

Section 1: Mission Statement

1.1 Mission

The Collingwood Girls Hockey Association promotes and develops opportunities and aims at providing a rewarding hockey experience. The Collingwood Girls Hockey Association is a diverse league dedicated to developing skilled, productive players, by fostering in all our players the desire to pursue personal excellence. The league is committed to a fun, safe, healthy, and supportive environment necessary to facilitate player and team development. We are committed to providing an environment that builds solid friendships through teamwork, respect and integrity.

1.2 Vision

The Collingwood Girls Hockey Association will be the female hockey association of choice for players in the Collingwood and Georgian Bay area. The organization will provide opportunities for all members to develop to their full potential while promoting health and well being of all its members.

1.3 Values

- **Fun**
- **Fair Play & Equity**
- **Respect**
- **Integrity & Honesty**
- **Good Character & Citizenship**
- **Development**

Section 2: Fair Play

2.1 Coaches

- a) I will teach my players to play fairly and to respect the rules, officials and opponents.
- b) I will ensure that all players get equal instruction and support.
- c) I will not ridicule or yell at my players for making mistakes or for performing poorly.

- d) I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- e) I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- f) I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- g) I will obtain proper training and continue to upgrade my coaching skills.
- h) I will work in cooperation with officials for the benefit of the game.

2.2 League Organizers

- a) I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- b) I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
- c) I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- d) I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling.
- e) I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- f) I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
- g) I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

2.3 Spectators

- a) I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- b) I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- c) I will respect the officials' decisions and I will encourage participants to do the same.
- d) I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- e) I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- f) I will show respect for my team's opponents, because without them there would be no game.
- g) I will not use bad language, nor will I harass players, coaches, officials or other spectators.

2.4 Players

- a) I will play hockey because I want to, not just because others or coaches want me to.
- b) I will play by the rules of hockey, and in the spirit of the game.
- c) I will control my temper; fighting and mouthing off can spoil the activity for everybody.
- d) I will respect my opponents.
- e) I will do my best to be a true team player.
- f) I will remember that winning isn't everything; having fun, improving skills, making friends and doing my best are also important.
- g) I will acknowledge all good plays/performances; those of my team and of my opponents.
- h) I will remember that coaches and officials are there to help me.
- i) I will accept their decisions and show them respect.

2.5 Parents

- a) I will not force my child to participate in hockey.
- b) I will remember that my child plays hockey for her enjoyment, not for mine.
- c) I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- d) I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- e) I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- f) I will never ridicule or yell at my child for making a mistake or losing a game.
- g) I will remember that children learn best by example.
- h) I will applaud good plays/performances by both my child's team and their opponents.
- i) I will never question the officials' judgment or honesty in public.
- j) I will support all efforts to remove verbal and physical abuse from children's hockey games.
- k) I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

2.6 Officials

- a) I will make sure that every player has a reasonable opportunity to perform to the best of her ability, within the limits of the rules.
- b) I will avoid or put an end to any situation that threatens the safety of the players.
- c) I will maintain a healthy atmosphere and environment for competition.

- d) I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators.
- e) I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- f) I will handle all conflicts firmly but with dignity.
- g) I accept my role as a teacher and role model for fair play, especially with young participants.
- h) I will be open to discussion and contact with the players before and after the game.
- i) I will remain open to constructive criticism and show respect and consideration for different points of view.
- j) I will obtain proper training and continue to upgrade my officiating skills.
- k) I will work in cooperation with coaches for the benefit of the game.

Section 3: COLGHA By-Laws

3.1 Collingwood Girls Hockey Association is incorporated under the Business Corporation Act of Canada and operates under the governance of its By-Law Number One and these Policies and Procedures in conjunction with the Constitution By-laws, Regulations & Rules Ontario Women's Hockey Association.

3.2 Collingwood Girls Hockey Association will also be known as Collingwood Lightning. Any reference to Lightning in the Policies and Procedures will also refer to Collingwood Girls Hockey Association.

3.3 All Lightning members must follow the direction of our By-Laws & Policies And Procedures.

Section 4: Membership with Collingwood Girls Hockey Association

4.1 Any female hockey player wishing to play on a LIGHTNING team must be fully registered (full registration fee must be paid).

4.2 Membership can be rescinded for just cause by a majority vote of the executive.

Section 5: Registration/Registration Fee

5.1 All players affiliated with the COLGHA, or their parent or guardian, must sign, in ink or online a COLGHA Registration Form.

5.2 In order to register for the new hockey season, players must be in good standing with COLGHA or OWHA (no outstanding debts or equipment owing to the league from last season).

5.3 This date will be set by the executive members prior to registration

5.4 The Membership (Registration) fee shall be set by the Executive Committee prior to the beginning of the hockey season.

5.5 The due date(s) for registration fees will be determined by the Executive Committee. The Registration fee is due at registration.

5.6 The player will, upon request, provide a birth certificate as proof of age. Failure to do so will result in refusal of registration.

5.7 Players must be registered in their proper age group and program, unless otherwise authorized by these Rules.

5.8 If payment is not received for registration the player will not be allowed on the ice until full payment is received. This includes but not limited to registration, late payments and NSF charges.

5.9 If payment is returned NSF or otherwise dishonored, the player will lose ice-time thereafter, until such time as the account is paid. There will be a charge for the NSF cheque.

5.10 Note any fundraising is absolutely non-refundable.

5.11 If a player does not fulfill registration requirements, the coach of her team will be notified by the Executive and the player will not be eligible to play or practice until all funds required are fully paid. There are no exceptions to this rule. IF the player is added to the team after registration, full registration payment is required on a prorated basis. The player will not be carded to the team until all money due is received by the registrar.

5.12 For players who left the team, refunds will be prorated. After they fill out the '**Refund Request Form**' or send an email request to the Registrar/Treasurer.

5.13 No refunds will be made to any player who leaves a team after December 31st for any reason. In addition, no refunds will be made until all COLGHA equipment is returned. The responsibility for this is on the player.

5.14 If a player leaves after December 31st, a doctor's certificate and the approval of the Executive Committee will be required for a refund.

5.15 The Executive must approve all players, teams, coaches, managers, assistant coaches, trainers and support staff. They must be registered with COLGHA and with OWHA and must be insured before participating in any league functions.

Section 6: Permission to Skate Forms

6.1 These forms can only be signed by the Director/Registrar of her division.

6.2 These forms are needed if a player wishes to try out for another female hockey organization.

6.3 These forms will contain the name of the organization the player wishes to skate with and the dates on which they will be skating.

Section 7: Player Release

7.1 These forms can only be signed by the President of COLGHA, along with the signature of the Director/Registrar of her division (two signatures are needed for this form).

7.2 If a release form is needed, the request must be put in writing (stating the reason for the release, where the player wishes to go and what level of hockey they will be playing) and submitted to the COLGHA, the executive members will discuss it and make a decision

7.3 A release will not be given if the player is not in good standing with COLGHA (money owing, unreturned equipment).

7.4 Players must be fully aware that they can only receive one release per hockey season (check OWHA Constitution & By-Laws for details).

Section 8: Outstanding Debts or Equipment not Returned

8.1 A player must have all outstanding debts paid in full and all equipment owing to the league must be returned before being allowed to register for the upcoming season, obtain a PLAYER RELEASE, PERMISSION TO SKATE from COLGHA or use any league ice for preseason skates or tryouts.

Section 9: Tryouts

9.1 There will be NO tryouts for all House League Teams.

9.2 There will be tryouts for all Rep/Competitive Teams.

9.3 Tryout fee will be set annually by the COLGHA Executive Committee.

Section 10: Dress Code

10.1 A dress code will be set for all Rep traveling teams. All players and coaches will be properly and cleanly dressed at all games, tournaments and team functions (a dress code will set standards for our teams and will help to develop a team atmosphere).

Section 11: COLGHA Apparel & Equipment

11.1 COLGHA apparel may be purchased by any/all members of the association.

11.2 COLGHA apparel and equipment will be made available for purchase through the COLGHA Executive at certain times of the season, or approved retail locations within Collingwood.

11.3 Players/teams cannot have apparel or equipment made using the COLGHA logo or any variation of that (Collingwood, Lightning, image, etc) without approval from the COLGHA executive.

11.4 If a team wins the Provincial Championships and would like to have a special jacket made to indicate their win, special consideration may be made (the winning team

must first approach the Executive of COLGHA for approval -- re: league colours; place of purchase, etc).

11.5 Failure to comply with these policies may/will result in a logo tax or fine being assessed to the individual/team responsible. Apparel or equipment may also be deemed as non compliant and may be asked to be discarded.

Section 12: Team practices

12.1 Practices are just as important as games.

12.2 Players should attend practices on a regular basis.

12.3 If a player is unable to attend a practice, they must notify the Coach in advance of the practice.

Section 13: Code of Conduct and Ethics

13.1 Nature of the Code

a) This code of conduct identifies standards of behavior expected of all Lightning players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, advisors, team managers, trainers, administrators and employees involved in Lightning activities and events, both in and outside the arena.

b) Where this code of conduct conflicts with the OWHA code of conduct, the OWHA code of conduct prevails. Otherwise, it is in addition to any code of conduct required by OWHA.

