



# **Flamborough Girls Hockey Association**

## **House League Policy and Guidelines**

**2019/2020**



## Contents

Contents.....	2
Foreword.....	3
Official Season Term.....	4
Coaching Staff.....	4
Team Composition.....	5
Head Coach Evaluation.....	6
Head Coach Application.....	6
Team Manager.....	7
Pick-Up Players.....	7
Player Uniforms.....	7
Playing-Up.....	7
Rowan's Law.....	8
Specialized Training.....	8
Complaints.....	8
Discipline.....	8



## Foreword

This manual and its contents are intended to provide a reasonable, fair and equitable set of guidelines regarding all aspects of House League hockey within the Flamborough Girls Hockey Association; herein referred to as the FGHA. The objective of House League is to provide an equal opportunity for any girl in Flamborough to learn the game of hockey and have the ultimate hockey experience.

In addition, these policies are intended as guidelines to ensure equal and consistent treatment of all players and all 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.



## Official Season Term

The House League season usually begins during the second week of October and ends with Super Sunday which is typically held within the first 2 weeks in April. The FGHA plays games in the Greater Hamilton Girls Hockey League (GHGHL) and are therefore also governed by the rules of the GHGHL. The GHGHL plays its games in the Hamilton, Niagara, Norfolk, Brant and Haldimand areas.

## Coaching Staff

A Head Coach's appointment is for the term of one season unless reappointed by the FGHA. The FGHA recommends that a Head Coach's tenure with any one team is restricted to two years. For the purposes of definition, a team is defined as a core group of players of the same age. However, the FGHA reserves the right to review this recommendation on an annual basis.

All Head Coaches are required to have a minimum qualification of NCCP Coach Level "trained" status as mandated by Hockey Canada guidelines.

While not mandatory, it is highly recommended that all teams have female trainers and who are registered with a minimum of Hockey Trainer Certificate Program (HTCP) Level I certification. The Trainer must be present at all OWSA sanctioned events including all games and practices. The Trainer is responsible for the ongoing enforcement of the use of mouth guards during both practices and games. 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 team Staff, including Head Coaches, Assistant Coaches, Trainers and Managers are required to have a valid Criminal Record Check (CRC) including Vulnerability Sector Screening (VSS) certificate, and either the Hockey Canada Speak Out (HCSO) certificate or Respect In Sport (RIS) certificate. The VSS certificate is valid for 4 years from the date obtained. In the second (2<sup>nd</sup>) year following the initial check, all team staff must complete a Criminal Offence Declaration Form (CODF). For example, year 1 requires CRC/VSS; year 2 requires CODF; year 3 requires CODF and then year 4 requires new CRC/VSS.

All Staff will be given until November 15th of the given hockey season to register and obtain the prerequisite NCCP, HTCP, and HCSO/RIS certifications.



As the FGHA is a women's hockey association, it depends on women volunteers as role models. Accordingly, the FGHA encourages women be appointed as Head Coaches and all teams must have at least one female staff member.

The coaching staff's term ends at the final game played in a tournament, league playoff, or league championship after Super Sunday.

The FGHA reserves the right of final approval of all team coaching and training staff members.

All Team Staff, including all on-ice help must be registered on an 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; including the team manager. If there are any changes to the Team Staff during the season, approval from the OWHA is required prior to participation.

Entry into the player dressing room is restricted to only Team Staff who are registered on the OWHA Team Roster and have submitted valid CRC/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. At all times, the team parents and staff must abide by the "two deep" rule found in the OWHA handbook.

It is both a FGHA and Municipal Government requirement that video and photographic devices (i.e. cameras and camcorders), mobile; cellular devices and all/any portable electronic devices with video and photographic capabilities (i.e. phones, iPods, iPads, computers, etc.) 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. Suspensions can be imposed by the FGHA for having electronic equipment in the dressing room.

