



# **GLOUCESTER-CUMBERLAND GIRLS HOCKEY (GCGH) ASSOCIATION**

# Association Policy

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*Please note that this updated GCGH Policy Document takes precedent over all other documents posted currently or previously by GCGH except for the association BYLAWS. As such, all previous documents will not be used in any appeal or decision-making process with regards to any hockey matters by the GCGH Board, its membership, or by any governing body, as it is no longer relevant. Where an exceptional circumstance arises, sections of this Policy may be replaced with a time-limited policy intended to address the specific challenges associated with the exceptional circumstance.*

## **GOVERNING BODIES**

- (1) All GCGH players and team personnel are registered with the Ontario Women's Hockey Association (OWHA) and are members of Hockey Canada (HC) including the Ontario Hockey Federation (OHF), and are bound by HC, OHF, OWHA, MOGHL and GCGH rules, regulations, policies, and procedures.
- (2) All GCGH competitive players and team personnel on teams participating in the Ontario Women's Hockey League (OWHL- Eastern & U22 elite) are bound by OWHA rules, regulations, policies, and procedures.
- (3) All GCGH house players and team personnel on teams participating in the Ontario Women's Hockey League - Metro Ottawa Girl's Hockey League (OWHL - MOGHL) are bound by OWHA and OWHL - MOGHL rules, regulations, policies, and procedures.
- (4) All GCGH players and registered team personnel are covered by HC insurance. Registered team personnel mean they are included on the approved OWHA team roster form.

## REGISTRATION

- (5) All players must use the registration process identified by the GCGH registrars.
- (6) Payment Options: Payment options are **electronic funds transfer or credit card**. Charges will be applied to your credit card on the day your application is submitted. Other payment options must be approved by the Treasurer.
- (7) Penalties: In the case a payment resulting in an insufficient funds transfer, the GCGH will apply a \$50.00 administration fee to the member's account. Please contact the appropriate GCGH Registrar for any registration or payment.
- (8) Registration Cut-Off Levels: When there are more registrants than teams available for players, a **reserve or wait list will be maintained** by the GCGH Registrar. Every effort will be made to find a team for each player which may include team sizes of 17 skaters and 2 goalies, as per OWHA regulation maximums.
- (9) Age Levels (OWHA): All age levels for registration are as of December 31<sup>st</sup>.

Division	Age Level
Senior	18 & above
U22	21 & under
U18	17 & under
U15	14 & under
U13	12 & under
U11	10 & under
U9	8 & under
U7 (IP or Fundamentals)	6 & under (8 and under inexperienced)

- (10) Priority: Registration will be on a first-come first-served basis with priority given to returning GCGH players.
- (11) Refusal: GCGH reserves the right to cancel, hold or refuse a player's registration. This could be related, but not limited to previous disciplinary issues, OWHA/HC suspensions, or not in the best interest of the GCGH Association.
- (12) Refunds:
- (a) Refund requests are to be made in writing to the registrar;
  - (b) Refunds will only be made after payments for the player have cleared the GCGH bank account, all GCGH equipment returned, and all team fees have been paid;
  - (c) Refunds in full will be granted to players who have not been given an opportunity to play in the GCGH association;

(d) Fundamentals and Goalie registrations are non-refundable as the program costs are already subsidized;

(e) If a player is expelled for behavioral reasons, no refund will be issued;

(f) Players will not be refunded any portion of their team or registration fees for the time they are serving a suspension. If the player decides to withdraw from the association while on suspension, the refund will be calculated based on the refund policy stated in RAMP at time of registration;

(g) Tryouts fees are non-refundable;

(h) All other refunds will not be processed prior to Oct 31 and on a best effort basis; and

(i) The following are the refund amount and dates. Note the below % are subject to change, with the most accurate information being found in the RAMP registration portal.

