

CARLETON PLACE GIRLS HOCKEY ASSOCIATION



CPGHA High Performance Policies and Procedures

Version 3.1

Last Updated: April 3rd/2026

[See Document Revision Log on last page for detailed change history]

*****DISCLAIMER*** CPGHA EXECUTIVE MEMBERS AT THEIR DISCRETION, CAN DETERMINE AND EXECUTE ANY ALTERATION TO THE FOLLOWING POLICIES AND PROCEDURES IF NECESSARY.**

The Carleton Place Girls Hockey Association's (CPGHA) High-Performance Program (HPP) provides a cohesive, comprehensive and complete development experience to the players and coaches of all our programs. This shared and complete approach gives every deserving athlete the ability to compete at the highest levels possible and help fill their toolbox so that they reach their own success both on and off the ice.

► **A Shared Approach**

Our high-performance coaching team has a collaborative approach, establishing a pathway for our players to develop from the grassroots to the university level. Under the guidance of our HPP Director, our coaches will deliver a connected and comprehensive on-ice program that emphasizes developing the skills, hockey IQ, and habits players require to both reach and excel at the highest levels of women's hockey.

Our collaborative on-ice approach includes:

- **Integrated Practices** - Regular opportunities for HPP players from a younger division to join the HPP team above them in team practices.
- **Combined Skill Development Sessions** - Our combined sessions put players from multiple HPP teams on the ice together to learn, compete and grow together.
- **Game Opportunities** - HPP players may be offered opportunities to participate in games in the next age division when possible. The association will make every reasonable effort to provide these opportunities; however, availability cannot be guaranteed for all players.
- **Shared Philosophy/Curriculum** - All our programs share similar principles of play, and the players are taught the key concepts and skills needed to excel at both their current level and the level above. Our teams develop a similar annual plan which is monitored by the HPP Director.

We believe regular exposure to the next level up and consistency in on-ice development across age groups helps players and families better understand what it takes to reach the highest levels and provides them the foundation to support their player's development accordingly.

*** It is recommended that players and families complement their participation in the HPP program by engaging in additional training opportunities through independent development*

avenues. These experiences can further enhance individual skill development, game understanding, and overall performance.

► **A Complete Approach**

Our HPP focuses on the development of the complete person and gives all our HPP players opportunities to grow, lead and excel on and off the ice.

CPGHA High Performance Definition

The **CPGHA HPP** includes:

- **All teams from U11 to U18** that are classified at the **A or AA level.**
- **U22 Elite** teams

Purpose:

This designation ensures that teams competing at the highest levels receive structured development, resources, and support aligned with the CPGHA's commitment to excellence in competitive hockey.

This complete player development approach will include:

- **Shared Culture/Curriculum** - Our HPP Director runs regular seminars for our HPP coaches and players, immersing them in The Cyclone Way of being, training and playing. These seminars cover areas such as mental performance, team building, leadership and university hockey opportunities (for our older HPP teams).
- **Off-Ice Development** - In addition to our Cyclone Way seminars, our HPP coaches provide regular opportunities for players to develop the physical, mental, emotional and life skills necessary to succeed both on and off the ice.
- **Dryland Training** - will be guided by high performance coaches in elite facilities. This will be facilitated by the HPP Director and Coach of each team.
- **Mental Performance Training** - Teams work on areas such as goal setting, focus, composure, and resilience at least once per month. This work may be led by the HPP Director, team coaches (integrated into regular practice and team environments), and/or through formal mental performance training delivered by qualified consultants or subject-matter experts
- **Leadership Training** - The Leadership Training Program is designed to develop confident, respectful, and accountable athletes by teaching players the skills and values required to lead effectively within their team environment and contribute positively to the broader community, and may be delivered by approved coaching staff, Association leadership, or qualified external facilitators.

- **Video Sessions - Video Sessions**

Coaches will use video analysis as a regular teaching tool to educate, inspire, and support player development. Each team shall conduct a minimum of one video review session per month, focused on reinforcing team concepts, individual skill development, leadership behaviours, and positive habits. Video sessions are intended to promote learning, reflection, and continuous improvement within a supportive team environment.

- **Off-Ice Evaluations** - These meetings between players/parents and coaches will occur at least twice a season to provide players with specific feedback on strengths and areas to improve.

SECTION 1: INTRODUCTION

1.1 PURPOSE

1.1.1 The High-Performance Program Policy and Procedures has been developed to provide continuing direction on the overall conduct of the HPP to the membership of CPGHA. This policy is dedicated to the long-term stability of the HPP by providing the framework through which the program shall be delivered to our members and so that the successful evolution demonstrated in the past continues.

1.1.2 The HPP, by its very name, is expected to provide the highest caliber of developmental opportunity to our members that is possible. This document is to be reviewed by CPGHA executive on an annual basis to verify that the goals of the membership are being achieved and if not, why not, and to drive continuous improvement within the Program.

1.1.3 The HPP Policy and Procedures has been developed for use in conjunction with the HPP Operations and Technical manuals.

1.1.4 Within the CPGHA, any team competing at the A or AA level (u11 and up) is designated as high performance (HP). These teams are governed by the CPGHA HP Policies and Procedures. In situations where a specific HP policy does not exist, the general CPGHA policies will apply.

1.2 BACKGROUND

1.2.1 Canada has competed at the international level for many years and has enjoyed a significant degree of success throughout this period. In the past, Canada has sent club

teams as well as all-star teams to represent our nation at the various international championships and events. Over time, competition from other nations with evolving hockey programs began to challenge our supremacy in the game of hockey.

1.2.2 As a world leader in the Sport of Hockey, Canada re-evaluated its programs and the process through which national teams were selected as well as the developmental methods being utilized to prepare these athletes for international competition. As result of this review, Canadian hockey established the National Program of Excellence as the process through which to improve upon the identification of top caliber players at the regional and national levels as well as to prepare them to compete internationally.

1.2.3 The CPGHA, as a supporting member of the OWHA and Hockey Canada, assumes responsibility for the conduct of the HPP.

1.2.4 The CPGHA HPP was established in the 2022-2023 season starting with one (1) team, U18AA.

1.2.5 The CPGHA HPP exposes participants to high level coaching and training methods, developmental and educational curriculum, consistent evaluation criteria and standards. The policies and programs specified within this document demonstrate the delivery of the HPP to our membership within the responsibility of OWHA.

1.3 PHILOSOPHY

1.3.1 The CPGHA, through the HPP, provides developmental opportunities to all participants within the association who strive to excel at their chosen discipline by providing high level developmental and competition in an environment based on respect for all participants.

1.3.2 The HPP shall afford all eligible participants the opportunity to further develop their skills and abilities. The HPP shall be open to all age eligible participants who shall apply.

1.3.3 The HPP shall strive to be an educational program for all participants through the provision of current technical curriculum standards with mentoring, quality instruction, exposure and information relating to future opportunities in hockey.

1.4 CPGHA HP MISSION

Our mission is to develop young female hockey players so that they may reach their highest potential at all age groups. Our focus is on coaching and mentoring these players with the goal of developing and shaping their hockey skills, their character, and their ability to work within a team towards a collective goal. We endeavour to provide a safe and supportive environment where every player has a memorable and positive experience while competing in our hockey program.

1.5 PROGRAM SLOGAN

1.5.1 The HPP is an opportunity for participants to test oneself in high level training and competition and upon completion of each level, to be able to evaluate themselves and gain an understanding of the effort and knowledge required to further improve within the game of hockey.

1.5.2 As a result, each participant should be able to attain a degree of improvement in their respective development through participating at each phase. As such, by testing oneself against themselves, each participant can “Strive for Excellence”.

SECTION 2: HIGH PERFORMANCE PROGRAM CODE OF CONDUCT FOR ALL PARTICIPANTS

2.1 PURPOSE

The purpose of the CPGHA HPP Code of Conduct is to ensure a safe and positive environment within CPGHA HPP programs, events, and activities, by outlining that there is an expectation, always both on and off the ice, in person, or online virtually, of appropriate behavior consistent with CPGHA HPP core values. The CPGHA HPP is committed to providing an environment in which all individuals are treated with respect in an environment free from maltreatment, bullying and harassment.

