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SPFHAhockey.com

SUN PARLOUR FEMALE HOCKEY ASSOCIATION - POLICIES

1.0 GENERAL POLICIES

1.1 Association/Team Name/Logo/ Colours

1. The use of the SPFHA name, logos, or any other Association identifying mark or reference shall only be permitted upon approval of the Board.

2. The approved SPFHA logo will be adopted as the Association's logo. ● ——— ●



3. Travel teams:

- a) The Association's Travel teams will be named the "Windsor Wildcats", with the exception of the Intermediate AA team.
- b) The SPFHA Wildcat will be adopted as the Association's logo for Travel team's jerseys, and attire, involving Association colours. Travel teams attire will also be marked with the Wildcat logo. Attire is defined as but not limited to:

Track suits, garment bags, equipment bags, team jackets, team sweatshirts, team t-shirts

c) Jersey layout will be as follows:

- i) The Travel logo on the front
- ii) Stop sign, rear, top centre
- ii) The name of the sponsor centred on the lower back
- iv) Player name between Stop sign and jersey/player number
- v) The standard Canadian flag patch either on the left sleeve or on the upper right chest
- vi) All Travel team colours will be aligned with the Intermediate AA team.

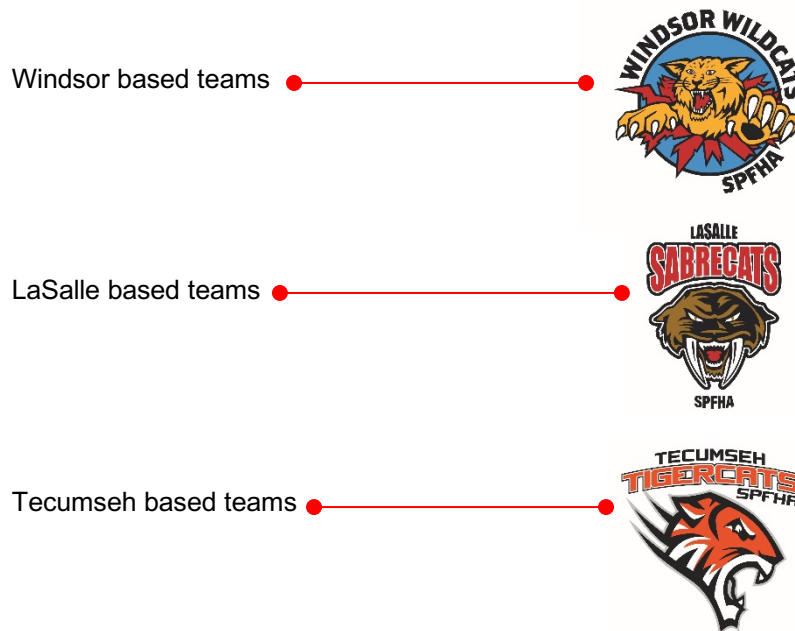
SPFHA Travel teams logo ● ——— ●



House League teams:

- a) Jersey layout will be as follows:
 - i) The Association logo on the front
 - ii) Stop sign, rear, top centre
 - iii) The name of the sponsor centred on the lower back
 - iv) The standard Canadian flag patch either on the left sleeve or on the upper right chest.

- b) The community based team logos will have SPFHA incorporated, lower centre in equal value to the Community font. Community centre will not be the dominant identifier. These standards will also be followed for any future community expansions. Those logos in non-compliance will be grandfathered until such time as the jerseys are replaced.



4. SPFHA Website banner will incorporate the minimum:

- a) "Sun Parlour Female Hockey Association"
- b) Windsor Wildcats, in part or entirety
- c) Approved SPFHA logo, in part or entirety

5. Miscellaneous

- a) Letterhead will have the Approved SPFHA logo, Windsor Wildcats logo, LaSalle Sabrecats logo, Tecumseh Tigercats logo, Southwest Wildcats logo, and mailing address (any future community expansion shall have their logo added to the letterhead).
- b) Banners will have the Approved SPFHA logo, Windsor Wildcats logo, LaSalle Sabrecats logo, Tecumseh Tigercats logo, and Southwest Wildcats logo (any future community expansion shall have their logo added to the banners).
- c) Apparel, other than travel attire will be offered in the approved community based team logos that are in compliance.

