the chance to play..
- 29.13 Coaches are prohibited from dealing directly with a player or parent/guardian of a player who is not directly on the roster on their own team for arranging a Call-Up.
- 29.14 The lower team coach should not be refusing the player unless there are discipline issues with the player, payment issues on the player in question, or his/her team is going to a tournament or has a playdown game during the time requested for the Call-Up.
- 29.15 It is strongly encouraged to give as many girls as possible the opportunity to “play up” and the SDGHA discourages the repeated Call Up of a single player only on multiple occasions.
- 29.16 It is strongly encouraged to offer at least 48 hours’ notice to the coach of the lower team for the Call Up request.
- 29.17 The only SLW team that can approach the House League/DS Teams for players is the lowest level team in that division. Proper protocol would be for the coach to contact the HL convenor of the appropriate division stating his/her requirements.



30 SDGHA Apparel & Equipment

- 30.1 SDGHA apparel may be purchased by any/all members of the association.
- 30.2 A dress code will be set for all Rep traveling teams. All players and coaches will be properly and cleanly dressed at all games, tournaments, and team functions (a dress code will set standards for our teams and will help to develop a team atmosphere). Players and team staff must be dressed uniformly in one of the approved SLW wear for all games and tournaments.
- 30.3 All SDGHA members must purchase approved apparel from the proper suppliers and respect the current licensing agreement.
- 30.4 Failure to comply with these policies may/will result in a logo tax or fine being assessed to the individual/team responsible. Apparel or equipment may also be deemed as noncompliant and may be asked to be discarded.
- 30.5 The SDGHA shall be responsible for all league property and shall be responsible for purchasing new equipment if necessary. Distribution of league property shall be the responsibility of the Equipment Manager.
- 30.6 The Association supplies the following equipment which shall remain the property of the Association and be returned at any time upon request:
- a) Game jerseys (home and away) and socks for all SDGHA teams.
 - b) Goalie equipment with the approval of the SDGHA executive.
 - c) House league game jerseys and socks
 - d) DS jerseys and socks
- 30.7 Sponsor bars must not be placed on any rep jersey whether it was purchased by the SDGHA, a player or team.
- 30.8 Sponsor bars or player names must not be placed on any garment bag supplied by the SDGHA.
- 30.9 Sponsor bars can be sewn or printed on practice jerseys, player hockey bags or personal garment bags only.
- 30.10 Players will ensure jerseys are laundered regularly and air dried to avoid damage to letters/numbers.
- 30.11 Players' names may be placed on players' sweaters, with the permission and prior approval of the SDGHA Executive. Teams must use an approved supplier and seamstress to affix and remove the nameplates.
- 30.12 ALL rep players must supply and wear white helmets, navy blue gloves and SLW approved pant shells. If there are any questions regarding accent colours or approval for existing equipment, they can be forwarded to the Equipment Manager.
- 30.13 Subject to supplied numbers and the team rules, the player may ask for a specific number and their request may be granted by the team officials. The decision of the team officials is final and not reviewable.



- 30.14 All Association equipment will be returned to the Equipment Manager at the end of the playing season. The responsibility for this rests with team coach.
- 30.15 All rep goalies are exempt from the requirements noted above except for the navy-blue shells. Any customization using the SDGHA approved logo, SDGHA name, etc. for masks, gloves, blockers, or pads must be approved by the Equipment Manager.
- 30.16 Any equipment returned in damaged condition must be accompanied by a written explanation as to the cause of the damage. Damage caused by irresponsible or willful conduct will result in further penalties, including the requirement that the person causing the damage to repair the equipment at his or her own expense.
- 30.17 Failure to return equipment is considered misappropriation of Association property and will be dealt with accordingly.