<b>Refund Dates</b>	<b>% Refunded for Comp</b>
<b><i>Competitive Team – U13, U15, U18, U22 and Senior</i></b>	
Prior to September 1	Full Refund minus \$375 Deposit
September 1 to September 30	Withdrawals are eligible for a 75% refund of registration fees (less \$375 deposit)
October 1 to November 30	Withdrawals are eligible for a 50% refund of registration fees (less \$375 deposit)
December 1 and later	No Refunds
<b><i>U9, U11 Competitive Teams &amp; All House</i></b>	
Prior to September 1	Full Refund minus \$50 administrative fee
September 1 to September 30	Withdrawals are eligible for a 75% refund of registration fees
October 1 to November 30	Withdrawals are eligible for a 50% refund of registration fees
December 1 and later	No Refunds

(13) Other Registration Rules and Considerations:

The following general rules apply to GCGH Programs:

(a) Registration will only be accepted and considered complete when all required fees and completed

documentation has been received and verified. Incomplete registration, depending on the circumstances as determined by the GCGH Registrars may result in a player being placed on a wait list or removed from the team.

- (b) A member in Good Standing, is someone who is not in financial arrears to any GCGH entity or is not serving under suspension or on probation or other severe matters as determined by the Board. If someone is determined not to be in Good Standing by the GCGH Board, the Board reserves the right to refuse registration of the member for subsequent season(s). Also, the GCGH Board reserves the right to suspend individual(s) found to be not in Good Standing during the season. This may include suspension from any GCGH sanctioned activities including practices, team events, or games. To return to Good Standing, the member will take corrective action identified by the GCGH Board to rectify any shortcomings.
  - (c) 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 GCGH, they must clear their incomplete registration and an additional \$50 fee. Payment options for a family once having a “Not in good standing” status will be credit card or certified cheque only.
  - (d) All players who have accepted a roster spot on a competitive team during spring tryouts (U22, U18, U15, U13) are required to make an initial payment of \$375 prior to June 15th. This payment is non-refundable, except under exceptional circumstances as determined by the Board of Directors.
- (14) Players who indicate ‘Goalie’ on their registration form must be prepared to play in goal on a full-time basis. Except for U7, U9 and U11 players where it is highly encouraged for all players to take the opportunity to try the goalie position, as per HC pathways.
  - (15) GCGH registered player may register as a player on only one GCGH team.
  - (16) OWHA team registrations will not include any players who have not paid their GCGH registration fees.
  - (17) Required Documentation will be identified through the registration system.
  - (18) Summer Programs: While some competitive teams are formed in the Spring, note that only through the proper application process will OWHA and GCGH sanction any Summer programs.
  - (19) Any coach that chooses to run a Summer program will assume the risk and liability that accompany the events and cannot make it mandatory.

### Import Players

- (20) GCGH, in association with Nepean, Kanata and Ottawa, have agreed to limit the movement of players between our associations.
- (21) Anyone not previously registered with GCGH is considered an import, unless coming from a minor hockey

association.

### Permission to Tryout (PTT)

- (22) In order to tryout for a competitive team in an association other than the one with which the player has already been registered to in the previous season, a player must secure permission from their current association. Permission is a precursor to a release.
- (23) Permission to Tryout forms must be filled out and signed by either Director or Membership (competitive), VP Comp, Director Sr Comp, Director Jr Comp or the President of the player's current association/team and presented to the association/team for which the player wishes to try out before they are allowed on the ice. Failure to comply will result in a minimum two (2) game suspension for the offending player and/or head coach.
- (24) No Permission to Tryout forms may be used for the period between October 1st and two days after all the Provincial Championships for any teams during the current season.
- (25) A Permission to Tryout will not be issued to a player who has not fulfilled their financial obligations to the GCGH or who has not returned all GCGH equipment on loan to them.

### Releases

- (26) In order to register for the season with an association other than the one with which they have already been registered to in the previous season, a player must secure a release.
- (27) If a player has not played in the previous season and would like to register elsewhere, they are still required to secure a release.
- (28) A player may be released from one organization to another only once during a season, unless a change of the player's family domicile has taken place or with special approval from the OWHA Registrar.
- (29) The "Player Release" must be properly executed in accordance with OWHA policies. The GCGH Registrar can provide assistance in this manner.
- (30) If a player's request for a release is denied, the player may appeal in writing to the OWHA for special approval in accordance with its policies and procedures. Failure to comply with this regulation will result in a two (2) game suspension for the head coach and/or player in question.



