

AYR ROCKETS GIRLS HOCKEY ASSOCIATION

MANUAL OF OPERATIONS

June 2024





Manual of Operations



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INTRODUCTION

Our mission is to grow and sustain the sport of female hockey within the community of North Dumfries so athletes of all ages will be able to remain within the Township of North Dumfries to play hockey. Our organization should offer all female players an opportunity for a fun and participation-based format, as well as a competitive level for those seeking a greater challenge.

The Ayr Rockets Girls Hockey Association seeks to have all female players from North Dumfries playing hockey within our organization so that our membership will grow and remain vibrant and strong. We will extend our borders to those communities unable to offer female hockey to their local youth.

The Ayr Rockets Girls Hockey Association (ARGHA) is governed by the following documents and entities: The Ayr Rockets Girls Hockey Association Constitution, By-Laws and Manual of Operations and the Ontario Women's Hockey Association (OWHA) and its Constitution, By-Laws, Regulations and Rules. The OWHA is a member of the Ontario Hockey Federation and the Canadian Hockey Association.

The Board of Directors of the ARGHA will uphold and maintain the Mission Statement and Vision of the ARGHA. It embraces the changing environment to ensure that the ARGHA's business is conducted in a way which reflects the current realities and practices. Throughout all aspects of its operation, the ARGHA Board is driven by strong values and upholds these values in adhering to the mission statement, by-laws, rules, and regulations of both the ARGHA and OWHA.

The Board of Directors recognizes its responsibility to develop and maintain healthy relationships among key constituencies, including the OWHA, OHF, and Hockey Canada as well as the Township of North Dumfries. The ARGHA Board receives and disseminates information to ensure knowledge exchange and coordination of programs and services.

SECTION 1: GOVERNANCE & BOARD OPERATIONS

The ARGHA Board of Directors are accountable for a variety of governance and management responsibilities. The roles and responsibilities can be split into the following main areas:

- Determining ARGHA's Mission Statement and Vision
- Monitoring ARGHA's programs and services to ensure alignment with Mission Statement, Vision and Values
- Understanding the ARGHA's internal and external environments
- Ensuring adequate resources are allocated and managed to meet the Mission Statement and Vision
- Approving the Annual Budget and Annual Operating Plan
- Acting as ambassadors and advocates for the ARGHA and the sport of female hockey
- Assessing its own performance
- Determining areas of risk for the ARGHA and taking action as appropriate



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The Board of Directors is comprised of up to twelve (12) Directors and three (3) Staff as follows:

Directors

1. President
2. Past President
3. Vice-President
4. Treasurer
5. Secretary
6. Registrar
7. Director of Tournaments
8. Director of Fundraising
9. Director of Conflict Resolution
10. Director of Communications
11. Director of Sponsorship
12. Director of Player and Coach Development

Staff

1. Equipment Manager
2. Ice Scheduler
3. Referee and Timekeeper Scheduler

The responsibilities of each individual Director include:

General:

- Know the ARGHA and the sport of female hockey
- Support and enhance the mission, purpose, and goals of the ARGHA
- Take leadership roles, special assignments willingly and enthusiastically
- Understand and follow ARGHA policies, procedures and adhere to the Director Roles and Responsibilities guidelines and code of conduct
- 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.
- Keep personal copies of key documentation and minutes of controversial meetings.
- Exercise the utmost good faith in all dealings with and for the ARGHA
- Suggest suitable nominees for Board membership
- Continue to be a ARGHA member in good standing
- Participate in educational opportunities

Expectations:

- Attend at least 75% of Board and assigned Committee meetings annually
- Prepare for and participate in meetings fully; if meetings must be missed, be certain that a valid reason has been conveyed to the Committee Chair, and/or the Secretary as appropriate
- Ensure that meeting minutes accurately reflect the business conducted and decisions made
- Register dissent when in major disagreement with Board action: be certain that it is made a matter of record in the minutes of the meeting



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- Ask timely and substantive questions consistent with their conscience and convictions, while supporting the majority decision
- Serve on at least one committee as assigned by the Board
- Maintain confidentiality
- Conduct oneself in a professional manner at ARGHA events and in interactions among all Board Directors, ARGHA members and volunteers
- 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
- Share concerns relating to the Board, members, and volunteers in a prompt, proactive, and professional manner
- Suggest agenda items to address policy related issues
- If during the course of a Director's term, the Director finds that he/she is no longer able to be a responsible and positive contributor to the ARGHA board, the Director will take it upon him/herself to discuss alternatives with the ARGHA President. A voluntary resignation may follow this discussion to the Secretary.

Avoid Conflicts:

- Serve the ARGHA as a whole rather than any specific constituency
- Avoid any conflict or appearance of conflict; declare any real or perceived conflict of interest when the issue arises. Avoid voting, participating in or influencing the decision-making process. Have your disclosure recorded in the meeting minutes.
- Maintain independence, objectivity, sense of fairness, and ethical personal integrity
- Never accept or offer gifts from or favours to those who do business with the ARGHA

Position Specific Responsibilities:

See Appendix A: Directors Responsibilities - Outlines the specific duties and accountabilities for each director role named above.

Board Member Nomination Process:

An annual call for nominations of individuals to serve as Directors will be emailed or posted to the ARGHA website. A nomination form will be completed on the website prior to the Annual General Meeting for each individual seeking a Director position.

Note: the incumbent President does not require a new nomination form to complete the second year of their term.

Elections will be held during the Annual General Meeting. A determination based on the number of nominations submitted for each position will determine whether or not a formal election is required for that position. Where an election is not called for with respect to a position, the nominee will be acclaimed.

Communication on behalf of ARGHA:

Only the ARGHA President or individual(s) designated by the President, are given the authority to make statements on behalf of the ARGHA, on matters brought before the Board or regarding the ARGHA to the media, membership and/or to other external parties.



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The President may, from time to time, delegate the responsibility of communicating, to the ARGHA membership, activities of the Standing Committees to the Chair of the respective Committee(s).

Committee Structure and Responsibilities:

As outlined in ARGHA By-Law 6.02, the following committees are Standing Committees of the Board, the first named will be considered the chair:

- Finance
- Coach & Team Selection
- Discipline & Conflict
- Leagues Management
- Tournaments

The Board of Directors with consultation from the Committees set terms of reference outlining purpose, objectives and membership for each committee. They may appoint non-directors to all Committees of the Board, these individuals will be entitled to vote at the Committee meetings.

The President may, with the concurrence of the ARGHA Board of Directors, establish, specify duties and appoint members to Committees as may be deemed necessary or advisable for effective administration of the ARGHA and will appoint the chair of any such committees.

The Board of Directors may by resolution, dissolve any Committee at any time. Regardless of the committee(s), their function is to help the Board of Directors do its job, primarily through preparing policy alternatives and recommendations for Board deliberations as well as carrying out operational activities as assigned by the Board. In order to keep the Board informed of the activities of the committees, regular reports from the Standing Committee chairs will be provided to the Board. Board committees may not speak or act for the Board except when formally given such authority by the President, for specific and/or time-limited purposes. All committee members shall abide by the same Code of Conduct as governs the Board.

SECTION 2: ADMINISTRATION

PRIVACY

ARGHA recognizes Individuals' right to privacy with respect to their Personal Information. The ARGHA collects, uses, safeguards, discloses, and disposes of Personal Information in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA). ARGHA strives to ensure the protection of Confidential Information that is proprietary to ARGHA. The personal information of ARGHA Members includes, but is not limited to:

- Home Address
- Email Address
- Personal Phone Numbers
- Date of Birth
- Financial Information
- Medical History
- Police Vulnerable Sector Checks



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REGISTRATION

Any player wanting to play in the ARGHA will be able to play as long as:

- a) The official release process is followed as outlined by the OWHA and if there is availability for registration in the desired division.
- b) The player fits the criteria regarding, 'resident' and 'non-resident'.
 - 'Resident' being any player whose principal residence is within the boundaries of the Township of North Dumfries, South Dumfries and Township of Blandford Blenheim.
 - 'Non-resident' being any player whose principal residence is outside the boundaries of the Township of North Dumfries, South Dumfries and Township of Blandford Blenheim.
- c) Residents will be given first priority if the program reaches capacity

Each player must complete their registration through the RAMP Interactive portal and submit payment in accordance with the predetermined payment plan laid out in RAMP each season prior to attending the first scheduled ice time, for insurance purposes.