13.2 Coaches and Team Officials Code

a) Coaches and Team Officials are expected to learn and abide by the OWHA Speak Out policies.

b) Each coach and team official is expected to learn all COLGHA policies and procedures. The Association expects all to not only follow them at all times but also to instill respect for the same.

c) The coach must display respect for the player and her parents. Even where conflict arises, the coach must display sensitivity to the player while balancing the interests of the team as a whole.

d) It is the policy of the Collingwood Lightning to emphasize development of the player as an individual and as a member of a team environment. The Association frowns upon the philosophy of "winning at all costs". Player development means that a coach or her/his staff will not "actively recruit" players from other organizations, but will develop players within the association.

e) All Rep Coaches shall wear official team attire when traveling to and at ALL home and away games. Please read the "Dress Code" section for details.

13.3 Parents Code

a) The parents of a player will at all times learn and follow all COLGHA policies and procedures.

b) The parent has a positive obligation to assist the coach and team officials in providing learning and skills development for their child. The parent must show respect for the Lightning and all team officials.

c) Any dispute or disagreement with a coach or team official will be handled only through the COLGHA policies and procedures.

13.4 Player's Code

a) The player will at all times show and foster respect for all other Lightning Members, including her teammates, coach and all coaching staff.

b) The player will abide by all team rules.

c) The player will, at all times, show respect toward and follow all of the rules and policies of the Association.

13.5 Spectator's Code

a) The spectator will not denigrate or show disrespect towards any other spectator, team official, on ice official, timekeeper, opposing player, or opposing member of a Hockey Association.

b) The spectator will, at all times, conduct him or her with dignity and display a supportive, positive and encouraging behavior towards all players and teams on and off the ice.

c) A spectator engaging in any kind of conduct which would constitute harassment within the meaning of the OWHA policy on Abuse and Harassment will be ejected from an arena and may be banned from all future COLGHA games and activities.

13.6 All Lightning Members

a) All players, coaching staff and parents shall maintain the highest standard of conduct at all times. Remember, at every exhibition, regular season, tournament and playoff game YOU are representing our organization as a whole as well as the Town of Collingwood. Set a good example on and off the ice, in dressing rooms, hotels, restaurants and other facilities. We expect the highest level of SPORTSMANSHIP from all members of this organization.

b) COLGHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the Lightning must conduct themselves at all times in a manner consistent with the values of the Association, which are: fairness, integrity and mutual respect.

c) During the course of all COLGHA activities, meetings and events, (including tournaments in and outside the OWHA), members shall avoid behavior, which brings the Lightning or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and use of alcohol by minors.

d) Membership may be revoked at any time to an individual who has been deemed by the Executive to be in contravention of the By-Laws or Policies and Procedures. Such action shall only result after a fair hearing, recommendation of the Executive Committee, and a majority vote of the Executive.

Section 14: Team Rules

14.1 Coaches will set specific rules.

14.2 These rules will be put in place at the beginning of the hockey season.

14.3 All team rules must be handed to the Director of your division and approved by the Executive Committee.

14.4 Players & parents must all understand the rules and be prepared to follow the coach's decisions.

14.5 Unsupervised Dressing Rooms

a) Players when in the arena or a dressing room will be supervised at all times by at least two members of the Coaching staff.

14.6 Player Dressing and Shower Room Policy

a) Only team female officials are in the vicinity of the shower. No team official may shower at the same time as a player at any time.

b) Not less than two team officials may be present during showering or changing and should only be present to ensure that behavior policies are observed and players are properly supervised.

14.7 Transportation of Athletes

a) Players are to be transported only by their parents or those authorized by the parent.

b) Unless the parent has expressly authorized the same, no member of the coaching staff may transport a player and even then, such member of the coaching staff shall be accompanied by one other adult at all times.

14.8 Injuries (Return to Play)

a) If a player suffers an injury in a game or practice, which requires her removal from the game or practice without return, such player shall not be permitted to return to practice or play without the permission of the parent. The parent's permission is to be accompanied by a proper medical certificate indicating that the player is physically fit to return to play.

b) If a player is injured during the play and the injury is not to the head, the player may return to the ice if the trainer, after consulting with the parent, deems that the return may occur in safety.

c) Any injury to the head, which causes the player to lose consciousness or be removed from play during the game, will be immediately reported to the OWHA and

such player shall be immediately referred to the appropriate medical authority to determine her status to return to play. No such player may return to play without a medical certificate authorizing her.

14.9 Road Trips

a) The only road trips that are allowed for the team are trips approved by the COLGHA Executive and are properly within the scope of team activities.

b) All athletes must be transported under the supervision of not less than two team officials except:

i. Where the athlete is in the company of her parent; or

ii. The parent of the child has made private arrangements to transport her child to or from an Association event.

14.10 Releasing Children from Supervision

a) All parents have the primary duty of supervision in relation to their child especially during arrival and departure for games, practices and authorized team events. It is the obligation of the parent to provide to the coaching staff proper direction as to whom their child is to be released following such events.

b) A member of the coaching staff may release a player only to that player's parent or a person who has the parent's authority. If the coaching staff are not made aware of the person authorized by the parent, and the parent is not in attendance, the player shall not be released to that person. The coaching staff will then telephone the person designated by the parent on the player registration form as the emergency contact person. That person will be the only person who may give direction for the release of the player. If the emergency contact cannot be contacted, then the coaching staff will continue supervision of the player until such time as the parent can be contacted and the player transferred to the parent.

Section 15: Minor Problems or Concerns

15.1 Don't stew about them, contact a member of the coaching staff to discuss it.

15.2 If a player is having a problem with the coach, speak to the team manager or one of the assistant coaches.

15.3 Communication is important between all members of the team (player and coach, coach and parents, coach and assistant coaches).

15.4 If you are unable to resolve the problem within the team; follow the next steps: Contact the Director of your division and request a '**Problem Assistance Request Form**'.

15.5 Complete the Problem Assistance Request Form. The Director of your division will keep this form on file.

15.6 The Director will offer you assistance with your problem.

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

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

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

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

Section 16: Complaints regarding the Association

16.1 Complaints or questions regarding the operation of the Association, as opposed to the operation of a specific team and its team officials, must be submitted, in writing, to the President or the Director of your division.

16.2 Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.

16.3 Complaints/questions should be submitted at least one week prior to the Executive Meeting to allow sufficient time for a full investigation before the meeting.

16.4 Upon receipt of a complaint, the President may appoint a Fact Finding Committee to investigate the complaint and present recommendations to the Executive. For issues

of a serious nature, the President may call a Special Meeting of the COLGHA Executive to ensure prompt resolution.

16.5 Discussions of complaints of a sensitive or personal nature at COLGHA Executive Meetings will not be open to the general membership and shall be kept confidential.

16.6 All complaints shall receive a written reply.

Section 17: Alcohol and Non-Medical Use of Drugs

17.1 Any player who is attending an Association sanctioned event and who is found to be using alcohol or drugs for non-medical purposes will be automatically suspended until his or her conduct may be investigated by the Disciplinary Committee. The parent of such a player will be immediately notified of such conduct and will be primarily left with the charge of such player at the time the conduct is discovered.

17.2 After a full investigation, the Director of your division will determine what if any penalty should be imposed upon such a player. Penalty may include the right to revoke the player's membership in the Association.

Section 18: Sanctions

18.1 A member who contravenes the rules of operation or the bylaws of the Collingwood Girls Hockey Association will receive written notice of such contravention and will be given an opportunity to be heard with respect to such contravention.

18.2 The COLGHA Executive Committee will have the sole discretion and authority to revoke membership in the Association and may only do so after a full hearing is held on the merits.

Section 19: Confidentiality

19.1 All complaints, concerns and questions are to be dealt with in confidence by those charged with the responsibility of handling them. Only those members of the Association who are necessary for the resolution will be consulted and given sufficient information upon which to make a decision.

19.2 All members are reminded of the conflict of interest policy incorporated into the COLGHA Bylaws.

Section 20: League Property

20.1 The Executive shall be responsible for all league property and shall be responsible for purchasing new equipment if necessary. Distribution of league property shall be the responsibility of the Equipment Manager.

