

Carleton Place Girls Hockey Association

Policy Manual

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1. GOVERNING BODIES

1. All CPGHA Executive members, players, and on-ice and/or on-bench personnel are registered with the Ontario Women's Hockey Association (OWHA).
2. All CPGHA Executive members, players and on-ice and/or on-bench personnel are members of the Canadian Hockey Association (CHA) and are bound by CHA, OWHA and CPGHA rules, regulations, policies and procedures.
3. All CPGHA players and on-ice and/or on-bench on teams participating in the Ottawa District Women's Hockey Association (ODWHA) are bound by ODWHA Rules, regulations, policies and procedures.
4. All CPGHA Executive members, players and on-ice and/or on-bench personnel are covered by CPGHA insurance.

2. CODE OF CONDUCT

2.1 General

1. This Code of Conduct identifies the standard of behavior that is expected of all CPGHA members, including players, coaches, parents, volunteers and Executive members.
2. The CPGHA is committed to providing and maintaining an athlete-centered minor hockey environment where all individuals are treated with respect. During the course of all CPGHA activities and events, members of the CPGHA shall conduct themselves at all times in a fair and responsible manner. They are expected to refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behavior that constitutes harassment or abuse (as defined by Canadian hockey governing bodies) will not be tolerated by the CPGHA.
3. Members shall avoid behavior that brings the CPGHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medicinal use of drugs, or that endangers the safety of others. CPGHA members shall at all times adhere to CPGHA operational policies and procedures, to rules governing CPGHA events and activities and to rules governing any events and activities that the member participates on behalf of the CPGHA.
4. Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the policy and guidelines of the CPGHA. Such action may result in the member losing the privileges that come with membership in the Association, including the opportunity to participate in CPGHA activities.

3. REGISTRATION

3.1 Player Definitions

1. "Veteran CPGHA Player" - Registered with the CPGHA during the previous season.

2. "Former CPGHA Player" - Registered with the CPGHA for a fall/winter season prior to, but not during the previous fall/winter season.
3. "New Player" - Never registered with the CPGHA

3.2 Registration Priority

1. Registration will be on a first-come, first-served basis, within birth year and division under the following priority:
 - a. "Veteran Players" within 30 days of Registration commencing on-line.
 - b. "New and Former" CPGHA players residing in Carleton Place and surrounding districts, after first 30 days of registration, commencing on-Line.
 - c. "New and Former" CPGHA players, not residing in Carleton Place and surrounding district will be accepted if there is space available.
2. Those players that register after July 31, may be placed on a waiting list and will only be placed on a team should there be space available. They are not guaranteed a spot.

4. GENERAL RULES

4.1 Registration Requirements

1. Registration will only be accepted and considered complete when all required fees and completed documentation have been received and verified. All registration fees, must be paid before a player is allowed on the ice. Special arrangements for payment can be made with the treasurer.
2. At the time of registration, all players will be required to sign a statement to abide by the rules, regulations, policies, and procedures of the CPGHA, OWHA, Hockey Canada, and the league they play in, as well as accepting the consequences for failing to do so.
3. Incomplete registration or outstanding team fees, depending on the circumstances as determined by the CPGHA executive, may result in player being placed on a wait list or being removed from the team. Incomplete registration, carrying over into the next year will result in the family being placed on a "Not in good standing" status which means before the family can reinstate their membership with the CPGHA, they must clear their incomplete registration (and penalty fees such as NSF) and an additional \$25 fee. Payment options for a family once having a "Not in good standing" status will be credit card, cash or certified cheque only.
4. Read and Agreed to the personal Information consent forms on-line.
5. New Players require a copy of Proof of Age (Birth Certificate). Players from another OWHA Association, also require a copy of signed Player Releases Form.
6. Registrations will NOT be processed for players who have not fulfilled their financial obligations to the CPGHA or who have not returned all CPGHA equipment and jerseys.

4.2 Registration Schedule

1. A completed on-line registration with registration payment (options by schedule, reflecting any early bird date) as agreed to by the Executive for that particular hockey season by means of credit card (on-line), cheque or cash received by the Registrar by or before the deadline dates.
2. Registration is closed August 1. If there is room on a team, players may be added up until December 31 as per ODWHA/OWHA policy.

4.3 Required Documentation

1. Completed registration information on-line as per deadlines.
Credit Card Payment option (either full or installments), Cheque or Cash if approved by registrar.
2. A \$5 per jersey fee will be charged to each player (excluding the atom house). This is to be collected and paid by the manager of the players team. Can be paid with fundraising or sponsors etc.
3. Fair Play Codes read and signed by both player and parents/legal guardians (on-line or paper copy).

5. AGE LEVELS (OWHA)

All ages are as of December 31st

Senior	Open age
Intermediate	21 & under
Midget	17 & under
Bantam	14 & under
Pewee	12 & under
Atom	10 & under
Novice	8 & under
FUNDamentals	6 & under (8 & under if unexperienced)

6. FEES, NSF AND REFUNDS

6.1 Fee breakdown

1. All fees are reviewed and set annually by the CPGHA Board. All fees must be paid in full prior to any player being placed on a Team Roster. The registration fees may be increased, based on the projected expenditures for the upcoming season.
2. Registration fees may vary depending on the level registered.

3. The Conditioning Camp fees are included in the registration fee, and must be paid at the time of registration. This fee may provide a minimum of two ice slots prior to the start of the season. Times and locations for these slots will be determined in August and will be published on the CPGHA Website.

6.2 NSF

1. A \$25 fee will be charge for all NSF cheques received. NSF cheques must be replaced within seven days of notification by cash, certified cheque or money order. Failure to do so will result in the risk of player being put on waiting list

6.3 Refunds

1. A written request by letter or email, must be submitted to the Registrar before a refund is issued.
2. The Registrar must receive refund requests in writing prior to December 15. No refunds will be given after December 31.
3. After October 1, refunds will be subjected to an Administration Fee (as established by the CPGHA Board), and the OWHA Registration Fee (Insurance Fee). All remaining fees paid, will be pro-rated up to December 1 (OWHA fees and Hockey Canada insurance fees are nonrefundable).
4. The Refund formula $[(\text{cost of registration} - \$50. - \$ \text{owed to team}) \times (\# \text{ of full months left in season})] / 7$
5. Full refund minus a \$25.00 administration fee will be given to anyone withdrawing before September 1.

6.4 Outstanding Payments by CPGHA Members

1. Registration fees to be paid as per the schedule posted.
2. CPGHA will strive to ensure payments are deposited within 5 business days of the post cheque date.
3. Registration deposits after September 1 will be made on the 15th and 30th day of each month if required. Upon receipt of returned cheque (NSF), the treasurer will contact the parents to request payment and the \$25 administration fee.
4. The treasurer is to report unresolved liabilities at CPGHA Executive Meetings.
5. If no financial arrangements are made by September 1 to resolve any outstanding liability, the player may be removed from team list and may be ineligible for league play until all fees are paid.
6. If no financial arrangements are made by September 1 to resolve any outstanding liability, the player may be ineligible for league play until all fees are paid.

6.5 Payment Policy

1. The purpose of this section of the policy manual is to detail the payment process for all members/guardians of CPGHA ensuring they remain in good standing. This policy does not eliminate the ability of the Executive to review individual exceptions.
2. This section is intended to assist CPGHA members/guardians who may be experiencing financial difficulties or due to unforeseen circumstances, may require payment plans which will allow the player to continue participating in team activities.

Executive requirements

3. The CPGHA executive will inform its membership of all known available programs that provide financial assistance during the Annual General meeting. This information will include a basic summary of the available programs and where to find information on them. The executive will also provide a membership wide email notification reminder of these programs no later than 15 July.
4. The CPGHA executive will provide any required assistance to its membership in the application process for the financial programs. Be it reference letters or detailed information the executive will provide the member/guardian its full backing in an effort to gain a greater chance of success.
5. The CPGHA executive will maintain strict confidentiality pertaining to any and all information provided by the member/guardian seeking financial assistance or payment plans.
6. The Treasurer and Registrar will work with the member/guardian to develop and track the payment plans on behalf of the executive. They will notify the executive of the number of members who have requested assistance and payment plans. This information will be conveyed by numbers and at no time will names be provided to other executive members unless the below criteria are met.

Membership requirements

7. The members requiring financial assistance or payment plans will identify themselves to either the Registrar or Treasurer no later than 1 August.
8. They will work with the Registrar and Treasurer to compile the required paperwork or develop a suitable payment plan that will ensure full payment is received by 1 September.

Missed Payments

9. In the event of missed payments, the following procedure will be followed:

- First missed payment: the Treasurer will notify the member/guardian;
- Second missed payment: the Treasurer will notify the President, Director of Risk & Discipline who will in turn inform the member/guardian and the team the player is no longer in good standing and they are not eligible to participate in any team activities until all fees are paid in full.

6.5.4 Miscellaneous

10. The implementation of a payment plan will NOT extend the deadline for payment unless exceptional circumstance exists. These exceptional situations are to be discussed and voted on by the executive at the August monthly meeting. Note – the identity of the requesting member will only be known by the treasurer whose responsibility will be to present the situation in an unbiased manner.
11. A payment plan extending the deadline will not be in excess of 50% of the full registration amount.
12. Payments will be accepted in any denomination beginning at the time of registration, ensuring full payment is received by the applicable deadline.

6.6 Financial Accountability

1. The Treasurer shall provide the executive committee with a complete statement of the Fiscal Year-to-Date revenues and expenditures at each monthly executive committee meeting.
2. The Treasurer shall provide a statement of revenues and expenditures, sufficient for all attendees at the Annual General Meeting of the CPGHA.
3. The Treasurer shall keep accurate records and books of account.
4. Any surplus revenue generated by the CPGHA Association may be allocated toward special projects; otherwise it is to be used toward registration costs.

