**Carleton Place Girls Hockey Association**

**BENCH STAFF MANUAL**



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# **Introduction**

The information in this Bench Staff manual is designed to promote the best possible experience for all our coaches, players, and parents. CPGHA accepts no liability regarding the completeness or accuracy of information provided here from governing bodies.

This handbook is a living document and will change as required. We encourage your participation and any comments or suggestions for improvements. Our future as an association is linked to these collective, individual and team contributions.

# **Hockey Hierarchy**

The Carleton Place Girls Hockey Association (CPGHA) is part of a larger hockey hierarchy that govern the rules and regulations of the game.



## Hockey Canada

At the top is Hockey Canada, the national governing body for entry-level and high-performance hockey in the country. It is responsible for all the major decisions affecting the sport such as player divisions (or age groupings), general rules and procedures, etc.

Website: [www.hockeycanada.ca](http://www.hockeycanada.ca)

Ontario Women’s Hockey Association (OWHA), member Ontario Hockey Federation (OHF) “Through a provincially unified, collective voice, the OWHA promotes, provides and develops opportunities for girls and women to play female hockey in Ontario.”

Our values-based system focuses on fair play, fun, excellence, citizenship, equity and integrity, putting the player experience, both on and off the ice, at the forefront.

Website: [www.owha.on.ca](http://www.owha.on.ca)

Ottawa District Women’s Hockey Association (ODWHA)

“To inspire and provide a positive environment for women’s hockey in Eastern Ontario; to significantly enhance the players’ experience and their performance capability in order to achieve worthwhile purposes through understanding and principle-centered leadership.”

Website: [www.odwha.ca](http://www.odwha.ca)

# **Bench Staff Responsibilities**

Bench staff is responsible for training and encouraging young female hockey players, so they develop a love for the game and continue playing in the CPGHA system. They are also instrumental in fostering youth to be leaders, in hockey and beyond. The CPGHA board may take disciplinary action, including suspension, in instances where bench staff:

* Demonstrate discourteous conduct on the bench
* Disrespect any official, arena employee, CPGHA member, parent etc.
* Fail to provide fair ice time
* Are performing their responsibilities under the influence of alcohol or drugs during a game or practice

All Bench staff are also subject to ODWHA and OWHA discipline.

## Bench staff Qualifications

As per OWHA October 2021

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Division** | **Category** | **Head Coach** | **Assistant Coach** | **Trainer** |
| FUNDAMENTALSU7, U8, U9 | All Divisions | ALL Team Officials in these divisions MUST have Coach 1 – Intro to Coach Trained 1. No other qualifications are accepted | HTCP Level 1 |
| U11 | House (HL) | Coach 2 -Coach Level Trained 2 | Coach 2 -Coach Level Trained 2 | HTCP Level 1 |
| U11 | Competitive  | **Development 1 Trained 3** | Coach 2 -Coach Level Trained 2 | HTCP Level 1 |
| U13 | House (HL) | Coach 2 -Coach Level Trained 2 | Coach 2 -Coach Level Trained 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 (HL) | Coach 2 -Coach Level Trained 2 | Coach 2 -Coach Level Trained 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 (HL) | Coach 2 -Coach Level Trained 2 | Coach 2 -Coach Level Trained 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 |
| Senior | All Divisions | Coach 2 -Coach Level Trained 2 (Head coach and Assistance Coach is recommended at this division). It is not Mandatory to have a Head Coach or Assistant Coach for Senior teams |

COACHING QUALIFICATION LEGEND:

1. Coaches of FUNdamentals, U7, U8 and U9 divisions must hold Coach 1-Intro to Coach qualification – No other qualifications are accepted.

2. Coach 2-Coach Level ‘Trained’ or higher: Coach 2-Coach Level ‘Trained’ or ‘Certified’; 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.’

## Head Coaches

The primary role of coaches is to teach, guide and help develop players. The secondary roles are to evaluate, recruit and mentor players and other coaches.