## TEAM STAFF

- (31) At a minimum, team staff must consist of:
- (a) Head coach;
  - (b) Manager;
  - (c) Assistant coaches;
  - (d) Trainer;
  - (e) Treasurer;
  - (f) Dressing room monitors.
- (32) All head coaches will choose their own assistant coach(es), manager(s), trainer(s) and on-ice staff once the teams have been finalized.
- (33) All teams must have at least one female staff member officially rostered (as per OWHA) and must have at least one female coach or assistant coach present on the bench for all games).
- (34) Qualified female volunteers must be given preference for team staff, including on-ice helpers.
- (35) The head coach, the manager and the treasurer must be from 3 separate households.
- (36) All members of the team staff including any on-ice helpers must sign the team waiver found in the GCGH Ramp registration portal and appear on the official roster.
- (37) No one, other than OWHA registered players and OWHA registered ice/bench personnel, may go on the ice or the bench at any of the team's ice activities.

## TEAM STAFF REQUIREMENTS

### General

- (38) The deadline for competitive team's staff and volunteers to acquire the minimum requirements is September 30.
- (39) The deadline for all U11 & U9 competitive and all house team's staff and volunteers to acquire the minimum requirements is October 30.
- (40) Failure to meet these deadlines will result in the removal of the individual from the team roster.
- (41) If no certified coach is available for a team roster at the start of the season, the GCGH will assist by providing temporary coaches to cover any in game requirements.

### Certifications

- (42) An overview of coaching requirements is available at the following [LINK](#) and are updated by Hockey Canada.
- (43) GCGH will cover the costs of one (1) coach certification and one (1) trainer certification per team.

### Police Record Check (PRC) - Vulnerable Sector Screening (VSS)

- (44) PRC's are valid for three years with the expiry being the end of Aug of the third year (eg; Coach receives their VSS in Oct 2022 it will expire Aug 2025). The Board may request a new PRC at any time.
- (45) Every year following the initial PRC-VSS, volunteers need only complete a Criminal Offence Declaration Form (CODF). Example: Year one PRC-VSS, year two (2) CODF, year three CODF and year four PRC-VSS.
- (46) All volunteers (Bench staff, Locker room supervisors, etc) are required to have the PRC and/or CODF completed and submitted to their applicable team manager no later the Oct 30<sup>th</sup>. Failure to meet this timeline will result in their removal from the team's roster.
- (47) Each Board member must complete a PRC-VSS consent form within two (2) months following the Annual General Meeting. Coaches, assistant coaches, managers, trainers, and dressing room monitor's must complete a PRC-VSS consent form within one month after assuming their respective role. Individuals failing to complete the form within the required time frame will relinquish their role on the team or the Board.
- (48) PRC-VSS's that result in a positive hit indicate that the individual has a conviction for a criminal offence and/or has a pardon for a sexual offence.
- (49) Any individual who receives a positive hit will be required to provide a confidential, written disclosure of

their criminal record to the Board. Such an individual must also submit their fingerprints and any other information required, to the RCMP in order to obtain a complete disclosure of their criminal record. The Board will determine whether the individual may continue as a GCGH volunteer pending a full report from the RCMP as well as on receipt of the RCMP report, taking into consideration the position held by the individual, the nature of the offence and the time frame of the conviction. Where appropriate, the Committee will utilize the services of the local police community to provide advice. The Committee will determine an appropriate course of action, including, but not limited to, the suspension and/or release of the individual from their GCGH responsibilities. The individual will be informed of the results within twenty-four (24) hours of any decision having been made.