31 Game Sheets

- 31.1 Electronic game sheet data is collected for insurance purposes. Any falsification of data may make it invalid for insurance claims. It is important that the game sheet data be entered accurately both during and as soon as the game has been completed. The officials must review the data entered into the electronic game sheet via the code they have been provided and sign off on the game as soon as possible following the end of the game.
- 31.2 It is the responsibility of the home team to provide the game codes to other parties (visiting team, officials, and timekeeper). Both the home and visiting team must access the electronic game sheet, via their respective code, to select the players and staff for that game at least fifteen minutes prior to the scheduled game time.
- 31.3 All teams must use the RAMP GameSheet App for all League games.
- 31.4 If any players on your team have different jersey numbers for home and away, then please modify the appropriate numbers via the game sheet app. You DO NOT have to name your starting line-up. Except for goalie, player positions are not necessary.
- 31.5 All games must be created and entered into RAMP by the home team.
- 31.6 In the case of a suspension in any game, the offending team must notify the OWHA via email at stats@owha.on.ca with suspension information within 1 day (24 hours) of the game or before the next game, whichever comes first.



32 League Ice

- 32.1 The Ice Convener will ensure that all ice time is distributed evenly, to the best of his/her ability, based on enrolment fees and the cost of the ice. The League will not subsidize the cost of ice at any of the rep teams.
- 32.2 Any unallocated ice may be booked through the Ice Convener on a first come first serve basis. Teams wishing to use this ice will be required to pay the cost of the ice time. The SDGHA will allocate two ice times per week to each team in late September after the Ice Allocation meeting takes place. Please note that ice times will change over the season.
- 32.3 Each Rep team will be responsible for the cost of the SDGHA allocated ice (September - March, not including tryout or evaluation ice) and will receive monthly ice bills which will be paid by pre-authorized withdrawal from the team bank account. The EFT payments will be set up by the SDGHA treasurer.
- 32.4 Each team will need to verify the monthly SDGHA ice statement against their own records to ensure accuracy.
- 32.5 Each team is responsible for paying for all SDGHA allocated ice even if it is unused. Teams are responsible for trading or selling their ice to other teams within the SDGHA. A list of team contacts will be supplied to each coach/manager to facilitate ice trades. The ice convener must be cc:d on all ice transactions between teams. SLW teams may not trade or sell their ice to other associations or ice users unless approved by the Ice Convener and the City of Greater Sudbury. Teams may only consider selling ice to other associations if no other team within the SDGHA can use the ice. All trades must be sent to the ice convener in a timely manner to ensure accurate monthly ice billing, otherwise it is the responsibility of the team to collect payment from that team.
- 32.6 One individual per team (Rep, DS) will be able to book additional ice on a team contract which can be set up with the City of Greater Sudbury. Once teams are formed, please notify the Ice Convener who will be booking additional team ice so your name can be submitted to the booking clerks to ensure your team is covered by SDGHA insurance. The team will be responsible for paying for the ice upon booking with the City. Please be mindful of the ice cancellation policy prior to booking large amounts of ice.
- 32.7 The Ice Convener will distribute HL ice to the Director of House League. The Director of House League and the respective youth and senior directors will work together to create a schedule for house league teams and ensure an even distribution of ice. HL teams will receive two (2) ice times per week, dependent on ice availability.
- 32.8 All ice will be returned over the Christmas holiday and March Break.
- 32.9 All HL tournaments must be submitted by Oct 31st or sooner.
- 32.10 HL teams will be billed for any no-show ice.



33 League Divisions

- 33.1 The Executive Committee will decide on the format for the league set-up. The SDGHA Executive will do everything they can to set the league format prior to registration, with the understanding that changes may take place depending on registration in each of the divisions.
- 33.2 Rep teams will play in their own age category. The Executive Committee may at times make an exception to this rule.
- 33.3 Rep teams will play in the OWHL or NOWHL. The SDGHA Board of Directors may make an exception to this rule if a team has requested in writing to participate in a separate organized league.
- 33.4 Teams must first commit to all league games before entry into tournaments. The OWHL league rule only permits two games to be rescheduled due to tournament conflicts. No team will be allowed to re-schedule more than three league games and only then if there are no other options.