2.2 APPLICATION

This code is not intended to specifically outline every instance of misconduct; however, any misconduct that is inconsistent with CPGHA HPP core values may still be considered a breach of the code and may be subject to sanctions. The CPGHA code of conduct will apply to all CPGHA HPP players, coaches, and team personnel while they are affiliated in any capacity with the CPGHA HPP. The code also applies to CPGHA executive, HPP administrative staff, HPP Director and all volunteers involved in any capacity with the CPGHA HPP. Portions of this code will apply to other members including parents or

guardians of participants, and spectators involved with CPGHA programs or activities. It will also apply to conduct that occurs outside of official CPGHA programs, when such conduct endangers the safety of anyone in a hockey environment, or adversely affects relationships within or related to the operations of the CPGHA. It may also apply when such conduct is seen as detrimental to the image or reputation of the CPGHA.

2.3 DEFINITIONS

2.3.1 “CPGHA HPP” Carleton Place Girls Hockey Association High Performance Program

2.3.2 “CPGHA Program or Activity” means any on, or off-ice program or activity including all games and practices involving a CPGHA affiliated team. This will include tournaments, special events, fundraisers, and social gatherings whether in person, or virtually online.

2.3.3 “Member” Membership in the CPGHA shall be restricted to such amateur players, coaching staff, executive committee members, parents and volunteers who agree to abide by and comply with all by-laws and the policies and procedures of the CPGHA.

2.3.4 “Team Personnel” includes, but is not limited to, head coaches, assistant coaches, team staff, managers, trainers, medical or other team support personnel engaged in a CPGHA program. “Administrative Staff” means any person paid by or employed by the CPGHA.

2.3.5 “Volunteers” means any individual volunteering within any CPGHA programming or special events, including board of directors and committee members.

2.3.6 “Spectator” means any individual not listed in the above groups that may or may not be affiliated with a CPGHA team but attends in person, or online virtually any CPGHA activity.

2.4 MEMBER RESPONSIBILITIES

2.4.1 All CPGHA members have a responsibility to: a) Maintain the highest standard of behavior and refrain from any behavior that could reflect poorly on CPGHA. b) Comply with CPGHA By-laws, Playing Rules, Regulations, policies, procedures and any directives, guidelines or decisions rendered by the Board of Directors. c) Resolve conflict in a professional and civil manner and in accordance with CPGHA policies and procedures. d) Treat all individuals fairly and reasonably, and with respect through both actions and

words, regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, sexual orientation, or any other grounds protected under Human Rights legislation in Canada. e) Direct comments or criticism appropriately and avoid public criticism of the CPGHA. f) Promote the CPGHA and the sport of hockey in the most positive manner possible. g) Reasonably cooperate with any investigation relating to a breach of this code of conduct policy arising out of a CPGHA program or activity. Failure to cooperate may be the basis for disciplinary action including but not limited to prohibition from any current or future CPGHA activity.

2.5 FAIR PLAY

2.5.1 CPGHA members and spectators shall demonstrate respect for the principle of fair play which includes a) Respect for all playing rules, both the letter and spirit. b) Respect for all game officials and their decisions. c) Respect for opponents. d) Maintenance of self-control during CPGHA events.

2.6 ETHICAL BEHAVIOUR

2.6.1 CPGHA members, team personnel, administrative staff, volunteers, and spectators will demonstrate ethical behavior including: a) Respecting the property of others. b) Adhering to all federal, provincial, municipal, and host country laws. c) Refrain from behavior that includes sexual harassment, unwelcomed sexual comments or advances, requests for sexual favors, or conduct of a sexual nature. d) Refraining from all forms of Sexual harassment including, but not limited to:

- I. Sexist jokes.
- II. Sexual violence.
- III. Display of sexually offensive materials.
- IV. Sexually degrading words used to describe a person.
- V. Inquiries or comments about a person's sex life.
- VI. Unwelcome sexual flirtations, advances, requests, invitations, or propositions.
- VII. Inappropriate sexual touching, suggestions, or requests.
- VIII. Unwanted physical contact including touching, petting, pinching, kissing.
- IX. Physical Sexual assault. e) Refraining from all forms of Cyber Bullying, as defined by Hockey Canada and the Ontario Women's Hockey Association.

2.7 HIGH PERFORMANCE PLAYERS

2.7.1

- a) Will show and foster respect for all CPGHA members, including teammates and team personnel.
- b) Will be familiar with all CPGHA policies and procedures, including code of conduct.
- c) Will abide by team rules and expectations.
- d) Will always show respect toward opponents and game officials.
- e) Will represent themselves, and the CPGHA with decorum and high standards, especially when travelling for out-of-town games and tournaments.

2.8 HP COACHES AND TEAM PERSONNEL

2.8.1

- a) Will show and foster respect for all CPGHA HP members, including fellow coaches, players, and parents/guardians especially when conflict arises.
- b) Will be 100% familiar with all CPGHA policies and procedures, including code of conduct.
- c) Will lead by example, abiding by team rules and expectations.
- d) Will always show respect toward opponents and game officials.
- e) Will support player development and avoid supporting a “winning at all costs” mindset.
- f) Will not engage in solicitation of players from other organizations and will respect the OWHA standards as they relate to player movement.
- g) Will work with the CPGHA board of directors in support of all CPGHA expectations and initiatives.
- h) Will represent themselves, and the CPGHA HPP with decorum and high standards, especially when travelling for out-of-town games and tournaments.

2.9 HP PARENTS AND GUARDIANS

2.9.1

- a) Will be familiar with all CPGHA policies and procedures, including code of conduct.
- b) Will support the coaching staff and accept the obligation to assist in providing learning and skills development for their child.
- c) Will show respect for all fellow CPGHA members, including players, coaches, other parents & guardians and spectators.

- d) Will show respect for opponents, including players, coaches, and spectators both on and off the ice, at all CPGHA events.
- e) Will show respect for game officials during all CPGHA events.
- f) Will represent themselves, and the CPGHA HPP with decorum and high standards, especially when travelling for out-of-town games and tournaments.
- g) Will NOT directly interfere with CPGHA HPP activities and will trust that activity leaders have the best interest of their child in mind.
- h) Will direct any concerns in an appropriate and timely manner according to CPGHA HPP policies and procedures TO THE Director of High Performance or the Director of Risk and Discipline.
- i) Will share expectations of behavior with any family member or guest in attendance at any CPGHA HPP activity.

2.10 VIOLATION REPORTING AND ESCALATION PATH

2.10.1 Enforcement of the CPGHA HPP code of conduct lies with the CPGHA executive committee. However, acknowledgement and reporting of violations is a shared responsibility assigned to all CPGHA participants – including members, coaches, volunteers, and staff. Maintaining high standards is paramount in helping to ensure a safe and positive environment within all CPGHA HPP programs, events, and activities.