Coaches must endeavor to teach hockey skills and good sportsmanship and co-operate with the executive and their Division Convenor. Coaches must be on hand sufficiently in advance of game times and avoid delays. Coaches must ensure that all players and Assistant Coaches on their team are registered with the CPGHA prior to being allowed on the ice.

The coach shall openly communicate both verbally and in writing with his/her players and parents. Prior to the commencement of the season, and in consultation with the division Convenor, the coaches’ expectations, team rules and any other relevant information about the upcoming season shall be passed to those players and parents who may commit to that team.

### Selecting Bench Staff

* The Head Coach, with the assistance of the High-Performance Director, Competitive Director or House Director, is responsible for choosing their team bench staff. All Bench staff must be approved prior to individuals being put on the roster.
	+ All bench staff must meet requirements (valid police Criminal Record Check [CRC] or Vulnerable Sector Check [VSC; required 2020-21], and required certification)
* No bench staff selections will be made until after tryouts or sorts are completed and teams are formed.
* CPGHA Cyclones will accept a total of six (6) bench staff, NOT including the Team Manager.
* All bench staff must be submitted to CPGHA Executive for approval.
* At least one female bench staff is required.
	+ Preferred Head Coach or Assistant Coach

### Responsibilities

The Head Coach is responsible for:

* Overall team actions and behaviour, including players and bench staff.
* Arriving at the rink on time and prepared.
* Ensuring adequate help on the ice and bench prior to practices and games.
* Player development.
* Cooperation with governing bodies, including CPGHA Executive, division convenors within CPGHA, ODWHA, and OWHA; and
* Awareness of, and adherence to, all regulations, rules, and policies.

### Duties

The Head Coach will:

* Attend league coach meetings
* Read and follow CPGHA Constitution, rules and regulations, and associated policies
* Read and follow ODWHA and OWHA rules and regulations and associated policies
* Have the appropriate certification/courses:
	+ Required coaching course(s) for the team/division
	+ Gender Identity and Expression Course
	+ Respect in Sport for Activity Leaders
	+ Current Vulnerable Sector Check (VSC; required 2020-21) or Criminal Record Check (CRC)
* Read and review the appropriate-age concussion awareness resource guide, sign the Rowan’s Law Code of Conduct, and commit to operating within the parameters of the OWHA Concussion Code of Conduct
* Be responsible for delegating or conveying results of all games to governing bodies
* Be responsible for delegating or informing CPGHA Ice Scheduler and ODWHA Division Convenor of all changes in game schedules
* Be present at all games and practices, or have a delegate
* Lead team parent meetings
* Ensure dressing rooms are always supervised as per Dressing Room Policy
* Be organized, consistent, and fair to all players
* Have well-organized practices
* Discipline fairly, when and where required



## Assistant Coaches

The primary role of an Assistant Coach is to support the Head Coach in teaching, guiding, and developing players and in other responsibilities as delegated by the Head Coach.

### Duties

The Assistant Coaches will:

* Read and follow CPGHA constitution, rules and regulations, bylaws, and associated policies
* Read and follow ODWHA and OWHA rules and regulations and associated policies
* Have the appropriate certification/courses:
	+ - Required coaching course(s) for the team/division
		- Respect in Sport for Activity Leaders
		- Current Vulnerable Sector Check (VSC; required 2020-21) or Criminal Record Check (CRC)
* Read and review the appropriate-age concussion awareness resource guide, sign the Rowan’s Law Code of Conduct, and commit to operating within the parameters of the OWHA Concussion Code of Conduct

## Team Manager

The primary role of a Team Manager is to support the Head Coach in the administrative aspects of the team. This may include maintaining game sheets, data entry, organizing team volunteers, registering for tournaments, creating a team budget, collecting team fees etc. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with a rewarding hockey experience.

In order to protect the team from potential conflict, the spouse of the Head Coach cannot be the Team Manager.