20.2 The Association supplies the following equipment which shall remain the property of the Association and be returned at any time upon request:

20.3 Equipment bags.

20.4 Game Sweaters for all House/Local & Rep/Competitive teams (Home and Away).

20.5 Goalie Equipment (with the approval of the Director of your division and Equipment Manager) list is the following.

20.6 Pads, Chest protector, Blocker, Glove, (Billy goat), and a goalie stick(limited to supplies).

20.7 The player supplies all other equipment and must be CHA approved.

20.8 Number of Sweaters

a) Subject to supplied numbers and the team rules, the player may ask for a specific number and his or her request may be granted by the team officials. The decision of the team officials is final and not reviewable.

b) Players' names may be placed on players' sweaters, with the permission and prior approval of the COLGHA Executive. No such approval will be given unless:

- i. A majority of the parents of such team wish the name plates on the sweaters;
- ii. The parents of the players are willing to pay for or fundraise to cover the entire cost of such name plates;
- iii. Where the sweaters allow room for name plates, the name plates are affixed and removed at the expense of the team or the parents and the team sweaters are returned without damage caused by the name plates at the end of the season.
- iv. The team officials and parents undertake in writing to be personally responsible for the above costs.

20.9 Return of Equipment

- a) All Association equipment will be returned to the Director of Equipment at the end of the playing season. The responsibility for this rests with the team coach.
- b) Any equipment returned in damaged condition must be accompanied by a written explanation as to the cause of the damage. Damage caused by irresponsible or willful conduct will result in further penalties, including the requirement that the person causing the damage repair the equipment at his or her own expense.
- c) Failure to return equipment is considered mis-appropriation of Association property and will be dealt with accordingly.

Section 21: Playing Rules

21.1 COLGHA follows the rules set by Hockey Canada, OHF and OWHA, as well as our own league rules.

21.2 All players, coaching staff, and support staff must be insured with OWHA (Hockey Canada insurance).

21.3 All COLGHA members must follow the guidelines of the COLGHA By-Laws, as well as the COLGHA Policies and Procedures booklet.

21.4 Helmets must stay on while players are on the ice (pre, post and during the game). This is for insurance purposes set out by Hockey Canada.

21.5 Mouth guards MUST be worn at all times during games and practices.

21.6 Only the coaching staff and the players of that particular team will be allowed on the player's bench during a game.

21.7 Practice time is limited to the players of that particular team.

21.8 Each player and member of the coaching staff on the bench must sign the game sheet.

21.9 All games must start and finish on time. If a game is running behind, all visiting teams must be informed that there COULD be a curfew if the game is running behind time. If your game is curfewed it must be indicated on the Official Game Sheet.

21.10 Game sheets must be completed properly and legibly. The following should receive a copy of the game sheet: both teams' coaches; Director of the division (top copy). **TO BE REVISED ie ELECTRONIC GAME SHEETS.**

Section 22: Disciplinary Action

22.1 Disciplinary action, as indicated below, will be handed out by the Collingwood Girls Hockey Association organization for all misconduct penalties. These are suspensions from the organization and are added to the mandatory suspension period specified by the OWHA. All suspensions must be reported to the Director of your division and President immediately (within 24 hours). Failure to do so could result in a suspension to the team coach.

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

22.3 On the first offence, the player will receive a written warning from the organization indicating that further disciplinary action could result if the infraction is repeated.

22.4 On the second offence, the player may receive an additional one game suspension from the organization and will be required to attend a hearing with the team coach, parents and Director of your division to review the incident(s), before returning to the line-up.

22.5 On the third offense the player may be suspended from play and practice for the balance of the season, tournaments and playoffs. If this occurs after December 15, no refund will be issued.

Section 23: Responsibilities of Coaches

23.1 Coaches must obtain at their own expense all qualifications necessary to have appropriate OWHA status to coach.

23.2 All coaches are expected to personally attend all games and practices unless personal circumstances dictate otherwise. If a coach repeatedly misses games and practices, his position as coach will be subject to review by the Director of Coach and Player Development.

23.3 All coaches are required to follow all Association policies and procedures. Failure to do so may result in suspension or, in repeated instances, removal as coach.

23.4 All coaches and staff must have a current Vulnerable Sector Check and Police Record Check or Declaration of Offence done.

23.5 Relationship between Coaches and Teams

a) The coach has the discretion to establish the relationship she/he is to have with the players on the teams. A minimum standard is expected as follows:

b) To assess and report to the player their skills and areas needing improvement.

c) To encourage fair play and respect of all on ice officials.

d) To develop the individual players as well as the team.

23.6 Coaches and Parents

a) The coaches and parents must have respect for each other and make every effort to foster such respect.

b) Parents and coaches will refrain from any public criticism of each other.

c) All parents and all members of the coaching staff will be civil to each other at all times.

Section 24: Responsibilities of Managers

24.1 The manager will act as the main conduit of information between the coach and the parents and between the Association and all members of the team.

24.2 The manager will:

a) Keep all team records, including the team budget, player information forms, health card information if the parent gives permission, player contact information, and any other documentation required for the operation of the team. All records will be returned to the Director of Local and/or Competitive Program at the end of the season.

b) Submit the team budget to the Board of the Association for approval when it is compiled by the team.

- c) Make all arrangements for tournament registrations, obtain and distribute to parents the team schedules for all practices, games and tournaments.
- d) Ensure that sufficient parent volunteers are enlisted to provide services to the team as necessary for time keeping (when required), fund raising, parent volunteer activities (music during games), statistical information and player activities.
- e) Maintain confidentiality of all records provided in accordance with this policy, except where the use of the information is required in the best interests of the players.
- f) Be responsible for the payment of game officials and timekeepers for every home game.

Section 25: Responsibilities of Trainers

25.1 The trainer will:

- a) Acquire valid HTCP certification at their own expense.
- b) Maintain all health information pertaining to players and any particular needs of the child. Maintain Rowan's Law acknowledgement forms for each player and team staff member.
- c) Attend, know and abide by the policies and procedures pertaining to trainers as provided by OWHA sponsored clinics.
- d) Supervise the players equipment and ensure that all players have appropriate equipment as approved by the CHA and OWHA.
- e) Support the team by being present at all games, practices, fundraising and team events.
- f) Be the only bench staff allowed on the ice during a player injury unless signalled by the referee.
- g) Have final decisions regarding players returning to play in a game after injury, cannot be overruled by anyone on the bench.

25.2 If a player is removed from the ice with a major injury they must receive medical clearance stating the player is fit to return to the ice as well as have parental permission.

25.3 Oversee the OWHA Concussion Awareness Resource, Rowan's Law. Including implementation of the mandatory annual review as a condition of membership/participation.

Section 26: League Ice

26.1 The Ice Scheduler will ensure that all ice time is distributed evenly, to the best of his/her ability, based on enrolment fees and the cost of the ice. The League will not subsidize the cost of rep teams at any level or the cost of senior teams' ice when the costs exceed that of the junior division.

26.2 Any unallocated ice may be booked through the Ice Scheduler on a first come first serve basis. Teams wishing to use this ice will be required to pay the cost of the ice time if it exceeds the teams allocated ice hours.

26.3 If your team is unable to use the ice that has been allocated to you. You must inform the Ice Scheduler within 14 days, so that this ice can be rescheduled. If you fail to do so, your team will be responsible for the payment of this ice time.

26.4 All executive members- will receive a full schedule of ice time for all COLGHA teams.

Section 27: League Divisions

27.1 The Executive Committee will decide on the format for the league set-up. This format will be set in place prior to registration, with the understanding that changes may take place depending on registration in each of the divisions.

27.2 Rep/Competitive teams will play in their own age category. The Executive Committee may at times make an exception to this rule.

27.3 House/Local teams will play in the Simcoe Muskoka Girls Hockey League (or in a separate organized league). Rep/Competitive teams will play in the Lower Lakes Female Hockey League (or in a separate organized league).

Section 28: Call-up Consent Forms

28.1 If a coach of another team needs a player from your team to help during an exhibition game, league game or tournament; (NO Playoff game) a pick-up form is needed.

28.2 Junior Division: this form can be signed by the registered coach of the player's team.

28.3 Senior Division: this form must be signed by the Director of the division.

28.4 A coach needing a player must contact the coach of the team from which he/she wants to use a player before contacting the player.

28.5 The coach of the team that is contacted will be given the opportunity to pick the player that he/she feels is best suited to play in the game and whom he/she feels deserves the chance to play.

28.6 Follow the guidelines as set out by the OWHA (number of players/roster size, etc.)

Section 29: Association Fundraising

29.1 The Director of Sponsorship and Fundraising will submit a budget for fundraising each year as soon after the annual meeting as possible. The purpose of such a budget is to raise additional funds to subsidize the cost of the Association's services to its players.

29.2 The fundraising budget will be approved by the Executive as soon as possible after submission.

29.3 Each Association member will be required to participate in Association Fund Raising as directed by the Executive.

Section 30: On-Ice Practice Assistants

30.1 On occasion, teams may enlist the help of older players within the association, and other volunteers to assist with practices, scrimmages, and other team activities. Coaches, Team Managers and/or Program Facilitators are ultimately responsible for the execution of this policy. Please ensure you are familiar with these very important guidelines. Violation may result in disciplinary action, up to and including dismissal from our organization.

30.2 All on-ice practice assistants must be under the direct supervision of the head coach (or another rostered assistant coach, as designated by the head coach) at all times.