- a) LEVEL 1 – or Local CPGHA HPP code of conduct violations – including but not limited to those outlined in sections 2.4 through 2.9 of this Code - may be brought forward to any current member of the CPGHA executive committee for review with the board of directors. A hearing may be convened, with disciplinary action, up to and including suspension, exclusion, or removal from CPGHA HPP programs or activities.
- b) LEVEL 2 – or conduct specifically defined as “Maltreatment” including those outlined in Article 2.6 above, and as outlined in the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) may be escalated following the independent safe sport complaint process as outlined in Articles 2.15 and/or 2.16 below. Members must also be aware of and acknowledge their responsibilities under Section 3 (OWHA Code of Conduct), Section 4 (OHF Code of Conduct), and Section 5 (Hockey Canada Code of Conduct)

2.11 Ontario Women’s Hockey Association (OWHA) OWHA CODE OF CONDUCT

All CPGHA participants must also be aware of their obligation to comply with expectations as outlined in the OWHA code of conduct:

https://cloud.rampinteractive.com/whaontario/files/Forms%20and%20Policies/CODE_OF_CONDUCT.pdf

2.12 Ontario Hockey Federation (OHF) CODE OF CONDUCT

All CPGHA participants must also be aware of their obligation to comply with expectations as outlined in the OHF Safe Sport Policies: <https://www.ohf.on.ca/rules-and-regulations/code-of-conduct/>

2.13 Hockey Canada CODE OF CONDUCT Policy.

All CPGHA participants must also be aware of their obligation to comply with expectations as outlined in the Hockey Canada Code of Conduct Policy: <https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/code-of-conduct-policy-e.pdf>

2.14 Office of The Sport Integrity Commissioner and the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)

As a condition of being a member of Hockey Canada, all OWHA, Players, Team Personnel, Staff and Volunteers will be required to confirm that they are subject to the Universal Code of Conduct to Prevent, and Address Maltreatment in Sport (UCCMS) and the processes required for its administration and enforcement. All such parties will also be required to consent to the disclosure of their personal information in relation to the administration and enforcement of the UCCMS or this Code of Conduct.

- a) Any breach of the terms of the UCCMS by anyone who is subject to this Code of Conduct also constitutes a breach of this Code of Conduct
- b) The BWA takes a zero tolerance stand against all forms of maltreatment, bullying and harassment, including domestic violence, sexual assault, and child abuse.
- c) All parties referenced above further agree that any alleged violation of the UCCMS or this Code of Conduct will be handled in accordance with the procedures of the Office of the Sport Integrity Commissioner or the BWA discipline policy, whichever applies. The latest UCCMS Can be found here:

<https://sportintegritycommissioner.ca/files/UCCMS-v6.0-20220531.pdf>

2.15 Independent Safe Sport Complaint Process

To ensure a safe place for raising concerns, Hockey Canada has established a fully independent, and confidential reporting mechanism for all individuals regarding any incidents involving Hockey Canada sanctioned programming as outlined in the Hockey Canada Action Plan. This reporting mechanism is known as the Independent Third Party.

The new Hockey Canada Discipline and Complaints policy that outlines the role of the Independent Third Party and the applicable processes is available for download here: <https://www.hockeycanada.ca/en-ca/hockey-programs/safety>

SECTION 3: TEAMS DESIGNATIONS

3.1 Teams Levels

Annually, and normally in December, the Executive shall determine and approve the number and competitive level of High Performance (HP) teams to be offered for the upcoming season.

U15 AA, U18 AA, and U22 Elite teams shall be exceptions to this process. The continuation of these levels within the CPGHA shall be reviewed and voted upon at the first Executive meeting held in October.

This will be made by a committee, including the HPP Director, Competitive Director, and President of the CPGHA association.

3.1.1 All teams rated A, or AA will be designated as part of the HPP.

3.1.2.U22 Elite will be governed in the HPP.

SECTION 4: HIGH PERFORMANCE PROGRAM TRYOUTS

4.1 HPP Tryouts

HP Tryouts will be held annually for all U11, U13, U15 and U18 teams, pending volume of potential HPP level players. HP tryouts will be completed in advance of the start of the season typically in April/May of each year.

4.1.1 U22 Elite Offer Letters

The Head Coach, in collaboration with the High-Performance Director, is responsible for issuing offer letters to selected players invited to participate in the U22 Elite program for the subsequent season. All offer letters must be distributed and formally accepted no later than **March 15** of the season to which they apply.

4.2 Tryout Registration

All participants will be required to register in advance and to pay a tryout registration fee which will cover participation for all teams/levels within their age group. Players not invited

to return to the next tryout for any team, or who are not among the final selections for a team, may attend the first tryout session for the next team without an additional fee. Tryout registration fees will be set annually by the CPGHA Board and will be set to cover all costs related to tryouts including ice rentals and tryout jerseys.

4.3 Mandatory Tryout Participation

To be selected to a team, a player must participate in the tryout sessions for that team. Players who do not participate in any tryouts sessions for a team may only be selected to the team if granted an exception by the HPP Director and the CPGHA President.

- a) A player seeking to be excused from tryouts due to injury or other compelling circumstances must submit a written request to the HPP Director no later than three (3) days prior to the start of the tryout sessions for their age group. The HPP Director will consult with the CPGHA President and will notify the player and the coach of the decision. Any decision rendered may be appealed to a three-person committee appointed by the HPP Director.
- b) In cases of unforeseen circumstances (including, but not limited to, sudden illness, family emergency, or death), where the three-day notice requirement cannot reasonably be met, the situation will be reviewed on a case-by-case basis. These circumstances will be discussed by the HPP Director, Competitive Director, and Player and Goalie Development Director, who will determine appropriate next steps and identify what options may be available to support the player.

4.4 Underage Players

- a) The CPGHA HPP believes that players are best to play with their defined age group, unless exceptional circumstances exist. As such, the CPGHA discourages players from playing in any age group except the age group for which they are designated by their year of birth in accordance with Hockey Canada and OWHA rules. However, the Association recognizes and respects the right of the players to try out and play at a higher age level.
- b) An underage player wishing to play-up one age group within the HPP, will be allowed to tryout providing the following criteria are met:
 - i. The application must be submitted in duplicate to both the HPP Director and to the Director of Coach and Player Development by April 1st annually.
- c) The applicant will have the right to appeal the decision of the HPP Director, but such appeal must be in writing addressed to the President within 7 days of the decision being provided. Such an appeal will be considered by the Board no later than their next meeting or earlier if tryout sessions will begin prior to the Board's next scheduled meeting.

4.5 Final Player Selections

4.5.1 Top ten (10) Player Selection Requirement

- a) Coaches will select the best available players for their teams based on the formal evaluation process.
- b) As a foundational requirement, coaches are expected to select players from the top ten (10) evaluated players as ranked through the evaluation process.
- c) A coach may deviate from selecting a player ranked within the top ten (10) only where exceptional circumstances exist, including but not limited to:
 - Positional requirements
 - Team balance considerations
 - Other external factors that materially impact the composition or function of the team

4.5.2 Review and Approval of Exceptions

- a) Any decision to exclude a player ranked within the top ten (10) must be:
 - Clearly documented by the Head Coach, and
 - Communicated and submitted for review prior to final roster approval.
- b) All such exceptions shall be reviewed, discussed, and approved by the following committee:
 - HPP Director
 - CPGHA President
 - Director of Player and Goalie Development
 - Competitive Director
- c) Approval of any exception under this section shall be determined by a formal vote of the above committee.

4.5.3 Selection of Remaining Roster Positions

- a) The remaining roster positions will be selected at the discretion of the Head Coach.
- b) In determining final roster positions, the Head Coach shall consider, but is not limited to, the following factors:
 - Player performance during tryouts
 - Independent evaluation results
 - Prior observed games
 - Previous playing history, including prior coach evaluations
 - Team chemistry
 - Positional requirements
 - Coachability and attitude

4.5.4 Timing of Player Offers

- a) All final roster selections must be completed within the timelines established by the HPP Director, following the conclusion of the final tryout session.
- b) All final player selections to all teams will be approved by the HPP Director and the Competitive Director prior to tryout participants being informed of the final selection list.
- c) Upon being selected to a competitive team, the player will be required to complete all registration requirements communicated by the CPGHA's Registrar, including an amount no less than \$400 and not more than 50% of the CPGHA Registration fee designated as an initial commitment fee, which will be applied to the team registration fees and shall be fully non-refundable should the player subsequently leave the team.

4.5.5 Underage Player Results

- a) The player must be ranked in "Top 5" players of the HP team at the age above by the head coach, as well as all evaluators, to be considered for a spot on the team.
- b) The goaltender must be ranked as the "Number 1" goalie of the HP team at the age above by the head coach, as well as all evaluators, to be considered for a spot on the team.
- c) If, following the first HP tryout, the player/goaltender is considered by all evaluators to be in the "Top 3 (player)" or "Number 1 (goaltender)" on the team above, then an independent CPGHA-appointed evaluator will take part in evaluating the remaining HP tryouts to confirm the player's skill level relative to other participants as well as the independent evaluators.