- (50) Decisions that result in the release of individuals from their GCGH responsibilities will be forwarded to the OWHA in the interest of preventing high risk individuals from involvement in another girl's association within the Ottawa area.
- (51) Refusal to provide written disclosure of a criminal record or any record of a sexual offence (including a pardoned sexual offence) or to submit fingerprints to the RCMP for a complete criminal record check will cause the individual to be ineligible for a volunteer position within the GCGH. In addition, the OWHA will be advised accordingly.

#### Speak Out/Respect in Sport – Against Abuse and Harassment

- (52) All volunteers working closely with players, including head coaches, assistant coaches, trainers, dressing room monitors, and managers must have attended an accredited HC "Speak Out!" or the "Respect in Sport" training session and submitted documentation of completion by October 31<sup>st</sup> of the current hockey season.
- (53) All on ice coaches and trainers must take the "Respect in Sport-Leadership" stream.
- (54) Although not mandatory, it is highly encouraged by the Board, that parents take the Respect in Sports for parents' stream.

#### Code of Conduct

- (55) A Code of Conduct identifies the standard of behaviour that is expected of all GCGH members, including players, coaches, parents, volunteers, and Board members.
- (56) The GCGH is committed to providing and maintaining an athlete-centered girls hockey environment where all individuals are treated with respect. During the course of all GCGH activities and events, members of GCGH will 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.
- (57) Members will avoid behaviour that brings the GCGH 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.

- (58) Failure to comply with this Code of Conduct will result in disciplinary action in accordance with GCGH Team/Association Discipline Policy.
- (59) All GCGH players and parents must sign and agree to abide by the OWHA Fair Play Code Pledge which clearly articulates what is considered acceptable behaviour both on and off the ice.
- (60) While only parents and players sign the Fair Play Code, the principles extend to all spectators, coaching staff and everyone will be subject to para 61.

## COACHES SELECTION PROCESS

### Process

- (61) GCGH will attempt to recruit the best possible head coaches for all teams, seeking the most qualified candidates. Given similar qualifications, a female candidate must be given preference.
- (62) Individuals wishing to be considered for a head coaching position must complete and submit the official online coaching application form by the deadline and be willing to attend an interview by the Board appointed representatives (eg; Coaching Selection Committee).
- (63) The coaching term is for one season. All coach candidates must reapply each season for selection. Coaches can only be a head coach for ONE team unless required as an interim basis by the Board.
- (64) The appointment of all head coaches must be approved by the Board.
- (65) To avoid a conflict of interest, potential parents and/or coaches at a given division on the Board will not be allowed to vote on coach selection specific to that division and may be asked to absent themselves for any relevant discussion.
- (66) The Board will use a combination of the coach's application; coach's reference checks, interview, and review of previous coach's evaluations during the selection process.
- (67) Unsuccessful candidates can request an additional meeting to discuss the reasons why their application was unsuccessful. As part of this process, if coach evaluations exist from previous seasons, redacted copies removing any personal information may be provided to the applicant.
- (68) A minimum of two members of the selection committee will be required to be present during any de-brief to answer questions from the unsuccessful candidate.
- (69) Many parent coaches wish to coach their own child during the season. At the competitive level, if a coach's child is unsuccessful during the tryout for that level that their parent or guardian is coaching, the incumbent coach will be provided the opportunity to withdraw prior to the start of the season.

### Head Coach Considerations

- (70) Relevant experience includes the number of years as a head coach, the number of years as an assistant coach, the category and level of the teams coached, and the association of the teams coached.
- (71) Evaluations will be taken into consideration in the selection decisions:
  - (a) coaching evaluations will be carried out and tabulated by the Board at least once, midway through the season;

(b) evaluation results will be shared with individual coaches and used by the Board when recommending coaches for ensuing seasons; and

(c) parents are strongly encouraged to sign their evaluation.

(72) Preference must be given to coach candidates that:

(a) possess higher levels of National Coaching Certification Program training;

(b) are relatively free of other commitments - specifically, coaching another team including other association teams, extensive job-related travel or volunteer time in non-hockey organizations are items that would be considered here. The Board will evaluate the level of these other commitments and may include them as a factor in the selection process;

(c) female; and/or,

(d) non-parent.