34 Tournaments

- 34.1 All U13-U18 rep teams are permitted to register and participate in a maximum of five (5) tournaments including OWHA Provincials per season – such number including any SDGHA organized tournaments. All tournaments must be an OWHA approved and sanctioned events.
- 34.2 All rep teams will be required to participate in the SDGHA tournament unless an exception has been otherwise approved by the Sudbury Lady Wolves Program Director.
- 34.3 Each Rep Team will provide a list of proposed tournaments to a maximum of 4 tournaments for the upcoming season to the Sudbury Lady Wolves Program Director and the Ice Convenor no later than September 30th. The Sudbury Lady Wolves Program Director shall approve such participation before any registration is made by the team.
- 34.4 Where a tournament in which a team is registered has been cancelled, the team may register in an alternate tournament on the same weekend or a different weekend, with the approval of the Sudbury Lady Wolves Program Director.
- 34.5 Teams may only register for their assigned age category and division. Teams may be permitted to compete in an age category and or division other than their own only if requested by tournament organizers due to a lack of participating teams in the team's own age category and division – and only in accordance with OWHA rules.
- 34.6 Teams who do not participate in a regular league can apply to the Sudbury Lady Wolves Program Director to add tournaments in lieu of league games.
- 34.7 U9 and U11 rep teams must follow the tournament guidelines set by [Hockey Canada pathways](#).



34.8 U9 and U11 Tournaments:

- a) All teams are allowed to enter a **maximum** of 3 tournaments, Snowflake is included in this total. If a team would like to play an extra tournament, they may submit a request in writing prior to the tournament. The OWHA provincial tournament will not be counted in this number.
- b) Snowflake is a mandatory tournament all players must participate. (There is an extra cost)
- c) All players from each team participating must be given the chance to play in each tournament before other players are picked up from other teams.
- d) Please inform the convenor of your tournaments by November
- e) Any team missing a scheduled ice time because of a tournament must inform the convenor at least 2 months in advance.

35 Development Stream (DS team)

35.1 Development Stream (DS) is a subset of the House League Programme, offering a tryout-based, enhanced opportunity for House League players who are:

- a) Looking for a development bridge to competitive hockey
- b) Do not wish to make the commitment, in time or cost, to competitive hockey but are seeking more competition and skill development that is afforded by house league alone.

35.2 This is a select team with costs over and above HL.

35.3 DS teams may be formed in U13, U15, and U18.

35.4 DS teams may only be formed from registered OWHA house league players rostered before November 15th.

35.5 DS may only be formed if there are two (2) or more teams in the same division.

35.6 DS tryouts may commence no earlier than Nov 15th.

35.7 DS registration may commence on December 1st. Games may be played once the registration is complete.

35.8 Teams may only play 17 players in a game but may roster up to and including 25 players. Pick up players are not permitted for a DS team.

35.9 Players playing on a DS team must also fully participate on their house league team and in house league tournaments.

35.10 A DS team will not be permitted to register as a competitive team.

35.11 They will play up to 8 game exhibition season and are allowed to enter a max 2 DS tournaments.

35.12 DS teams may only participate in DS divisions of sanctioned tournaments.

35.13 DS teams are not permitted to play in a league.



35.14 If a DS team is found to be in violation of requirements, the staff will be suspended, and the players will be deemed members of the house league only. The SDGHA is subject to losing its approval to operate DS teams for a full season.