6. Any items not mentioned must be approved by the Board, and in compliance with the above standards. SPFHA/Windsor Wildcats branding must be upheld.

1.2 Finances

- 1. The auditors are to be determined by the Treasurer subject to Board approval.
- 2. Reimbursement of expenditures made on behalf of SPFHA by Association members will only be processed upon submission of an approved SPFHA expense form along with applicable receipts within 30 days of the date on the receipt for the expense.

1.3 Insurance

1. For Directors and Officers Liability Insurance coverage, the insurer will be DAS Legal Protection Insurance Company Limited and the insurance broker will be Cambrian Insurance Broker Ltd. or such other company as approved by the Board.
2. For insurance purposes, only individuals who are signed and registered members of the Association and OWHA shall be permitted on the bench during games and on the ice during practices.
3. The Association will pay the insurance for 5 staff members per team only, with other staff members to pay their own insurance and to be registered with OWHA.
4. Players are considered insured once accepted into the Association by the Registrar.

1.4 Police Clearance and Vulnerable Sector Check

1. Police Clearance, along with Vulnerable Sector Check, will be provided by all Board members and by all team staff members, 18 years of age and older. This must be done every 3 years and must be handed in to the Association by November 1st. A police criminal declaration must be signed in the 2nd year and the 3rd year after obtaining a Police Clearance and Vulnerable Sector Check.
2. The Association will reimburse fees incurred to obtain Police Clearance and Vulnerable Sector Check, for up to 5 team staff members.

1.5 Miscellaneous

1. The Vice-President of Travel teams will be the Association's single contact to deal with OWHA on all travel team matters.
2. The Vice-President of House League will be the Association's single contact to deal with OWHA on all house league matters.
3. A bursary will be offered annually as follows:
 - a) Amount of bursary to be \$500.
 - b) Open to any registered player within SPFHA.
 - c) Formal application must be submitted to a Board Member by March 1st.
 - d) Applicants must be registered in an accredited university or college program by the end of the calendar year in which the bursary is awarded and must present a confirmation of enrollment letter, or proof of tuition payment in order to qualify for the bursary.
 - e) Submission will be reviewed by three members of the Executive, decisions will be final.
 - f) The bursary recipient to be announced at the Annual General Meeting of the Association.

2.0 BOARD OF DIRECTORS

2.1 Meetings

1. There will be no alcohol at Board meetings.
2. Board members are required to email any reports or agenda items to the Secretary by the date determined by the Secretary prior to each meeting.

2.2 Miscellaneous

1. The signing authorities for the Association shall include the President, Executive Vice-President, and Treasurer.
2. Legal expenses can only be incurred with the approval of the Board.
3. The Association will send a maximum of 4 delegates to the OWHA Annual Meeting from the highest officers on down.
4. Keys to the Association's office will be provided to Board members only.
5. All Board members are required to sign off that they have read all policies and procedures as set forth by SPFHA at the first Board meeting following the SPFHA AGM.

3.0 REGISTRATION

3.1 Eligibility

1. Players must be in good standing with SPFHA to be eligible for registration.
2. Application for registration may be denied at the discretion of the Board if it is determined that membership would not be in the best interests of the Association.