7. PERMISSION TO SKATE AND RELEASES

1. If a player was associated with a different OWHA association the previous year, they are required to obtain proper documentation (Player Release forms, Permission to Skate Forms) in order to register with the CPGHA. All players and parents must also complete and sign the CPGHA Waiver Form prior to entering the ice.
2. Players further wishing to register with the CPGHA will be required to complete the CPGHA Registration form, complete and sign the Fair Play Code Pledges, and provide Proof of Age.
3. A player who receives a Release, may not be eligible to return to the CPGHA during the season in which the release was granted.

4. A Permission to Skate (PTS) and/or Release, will not be issued to a player who has not fulfilled her financial obligation to the CPGHA or who has not returned all CPGHA equipment and jerseys.
5. If a player wishes to try out with another association, and the same level is being offered by CPGHA, a release from CPGHA, not a PTS, will be required. This is at the discretion of the executive.

8. COMMUNICATIONS

8.1 Twenty-Four Hour Rule

1. To ensure that all members of our association are treated fairly and with respect, we encourage everyone to communicate in a positive manner and to follow certain guidelines when discussing issues about practices and games.
2. When an issue occurs and a party has a resulting complaint to make or issue to be resolved, they are asked to wait 24 hours. The parent/guardian or coaching staff, can then put the issue in writing and submit it to the appropriate party. Whether this issue is labelled as coaching error, team mate interference, parent conflict or any other of a number of possible situations, it is very important that all parties involved take the full 24 hours to remove or decrease the emotional element so that the actual issue can be resolved quickly, in a civilized manner, and to everyone's satisfaction.
3. If there are any problems with players or parents that a coach or manager is unable resolve, the coach or manager will contact the Director. The CPGHA Executive will help resolve this issue in collaboration with the coach. Remedies can include a player suspension in practices and games.
4. Any conflicts that arise should never be discussed in front of children.
5. CPGHA is committed to ensuring these rules are followed. Failure to abide by this guideline will result in the following penalties (on a per season basis):
 - 1st offense - Verbal and/or written warning (via email)
 - 2nd offense - Removal from all club activities for the time frame decided by the executive. This can include both player and parent/guardian. That means the participant cannot be at practices, games, or any other events.

9. TEAM STAFF

9.1 General

1. All team staff must consent to a Vulnerable Sector Check (VSC). It is the responsibility of the Head Coach to see that each one of their bench staff submits their VSC to the CPGHA Executive by October 31. Failure to do so may result in the staff being removed from the bench.
2. All on-ice staff and room monitors must take Respect in Sport.

3. The deadline for team staff to acquire the CPGHA minimum required certification is December 31. Failure to do so will result in the removal of the individual from the relevant team staff position on the team.
4. The cost to team staff, acquiring the necessary trainer certification (1 per team), coach certification (1 per team) and Respect in Sport (5 per team) will be paid by the CPGHA with a receipt given to the Treasurer. A copy of the appropriate certificate and proof of payment must be provided.

9.2 Applications

1. CPGHA will attempt to recruit the best possible head coaches for all CPGHA teams.
2. No application for head coach will be considered complete unless he/she has submitted a completed coaching application form, Vulnerable Sector Check and photocopies of coaching certification documents.
3. Any applications received after the deadline, will be assessed by the CPGHA Executive. If a position is available, the applications will be assessed on the above criteria and a successful candidate will be selected.
4. Head Coaching in a previous season is not a guarantee of a head coach position for the following season. All candidates will be considered based on their individual merits and the needs of the team on an annual basis.
5. Final selection of Head Coaches for Tier 1 or 1A will take place before May 31.

10. HEAD COACH SELECTION PROCESS

10.1 Coach Selection Policy

1. In the event that an Executive member applies to coach a team, they cannot hold a position on the Executive Committee for the division the team is in. For example, a Competitive Director cannot coach a competitive team, but could coach a house team.
2. The Coach Selection Process is based upon the training, knowledge, and experience, and recommendations. Coach candidates are evaluated relative to the qualification criteria and the best candidate selected for the job.
3. Coaches are selected by the CPGHA Executive. The Coach selection will have no effect or bearing on the ranking of players. Coach selection is for one season only.
4. All coach candidates must reapply each season for selection. Any coach of a competitive team, must be prepared to step down /return the team, in the event their daughter does not make the team.
5. If a suitable candidate is not available, CPGHA is not obliged to appoint any coach. The position will remain vacant until a suitable candidate is found.

10.2 Coach Selection Committee

1. The CPGHA Coach Selection Committee consists of the following members:
 - President
 - House and/or Competitive Director
 - One other voting member of executive
2. Once applications are received by deadline as designated by CPGHA Executive; the designated CPGHA Coach Selection Committee will review all applications and arrange interviews. Head coach candidates will be assessed based on several criteria including, but not limited to (not necessarily in order of priority):
 - Hockey knowledge
 - Coaching experience
 - Ability to interact positively with players
 - Ability to interact effectively with parents
 - Certification and training.
 - How the applicant has represented the organization in the past
 - Level of support/cooperation the applicant has shown CPGHA in the past
 - References
 - Evaluation of previous coaching performance

10.3 Evaluations

Coach Evaluation Process:

- ~~1.~~—A mid-season, and an end of season coach evaluation may be sent to players and parents via email. The purpose of these evaluations is to ensure that all coaches receive relevant feedback and can make appropriate adjustments as required. All information collected will remain confidential.
- ~~2.~~—Coach evaluation forms will be reviewed by the CPGHA Executive and will be used in the development and assessment of the coaching staff.

10.4 Other Team Staff

1. Once teams are formed, both house league and competitive head coaches will be able to choose their own Assistant Coaches, Manager(s), and Trainer(s).
Please note: that all potential bench staff **must** be approved by the executive before contacting them for your team.

2. No team can have two parents/guardians of the same player on the team staff, and no individual can serve on the team staff of more than one team.
3. Teams are encouraged to have female, non-parent coaches on their bench staff. Each team must have at least one parent/guardian of a player on the team staff.
4. Trainers must have Trainer Level (1) certification. It is strongly recommended that each team have a female Trainer. Peewee teams and higher must have a female trainer. Trainers should be focused on the game and should not operate the door while on the bench, unless a second trainer is present on the bench.
Trainer Requirements:
 - Games: Must be on the Bench
 - Practices: Must be in the vicinity of the ice surface
 - Land Training: Must be at the training in the vicinity of the players
 - Team Event: Attendance is recommended

10.5 Student Volunteers:

1. In the event of a student wanting to fulfill their "volunteer hours" for High School, a letter must be sent to the Executive outlining their intentions and any hockey insurance that they have, i.e. Minor Hockey. If the student applicant is a girl and a registered player for CPGHA, insurance is already in place.
2. The CPGHA is prepared to pay the additional \$23.00 for Insurance for Minor Hockey wanting to volunteer on a first come first serve basis, not to exceed 5 applicants in any hockey season. This Insurance application must be done before October 31 of the particular hockey season.
3. The respective coach must be aware of the student's commitment and be responsible for any written evaluations, etc.

10.6 Volunteering as an On-Ice Helper

1. Individuals may volunteer with a team during practices. They may only be demonstrators/helpers and are not to partake in any scrimmages as a player would.
2. Individuals that volunteer must be a minimum of one age division higher than the team to which they are volunteering with and are not permitted to volunteer, as an on-ice helper, with a team at their same or higher division.
3. Individuals that volunteer and are under 16 years of age must wear full equipment on the ice. Volunteers who are 16 and older, must wear a CSA certified helmet, facial protection, a certified neck guard, as well as hockey gloves and skates. This is the CPGHA's minimum requirements. However, the volunteer "helpers" may also choose to wear full gear on their own.
4. Individuals, who are not registered team officials, and who are 16 years of age or older are recommended to complete the Respect in Sport online course.

NOTE: All team players must wear full gear for all games and practices with their own team.

11. FORMATION OF TEAMS

11.1 Team Size

1. Generally, teams will be restricted to a maximum of 15 players, excluding goalies; but may have a maximum of 17 skaters and a maximum of 2 goaltenders as per OWHA. The CPGHA Executive, not the Head Coach, will make the final decision on allowing the maximum number of players.

11.2 Team Seeding Criteria – (Provided by ODWHA, 2004)

House league

- No real star players; several solid players
- Weaker goaltending
- 4-5 players who have played organized hockey
- Few may still be learning basic skills
- Focus is on basic skills

Competitive C

- May have 1-2 star players; 4-5 other solid players
- Decent goaltending
- 6-7 players who have played organized hockey
- Team skating and passing skills need work
- 2-3 may still be learning basic skills
- Focus on basic skills and simple systems of play

Competitive B

- May have 2-4 star players; 4-6 other solid players
- Steady goaltending
- Most of the team has played organized hockey
- Skating skills are solid to very good; acceptable passing skills
- Focus is on reinforcing basic skills and more advanced systems of play

Competitive BB

- May have 3-5 star players including 1-2 superstars and 4-6 solid players
- Solid goaltending
- Players know the game well and are quick to learn
- All have played organized hockey
- Skating and passing skills range from good to excellent
- Focus is on enhanced speed and stronger team systems

Competitive A/AA

- 3-6 star players including 1-3 superstars and all solid players
- Good to excellent goaltending
- All the team has played organized hockey and know their roles well
- Good to excellent skating and passing skills
- Team will be consistent and solid throughout
- Focus is on speed, superior passing skills, and strong team system

Things to consider:

- A dominant goaltender can easily move a team up to a higher level
- Team chemistry can make or break the season

- Coach is experienced and motivational
- Inspirational leadership is by example and words (on the bench and dressing room)
- Great Captains and Assistant Captains know how to lead their team to victory

12. COMPETITIVE TRY OUTS

12.1 Selection Committee

1. The selection committee, as formed by the executive, will evaluate players and monitor the selection of the competitive teams.
2. The selection committee will rank players based on individual skills. These skills may include but are not limited to skating, puck handling, shooting, game sense, etc.
3. A selection committee is a group of qualified coaches and/or experienced hockey personnel, selected by the CPGHA Executive.
4. The selection committee chosen must commit to at least two of the three tryouts and abide by the evaluation form set forth.
5. A selection committee provides appropriate evaluation of all participants wanting to try out for a competitive team. It is imperative that all members in our organization feel confident that selection to a competitive team is determined fairly and impartial.