4.5.6 Skill Level Requirements Outside vs. Inside players

Definition of Inside Players. For the purposes of this section, Inside Players includes all players (including skaters and goalies unless otherwise noted) who:

- i. were rostered to a CPGHA competitive or house league team in the season immediately preceding tryouts.
- ii. were not registered to an OWHA affiliated association in the season immediately preceding tryouts or any previous season. (i.e. players who do not require a release or transfer from the OWHA including new players and players from ringette or affiliated minor hockey associations who have never been registered to or skated with an OWHA association).
- iii. would otherwise be defined as an Outside Player, but where the player's parents/guardians have relocated their permanent residence from outside of

Mississippi Mills, Carleton Place and to a new permanent address in Mississippi Mills within the 12- month period preceding tryouts.

Regions Defined: Mississippi Mills (Almonte, Pakenham, etc.), Lanark Highlands, Carleton Place, Beckwith, Perth, parts of Drummond North Elmsley, and Tay Valley.

Within the “Outside (Import) Player Limits” defined below, these guidelines will be followed:

- i. Outside Players selected to AA or A teams must be clearly superior to any Inside Player they are selected over. (i.e. where two players are evaluated as equal or similar in skill level, the Inside Player must be selected over the Outside Player).
- ii. The skill level appropriateness for any Outside player selection as determined by the coach must be confirmed by one of either the HPP Director, Competitive Director or Director of Player and Goalie Development. Where neither the HPP Director, Competitive Director and Director of Player and Goalie Development agree with the Coach’s assessment, the player will not be eligible for selection.

SECTION 5: COACH SELECTION

5.1 Applicable Age Groups

The following policies in this Section will apply to the appointment of head coaches for the Association’s high-performance teams for the U11, U13, U15, U18, and U22 age groups.

5.2 Process Leadership

Under the supervision and authorization of the CPGHA President, the HPP Director and Competitive Director will jointly administer the annual Head Coach Selection Process in accordance with this policy.

5.3 Candidate Eligibility

Any individual who meets the qualifications (as established by the OWHA and Hockey Canada) for the head coaching position for which they are interested, or who is willing and able to meet the qualifications within a reasonable period upon being appointed, shall be eligible for consideration and appointment to a high-performance team head coach position.

5.4 Creation of teams and coaching positions.

Following this decision of the number of HP teams (reference section 3.1 and 3.2), the HP Coach Selection Process will be used to appoint head coaches to these teams.

5.5 Board's right to appoint or re-appoint.

Notwithstanding the process set forth in this section, the Competitive Committee (consisting of HPP Director, Competitive Director, Player and Goalie Development Director and the CPGHA President) may appoint or reappoint a head coach to any HP team, at any point during the process – including before, during or after posting the positions, receiving applications, and/or reviewing candidates. Prior to the posting of any position the HPP Director, Coach Representative, Competitive Director and Director Player and Goalie Development shall review all incumbents and make recommendations for re-appointment where appropriate.

5.6 Process schedule

Annually, HPP Director, Coach Representative, Competitive Director and Director of Player and Goalie Development will draft a schedule for the High-Performance Coach Selection Process.

- a) The HP Coach Selection Process schedule will include: the posting of positions to be selected; the public release of the application package; the application deadline; the appointment of candidate review committees; the period for candidate review and interviews; the target for announcement of selected/appointed coaches.
- b) The schedule provided should generally conform with the following guidance.
 - i. The posting, application in-take, candidate review, recommendation and approval processes for U22 Elite, U18-AA and U15-AA head coaches should normally commence no earlier than October 1 and should normally be completed no later than December 30th of each year.
 - ii. The posting, application in-take, candidate review, recommendation, and approval processes for all other U11, U13, U15, and U18 head coaches should normally commence following completion of the AA coach selection process, normally no earlier than December 1, and should normally be completed no later than mid February.
- c) Once approved by the HPP Director and the CPGHA President, the HP Coach Selection Process schedule will be posted on the CPGHA's website.

5.7 Application and Identification of Candidates

Interested individuals must formally identify themselves by completing an application form, which will be made available on the CPGHA website. Following the application deadline, the HPP Director, Competitive Director, Director of Player and Goalie Development, Coach Representative, and the CPGHA President will convene in a confidential session to review all properly submitted applications.

Based on the collective recommendations of the HPP Director, Competitive Director, Director of Player and Goalie Development, and Coach Representative, selected candidates will be contacted to participate in interviews. Each interview will be conducted with a minimum of three (3) of the following individuals in attendance: the HPP Director, Competitive Director, CPGHA President, Director of Player and Goalie Development, and/or the Coach Representative.

5.8 Candidate review process

The Candidate Review Committees will arrange for the interview of each candidate at any age group an appointment or re-appointment has not been completed. Based on the candidate interviews, information contained within each candidate's application, candidate qualifications, and their experience in coaching positions with the CPGHA and other hockey associations, and their performance in previous CPGHA roles, the Candidate Review Committee (the HPP Director, Competitive Director, CPGHA President, Director of Player and Goalie Development, and/or the Coach Representative) will decide on a coach for the HP team.

5.9 Recommendation and final approval with no consensus

Where the Candidate Review Committee is unable to reach a consensus recommendation, "majority" and "minority" recommendations will be presented to the CPGHA executive for consideration, and the executive will decide.

5.10 Appointment of unfilled positions

At any point following the conclusion of the annual HP Head Coach Selection Process, the HPP Director, Competitive Director, Coach Representative and Director of Player and Goalie Development will continue to seek individuals to recommend appointing to any unfilled head coach position using any process they deem appropriate including but not limited to directly approaching candidates or conducting a new application process.

6: OFF ICE DRESS CODE

6.1 Purpose

The CPGHA HPP is dedicated to fostering excellence both on and off the ice. This dress code policy is designed to:

- Promote a unified and professional image
- Strengthen team bonding and pride
- Instill discipline and respect for the sport
- Reflect the values of commitment, leadership, and high standards

Professionalism in Hockey Culture

- A professional appearance reinforces the seriousness of competition and respect for teammates, coaches, officials, and opponents.
- It prepares athletes for higher levels of play, where dress codes are standard and reflect organizational pride.
- It encourages athletes to carry themselves with confidence and discipline, both on and off the ice.

Team Bonding and Pride

- Matching attire fosters a sense of belonging and unity among players.
- It visually represents the strength and solidarity of the Cyclones program.
- It helps younger players aspire to the standards set by older divisions, creating a culture of mentorship and pride.

6.2 Game Day Dress Code Guidelines by Age Division

U11–U13: CPGHA Cyclones

- Players are required to wear matching branded team jackets designated annually by the HPP Director, CPGHA President, and Competitive Director.
- Jackets must be worn to all games, tournaments, and official team events unless otherwise directed.
- The selected jacket will reflect the Cyclones identity and promote visibility and pride in the community.
- Pants or leggings will be selected by the team coach and manager. They are all to match and demonstrate a professional image.
- The HPP Director will review and designate apparel annually for U11–U13.

U15–U22 Elite: CPGHA Cyclones

- Coaches will determine game day attire for their respective teams, with the expectation that all players present a professional and cohesive appearance.
- Acceptable attire may include:
 - Team-branded jackets
 - Business casual clothing (e.g., dress pants, collared shirts, blouses)
 - Coordinated team outfits
- The chosen look should reflect the maturity and leadership expected at this level of play and reinforce the team's commitment to excellence.

6.3 Warm-Up and Training wear

All HPP players are required to wear matching warm-up gear branded with the Cyclones logo during pre-game activities, tournaments, off-ice training and official team functions.