3.2 Fees

1. In person registration can only be done on days designated by the Association. If registering on the SPFHA Day of Champs, registration fees can be made by personal cheque or monthly payments by posted dated cheques.
2. Following the SPFHA Day of Champs, registration will only be done online through the link provided on the SPFHA website. Online registration can be paid online in full at the time of registration, made payable to SPFHA. The registration fee is to be determined by the Board prior to the commencement of each season's registration. As an incentive for house league goalies, a rebate will be offered to players that reister to play as house league goalie for the entire season and remain a full time goalie for the entire season.
3. Payments received after August 1st will be subjected to a \$100 late fee, with the exception for players in the Initiation Program, Novice, Senior, and Intermediate age categories who are not playing on the Intermediate AA (Junior) team.
4. All Travel teams will be assigned ice times by the Ice Scheduler. Each team will receive a credit as determined by the Ice Scheduler and agreed to by the Board based on the number of weeks of ice in the contract and a credit for referees (as approved by the Board). Ice payments will be made in 3 payments, 2 equal payments due December 15th and January 15th as invoiced by the Association no later than November 15th. A 3rd and final payment will be due on March 31st to cover the final outstanding amount. All teams will be responsible for practice ice from the 1st Tuesday after Labour Day up to the week prior to March break unless agreed to prior to the start of the season.
5. A registrant is not accepted into SPFHA until payment is received in full. For families registering more than one child, all children will be accepted into the league once payment has been received for one child. The balance of registration fees is due via online payment by August 1st.

6. Compassionate assistance may be considered and approved by the Registrar and President on an individual basis.
7. A player is not allowed to go on the ice after August 1st if the player is not registered and paid in full with SPFHA.
8. All players selected for travel must register online and registration fees paid in full within 2 weeks after the final team selection. Failure to register and pay will result in the following course of action:
 - a) A written overdue notice will be sent via email and a phone call will be made after the 2 weeks of final team selection has expired. The participant must pay in full within 5 days of notification.
 - b) Failure to fulfill the above request will result in removal from the travel team.
9. Families registering more than one child will receive a discount off current registration fees for each child registered after the first registered child in SPFHA.

3.3 Acceptance Policy

1. Single player families - your daughter will be accepted into SPFHA once your full payment has been confirmed and eligibility requirements have been met. You will receive an email stating that your daughter has been accepted once payment has been confirmed.
2. Multiple player families - all of your daughters will be accepted into SPFHA once your full payment has been confirmed for at least one child subject to eligibility requirements. You will receive an email stating that your daughters have been accepted once one child's payment has been confirmed.

3.4 Refunds

1. The registration refund policy will be as follows:
 - a) 100% minus \$100 for requests received prior to September 1st
 - b) After September 1st, any refund will be reviewed by the registrar and brought to the board for approval.

4.0 TEAM RULES

4.1 Team Staff

1. All team staff including head coach, assistant coaches, trainer, manager, and parent liaison must be 18 years of age or older and at least 2 years older than the age of the oldest player on the team.
2. Players 18 years of age or older are permitted to coach, assistant coach, trainer, manager, or parent liaison but must be 2 years older than the age of the oldest player on the team.
3. Coaches in Novice and Initiation Program will have the option of skating during games.
4. Practice helpers (on ice) must be approved by the Board, a registered member of the Association, must be a minimum of 13 years of age, must wear gloves, helmet and skates. On ice practice helpers may only help with divisions 2 years younger than the age of the practice helper. Teams will be responsible for any fees associated with on ice practice helpers.

5. All team staff and practice helpers over the age of 18 years are required to have Respect in Sport, police clearance and vulnerable sector check.
6. All team staff and practice helpers must be Board approved.

4.2 Administration and Finances

1. Each travel team is to electronically submit monthly financial reports to the President, Executive Vice-President, Vice-President of Travel, Treasurer and team parents on a monthly basis, by the 20th of the following month.
2. The coach of any team that fails to submit online, their monthly financial report by the 20th of the following month to the Vice-President of Travel will be suspended indefinitely until the team is in compliance.
3. Team donors and sponsors must be issued an electronic receipt prior to March 1st, for monies donated to the team. Amounts must be reported in the monthly financial statements.
4. Monthly reports should be reported on spreadsheets.
5. The Association will pay interlock fees for house league teams.