36 Return to Play – following concussion or injury

- 36.1 If a player suffers a concussion or injury in a game or practice, which requires her removal from the game or practice without return, such player shall not be permitted to return to practice or play without the permission of the parent. The parent's permission is to be accompanied by a proper medical certificate indicating that the player is physically fit to return to play.
- 36.2 If a player is injured during a game and the injury is not to the head, the player may return to the ice if the trainer, after consulting with the parent, deems that the return to play is safe.
- 36.3 Any injury to the head, which causes the player to lose consciousness or be removed from play during the game, will be immediately reported. The player shall be immediately referred to the appropriate medical authority to determine her status to return to play. No such player may return to play without a medical certificate authorizing her.
- 36.4 SDGHA follows and will continue to follow the Hockey Canada Six-Step method for return to play for Concussion in Sport. When an event occurs which could lead to potential concussion, the Trainer will, within the scope of their qualifications and with their best efforts, evaluate the player in question and, using appropriate protocols, make a recommendation based on their observation. If the trainer (or other coaching staff) feels that the player may be concussed or is showing signs of a possible concussion, then they shall deem that player unfit to play until assessed by a physician. Regardless of the player saying they feel better or a parent feels that the player is fine to continue, the decision of the trainer (or other coaching staff who made the call) is final and cannot be overturned by another member of the Coaching Staff or the player/parents until the following criteria have been met:
- Team Management must notify the SDGHA Director at Large 1 of any suspected concussions.
 - You are responsible for seeking medical attention for your child.
 - If the physician diagnoses your child with a concussion the player **MUST** follow the 6 steps to return to game play.
 - The player will require written medical clearance from a doctor to return to regular game play.

37 Handling Team Related Conflicts

- 37.1 Communication is important between all members of the team (player and coach, coach and parents, coach, and assistant coaches).
- 37.2 Parents are encouraged to wait 24 hours prior to raising an issue with the Parent Liaison. Parent Liaisons will do their best to resolve issues as quickly as possible.



37.3 Complaints submitted to the Sudbury Lady Wolves Program Director, or the Director of House League must be in writing indicating:

- the date;
- nature of issue/complaint;
- individual(s) involved (if any); and
- steps taken to date to resolve the issue.

37.4 The respective Director will acknowledge receipt of the complaint within 48 hours. He/she will strive to resolve the complaint as quickly as possible. Conclusions and/or next steps will be communicated back to the complainant and the parent liaison.

37.5 If you feel the problem has not been resolved, ask the Director to contact the President of the association.

37.6 The President will call a meeting of the Disciplinary Committee.

37.7 If this committee feels certain action must be taken, they will meet with the Executive Committee members.

37.8 The Executive Committee members will have the final vote as to what will take place.

38 Code of Conduct and Ethics

38.1 Nature of the Code

- 1) This code of conduct identifies standards of behavior expected of all SDGHA players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, advisors, team managers, trainers, administrators, and employees involved in SDGHA activities and events, both on and off ice & in and outside the arena.
- 2) Where this code of conduct conflicts with the OWHA code of conduct, the OWHA code of conduct prevails. Otherwise, it is in addition to any code of conduct required by OWHA.

38.2 Coaches and Team Official's Code

- 1) Coaches and Team Officials are expected to learn and abide by the OWHA Speak Out policies.
- 2) Each coach and team official are expected to learn all SDGHA policies and procedures. The Association expects all to not only follow polices and procedures but also to instill respect.
- 3) The coach must display respect for the player and her parent(s)/guardian. Even where conflict arises, the coach must display sensitivity to the player while balancing the interests of the team.
- 4) It is the policy of the SDGHA to emphasize development of the player as an individual and as a member of a team environment. The Association frowns upon the philosophy of "winning at all costs". Player development means that a coach or staff will not "actively recruit" players from other organizations but will develop players within the association.
- 5) All Rep Coaches shall wear official team attire when traveling to and at ALL home and away games. Please read the "SDGHA Apparel & Equipment" section for details.



38.3 Parents Code

- 1) The parent(s)/guardian of a player will always learn and follow all SDGHA policies and procedures.
- 2) The parent(s)/guardian will have a positive obligation to assist the coach and team officials in providing learning and skills development for their child. The parent(s)/guardian must show respect for the SDGHA and all team officials.
- 3) Any dispute or disagreement with a coach or team official will be handled only through the SDGHA policies and procedures.