VOLUNTEERS

Volunteering offers opportunities for ARGHA members to share and learn skills, get to know the hockey community, assist with other teams/age groups, gain leadership skills, be part of a team, and/or meet school credit requirements.

ARGHA relies significantly on volunteers for various roles, activities and events including: coaching staff, team staff, committees, tournaments, special events and the Board of Directors.

High school volunteers are eligible to have their hours verified for credit.

On-Ice volunteers must be approved by the Board of Directors and registered and insured on an OWHA, OMHA or Alliance roster. Volunteers not registered with any of these organizations for the current year do not carry the proper insurance to be on the ice with OWHA registered players and could render insurance coverage void in the case of an injury to a player. All on-ice volunteers must comply with all on-ice conditions of the ARGHA including wearing a helmet and having the appropriate equipment for their on-ice role.

VULNERABLE SECTOR SCREENING (VSS)

All Board of Directors and Coaching Staff (coaches, assistant coaches, trainers, managers, on-ice staff, bench staff and dressing room staff) members are required to complete a Vulnerable Sector Services (VSS) check with a Police Department, in the jurisdiction where the individual lives by November 1st each season. Failure to comply will result in suspension from their duties until the VSS is obtained. Note: For returning Board Members and Coaching Staff, the VSS will remain valid for three (3) seasons. After three full seasons, a new VSS Check is required.

Returned VSS checks will be reviewed only by the Registrar and will be kept strictly confidential. ARGHA will reimburse the cost of the police checks (amount allocated within the letter from ARGHA) upon submission of your receipt.



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ARGHA APPAREL

All team apparel shall be purchased through the approved ARGHA supplier, including practice jerseys.

ON-ICE UNIFORM

The approved uniform to be worn during representative and local league games is:

1. Jersey, as authorized by ARGHA.
2. Socks, as authorized by ARGHA.
3. Helmet, predominately black.
4. Pants, solid black.
5. Gloves, predominately black; preferred trim is red and/or white.
6. Goalie pads and gloves are highly recommended to be ARGHA colours - red and/or white and/or black.

Under no circumstances may teams purchase unauthorized pieces of the uniform.

OFF-ICE UNIFORM

The approved off-ice uniform to be worn by players and bench staff during games and tournaments for representative hockey:

1. Jacket, as authorized by ARGHA.
2. Pants, as authorized by ARGHA (optional for bench staff).

Note: The off-ice uniform is optional for local league players and bench staff, although the ARGHA encourages local league coaches to wear ARGHA branded apparel while performing duties on the bench.

Off-ice attire should be appropriate and respectful as it represents the ARGHA.
Under no circumstances may teams purchase unauthorized pieces of the uniform.

PROTECTIVE EQUIPMENT

The required equipment for participation includes:

- Helmet – CSA approved
- Helmet cage – CSA approved
- Chest protector (shoulder pads)
- Neck Guard – BNQ approved
- Elbow pads
- Hockey pants
- Gloves
- Shin pads
- Pelvic protector (Jill)
- Hockey skates
- Socks
- Hockey stick



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- Jersey

All team officials participating in on-ice activities must wear a CSA hockey approved helmet. Trainers or any other team officials attending an injured player are considered exempt from this rule.

The ARGHA will supply full protective goal equipment in the local and representative divisions, with the exception of goalie mask and skates. All equipment provided by the ARGHA may only be worn during official ARGHA team activities.

Note: Game uniforms may only be worn during ARGHA games and approved events – they are not to be worn during practices or for other hockey leagues.

ROCKETS TEAM NAMES

All teams will play as the Ayr Rockets and will not sub-name their team. If there are multiple teams in a Local League division, they will be called Ayr Rockets Black, Ayr Rockets Red and so forth, as designated by the ARGHA Board. A team will not amend their name to something like Ayr Wild Rockets, Ayr Rockets Flash, Ayr Novice Flash, etc.

SECTION 3: FINANCES

FINANCIAL REPORTING

Financial reporting processes will support appropriate decision making by the ARGHA Board of Directors.

The Treasurer will report to the Board on a regular, but no less than quarterly basis. Reports will focus on the ARGHA's financial position, noting material variances from budget. Mid-year modifications may be needed if unexpected or significant variances are present. Annually, the Treasurer will submit financial reporting to the membership at the Annual General Meeting.

EXPENSES

ARGHA will pay fair, reasonable and approved expenses necessary for the day-to-day activities of the Association.

Honorariums will be provided to individuals in recognition of special services or achievements.

Types of activities for which honorarium payments may be made include the following:

- Special Training or Skill Development Session - varies and voted on by Board of Directors
- Ice Scheduler - \$1000 annually
- Referee & Timekeeper Scheduler - \$300 annually

The recipient of an honorarium payment is responsible for any personal tax implications.

FEES



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All Fees shall be determined no later than September 1st of each year and shall be posted on the web site as soon as they are available at www.ayrockets.com.

Tryout Fees

All players attending tryouts are required to pay a non-refundable fee to attend tryouts. The fee allows the player to attend a minimum of the first two tryouts. In the case of multiple teams in a single age division, players may request release from the Tier 1 tryouts if they do not wish to attend. If the player chooses to be voluntarily released, they may be released by subsequent teams following the first ice time.

Commitment Fees

Any player who is selected to a representative team must sign an Offer of Commitment as well as pay a minimum \$250 Commitment Fee which will be non-refundable, and will be applied towards the player's representative fees. The Commitment fee should not exceed the amount of the Representative fees assessed for the season.

Registration Fees

All players wishing to play with the ARGHA will be required to pay a season registration fee set annually by the Board of Directors.

Representative Fees

Representative fees are over and above the basic registration fees, and serve to support the additional costs of representative programming, including but not limited to:

- a) Increased ice costs associated with weekly full ice practices
- b) Additional OWHHA & Southern League annual registration fees

Team Fees

Team fees vary by team, depending on the activities the team plans to engage in during the season. These additional costs include, but are not limited to:

- a) Tournament entry fees
- b) Non-parent coach expenses
- c) Development, dryland and training programs

PAYMENT OF FEES

Failure to pay fees within the set schedule will result in the player(s) being suspended until such time the registration is paid in full.

ARGHA Registration fees may be paid via credit card or electronic money transfer.

Failure to pay any assessed fees (Registration, Representative and/or Team) may result in the player being suspended from the team until such time as the team fees have been paid in full. If the team fees cannot be collected, the OWHHA shall be notified and will place the player in a Not Good Standing status, restricting their ability to register for or participate in tryout or upcoming seasons, until such a time as the fees are submitted.



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REFUND POLICY

Application for a refund of registration fees for players must be made in writing, to the Registrar of the ARGHA. Refund requests will only be accepted up until November 30th of the current hockey season due to withdrawal.

No refunds will be provided for tryout fees unless the tryout is canceled for reasons beyond the control of ARGHA. No refunds will be provided for the Commitment Fee paid by players once selected to a representative team, unless circumstances arise, and the team is not proceeding.

Registration Fee Refund Structure will be as follows:

- On or before Aug 31st, full registration fee minus a \$25.00 admin fee.
- Sept 1st to September 15th, full registration fee minus a \$75.00 admin fee.
- September 16th to October 31st, full registration fee minus a \$150.00 admin fee.
- November 1st to November 30th full registration fee minus a \$300.00 admin fee.

FUNDRAISING

The Director of Fundraising has responsibility to develop, review, and make recommendations regarding all Fundraising activities of the ARGHA.