5.0 TRAVEL TEAMS

5.1 Age Appropriate Levels

1. All Travel players (Intermediate AA excepted; may include midget and second year bantam) will be required to play at their appropriate age level as defined by the OWHA. This means that the following would apply:
 - a) Masters 35+ - ages 35 and over
 - b) Senior - ages 22 and over
 - c) Intermediate - ages 18-21
 - d) Midget - ages 15-17
 - e) Bantam - ages 13-14
 - f) Pee Wee - ages 11-12
 - g) Atom - ages 9-10
 - h) Novice - ages 5-8 (unless in I.P.)
2. The Intermediate team (A and below), will consist of appropriate aged girls only; the team may add players from those released by the second midget team to fill roster spots left vacant by a lack of interest by intermediate-aged players.
3. Applications for players requesting to attend tryouts for the next age division will be considered if received by the Vice-President of Travel 72 hours prior to the first tryout of the respective age division. An independent evaluator will assess the applicants trying out in the upper age division. A fee of \$100 will be charged for such assessment. For players being assessed for movement to the 1st team in the next age division, that player must possess the necessary skills as deemed by the independent evaluator as follows:
 - a) Position of forward, within the top three (3) forwards;
 - b) Position of defense, within the top two (2) defense;
 - c) Position of goalie, as the top (1st) goalie.

5.2 Permanent Player Movement

1. The Travel teams will be selected following the tryout period determined by the Vice-President of Travel, at the discretion of the Board.
2. Players who tryout for travel must at all times play for the first travel team, unless specifically issued a formal release by the first team coach.
3. Teams have the right to replace players with players from teams beneath them in the same age category, except Intermediate AA who may also recall from the midget age group. This must be done through the Vice-President of Travel, and the Vice-President of House League if appropriate, with the knowledge of the lower team coach, to ensure that all parties are respected and the movement is done in an appropriate fashion. The player to be elevated, and her parents, must be contacted first by her current coach, with a subsequent meeting with the higher level coach and respective Vice-Presidents.
4. A coach may only elevate a player that had previously tried out for the first travel team in their division, (see Travel Tryouts). This eliminates players hiding/waiting for the 2nd team.
5. A player leaving on her own must be replaced by a player from a lower team or from the tryout list within a time frame as determined by the Vice-President of Travel.
6. A maximum of 2 players may be added to the roster after October 31st.

5.3 League Play

1. It is recommended that all teams play in the Lower Lakes Female Hockey League.
2. The Board shall have the final approval for placement of all teams into appropriate leagues.

5.4 Team Finances

1. Each team must submit a budget that has been voted on by the team parents.
2. Submitted team budget must be Board approved.
3. Teams are allowed to raise additional monies through team sponsorship or fundraising as long as this is within the Board approved budget, submitted by the team coach/manager, and approved by the Board, as applicable.

5.5 Team Apparel

1. All clothing must comply with SPFHA policy 1.1 and be approved by the Equipment Convenor. The SPFHA team uniforms must be Board approved.
2. It is strongly recommended that clothing be carried over year to year. This will provide funds for more important items such as extra ice, and allow teams to maintain reasonable team budgets.
3. The Equipment Convenor will determine the preferred supplier on a bi-yearly basis through a competitive bidding process.
4. Embroidery must be approved by the Equipment Convenor using the pre-approved SPFHA logos.

5.6 Ice Time Allocation

1. Each team will be allotted practice ice based on ice availability approved by the Ice Scheduler.
2. On a more regular basis, efforts will be made to assign practice hours back-to-back for the two similar-aged teams (ie. Midget BB 6:30 / Midget A 7:30 at the same rink, on the same night). This will allow both coaches to work together throughout the season, and allow the top team coach the opportunity to evaluate the lower team players, and utilize them in practice and games when necessary, providing for further development. The top team coach must have the lower team coach permission to utilize any players in practices and games.
3. Ice time assignments will continue to be flexible to assist teams in scheduling practices and games.