This gear must include:

Top Options (must be branded and matching across the team):

- Short-sleeve t-shirt
- Long-sleeve t-shirt
- Sweatshirt or hoodie

Bottom Options (must be branded and matching across the team):

- Athletic shorts
- Leggings

**Note: Each team must select at least one top and one bottom style to ensure full uniformity.*

Footwear Requirement

- All players must arrive in proper warm-up footwear, specifically clean athletic running shoes suitable for dynamic movement and dryland training.
- Slides, sandals, boots, or casual shoes are not permitted during warm-up activities.
- Footwear must be in good condition and appropriate for indoor or outdoor warm-up surfaces.

6.4 Coaching Staff Attire

All coaching staff are expected to present a professional and unified appearance that reflects the standards of the Carleton Place Cyclones organization.

- Practices
 - Coaches on the ice during practices must wear matching jackets and pants.
 - Practice attire must be branded with the Carleton Place Cyclones name and/or logo.
 - Clothing must be clean, in good condition, and appropriate for an on-ice environment.
- Games
 - Coaches are required to wear professional attire during all games.
 - Game-day attire must include Carleton Place Cyclones branding (name and/or logo).
 - Jeans and hoodies are not permitted to be worn by coaches during games.

6.5 Compliance and Review

- Coaches and team managers are responsible for ensuring adherence to the dress code.
- Any updates or changes to the policy will be communicated prior to the start of each season.

SECTION 7: ON-ICE APPAREL AND HP EQUIPMENT POLICY

7.1 Purpose

The CPGHA HPP is committed to presenting a unified, professional image across all competitive levels. This policy supports consistency in appearance, reinforces team identity, and promotes pride in the Cyclones brand.

A standardized on-ice look:

- Enhances team cohesion and visibility
- Reflects the discipline and professionalism expected of HP athletes
- Builds pride in representing the Cyclones program

7.2 Mandatory Hockey Equipment and Apparel

All players participating in the HPP divisions must adhere to the following apparel standards during all games, tournaments, and sanctioned events:

Item	Requirement
Helmet	Navy Blue only
Socks	League-provided socks
Pant Shells	Association-specific shells ordered through Pro2Col Uniform & Sportswear
Jerseys	Cyclones-provided Home and Away jerseys
Name Bars	League-approved name bars
Gloves	Approved colours: Navy, Navy/White, or Navy/Gold

U15AA / U18AA / U22 Elite – Cyclones “C Logo” Elite Teams

Players on AA teams will represent the Cyclones in elevated competition and are required to wear distinct apparel that reflects the elite status of these divisions:

Item	Requirement
Helmet	Royal Blue
Socks	League-provided
Pant Shells	Association-specific shells (Order from JOG Sportswear)
Jerseys	Cyclones "C Logo" Home and Away jerseys (Provided by JOG Sportswear)
Name Bars	League-approved name bars (Ordered through JOG Sportswear)
Gloves	Royal , Royal / White , Royal / Gold

7.2.1 Mandatory Equipment

Required Equipment

CP Cyclones Branded Hockey Bag

- All HP players must have a CP Cyclones branded hockey bag in Cyclone colours for transporting gear to and from practices, games, and tournaments. (Pro2col Uniform and Sportswear or Houle Sports)
- Bags must be kept clean and in good condition to reflect the professionalism of the program.
- No personal stickers, patches, or modifications are permitted on the bag. Name Bar is permitted.

Approved Helmet Stickers

- Helmets must display CPGHA-approved stickers only (as designated by the HP Director and team manager):
 - Cyclones logo decal
 - Player number decal
- These stickers must be placed in accordance with HP guidelines to ensure consistency across all players and teams.

Important: No other helmet stickers, decals, or personal decorations are permitted without prior approval from the HP Director. Unauthorized stickers must be removed immediately upon request.

7.3 Ordering and Distribution

- Jerseys and socks will be distributed by the association prior to the season.
- Pant shells and name bars must be ordered through the designated suppliers as directed by the HP Director.
- Helmets and gloves are the responsibility of individual players and must meet the approved specifications.
- Players at the AA levels can purchase their jerseys at the start of the season otherwise a jersey will be assigned to the player from the Association owned jerseys. Price will be supplied by the HPP Director to the player.

7.4 CPGHA JERSEY POLICY

7.4.1 Care and Responsibility

- Jerseys must be properly looked after throughout the season.
- Jerseys should never be placed inside a player's equipment bag to avoid damage.
- Jersey bags are mandatory for all teams. (unless the team has an equipment manager that collects the jerseys each game and brings them to and from the rink to maintain the jerseys)

7.4.2 Deposit

- A \$250 deposit per team is required at the start of the season paid to the CPGHA Treasurer
- This deposit will be refunded at the end of the season if jerseys are returned in good condition.

7.4.3 Jersey Allocation

- U11–U18 A Level Teams (including U11AA & U13AA):
 - Will be provided standard Carleton Place Cyclones jerseys by the association.
 - Teams are responsible for:
 - Sewing and removal of patches.
 - Sewing and removal of name bars.
- U15AA, U18AA, and U22 Elite:
 - Will be offered the option to:
 - Purchase their own jerseys, OR
 - Receive jerseys from the association.
 - These jerseys will be the “C” Cyclone Royal jerseys.

- Cost will be communicated after tryouts.

7.4.4 Compliance

- Teams must ensure all jerseys are:
 - Maintained in good condition.
 - Returned clean and without damage if not purchased.

7.5 Compliance and Accountability

- Coaches and team managers are responsible for ensuring all players meet apparel standards before taking the ice.
- Any exceptions due to equipment delays or sizing issues must be communicated to the HPP Director in advance.
- Players not in compliance may be subject to restricted game participation until corrected.

7.5.1 Program Identity and Team Pride

- A unified look reinforces the Cyclones' reputation for excellence and professionalism.
- It fosters team pride, strengthens group identity, and sets a visual standard across all age levels.
- Players are ambassadors of the CPGHA HPP program and are expected to represent it with integrity and pride.

SECTION 8: ICE TIMES (PRACTICES AND GAMES)

8.1 Weekly Ice Time Requirements

CPGHA HPP teams are required to meet a minimum number of on-ice hours per week. These hours may fluctuate at the beginning and end of the season due to arena availability and the timing of ice contract activations at selected facilities.

For U15 and U18 High Performance (HP) teams, there is an expectation that weekday ice times will be scheduled to begin at 4:00 PM where possible. While ice availability may be limited, each U15 and U18 HP team is expected to have a minimum of one weekday ice session per month with a 4:00 PM start time.

In addition, early morning weekday ice sessions may be considered for all HP teams, where appropriate and mutually agreed upon by coaches and players.

8.2 Minimum Weekly Ice Hours by HP Level

Level	Hours/Week
U11 A/AA	4 hours
U13 A/AA	4 hours
U15 A/AA	4.5 hours
U18 A	4.5 hours
U18 AA	5.5 hours

8.3 Additional Ice Time

Teams may independently source additional ice time using their team funds. These arrangements must be included in the team's budget planning. Once extra ice is secured, the CPGHA Ice Scheduler must be notified to ensure the booking is made under the CPGHA agreement and that insurance coverage is properly extended to the team.

SECTION 9: OFF ICE TRAINING

9.1 Purpose

The CPGHA HPP is committed to the holistic development of its athletes. Off-ice training is a vital component of our player development strategy, designed to enhance physical conditioning, injury prevention, and overall performance on the ice. Costs will be included in the team budget for the season.

9.2 Program Overview

All HP players within the CPGHA are required to participate in a structured off-ice training program throughout the hockey season. This program will be delivered by a certified trainer with specialized expertise in hockey-specific athletic development. The CPGHA HPP program recommends utilizing Adaptive State Performance, the association's preferred training centre, for all off-ice training needs.

9.3 Training Requirements

- Frequency:
 - U9–U13: Minimum once bi-weekly
 - U15–U22: Minimum once per week
- Duration: Each session will be approximately 60 minutes

- Attendance: Consistent attendance is expected unless excused by the head coach for illness, injury, or academic obligations.