12.2 Try-outs

1. Only veteran CPGHA Players and Players from other Associations with Permission to Skate and copy of Birth Certificate forms may attend competitive Tier 1 or 1A tryouts.
2. Only CPGHA Registered players may try out for competitive teams. If the tryouts are not "open" any player from another association wishing to try out for CPGHA must have a release from their association and must register with CPGHA.
3. In the event of two players of equal ranking being considered for final selection, the veteran player from CPGHA will be selected.
4. Parents/Guardians must sign Tryouts Waiver Form.
5. All players attending competitive tryouts will be charged a try-out fee as determined by the CPGHA Executive.
6. Players are expected to attend all tryout sessions. Exceptions for illness, injury, family emergencies etc. will be considered on an individual basis.

7. Players are expected to play within their age level. If an underage player chooses to try out for a higher age team, the following criteria must be adhered to:
 - a. there must be space available in the higher age group. If that particular age group is full or there is a waiting list, no underage player may be able to tryout.
 - b. The underage player must be in the top third of the highest-level team of the next higher age group to be selected.
8. Once the Head Coach is selected, he/she will be consulted for the actual tryouts, namely, drills used on the ice for tryouts, on-ice staff (no familial relation with players trying out), controlled scrimmages.

12.3 Tier 1, 1A

1. Since the team is selected in the Spring, any team activities off season, namely, over the summer months, must follow the rules set out by OWHA.
2. Actual Hockey Season (August to Provincial Championships in April)- recommend a maximum of 3 training sessions, (includes both on and off-ice) per week but would suggest alternate weeks, having 3 sessions one week and two sessions the next week.

12.4 Selection process

1. In the event of numerous goalies trying out, the Head Coach may be involved in the Final Selection/s.
2. Each participant will be given a numbered pinney or jersey for identification. This is the only means of player identification for the entire selection process.
3. No cuts will be done after the first tryout.
4. Cuts after the second tryout are appropriate; CPGHA Executive will notify the participant by e-mail or will post successful players on the website.
5. After the third tryout, the Competitive or High Performance Director, an appointed executive member, and the Head Coach, will review the ranking of participants. The Head Coach may choose to ice his/her team as is; OR; have the option of amending the bottom three players. If he/she decides to amend the team, the substituted players must be selected from within the next three highest ranked players. (For example, on a team of 12 players, the coach may select his/her amended players from players ranked 13th, 14th, or 15th only). Coaches must provide a valid reason as to why they are not taking the roster as-is, based on player evaluation. Aside from positional requirements at the high-performance level, only the most extenuating circumstances will be considered. CPGHA executive participants will make the final decision on whether or not reasoning is valid.

NO PHONE CALLS. It is the CPGHA policy NOT to communicate the rankings of players. The final decision about the status of any released players will not be changed. Asking for player rankings is of no true benefit to the player. However, discussing with your new team coach ways of improvement should prove more beneficial.

12.5 House League Team Selections

1. Players will be assigned to teams, such that the balancing of the teams in terms of skill shall be the first priority. The process to determine the equal balancing of players on teams will include rating of players' skills at three on-ice drills and controlled scrimmages by CPGHA approved evaluators.
2. Players are expected to play within their age level. A request to play in a higher division will be considered only if all of the following criteria are met:
3. The player and/or player's parent has made the request in writing.
4. The higher division team needs additional players.
5. The player is capable of playing at the higher division.
6. It is agreed to by a majority executive member vote.

13. DEVELOPMENT STREAM (DS) TEAMS

(As per OWHA policy)

1. Development Stream (DS) is a subset of the House League Program, offering a tryout-based, enhanced opportunity for House League players who are:
 - a) Looking for a development bridge to competitive hockey
 - b) Do not wish to make the commitment, in time or cost, to competitive hockey but are seeking more competition and skill development that is afforded by house league alone.
2. The DS teams will practice, play exhibition games and enter tournaments outside of their normal House League team. The DS program runs concurrently with and cannot interfere with the player's current house league team.
3. The CPGHA will notify on the website, when coaching applications are open.
4. Tryouts and team selection will be at the discretion of the CPGHA Executive.
5. Jerseys for DS teams are the responsibility of the team.

14. PROCESS AND REQUIREMENTS

1. DS teams may be formed in novice, atom, peewee, bantam and midget divisions only and will be determined by their oldest player.
2. DS teams may only be formed from a registered OWHA House League or FUNdamentals Program. All players must be registered within the House League or FUNdamentals Program.
3. DS practices and tryouts, may not commence prior to November 15th.
4. Players may be rostered to a DS team at any time after December 1. There is a \$25.00 team fee.
5. DS Games may not commence before December 1.
6. DS players who are rostered from FUNdamentals are required to pay the player registration fee
7. Teams may only play 17 players in a game but may roster up to and including 25 players. Pick up players are not permitted for a DS team. Special permission for goaltenders is possible as per OWHA policies
8. A DS team will not be permitted to register as a competitive team
9. DS teams may participate ONLY in DS divisions of sanctioned tournaments
10. DS teams are permitted to play a maximum of 8 exhibition games against other DS teams and attend a maximum of 3 DS tournaments each season
11. Schedules of exhibition games and tournaments must be received through a method determined annually by the OWHA Executive Committee prior to any games being played
12. A DS team will not be permitted to register as a competitive team
13. DS teams may participate ONLY in DS divisions of sanctioned tournaments
14. DS teams are permitted to play a maximum of 8 exhibition games against other
15. DS teams and attend a maximum of 3 DS tournaments each season
16. Schedules of exhibition games and tournaments must be received through a method determined annually by the OWHA Executive Committee prior to any games being played

15. TEAM /PLAYER COMMITMENT

15.1 General

1. All players must notify their coach in advance when unable to attend a team function. Other than for exceptional reasons, less than 48 hours shall be deemed unreasonable. This includes games, practices and all other team activities such as social functions and fundraising efforts.
2. Players who regularly miss practices, games or tournaments, may, at the Coach's discretion, could be given less time than other players on her team. The executive will monitor such denial of equal ice.

15.2 House Teams/Players

1. All House teams will play in the ODWHA House Division. The season typically consists of 18-20 game regular season, followed by playoffs as set by the ODWHA. About half of the games will be on home ice. The other games may be as far as away as 1-hour drive. There will be no set dates or times for games or practices. Practices may be as early as 6:30 A.M. on weekends or 5:00 P.M. on weekdays.
2. Teams are generally allocated 2 ice times a week, possibly practices and/or league games.
3. Teams may participate in 2-4 tournaments, 2-3 of these can be out of town and may require hotel stays. The final decision on the total number of tournaments to be attended will be discussed and decided by the players, parents and coaching staff. Consideration of costs and time away from school and parents' work must be taken into the final decision
4. The Head Coach will exercise equal ice time in all games among all players. Equal ice time is throughout the season not just one game. If necessary, the coach has the discretion to adjust their lines in the final minutes of a game or at a critical juncture in the game. For example; it can help the team move forward in a tournament, playoffs etc. This should not be a common occurrence.

15.3 House - Team fees

1. Team fees are mandatory and cannot exceed \$250 a player. Team fundraising and sponsorships can offset these costs. The team fees should cover tournament registrations, exhibition games, extra-ice time and power skating instruction. Spending of money on team activities, events (pizza party) should be agreed to by the majority of the team.

15.4 Competitive Teams/Players

1. All competitive teams will play in the ODWHA Competitive Division. The season typically consists of a 20-22 game regular season, followed by playoffs as set by the ODWHA. About half of the games will be on home ice. The other games may be as far away as a 1 1/2-hour drive. There will be no set days or times for

games or practices. Practices may be as early as 6:30 am on weekends or 5:00 pm on weekdays.

2. Teams are generally allocated 6 to 8 practices per month by the CPGHA but coaches may seek out additional ice time including exhibition games.
3. These teams typically enter 4 or 5 tournaments, of which only 3-4 can be out of town and may require hotel stays. This is due to a smaller number of competitive teams in the area, than house league teams. The final decision on the total number of tournaments to be attended will be discussed and decided by the players, parents and coaching staff. Consideration of costs and time away from school and parents' work must be taken into the final decision.
4. All competitive teams are expected to go through the qualification process for the Provincial championships. All competitive teams that qualify are expected to participate in the Provincial championships. There is an additional cost necessary to cover this event. Costs are estimates at \$750 per team.
5. A competitive team coach may exercise reasonable discretion in limiting a player's activities outside hockey and enforcing required levels of attendance at practices and games. Other than for reasons of illness, injury, family commitments or school activities, a competitive player is expected to attend all team activities including out of town tournaments.
6. All competitive players, unless ill, injured or attending a family emergency, must be available for all league playoff games, provincial play down games and tournaments.
7. Team fees for Tier 2, 3, and 4 teams could be in the \$200-\$500/player range. Team fundraising, and sponsorships can offset these fees. These fees would cover things such as tournaments, power skating instruction, extra ice-time, and team events.
8. Any additional ice acquired by a team, beyond the allotted ice to all CPGHA teams, house and competitive, will be billed to the respective team.