5.7 Ice Time Costs

1. All ice must be booked through the Association from Labour Day until Provincials.
2. The team manager or head coach shall notify the Ice Scheduler in cases where allocated ice time is not going to be used. Any unused ice between Labour Day and March Break may be sold to another Association team. There will be no refunds for ice during this time unless cancelled by the Association or due to weather conditions. The Ice Scheduler is to be notified and will determine if a refund is reasonable. Refunds will be issued as a credit on the final invoice of the season.
3. Travel teams, cannot book ice on their own unless they have received permission from the Ice Scheduler to do so.
4. Travel teams will not be compensated for failure to use all the ice time allocated by the Association.
5. Between Labour Day and Provincials of any season, travel teams which book their own ice will be penalized for any burned Association ice that could easily accommodate that game, up to the cost of blended rate for amount of time booked.

5.8 Coaches Applications

1. The request for coaches application for the coming season is to be announced on the Association website.
2. Application will be accepted by the Vice-President of Travel teams with deadline determined and posted on Association website each season. Consideration for head coach positions will be given to applicants who submit their application on or before the set due date.
3. Applicants must include with their applications, their season plan and at least 3 references. Only completed applications will be accepted.
4. All team staff must be approved by the Board, be 18 years of age or older, 2 years older than the oldest possible player of that team, and obtain a police clearance with vulnerable sector check.
5. Applicants must provide copies of Coach Certification and Respect in Sport Certification.
6. The Travel Coaching Selection Committee will consist of the Vice-President of Travel and 4 other members that are approved by the Board. The same members of the committee must interview ALL of the candidates in a given division to ensure continuity.

7. Travel Coaching Selection Committee members with an age appropriate daughter wishing to play travel may be replaced by another Board member for interviews and discussion regarding teams in the particular age group. The decision will be made by the Vice-President of Travel.
8. The Association will attempt to recruit the best possible head coaches for all teams and will seek the most qualified candidates. The Association may refuse to appoint any of the applicants if it feels those applying are not sufficiently qualified for that particular position.
9. Every consideration should be given to qualified female coaching applicants, and to encouraging the selection of female assistant coaches. The aim is to develop female coaching skills and to provide a role model for young players.
10. Each coach will have a personal file, which will contain the coaches' evaluation forms, complaints and responses filed, and any other pertinent information as determined by the Board. These files will be stored in a locked filing cabinet in the SPFHA office.
11. The Travel Coaching Selection Committee will use the coaches' file as an aid in the coaching staff selection for the upcoming season. This file will be held in strictest confidence and be seen only by the Travel Coaching Selection Committee or any member who will be voting on the selection committee recommendation.
12. The coach has the right to review his/her own file upon written request to the President of the Association. Coaches' files will be held for two years and then destroyed.
13. The Travel Coaching Selection Committee will conduct a vote.
14. The Vice-President of Travel will provide the names of the top four applicants (2 for the first team and 2 for the second team where applicable) and Travel Coaching Selection Committee vote results with recommendations and rationale to the Board at the next Board meeting following the travel coaches interviews.
15. Following a discussion period at the Board meeting, the Board will conduct a vote based on the recommendation of the Travel Coaching Selection Committee.
16. Any Board member who is a coach candidate, or is a member of their immediate family, will be required to proclaim a conflict of interest and vacate the room prior to any vote regarding teams in the particular age group, and will remain outside the room until after the vote is conducted.
17. Applicants will be notified by the Vice-President of Travel of the results of the Board vote as soon as possible. The results will also be posted on the Association website once all applicants have been notified.
18. Applicants will apply for a division only and will be interviewed for both the first and second teams. All coaches selected will have a meeting with the Vice-President of Travel prior to the first tryout session.

