



Flamborough Girls Hockey Association

2019/2020 Rep Policy and Guideline Manual

This manual and its contents are intended to provide a reasonable, fair and equitable set of guidelines regarding all aspects of representative hockey within the FGHA. The objective is to sustain a hockey program that provides an equal opportunity for all players to develop their skills and have the ultimate hockey experience.



Contents

1. Official Season Term.....	3
2. Coaching Staff.....	3
3. Residency.....	4
4. Team Composition.....	5
5. April Try-Outs.....	5
6. Playing-Up.....	7
7. Categorization.....	7
8. Head Coach Evaluation.....	8
9. Head Coach Application.....	8
10. Team Manager.....	8
11. Parent/Player Liaison.....	9
12. Specialized Training.....	9
13. Complaints.....	10
14. Player Movement After April/May Try-Outs.....	10
15. Pick-Up Players.....	10
16. Affiliated Players.....	11
17. Player Uniforms.....	11
OFFER OF COMMITMENT.....	12



These policies are intended as guidelines to ensure equal and consistent treatment of all players and all competitive teams. The policies as outlined below are considered a supplement to the FGHA Constitution and will be reviewed and updated annually. In the event a situation arises during the course of the current season that is not addressed in these policies, the FGHA will determine a suitable interim policy specific to the circumstances.

1. Official Season Term

The official season begins two days after the Provincial Championships of the previous season and ends on the last day of the Provincial Championships of the following season. On occasion the season may be extended as announced by the OWHA.

2. Coaching Staff

A Head Coach's appointment term is for one season unless reappointed. The FGHA recommends that a Head Coach's tenure with any one team is restricted to two years. For these purposes team is defined as a core group of players of the same age.

A Head Coach must be registered with the National Coaching Certificate Program (NCCP) with a minimum certification level of Development 1 (D1) Certified. It is recommended that all assistant coaches be Development 1 (D1) Trained. Further detailed information can be found on the OWHA Website ([click here](#)) or by contacting the Director of Coach Development.

It is highly recommended that all teams have only **female** trainers who are registered with a minimum of Hockey Trainer Certificate Program (HTCP) Level I certification. The Trainer must be present at all OWHA sanctioned events including all games, practices and dry-land training. Trainers have the final say over coaches in whether players are healthy to play games and practice. It is strongly recommended that Trainers are certified in First Aid. Courses are available from St. John's and the Red Cross among others. All trainers must follow the FGHA's injury, return to play and concussion policies.

All Staff, including Head Coaches, Assistant Coaches, Trainers and Managers are required to have a valid Vulnerability Sector Screening (VSS) certificate, and either Hockey Canada Speak Out (HCSO) certificate or Respect In Sport (RIS) certificate.

VSS certificates must be current at all times and renewed prior to expiration.

All Staff will be given until November 1st to register and obtain the prerequisite NCCP, HTCP, and HCSO/RIS certifications. If you are unable to meet this deadline you must communicate your plan with the Rep Director.

The FGHA is a Woman's hockey association and depends on women volunteers as role models. Accordingly, the FGHA encourages women be appointed as Head Coaches and strongly recommends that all teams have at least one female coach.



The coaching staff's term ends at the final game played in a tournament, league playoff, league championship, provincial playdown, or provincial championship before April 30th. The FGHA reserves the right of final approval of all team coaching staff and training staff members. All Team Staff, including all on-ice help must be listed and registered on the OWHA Team Roster to attain Hockey Canada insurance coverage. This applies to everyone that will be on the bench during games and/or on the ice during practices. If there are any changes to the Team Staff during the season, approval from the OWHA is required prior to participation. It is the responsibility of the Head Coach to notify the Rep Director of any change to coaching staff during the year ASAP.

Entry into the player dressing room is restricted to only Team Staff who are registered on the OWHA Team Roster and have submitted valid VSS certificates and HCSO / RIS certificates to the FGHA. Authorization to enter the player dressing room by parents or other related persons must require permission from the Team Staff before entry. All teams must abide by the "Two Deep" rule as outlined in the OWHA rules and regulations. Any person found to have violated this policy will receive a warning for the first offence, a two-week suspension for the second offence and a one-year suspension for the third offence. This progressive discipline is following the OWHA rules and regulations.