15.5 Competitive Additional Costs

1. Team fees for these teams could be in the \$200-\$500/player range. Team fundraising and sponsorships can offset these fees. These fees would cover things such as tournaments, power skating instruction, extra ice-time, and team events.
2. Any additional ice acquired by a team, beyond the allotted ice to all CPGHA teams, house and competitive, will be billed to the respective team.

15.6 Competitive Teams-Tier 1

1. Once the team has been selected, the player has seven days to register with the CPGHA; otherwise their offer will be withdrawn.
2. Typically, the Tier 1 teams are selected in the Spring. Any team activities- off season, namely, over the summer months must be approved by the CPGHA Executive in advance before presenting plan to players and parents.
3. Four – five tournaments Maximum (2 Local).
4. Minimum practice attendance of 75% (includes off-ice).
5. Team fees these teams could be up to \$1800/player. Team fundraising, and sponsorships can offset these fees. These fees would cover things such as tournaments, power skating instruction, extra ice-time, and team events.

16. PLAYER ICE TIME

1. All players will receive equal ice time with the exception of: the last minute of a close game (in cases where continuation in tournament play is dependent upon successful allocation of points for each period.)
2. The only exception to the rules above, is when a player is denied equal ice for disciplinary reasons. This may include, but is not necessarily limited to, violations to the Players Code of Conduct, non-compliance with team rules or repeated absences from team activities. The Executive will monitor such a denial of equal ice time.
3. Ice time difference between forwards and defense is accepted, as is the occasional difference between centers and wingers, when there are insufficient players to have full lines.
4. Players who miss practices or games for reasons other than illness, injury, academic demands, or exceptional family circumstances, may, at the coach's discretion, be given less ice time than other players on her team.
5. A first notice might include a single shift lost, a second notice a missed period, a third notice two periods, and higher notices a full game missed. Preferably, a coach will speak to his or her expectations in regard to this policy at the beginning of the season.
6. Players are expected to arrive for team games and practices rested, nourished, and hydrated sufficiently to participate to their potential on behalf of their team. A coach, may at their discretion, and having previously given the player notice, give players abusing this policy, less ice time than other players on the team, with penalties in line with missing practices and games. Preferably, a coach will

speak to his or her expectations in regard to this policy at the beginning of the season.

17. TEAM FINANCES

1. All teams are required to open a team account at an accredited financial institution for the current season, with signing authority for the account requiring two signatures.
2. A mid-season and year -end financial report is to be distributed to all team players/parents.
3. Allowable team budget expenses (requiring majority consent of the players/parents):
 - OWHA fees for extra team staff (guest instructor)
 - Additional Practice Ice
 - Exhibition Games
 - Tournament Registrations
 - Team Supplies – pucks, pylons, first-aid kit replenishment,
 - Administration – postage, photocopying
 - Provincial Championships – competitive teams only
 - Team expenses not listed above (e.g. items of clothing, team parties, and team awards) require unanimous approval of the players/parents and cannot be a mandatory requirement of any player on the team.
 - Any use of remaining monies at the end of the season requires unanimous approval of the players/parents.

18. FUNDRAISING

1. The CPGHA may, at the Executive member's discretion, initiate an association wide fundraising effort. Teams will be required to participate as determined by the Executive members.
2. Teams are encouraged to organize fundraisers to ease the financial burden for parents.
3. Teams are to check with the CPGHA Executive – VP Communications, for the creation of any raffles or ticket draws. Teams must adhere to the Ontario Gaming Lottery and Licensing Laws and submit all of the necessary paperwork that is required.
4. Fundraising must be conducted in such a manner, and at such a time, as to cover actual or anticipated team and player expenses only.

19. SPONSORSHIPS

19.1 General

1. Sponsorship opportunities may be pursued for the Association, a team or an individual player.
2. Sponsors should be recognized by the association and team for their contribution (CPGHA Website, thank-you letter, year-end appreciation plaque, team photo, etc.)

19.2 Team/Player Sponsorships

1. Sponsorship opportunities may be pursued by individual teams.
2. All sponsorship amounts received must be deposited directly into the team account.
3. Total amounts received from team sponsors shall not exceed the actual or anticipated total team expenses.
4. The treasurer will provide receipts for sponsorships as necessary.
5. Sponsor tags may be attached in a non-permanent manner to team jerseys.
6. Sponsor tags must have a white or blue background. Only blue, white, or yellow lettering will be permitted.
7. Sponsor tags are to be removed at the end of each season, by the player or the team staff.
8. Any sponsor tag deviating from policy must be approved by the CPGHA Executive

20. USE OF AFFILIATE PLAYERS

20.1 General

1. To foster the development of all players, teams are encouraged to use CPGHA players as affiliates whenever allowed by ODWHA and OWHA rules.
2. Non-CPGHA players can only be used as affiliates for a game if CPGHA players are unable or unwilling to play, and when approved by the receiving team's Director.
3. Coaches are encouraged to request and allow affiliate players at every opportunity, unless it would mean a player missing one of her own team's games.

20.2 Conditions for Use of Affiliate Players/Pickup Players in League Games: (ODWHA)

1. Player movement from one level to a higher level is allowed under the following conditions:
 - a. Unless otherwise approved by the ODWHA Board of Directors, upward movement of players may only occur within teams falling under the Ottawa District Women's Hockey Association.

- b. No individual player is allowed to play at a higher level more than ten (10) ODWHA league games during the regular and playoff season. Any player who plays more than ten (10) games at a higher level shall become ineligible for further play with her original team. The player's future status will be determined by the ODWHA Board of Directors.
2. A team may not bring up from a lower level more than three (3) affiliate players for any given game to total team strength of 15 players, nor can they exceed the number of registered players on their team. Suspended players cannot be replaced.
3. In recognition of the shortage of goalies, teams needing to bring up affiliated goalies for more than ten regular ODWHA league games, may request an exemption from the ODWHA Board of Directors. Such exemptions to the five game movement limits, will only be granted in cases of injury, illness, or other extenuating circumstances.
4. In the event that a goalie from a lower level is not available, the ODWHA Board of Directors may approve the use of a goalie from the same level under the following circumstances to replace an injured or ill goaltender upon provision of a medical certificate; or under extenuating circumstances; goalie from the same level may not play for the same team more than three (3) times.

20.3 Procedure for Use of Affiliate Players/Pickup Players

1. In all cases, of intended use of affiliated players, the following procedure will apply:
 2. The receiving coach (coach intending to use affiliate player) will first approach his/her affiliated CPGHA team coach for permission to approach a selected affiliate player, and also inform their director.
 3. Permission being granted, the player in question will be contacted to confirm her willingness to play, with the advice that her team coach has approved her participation if interested.
 4. The receiving coach (coach intending to use affiliate player) will then immediately advise the affiliate coach of the player's decision(s).
 5. If unsuccessful, the receiving coach must provide evidence to their team's Director that multiple CPGHA players are unable or unwilling to play and obtain permission before contacting a non-CPGHA team coach to seek affiliate players.
 6. All affiliated players must be identified on the game sheet (in which the affiliate player plays), and must have the initials "PU" (pickup player) placed beside the affiliate's name as a record for the league statistician and any subsequent protests or inquiries by the ODWHA or the OWHA. The properly signed and completed Pick-up Consent form must be given to the home team to be attached to the white copy of the game sheet sent to the statistician. Keep a copy of the fully approved form.

21. ICE ALLOCATION AND SCHEDULING

1. Recommended and if possible, within a two-week period, for each team:
 - 1 shared ice practice
 - 1 full ice practice
 - 1 home game
2. Shared ice times to be matched with similar age level.
3. House and Competitive Teams to receive equal ice.
4. All teams will be allocated their fair share of the less attractive ice times.
5. FUNdamentals – shared practices with Full Ice Allocated for “FUN” Games.
6. Teams are responsible for ensuring that none of their assigned ice goes unused. Failure to do so will result in a fine in the amount equivalent to the cost of the ice. Teams may trade assigned ice with other CPGHA teams should conflicts arise, i.e. tournament play. If all efforts to trade with another CPGHA team are unsuccessful, then the CPGHA Ice Scheduler must be notified two weeks in advance or sooner of the assigned ice time.
7. Teams must follow the ODWHA rules and procedures for re-scheduling league games.

22. EXHIBITION GAMES/Controlled Scrimmages

22.1 General

1. At the beginning of tryouts, the competitive coach must supply the executives, the parents and the players, a list of proposed tournaments. This allows the players, and the parents to see the commitment level of the team.
2. Teams are responsible for organizing and paying for the referees for an exhibition game.
3. CPGHA teams may play exhibition games against any OWHA registered team.
4. CPGHA teams may play exhibition games against teams not registered with the OWHA only if sanctioned by the OWHA (i.e. OWHA Request for Sanction submitted and approved).

23. TOURNAMENTS

23.1 General

1. Decisions regarding a team's entry into tournaments will be made at the parents meeting held at the beginning of the season. Both the team staff and the players/parents will have input into these decisions.

23.2 CPGHA Tournament

1. At least one volunteer from every CPGHA team participating in the tournament, must serve actively on the tournament committee.
2. Each CPGHA family with a player on a team participating in the tournament, is expected to contribute a pre-determined amount of volunteer time to the tournament.
3. All CPGHA teams participating in the tournament must provide a pre-determined number of products for the tournament raffle table.

24. DRESSING ROOMS

24.1 General

1. The team dressing room is a social, learning and private environment for CPGHA teams and players. It is the CPGHA's position that the dressing room is a restricted area for the use and privacy of players and that it is the team staff's responsibility to ensure the safety, security and privacy of the dressing room for all players.
2. As such, the CPGHA supports and adopts the OWHA's Dressing Room Supervision Policy to provide a safe and comfortable dressing room environment with proper supervision for the player and team officials.