9.4 Program Components

The CPGHA HPP, in collaboration with the Head Coach, will make reasonable efforts to identify and engage qualified experts in relevant disciplines to deliver specialized training sessions for the team. These sessions are intended to support the holistic development of athletes and align with the overall objectives of the HPP.

Training sessions may include, but are not limited to, the following components:

- Strength and conditioning
- Speed and agility development
- Mobility and flexibility training
- Core stability and balance
- Mental performance education and recovery strategies
- Nutrition education and guidance

9.5 Benefits of Off-Ice Training for Hockey Players

- Improved Athletic Performance: Enhances strength, speed, and endurance, translating directly to better on-ice play.
- Injury Prevention: Builds resilience in muscles and joints, reducing the risk of common hockey injuries.
- Enhanced Agility and Coordination: Develops motor skills and body control for quicker transitions and puck handling.
- Core and Balance Development: Supports skating power and stability during contact and high-speed play.
- Mental Toughness: Introduces mindfulness, focus, and recovery techniques to support mental resilience.
- Long-Term Athlete Development: Establishes foundational habits for lifelong fitness and competitive success.

9.6 Compliance and Review

- Coaches and team managers will coordinate with the training centre to schedule sessions.
- Feedback from athletes, parents, and trainers will be used to refine future programming.

SECTION 10: DIGITAL DEVICE AND MEDIA USE POLICY

10.1 Electronic Devices

- Cell Phones are prohibited in dressing rooms
- Exception: Phones may be used for music only, with staff approval

10.2 Team Social Media Presence

- Each team must maintain an official social media page (Instagram, Facebook)
- Pages should:
 - Promote the team, players, CPGHA HPP and the association.
 - Share positive, respectful, and inclusive content.
 - Avoid posting during games or practices unless approved by coaching staff.

10.3 Game Recording and Streaming

- All games must be recorded at minimum.
- Live streaming is strongly encouraged when technology and venue allow.
- Ensure compliance with privacy laws and obtain consent from players and parents.

10.4 Content Guidelines

- Posts must reflect professionalism and sportsmanship.
- No negative comments about teammates, coaches, officials, or opponents.
- No sharing of confidential team strategies or locker room content.

10.5 Privacy & Consent

- Obtain written consent for posting player images or videos.
- Do not tag minors without parental approval.

10.6 Branding Standards

- Use official team logos and colors in posts.
- Include association hashtags (e.g., #CPGHAHPP, #GirlsHockey).

10.7 Monitoring and Enforcement

- HPP teams must designate a social media coordinator.
- Violations may result in disciplinary action (warnings, suspension from posting privileges, etc.).

10.8 Safety and Cybersecurity

- Do not share personal information (addresses, phone numbers).
- Report any harassment or inappropriate online behavior immediately to team officials.

10.9 Positive Engagement

- Encourage posts that highlight achievements, teamwork, and community involvement.
- Promote upcoming games, tournaments, and association events.

10.9 Team Communication Policy

10.9.1 Primary Communication Platform

- All official team communications must be done through RAMP.
- For U9–U13:
 - All communications must be through RAMP.
 - Players may have their own accounts if they have phones, but parents must be included in all communications.
- For U15–U22:
 - RAMP is the recommended platform.
 - Other platforms (TeamSnap, WhatsApp) may be used only if ALL players and coaches agree and ALL players have access to the app.

10.9.2 Messenger Apps

- If a messenger app is used, every player must be included.
- If all players cannot be included, the app must not be used.

10.9.3 Transparency

- Parents must be part of communications for U9–U13.
- For older age groups, parents should still have access to key updates through RAMP.

10.10.4 No Private Channels

- No private or hidden group chats for team-related communication.
- All communication must be accessible to the entire team and coaching staff.

SECTION 11: CPGHA High Performance Program (HPP) Development Policy

11.1 League-Designated Development Sessions

- Each HPP team will receive two (2) development sessions provided by the league, designated by the Director of Player and Goalie Development.
- These sessions are intended to ensure consistent, high-quality skill development across all HPP teams.

11.2 Team Budget for Specialized Development

- Each team must allocate funds within their team budget for additional specialized development for both players and goalies.
- Development activities may include:
 - Skills clinics
 - Position-specific training
 - Goalie-focused sessions
 - Off-ice conditioning and performance training

11.3 Minimum Development Requirement

- Every HPP team is required to schedule at least one (1) development ice time per month.
- These sessions must be organized by the team coaching and management staff and should focus on skill enhancement and player growth.

11.4 U18AA and U22 Elite Development Options

- U18AA and U22 Elite teams may choose to:
 - Continue with the league-designated development team, OR
 - Establish their own dedicated development team for players and goalies.
- Teams opting for their own development team must ensure:
 - Qualified instructors are engaged.
 - Development plans align with CPGHA HPP standards.

11.5 Accountability and Reporting

- Teams must:
 - Track all development sessions (league-provided and team-organized).
 - Submit a monthly development report to the association outlining:
 - Dates and focus areas of sessions.
 - Attendance and participation.
 - Budget utilization for development.

SECTION 12: CPGHA HPP FINANCE POLICY

12.1 Purpose

To establish clear financial guidelines for all HP teams under the CPGHA, facilitating transparency, fairness, and sustainability.

12.2 Applicable Teams

This policy applies to:

- U11 to U18 teams classified as A or AA level
- U22 Elite teams

12.3 Seed Money Limits

- U11 to U15 Teams:
Maximum seed money per player is \$2,500.
This includes all initial contributions for team operations, development, and tournament participation.
- U18 and U22 Elite Teams:
No maximum limit on seed money per player.
These teams may set budgets based on competitive requirements and development goals.

12.4 Budget Requirements

- Each team must:
 - Prepare a detailed team budget by the start of try-outs.
 - Include allocations for:
 - League fees
 - Development sessions (player and goalie)
 - Tournament costs
 - Equipment and apparel
 - Travel expenses
 - Team Building
 - Other related expenses
 - Submit the budget to the CPGHA Treasurer and HPP Director for review and approval. Approval required by HPP Director, CPGHA Treasurer and CPGHA President before seed money can be collected from families.

12.5 Transparency and Reporting

- Teams must:

- Provide monthly financial updates to parents and guardians.
- Maintain receipts and records for all expenditures.
- Submit a season-end financial summary to parents/guardians, the CPGHA Treasurer and HPP Director.

12.6 Fundraising and Sponsorship

- Fundraising is set and facilitated by the team and should be planned to help offset costs.
- Teams are encouraged to seek sponsors to support their programs.
- All fundraising and sponsorship activities must:
 - Align with CPGHA standards.
 - Be communicated to parents and approved by team management.

13. High-Performance Team Coaches Stipend & Expenses Guidelines

The guidelines in this section outline the stipend policy for non-parent paid coaches in the CPGHA. The policy ensures fair compensation while maintaining fiscal responsibility and requiring coaches to meet specific qualifications.

13.1 Association Responsibilities for Non-Parent Coaches

- a) Maximum Stipend Allocation for Head Coach (or 1 Non-Parent women Assistant Coach) : Up to \$1,500 (\$2500 for U18AA and U22) for coaching stipends based on qualifying standards. (Experience, level, certifications, non-parent)
Experience must be as a head coach and in the relevant age group (and level), and coaches must have appropriate certifications, such as HP1 and D1. The HPP Director to make decisions on other appropriate coaching experience (i.e. AAA, out of country credentials)
- b) Coaching Credentials: Coaches must hold relevant certifications (e.g., NCCP) or must be registered for the required courses prior to the season begins to qualify for stipends and expenses.
- c) Stipend Sharing: The head coach may choose to share the stipend with other coaches. In such cases, the stipend agreement must be finalized by September 15th of the season.
 - i. Trainers and Managers: Trainers and managers are not eligible to receive stipend sharing unless no parent volunteers are available.

13.2 Breach of Contract

The following conditions could result in re-payment or nonpayment

- i. Missed Team Events: Missing more than 10% of team events without a valid reason will result in a breach of contract.
- ii. Absences: Extended absences or suspensions will lead to forfeiture of payments.
- iii. Missed Association Events: Coaches who qualify for stipend are expected to attend key meetings and associations events, such as the AGM.
- iv. Pro-Rated Payments: Payments may be pro-rated based on absences.