38.4 Player's Code

- 2) The player will always show and foster respect for all other SDGHA Members, including her teammates, coach, and all coaching staff.
- 3) The player will abide by all team rules.
- 4) The player will always show respect toward and follow all the rules and policies of the Association.

38.5 Spectator's Code

- 1) The spectator will not denigrate or show disrespect towards any other spectator, team official, on ice official, timekeeper, opposing player, or opposing member of a Hockey Association.
- 2) The spectator will, always, conduct himself or herself with dignity and display supportive, positive, and encouraging behavior towards all players and teams on and off the ice.
- 3) A spectator engaging in any kind of conduct which would constitute harassment within the meaning of the [OWHA Harassment, Abuse, Bullying, and Misconduct policy](#) will be ejected from an arena and may be banned from all future SDGHA games and activities.



38.6 All SDGHA Members:

1. All players, coaching staff and parents shall always maintain the highest standard of conduct. Remember, at every exhibition, regular season, tournament, and playoff game YOU are representing our organization as well as the City of Sudbury. Set a good example on and off the ice, in dressing rooms, hotels, restaurants and other facilities. We expect the highest level of SPORTSMANSHIP from all members of this organization.
2. SDGHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the SDGHA must conduct themselves at all times in a manner consistent with the values of the Association, which are: fairness, integrity, and mutual respect.
3. During all SDGHA activities, meetings, and events, (including tournaments in and outside the OWHA), members shall avoid behavior, which brings the SDGHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and use of alcohol by minors.
4. Membership may be revoked at any time to an individual who has been deemed by the Executive Committee to be in contravention of any of the constitution or policies and procedures. Such action shall only result after a fair hearing, recommendation of the executive committee, and a majority vote of the executive.

39 Minor Infractions

- 39.1 Minor infractions are **single incidents** of failing to achieve expected standards of conduct that generally do not result in harm to others, the SDGHA, or the sport. Examples of minor infractions can include, but are not limited to, a single incident of:
- a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
 - b) Disrespectful conduct such as outbursts of anger or argument
 - c) Conduct contrary to the values of the SDGHA
 - d) Being late for, or absent from, the SDGHA events and activities at which attendance is expected or required
 - e) Non-compliance with the SDGHA's policies, procedures, rules, or regulations
 - f) Minor violations of the SDGHA's Code of Conduct and Ethics
- 39.2 A member who contravenes the rules of operation of the SDGHA will receive written notice of such contravention and will be given an opportunity to be heard with respect to such contravention.



- 39.3 Penalties for minor infractions, which may be applied singularly or in combination, include the following:
- a) Verbal or written reprimand from the SDGHA to one of the parties
 - b) Verbal or written apology from one party to the other party
 - c) Removal of certain privileges of membership for a designated period
 - d) Suspension from the current competition, activity, or event
 - e) Any other sanction considered appropriate for the offense
 - f) Discipline specific to the event or competition, if applicable
- 39.4 Minor infractions that result in discipline will be recorded and records will be maintained by the SDGHA. Repeat minor infractions may result in further such incidents being considered a major infraction.

40 Major Infractions

- 40.1 Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to the SDGHA, or to the sport. Examples of major infractions include, but are not limited to:
- a. Repeated minor infractions.
 - b. Any incident of hazing.
 - c. Incidents of physical abuse.
 - d. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct.
 - e. Pranks, jokes, or other activities that endanger the safety of others.
 - f. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition.
 - g. Conduct that intentionally damages the SDGHA's image, credibility, or reputation.
 - h. Consistent disregard for the SDGHA's constitution, policies, rules, and regulations.
 - i. Intentionally damaging the SDGHA property or improperly handling the SDGHA monies.
 - j. Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics.
 - k. Any possession or use of banned performance enhancing drugs or methods.
- 40.2 The Disciplinary Panel will determine the format of the investigation.
- a) The Parties will be given appropriate notice of the day, time, and place of the meeting.
 - b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the meeting.
 - c) The Panel may request that any other individual participate and give evidence during the investigation.
 - d) The decision will be by a majority vote of Panel members.