30.3 COLGHA Players as On-Ice Practice Assistants

a) The COLGHA supports the use of registered COLGHA players as helpers during on-ice activities. Approval is required; it is important to ensure Hockey Canada insurance is in place by adhering to the following guidelines:

b) On-ice helpers must be an active & registered player of any COLGHA team, (Fundamentals Program is considered a team) or an active and registered player within a recognized Minor Hockey Association and in turn Hockey Canada.

c) On-ice helpers must be a minimum of 2 years older than the team they are helping.

d) All players age 16 and under are to be in full hockey equipment.

e) Injured players are not allowed to participate as an on-ice helper until they are cleared to return to play for their team.

f) All on-ice helpers must be under the direct supervision of a certified team official. On-ice helpers are NOT to participate in drills or scrimmages. Their role is to assist coaches, and demonstrate concepts only.

30.4 Other Volunteers (Non-Players) As On-Ice Practice Assistants

a) The COLGHA welcomes the help and support of any individual wishing to become involved in a volunteer capacity within our organization. We also recognize that not every individual can make the incredible commitment required to coach or assist with our teams.

b) On-ice practice assistants who are not registered with the COLGHA as players must:

i. be aged 18 and older;

ii. be included on the COLGHA team roster for the team they will assist. The Fundamentals Program is considered a team/at large list.

iii. provide an up-to-date Criminal Record Check including Vulnerable Sector Screening, and signed criminal offences declaration.

- iv. be certified in the RIS (Respect-in-sport for hockey activity leaders) online course, and provide proof of completion.
- v. wear a CSA certified helmet, with chinstrap properly fastened, at all times when on the ice.

Section 31: Officials and Parent Volunteers

31.1 Timekeepers

- a) Each team will appoint a parent to be trained on the operation of all arena clocks. In the event a paid timekeeper cannot fulfill their scheduled game obligations, the trained parent will be expected to timekeep the game.
- b) The Timekeeper scheduler will schedule timekeepers from an approved and OWHA trained list. The scheduler will update the Team Manager regarding timekeeping payment rates.
- c) Will inform the referee if there is a curfew.

31.2 Referee Category Requirement (Levels)

- a) The Director of Game Officials/Referee in Chief will assign referees for all scheduled games. His/her decision is final.
- b) The Director of Game Officials/Referee in Chief will ensure that the appropriate level referee and complement of referees attends each game.

31.3 Team Volunteers: In addition to 'back up' timekeepers, each team will request that one parent be appointed to fill each of the following positions on the team:

- a) The Media Liaison parent will perform the following duties:
 - i. Ensure that the team sponsor has a copy of the team schedule and is aware of and invited to all home and away games;
 - ii. Ensure that the appropriate media is given the team statistical information including home and away game and tournament results;
 - iii. Acts as media contact person for the team;

iv. Ensure that the sponsor banner (if required) is displayed at all team games, including tournaments.

b) The FundRaising parent volunteer will perform the following duties:

i. Ensure that all fundraising activities for the team have been pre-approved by the Executive;

ii. Report to the House/Rep committee regarding budgets for fundraising activities;

iii. Assist the parents of the team in planning, organizing and fundraising events approved by the Executive for the team;

iv. Maintain appropriate records verifying the collection and disbursement of all money raised through approved fund raising;

v. Provide a report and all records regarding fundraising events to the House/Rep committee at the close of all fundraising.

Section 32: Appendix

32.1 Sample team rules

a) Players will attend all practices. Failure to do so, without an explanation as set out below, will result in disciplinary action.

b) Players who cannot, for good reason, attend practice will notify the coach by telephone or the manager if the coach is not available, not later than the evening before the practice. The coach may excuse the player from the practice without penalty.

c) All players will at all times listen to instruction from the coach.

d) Players will arrive at games, ready to play, not later than one hour before game time. [Insert other times and any leniency rules that might apply].

e) All players will abide by the player's fair play code.

f) Etc. as per coach's directives.

Section 33: The Executive Committee

33.1 The Executive Committee: The affairs of the Corporation shall be managed by an Executive Committee of a minimum of seven (7) and a maximum of sixteen (16) persons, each of whom at the time of their election or within 10 days thereafter and throughout their term of office shall be a member in good standing of the Corporation (hereinafter referred to as "Director(s)").

33.2 The Executive Committee shall comprise of (but not limited to) the following voting members:

- a) President
- b) Vice President
- c) Registrar
- d) Secretary
- e) Treasurer
- f) Director of House/Local League Program
- g) Director of Rep/Competitive League Program
- h) Director of Coach & Player Development
- i) Director of Sponsorship & Fundraising
- j) Director of Fundamentals & New Membership
- k) Director of Equipment
- l) Director of Risk & Safety
- m) Director of Events & Tournaments
- n) Chief Trainer
- o) Past President or Voting Member (at large)
- p) Director of Website Communications

33.3 In addition to the voting members described in Article 32.2, the Executive Committee shall also include the following non-voting members who shall be entitled to

attend and participate in all Board meetings save and except the ability to move, second, or vote on any motion:

a) COLGHA Ice Scheduler, Timekeeper Scheduler and Referee in Chief, as appointed by the Executive Committee.

33.4 Each Director shall be elected to hold office until the second annual general meeting after they have been elected or until their successor shall have been duly elected and qualified.

33.5 The following offices shall be retired at each even numbered year's annual general meeting, but shall be eligible for re-election if otherwise qualified: President, Director of Competitive Program, Treasurer, Equipment Manager, Director of Events & Tournaments, Chief Trainer, Director of Safety & Management.

33.6 The following offices shall be retired at each odd numbered year's annual general meeting, but shall be eligible for re-election if otherwise qualified: Vice President, Director of Youth House League, Registrar, Secretary, Director of Sponsorship & Fundraising, Director of Coach and Player Development, Director of Fundamentals Program.

33.7 The election may be by a show of hands unless a ballot is demanded by any member.

33.8 Members of the Executive cannot have his/her spouse on the Executive at the same time.

Section 34: Conflict of Interest for Executive Committee

34.1 Conflict of Interest shall be defined as: A set of circumstances that creates a risk of professional judgment or actions regarding a primary interest will be unduly influenced by a secondary interest.

34.2 Secondary interest shall be defined as: Financial gain, specific team benefit, or player benefit. Where a player is defined as a relative. (i.e. If a daughter plays on a team that may be impacted by a decision related to an executive vote.)

34.3 All COLGHA Executive Committee shall declare a conflict of interest wherever they or one of their family members is directly or indirectly involved in a matter going before the Executive Committee. A conflict of interest can also be determined by another board member with approval of the President. Once a conflict of interest has been declared, said Director or executive member will remove themselves from discussion where necessary and from a vote if taking place.

34.4 All members should avoid even the appearance of impropriety. The potential for a conflict of interest exists when a member is in a position to make or influence decisions for COLGHA which could also affect the member(s)' personal interest; or when the personal interest or relationship is substantial enough so that others could reasonably believe it would affect the member's judgment or actions on COLGHA's behalf.

Section 35: Duties of Executive Committee

35.1 The Executive Committee shall set the policies and procedures for the Association.

35.2 They shall conduct the business for the Association.

35.3 The Members of the Executive Committee shall not be subject to any personal legal liability for any actions taken by them in that capacity.

35.4 The President and the Executive Committee will draft a business plan at, or as close to, the beginning of the season (September 30TH), the plan should include game ice, practice ice and the costs of referees.

35.5 The purchase of additional ice outside of the business plan must be approved by a vote of the Executive subject to availability of funds.

35.6 Expenditures exceeding \$250.00 must be approved by the Executive through a vote.

35.7 The Executive, upon request and within a reasonable time, will provide any member of the COLGHA with a year-end report outlining the allocation of ice time for all COLGHA teams, plus associated costs.

35.8 The Executive Committee, subject to a vote, has the power to appoint replacements for any member of the Executive Committee and/or COLGHA officials, including all coaching staff and referees, who resign during their term of office or are neglectful of their duties.

35.9 Membership of any member of the Association may be rescinded for just cause by a majority vote of the Executive.

35.10 Advertising its local media or Website www.collingwoodgirlshockey.com will be done for all rep/competitive team ice time tryouts beginning at the first available time.

Section 36: Duties of Officers

36.1 President

- a) The President shall preside at all meetings of the Association.
- b) Be an ex-officio member of all committees.
- c) Shall be the Executive Committee's representative to the Ontario Women's Hockey Association.
- d) The President shall also be charged with the general management and supervision of the affairs and operations of the Corporation.
- e) The position of the President shall be filled only by a person who has served on the Executive for one (1) year.
- f) An integral response mechanism administered and motioned by the President will answer specific questions from the association members promptly and swiftly (within a defined period i.e. 5 days).
- g) The President with the Secretary or other officer appointed by the Executive Committee for the purpose shall sign all by-laws and membership certificates.
- h) The President shall only vote to break a tie.