It is both an FGHA and Municipal Government requirement that video and photographic devices (i.e. cameras and camcorders), mobile and cellular devices with video and photographic capabilities (i.e. phones), and all portable electronic devices with video and photographic capabilities (i.e. iPods, iPads, computers) are not permitted in the dressing room. It is the Team Staff's responsibility to enforce this requirement.

It is not the Team Staff's responsibility to safe keep these electronic devices for the players. The players must leave these devices and any other personal valuables with their parents.

Failure to comply with this regulation can result in sanctions/suspension against the player and/or coach.

3. Residency

The "Flamborough Area" is part of the City of Hamilton.

A Resident Player is a player who resides in the City of Hamilton. In the case of marital breakdown, a player will be considered to reside in the City of Hamilton if at least one custodial parent/legal guardian is a resident of Hamilton.

Any player that resides outside of the City of Hamilton is considered a Non-Resident Player.

Teams are permitted to carry Non-Resident Players on their rosters as determined annually by the FGHA. The final number of Non-Resident player spots will be communicated to the Head Coaches by the Rep Director before April/May try-outs commence. The FGHA may adjust the number of Non-Resident Players assigned to each team at any time as deemed necessary.

Any Head Coach wishing to have a Non-Resident Player outside of this policy must apply to the FGHA in writing before April 30th explaining the circumstances. The FGHA may waive the restriction and reserves the right of final approval for all Non-Resident Players.



4. Team Composition / Player Selection

Head Coaches are expected to evaluate eligible players for next season from the time of their appointment until the completion of their respective tryouts. Evaluations would include watching eligible players practice/play and reviewing feedback from current Head and Assistant Coaches. The tryouts are the end of the assessment process.

In order to provide the opportunity for as many players as possible to play on a rep team the FGHA requires that each team be comprised of 17 players; 9 forwards, 6 defence, and 2 goalies. The FGHA, again to provide the opportunity for as many girls as possible to play on a rep team, reserves the right to limit the roster size to as few as 14 players; 9 forwards, 4 defence and 1 goalie. The FGHA will require smaller roster sizes where it's necessary in order to field an extra team in a given age group or in cases where there are not enough players capable of playing at the level a team with a smaller roster is reasonably capable of playing at. The Head Coach must request in writing to the Rep Director approval to carry a shorter roster.

FGHA encourages a Major-Minor distribution of players, whereby the older players are given priority for the higher category team in the age group, and the younger players are given priority for the lower category team in the same age group. However, this application is left up entirely to the discretion of the Head Coach and should be used when selecting between two players of equal skill but different ages.

Final team rosters are due on July 1st to the FGHA for team registration with the OWHA.

The Head Coach will only select the team staff of assistant coaches, trainers, manager, etc., after the conclusion of try-outs and the team roster is filled. If the prospective staff members do not have a daughter trying out for the team, then these staff members can be selected before try-outs and participate in the try-out process.

5. April Try-Outs

All players registered with the FGHA are eligible for April/May try-outs. All other players require properly completed OWHA Permission To Skate forms before being allowed to participate in a tryout. Every effort will be made by the FGHA to schedule tryouts on consecutive days and in as compressed a time period as possible.

All players trying out for a rep team must try out for the highest category team in the applicable age group first. If a position is offered for the highest category team and declined, a position will not be offered on a lower category team. In divisions that are offering 3 or more team (eg: A, BB, B) players may be allowed to start tryouts at the BB level. Individual exceptions will be made in extenuating circumstances. Players who were registered with other Associations in the prior year are exempt from this policy. The April/May try-outs will be organized and administrated by the FGHA. The FGHA will set the tryout fee on an annual basis. This fee will be in line with projected costs to run the tryouts. All participants must pay the posted fee prior to being allowed on the ice.



The Head Coach will provide a copy of the team draft budget as well as team expectations/season plan for the beginning of the tryout process. The intent is to have this information available to be reviewed by any potential players/parents. The Head Coach in consultation and agreement with the independent evaluators is responsible for tracking players being evaluated and for selecting players to be called back. After each tryout skate the Head Coach will hand in a list of players they would like to invite back for the next skate. The unique identification numbers that correspond to the selected players will be posted on the FGHA Website ASAP after the tryout.

