

Carleton Place Girls Hockey Association (CPGHA)
Policy Amendment Summary

Team Volunteers Policy	
Date Amended	Amendment Details
January 12, 2026	Amended as per January 2026 CPGHA board discussion

CPGHA Policy: Team Volunteers

Effective Date	This policy was last approved by the CPGHA executive on January 12, 2026 and takes effect on April 1, 2026.
Objective and Scope	<p>This policy is an administrative tool to provide direction on who can serve as team volunteers, and the requirements they must meet to serve in a volunteer capacity.</p> <p>This policy applies to any team volunteer position in the CPGHA where the volunteer will interact with players, including:</p> <ul style="list-style-type: none"> • Head Coaches • Assistant Coaches • Team Trainers • Dressing room supervisors (Den Moms) • Support for Tournaments, Fundraisers and Special Events • CPGHA Board Members and Committee Members <p>This policy also applies to team managers and treasurers, even if they do not interact with players.</p> <p>This policy applies to any OWHA-sanctioned activity undertaken by a team (i.e. on-ice and/or off-ice).</p> <p>This policy does not apply to those that manage the clock and game sheets at home games.</p>
Policy Requirements	<p>As per OWHA policy, all team staff must meet the following requirements:</p> <ul style="list-style-type: none"> • Completed the Respect in Sport for Activity Leaders course • Completed the Gender Identity and Expression (GE&I) course • Anyone 18 and over must have a satisfactory Vulnerable Sector Screen/Check (VSS/VSC) approved through the Ontario Hockey Federation Screening Portal • Be a minimum of 16 years of age and be a minimum of 2 years older than the oldest player on the team • Coaches and Trainers are required to have valid and up-to-date certifications for their position, in accordance with OWHA Policy. • Trainers must be female • All teams must have a minimum of 2 dressing room monitors (Den Moms) – for all ages.

	<p>All team volunteers, regardless of age, who interact with players on/off the ice must be officially approved and registered on the Roster of a CPGHA team. Coaches who do not comply with this requirement will be suspended.</p> <p>Minor volunteers from other girls' associations or from boys' associations are not permitted at any time.</p> <p>Equipment requirements for CPHA players in U18 and above who volunteer with other teams are CSA Certified Helmet, skates, and gloves.</p> <p>Equipment requirement for CPGHA players in U15 and below who volunteer with other teams is full player equipment.</p> <p>More information on requirements and resources can be found in the Risk and Discipline section of the CPGHA website.</p>
Non-Parent Coaches	<p>Head coaches who wish to bring on a non-parent coach/assistant coach must discuss in advance with their respective director (house, competitive) and obtain their approval before bringing any non-parent coach/assistant coach onto their team.</p>
Exceptions to Policy	<p>Exceptions to this policy can be made at the discretion of the CPGHA executive.</p>
Policy Inquiries	<p>Inquiries on this policy can be submitted to the CPGHA Executive via cpghasecretary@cpgha.ca.</p>