36.2 Vice-President

- a) In the absence of the President, his/her duties shall be performed by the Vice President as designated by the President.
- b) The President with the approval of the Executive members shall appoint the Vice President from the Board of Directors
- c) The Vice-President shall fulfill the role of the President in his/her absence or if there is an inability on the President's part to act as President.

d) The Vice President shall be a voting member of the Executive.

36.3 The Secretary

a) The Secretary shall be an ex-officio clerk of the Board of Directors.

b) He/she shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books and forward a copy of such to all committee members at least seven (7) days prior to the next meeting.

c) He/she shall record all the minutes of any General meeting of the association and have them available at the next general meeting.

d) He/she shall give all notices required to be given to members and to Directors.

e) He/she shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which s/he shall deliver up only when authorized by a resolution of the Board of Directors to do so and to such person or persons as may be named in the resolution.

f) He/she shall perform such other duties as may from time to time be determined by the Board of Directors.

g) The Secretary shall record all the minutes of any General meeting of the league and have them available at the next general meeting.

h) The minutes of all meetings will be kept on file by the secretary. These minutes will be available at the meetings in case they need to be referred to.

i) The Secretary will notify all executive members of any forthcoming meetings, and book facilities to hold forthcoming meetings.

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

36.4 The Treasurer

a) The Treasurer, or person performing the usual duties of a Treasurer;

- b) Shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account.
- c) Shall deposit all monies or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors.
- d) He/she shall disburse the funds of the Corporation under the direction of the Board of Directors, taking proper vouchers therefore and shall render to the Board of Directors at the regular meetings thereof or whenever required of him/her account of all his/hers transactions as Treasurer, and of the financial position of the Corporation.
- e) He/she shall provide a financial statement and report on the operating results of the association at the monthly Executive meetings, as well as, prepare an annual financial statement to be made available for the Annual General Meeting. A Review Engagement will be done at the end of each fiscal season by an outside source. This will be available at the Annual General Meeting.
- f) All COLGHA financial records shall be kept up-to-date and be available if a member requests to see them. This will be done in the presence of the Treasurer and one other member of the executive committee.
- g) The Treasurer will sign all cheques of the Association together with the President, Vice President or one other member of the executive as designated by the President.
- h) The Treasurer will ensure that all expenditures over \$250 be approved by the COLGHA Executive Committee and be recorded in the minutes of the meeting in which it was approved.
- i) He/she shall also perform such other duties as may from time to time be determined by the Board of Directors.
- j) The Treasurer shall be a voting member of the Executive.

36.5 Director of Youth House/Local League Program

- a) Director shall act as Head Convenor for the entire House/Local Program, their division and may appoint Division Convenors to assist them during the season, (one per

house league age division, may be for example a manager or head coach). These Division Convenors are to be approved by the Executive members of COLGHA.

- b) Director shall be the chairperson of this committee of Division Convenors and shall preside at all meetings that involve these appointed members.
- c) Director is responsible for overseeing all statistics, (electronic) game sheets or any further team standings are completed and submitted by Division Convenors.
- d) Director is responsible for early and mid season preparation and/or organizing team payouts to Referees and Timekeepers.
- e) Director of Youth House League shall be a voting member of the Executive.

36.6 Director of Rep/Competitive League Program

- a) Director shall act as Head Convenor for the entire Rep/Competitive Program, their division and may appoint Division Convenors to assist them during the season, (one per house league age division, may be for example a manager or head coach). These Division Convenors are to be approved by the Executive members of COLGHA.
- b) Director shall be the chairperson of this committee of Division Convenors and shall preside at all meetings that involve these appointed members.
- c) Director is responsible for overseeing all statistics, (electronic) game sheets or any further team standings are completed and submitted by Division Convenors.
- d) Director is responsible for early and mid season preparation and/or organizing team payouts to Referees and Timekeepers.
- c) Director of Competitive League shall be a voting member of the Executive.

36.7 Registrar

- a) The Registrar shall be responsible for player, team, executive and all COLGHA staff registration.

b) The Registrar will coordinate all advertising for media regarding OWHA registration, and make necessary changes to the current registration online system to start the new season's registration. (Approximately 4 to 6 weeks prior to registration).

c) The Registrar, if deemed necessary by the Treasurer, may be responsible for registration payments as they pertain to player registration and must communicate with the Treasurer in order to facilitate updates.

c) The COLGHA Registrar is responsible for coordinating COLGHA registration so that Executive members, teams, players, and coaching staff are registered and rostered properly and on time, according to OWHA guidelines. This is for insurance purposes and is a separate procedure from COLGHA registration.

d) The Registrar shall be a voting member of the Executive.

36.8 Referee in Chief

a) The Referee in Chief will acquire a list of all certified OWHA referees in the area and be aware of their specific levels so that scheduling will be done properly. He/she will schedule referees for all COLGHA league games, exhibition games and tournament games, assuring all referees are qualified to do the level of games they are scheduled for.

b) The Referee in Chief will be a liaison between COLGHA coaches, conveners and referees; handle all concerns raised by any of them and be sure to act accordingly to assure that all rules are properly followed.

c) The Referee in Chief will work closely with the Ice Scheduler to ensure that all games are covered with the appropriate level of referees and that all the league's By-Laws are being abided by.

d) The Referee in Chief will be responsible for any follow up concerning payment of referees and will work closely with the Treasurer/Team Managers on this matter. He/she will ensure that all monies are made available to the officials on time.

36.9 Chief Trainer

- a) The Chief Trainer shall act as a champion for player health and safety.
- b) The Chief Trainer creates programs and initiatives which will promote a deep understanding within the Association of the guidelines related to player health and safety established by Hockey Canada and the Ontario Women's Hockey Association (OWHA), and to promote compliance with these guidelines.
- c) The Chief Trainer develops programs and/or campaigns which will encourage members to volunteer for the role of Trainer for each of the association's teams.
- d) The Chief Trainer works to further promote the guidelines and procedures defined within the Hockey Trainer Certification Program (HTCP) as created and administered by the Hockey Development Council of Ontario (HDCO).
- e) The Chief Trainer works to share information among parents, players and coaches which promotes and advances the health, safety, and well-being of our players. Such initiatives could include (but not limited to) issues such as injury avoidance, responsible recovery from injury, concussion safety, mental health, etc.
- f) The Chief Trainer administers the provision of certified trainers (or certified first aid providers) for each of the association's competitive team tryouts.
- g) The Chief Trainer will be responsible for proposing policy and procedures to the Board of Directors which promote and enhance player health and safety, and for administering such policies and procedures as applicable. This will include a "Return to Play" process which will define the steps to be followed before an injured player may return to full game play.
- h) The Chief Trainer will be responsible for all team trainers in their efforts to implement and have completed Rowan's Law acknowledgement forms.

36.10 Ice & Timekeeper Scheduler

- a) The Ice Scheduler shall be in charge of all ice and the allocation of it. He/she will negotiate ice time with the Town of Collingwood and other municipalities where COLGHA uses ice, including but not limited to Town of the Blue Mountains, Clearview Township and Town of Wasaga Beach. The Executive members of the COLGHA must be informed if new ice becomes available and an Executive decision will be made as to whether or not it should be purchased.

- b) The Ice Scheduler shall be responsible for drawing up the schedule for league, play-off and championship games. The Ice Scheduler must keep a master schedule of all scheduled hours and arena locations on file. Each team contact is to be;
- c) Given a copy of their scheduled games, well in advance of their playing times.
- d) The Ice Scheduler shall inform the Referee in Chief of all scheduled games and give him/her a copy of the master schedule, this may be done online through the COLGHA updated website. The Ice Scheduler must work closely with the Director of House and Competitive Programs, as well as the Referee in Chief, to ensure that all teams, coaches and players are aware of the League's Constitution and Bylaws.
- e) The ice scheduler may be appointed by the COLGHA.

36.11 Director of Equipment (House League and Competitive Program)

- a) The Director of Equipment is responsible for the care and upkeep of all equipment used by COLGHA teams. They will keep accurate records of all COLGHA equipment.
- b) The Director of Equipment will assess the needs of the teams and distribute equipment accordingly.
- c) The Director of Equipment will coordinate tendering, ordering and purchasing of all equipment necessary for the operation of the COLGHA.
- e) The Executive members of COLGHA will approve all purchases over \$250.00.
- f) The Director of Equipment shall be a voting member of the Executive.

36.12 Director of Coach and Player Development

- a) The Director of Coach and Player Development shall be responsible for running Coach and Trainer's clinics at the beginning of the season.
- b) He/she shall hold coaches meetings throughout the hockey season to keep coaches up-to-date on new information.

c) He/she will also be responsible for on ice programs for players and coaches, to help with skill development.

d) He/she will work closely with the Director of each division to help him/her focus on the needs of all players.

e) The Director of Coach and Player Development will be part of our coach selection committee.

f) The Director of Coach and Player Development shall be a voting member of the Executive Committee.