All players that want to be considered for a rep team must participate in at least one try-out session for that team. The only acceptable exceptions will be due to injury, sickness, extended school travel, or a prearranged vacation conflict, and only after consultation with the Rep Director. Missing FGHA try-outs to attend try-outs for other Associations will not be considered valid by the FGHA, and the Head Coach is under no obligation to hold a roster spot for such players.

The Head Coach is encouraged to make the selections quickly. Players can be made offers after the first try-outs and even though a Commitment is signed the player must return for the remainder of the tryout skates.

A minimum of one non-partisan off-ice evaluator is required to be used for player evaluation purposes. The FGHA board at its sole discretion can appoint multiple evaluators for any level or tryout. The off-ice evaluators will be appointed by the FGHA for each tryout. It would be preferable that the evaluators are unfamiliar with the players on the ice. It is appropriate for coaches to contact the coaches from the alternate team in their age group and work together to evaluate the players trying-out for each other's teams.

Evaluations by the non-partisan off-ice evaluators should be used as one of the basis for player selection. The Head Coach must attend a meeting immediately following each tryout with the independent evaluators. The meeting should be used in order to obtain feedback on player selections. There must be agreement between the independent evaluator and the coach on the top 12 skaters being offered spots. The final roster spots are coaches' picks, providing there is not a significant difference between the coach and independent evaluator assessments. An observer from the Board of Directors will be involved in each tryout to insure the process is followed. The FGHA reserves the right of final approval of any player selected for the team roster.

A standard FGHA form to be used for all player evaluations will be available for all tryouts and must be turned in to the FGHA immediately following each skate. These forms will be available to the coach and independent evaluators for subsequent tryouts if required for reference.

The FGHA encourages the use of exhibition games as a key component of the try-out process and recommends that exhibition games are used in determining final roster spots.

Throughout the try-out process, the Head Coach will select players and present them with an "Offer of Commitment". At this time, both the player and the parent (guardian) must sign the "Offer of Commitment" and the parent (guardian) is required to make their first team fee installment of \$250 which is a non-refundable commitment fee. The "Offer of Commitment" is binding and confirms the player's commitment to accept a position on the team. Once an "Offer of Commitment" has been signed, the FGHA will render all outstanding "Permission to Skate" forms for the player null and void.



Once a Head Coach has completed her/his team try-outs, adding players from those players still trying-out for the lower category team cannot change the higher category team roster. Refer to Section 15 for additional protocol after all try-outs are complete.

At the end of the April/May try-outs period, after final selections have been completed, the Head Coach is to hold a meeting with the parents and players of the newly formed team. The purpose of the meeting is to communicate the coaching philosophy, parent and player expectations, budget and team rules. Customizable templates for these documents will be provided to each Head Coach in advance of try-outs. At this meeting volunteer positions from the parent group will be filled including, fundraising, statistician, photographer, timekeeper, parent liaison and other roles as determined by the Head Coach.

A copy of the team budget should be filed with the Rep Director before tryouts. Any significant deviation from the budget presented at the informational meeting needs to be approved by at least 2/3rds of the team.

6. Playing-Up

Unless specifically initiated by the FGHA Executive, playing up is not permitted.

7. Categorization

Based on the players registered for the current season, their birth years, and predicted retention, the FGHA will determine the number of teams in each age group for the next season.

For purposes of soliciting coaching applications, the FGHA will make an initial assessment of the OWHA category for each team in each age group.

Upon completion of April/May try-outs, the Head Coach will advise the FGHA of his/her initial assessment of the team's category.

Each team is required to play at least 2 or 3 exhibition games throughout September, prior to applicable category deadlines, and provide the FGHA with a copy of each game sheet for review. Before September 25, or an earlier date as determined by the FGHA, the Head Coach will consult with the FGHA of his/her final assessment of the team's category. The FGHA will establish a list of criteria to be used to conclude on the appropriate category. In all cases the primary goal is to play at a category that will contribute to the development of all of the players on a team. Winning as the primary objective for the team is not acceptable.

The FGHA reserves the right of final approval of OWHA category for all teams.



8. Head Coach Evaluation

To assist the Head Coaches in developing themselves and the rep program for next season, each player/parent will be provided with a coaching evaluation form. The evaluation form is to be completed by each player and parent and returned to the FGHA. A copy of the anonymous evaluations will be provided to each respective Head Coach.