All Rockets teams must participate in Association fundraising campaigns.

Team specific requests to hold additional fundraising events must be submitted to the Director of Fundraising (using the online fundraising application) for review and approved by the Board of Directors prior to the event.

NOTE: Activities commencing prior to/without approvals will result in disciplinary action.

SPONSORSHIP

It is the Director of Sponsorship's responsibility to ensure the following:

- Contact the sponsor regularly and ensure a good working relationship
- Create Sponsorship Packages for the ARGHA and Tournaments
- Engage new sponsors within the community
- Maintain the Do Not Solicit (DNS) list

All sponsors must receive the approved sponsorship form and packages.

All equipment purchased or donated by a sponsor shall become the property of the ARGHA.

TEAM-SPECIFIC SPONSORSHIP

Team-specific sponsorships are permitted within the ARGHA, provided the sponsor is not on the Do Not Solicit (DNS) list. The DNS list will be provided to team managers at the beginning of each season.



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Any voluntary sponsorships from sources related to the DNS list will be submitted to the Director of Sponsorship for review prior to acceptance.

Team-specific sponsorships may be subject to review by the Director of Sponsorship and/or the ARGHA Board of Directors. Upon request, the team manager will provide a list of sponsors and amounts accepted.

SECTION 4: CODE OF CONDUCT & DISCIPLINE

Ayr Rockets Girls Hockey Association (ARGHA) strives to ensure a safe and positive environment by making individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with ARGHA's core values. ARGHA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

DEFINITIONS:

The following terms have these meanings in this Code:

- a) *"Individuals"* – Individuals employed by, or engaged in activities with, ARGHA including, but not limited to, players, parents, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and directors of the ARGHA
- b) *"Workplace"* - Any place where ARGHA-related activities are conducted

APPLICATION OF THE CODE OF CONDUCT AND ETHICS:

This Code applies to Individuals' conduct during ARGHA's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with ARGHA's activities and any meetings.

An Individual who violates this Code may be subject to sanctions pursuant to ARGHA's Discipline and Complaints Policy. In addition, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the particular competition.

This Code also applies to Individuals' conduct outside of ARGHA's business, activities, and events when such conduct adversely affects relationships within ARGHA (and its work and sport environment) and is detrimental to the image and reputation of ARGHA. Such applicability will be determined by ARGHA at its sole discretion.

RESPONSIBILITIES:

Individuals have a responsibility to:

- Maintain and enhance the dignity and self-esteem of ARGHA members and other individuals by:
 - Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic



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- origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
 - Focusing comments or criticism appropriately and avoiding public criticism of players, coaches, officials, organizers, volunteers, employees, or members
 - Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - Consistently treating individuals fairly and reasonably
 - Ensuring adherence to the rules of the sport and the spirit of those rules
- Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but not limited to:
 - Written or verbal abuse, threats, or outbursts
 - The display of visual material which is offensive or which one ought to know is offensive in the circumstances
 - Unwelcome remarks, jokes, comments, innuendo, or taunts
 - Leering or other suggestive or obscene gestures
 - Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance, or adversely affect working conditions
 - Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - Any form of hazing where hazing is defined as "Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability."
 - Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - Unwelcome sexual flirtations, advances, requests, or invitations
 - Physical or sexual assault
 - Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment to ARGHA
- Refrain from any behaviour that constitutes **harassment**, where harassment is defined as vexatious comment or conduct against an individual or group of individuals– a comment or conduct that is known or ought reasonably to be known to be unwelcome. Types of behaviour that constitute harassment include, but not limited to:
 - Bullying
 - Repeated offensive or intimidating phone calls or emails
 - Inappropriate sexual touching, advances, suggestions or requests
 - Displaying or circulating offensive pictures, photographs or materials in printed or electronic form



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- Psychological abuse
 - Personal harassment
 - Discrimination
 - Intimidating words or conduct (offensive jokes or innuendos)
 - Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- Refrain from any behaviour that constitutes **violence**, where violence is defined as the exercise of physical force by a person against an individual or group of individuals, that causes or could cause physical injury; an attempt to exercise physical force against an individual or group of individuals, that could cause physical injury to the individuals or group of individuals; or a statement or behaviour that it is reasonable for an individual or group of individuals to interpret as a threat to exercise physical force against the individual or group of individuals, that could cause physical injury to the individuals. Types of behaviour that constitute violence include, but not limited to:
 - Verbal threats to attack an individual
 - Sending to or leaving threatening notes or emails for an individual
 - Making threatening physical gestures to an individual
 - Wielding a weapon in a workplace
 - Hitting, pinching or unwanted touching of an individual which is not accidental
 - Throwing an object at an individual
 - Blocking normal movement or physical interference of an individual with or without the use of equipment
 - Sexual violence against an individual
 - Any attempt to engage in the type of conduct outlined above
- Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but not limited to:
 - Sexist jokes
 - Display of sexually offensive material
 - Sexually degrading words used to describe a person
 - Inquiries or comments about a person's sex life
 - Unwelcome sexual flirtations, advances, or propositions
 - Persistent unwanted contact
- Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, ARGHA adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to ARGHA's Discipline and Complaints Policy. ARGHA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by ARGHA or any other sport organization.
- Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in ARGHA programs, activities, competitions, or events
- In the case of adults, avoid consuming alcohol in situations where minors are present and



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take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with ARGHA's event.

- Respect the property of others and not willfully cause damage
- Promote the sport in the most constructive and positive manner possible
- Adhere to all federal, provincial, municipal and host country laws
- Comply, at all times, with ARGHA's By-Laws, policies, procedures, and rules and regulations, as adopted and amended from time to time

BOARD/COMMITTEE MEMBERS AND STAFF

In addition to Individual Responsibilities (above), ARGHA's Directors, Committee Members, and Staff will have additional responsibilities to:

- Function primarily as a member of the board and/or committee(s) of ARGHA; not as a member of any other particular constituency
- Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of ARGHA's business and the maintenance of Individuals' confidence
- Ensure that ARGHA's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- Conduct themselves openly, professionally, lawfully and in good faith in the best interests of ARGHA
- Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
- Keep informed about ARGHA's activities, the provincial sport community, and general trends in the sectors in which they operate
- Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the bylaws under which ARGHA is incorporated
- Respect the confidentiality appropriate to issues of a sensitive nature
- Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- Respect the decisions of the majority and resign if unable to do so
- Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- Have a thorough knowledge and understanding of all ARGHA governance documents
- Conform to the bylaws and policies approved by ARGHA, in particular this Code of Conduct and Ethics as well as the Conflict of Interest Policy and Confidentiality Policy

COACHES

In addition to Individual Responsibilities (above), coaches have many additional



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responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved players
- Prepare players systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm players
- Avoid compromising the present and future health of players by cooperating with sport medicine professionals in the diagnosis, treatment, and management of players' medical and psychological treatments
- Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- Provide players (and the parents/guardians of minor players) with the information necessary to be involved in the decisions that affect the athlete
- Act in the best interest of the athlete's development as a whole person
- Respect other coaches
- Meet the highest standards of credentials, integrity and suitability
- Report any ongoing criminal investigation, conviction, or existing bail conditions, including but not limited to; those for violence, child pornography, or possession, use, or sale of any illegal substance
- Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- Respect players playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the players
- Not engage in a sexual relationship (any words or actions of a sexual nature) with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- Dress professionally, neatly, and inoffensively
- Use inoffensive language, taking into account the audience being addressed

PLAYERS

In addition to Individual Responsibilities (above), players will have additional responsibilities to:



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- Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded players, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program
- Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- Adhere to ARGHA's rules and requirements regarding clothing and equipment
- Never ridicule a participant for a poor performance or practice
- Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators
- Dress in a manner representative of ARGHA; focusing on neatness, cleanliness, and discretion
- Act in accordance with ARGHA's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

OFFICIALS

In addition to Individual Responsibilities (above), officials will have additional responsibilities to:

- Maintain and update their knowledge of the rules and rules changes
- Work within the boundaries of their position's description while supporting the work of other officials
- Act as an ambassador of ARGHA by agreeing to enforce and abide by national and provincial rules and regulations
- Take ownership of actions and decisions made while officiating
- Respect the rights, dignity, and worth of all individuals
- Not publicly criticize other officials or any club or association
- Assist with the development of less-experienced referees and minor officials
- Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of ARGHA, players, coaches, other officials, and parents
- Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
- When writing reports, set out the true facts and not attempt to justify any decisions
- Dress in proper attire for officiating

DRESSING ROOM POLICY:

This policy has been adopted to make the arena a safe, secure and comfortable place for all girls participating in the Association.