The Team Manager plays a key role in communication with the team (players, parents, and coaches) and between the team and all support systems, including CPGHA, ODWHA Division Convenors, etc. Duties

The Team Manager will:

* Read and follow CPGHA constitution, rules and regulations, bylaws, and associated policies Carleton Place Girls Hockey Association (2020) CPGHA Bench Staff Manual
* Read and follow ODWHA and OWHA rules and regulations and associated policies
* Have the appropriate certification/courses:
	+ Respect in Sport for Activity Leaders
	+ Current Vulnerable Sector Check (VSC; required 2020-21) or Criminal Record Check (CRC)
* Have a binder of forms and handouts that can be taken to meetings, games, tournaments, including Official roster
	+ Team Contact List
	+ Forms (game sheets, injury reports)
	+ Current OWHA game sheet APP
	+ Schedules (practices, league games, tournaments etc.)
	+ Affiliate player documents/approvals
* In consultation with Head Coach, arrange a Parents Meeting at start of season
* Encourage and recruit team parents for positions required during the season – i.e., Treasurer, fundraising, home tournaments, time clock/game sheets etc.
* Prepare parents’ contact/responsibilities list and hand out to all parents
* Pass along schedule for league games, tournaments attending, practices, etc., to all parents
* Prepare game sheets APP prior to all home league, exhibition, and playoff/playdown games
* Arrange team volunteers for completion of game sheets and running of time clock for all home games
* Act as liaison with
	+ the ODWHA division convenor
	+ the CPGHA Cyclones Registrar
* other CPGHA convenors as needed
	+ Liaise with the CPGHA Ice Convenor to schedule home games and practices to maximize ice use
	+ Liaise with the CPAGH Secretary for team photo schedules, apparel orders, and any fundraising
	+ Other association team managers
* At the direction of the coach:
	+ make arrangements for exhibition games, playoff games, etc.
	+ apply for tournaments the team wishes to attend
	+ submit all game results to the governing bodies
* Ensure communication system in place to ensure all players and parents are notified as quickly as possible in the event a game or practice is cancelled or rescheduled

## Team Treasurer

The Team Treasurer can be part of Team Manager’s role or separate.

As per CPGHA Rules and Regulations, failure to meet the financial obligations as outlined will result in the COACH and MANAGER not being in good standing with CPGHA. Members not in good standing are not permitted to participate in CPGHA activities, including Annual General Meetings, and will not be approved on an Official Team Roster.

The FINAL financial statement, account closing documentation from the bank, and ALL bank statements must be provided to the CPGHA Treasurer (cc: your Convenor) no later than JUNE 1 (so have a year-end team party paid for and held in a timely manner).

The Treasurer is important in ensuring the team has enough funds to complete the hockey season as outlined at the beginning of the season. A team budget MUST be prepared with estimates at the beginning of the season and shared with all parents on the team.

**Each team is required to open a Community Bank account to hold the team funds.**

Team funds are NOT to be deposited into personal accounts of any individual.

To safeguard all team funds, a Community Account is worth the small cost of bank fees to ensure that funds are protected and in the responsibility of “two to sign”.

All withdrawals must have two (2) signatures and no bank card to be issued for withdrawing/transferring funds under a one to sign capacity. If the financial institution of your choice offers the ability for online banking (to access bank statements), you may receive a bank card for online viewing only.

To open a community account each team will require two (2) people to sign on the account and a letter from CPGHA. Once you have picked the two (2) individuals (cannot be spouses) email CPGHA Treasurer and a letter for the bank the team has chosen will be provided. All transactions in and out of the account should be explained in detail on the team Financial Statement in a format that is easy to read and understand. This must be shared with all parents every month.

By DECEMBER 15, a “check point” submission MUST be sent to your Convenor (cc: CPGHA Treasurer) to show budget vs. actual (and bank statements up to November 30).