9. Head Coach Application

The appointment of a Head Coach will follow a prescribed coach selection process that starts with a coaching application form. The application must be received by either the Rep Director and/or the Director of Coach Development by the deadline posted on the website. Exceptions can be made for extenuating circumstances only, and with approval of a majority board vote. A coaching selection committee will be formed that will review and short list the applications, and conduct interviews as required. The FGHA is looking for individuals who are excellent role models and may consider the following criteria in the selection process:

- Coaching philosophy
- Leadership style
- Experience
- Character references
- Education
- Coaching certifications
- Training and development plan
- Parent evaluations
- Hockey and sports background
- Evaluation of daughter's skill level

The selection committee will be comprised of individual Board Members in such a way as outlined in the FGHA's Constitution with a view to eliminating any potential conflict of interest. The FGHA can also appoint coaching selection committee members from outside the Board of Directors. The FGHA will consider whether a prospective coach's daughter is more likely than not to make the team the coach is applying for.

The selection committee will finalize selections and notify all the applicants. All selections are subject to ratification by the Board of Directors.

10. Team Manager

The Head Coach will appoint an adult to be the Team Manager. The Team Manager must have as a minimum a "Speak Out" / "Respect in Sport" certification and cannot be the spouse of the Head Coach unless the Treasury function is seconded to a third parent. The Team Manager is responsible for all non-coaching activities of the team including finances, scheduling, communication and administration. This individual should be selected carefully and needs to be highly organized, punctual and responsive. The team manager must not be a member of the Coaches immediate family.



The Team Manager can have assistants to share the workload, but the normal chain of command and responsibility will remain Head Coach followed by Team Manager only.

The FGHA reserves the right of final approval of all Team Managers.

The Head Coach and Team Manager are responsible for all team income and expense. Each team will conclude the season with a zero balance. Each Team will provide an update budget to the Rep Director roughly half way through the season, as well as at the end of the season. (Dates will be determined by the Rep Director and communicated to the Head Coach)

No Head Coach will be permitted continued participation in FGHA if monies are owed.

No player will be permitted to participate in try-outs or join a team after the try-outs if any outstanding debts exist to the FGHA and/or to the previous team.

OWHA Permission To Skate forms will not be issued to any player that has an outstanding debt to the FGHA and/or to the previous team.

OWHA Player Release forms will not be issued to any player that has an outstanding debt to the FGHA and/or to the previous team.

11. Parent/Player Liaison

A volunteer adult, other than team staff, will assume the role of Liaison. This is a key role between the parents and the team staff. The Liaison must have a "Speak Out" certificate, and possess skills in mediation, objectivity and fairness. Issues and concerns should flow freely through the Liaison whether they originate from an individual or a group. The parent group should select the Liaison by majority vote. The Liaison should consult the FGHA's Conflict Resolution Policy for guidance. After the initial team meeting immediately following the try-outs, occasional team meetings should be held throughout the season to review how well the team is meeting the initial expectations, budget and to receive comments from the parent group.

12. Specialized Training

Head Coaches are encouraged to use specialized external instructors in goalkeeping, defence, skills, shooting, power skating, tactics, etc., from time to time or more regularly when deemed necessary as a supplement to regular team practices.

Any specialized external instructors should have the necessary insurance, Speak Out, and any other required certifications to participate in FGHA practices.



13. Complaints

Any complaints should be communicated in accordance with the FGHA's Conflict Resolution Policy. In all cases the 24-hour rule must be followed. Any matters not properly addressed at the team level must be reported to the FGHA in writing by means of a signed letter in accordance with the FGHA's Conflict Resolution Policy

The FGHA has the constitutional authority to suspend or discipline any coach, manager, trainer or player for conduct prejudicial to the goals of the FGHA.

The FGHA supports the "Zero Tolerance" policy of Hockey Canada, as well as the OWSA policies on "Code of Conduct", "Harassment and Abuse", "Cyberbullying", "Privacy" and "Fair Play".

14. Player Movement After April/May Try-Outs

In the event, a player that is rostered during the April/May try-outs, leaves the team during the off-season, then the following applies:

1. The initial team commitment fee of \$250 (Section 5) is not refunded.
2. The Head Coach can continue to fill the vacated roster spot from outside the FGHA up until September 30th.
3. The Head Coach can request the FGHA to arrange for an invitation of a player from another FGHA team of the same age and lower category to fill the vacated roster spot. The Head Coach of the higher category team may not approach the player, the parents, or the Head Coach of the lower category team directly without first consulting with the FGHA.