(73) The Board has the ability to select a non-parent coach at the competitive level. Where a non-parent coach has been selected, that individual will enter into a contract with the Board which will identify mutual expectations, and the financial compensation to a maximum of \$5,000. Additional financial compensation can be secured through team fees as itemised in section (126).

(74) Other attributes that will be assessed include, but are not limited to, coaching philosophy and style, organizational abilities, adherence to fair play, and conduct with officials.

(75) Coaches previously disciplined by the OWHA, GCGH or any other governing hockey body may not be selected.

### **COACH'S CONFLICT OF INTEREST**

(76) Coaching staff must be mindful of situations where funding decisions can be perceived as a conflict of interest.

(77) Where decisions can be perceived as a conflict of interest, the coaching staff must provide the team clear and transparent information, including a minimum of three (3) comparables in writing to all parents.

(78) Conflict of interest can be defined as:

(a) hiring a member of the coaching staff to provide additional training either on ice or dryland conditioning; or

(b) the purchase of any goods or services from a member of the coaching staff.

## FORMATION OF TEAMS

### House Sort-Out Process

- (79) All registered players are expected to participate in the sort-outs. Should a player be unavailable during the sort outs, they will be given an approximate ranking based on feedback from their coach from a previous season when available.
- (80) All players are to wear an official sort out jersey with a unique number that is registered to them. Jerseys can be purchased from GCGH or a player can purchase a used jersey. Where a player changes their tryout jersey, they must inform the House Registrar prior to the start of sort outs.
- (81) Sort outs will consist of a series of skills sessions and scrimmages.
- (82) Players will be evaluated by a combination of Board members and coaches. At the end of every session, players will be ranked. Ranking will be cumulative.
- (83) The formation of the team will be through either a coach's draft or even distribution of the ranked teams. The process to determine the equal balancing of players on teams may include rating of players' skills at on-ice stations by independent evaluators, and controlled scrimmages.
- (84) The VP House reserves the right to balance teams after league play has begun. Every effort must be made to do this as early as possible, taking into account the welfare of the players and teams involved. Players registering late will be placed according to team size and skill level.
- (85) Friend chains are discouraged. A "One to One friend request" will be considered when both "friends" complete the Friend Request form. We will do our best to accommodate friend requests while ensuring the integrity of team balance.
- (86) Players are expected to play within their age level. Goalies are the only exception to this rule. Players wishing to play a level above their age group must submit a written request to and receive permission from the VP House.
- (87) For the U9 and U11 age group the sort-out process will follow the Hockey Canada player pathway model, thus sort-out's may commence at a later date than the older age groups.

### House Teams

- (88) All house teams will carry a minimum of 13 players (skaters and goalie combined) and maximum of 17 skaters and 2 goalies, unless otherwise approved by the Board.
- (89) Only registered players will be assigned to house teams. Players will be assigned to teams such that the balancing of the teams in terms of skill will be the first priority.
- (90) Player / Parent requests for particular coaches will not be considered.

- (91) All house teams will play in OWHL-MOGHL. The season typically consists of a 15-25 game regular season, followed by playoffs. About half of the games will be on home ice. There will be no set dates or times for games or practices. Practices may be as early as 6:00AM on weekends or 5:00PM on weekdays.
- (92) Teams may participate in 2-3 tournaments, with a maximum of 1 out of town. A fourth tournament may be added with a majority of parents voting in favour. Any family who cannot or do not wish to participate in the added tournament will not be required to pay, and the costs will be divided evenly between the players who do attend. 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.



## AFFILIATE PLAYERS

- (93) See the GCGH Affiliation Policy posted on the GCGH website with specific modifications as well as the OWHL-MOGHL Affiliation Policies found on their website.
- (94) Ensure that you verify the affiliation policy as outlined on the OWHA and [OWHA-MOGHL](#) website for regular season, and playoff games, and OWHA website for tournament games. Note that OWHA updates their Handbook annually.
- (95) Coaches must actively participate in the affiliation processes, including affiliating players for practices, encouraging girls to affiliate on other teams, and affiliate to a full roster.