24.2 Novice Teams

Any parent or guardian is permitted in the dressing room until 10 minutes prior to the scheduled ice time, at which time only team staff are allowed in, as detailed below.

24.3 For Atom and older age groups

1. No males (including dads and brothers) are permitted in the dressing room. Dressing rooms must be supervised at all times when players are expected to be in them, including before, during and after a game or practice.
2. A minimum of two (2) adult females are required to supervise a dressing room until such time as the team staff are permitted in the dressing room before the scheduled ice time or until the last players have left the dressing room.
3. Police record checks and Respect in Sport are required for all room monitors.
4. Up to 10 minutes before, and 10 minutes after ice time, the team staff are permitted in the dressing room to brief players on the expectations for the ice time and to debrief afterwards. Parents and other non - team staff are not

permitted in the dressing room at this time, unless authorized by the Head Coach.

5. To safeguard the interests of both players and team staff, a player and team staff be alone in a dressing room without a third-party present. Levels Novice to Bantam, one of the adult's present must be female. For Midget and above, it is strongly encouraged that one of the adult's present be female.
6. For the safety and protection of its players, the use of any electronic device to send, receive or record a message or images (including text messaging) within the dressing room is strictly prohibited. Any players, parents, room monitor or team staff that have an electronic device with them, shall keep the electronics device stored while in the dressing room. Additional restrictions regarding electronic devices in the dressing room can be imposed by the Head Coach.

24.4 Electronics Policy

1. Definitions
Social Network – communicating through on-line communities of people such as but not limited to Facebook, Twitter, YouTube, etc.

Electronics – devices used to transmit information electronically (cellphone, iPad, iPod, etc.)
2. CPGHA recognizes the importance of making and sharing memorable moments during the hockey season. These occasions allow all participants the chance to look back on life changing events with happiness and pride. Electronics in the change rooms also provides a person with negative motives an opportunity to invade others privacy and opens the door to negative online situations.
3. OWHA has instituted a Social Networking policy which states "Inappropriate behaviour over SOCIAL NETWORKING media will not be tolerated and may result in disciplinary action being taken by the OWHA".

In the spirit of this policy CPGHA has instituted the following policy effective immediately:

Electronics are not to be used inside of any changeroom from the time the changeroom is available to the CPGHA team until the last member of that team vacates it. Each team, at the discretion of the head coach will be allowed to use one electronic device for music purposes only and will be controlled by the mother monitoring the changeroom if available.

All violations of this policy are to be reported through the coaching staff to the Director of Risk and Discipline for review and forwarding to OWHA.

25. ZERO TOLERANCE

4. In order to foster and promote the players' fair play codes into the dressing rooms, bench staff and parents must take an active role in encouraging acceptable behavior. Each team will be strongly recommended to provide dressing room supervision by means of rotating female volunteers (probably Moms) to augment bench staff. These volunteers will be present in the dressing room at different times, especially post game (after the coaches leave the room), to monitor respectable and friendly behavior towards team mates. Failure to abide by the fair play code will be addressed quickly with the comment, "this is not acceptable behavior, please stop". Should a particular player continue to display inappropriate behavior, then the bench staff will be notified to address the particular issue with the player and their parents if warranted.
5. If a player feels that they are being bullied and are uncomfortable in telling their bench staff, then the player may notify the CPGHA Executive.
6. All CPGHA players should feel welcome and comfortable in their dressing rooms.

26. EQUIPMENT

26.1 Intra-Oral Mouth Guard

1. For safety and liability reasons, all CPGHA players are encouraged to wear an intra-oral mouth guard for all practices and games.

26.2 Team Equipment Dispersal and Return

1. Every Head Coach must pick-up team equipment on the specified date and sign for the following needed items:
 - Jerseys- Home, Away, and Jersey Bags
 - Goalie Equipment (up to Peewee)- neck guard, chest protector, blocker, trapper, pads, and one goalie stick
 - First Aid Kit
 - Coaches Bag
 - Each Head Coach is responsible for the return of all the equipment (in its entirety) on a specified date at the end of the hockey season.

26.3 Team Jerseys

1. Each team will be provided with two sets of team jerseys. This excludes Atom House teams sponsored by McDonald's.
2. A \$5 per jersey fee will be charged to each player (excluding the atom house). This is to be collected and paid by the manager of the players team. Can be paid with fundraising or sponsors etc.

3. With the exception of Fundamentals teams, jerseys are to be worn for **GAMES ONLY**, not for practices or scrimmages.
4. Each team must use their JERSEY BAGS for proper storage, transport and maintenance.
5. Jerseys are not to be altered in any manner except for HAND STITCHING nametags, sponsor bars, and "C" and "A" symbols. Sewing machines or any form of glue (including iron-on items) are not to be used as they damage the jerseys.

26.4 Goalie Equipment

1. Goalie equipment will be provided by the Association to players in FUNDamentals, Novice, and Atom levels, should the need arise. This equipment will include leg pads, blocker, trapper, body armor, throat protector, and one goalie stick. Should the stick become broken, player and/or team must replace stick. All equipment must be returned at the end of the season.

26.5 Coaching Supplies

1. Coaches can request supplies from the CPGHA Executive.

26.6 Trainer's First Aid Kit

1. All trainers' kits will be issued with a minimal list of contents and will be reviewed upon return at the end of the season.

27. RISK AND SAFETY

27.1 General

1. The CPGHA is committed to creating and maintaining a safe environment for its participants.
2. All CPGHA participants must adhere to the policies and procedures outlined in the CHA publications "Fair Play Means Safety for All" and "Safety Requires Teamwork".

27.2 On-ice Insurance

1. No one is permitted on scheduled CPGHA ice unless they are insured by Hockey Canada. Parents, friends, and whoever else wants to be on the ice for practices or scrimmages must be fully insured with the **CPGHA**. Each coach must adhere to this policy in every instance. It is your responsibility to make sure that anyone on the ice, besides your players and team officials are insured. Minor Hockey players that are insured must submit a "Proof of Insurance (POI)" certificate with an additional \$23.00 to ascertain on-ice insurance with OWHA.
2. Anyone on the Ice Surface who is not insured causes the insurance of all players and coaching staff on the ice to be null and void.

3. Should a particular team choose to have a parent/player's fun game, that respective team must book their own individual ice time through the Arena staff. This ice time **must not** be CPGHA scheduled ice time.
4. Any player who has been absent from team activities for fourteen (14) or more consecutive days due to injury or illness must have a doctor's written permission before she will be allowed to return to the ice.

27.3 Vulnerable Sector Check (VSC)

1. Any person that will be performing a role that is deemed to be part of Team Management (Head Coaches, Assistant Coaches, Trainers and Managers) must be agreeable to allowing the CPGHA to have a vulnerable sector check completed. Any person not prepared to agree to such will not be allowed to hold any formal position in the CPGHA.
2. Any person with a record, must allow it to be opened and reviewed if they wish to participate with CPGHA. Based on its nature, a decision will be made whether or not to allow the individual to hold any formal position in the CPGHA.
3. All VSC checks are to be completed by the individual and taken to your local Police Station. Volunteer letters are available from the Discipline & Risk Management executive member. This allows the fee to be waived. Once your VSC is returned, you must send a copy to our Discipline & Risk Management executive member, no later than Oct. 30. Failure to comply will result in immediate removal from the Official Team List on December 1.

27.4 Respect in Sport

1. All volunteers working closely with players, including head coaches, assistant coaches, trainers, and managers must complete the online Respect in Sport course.

27.5 Pledge of Confidentiality – Executive Members

1. Privileged or personal information concerning CPGHA members must be treated as confidential at all times. All CPGHA Executive members must agree and sign the Pledge of Confidentiality to respect our members' confidentiality

28. PROCESS FOR COMPLAINTS

1. All members must read and sign the Fair Play Pledges that prescribe the expected behavior of all members at all official functions of CPGHA. Failure to agree to abide by these terms will be considered a breach of the Code of Conduct. Failure to sign and return the pledges may affect participation in CPGHA activities.
2. Complaints of breaches of the Code of Conduct will only be considered once these complaints have been put in writing, signed and submitted to the President of CPGHA.

3. An initial review of the complaint will be undertaken by the President or her/his designate. This will include any written or electronically recorded evidence. The respondent will be contacted (by phone or in person) and the details of the complaint will be reviewed. An outcome to this review will be documented and kept with the CPGHA Secretary. The outcome of this review will be shared with the involved parties. This review process may take 2-4 weeks.
4. Where warranted (multiple complaints or complaints of a more grievous nature), a more complete and thorough Discipline Hearing will be convened with a discipline Committee chosen by the executive. At this time, all parties involved will be invited to attend and give evidence of the complaint.
5. Consequences for a breach of the Code of Conduct can range from a warning to suspension of the member from all activities of the CPGHA. Generally (but not limited to) the range of consequences will be as follows:
 - Warning (1st warning) Offending party takes the on-line Respect in Sport course, or Anger Management course, at their own expense.
 - Warning (2nd written warning)
 - Final Warning (3rd and final warning) Fine (\$50-\$100). Failure to pay fines can result in a suspension from all league activities.
 - Suspension (game to indefinite, depending on the circumstances.)