- 40.3 After hearing the matter, the Disciplinary Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within an appropriate amount of time of the investigation's conclusion, the Disciplinary Panel's written decision, with reasons, will be distributed to all Parties, the Investigation Panel, and the SDGHA. In extraordinary circumstances, the Disciplinary Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued as soon as possible. The decision will be considered a matter of public record unless decided otherwise by the Panel.
- 40.4 The Disciplinary Panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:
- Verbal or written reprimand from the SDGHA to one of the parties
 - Verbal or written apology from one party to the other party
 - Expulsion from the SDGHA
 - Removal of certain membership privileges
 - Suspension from certain teams, events, and/or activities
 - Suspension from all the SDGHA's activities for a designated period of time
 - Payment of the cost of repairs for property damage
 - Any other sanction considered appropriate for the offense
- 40.5 Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.
- 40.6 Major infractions that result in discipline will be recorded and records will be maintained by the SDGHA.

41 Disciplinary Action

- 41.1 Disciplinary action, as indicated below, will be handed out by the SDGHA misconduct penalties. These are suspensions from the organization and are added to the mandatory suspension period specified by the OWHA. All suspensions must be reported to the Sudbury Lady Wolves Director of your Division Convenor as well as the President and Vice-President immediately (within 24 hours). Failure to do so could result in a suspension to the team coach.



41.2 Players who receive a major penalty (e.g., game misconduct, game suspension) during a game will receive an ejection from the game and a game(s) suspension pursuant to the regulations of the OWHA. In addition, the Association will impose the following:

- a) On the first offence, the player will receive a written warning from the organization indicating that further disciplinary action could result if the infraction is repeated.
- b) On the second offence, the player may receive an additional one game suspension from the organization and will be required to attend a hearing with the team coach, parents, and Director of your division to review the incident(s), before returning to the line-up.
- c) On the third offense the player may be suspended from play and practice for the balance of the season, tournaments, and playoffs. If this occurs after December 1st, no refund will be issued.

42 Use of Social Media

42.1 SDGHA encourages the use of social media by its members to enhance effective internal communication, build the SDGHA brand, and interact with members. Since there is so much ambiguity in the use of social media, the SDGHA has created this policy to set boundaries and standards for Representatives' social media use.

42.2 Representatives (SDGHA staff, administrators, directors, committee members, and volunteers) must engage with social media only in the context(s) described in their volunteer position, or position with the SDGHA. For example, a SDGHA Head Coach will not represent the SDGHA in answering a question on the SDGHA-branded social media that is directed at, and better addressed in more official communication channels by, the SDGHA's Treasurer.

42.3 Representatives will use their best judgment to respond to controversial or negative content posted by other people on the SDGHA-branded social media. In some cases, deletion of the material may be the most prudent action. In other cases, responding publicly may be preferred. If a Representative questions the correct action to take, the Representative will consult with another Representative who has more decision-making authority at the SDGHA.

42.4 The SDGHA will:

- a) Ensure that Members only use social media in a positive manner when connecting with others
- b) Properly vet and understand each social medium before directing Members to engage with, or create, the SDGHA-branded social media
- c) Monitor Members' use of social media

42.5 Representatives will refrain from discussing matters related to the SDGHA or its operations on Representatives' personal social media. Instead, matters related to the SDGHA or its operations should be handled through more official communication channels (like email) or through the SDGHA-branded social media.



42.6 The [OWHA Social Networking Policy](#) will also be used in conjunction with this policy. The OWHA policy will override the SDHA policy when applicable.

42.7 Failure to adhere to this Policy may permit discipline in accordance with the SDGHA's Discipline Policy, legal recourse, or termination of volunteer position.