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1. Dressing rooms will be off-limits to all males, including, but not limited to, fathers, brothers, grandfathers, while any players are changing into or out of hockey equipment before or after a game or practice. In application this means that any equipment adjustment required to be done by a male, such as, but not limited to, skate tying, will be done outside the dressing room.
2. ARGHA observes the 2-deep rule for adult presence in dressing rooms. If adult supervision is required in the dressing room, a minimum of two adult females must be present at all times during which players are in the room. Preferably one of these individuals will be the registered team trainer, however, in her absence she may designate another suitable adult female as dressing room monitor. The team may also elect to appoint designated female parents to monitor dressing room activities. It is expected that the appointed individuals will observe the 2-deep rule at all times when in the presence of minors.
3. Male coaches will be admitted to the dressing room 10 minutes prior to official game or practice times to conduct pre-event talks and for up to 10 minutes after the game or practice is completed and players have left the ice, to conduct post-event discussions. During these two periods, a minimum of one adult female should be present in the dressing room as per the above.
4. In the event that a player arrives in the dressing room during the 10-minute pre-game period she is not to commence dressing until all male coaches have left the room for the start of the game or practice.
5. In the event that a player is still in the process of dressing when the 10-minute period is to commence, that player will be requested by the trainer or her designate to stop changing, to don suitable covering clothing and not continue to change until all male coaches have left the room for the start of the game or practice.
6. The only exception to the above will be in the event of a medical emergency as determined by and at the sole discretion of a qualified trainer or medical practitioner.
7. The use of cell phones, personal digital assistants (PDA's) or other image-taking devices is prohibited in all dressing rooms except when being used to deal with a medical emergency as determined by and at the sole discretion of a qualified trainer or medical practitioner.
8. Team Trainers are responsible for enforcement of the Dressing Room Policy.

SOCIAL MEDIA POLICY:

This policy encompasses public communications through internet mediums and websites including but not limited to: Email, Twitter, Facebook, MySpace, LinkedIn, Foursquare and any other social media network that allows users to communicate online. The policy will be applicable to all individuals of the ARGHA.

1. Comments or remarks of an inappropriate nature which are detrimental to an individual, team and/or the ARGHA will not be tolerated and will be subject to disciplinary action.
2. The following are examples of conduct through social media and networking mediums that are considered violations of the ARGHA Social Media and Networking Policy and may be subject to disciplinary action by the Ayr Rockets Girls Hockey Association or OWHHA:



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- a. Any statement deemed to be publicly critical of ARGHA officials or detrimental to the welfare of a member, Team, the ARGHA or an individual.
- b. Divulging confidential information that may include, but is not limited to the following: player injuries, game strategy or any matter of a sensitive nature to a member Team, ARGHA or any individual.
- c. Negative or derogatory comments about any member of the Team, ARGHA, League and/or OWSA staff, programs, stakeholders, players or any member of an opposing team.
- d. Any form of bullying, harassment or threats against players, ARGHA directors/staff/volunteers or officials.
- e. Photographs, video or comments promoting negative influences or criminal behavior.
- f. Online activity that contradicts the current policies of the ARGHA or its affiliated organizations.
- g. Inappropriate, derogatory, racist, or sexist comments of any kind.
- h. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

AGREEMENT:

I understand that being allowed to play hockey with the Ayr Rockets is a privilege and that I will follow the Code of Conduct at all times.

I understand that we must set an example, and conduct ourselves respectfully and with courtesy towards everyone associated with the game and that our team, the organization and myself will be judged by our behaviour.

I understand that winning is not everything and that having fun, improving skills, making friends and learning sportsmanship is the primary goal of the Ayr Rockets. Winning and losing will be done with equal grace and dignity.

I understand that failure to abide by this Code will result in disciplinary action as described.

I have reviewed this Code of Conduct, and if I am a Player I have discussed its contents with my Parent or Guardian, who also agree to be bound by the standards outlined above.

Player Signature

Parent/Guardian Signature

**** This form is now electronically acknowledged and signed by each player/parent/guardian during registration for the Ayr Rockets Girls Hockey Association through RAMP Registration**

COMPLAINT PROCESS - 24 Hour Rule:

Sometimes parents have hockey-related concerns that need to be addressed.

We ask that parents follow the steps below when they have concerns of a serious nature. It is



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important to note that if your team by some uncontrollable factor is without a Parent Representative / Parent Liaison, or if the Parent Liaison is the problem, then the Director of Conflict Resolution should be contacted after the 24 hour waiting period.



DISCIPLINARY PROCESS:

The ARGHA will investigate reported violation(s) of this Code of Conduct. If the investigation determines that a violation has occurred, ARGHA will impose appropriate disciplinary action. Dependent on the severity of the violation, disciplinary action may include, but is not limited to:

1. Written or Verbal Warning to all impacted parties
2. Suspension from all ARGHA activities and events, including scheduled practices and games
3. Termination of membership within ARGHA

DISCIPLINE & INVESTIGATIONS:

ARGHA is committed to providing an environment in which all Individuals involved with the ARGHA are treated with respect. Membership in the ARGHA, as well as participation in its activities, brings many benefits and privileges. At the same time, individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the ARGHA's policies, bylaws, rules and regulations, and Code of Conduct. Non-compliance by Individuals can result in severe damage to the integrity of the ARGHA and may be subject to sanctions pursuant to this Policy. Since discipline may be applied, ARGHA provides individuals with the mechanism outlined in this Policy so that complaints are handled fairly, expeditiously, and affordably.

DEFINITIONS

The following terms have these meanings in this Policy:

- a) "Complainant" – The Party alleging an infraction
- b) "Respondent" – The alleged infracting Party
- c) "Parties" – The Complainant, Respondent, and any other Individuals, persons, or groups affected by the complaint
- d) "Days" – Days irrespective of weekend and holidays
- e) "Individuals" – All categories of membership defined in the ARGHA's ByLaws, as well as all individuals employed by, or engaged in activities with, the ARGHA including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, directors and officers of the ARGHA, spectators at



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events, and parents/guardians of athletes

APPLICATION OF THIS POLICY

This Policy applies to all Individuals.

This Policy applies to discipline matters that may arise during the course of the ARGHA's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the ARGHA activities, and any meetings.

This Policy does not prevent discipline from being applied, during a competition or event, according to the procedures in place for the particular event. Further discipline may be applied according to this Policy.

Any infractions or complaints occurring within games and tournaments will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be as outlined by OWHA. Further sanctions may be applied by ARGHA but only after review of the matter in accordance with the procedures set out in this Policy.

Discipline matters and complaints arising within the business, activities, or events organized by entities other than the ARGHA will be dealt with pursuant to the policies of these other entities unless requested and accepted by the ARGHA at its sole discretion.

REPORTING A COMPLAINT

The Director of Conflict Resolution is responsible for overseeing and providing guidance to any member (player, parent, coach) who has a complaint or concern.

Each ARGHA 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 Director of Conflict Resolution provides guidance to the Parent Liaisons as necessary.