36.13 Director of Sponsorship and Fundraising

a) The Director of Sponsorship and Fundraising shall keep an accurate record of all team sponsors (their addresses and phone numbers); work closely with the Directors of Equipment to ensure that all teams have the appropriate sweaters for the season.

b) He/she will work closely with the Executive members to ensure that all sponsors are informed of league happenings. At the end of a hockey season the Director of Sponsorship and Fundraising will ensure that all sponsors receive their sponsorship plaque, along with a thank you letter for their contribution to the league. He/she will also send out a Sponsorship Form asking if they would be interested in sponsoring for the upcoming season.

c) The Director of Sponsorship and Fundraising shall be responsible for coordinating all fundraising for the league.

d) He/she will keep an accurate record of all fundraising done throughout the season and will give documentation and monies to the Treasurer for deposit.

e) The Director of Sponsorship will work closely with team managers and/or team volunteers to establish a cohesive message within the community, monitor sponsorship requests and follow up with managers/volunteers end of season duties.

e) The Director of Sponsorship and Fundraising shall be a voting member of the Executive Committee.

36.14 Director of Tournaments (when applicable) & Events

- a) He/she shall be the chairperson of the tournament committee.
- b) He/she will be the chairperson of the Events committee.
- c) He/she will be responsible for coordinating all COLGHA events, including coordinating volunteers and keeping an accurate record of all finances pertaining to the event
- d) The Director of Tournaments & Events shall be a voting member of the Executive Committee.

36.15 Past President

- a) The Past President shall be authorized to perform such duties as delegated by the Executive.
- b) The Past President shall be a voting member of the Executive.

36.16 Director of Fundamentals & New Membership

- a) The Director of Fundamentals is responsible for creating and implementing hockey programs designed to attract new players of all ages to the game of female hockey.
- b) The Director of Fundamentals will be responsible for on ice programs for new players, coaches, and youth volunteers (to help with skill development).
- c) The Director of New Membership, along with the aid of any executive member, will cultivate relationships with new families, guide them through the registration process, outline program goals, association priorities and perform the responsibilities of a Lightning Ambassador.

36.17 Director of Risk & Safety

a) The Director of Risk and Safety is responsible for collecting and filing all volunteer Vulnerable Sector Screening, Criminal Reference Checks and Declaration of Offence documents.

b) Further duties include providing updated Letters of Request or Declaration of Offence forms to all volunteers in need.

36.18 Director of Website Communications

a) The Director of Website Communications ensures the COLGHA website is up to date and in working order.

b) Further duties include troubleshooting, setting up domain emails of all members/executive and is the main point person concerning team apps, upgrades and pertinent information regarding the website.

Section 37: Other Appointed Members

37.1 Team Manager (or Division Convenors where there is more than 1 team in the same division).

a) The Division Convenors or Manager shall distribute league schedule and monthly standings to each team (in their division). They will ensure that all games are played as scheduled; will begin and end on time; and that all games played will be conducted in accordance with the league by-laws and playing rules.

b) The Division Convenors shall attend meetings as scheduled by the Director of their division.

c) He/she will:

i. be at the arena at least 60 minutes before the first scheduled game, check the arena board to make sure that each team has been assigned a dressing room

ii. check with the facility operator to discuss floods

- iii. get the game sheet (or ipad) to the coaches for signatures and make sure they are filled out properly
- iv. remind the home team coach that he/she must have timekeepers
- v. make sure the referees have arrived
- vi. keep an eye on the clock in the 3rd period and run straight time if necessary to finish on time (remember to allow for a flood)
- viii. collect the game sheet from the timekeeper at the end of each game and distribute them as follows: 1 copy to the home team, 1 copy to the visiting team, 1 copy to the Director of Division. **UPDATE- follow up to ensure electronic gamesheets have been submitted properly.**

37.2 Special Event Coordinator

a) The Special Events Coordinator shall be responsible for all events that take place with COLGHA during the playing season. These events include, but are not limited to; Picture Day, Hockey for Hope, the End of Year Banquet.

37.3 Statistician

a) The Statistician shall be responsible for keeping an accurate record of all games played; all players' points (goals, assists); send game results to our local newspapers and give the Division Convenors "Monthly Standings" so they can distribute them (to their teams).

b) Accurate standings are important and will be used to determine playoff games and leading goal scorers (for each division).

Section 38: Rep/Competitive Team Hockey

38.1 Selection of Coaches and all Team Officials

a) Deadline will be set annually for all applications of coaching positions and will be submitted in writing on approved application forms.

- b) Not later than the March Board meeting in each year, the Director of Competitive Program, under the supervision and authorization of the President, will recommend to the Association's Board a Coaches Selection Committee for approval. The Board may approve the committee as recommended and has the sole power to add or delete members to this committee.
- c) The Director of Competitive Program will submit all names of applicants to the Board for approval before the Coaches Selection Committee begins interviews.
- d) The Coach Selection Committee shall:
 - i. Set a coaching selection criteria
 - ii. Convene meetings to select coaches for the respective teams
 - iii. Make recommendations for COLGHA Executive approval on the appointment of coaches for the respective teams
- e) Coaches will be selected wherever possible in time for the spring tryouts. If no suitable coach can be found for a team by spring tryouts, the Director of Competitive Program may appoint a committee which will include the Director of Coach and Player Development to select the players for said team until such time as a coach may be found.
- f) The team manager, trainer, assistant coach and all other team officials will be appointed by the Board of the Association. The team coach and the Coaches' Selection Committee will make recommendations to the Board for these positions. The Board is not bound by such recommendations.

38.2 Coaches Qualifications

- a) All team staff including Coaches, Trainers and Den Mothers must have a current police check including VSS (Vulnerable Sector Screening).
- b) Head coach should have a National Coaching Certification Program (NCCP) Development 1 Certification and MUST have a NCCP Development 1 Certificate for Peewee Level and up.
- c) Trainers must have a current HTCP Certification.

- d) All assistant coaches must have at least NCCP “Coach” Level and Peewee (A) and up **MUST** have a NCCP Development 1 Certification.
- e) All coaches, assistant coaches, managers, trainers and on ice helpers are required to be certified in the Speak Out/Respect in Sport Programme.
- f) All coaches, assistant coaches and trainers are required to take all clinics designated by the OWHA and will not be allowed to take charge of a team until such time as all such clinics are attended.

38.3 Maximum coaching staff allowed on the bench including the trainer is 5.

38.4 ‘2 Deep rule’ must always be enforced.

38.5 No camera/phones/recording devices in change rooms.

38.6 All on ice staff **MUST** wear a CSA approved helmet during practices – properly fastened – this includes goalie coaches.

38.7 Trainers and Coaching staff are to ensure that all players are wearing **MANDATORY** neck protection.

38.8 Trainers are the only bench staff allowed on the ice during a player injury unless signalled by the referee.

38.9 Trainer’s decisions regarding players returning to play in a game after injury cannot be overruled by anyone on the bench.

38.10 If a player is removed from the ice due to a major injury they must receive medical clearance stating the player is fit to return to the ice, as well as have parental permission.

38.11 Tryouts

- a) There will be tryouts for all Rep/Competitive Teams.
- b) Tryout fee will be set annually by the COLGHA Executive Committee.
- c) All Players do not have to try out for top tier teams, Players are encouraged to try out for the tier above their current level of play (i.e. if B then BB).
- d) A Player may be excused from spring tryouts if the player is injured or for other good cause with permission from the Director of Competitive Program & notification of the head coach.
- e) The player wishing to obtain permission not to try out at spring tryouts must submit a written request to the Director of Competitive Program as soon as possible, but in any case, not after spring tryouts have commenced. The decision of the Director of Competitive Program may be appealed to the Executive.
- f) Upon a player signing with a rep/competitive team. There will be a rep (signing) fee which will be set by the COLGHA Executive each season. That fee goes towards rep team fees and is non-refundable.

38.12 Underage Players

- a) The Association discourages players from playing in any age except the age for which they are by birth designated under CHA and OWHA rules and regulations. However, the Association recognizes the right of the underage player to play at a higher age level.
- b) If an underage player wishes to play at a higher age level, the parent must submit such a request in writing prior to the commencement of the tryouts.
- c) The application must be submitted in duplicate to both the Director of Competitive Program and to the Director of Coach and Player Development.

d) Upon receipt of such a request, the Director of Coach and Player Development will appoint a committee to evaluate the ability of the player to play at the higher age level. Upon completion of the evaluation, the Director of Coach and Player Development will provide a summary report to the Director of Competitive Program who will either approve or deny the application and written notice of such decision will be provided to the applicant's parent within 5 days of the decision. Notice may be given by mail or email addressed to the applicant at the address provided in the application.

e) The applicant will have the right to appeal the decision of the Director of Competitive Program to the COLGHA Executive but such appeal must be in writing addressed to the President within 7 days of the decision of the Director of Competitive Program. A copy of such appeal shall be delivered to the Director of Competitive Program.

f) The decision of the COLGHA Executive, or the Director of Competitive Program if no appeal is taken, is final.