13.3 Association Payment Schedule

- i. 40% to be paid Oct 1
- i. 40% to be paid Nov 1
- ii. 20% to be paid Dec 1

Notwithstanding the schedule above, the Treasurer may, at their discretion, pay the full amount at any time if they feel doing so would benefit or ease the process for the coach stipend payment from the CPGHA.

13.4 Team Responsibilities for Non-Parent Coaches

- a) In addition to the association stipend, each team may allocate up to a maximum of \$3500 for U11 to U18A (Experience, level, certifications, non-parent) for Non-Parent Women Head or Assistant Coach related expenses on the team budget.
- b) In addition to the association stipend, each team may allocate up to a maximum of \$7500 for U18AA and U22 Elite (Experience, level, certifications, non-parent) for Non-Parent Women Head or Assistant Coach related expenses on the team budget.
- c) Eligible expenses include:
 - i. Accommodations
 - ii. Meals
 - iii. Team/ Cyclones attire
 - iv. Mileage
- d) The team manager and coach must agree on the expense submission process and payment schedule before any reimbursements are made.

SECTION 14: RESPONSIBILITIES OF HEAD COACHES

14.1 Responsibilities

HP coach responsibilities include creating development plans, setting clear goals, providing personalized support and feedback, and fostering a positive, safe, and growth-oriented environment for both individuals and teams. Coaches often integrate physical,

mental, and psychological training, working with specialists like physiotherapists and nutritionists to provide a holistic approach. They serve as mentors, leaders, and motivators, helping clients or athletes overcome obstacles and reach their maximum potential in sports, careers, or other life areas.

14.2 Qualifications

Coaches must obtain all qualifications necessary to have appropriate OWHA status to coach. (Appendix A). All coaches and staff must have a current VSC (Vulnerable Sector Check) done and uploaded to RAMP to be eligible as a Team Staff on an OWHA team, and to participate in programs both on and off the ice.

** The following individuals who are associated with the OWHA must adhere to the OWHA Screening Policy: Team Staff including head coaches, assistant coaches, trainers, assistant trainers, managers, staff, skills coaches, dressing room monitors and third-party skills coaches.

ALL VSC DOCUMENTS MUST BE SUBMITTED AND VERIFIED THROUGH THE ONTARIO SCREENING SUBMISSION PORTAL.

14.3 Attendance

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/her position as coach will be subject to review by the HPP Director and Coach Representative.

14.4 Adherence to Policies and Procedures

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

14.5 Relationship between Coaches and Teams

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

- a. To assess and report to the player his or her skills and areas needing improvement.
- b. To encourage fair play and respect of all on ice officials.
- c. To develop the individual players as well as the team.

14.6 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 always be civil to each other.

14.7 Player Reviews and Development

Head coaches are expected to work closely with their staff to prepare a comprehensive year-end review for each player, outlining performance highlights, strengths, and areas for development. This review should include constructive feedback and a clear development plan to guide the player's growth during the off-season. At the end of the season, coaches will present these reviews to players and, where appropriate, parents, ensuring the conversation is positive and focused on improvement. These evaluations will also serve as an important reference for future tryouts and will form part of the player's development history within the CPGHA, helping maintain continuity and support long-term progress.

SECTION 15: RESPONSIBILITIES OF MANAGERS

15.1 Purpose of the Role

The Team Manager is the primary administrative leader for the team, responsible for organizing, coordinating, and communicating all off-ice activities. This role supports smooth operations and compliance with CPGHA and league standards.

15.2 Key Responsibilities

A. Administration and Compliance

- Register players and staff in accordance with CPGHA and league requirements.
- Ensure all team documentation (rosters, waivers, travel permits) is complete and submitted on time.
- Maintain accurate records for team finances, fundraising, and sponsorships.

B. Communication

- Act as the main point of contact between:
 - Coaches and parents.
 - Association and team.
- Ensure all official communication is through RAMP (mandatory for U9–U13; recommended for U15–U22).

- Coordinate messaging for schedules, updates, and emergencies.

C. Scheduling and Logistics

- Organize extra ice times, games, and development sessions.
- Establish travel arrangements for tournaments and events.
- Confirm ice times and liaise with arena staff.

D. Financial Oversight

The Team Manager is responsible and accountable for the overall financial oversight of the team and shall ensure that all financial activities are conducted in accordance with CPGHA financial policies and procedures.

This responsibility includes, but is not limited to:

- Preparing and managing the team budget in compliance with CPGHA financial policy
- Collecting seed money and other approved team funds
- Tracking all team revenues and expenses
- Providing monthly financial updates and a final season financial report as required by CPGHA

While the Team Manager retains ultimate accountability for financial compliance and reporting, the Manager may delegate specific administrative or operational functions to parent volunteers, such as appointing a Team Treasurer to manage day-to-day financial tasks. Other support roles (e.g., social media coordinator, fundraising coordinator, or event coordinator) may also be delegated as appropriate.

**All delegated roles must operate under the direction of the Team Manager and in compliance with CPGHA policies. The Team Manager remains responsible for oversight, accuracy, and timely reporting of all team financial matters.

E. Fundraising & Sponsorship

- Plan and oversee team fundraising activities.
- Secure sponsorships and ensure proper recognition on jerseys, social media, and team materials.

F. Equipment & Apparel

- Coordinate jersey distribution and deposits.
- Comply with CPGHA Equipment Policy (jersey care, name bars, patches).

- Manage team apparel orders.

G. Player Support

- Assist with tournament registrations and accommodations.
- Support coaches in managing off-ice needs for players.

15.3 Qualifications

- Strong organizational and communication skills.
- Ability to manage budgets and financial reporting.
- Familiarity with CPGHA and OWHA policies and league regulations. (Standard and HPP)
- All managers must successfully complete and maintain certifications, safety training, and screening requirements as established by the Ontario Women's Hockey Association (OWHA).
- Completion of Respect in Sport, Vulnerable Sector Check and any required association training and be registered in RAMP.

** ALL VSC DOCUMENTS MUST BE SUBMITTED AND VERIFIED THROUGH THE
ONTARIO SCREENING SUBMISSION PORTAL.

15.4 Reporting Structure

- Reports to: Head Coach and CPGHA HPP Director.
- Works closely with: Coaching staff, Trainer, Parents, and Association Officials.

SECTION 16: RESPONSIBILITIES OF TRAINERS

16.1 Purpose of the Role

The Trainer is responsible for facilitating the health, safety, and well-being of all players during practices, games, and team events. This role is critical for injury prevention, emergency response, and maintaining a safe environment for athletes.

16.2 Qualifications

- Must hold up-to-date certifications, including:
 - Hockey Canada Safety Program (HCSP) or equivalent.
 - Standard First Aid and CPR certification.
 - Any additional certifications required by the league or governing body.
- Must complete all Respect in Sport and Vulnerable Sector Screening requirements and be registered in RAMP.

**** ALL VSC DOCUMENTS MUST BE SUBMITTED AND VERIFIED THROUGH THE ONTARIO SCREENING SUBMISSION PORTAL.**

16.3 Core Responsibilities

- Pre-Game & Practice Duties
 - Ensure medical kit is stocked and available.
 - Inspect playing area for safety hazards.
 - Coordinate the distribution and collection of health and safety forms and ensure they are properly filed and retained.
 - Confirm emergency action plan is in place.
- Injury Management
 - Provide immediate care for injuries during games and practices.
 - Document all injuries and report to team management and parents.
 - Coordinate return-to-play protocols in consultation with medical professionals.
- Health & Safety Oversight
 - Monitor players for signs of illness, concussion, or fatigue.
 - Enforce hydration and recovery practices.
 - Ensure compliance with association safety policies.
- Communication
 - Maintain clear communication with coaches, parents, and players regarding health concerns.
 - Report any incidents promptly to the association.
- Equipment & Environment
 - Ensure proper use of protective equipment.
 - Assist in maintaining a safe and clean bench area.