The team budget should include:

* Team apparel (if purchased as a team)
* Tournament fees collected from each player (list amount of each tournament team is attending) Referee fees, if the team is playing exhibition or playdown games
* Bank fees, game sheet stickers, water bottles, first aid kit etc.
* Sponsorship money – if a player’s parents’ place of business donated funds towards your team
* Ticket Sales – if your team raffled tickets to a concert, NHL game or a large prize (appropriate licensing is required to sell raffle tickets – please contact Ways & Means Convenor prior to selling any tickets) Fundraising activities (e.g., Christmas Wreaths, etc.)

## Trainer

The primary role of the team’s Trainer is to implement effective risk management on their own teams, where safety is always the priority, both on and off the ice. All Hockey Trainers should utilize a proactive, preventative approach to safety while being prepared to react in the event of accidents, injuries or medical emergencies. Trainers cannot lead team practices.

The team Trainer is required at all on- and off-ice activities for all teams including U7 through to U18 at every level of hockey.

### Duties

The team Trainer will:

* Know their role and responsibility as a hockey trainer
* Read and follow CPGHA by-laws, rules and regulations, bylaws and associated policies
* Read and follow ODWHA and OWHA rules and regulations and associated policies
* Have the appropriate certification/courses:
	+ HTCP Trainers level for the team/division
	+ Gender Identity and Expression Course
	+ Respect in Sport for Activity Leaders
	+ Current Vulnerable Sector Check (VSC; required 2020-21) or Criminal Record Check (CRC)
* Read and review the appropriate-age concussion awareness resource guide, sign the Rowan’s Law Code of Conduct, and commit to operating within the parameters of the OWHA Concussion Code of Conduct
* Know their role in risk management
* Ensure all participants are treated with respect and integrity – emotionally, socially, intellectually, physically, culturally, etc.
* Know the importance of protective equipment in the prevention of injuries
* Know effective injury prevention techniques
* Know how to develop medical history files on all players
* Keep the essential items in maintaining a fully stocked First Aid Kit
* Know how to recognize significant and/or potentially life-threatening injuries
* Basic injury management principles
* Know how to recognize when an injury is serious enough to remove a player from action, and the process which much be followed to allow the injured player to return to play
* Know how to fill out an [OWHA Hockey Canada Injury Report](http://owha.pointstreaksites.com/files/uploaded_documents/3323/OWHA_Injury_Report_Eng_OWHA_4.pdf)
* and send with injured player to hospital (if via ambulance) or doctor’s office for next visit
* Submit completed Injury Report to the OWHA, as per instructions on report
* Ensure player Medical Form accompanies an Affiliate (Pick-up) player Injuries:
* Any player suffering from an injury will first be examined by a qualified Trainer.
* If a player, team official, or spectator is injured and requires medical attention, the Coach will ensure that an Injury/Accident report is completed, and a copy submitted to the Risk and Safety Officer.
* Any player suffering a serious injury will be examined by a qualified physician. The player’s parents will be notified at the earliest opportunity and transportation arranged to either a hospital or the player’s home as required.
* Players will be required to provide a medical certificate and/or parental release before being allowed to return to the hockey team from a serious injury and/or a serious illness.

Please see the [Hockey Canada Concussion Card](http://owha.pointstreaksites.com/files/uploaded_documents/3323/concussioncard4.pdf) and the [Parachute Canada Concussion Guidelines for Coaches &Trainers](http://owha.pointstreaksites.com/files/uploaded_documents/3323/ParachuteCanadaCoaches_Concussion_15Aug2014.pdf) for information about return to play after a concussion.

It is the Trainer’s decision to refuse play due to a sustained injury overrides any other person’s decision.

Den Moms

As set out in CPGHA Policies, parents with their Respect in Sport for Activity Leaders certification and Criminal Record Check (CRC) or Vulnerable Sector Check (VSC; required 2020-2021) can supervise Dressing Rooms.