5.9 Travel Tryouts

1. Tryouts will be held in the spring as soon after Provincials as possible. The spring tryout allows the designated head coaches the opportunity to conduct player selection while the players are at their peak playing ability after a full season of competition. It is mandatory that players attend all tryout sessions to be eligible for a travel position, unless they have received permission to be absent from the head coach.

2. Each travel team must carry 15 skaters and 2 goalies unless Board approved.
3. Participants are encouraged to register and pay for tryouts on the SPFHA website prior to the first tryout ice time. The fee for tryouts will be determined annually by the Board.
4. The Board will assign people to assist at the sign in table for tryouts. They will collect all late entry fees and tryout registration. The late entry fee will be determined annually by the Board.
5. All non-SPHFA participants from previous OWHA associations must submit a Permission To Skate form before stepping on the ice.
6. A trainer and dressing room assistants will also be provided by the Board.
7. Every player is expected to tryout for the first travel team. Unless an exception has been received by the Vice-President of Travel and in consultation with the coach. Placement on a team will be at the discretion of the Board through its coach.
8. The formation of travel teams will be at the Board's discretion each year.
9. Wherever possible, a parent's meeting may be conducted by the coach, with a Board member present. Before the tryouts to explain the tryout process and to advise of team details for the season.
10. Tryouts for both teams in each age category (Intermediate AA excepted) will be conducted simultaneously.
11. Parent assistants will not be allowed on the ice at any tryout or directly assisting will selecting the team off the ice. Coaches must obtain assistance from other members of the Association, or non-parental hockey people.

5.10 Responsibility of the Head Coach

1. The Head Coach shall be responsible for abiding by the Constitution, By-Laws, and all Policies, and Procedures set forth by the SPFHA Board of Directors and OWHA.
2. The Head Coach will take responsibility for the conduct of her/his team staff.
3. Failure to abide by the Constitution, By-Laws, Policies, or Procedures, or failing to act in a manner which enhances the integrity of the Association, could be grounds for immediate suspension or termination of the Head Coach. This shall be at the discretion of the Board. A suspension or termination may be issued at any time after the coach selection and throughout the season.
4. Suspensions will be the responsibility of the Vice-President of Travel and will be administered following consultation with Discipline Committee.

5.11 Permission To Skate

1. Permission to skate forms must be signed by a Board member and will expire on August 15th in the year that the forms are signed.
2. A permission to skate form will not be issued to a player who has not fulfilled her financial obligations to SPFHA or who has not returned all SPFHA equipment and jerseys.

3. For player releases, refer to SPFHA By-Law **6.3 PLAYER RELEASES**.

5.12 Fees

1. Travel teams are to be reimbursed a set amount for referee costs comparable to that for a house league team.
2. The Association will pay league fees for travel teams.
3. The Association will cover the cost of any fees submitted by teams in support of a request to OWHA for re-categorization subject to Board approval.

5.13 Provincial Playdowns and Championships

1. The Association will pay the Provincial bond for travel teams.

5.14 Board Exceptions

1. Written submission (email is acceptable) may be made by any member of the Association for exceptions to any of the Travel policies.
2. All exceptions submissions must have just cause.
3. The Board shall consider and rule on the submission with due regard to the objectives of the Association.

6.0 EQUIPMENT

6.1 OWHA Regulations

1. In accordance with OWHA regulations, the Association will not require the use of internal mouth guards.

6.2 Procurement

1. The Association will not pay for travel goalies' equipment.
2. The Equipment Convenor will be responsible for obtaining all equipment and clothing on a group basis.

7.0 FUNDRAISING AND SPONSORSHIPS

7.1 Fundraising

1. All fundraising must be Board approved before the fundraising may proceed.
2. All requests by teams to undertake fundraising must be submitted to the Vice-President of House League or the Vice-President of Travel in writing, fax, and/or email being acceptable.
3. No team shall engage in any fundraising activity that may reflect unfavourably on the Association.