29. GUIDELINES

29.1 Guidelines for Parents

1. Do not force your daughter to participate in sports, but support her desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
2. Encourage your daughter to play by the rules. Remember that children learn best by example, so applaud the good plays of both teams.
3. Do not embarrass your daughter by yelling at players, coaches, or officials. By exhibiting a positive attitude toward the game and all of its participants, your child will benefit.
4. Should you wish to talk your daughter's coach about a practice or game-related issue, wait 24 hours. Emotions can cause miscommunication and misunderstandings. No Parent is allowed on the bench at any time unless they are Bench Staff.
5. Emphasize skill development, team play, and the value of practice as the key attributes for young athletes.
6. Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Sustained criticism of the officials only hurts the game and your daughter's development.
7. Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell at or physically abuse your child after a game or practice --

it is destructive. Work toward removing the physical and verbal abuse in youth sports.

8. Recognize the importance of volunteer coaches. They devote more time than you realize and are important to the development of your daughter and the sport.
9. In the event of your daughter becoming injured on the ice, no parent shall step foot on the ice unless they are the Team's trainer.

29.2 Guidelines for Players

1. Set realistic goals and play for the fun of it.
2. Practice regularly and work hard to improve your skills.
3. Be a team player – get along with your teammates and lead by example
4. Learn teamwork, sportsmanship and discipline. Be generous with your praise and avoid negative comments
5. Learn the rules and play by them. Always be a good sport.
6. Play safe. Ensure that your equipment is in good working order
7. Respect your team's volunteer staff, your teammates, parents, opponents and officials.
8. Avoid profanity. Do not direct offensive or belittling remarks or ethnic comments towards other individuals
9. Discuss an official's decision calmly and express your opinion clearly and without profanity or disrespect.
10. Be on time and ready to go; never appear for a game or practice while intoxicated by drugs or alcohol

29.3 Guidelines for Spectators

1. Display good sportsmanship. Always respect players, coaches, and officials.
2. Act appropriately; don't taunt or disturb other fans; enjoy the game together.
3. Cheer the good play of all participants; avoid booing or jeering opponents.
4. Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive and will not be tolerated
5. Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials
6. Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
7. Support the referees and coaches by trusting their judgment and integrity
8. Be responsible for your own safety -- be alert to prevent accidents from flying pucks and other avoidable situations
9. Respect locker rooms as private areas for players, coaches, and officials.
10. Never appear for a game while intoxicated by drugs or alcohol.
11. Be supportive after the game . . . win or lose.
12. Recognize good effort, teamwork and sportsmanship.

29.4 Guidelines for Coaches

1. Winning is always a consideration, but it is neither the only one nor the most important. Care more about the girls than winning the game. Remember players are involved in hockey for fun and enjoyment.

2. Familiarize yourself with CPGHA policies and guidelines on selecting and releasing players, tournaments, ice time, and team discipline.
3. Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
4. Do not appear for games or practices while intoxicated by alcohol or drugs.
5. Show respect for on-ice and off-ice officials at all times.
6. Deal with opposing teams respectfully.
7. Resolve potential conflicts in a calm and rationale manner
8. Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players
9. Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
10. Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
11. Maintain an open line of communication with your players' parents. Schedule regular meetings. Put things in writing where possible. Be consistent in your decisions and ensure that they are in keeping with the goals and objectives of the association. Resolve potential conflicts before they combust.
12. Be concerned with the overall development of your players. Stress good health habits and clean living.
13. Do not approach an on-ice official after the game. Note that such action may result in a suspension

29.5 Guidelines for Executive Members and other Volunteers

1. Understand and support the rules and regulations of the Canadian Hockey Association, the Ontario Women's Hockey Association, the Ottawa District Women's Hockey Association and the CPGHA to ensure that the philosophy and objectives of these organizations are promoted.
2. Work with on-ice officials, coaches, parents, and other administrators to provide a positive and safe experience for all participants.
3. Support programs that train and educate players, coaches, parents, officials and volunteers.
4. Promote and publicize your programs effectively and in a fair manner.
5. Never appear for an Association event while intoxicated by drugs or alcohol
6. Communicate with parents by attending parent/player orientation meetings and/or by being available to answer questions and address problems throughout the season.
7. Treat all players, coaches and other volunteers with fairness, to promote fair play and sportsmanship.

8. Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
9. Perform your duties impartially, in furtherance of the aims of the CPGHA. Do not use your position or influence to further purely personal objectives

30. COMMUNICATION PROTOCOL

30.1 General

1. The manner in which to address issues concerning team and/or non - team issues shall be to communicate with the following in the order specified:
 - The Manager or Coach, as appropriate
 - CPGHA Executive
 - President CPGHA
2. Under no circumstances, should the ODWHA/OWHA Executive be contacted by individual coaches, managers and/or parents. This will be undertaken by the Executive member looking after a particular concern.
3. It is vital that we keep the lines of communication open but we must respect and adhere to protocol and the methods of formal communication as requested by ODWHA/OWHA.

31. CPGHA WEBSITE

1. Teams are encouraged to post news worthy items, i.e. tournament results, team pictures and team sponsors on the website, www.cpgha.ca, by sending the news items to the CPGHA Executive responsible for website management before posting.

32. EXECUTIVE PARTICIPATION AT OWHA/ODWHA MEETINGS

1. Attendance and participation by the President, and/or other executive Members, the CPGHA is required as per Association expectations, i.e. ODWHA President's Council Meetings.
2. Financial assistance for two executive members to attend out of town meetings, i.e. OWHA's AGM in May and the General Meeting in September of the hockey season shall be decided on by the Executive prior to the to the member/s attending.
3. Costs for gasoline, banquet and/or food voucher, and accommodations may be reimbursed with the necessary receipts and completed CPGHA Expense Report.
4. If none of the executive members are available to attend a local meeting, a delegate may attend as requested by the CPGHA Executive.

33. CHANGES TO CPGHA POLICIES

1. Changes to CPGHA policies and procedures may be enacted by majority vote of the CPGHA Executive at a CPGHA Monthly Meetings.
2. All changes to CPGHA policies and procedures will be publicized to the membership by posting on the CPGHA website and/or notification to team.

34. JOB DESCRIPTIONS

See Appendix A

35. DISCIPLINE POLICY

In our quest to provide a positive atmosphere, CPGHA has a progressive discipline guideline for our coaches & executive.

It should be noted that the best discipline can be achieved through positive reinforcement. This guide should be used only when positive avenues have been exhausted.

Each offense shall be dealt with on an individual basis and if necessary, all suspensions will be carried over from one season to the next as a member in good standing of the CPGHA.

35.1 Discipline Guideline for Players

First Level Offense:

1. Horseplay
2. Refusing to participate
3. Lateness or unexcused absence
4. Messing up the dressing room
5. Swearing
6. Other minor transgressions and violations of the CPGHA Code of Conduct

For the first level offenses, it is expected that the Team Officials will deal with their players using the theory of progressive discipline as a guiding principle.

- a. First offense - one period
- b. Second offense - two periods
- c. Third offense - game
- d. Forth Offense - bumped to second level offence discipline

Second Level Offense:

1. Fighting (off ice, practices, dressing rooms, any situation related to hockey)
2. Insubordination to Coaching Staff
3. Harassment of Arena Staff
4. Hindering others from participating
5. Other major transgressions

Progressive discipline:

- a. First offense: Dismissal from ice and minimum suspension of the next three (3) ice times.
- b. Second offense: Dismissal from ice and a minimum two (2) week suspension.
- c. Third offense: Dismissal from ice and a minimum one (1) month suspension.
- d. Fourth offense: Dismissal from ice and a minimum four (4) month suspension.

Third Level Offense:

1. Drugs/Alcohol:

Any player found with drugs and/or alcohol on his/her possession or any player under the influence of a drug or alcohol while participating in an CPGHA sponsored event will be suspended from further play and practice as follows:

- a. First offense: Dismissal from ice and a fourteen (14) day suspension.
- b. Second offense: Dismissal from ice and a one (1) year suspension.

2. Theft:

Any player proven to have engaged in thievery while participating in an CPGHA sponsored activity will be suspended as follows:

- a. First offense: Dismissal from ice and a fourteen (14) day suspension.
- b. Second offense: Dismissal from ice and a one (1) year suspension.

Before reinstatement the player must reimburse the owner the cost of the stolen item(s) and offer a personal apology.

3. Vandalism:

Other illegal transgressions.

- a. First offense: Dismissal from ice and a fourteen (14) day suspension.
- b. Second offense: Dismissal from ice and a suspension for the remainder of the season.

The cost of any damages done by Coaches, Team Officials, Players or Parents shall be recovered from those involved. Any amounts outstanding by a Coach, Team Official, Player or Parent may result in not being accepted as a member the following season.

4. Abuse, Bullying and Harassment:

Any player abusing, bullying or harassing others, in any situation related to hockey;

- a. First offense: Dismissal from ice and a fourteen (14) day suspension.
- b. Second offense: Dismissal from ice and a suspension for the remainder of the season.

35.2 Discipline Guideline for Parents & Spectators

Parents and spectators at CPGHA functions are responsible for their own conduct. They must endeavor to NOT exhibit any disorderly conduct before, during or after any activities involving CPGHA teams.

1. Use of obscene language or abusive behavior to any person on or off the ice
2. Disrespect towards any team officials
3. Continual disruptions which may cause a delay of game

4. Repeated disrespect for rulings of an official
5. Offences related to above by a parent or spectator of a CPGHA events may result in the following type of sanction:
 - a. 30 to 90-day suspension from CPGHA building of ice times

35.3 Discipline Guideline for Team Officials

1. Team officials are responsible for supervising and controlling the conduct of their players, before, during and after each game or practice.
2. Failure by team officials to control the conduct of their team (i.e. brawls, vandalism, lobby or parking lot altercations, etc.) may result in suspensions or other disciplinary action with the cost of any damages being paid by those involved.
3. Team Officials are to treat players, referees and off ice officials with respect as role models within the CPGHA organization. Failure by Team Officials to adhere to the coach's code of conduct may result in warnings to removal from Team Staff depending on the nature and severity of the incident.
4. In the unlikely event a team official is found to have committed a THIRD LEVEL OFFENCE, he or she will have caused themselves to be suspended from participation with an CPGHA team for life. The Executive will review all other infractions.