The “two deep” and “no devices” rules must be followed at all times.

## Team Meetings

A parents/coach meeting needs to be set up shortly following the formation of the team – for some, this will be the first time they meet other players, parents, and coaching staff.

Ideally, the Team Manager should discuss the seasonal plans and preliminary budget. This will help the parents understand the commitment, both time and financial, up front and before the season starts.

The Team Manager should facilitate this meeting to ensure all information is discussed in a timely manner and ensure the group stays on topic and does not exceed any time restrictions.

Topics to be discussed:

1. Introduction of bench staff
2. Ask for Introduction of parents and players
3. Expectations for the team (both players and parents) for the season
4. Expectations for the team during games vs. practices (i.e., arrival times, team dress code, etc.) e) Game Jerseys vs. Practice Jerseys (see Equipment)
5. Importance of volunteers to help the season run smoothly. Positions could include treasurer, jersey care, phone/communications, home tournament committee, fundraising coordinator, etc.
6. Tournaments – how many? How far are you willing to travel? One day tournaments vs. 2-3 day?
7. Accommodations while away?
8. Fundraising – the coach should notify parents that it will be their responsibility to organize and run all fundraising events. Note that all activities need to be brought to the Executive for approval. Contact the Ways & Means Convenor for more information.
9. Treasurer- the coach should advise parents of the importance of a reliable person to handle the team’s finances and be available to the manager when required for tournament fees.

# **CPGHA Registrar Important Dates**

1. Team Declarations for CPGHA leagues must be tabled and approved by the CPGHA Executive before being communicated to the respective governing bodies (Ontario Women’s Hockey Association and Ottawa District Women’s Hockey Association) by the due dates set by the governing bodies.
2. Police checks are due for all CPGHA bench staff before being placed on a team roster.
3. See ODWHA’s website for Competitive and House Season Scheduling Meetings.
4. CPGHA Coach and Manager Meeting held in September each year.
5. Roster Building and signing.

*As per OWHA requirements, no exhibition or regular season games may be played without an approved roster. ODWHA requires the official roster to be submitted at least 48 hours prior to the team’s first season game, or the game will be forfeited.*

### What info is needed to have your roster approved?

1. Bench staff: at minimum a head coach and trainer are required. A female bench staff member is required. Maximum is 6 total bench staff, not including Manager.

* Dates of birth are required for all bench staff so that they can be located in the Hockey Canada database to verify their credentials.
* If a head coach or trainer hasn’t completed the required courses, OWHA will not approve the team roster

2. Player names, including the designated goalie(s)

3. Player jersey numbers

Jersey numbers can be changed if needed

All bench staff, every player and one parent per player will have to come to the rink to sign the waiver document.

# **Game Info**

Regular Season

All CPGHA teams must provide their tournaments to the CPGHA Ice Scheduler before they can receive their ice allocation for scheduling regular season games. A representative from each team must attend their respective ODWHA scheduling meeting (broken up into House and Competitive, by division) and provide the game schedule to the CPGHA Ice scheduler promptly after the ODWHA scheduling meeting.

Last-minute postponement of a game is only allowed due to circumstances beyond a team’s control, such as inclement weather, power failure, etc. Rescheduling requests must be submitted to ODWHA Division Coordinators using the ODWHA game rescheduling form. (<https://docs.google.com/forms/d/e/1FAIpQLSc5WPAU5QqCR3Av2HrnYd0faG1gRi9hXxbQqdYfvEGyNME9bw/viewform>)

ODWHA Playoff Scheduling

All CPGHA House teams participate in playoffs.

ODWHA determines which CPGHA Competitive teams are eligible for playoffs based on team standings in the regular season. All teams are responsible for scheduling their own playoff games with the opposing teams. ODWHA determines game matchups based on the final regular season standings. CPGHA Ice Scheduler will provide eligible teams with the minimum number of ice times as required by ODWHA. Extra ice must be returned promptly to CPGHA Ice Scheduler.