The opportunity for permanent player movement between two FGHA rep teams ends on August 31st. After August 31st, permanent player movement from a house league team to a rep team is possible but subject to procedure 15 (next section) and in consultation with the House League Director and Rep Director.

15. Pick-Up Players

Pick-Up Players can only be used as permitted by LFLHL and OWSA regulations following the respective procedures prescribed by those governing bodies.

When a Pick-Up Player will be used from another rep team, approval from the Rep Director is not required, but a notification is requested via email or voice, as a final check for Pick-Up Player eligibility. The Head Coach requiring a Pick-Up Player from another rep team must get permission from the Pick-Up Player's Head Coach.

When a Pick-Up Player will be used from a house league team, approval from the House League Director is required.



16. Affiliated Players

One of the key goals of the FGHA is player development. As a result, the FGHA supports and recommends that affiliated players (“APs”) are appointed to each rep team. Players playing in the same age group in a lower category or in a lower age group and same or lower category are eligible to be APs. The FGHA encourages that APs attend regular team practices. APs should be the first players called up to play in games and can be added to a roster for a game in the following circumstances;

- When a regular player is ill.
- When a regular player is injured.
- When a regular player is missing for personal reasons.
- Under special circumstances with prior approval by the Rep Director.

As per LLFHL and OWHA rules, the number of players on a team’s original roster cannot be exceeded through the use of APs.

APs should not be used at the expense of the regular players on the team. Coaches who wish to use AP list players in a game must follow these procedures:

- Contact the appropriate team’s coach i.e.: House League, Coach and obtain agreement the player can be called.
- Contact the player’s parents and obtain their permission.
- Ask the player to play.

Coaches are asked to regularly communicate with each other to facilitate the process. Coaches are asked to release players to the team that AP them if it does not interfere with games or of the player’s own team. At the discretion of the Head Coach and Manager the AP may be charged a reasonable fee to cover a share of the team’s expenses.

17. Rep Team Uniforms

All rep teams are required to abide by the uniform policies as outlined in Regulation Eight of the FGHA constitution and wear “team-wear” as may be recommended by the FGHA from time to time.

Players are required to wear Black Helmets, Black Hockey Pants and predominately Black Gloves while on the ice. Off the ice, players are required to abide by their team uniforms as set forth in the “Player Expectations” issued by the Head Coach. At no time while representing the Flamborough Falcons at team events (On or Off the ice) will it be acceptable to wear apparel belonging to other OWHA associations.

Coaches/Bench Staff are required during games to wear black FGHA jackets and a consistent uniform (no Blue Jeans). At no time while representing the Flamborough Falcons at team events (On or Off the ice) will it be acceptable to wear apparel belonging to other OWHA associations.

Failure to follow this policy can result in the suspension of the player and/or Head Coach.



OFFER OF COMMITMENT

Flamborough Girls Hockey Association
P.O. Box 1467
Waterdown, Ontario
L0R 2H0

We, the undersigned, provide this "Offer of Commitment" for the designated player to register with the designated team for the 2019/2020 season. This form, when signed by the player and the parent/guardian, will confirm the player's commitment to accepting a position on the team indicated below. The Flamborough Girls Hockey Association will create the team registration electronically for the Ontario Women's Hockey Association.

- We agree to abide by the FGHA Rep player uniform policy (black helmet, pants and gloves) Initials: _

Team – Age and Category	
Head Coach (print name)	
Head Coach (signature)	

Date Offered: _____ day of _____ 20 _____

We, the undersigned, **confirm our acceptance** of this offer to register with the above team.

Accepted at _____, Ontario, this _____ day of _____ 20 _____.

Player (print name)	
Player (signature)	
Parent/Guardian (print name)	
Parent/Guardian (signature)	

NOTE:

The \$250 Commitment Fee is required to accompany the acceptance of this Offer of Commitment form. The Commitment Fee is credited in full towards the player's expense account with the team. The Commitment Fee is non-refundable if the player breaches her acceptance of the Offer of Commitment.