38.13 Player Evaluation

a) Players trying out for COLGHA teams will be evaluated by the coach appointed by the coach's selection committee to coach the team (Coach) and such other members, if any, as are approved from time to time by the Director of Coach and Player Development.

b) Coaches that earn money from girl's hockey outside of COLGHA (excluding PWHL teams) may not evaluate players for her/his or other COLGHA teams.

c) The Coach will address any player not selected for a team if the parent, guardian or player makes a request at a mutually agreed time.

d) Regardless of a request, the Coach will explain his/her decision to release a player who was previously a member of the team she is trying out for but who, in the opinion of the Coach, lacks the talent to play in the upcoming season. This will be conducted within a reasonable amount of time. A member of the Rep Committee will be available to assist this process if requested by the parent, guardian, player, team head coach, or if the Director of Coach and Player Development so determines

e) Player selection is governed by the evaluation of the Coach under the supervision and guidance of the Director of Coach and Player Development and the Director of Competitive Program

38.14 Playing or Ice Time

- a) Players and teams will receive one or two practice times per week. Games will be in accordance with the Lower Lakes Female Hockey League season schedule, which varies from season to season and from division to division.
- b) Owing to restraints on ice allocation, practices may be held in the early morning hours and will generally not begin prior to 6:00 am.
- c) The Coach's decision regarding playing time and positions will be made in the best interest of the team and is supported by the COLGHA Executive
- d) No player may be denied ice time without an explanation by the Coach.

38.15 Call up Players

- a) No call up player may play for a Lightning team unless the player is recorded on an OWHA approved roster.
- b) A coach should invite a call up player(s) to the team practice or practices.
- c) Call up players are not eligible for playoff, or play downs, except in accordance with the OWHA rules and regulations concerning call up players.
- d) If a team wishes to register a player to the team, they must ask for approval from the Director of Competitive Program by no later than December 31st.

38.16 Team Meetings (Philosophies)

- a) The Coach will have a parent meeting, after the team is finalized and prior to the season. In this meeting the Coach will convey his/her coaching philosophy and team rules to the parents and players.
- b) Meetings will be had throughout the year at the discretion of the Coach.

c) Each team is required to have one member representative attend every Rep Committee meeting as requested. Failure to do so will result in a fine determined by the Rep Committee.

38.17 Summer Team Activities

a) Teams will not schedule any mandatory team activities during the summer period between and including May 30 and Labour Day Monday. Any and all team activities scheduled during this period must be optional, and players must not suffer any penalty whether monetary, playing time or otherwise, for their non-participation.

b) "Activities" shall include but not be limited to

i. Any games, practices, training sessions, development sessions, or any other fitness, exercise, or physical activities intended to improve player fitness, strength, flexibility or skill.

ii. Participation on any ice-hockey teams (including 3-on-3 or 4-on-4) or ball-hockey teams.

c) This restriction shall not include team meetings, social, or fundraising events which shall be permitted without additional approval to a maximum of 1 per month.

d) Exemptions to this policy must be considered and approved by a majority vote of the Executive Committee. Any teams wishing to seek an exemption from this restriction must provide a written proposal for any such exempted activities to the Director of Rep Teams and the Director of Coach & Player Development for consideration at the next meeting of the Executive Committee, at least 5 days prior to such a meeting. Proposals shall include, at a minimum: the cost per player, the duration and frequency of the activity, a description of the activity and its benefits, and identification of any individuals or businesses who will receive funds related to the activity.

38.18 Twenty-Four Hour Cool down Rule

a) The Association requires that all emotional or angry outbursts be kept to a minimum but, at the same time, all concerns and questions are appropriately dealt with.

Therefore, it is mandatory that all members operate under the "24 hour rule". This rule requires that a member wait for 24 hours as a "cooling off" period before the issue of

concern is addressed. This rule applies to all members, including coaching staff, executive members and all volunteers.

38.19 Complaint Procedure

- a) In keeping with the 24 hour rule, any complaint, question or concern that a parent might have with the Team will be addressed first to the Team Manager.
- b) After the mandatory 24 hour cooling off period. This should be done in writing to ensure that the issue is accurately addressed.
- c) The Coach will then address the issue with the parent by convening a meeting at which the Team Manager and at least one other coaching staff will be in attendance. The parent may also request the attendance of two other people to such a meeting. If the issue is not resolved by such a meeting, the parent or the Coach may bring the issue to the Director of Competitive Program for further resolution.

38.20 Dress Code

- a) Players and coaches shall wear COLGHA approved team attire when traveling to and at ALL games (home, away and tournaments).
- b) An appropriate dress code is a very important part of projecting an image for the Association. Please arrive at all games clean and properly attired. Failure to do so may/will result in fines/penalties to the team or individual. If the problem persists, possible suspension or dismissal may result. Coaches, managers and COLGHA executives are required to enforce this dress code at all times. Infractions will be reported to the Director of Competitive Program for further action.
- c) All coaching staff are required to wear appropriate attire to all games. Approved COLGHA team uniforms/apparel is mandatory. Respectful attire is required (ie: no ripped jeans)
- d) Players are required to wear the complete approved COLGHA team apparel / equipment at all games.

e) Any teams/coaches/manager wishing to make additional apparel/equipment mandatory must seek COLGHA executive approval through the Director of Competitive Program.

38.21 Rep Apparel & Equipment

a) As of 2019, ALL rep players must supply and wear COLGHA approved navy blue jackets. If there are any questions regarding accent colours or approval for existing equipment, they can be forwarded to the Director of Equipment.

b) In regards to Goalies; Any customization using the COLGHA approved logo, COLGHA name, etc for masks, gloves, blockers or pads must be approved by the Director of Equipment.

c) Teams wishing to set a team uniform or create a mandatory team uniform, including apparel and equipment must be approved by the COLGHA Executive.

38.22 Games, Playoffs and Exhibitions

a) Teams are permitted to play exhibition games if ice allocation is available and the team ensures that notice is given to the advisor in charge of their division.

b) Teams are allotted one home exhibition game. Any further exhibition games are at the expense of the team.

b) Teams must first commit to all league games before entry into tournaments. The LLFHL league rule only permits two games to be rescheduled due to tournament conflicts. No team will be allowed to reschedule more than three league games and only then, if there are no other options.

38.23 Tournaments

a) All teams are permitted to register and participate in a maximum of five (5) tournaments per season – this includes any COLGHA organized tournaments. All tournaments must be OWSA approved and sanctioned events.

- b) Each Rep Team will provide a list of proposed tournaments for the upcoming season to the Director of Competitive Program no later than Aug 30 prior to the start of each season. The Director of Competitive Program shall approve such participation before any registration is made by the team.
- c) Where a tournament in which a team is registered has been cancelled, the team may register in an alternate tournament on the same weekend or a different weekend, with the approval of the Director of Competitive Program.
- d) In cases where a team does not qualify for Lower Lakes Championship weekend and/or Provincial Championships weekend, such teams may seek permission from the Director of Competitive Program to participate in a 6th tournament.
- f) Teams may only register for their assigned age category and division. Teams may be permitted to compete in an age category and/or division other than their own only if requested by tournament organizers due to a lack of participating teams in the team's own age category and division – and only in accordance with OWHA rules.

38.24 Travel Team

- a) The Association may approve one team (and occasionally two) which then may travel anywhere in the world for a tournament. Such a team is required immediately after spring tryouts to submit a travel tournament plan to the President and the Director of Competitive Program. With their assistance, provide support and direction in formulating the final plan for approval. The plan will include a budget and such a series of fundraising events that will provide sufficient funds to pay for the entire cost of the trip and the tournament. All fundraising will occur in accordance with the fundraising policy of the Association.

38.25 Team Budgeting, Finance and Fundraising

- a) Team Budgeting: Each team is permitted to raise funds (with approval from Executive) but only to pay for the following:
 - i. Tournament entry fees;

- ii. Medical and other supplies required by the trainer for consumption by the players;
- iii. Transportation to and from team events;
- iv. Equipment for players on the team;
- v. Player condition programs including off-ice programs specifically designed for conditioning;
- vi. Lightning apparel for use by the players or coaching staff;

b) Any other expense approved by the Association Executive after submission by the team of its operating budget must be on approved association forms.

c) Prior to any Association funds being advanced to a team and prior to any team fundraising event, a team must submit to the Rep Committee a proposed team-operating budget on approved Association forms. The budget will be considered by the Executive at its first monthly meeting after submission. The Executive has the sole discretion and authority to approve the team budget.

d) It is the responsibility of the Executive to ensure that fundraising events as proposed by teams do not conflict with each other. The Executive may therefore require teams to combine fundraising events.

38.26 Financial Reporting and Record Keeping

a) The COLGHA Treasurer could/will supervise all team bank accounts and may, in his/her absolute discretion, require any team or all teams to maintain a bank account of his/her choice, on which he/she has signing authority such that he/she may access the account without the signature of any other team official. He/she may also require that all bank statements be mailed by the bank to his/her address.

b) All teams must keep one and only one bank account for the use of its approved budget. Such accounts will have not less than two signing authorities. No two persons of the same family can be signing authority. One signing authority must be the team manager. The other should be the coach, unless otherwise approved by the Rep Committee.