16.4 Professional Conduct

- Act as a role model for sportsmanship and professionalism.
- Maintain confidentiality regarding player health information.
- Follow all CPGHA and Hockey Canada guidelines.

SECTION 17: CALL UP PROCESS FOR CPGHA HPP

17.1 Purpose

The Affiliate Program (AP) provides HP teams with additional player support while ensuring development opportunities for affiliate players in accordance with OWHA regulations.

17.2 OSHA Compliance

- All affiliate player usage must comply with OSHA rules and eligibility requirements.
- Affiliates must be properly registered and approved before participating in any team activity.

17.3 Rule of 17

- CPGHA follows the Rule of 17 as closely as possible:
 - 15 skaters and 2 goalies at all practices.
- This is subject to:
 - Scheduling availability of affiliate players.
 - Coordination with their primary team to avoid conflicts.

17.4 Scheduling & Availability

- Affiliate participation depends on:
 - Practice timing of the HP team.
 - Primary team game and practice schedules.
- Team managers and coaches must:
 - Communicate early with affiliate players and their primary teams.
 - Ensure no disruption to the affiliate player's main team commitments.

17.5 Development Focus

- Affiliate players should be integrated into practices for skill development, not just as substitutes.
- Coaches must:
 - Provide meaningful ice time and instruction.
 - Avoid overuse or placing affiliates in unsafe situations.

17.6 Reporting & Tracking

- All affiliate games usage must be documented:
 - Dates and sessions attended in RAMP.
 - Approval from the primary team must be given in RAMP.
- Reports should be submitted to the CPGHA HPP Director upon request.

SECTION 18: SUMMER TEAM ACTIVITIES

Teams will not schedule any mandatory team activities during the summer period between and including May 30 and the Tuesday following the August Civic Holiday for CPGHA HP teams, and the period between and including May 30 and September Labour Day Monday for all other teams. 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.

- a) “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 team-organized ice-hockey teams (including 3-on-3 or 4-on-4) or ball-hockey teams.

SECTION 19: POLICY HIERARCHY STATEMENT

If a situation or topic is not specifically addressed within the CPGHA High Performance Program (HPP) Policies, the following hierarchy applies:

1. CPGHA General Policies and Procedures
All teams and participants must adhere to the association’s general policies where HPP-specific guidance is not provided.
2. Ontario Women’s Hockey Association (OWHA) Policies and Procedures
If neither HPP nor CPGHA general policies cover the matter, OWHA rules and regulations will govern.

APPENDIX A



TEAM STAFF QUALIFICATION REQUIREMENTS 2025-2026

All qualifications listed are the **MINIMUM REQUIREMENT**

All Rostered Individuals Must...

- Have completed Respect in Sport (RiS) - Activity Leaders and Gender Expression and Identity Course.
- Anyone 18 and over must have a **satisfactory VSS/VSC & Declaration document must be submitted and processed via the Screening Portal**, in accordance with the OWHA Screening Policy.
- Be registered with the OWHA, and complete Rowan's Law Resource Review & Acknowledgement.
- Be a minimum of two (2) years older than the oldest player in all divisions except for Senior division
- Be a minimum of 16 years of age, this includes Trainers
- Have at least ONE (1) insured female staff
- Each team **must** have a minimum of two (2) Dressing Room Monitors, and they must have Respect in Sport Activity Leader, Gender Identity and Expression and screened with satisfactory VSC and Declaration
- All Dressing Room Monitors must be screened and rostered with the OWHA Team / Association
- All Third-Party Instructors must be rostered with the OWHA Team / Association
- Each team must have a screened and certified Trainer.

DIVISION	CATEGORY	HEAD COACH (REQUIRED)	ASSISTANT COACH (RECOMMENDED)	TRAINER (REQUIRED)
Fund, U7, U8 & U9		ALL COACH & ALL ASSISTANT COACHES in these divisions MUST have Coach 1 No other qualifications will be accepted for these divisions.		
U11	House League / DS	Coach 2	Coach 2	HTCP Level 1
U11	Competitive	Development 1 Trained ³	Coach 2	HTCP Level 1
U13	House League / DS	Coach 2	Coach 2	HTCP Level 1
U13	BB, B, C	Development 1 Trained ³	Development 1 Trained ³	HTCP Level 1
U13	AA, A	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U15	House League / DS	Coach 2	Coach 2	HTCP Level 1
U15	BB, B, C	Development 1 Trained ³	Development 1 Trained ³	HTCP Level 1
U15	A	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U15	AA	HP1 Certified ⁵	Development 1 Trained ³	HTCP Level 1
U18	House League / DS	Coach 2	Coach 2	HTCP Level 1
U18	BB, B, C	Development 1 Trained ³	Development 1 Trained ³	HTCP Level 1
U18	A	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U18	AA	HP1 Certified ⁵	Development 1 Trained ³	HTCP Level 1
U22	House League	Coach 2 -Coach Level	Hockey Canada Coach 2	HTCP Level 1
U22	A, B, C	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U22	AA	HP1 Certified ⁵	Development 1 Trained ³	HTCP Level 1
Senior	All	<p>OWHA Senior teams with 1 or more participants under the age of 18 require a certified coach, trainer and all staff to be screened with satisfactory Respect in Sport Activity Leader, Gender Identity and Expression and screened with satisfactory VSC and Declaration</p> <p>Any Senior team registering a coach must ensure that all rostered coaches are certified with a minimum of Coach 2 Level, Respect in Sport Activity Leader, Gender Identity and Expression and screened with satisfactory VSC and Declaration</p> <p>All OWHA Senior Teams MUST roster a certified trainer with satisfactory Respect in Sport Activity Leader, Gender Identity and Expression and screened with satisfactory VSC and Declaration</p> <p>OWHA Senior teams with ALL participants over the age of 18 do not require a rostered coach.</p> <p>OWHA Senior teams with ALL participants over the age of 18 do not require staff to be screened, but it is recommended.</p>		

COACHING QUALIFICATION LEGEND:

1. Coaches of FUNDamentals, U7, U8 and U9 divisions **must** have Hockey Canada Coach 1 qualification. **No other qualifications are accepted.**
2. Hockey Canada Coach 2 or higher: Hockey Canada Coach 2 or Development 1 'Trained' or 'Certified'; High Performance 1 & 2 'Trained' or 'Certified.'
3. Development 1 'Trained' or higher: Development 1 'Trained' or 'Certified' or High Performance 1 & 2 'Trained' or 'Certified.'
4. Development 1 'Certified' or higher: Development 1 'Certified' or High Performance 1 & 2 'Trained' or 'Certified.'
5. High Performance 1 'Certified' or higher: High Performance 1 & 2 'Certified.'

Updated On: June 2, 2025

Document Revision Log

Document Revision Log			
Version Number	Approval Date by Board	Revisions Made	Description of Change
Version 1.0	Jul-21	Pat Bisonette	First set of HP Policies & Procedures
Version 1.1	Sep-22	Crystal Devlin	Update to HP U15AA & U18AA colours and logo
Version 2.0	Jun-23	Stuart Robinson	Formatting - change in format and presentation / Title page added
Version 2.1	Aug-23	Stuart Robinson	Definitions added
Version 2.2	Mar-24	Stuart Robinson	Expanded section 2.0 Code of Conduct
Version 2.3	Jan-25	Stuart Robinson	Increase in team fees and coach stipend.
Version 3.0	Nov-25	Stuart Robinson	Affiliate Programs and ice allocations per level
Version 3.1	Apr-26	Stuart Robinson	Addition of U22 Elite information. Expanded expectation for parents, players, coaches, and staff for HPP. Includes attire, ice allocation per level corrected, off ice training, team culture. Updates to Coaches Qualifications (2025 - 2026) Appendix added with PDF, amended 6

			Off Ice Dress Code, inserted 6.4 Bench Staff Attire policy
--	--	--	--