PROCEDURE

1. 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.
2. Complaints submitted to the Director of Conflict Resolution must be in writing indicating:
 - the date;
 - nature of issue/complaint;
 - individual(s) involved (if any);
 - steps taken to date to resolve the issue.
3. The Director of Conflict Resolution 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

MEDIATION



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Before any complaint proceeds to the formal stage, the dispute will first be referred to the ARGHA's Director of Conflict Resolution for review, with the objective of resolving the dispute via informal means.

INVESTIGATION PANEL

Should the review by the Director of Conflict Resolution, not resolve the dispute, the ARGHA President will appoint an Investigation Panel to oversee management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable.

The Investigation Panel has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. More specifically, the Investigation Panel has a responsibility to:

- a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Investigation Panel determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Investigation Panel's decision to accept or dismiss the complaint may not be appealed
- b) Determine if the complaint is a minor or major infraction
- c) Coordinate all administrative aspects of the complaint
- d) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

The Investigation Panel will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.

MINOR INFRACTIONS

Minor infractions are single incidents of failing to achieve expected standards of conduct that generally do not result in harm to others, the ARGHA, or the sport. Examples of minor infractions can include, but are not limited to, a single incident of:

- a) Disrespectful, offensive, abusive, or sexual comments or behaviour
- b) Disrespectful conduct such as outbursts of anger or argument
- c) Conduct contrary to the values of the ARGHA
- d) Being late for, or absent from, the ARGHA events and activities at which attendance is expected or required
- e) Non-compliance with the ARGHA's policies, procedures, rules, or regulations
- f) Minor violations of the ARGHA's Code of Conduct and Ethics
- g) Tampering

All disciplinary situations involving minor infractions will be dealt with by the appropriate person who has authority over both the situation and the individual involved. If applicable, discipline specific to the particular event or competition will be applied. The person in authority can be, but is not restricted to being, staff, officials, coaches, judges, organizers, or the ARGHA's decision-makers.

Provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be



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determined at the discretion of the person responsible for discipline of such infractions (as noted above).

Penalties for minor infractions, which may be applied singularly or in combination, include the following:

- a) Verbal or written reprimand from the ARGHA to one of the Parties
- b) Verbal or written apology from one Party to the other Party
- c) Service or other contribution to the ARGHA
- d) Removal of certain privileges of membership for a designated period of time
- e) Suspension from the current competition, activity, or event
- f) Fines
- g) Any other sanction considered appropriate for the offense
- h) Discipline specific to the event or competition, if applicable

Minor infractions that result in discipline will be recorded and records will be maintained by the ARGHA. Repeat minor infractions may result in further such incidents being considered a major infraction.

MAJOR INFRACTIONS

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 ARGHA, 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 ARGHA's image, credibility, or reputation
- h) Consistent disregard for the ARGHA's bylaws, policies, rules, and regulations
- i) Major or repeated violations of the ARGHA's Code of Conduct
- j) Intentionally damaging the ARGHA property or improperly handling the ARGHA monies
- k) Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
- l) Any possession or use of banned performance enhancing drugs or methods

Major infractions occurring within competition may be dealt with immediately, if necessary, by a person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. If applicable, discipline specific to the particular event or competition will be applied. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy.

Major infractions will be handled using the Procedure for Major Infraction Hearing set out in this Policy, except where a dispute resolution procedure contained within a contract, employee agreement, or other formal written agreement takes precedence. In offenses that are deemed to be racial, harassment, assault or a severe breach of the Code of Conduct by the ARGHA Board of directors, may include the involvement of the Waterloo Region Police Service.



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PROCEDURE FOR MAJOR INFRACTION HEARING

The Investigation Panel will notify the Parties that the complaint is potentially legitimate and the incident will be dealt with as a major infraction by the ARGHA Disciplinary Panel.

The Disciplinary Panel consists of ARGHA President, Vice President and Director Coaching and Player Development. The Disciplinary Panel will then decide the format under which the complaint will be heard. This decision is at the sole discretion of the Disciplinary Panel and may not be appealed.

If the Respondent acknowledges the facts of the incident, the Respondent may waive participating in the investigation, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still carry out an investigation for the purpose of determining an appropriate sanction.

If a Party chooses not to participate in the investigation, the investigation will proceed in any event.

The Disciplinary Panel will determine the format of the investigation which may involve an in-person meeting, a meeting by telephone, a meeting based on a review of documentary evidence submitted in advance of the meeting, or a combination of these methods. Any meetings will be governed by the procedures that the Disciplinary Panel deems appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time, and place of the meetings
- 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 course of the investigation
- d) The decision will be by a majority vote of Panel members

If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the complaint in question and will be bound by the decision. In fulfilling its duties, the Panel may obtain independent advice.

DECISION

After hearing the matter, the Disciplinary Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within ten (10) days of the investigation's conclusion, the Disciplinary Panel's written decision, with reasons, will be distributed to all Parties, the Investigation Panel, and the ARGHA. 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 before the end of the ten (10) day period. The decision will be considered a matter of public record unless decided otherwise by the Panel.

SANCTIONS

The Disciplinary Panel may apply the following disciplinary sanctions, singularly or in



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combination, for major infractions:

- a) Verbal or written reprimand from the ARGHA to one of the Parties
- b) Verbal or written apology from one Party to the other Party
- c) Service or other voluntary contribution to the ARGHA
- d) Expulsion from the ARGHA
- e) Removal of certain membership privileges
- f) Suspension from certain teams, events, and/or activities
- g) Suspension from all the ARGHA's activities for a designated period of time
- h) Payment of the cost of repairs for property damage
- i) Any other sanction considered appropriate for the offense

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.

Major infractions that result in discipline will be recorded and records will be maintained by the ARGHA.

SUSPENSION PENDING AN INVESTIGATION

The ARGHA may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of the criminal process, a hearing or a decision of the Panel.

CRIMINAL CONVICTIONS

An Individual's conviction for any of the following Criminal Code offenses will be deemed a major infraction under this Policy and will result in expulsion from the ARGHA and/or removal from the ARGHA's competitions, programs, activities and events upon the sole discretion of the ARGHA:

- a) Any child pornography offences or related offences
- b) Any sexual offences
- c) Any offence of physical or psychological violence
- d) Any offence of assault
- e) Any offence involving possession or trafficking of illegal drugs

CONFIDENTIALITY

The discipline and complaints process is confidential and involves only the Parties, the Investigation Panel, Disciplinary Panel and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

TIMELINES

If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Panel may direct that these timelines be revised.

RECORDS AND DISTRIBUTION OF DECISIONS



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Minor and major infractions that result in discipline, as well as decisions of any appeals, will be recorded and maintained by the ARGHA.

OWHA and or Hockey Canada may be advised of any decisions and, if there was an appeal, the appeal decision.

Decisions and appeals are matters of public interest and will be publicly available with the names of the individuals redacted. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed. Pursuant to the ARGHA's Confidentiality Policy, the Panel may determine that disclosing the person's identity would unduly violate the person's privacy and may decide that the decision, or part of the decision, will be kept confidential.

SECTION 5: HOCKEY OPERATIONS

COACHING ROLES & RESPONSIBILITIES

All ARGHA Teams (LL, DS and Rep) will have a designated:

- Coach
- Assistant Coaches
- Trainer
- Parent Liaison
- Manager
- Dressing Room Staff
- On – Ice Assistants
- Goalie Coaches

All Coaches, Trainers, other Bench Staff and on-ice Staff must be insured with OWHA.

ARGHA will cover the cost of insurance for up to five (5) staff members, minimum 1 female must be present at all times. Payment for all others will be the responsibility of the team. Any team official that at ANY time during the season will have an on-ice or on-bench role with the team (even one time) must be insured.

It is mandatory that all members of the coaching staff including Dressing Room Staff obtain their Respect in Sport and a current Vulnerable Sector Screening check before assuming any bench/on ice duties.

Coaches should 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 participant so they continue to play in future years. Our objectives are:

- a) To foster and encourage participation in the sport of amateur girls hockey in the village of Ayr and the surrounding area.
- b) To foster and encourage leadership in all areas of female hockey in the community.