35.4 Discipline Procedure

- a. All infractions during a game or when players are under the direct control of a Certified Referee will be dealt with per Hockey Canada Rules, or the applicable sections of League or Association Rules, Procedures and/or guidelines.
- b. Discipline can be applied by any team official in conjunction with or by the head coach; however, any suspension of more than one ice time must be approved by the Director of Risk & Discipline.
- c. A disciplinary committee hearing will only be utilized on serious or re-offending situations and is meant to ensure a positive environment is continued and the code of conduct is adhered to.
- d. All incidents reported to the Association shall be forwarded to the Director of Risk & Discipline with all particulars included. The Association will ensure the incident is investigated by a member of the Board of Director. Any serious incident shall be investigated and overseen by the Director of Risk & Discipline. A record of the incident shall be completed. All attempts shall be made to resolve the issue. Depending on the severity of the incident, a disciplinary committee hearing maybe initiated.
- e. The Director of Risk & Discipline Based on the investigation, the nature and severity of the incident, the Director of Risk & Discipline will apply sanctions which vary from warnings to suspensions.
- f. The Director of Risk & Discipline will review the incident and interview people if deemed necessary.
- g. Any sanctioned member may appeal their suspension to the President, whom will convene a hearing of CPGHA panel members and act as Chairman. The panel will

consist of the Director of Discipline and Risk Management, the President, the Competitive Director and/or House Director.

- h. The Chairman will communicate all actions taken by the Discipline Committee, to those involved within seventy-two (72) hours.
- i. The Secretary shall be present at each the hearing to record and file the minutes.
- j. All written records other than the final decision of the Discipline Committee shall be held in confidence on file and may be reviewed by the Discipline Committee or the person the discipline applies to, in order to protect the people involved.
- k. Under no circumstances will such documentation be copied or communicated in any way other than what is required to further the appeals procedure.

Appendix A

Job Descriptions



Job Description – President (Voting position in event of a tie)

Area of Responsibilities: Overall General Management of the Association and all its operations

Duties:

- Shall preside at all meetings of the Executive, and at all General Meetings of the Association
- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Signing on behalf of the Association all By-Laws, documents or certificates
- Represent the Association and its membership at the local, regional and national levels
- Responsible for ensuring that the duties of the Competitive Director, FUNdamental & House Director, Director of Discipline & Risk Management, and Secretary are fulfilled properly
- Chair CPGHA Executive meetings and AGM, attend ODWHA meetings and represent CPGHA at the OWHA's AGM
- Responsible, along with the Vice President, for the complete well-being and operation of the Association
- Shall be Ex-Officio member of all committees
- Shall not vote except in the case of a tie when s/he shall cast the deciding vote
- Will be advised and consulted in all disciplinary matters
- Participate in the CPGHA's screening policy and adhere to, and ensure the Executive members adhere to, the CPGHA Code of Conduct, Ethics & Confidentiality
- Have the authority to suspend players, officials or members of the CPGHA, subject to ratification at an emergency meeting of the Executive Committee
- Provide guidance and support to all CPGHA Board members, Coaches, Assistant Coaches, Team Managers, Trainers, other volunteers, and parents
- To be well informed of all Association activities including: financial position, programs, operations, and league constructs

President

Time Commitment (Approx)

Item	Time Involved
Executive Meetings Preparation Attendance Post Admin	1-2 hours per month 3 hours per month 1-2 hours per month
AGM Preparation Attendance Post Admin	4 hours 3 hours 1-2 hours
Special Meetings, if required Preparation Attendance Post Admin	Could be 1 hour per month 2 hours per month 1 hour per month
Tryouts and Sort outs Preparation Attendance	During tryouts and sortouts only. Includes phone call, emails, releases or PTS, etc. 4-5 hours per week 20-30 hours per week
ODWHA Meetings Preparation Attendance Post Admin	2 per year 1-2 hours 4 hours per meeting 1-2 hours
OWHA Meetings Preparation Attendance Post Admin	2 per year (generally in Toronto) 1-2 hours 2-3 days per meeting 1-2 hours
Interviews/Coach selections Preparation Attendance Post Admin	1-2 times per year – Competitive and House 2-3 hours 3-5 hours 1-2 hours
Operations & Administration Review programs and numbers Email and Communications Complaints Guidance & Support to executive, team staff & membership	1-2 hours per week (May- Sep) 1-2 hours per day, peak can be 3-4 hours per day 3 hours per month, peak can be 1-2 hours per week 3-4 hours per month



Job Description - Past President

(Non-voting position)

Area of responsibility: Aiding the President and Vice President in setting the long-term direction of the association and implementing, monitoring, and evaluating all league functions

Duties:

- Shall preside at all meetings of the Executive, and at all General Meetings of the Association
- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Represent the Association and its membership at the local, regional and national levels
- To be responsible for ensuring that the duties of all the Executive members are fulfilled properly
- Will be advised and consulted in all disciplinary matters
- Perform the duties of the President in the absence of both the President and the Vice President



Job Description – Vice President (Voting Position)

Area of Responsibilities: General management of the Association's operations

Duties:

- Attend all meetings of the Executive and committees, and all General Meetings of the Association
- Be familiar with the CPGHA, ODWHA, OWHA, and Hockey Canada By-laws and regulations
- Perform the duties of the President in the absence of the President
- To ensure that all disbursements are made by cheque and signed by two persons, being the Treasurer and the Vice President, with the President as the alternate signee when necessary
- Responsible for ensuring that the duties of the Treasurer, Registrar, Ice Scheduler, and Director of Communications and Social Media are fulfilled properly
- Chair CPGHA committee meetings
- Responsible, along with the President, for the complete well-being and operation of the Association
- Participate in the CPGHA's screening policy and adhere to, and ensure the Executive members adhere to, the CPGHA Code of Conduct, Ethics & Confidentiality
- To be well informed of all Association activities including: financial position, programs, operations, and league constructs
- Provide guidance and support to all CPGHA Executive members, Coaches, Assistant Coaches, Team Managers, Trainers, other volunteers, and parents



Job Description - Competitive Director (Voting Position)

Area of Responsibility: Competitive programs at Novice, Atom, Peewee, Bantam, Midget and Senior

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- Work with the President and the House Director to determine the competitive teams for the upcoming season (number of teams/ level of teams/ roster sizes)
- Work with the President and the House Director to determine the Coach selection for the upcoming season
- Work with the president, the House Director, coaches and coach mentor in running of team sort-outs/try-outs
- Determine the requirements of the development programs
- Recruit/retain evaluators for tryouts
- Initiate, collect and document coaching evaluations for the competitive levels hosted by the CPGHA
- Conduct mid-season surveys and mid-season coach reviews by end of December, and post season surveys and reviews by end of April, if decided by the executive
- Maintain confidential records of team officials experience, player and parent survey results, review notes, etc. along with player histories for players directly associated with each team official
- Act as mediator/facilitator for any conflicts arising between parents/players/coaches
- Oversee/support discipline concerns
- Liaison between coaches/players/parents and the CPGHA executive
- Carry out other duties as assigned by Executive Committee or the President

Time Commitment (Approx.)

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	20 – 30 hours
Answer emails or phone messages	2 – 5 Hours per week. Can be more during tryouts, or at the beginning of the season
Interviews/Coach selections Preparation	1-2 times per year – Competitive and House 2-3 hours

Attendance	3-5 hours
Post Admin	1-2 hours



Job Description - FUNdamental and House Director (Voting Position)

Area of responsibility: Fundamentals and house league teams, Novice, Atom, Peewee, Bantam and Midget

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- Work with the President and the Competitive Director to determine the competitive teams for the upcoming season
- Work with the President and Competitive Director to determine the Coach selection for the upcoming season
- Work with the president, Competitive Director, coaches and coach mentor in running of team sort-outs/try-outs
- Determine the requirements of the development programs
- Conduct mid-season surveys and mid-season coach reviews by end of December, and post season surveys and reviews by end of April, if decided by the executive
- Maintain confidential records of player and parent survey results, review notes, etc. along with player histories for players directly associated with each team official
- Responsible for the planning and management of House League operations
- Support coaches in management of team issues where needed
- Support managers in team operations
- Assist with the running of house tournaments
- Carry out other duties as assigned by Executive Committee or the President

Time Commitment (Approx.)

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	20 – 30 hours
Answer emails or phone messages	2 – 5 Hours per week. Can be more during tryouts, or at the beginning of the season
Interviews/Coach selections	1-2 times per year – Competitive and House
Preparation	2-3 hours
Attendance	3-5 hours
Post Admin	1-2 hours



Job Description -Director of Discipline and Risk Management (Voting Position)

Area of Responsibility: Risk and safety; Ensure that the Risk and Safety policies of the CPGHA, ODWHA, OWHA, and Hockey Canada are upheld by all CPGHA members.

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- To collect all required certifications from CPGHA volunteers and keep records of these certification
- Ensure all Police Checks are completed by all CPGHA volunteers, including all team officials, (All Coaches, Trainers, and Managers), minor officials including: timekeepers and scorekeepers and all on-ice volunteers, and all Executive members
- To support the house and competitive Directors on discipline issues
- Act in all bullying, harassment and abuse issues
- To liaise and coordinate with other minor sports associations on matters of risk and safety
- Submit insurance registration to OWHA
- Work with the Equipment Manager to ensure that all trainer Equipment is adequate
- Provide all members of the Executive with advice and guidance on Risk and Safety management issues
- Be the first point of contact for all Trainers, at all divisions, within the CPGHA
- Carry out other duties as assigned by Executive Committee or the President
- Work in conjunction with the Competitive and House Director to ensure all volunteers have met their certifications within the CPGHA.