Teams cannot begin scheduling their games until the standings are finalized. Additional information will be shared with team managers and head coaches by the CPGHA Registrar as it is received from ODWHA.

CPGHA teams must attend ODWHA Championship Day if they are eligible based on their playoff performance.

### OWHA Playdown Scheduling

CPGHA Competitive Teams may be eligible for OWHA Provincials based on overall season standings (including tournaments and exhibition games). OWHA identifies where playdown games are required to determine eligibility for Provincials and advises which teams must play each other.

CPGHA Competitive teams may be required to play teams outside the boundaries of the regular season ODWHA league.

OWHA sends playdown information to the Team Contact and Team Coach specified in the OWHA database and copies the Association President. The teams are responsible for identifying one person responsible for acting as playdown convenor, and team representatives must agree on the playdown format (see OWHA Rule 3). Regularly scheduled league games and ODWHA playoff games may also be used as Playdown games if all teams agree and receive approval from the OWHA.

The CPGHA Ice Scheduler will provide teams with ice options for the number of home games in the chosen playdown format. Teams must promptly return any unused ice to the CPGHA Ice Scheduler.

CPGHA cannot accommodate requests for double round-robin format. Once the playdown teams have agreed to the format and schedule, the designated playdown convenor must submit the proposed schedule to OWHA for approval. The team manager must print a copy of the agreed to playdown format to have on hand at all playdown games. The Home team is responsible for scheduling referees for Playdown games via the ODWHA referee request form and paying the referee fees.

# **Equipment**

CPGHA has implemented a new Equipment Policy as of July 2022. Please ensure that all our players and families are aware of this policy.

Guidelines for equipment management:

* The coach is responsible for pick-up and drop-off of all equipment supplied by CPGHA. Coaches will also complete the CPGHA Equipment Borrowing Form.
* CPGHA does not supply cones or pucks (except for U7/IP).
* Jerseys are to be worn in game situations only – NOT FOR PRACTICES. Please have players provide a practice jersey to be worn during practices - advise them at your first team meeting of the season.
* Team jerseys are the responsibility of the Head Coach/Team Manager. See CPGHA Jersey Policy
* Goalie equipment will be provided from U7 to U13
* All players MUST wear neck protector. All Goalies are to wear a plastic throat protector.

**Affiliation (Pick-up) Process**

The use of affiliate players provides an opportunity for player development by enabling players to play with a higher-level team. A player under suspension is not eligible for pick-up and a suspended player may not be replaced by a pick-up player.

Regular Season Games

ODWHA permits a player to be affiliated for a maximum of 10 games during the regular season.

Non-ODWHA registered players can only play 5 games and with the permission of the ODWHA registrar. If a team uses a non-ODWHA player without permission, they will forfeit that game and pay a $500 fine.

ODWHA also allows for the lateral pick up of ODWHA registered house league goalies, only goalies, an unlimited number of times. Competitive teams can use lateral pick ups but only with permission from the ODWHA Registrar in special circumstances and only for 3 games.

The requesting coach must have the approval of the player’s coach before approaching a player for affiliation. The sending coach may deny affiliation requests if it may negatively impact the team in their own schedule.

For each affiliate player for every regular season game, an OWHA “Player Pickup Form” must be completed, approved and signed PRIOR to the game. These players must be identified as “PU” on the game sheet.

### Tournaments

OWHA permits the use of affiliation players in tournament games. An OWHA “Player Pickup Form for Sanctioned Tournaments” must be completed, approved and signed PRIOR to the game. The completed form must be given to the convenor of the tournament before the player’s first game.

The requesting coach must have the approval of the player’s coach before approaching a player for affiliation. The sending coach may deny affiliation requests if it may negatively impact the team in their own schedule.

A player may only compete for one team in a tournament.