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- c) To promote hockey as a game played for enjoyment, while also promoting sportsmanship and development of life skills.
- d) To affiliate with and conduct operations in a manner consistent with the Ontario Women's Hockey Association (OWHA).

It is very important that all our coaches and officials follow these principles. Remember, our program is about children playing hockey for **their** recreational enjoyment, and it is our responsibility to make it a positive, rewarding and learning experience for them!

COACHES & TRAINERS CERTIFICATION

In accordance with the requirements of the OWHA, the ARGHA requires that at least one-member staff have NCCP Level Coach certification, and that each team have a certified trainer. There must be one Certified Coach and Trainer on the bench at all times (games and practices).

ARGHA adheres to the policies and practices implemented by OWHA with respect to coach and trainer certification requirements. ARGHA recommends trainers be female to avoid conflict, when possible, if not a female must be present during all close interaction between players and male trainers. ARGHA will reimburse 100% of the **required** costs of clinics to coaches and trainers, provided once a copy of the certificate of completion and a receipt is submitted to the Treasurer and Registrar.

Please refer to the OWHA website under Coaches Section to view the current Coach Certification Requirements.

COACHING STAFF SELECTION

All Head Coach appointments for Rep, LL and DS are based on recommendations from the Coach & Team Selection Committee (CTSC) made up of Board of Director members, at minimum 2 board members.

All prospective coaches must submit an application each year.

Members of the CTSC will interview prospective coaches for the upcoming season where required.

ARGHA coaches are expected to attend regularly scheduled 'Coaches' meetings hosted by the Director of Coach and Player Development. If unable to attend, the Head Coach will designate an appropriate substitution to represent their team.

All team staff shall be approved by the Board of Directors. Coaches are responsible for ensuring their staff are registered through the RAMP Interactive portal, without this they will not be added to the roster and become ineligible and uninsured.

TEAM SELECTION



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Start dates for tryouts for representative teams are determined annually by the OWHA and ARGHA tryouts will commence as decided by the Board of Directors each season.

All athletes are encouraged to compete at the top level of hockey that they possibly can. Along with having fun, the association wants to ensure that the most competitive teams are on the ice at each level of play. Coaches can apply to the board in writing to change the category of competition for their respective team based on evaluation and exhibition game play.

Coaches will host a minimum of three ice sessions to pick their team. ARGHA recommends at least one exhibition game to be played during the tryout process. Player selection will be based on each player's ability, knowledge of the game and attitude. It is recommended that each player attend at least 1 ice session within the designated tryout period unless medically exempt to be eligible for team selection. If a player is medically unable to attend tryouts, the Head Coach may grant a spot to the player on the team based on the previous evaluation of the player and pending the approval by the Board. This decision must occur before the tryouts at the next lower level begin.

All Representative player releases will be made online. The final 1-3 releases may be done in person or by email by the Head Coach on a one-to-one basis with an explanation of skills development for improvement. It is at the player's discretion as to whether or not their parent / guardian will attend the feedback session if held in person. The parent / guardian is there only in an observatory role to support their child, the two deep rule shall be followed.

Head Coaches are required to use a minimum of two (2) independent evaluators (with no conflict of interest with that team) and a list of these evaluators must be provided to the Director of Coach & Player Development, prior to the first tryout. Evaluators are meant to provide feedback and independent assessment to help the Head Coach make team selections. All evaluators should evaluate separately from one another to remain independent.

The ARGHA Board of Directors will be responsible for finding on-ice instructors for tryouts with no conflict of interest.

All evaluation forms will be provided by ARGHA for Head Coaches and Evaluators.

Releases will only be made after the first two tryout ice time. When more than one tier of team is offered in an age division, players may request release from the Tier 1 team Head Coach if they do not wish to tryout for that team. Once released from the Tier 1 team, players may be released from subsequent teams after one ice time.

Head Coaches will provide a letter to the Players and Parents to outline their expectations for the season at the first tryout session. The letter will outline the tryout schedule, budgetary overview, practice and game philosophy, expected tournaments etc.

Upon completion of team selection, Head Coaches will forward all evaluation packages to the Director of Coach and Player Development for ARGHA record keeping. A reference of three years will be maintained.



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Any player who is selected to a representative team must sign an Offer of Commitment as well as pay a non-refundable deposit which will be applied towards the player's representative team fees.

ROSTER SIZES

As determined by the OWHHA:

- Maximum Number of Skaters (including goaltenders) - 19 (U9 to U18)
- Maximum Number of Goaltenders - 2 (All Divisions)
- Maximum Number of Staff permitted on the Bench – 5

ARGHA generally rosters teams based on registration expectation and shall not exceed the OWHHA requirements.

IMPORT PLAYERS

For the purpose of establishing a policy that maintains the development goals and participation of girls within the ARGHA representative programs, a player shall not be considered an import if:

- Parent/Guardian pay taxes to the Townships of North Dumfries, South Dumfries or Blandford-Blenheim
- If they reside in a town where there is no female hockey program for their age category
- If they reside in a center which does not provide a representative program.
- If they were registered with the ARGHA in the immediate previous season.
- If they left ARGHA to play at a higher level of competition ARGHA could not offer
- If the player is a goaltender
- If they have always played for the ARGHA but their family has since moved
- If the player has not previously played for an OWHHA organization

The purpose of allowing import players is to coincide with supporting a feeder system that will encourage and promote new registration to maintain growth of the association.

PERMISSION TO TRYOUT

Any ARGHA member, who wishes to try out for a team with another Association, will require Permission to Tryout form. Only an authorized ARGHA Board of Director may endorse the Permission to Tryout.

As per OWHHA policy, Permission to Tryout forms will not be issued or accepted by ARGHA until the date specified by the OWHHA for the upcoming tryout period..

Individuals requiring a Permission to Tryout Form must submit the online Permission to Tryout request form for each association they intend to try out for, forms will be issued prior to the tryout session.

ARGHA will issue Permission to Tryout forms for levels of play at the AA level and/or at levels higher than those which are offered by the ARGHA. Permission to Tryout forms may be level specific when issued. In the event the Permission to Tryout form is level specific, individuals may



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request permission for subsequent levels *following release* from the initial level requested. Permission to Tryout requests for levels which are offered by ARGHA will be subject to review. The player is expected to register for and attend tryouts with ARGHA *and be released* prior to requesting a Permission to Tryout for another centre at the level offered by ARGHA. In the event that players do not wish to tryout for a certain level with ARGHA, they must request a release from the Head Coach prior to requesting the Permission to Tryout form.

Dispute of the policy as outlined above will result in an immediate player release from the ARGHA.

PLAYER RELEASE

For those players registered with ARGHA in the previous season wishing to move on to a team within another OWA Association prior to participating in tryouts with ARGHA, a full player release will be completed. The parent/guardian may contact the ARGHA via email and request a full player release, which will be issued via RAMP interactive once the Board of Directors approves the release, in accordance with OWA guidance around player release.

PLAYER MOVEMENT FOLLOWING TEAM SELECTION

A player may be released from a Representative Level hockey team up until October 30th of the current hockey season in order for the said player to join another team and remain eligible for Regional and Provincial Playdowns by December 31st of the current hockey year.

Any request for player release by a coach must be put forward to the Board of Directors for approval. Such approval is subject to review of the request and the player must be evaluated during a game situation.

A player must be selected from the team below the team from which the player is being released. The player, and the player's parents, to be elevated must be contacted first by her current coach, with a subsequent meeting with the higher-level coach and a representative of the Board of Directors present. The player or parents of the player to be released shall not be notified of the intent to release or notification of release of the said player until her coach has been given a decision by the Board of Directors. Similarly, the player to be elevated shall not be offered a position without the approval of their current coach and the Board of Directors.

It is at the sole discretion of the Board of Directors to grant or deny the request for release.