7.2 Sponsorships

1. The full team sponsorships for each House League team are to be determined by the Board at the first regularly scheduled meeting of each new season.
2. The Vice-President of House League will send a standard letter of thanks to each of the House League sponsors.
3. Each paid-up Association team sponsor is to be given a framed team picture mounted on a standardized plaque of appreciation from SPFHA at the end of each playing season, funded by the Association.
4. Travel teams will email receipts to sponsors upon request.
5. The Treasurer will email receipts to sponsors for House League sponsors upon request..

8.0 SKILLS DEVELOPMENT

8.1 Coaches

1. All head coaches must attend an accredited coaching clinic to obtain their certification.
2. All Association coaches will be required to attend mandatory coaching clinics put on by the Association.
3. All Association coaches will be required to take mandatory online clinics that pertain to coaching.
4. Cost associated in the current or subsequent year will be reimbursed 100% for the cost of registration for the following: Coach Level and Intermediate Level coaching clinics, and trainer clinics. D1 coaching clinics will be reimbursed at the discretion of the Board.

8.2 High Performance Coaches

1. Bantam AA, Midget AA and Intermediate AA head coaches must attend a High Performance Coaching Clinic put on by the Hockey Canada and OHF to obtain their HP1 training. Upon receiving training that coach must complete the requirements set out by the HP1 program. This includes but is not limited to, a written assignment and on ice evaluations by a Hockey Canada trained evaluator.
2. The Board will review all coach applicants and must approve them to take part in the HP1 coaching clinic in order for them to be eligible for the reimbursement. Costs for the High Performance clinic tuition will be reimbursed in the following manner:
 - a) 100% reimbursement from SPFHA of the clinic registration fee (approximately 1/3 of the cost).
 - b) 1/3 of the cost reimbursement from team funds up to \$1000.00.
 - c) 1/3 of the cost incurred by the applicant.
3. If the applicant does not obtain certification within 1 year from the date of the clinic start date, the applicant will be required to reimburse SPFHA 100% of the clinic registration fee.
4. Bantam AA, Midget AA, and Intermediate AA coaches are expected to work together in our High Performance Team Stream. It is expected that they use open lines of communication and collaboration while keeping player development at the forefront of discussion.

8.3 Trainer

1. The Association shall pay for the clinic costs for one trainer per team.

8.4 Resources

1. The Association will maintain a development library.

8.5 Respect In Sport

1. It shall be mandatory for all Board Members and team staff members to successfully complete Respect In Sport For Activity Leaders.

9.0 SPFHA TOURNAMENTS

9.1 Ice Costs

1. The Association will be billed and will be responsible for paying for all ice used in the tournament. All profits for the SPFHA tournaments will be retained by the Association.

9.2 Tournament Registration and Fees

1. Team registration will be handled by the Tournament Convenor or by a third party, as subject to the approval of the Board.
2. All registration fees will be collected by the Tournament Convenor and submitted to the Treasurer by 7 days prior to tournament start date, unless alternative arrangements have been made and approved by the Treasurer and Tournament Committee.
3. Registration fee will be determined annually by the Board.
4. Registration fee discounts will only be considered to fill a division. Any and all discounts must be approved by the Tournament Committee.

9.3 Tournament Advertising

1. All SPFHA and tournament sponsors will be included and thanked in the tournament program, if applicable, at no cost.
2. The tournament will be advertised and promoted on the SPFHA website and social media platforms.

9.4 Tournament Contacts

1. All SPFHA tournaments will have two contacts, the Webmaster and Tournament Convenor.

9.5 Tournament Scheduling

1. Game ice and scheduling will be coordinated between and determined by the Tournament Convenor and Ice Scheduler.

10.0 WEBSITE AND SOCIAL MEDIA

10.1 Website

1. All team web pages on the Association website must be approved by the Webmaster.

10.2 Social Media

1. All SPFHA social media platforms shall be maintained by the Public Relations Convenor.
2. All content for social media must be approved by the Public Relations Convenor.