### Travel (Sanction) Permits

A travel (sanction) permit is required for:

Regular season games if a Quebec team is included in your division. For example, if Gatineau is within the ODWHA division, CPGHA team managers must submit an electronic Sanction Permit request in for OWHA approval for any games played against the Gatineau team (both home and away).

1) Login as Team Manager (or Team Statistician)

2) Click on “Sanction” under the Compete Tab

3) Complete the info and submit

An exhibition game against a team that is not under Ontario Women’s Hockey Association (e.g., Quebec or another Hockey Canada Branch).

Any electronic sanctioning requests must be submitted at least 48hrs in advance.

No sanctioning permits are required for OWHA tournaments, as they are already covered under OWHA tournament sanction regulations.

# **Tournaments**

Away Tournaments

Sanctioned tournaments are listed on the OWHA website:

 [Competitive tournaments](http://owha.on.ca/content/competitive-listing)

 [House tournaments](http://owha.on.ca/content/house-league-listing)

For away tournaments, it is recommended that you register as early as possible to avoid disappointment.

Things to consider when picking tournaments for your team:

* How many tournaments?
* Cost of each tournament?
* Minimum number of guaranteed games?
* What distance are parents willing to travel to a tournament out of town?
* What time of year is better? Do families go away during the Holidays and March Break? Will you have enough players?
* Are there restrictions on when your team can travel away from our Association (i.e., fundraisers, etc.)?

NEVER ASSUME YOU ARE IN A TOURNAMENT YOU HAVE APPLIED FOR UNTIL YOU HAVE RECEIVED CONFIRMATION.

# **Game Sheets**

Using the RAMP GAMES PORTAL(S):

### Responsibilities of the HOME team:

* HOME team creates/schedules the games.
* **Team names for both HOME and VISITOR must be listed.**
* Appropriate codes must be provided to the VISITORS and the Officials.
* Using the team codes for the home team, the coach or team representative must select the bench staff and players participating in the game and sign the game sheet.

### Responsibilities of the VISITOR team:

* Using the Visitor Code, a team representative must select the bench staff and players participating in the game and sign the game sheet.
* Following the end of the game, the team representative must log into the OWHA game sheet Portal to review the game details and VERIFY (choose one of the options) the completed game.

### Responsibilities of the Timekeeper:

* Using the Game sheet Code, launch the app where wi-fi is available before the start of the game.
* The names of the officials and their OWHA Ref number MUST be entered (i.e.: John Doe #11-111). If OWHA Ref number is not know, please enter their name and city of residence.
* Enter scores, penalties, and any other details.
* Upon completion of the game, you **MUST** mark the **game as being completed**.
* Always have extra paper game sheets, notepads and pens available in the event the game details must be enter into the app at a later time.

### Responsibilities of the Officials:

* Using the Officials Code, launch the app where wi-fi is available before the start of the game.
* You must provide you full name and OWHA Ref number to the timekeeper prior to the start of the game.
* Game details will be entered by the timekeeper and MUST be checked by officials via the app to ensure accuracy.
* Officials MUST sign and provide any writeups that are required.
* Writeups will not be shared with the teams, they will be sent directly to the OWHA.
* This must be done following the end of the game and as soon as possible.

## Suspensions

It is the responsibility of each team manager and/or coach to report any suspendable penalties received by her/his player(s) and/or team official(s) during League, tournament, playdown, league playoff or exhibition games to both the OWHA and the ODWHA.

It is the responsibility of each team manager and/or coach to ensure her/his player(s) and/or team official(s) serve their suspensions and report the served games in the RAMP GAMES PORTAL.

When in doubt as to the relevant suspensions, contact the OWHA. The Head Coaches and team managers must review and follow [ODWHA’s Suspensions & Discipline Procedures](http://site5638.goalline.ca/news_images/org_5638/files/ODWHA%20Suspension%20Reporting%2001-19%282%29.pdf) which includes instructions on what to do when a team member is assessed any penalty code such as M, GM, GRM, or MP.