If the player release is related to the ARGHA Code of Conduct, coaches must approach the Board of Directors prior to release of the said player and the above noted does not apply. If a player is released from a team for ARGHA Code of Conduct reasons no other team shall be required to accept the released player.

PLAYERS PLAYING UP IN HIGHER DIVISIONS

Our current policy is to promote development within each player's respective age category so as not to further remove opportunities from athletes in that respective category.



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Application for consideration of moving up a division or age group to try out for a representative team regarding this policy may be reviewed for appeal. In the case of low enrollment numbers in a division which only offers Representative play, players from a younger age division may be moved up to ensure the viability of the team.

Local League players may be moved up to balance weak registration numbers in one age category with strength from another age category.

RELEASES

For those players successful in securing a spot on a team within another OWA-recognized Association who were registered with ARGHA in the last season, a player release will be issued by the ARGHA as per OWA current practices. Upon registration via the RAMP Interactive Portal, a request will be submitted electronically to ARGHA for release of the player to the new association. No formal request needs to be made to ARGHA as the system will complete this automatically.

Any player coming from another OWA-recognized Association, and who has been offered a position on an ARGHA team will subsequently register with the ARGHA through the RAMP Interactive Portal, which will initiate the release process with their previous center.

If a player did not play within the OWA last season and has participated in hockey in another province or country, she may require approval, a release or a transfer. Contact the ARGHA Registrar who will contact the OWA office immediately (before the player first steps onto the ice) for further instruction.

SEASON START & FINISH

ARGHA season runs from the beginning of September to the end of April. In the off season (dates as determined by the OWA annually), the ARGHA will not sanction nor support any on ice or off ice team activities including tournament play.

Rockets 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 Equipment Manager and/ or Board of Directors on or before March 30th.

EQUIPMENT PURCHASE AND OFF-SEASON RENTAL

There shall be no general purchase of hockey equipment by hockey teams unless specified purchases are approved and a Purchase Order has been issued by the Treasurer.

EQUIPMENT DISTRIBUTION

Distribution of the Rockets equipment shall be as follows:

Jerseys



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- Distributed directly to players with signed Jersey Agreement
- Each player is responsible for the care and maintenance including washing.
- Failure to return jerseys in clean undamaged condition, within the allotted time frame will result in a \$100 fee per jersey.

Goalie Equipment

- Fundamentals & U9 sets will be distributed to coaches
- U11 to U18 - As needed basis to each goalie except skates and helmet

Pucks, Pylons and First Aid Kits

- Distributed and collected annually to each coach

All Rockets equipment is to be used only for Association games and practices unless special permission has been given by the ARGHA.

ICE ALLOCATION & SCHEDULING

The goals and objectives regarding ice allocation for the ARGHA are as follows:

- support development of all teams
- use ice appropriately, efficiently and equitably with other user groups
- assign ice times according to budget and team allocation guidelines
- work cooperatively with Coaches and Ice Schedulers from other Centers to effectively manage game scheduling

Local League Teams:

ARGHA Local League teams shall receive the following ice allotment but not limited to:

- Weekly shared ice practices beginning end of September
- KGLL League and Playoff Games (typically 20 per season)
- One (1) Home Exhibition Game prior to the start of League may be scheduled and paid for by the ARGHA

Representative League Teams:

ARGHA Representative Teams shall receive the following ice allotment but not limited to:

- Weekly full ice practices beginning upon the OWHA designation for season start
- Pending Ice Availability extra practices will be scheduled, typically shared ice practices
- Christmas and March Break are NOT blackout dates
- Teams may schedule exhibition games covered by the ARGHA:
 - One (1) Home Exhibition Game prior to Provincial Championships
 - One (1) Home Exhibition Game during Tryouts
 - One (1) Home Exhibition Game for seeding purposes prior to Oct 1

* All other home exhibition game costs (referee & timekeeper) will be charged to the team

Extra Ice

In the event that there is surplus ice available, the Rockets shall offer that ice to ALL teams, Representative and Local League, on a predetermined scheduling priority list established at the start of the season. Once a team has declined the extra ice, solicitation will begin at the next team following on the list. Coaches will have 30 minutes to reply.



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In the event that a team wishes to have extra practices over their weekly ice allocation, a request must be submitted to the Ice Scheduler. If the Ice Scheduler deems there is enough ice available to meet this request the team can purchase the ice from the Rockets. All payments should be made to the Rockets Association on a monthly basis.

UNUSED SCHEDULED ICE

Any team found not using an allotted ice time shall forfeit one of its other ice times not scheduled for games or be subject to a penalty at the discretion of the Board of Directors. Forfeit of ice shall be at the discretion of the Ice Scheduler and the Director of Coaches and Player Development. The team shall have the option of buying that said ice or another ice time, from their team budget, from the ARGHA at the current rate.

GAME OFFICIALS

For all exhibition games, regardless of the league or division, teams shall be provided with a minimum of three game officials including a timekeeper and two referees.

All on ice officials must be certified to officiate for the OWHA.

GAME RELATED PROTESTS, SUSPENSIONS, DISCIPLINE HEARINGS & APPEALS

Protest:

All protests relating to games and their regulations shall proceed as follows: shall follow the procedures outlined in the OWHA Handbook;

- a) All protests having to do with games and their Regulations shall be filed with the Director of Conflict Resolution within twenty-four (24) hours after the game to be protested. The protests shall be in writing and shall set out the Rules and Regulations involved, and the alleged violations. Supporting evidence must accompany the protests.
- b) Upon receiving a protest, the Director of Conflict Resolution shall forward a copy to the Manager or Coach of the other team involved, and will provide notification to the OWHA, based on the process outlined in the OWHA Handbook
- c) Decisions of the OWHA shall be final and binding on members, with no possibility of further appeal within the Corporation.

Protest on a referee's decision will not be considered unless it concerns a question of misapplication of a rule, in which case the protest shall follow the procedures outlined in the OWHA Handbook.

Suspension:

ARGHA will abide by the current OWHA Minimum Suspension List. ARGHA reserves the right to issue additional suspensions, including upholding any suspensions that may be handed down by the KGLL or OWHL.

Grievances & Appeals:



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The applicant must submit written documentation stating the reason(s) for the appeal and facts supporting the appeal. The appeal shall be filed according to the process in Article (5.11) of the Rockets Constitution and accompanied with a cheque in the amount of \$200.00 payable to the Ayr Rockets Girls Hockey Association. Refund for an appeal is granted when the appeal is in favor of the claimant only.

TOURNAMENTS

All Local League teams are registered to participate in the Jason Cripps Memorial Tournament. Local League teams may enter two (2) additional tournaments provided the tournament does not interfere with League and Play-off schedules. All tournaments must be submitted for approval no later than October 5th of each year.

All Representative teams have the option to participate in additional tournaments throughout the season. All tournaments should be selected by the representative team coaching staff and discussed with the players and parents. All tournaments must be submitted for approval no later than September 30th of each year.

All travel permits and other necessary documentation is the responsibility of the Team Manager and such forms must be processed no later than 3 days prior to the tournament date.

ARGHA reserves the right to limit the number of tournaments each team can go into. The recommended number of tournaments that may be played at each age level is listed below, any tournaments in excess of this requires approval by the Board of Directors.

Age Group	Rep	LL
U9	4	2
U11	5	3
U13	5	3
U15	5	3
U18	5	3

TRAVEL PERMIT

Any ARGHA Team that wishes to participate in any non-sanctioned OWHA tournament, typically out of province or out of country shall apply for OWHA Sanction Approval.

ARGHA ANNUAL TOURNAMENT

Annually the ARGHA runs the Ayr Rockets Winter Blast. Additional tournaments may be added at the discretion of the ARGHA Board.



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All ARGHA teams are expected to participate in the tournament for their particular age group and or division. Registration fees for these tournaments are the responsibility of the Teams and are approved during the initial parent meetings. Fees less a volunteer stipend will be determined each year by the Director of Tournaments.