## **Team Composition**

In order to provide the opportunity for as many players as possible to play, FGHA recommends that each team be comprised of up to a maximum of 17 players (9 forwards, 6 defence, and 2 goalies), with the understanding that there would need to be some flexibility on the total number of players per team based on registration numbers. The FGHA; again, to provide the opportunity for as many girls as possible to play; will potentially require smaller roster sizes where it is necessary in order to field an extra team in a given age group. In addition, FGHA will endeavour to create teams as evenly as possible considering Major/Minor splits when and where applicable.



No player will be permitted to participate 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.

Final team rosters are due to the FGHA for team registration with the OWHA immediately following the final player/team assignments; including Head Coach, Assistant Coaches, Trainer and Manager. This responsibility would fall on the Head Coach.

## **Head Coach Evaluation**

To assist the House League Head Coaches in developing themselves, the FGHA will provide a Coaching Evaluation survey during mid-season. While the survey is not mandatory, the FGHA strongly encourages the parents to take the time to complete the survey and provide input. This input serves to help develop not only the Coach, but also helps develop the overall coaching assessment criteria. The survey is confidential and anonymous. In the spirit of House League Hockey, sportsmanship is paramount. House League coaches are expected to try to ensure equal ice time for all team members. Coaches should also do what they can to avoid running up the score in games.

## **Head Coach Application**

The appointment of a Head Coach will follow a prescribed coach selection process that starts with a coaching application form. 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 will consider the following, among other, criteria in the selection process:

- Coaching philosophy
- Leadership style
- Experience
- Training and development plan
- Hockey and sports background

The selection committee will be comprised of individual Board Members in such a way as to eliminating any potential conflict of interest. The FGHA can also appoint coaching committee members from outside the Board of Directors. The selection committee will finalize selections and notify all the applicants. All selections are subject to ratification by



the Board of Directors. No Head Coach will be permitted continued participation in FGHA if monies are owed.

## **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 can have assistants to share the workload, but the normal chain of command and responsibility will remain Head Coach followed by Team Manager only. Managers and coaches are to enter all required game data into the GHGHL website within the prescribed time.

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 and will submit a closing financial statement to the FGHA indicating a zero profit/loss.

## **Pick-Up Players**

Pick-Up players can only be used as permitted by FGHA/GHGHL and OWHA regulations following the respective procedures prescribed by those governing bodies. The Head Coach requiring a Pick-Up Player from another team must get permission from the Pick-Up Player's Head Coach.

## **Player Uniforms**

FGHA will provide all House League teams with a set of Jerseys and socks. Jersey colours and patterns will be determined by the Board of Directors.

## **Playing-Up**

"Playing Up" will not be permitted unless initiated by the board for the purpose of managing the number of teams at different age groups.



## Rowan's Law

All OWHA players, as well as their parents/guardians (for players under 18), coaches, trainers and other rostered individuals **MUST** review the OWHA Concussion Awareness Resource annually. **[Click here to access the Rowan's Law Document.](#)**

The contents of this document **MUST** be read by parents and players and all required individuals must have signed and returned the **[Acknowledgement Form](#)** before they can play in a game.

Completed forms will be collected by a member of the coaching staff for collection and recording. Once all required forms are gathered, they should be provided to the Head Trainer for retention by the FGHA.

## Specialized Training

Head Coaches are encouraged to use FGHA resources for assistance with instruction in goalkeeping, defence, stick skills, shooting, power skating, game tactics, etc., from time to time or more regularly when deemed necessary as a supplement to regular team practices. As with existing policy any instructor should have the necessary insurance, Speak Out, and any other required certifications to participate in FGHA practices.

## Complaints

Any complaint(s) 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 board at its' sole discretion has the authority to suspend or discipline any coach, manager, trainer, player or member/parent for conduct prejudicial to the goals of the FGHA.

The FGHA supports the "No Tolerance" policy of Hockey Canada, as well as the OWHA policies on "Code of Conduct", "Harassment and Abuse", "Cyberbullying", "Privacy" and "Fair Play". Disciplinary review and subsequent action will be taken by the FGHA Disciplinary Committee.

## Discipline

Discipline will be handled in accordance with the most current OWHA Handbook. **[Click here](#)** to access those resources.