Time Commitments

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Answer emails or phone messages	6-10 hours per month



Job Description - Ice Scheduler (Voting Position)

Area of Responsibility: Coordinate ice times for all CPGHA teams.

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- Once teams have been registered, organizes a season long schedule for the respective teams ensuring balance of ice allotment team to team
- Responsible for the acquisition and scheduling of ice time as it relates to try-outs, games, practices, and clinics
- Report any ice purchases to the CPGHA Treasurer
- Work in conjunction with all coaches to ensure available ice is used
- Attend any league scheduling meetings to assist coaching staffs in the scheduling of games
- Ensure a schedule of games and practices is posted on the website
- Responsible for all CPGHA ice scheduling for practices, special events, and tournaments and for communicating all such scheduling to the team managers and others as directed by the Executive
- Responsible for making ice purchases on behalf of, and in the name of the Association, according to the ice purchase objectives set forth by the Executive
- Carry out other duties as assigned by Executive Committee or the Vice President

Time Commitment:

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Scheduling of Practices	15 hours per month, 9 months = 135 hours
Emails and conflicts	5-10 hours per month
Rescheduling of practices	5 hours per month



Job Description - Director of Communications and Social Media (Voting Position)

Area of Responsibility: Maintain Webmaster, general membership email list, Executive email addresses, advertising, media relations, general membership surveys.

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- Ensure the website and social media sites are up-to-date. Maintaining every 2 weeks
- Maintain Webmaster, general membership email list, Executive email addresses, advertising, media relations, general membership surveys other than coach evaluations
- Manage website administrator accounts and privileges
- Work with the registrar and treasurer to facilitate online registration
- Oversee general communications by the Executive to the Membership
- Application of the Lottery License for the association
- Work with CPGHA to define communication methods for advertisement of the association's yearly registration
- Responsible for all publicity releases and CPGHA advertising
- Upkeep of the bulletin board in Arena 2
- Provide website access for all coaches and managers so they can update schedules and team events
- Carry out other duties as assigned by Executive Committee or the Vice President

Time Commitment:

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Assign website accounts and privileges	1-2 hours
Update website newsfeeds	1-2 hours bi-weekly



Job Description - Registrar (Voting Position)

Area of Responsibility:

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- Establish and maintain a convenient registration system and schedule for all CPGHA members
- Ensure all members are registered within the league in accordance with applicable rules and regulations
- Work to grow registration in CPGHA
- Keep records of all documents regarding registration of players (birth certificates, permissions to skates)
- Establish and maintain an Association membership list
- Provide waivers and official roster to teams
- Liaison with OWHA in regards to registration processes
- To submit all required lists and forms to leagues and OWHA before required date
- To maintain all team lists and co-ordinate a waiting list of players
- Notify Executive and Members of registration procedure infractions, game reporting infractions and team fines
- To arrange for the coordination of registration of players for the Association, application forms, registration dates, adequate announcements of registrations, and other matters relating to registration
- Carry out other duties as assigned by Executive Committee or the Vice President

Time Commitment:

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Registering of players into Ivlnet	10 hours per week



Job Description - Treasurer (Voting Position)

Area of Responsibility: Accountable for all monies going in and out of the bank accounts.

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- To oversee the collection and deposits of all monies received
- To be responsible for the disbursement of all monies, ensuring that all disbursements are supported by acceptable receipts
- To ensure that all disbursements are made by cheque and signed by two persons, being the Treasurer and the Vice President, with the President as the alternate signee signing for the Vice President or Treasurer when necessary
- Ensure the proper maintenance of all books and accounts
- Responsible to oversee the disbursement of all payments
- To report all receipts and disbursements to the Executive at periodic Executive meetings as arranged by the President a) one prior to the Annual General Meeting b) a final one at close of the current season's financial transactions; and c) such other(s) as directed by the President.
- Give a report at all Executive meetings and a yearly report at the AGM
- Carry out other duties as assigned by Executive Committee or the Vice President

Time Commitments:

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Phone and email for outstanding payments	
Preparation of monthly reports	



Job Description – Secretary (Voting Position)

Area of Responsibility: Ensure the proper maintenance and upkeep of all CPGHA documentation

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive and committee meetings
- Issue notice of all meetings and book venues as required on a monthly basis
- Maintain and keep official copies of the minutes of all meetings and ensure that copies of these minutes are circulated to the members of the executive by the next scheduled meeting
- Maintain a complete up-to-date list of all the Association’s Executive members, their addresses and telephone numbers, and any other necessary information
- Have custody of all documents pertaining to the affairs of the CPGHA with the exception of documents pertaining to team registration and risk & safety
- Keep accurate account of all proposed amendments to the Constitution and By-Laws for their presentation at the next AGM and update the Constitution, By-Laws and Regulations immediately following any meetings where changes have been made to said documentation
- Assist the President with the agenda for all meetings
- Maintain the electronic filing system of all CPGHA Executive records
- Schedule photo day for all association teams
- Provide letterhead or special letters to members as required
- Schedule meeting dates and locations. Notify Executive members of meetings by email
- Ensure all copies of policies, forms etc. are up to date, backed up and protected
- Carry out other duties as assigned by Executive Committee or the President

Time Commitment:

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Transcribe Minutes	2-3 hours per month
Book venues as required	1-2 hours per month
Emails	1-2 hours per month



Job Description – Coach Mentor (Voting Position)

Area of Responsibility: To help organize, educate and implement current and new programs to all coaches.

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings,
- Have all required coaching certification to support house and competitive coaches (Coach 1, Coach 2 and Development 1 Certified, Make ethical decisions, Respect in sport and vulnerable sector check)
- Assist the executive in coach selections for CPGHA teams
- Meet with association coaches to discuss problems and solutions
- Perform evaluations on coaches during games and practices and provide constructive criticism to improve the program
- Convene coaches meetings (two per season)
- Keep coaches informed of OWHA/ODWHA clinics
- Mentor coaches when required or assist with practice plans, drills, weekly, monthly or yearly plans
- Assist coaches when dealing with players/parents as directed by the executive
- Identify areas of development for coaches
- Identify and suggest areas of player development for the association
- Carry out other duties as assigned by Executive Committee or the President

Time Commitment:

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Meet with coaches	2-3 hours per month



Job Description - Equipment Manager (Voting Position)

Area of Responsibility: Ensure the proper maintenance, storage and retention of all equipment belonging to CPGHA

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- Responsible for the storage, maintenance and distribution of all CPGHA equipment, jerseys and kits
- Arrange and make sure all equipment is returned after season
- Purchase needed equipment upon Executive approval
- Maintain an accurate inventory of all CPGHA Equipment and Assets
- Develop and maintain an effective storage system to assure neatness and ease of use of all CPGHA equipment
- Exercise his/her discretion in the loaning of equipment of the CPGHA
- Inform the Treasurer when deposits on player's equipment can be refunded and if charges should be deducted for abused equipment
- Maintain CPGHA trophies and trophy cases.
- Carry out other duties as assigned by Executive Committee or the President

Time Commitment:

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Distribute and collect all equipment to Head Coaches/Team Managers	6 hours per month in September/October/April
Replenish Equipment as required	15 hours
Organizing Equipment Room	10 hours



Job Description – Senior Rep (Voting Position)

Area of Responsibility: Assist the Executive with all Senior issues, namely, team categorization, team selection and/or tryouts, team meetings, and team communications. Also acts as a liaison with Executive and NCWHL, National Capital Women's Hockey League by attending mandatory meetings and maintaining appropriate communication.

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings

Time Commitment:

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Liaise with other teams, NCWHL	2 hours per month



Job Description – High Performance Director (Voting Position)

Area of Responsibility: AA & A Competitive programs at U11, U13, U15, and U18

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- Work with the President and the Competitive Director to determine the competitive teams for the upcoming season (number of teams, level of teams, roster sizes)
- Work with the President and the Competitive and House Directors to determine the Coach selection for the upcoming season
- Work with the President, the Competitive Director, coaches, and Coach Mentor in running of team try-outs
- Recruit/retain evaluators for tryouts
- Chair the high-performance committee
- Initiate, collect and document coaching evaluations for the competitive levels hosted by the CPGHA
- Maintain confidential records of team officials experience, player and parent survey results, review notes, etc. along with player histories for players directly associated with each team official
- Act as mediator/facilitator for any conflicts arising between parents/players/coaches
- Oversee/support discipline concerns
- Liaison between coaches/players/parents and the CPGHA executive
- Carry out other duties as assigned by Executive Committee or the President

Time Commitment:

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts	20 – 30 hours
Answer emails or phone messages	2 – 5 Hours per week. Can be more during tryouts, or at the beginning of the season
Interviews/Coach selections	1-2 times per year – Competitive and House
Preparation	2-3 hours
Attendance	3-5 hours
Post Admin	1-2 hours



Job Description – Player & Goalie Development Coordinator (Voting Position)

Area of Responsibility: To help organize and implement current and new development programs open to all CPGHA players and goalies.

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings,
- Meet with association coaches to identify areas of need for additional development
- Identify and suggest areas of player development for the association
- Work with the Coach Mentor to assist team coaches in addressing skill deficiencies
- Plan, organize, and execute on- and off-ice development sessions
- Identify and recruit external coaches/trainers to conduct development sessions
- Adhere to the budget approved by the CPGHA executive
- Carry out other duties as assigned by Executive Committee or the President

Time Commitment:

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Development sessions	5-8 hours per month
Meet with coaches	2-3 hours per month