SECTION 6: LOCAL LEAGUE

Teams will play in the Kitchener Girls Local League (KGLL) against other associations located in Kitchener, Cambridge, Stratford, Woolwich (Elmira), Twin Centre (St. Clements/Wellesley), Grand River (Fergus/Elora), Wilmot (New Hamburg), Waterloo and Guelph. The KGLL membership can change annually.

The Kitchener Girls Local League season starts approximately on or around the first Saturday in October and runs until Championship Day (often the last weekend in March). The League schedule will be approximately 20 games. Each season teams play 'first half' games until Christmas then divide into 'second half' seeded pools for more competitive play.

All ARGHA home games will consist of thirty-two (32) minus of stop time play (10-10-12).

Teams that are short players will be able to ask players from the Local League teams of the lower age division to fill in for absent players, based on guidelines set forth by the KGLL and agreed upon by the associated contacts.

ARGHA Local League teams may participate in the KGLL Jason Cripps Memorial Tournament held annually beginning December 27th. The tournament entry fee is paid for by the ARGHA

All costs associated with additional tournaments and extra ice times are the responsibility of the team.

The number of players on a team will range from 10 to 17. All local league teams will be balanced numerically amongst age divisions to maintain a competitive balance (18 U11's vs 11 U13's). Parents and players will be involved in these decisions and will not be forced to move up age divisions by the Board of Directors.

Evaluations may be run annually for age divisions where more than one local league team may occur.

EQUAL ICE TIME

Equal ice time for all players must be followed without exception. Only in the last 2 minutes of play should any bench be shortened to play the players who are performing better than others in that game.

U9 games will have 2-minute buzzers until a date predetermined by the KGLL.

One coach may be on ice for the first few games of both half ice and full ice hockey to facilitate learning and development.



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DEVELOPMENT STREAM (DS)

These teams must be made of girls from a minimum of 2 different local league teams in the same division and minimum 24 registered players. This team then has the opportunity to have practices and play other DS teams in exhibition games and tournaments at a more competitive level than the local league. The team selection is done through tryouts and there is an additional cost to play on this team. Whenever ARGHA has 2 or more local league teams in a given age division, ARGHA will strive to offer this opportunity.

SECTION 7: REPRESENTATIVE LEAGUE

ARGHA representative teams may compete in the Southern Division of the Ontario Women's Hockey League or the Western Ontario Girls Hockey League.

At the Representative League level, it is the responsibility of the Rep League Coaching Staff to provide fair ice time to all team players throughout the course of the entire season. It is also the responsibility of the Coaches to raise the skill level of all players on the team. It should be noted that fair ice time is NOT equal ice time.

Fair ice time will be affected by penalties, injuries and general game conditions that do arise. Coaches should try to limit other deviations to fair ice time to the last 5 minutes of any game and should primarily be employed in games that will extend tournament play or the season for any given team (i.e when the coach feels that his/her team can get back in the game).

PICK UP PLAYERS

Each representative team is encouraged to select and develop "Pick Up Players" (PU) from a Tier below to attend regular representative practices and be called up to replace absent players. The PUs shall still play and practice with their normal team.

Coaches wanting to use a PU must first contact the Director of Coach & Player Development for permission prior to approaching the player under consideration. The Director of Coach & Player Development will notify the Head Coach of the player under consideration, who will then notify the player and their parents. The player, if they accept the offer to be a PU, will then contact the Head Coach who made the request to discuss all aspects of being a P.U. including practice responsibilities, game responsibilities, etc.

All Representative coaches will strive to bring pick up players out to practices on a regular basis, beginning on or around the first weekend in November.

OWHA and OWHL rules do not allow PU Players to participate in playoffs or playdowns, all additions to rosters must be completed prior to December 31 to be eligible for playoffs or playdowns.

All PU must attend activities using the following priorities unless an exception has been agreed upon by both the coach of the requesting team AND the coach of the player's rostered team:



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- Rostered team games, including league, playoff and tournament
- Games of the team for which they are a PU
- Rostered team practices.
- Practices of the team for which they are a PU
- Attendance at social activities are at the discretion of the player and her parents.

PU are defined as either:

- The same age level and lower classification or lower age level and the same classification

If there are no rep teams below your classification, you are strongly encouraged to call players from the Local League.

NOTE: The term P.U. has been designated as that is the official acronym designated when signing all official OWHHA game sheets.

GAME TIMES

All games shall start on the official starting times as laid down by the approved League schedule. If a team fails to ice a starting line-up (as above) at the official starting time, the Director in charge (or his/her delegated authority) shall investigate and make a decision based on the information received.

All games played in the OWHL will be governed by the rules of said league.

SECTION 8: TEAM OPERATIONS

TEAM MEETINGS & TEAM RULES

All coaches must hold an initial team meeting with players and parents. During this meeting, the coaches should clearly establish their objectives, expectations and team rules for the season.

The ARGHA will provide coaches with a standard practice of rules for their respective team. Should coaches wish to deviate or add an addendum to these rules, a written and signed copy will be submitted to the Board of Directors for approval prior to distribution. It is essential that players and parents have a clear understanding of the coaches' expectations regarding behavior and team rules, as well as the consequences should any breaches occur.

The coaches should also outline a list of proposed tournaments and provide a proposed budget for the parents to review. Concurrence from the parents regarding the team tournaments and budget by a simple majority vote is required.

An executive representative will be present for the beginning of the season team meeting.

TEAM FINANCES



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It is recommended that each Representative League team in the Association open a bank account in the name of the team at the beginning of each season. These accounts must have a **minimum** of two (2) signing officers for each team and at least one (1) parent **MUST** be a signing officer and treasurer and **MUST** sign each disbursement. This requirement may also extend to House league teams that have significant additional team expenses or team-specific fundraising.

The team may vote at the first team meeting of the year to have an individual be Finance Manager and use their own bank account. The Finance Manager must issue a financial report with all funds collected, paid and a running balance of the team account to the parents upon request. Coaches/Teams will be responsible for fines incurred by the respective league or tournament, and not the ARGHA. Alternatively, Team Manager will fulfill the role of the Finance Manager.

TEAM BUDGETS AND EXPENDITURES

- i) All team budgets must be submitted to the ARGHA Treasurer
- ii) All team budgets must be approved by majority vote by parents

TEAM STAFF EXPENSES

All non-parent ARGHA Team Staff will be permitted to charge the following expenses to team budgets. These are **maximum** amounts.

- i) A maximum of four (4) team staff may be claimed for tournaments, travel, etc.
- ii) Team staff may claim for one (1) standard accommodation hotel room at actual cost for each two (2) active team staff members for events where overnight accommodation is required. This accommodation shall be double accommodation only. Where four team staff apply up to a maximum of two hotel rooms.
- iii) Return mileage for one vehicle to out of town games and tournaments shall be paid at the most recent mileage rates determined by Canada Revenue Agency (see www.cra.gc.ca). 100% of bus or air travel shall also be paid if necessary.
- iv) The following meal allowances will be reimbursed to team staff to a maximum of \$60.00 per day. Meal allowance can only be claimed for overnight trips, tournaments, friendship series, etc. unless authorized by the Director in charge of that particular division. Maximum meal costs will be reimbursed using the following guideline:

Breakfast - \$10.00
Lunch - \$15.00
Supper - \$20.00

All team staff must submit receipts and only food costs and non-alcoholic beverage costs will be reimbursed.

COMMITMENT

Participation in any competitive sport or activity such as hockey requires considerable commitment (both in terms of time and money), dedication and sometimes sacrifice on the part of not only the volunteer coaches and players, but also their families.



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Difficulties with commitment and dedication are accentuated when a participant is involved in more than one competitive sport or activity.

The Association respects the varying needs of families. In return for their commitment and dedication, the volunteers expect a corresponding level of commitment and dedication from the players, especially at crucial points in the season and at the older age divisions and higher categories of play.