- c) Each team must reconcile and submit its bank statement monthly to the Rep Committee.
- d) If any team is found to have disobeyed these policies the coach, the manager and any other persons involved will be immediately suspended and appropriate investigative action will be conducted by the Executive. It is a serious matter to use Association funds for any purpose other than an authorized purpose.

38.27 Guidelines for Rep Team Managers

The following guidelines are intended to assist you as a manager. Please review and make additions to this program to assist you with the management of your team. Report to the Association regularly.

a) Responsibilities

- i. Establishing open lines of communication between COLGHA Executives, coaches, players and parents.
- ii. Follow COLGHA Parental Complaints Procedure with a 24-hour reflection period and complaints resolved at the team level through manager. If NOT resolved, refer to the Director of the Competitive Program.
- iii. Other than discipline during a game, (missing a shift) ensures that conduct and discipline of a player is approved by the Director of Competitive Program, reviewing the severity of the incident and action to be taken. A copy of your team rules should be handed out to players and parents. Please also provide a copy to the Director of Competitive Program. This is done to ensure uniformity of the action within the Association.
- iv. Follow all policies as outlined by COLGHA.
- v. Ensure that ALL players and coaching staff conform to COLGHA Dress Code as outlined in the policies. Sportsmanlike example for the players, coaches and fans.

- vi. Attend Managers meetings as required.
- vii. Provide the Treasurer with a copy of the Team's approved budget and monthly bank reconciliation.

b) Things to Do

- i. Scheduling meetings of Season and Playoffs.
- ii. Game and Practice Schedules (Notify Players).
- iii. Monthly Ice Reconciliation (no later than 10Th of the month).
- iv. Contact and phone list of all players and staff.
- v. Maintain Team Roster.
- vi. Maintain Team Bank Account and Finances (account MUST require a minimum of two signatures to withdraw money).
- vii. Provide Financial Accounting of all team funds to team parents and COLGHA no later than April 15.
- viii. Arrange Media Liaison for the team.
- ix. Tournament Applications as per Coaches request.
- x. Tournament Travel Arrangements.
- xi. Travel Permits for out of town tournaments (request from Association).
- xii. Set up Exhibition Games as per Coaches request.
- xiii. Maintain Player Approved Roster.
- xiv. Statistics for yearbook.
- xv. Player Movement Forms (if required).
- xvi. Travel and Bus Arrangements (if required).

xvii. Team Budget – submission due no later than the second week of September for the approval of the executive at the September meeting.

xvii. Submit updated team budgets as requested by the Director of Competitive Program and/or Treasurer for review.

xix. Picture Day Arrangements.

xx. Equipment/jersey collected and returned at the end of the season.

xxi. Collect Rep fees from the players, and pay COLGHA the Team Rep Fee due no later than November 1st.

c) Prior to the Game

i. Obtain dressing room key, (Inspect for damage).

ii. Visiting Team completes the game sheet first. ***Update* Electronic Game Sheets required as of 2021/22 season.**

iii. Complete Game Sheet properly and ensure game number, proper team name, dates, player's names and numbers, captains, assistants and affiliated players, players under suspension and proper return address.

d) During the Game

i. Secure the dressing room and be available if players are injured or ejected and at the end of the game. (Players should not be in the dressing room or hallways unattended).

ii. Call Person for injured player, as requested by trainer.

iii. In case of absentees and required assistance on bench.

e) After the Game

i. Obtain a copy of the game sheet for statistics. ***Update* Ensure game score has been entered properly electronically.**

ii. Check suspension list for additional game suspension. (Refer to Most Current edition of the OWHA, Handbook)

iii. If suspension, notify the Director of the Competitive Program. And send a copy to OWHA and LLFHL.

iv. Submit Game score via website within 24 hours and enter home game sheet to LLFHL.

v. Ensure the visiting team receives a copy of the game sheet.

f) Possible Delegated Positions

i. Equipment Manager Team Parent

ii. Media Manager

Section 39: Junior House/Local League

39.1 Team set up

a) Assessments are done on each player at the beginning of the year by all coaches together – then at the end of the season by each team's coaches.

b) Team will be balanced by skill and YOB if possible.

c) Coaches may protect no more than 3 players (Coach, Asst. Coach, and Trainers' daughter)

d) Once teams are picked, players may be traded in the first coaches meeting (15 minutes time limit) to accommodate requests where possible and fair, however, all movements must be approved by the Director of House/Local League to ensure that teams remain rated equal. Reminding parents that teams are not set until re-balancing is done.

e) New players signed on after the distribution of teams are added to the team with the lowest number of players, keeping in mind that team total points should remain as equal as possible.

f) Maximum number of players per team including goalie is 16, or as per OWHA rules and team caps.

g) The Novice and Atom team MUST rotate the goalie through the whole team.

- h) Within 3 games teams could be rebalanced if necessary, sooner if possible.
- i) Coaches should be sure to welcome the newest members to a team immediately.

39.2 Tournaments

- a) All teams are allowed to enter a **maximum** of 3 tournaments.
- b) Please inform the convenor of your tournaments by November.
- c) Any team missing a scheduled ice time because of a tournament must inform the convenor at least 2 months in advance.

39.3 Coaches, Coaching Staff, Managers & Trainers

- a) Head Coaches and Trainers must be certified, rosters will not be approved otherwise.
- b) All bench staff must have Speak-Out and Respect in Sport for Activity Leader within a reasonable amount of time.
- c) All team staff including Coaches, Trainers and Den Mothers must have a current Vulnerable Sector Screening, Criminal Reference Check and/or Declaration of Offence.
- d) Maximum coaching staff allowed on the bench including the trainer is 5.
- e) 2 Deep Rule must always be enforced.
- f) No camera phones in change rooms.
- g) All on ice staff **MUST** wear a CSA approved helmet during practices – properly fastened – this includes goalie coaches.
- h) Trainers and Coaching staff are to ensure that all players are wearing MANDATORY equipment all time while on the ice.

39.4 Convenors/Managers

- a) Will distribute all ice schedules to each team after the Director of Youth House League divides the ice between each division and if necessary works with other convenors to evenly distribute the ice.
- b) Final approval of ice must be given by the Ice Scheduler before given to any teams.
- c) Each team will get approximately 40 hours of ice including playoffs and practices (20 games and 20 practices).
- d) In the U18 (Midget) division less practice hours for more games is possible (e.g. 24-30 games).
- e) Track or assign someone to track team and player statistics for U13 (Peewee) through U18 (Midget) divisions using first name and last initial.
- f) In U9 (Novice) and U11 (Atom) Divisions only team statistics should be tracked – **no individual statistics.**
- g) Deals with any complaints from parents or coaches. If unable to resolve then the matter should be brought to the Director of Youth House League.

39.5 Games/Game Sheet ** Updating to Electronic Game Sheets for 2021/22

- a) Home teams will provide the game sheet and fill out the date division Team names and/or Numbers.
- b) All league games, including play-off and championship 'games shall consist of Two ten and one twelve minute stop time periods unless otherwise indicated.
- c) Score must be reported to the Director of Youth Local/House League, please indicate both teams, division, date, time, arena, and score.
- d) White copy of the game sheet (**ALL Games**) must be submitted to the Director of House League. In the case of a Game ejection (Game Misconducts, Gross

Misconducts, Match) both sides of the game sheet should be sent to the Director of House League within 24 hours.

e) U9 (Novice) will play with a “**BLUE PUCK**” in all regular and playoff games unless otherwise indicated by the Director of House League.

39.6 Ice time

a) 50 minute game times unless previously arranged is the maximum time for any game.

b) All games will start with 12 minute on the clock, 2 minute for warm up, the clock will not stop until the first whistle.

c) Where **curfew** of the game is imminent, the referee will advise the coaches of the imminent **curfew** and instruct the timekeeper to run the clock to finish the game.

d) No time outs.

e) All players **should** receive **equal** ice time.

f) It is understood that certain positions will receive some extra ice time, that position should be rotated if possible.

g) The last minute is considered the “coaches’ time” which means they can play who they wish, keeping in mind that **ALL** players should be given the chance to play during “coaches time” so there are no favourites.

39.7 Penalties

a) Any Game ejections (Game Misconducts, Gross Misconducts, and Match) **MUST** be reported to the Director of House League that night.

b) Three Penalties in any Given Game: the minimum suspension for a player who receives three penalties in one game will be ejected from the game. The Director of

House League may assign more games when considering the specifics of the case and if there is a history of game ejection.

39.8 Development Stream (DS team)

a) The DS program (in accordance with OWHA rules) is to give those players interested the availability to play at a higher level of play than House League. The goal being HL players have the possibility of moving to the competitive system.

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

c) They may play up to 8 exhibition games in the season and are allowed to enter a maximum of 3 tournaments.

d) DS teams may hold tryouts.

e) Tryouts are not allowed to start till Nov 15th.