## PLAYER ICE TIME

- (96) At the U9 and U11 levels, players will have the opportunity to play all positions including goalie, should they be interested.
- (97) Competitive coaches are encouraged to develop **all players** for specialty units such as power play and penalty killing. Coaches cannot form an exclusive specialty unit (with the exception at U22AA & U18AA), all players must have the opportunity to play the power play or penalty kill. House coaches will not have specialty units and must send the next players at the door should a penalty occur.

### AA & A Teams – Fair Ice:

- (98) To a reasonable extent, coaches may use ice time as a motivational tool. The flow of the game, penalties, power plays and penalty killing may occasionally result in unequal playing time. However, coaches cannot continually disadvantage the same player on a regular basis.
- (99) Coaches may use ice time to address disciplinary issues in accordance with the GCGH Team/Association Discipline Policy. When ice time is repeatedly used as a discipline tool, a conversation with parents must be held. Two team officials must attend the meeting.
- (100) Teams that have more than one goalie must rotate the goalies for all regulation, playoff, exhibition and tournament games.
- (101) Teams that carry two lines of defense and three lines of forwards will result in different playing times between defensemen and forwards.
- (102) Coaches may choose to use certain players in key games or during the last few minutes of a close game to give the team its best chance to win. This could result in some players finishing games with more ice time than others.
- (103) Players' ice time may not be equal in each and every game but should be roughly equal over the course of the season.

### Competitive Teams Ranked Below A and House – Equal Ice

- (104) All players on competitive teams will receive equal ice time with the exception of the last two minutes of close games or the last minute of close periods in cases where continuation in tournament play is dependent upon successful allocation of points for each period. House teams may use discretion for the last two minutes of a tournament game or playoff game.
- (105) Competitive and house coaches may use ice time to address disciplinary issues in accordance with sections (260) to (275). When ice time is repeatedly used as a discipline tool, a conversation with parents must be held. It is strongly recommended that the coach and manager attend.
- (106) Teams that have more than one goalie must rotate the goalies for all regulation, playoff, exhibition, and tournaments games.
- (107) Teams that carry two lines of defense and three lines of forwards will result in different playing times between defensemen and forwards.

## **LONG TERM INJURY POLICY AND PLAYER MOVEMENT**

- (108) The coach of a player with a long-term injury will inform the Board.
- (109) If the injury was sustained during a team activity, the trainer of the player with the long-term injury will submit to the Board an injury report.
- (110) If less than 50% of the season's activities have taken place at the time of injury and the medical information contained within the injury report indicates that the player will not be able to return for the season, the Board in consultation with the affected team's coach, will identify potential full time replacement player(s) from the tier below the injured player's category.
- (111) The competitive coach with the long-term injury will only approach an identified replacement player(s) after receiving Board approval.
- (112) The parents or guardian of the player in question retain the right to refuse a request to switch tiers for the remainder of the season. Financial impacts to the replacement player will be addressed in sections (160) to (161).
- (113) If a replacement player is selected from the competitive tier below, this will create a cascading effect where each level will be required to identify and have a player move to the next tier. The same process used to identify the long-term injury replacement will be utilized to identify potential replacement players across tiers, potentially to house league. Competitive teams will need special exception status from the Board to play with a reduced roster for the remainder of the season.
- (114) If more than 50% of the season's activities have taken place at the time of injury and the medical information indicates the player will not be able to return for the season, the affiliation process outline at section (128) will be used to identify a pool of replacement players that can be brought in for no more than the prescribed maximum number of regular season games.
- (115) If a player receives a long-term injury after 31 Dec of the playing year, the affiliation model will be used. The OWHA roster freeze normally is invoked at this date.
- (116) If an injured player is able to return by the end of the season, a long-term injury replacement will not be approved. The affiliation process will be utilized up to the maximum amount of regular season games within the policy. The coach with the injured player should expect to utilize different players to ensure that the prescribed maximum number of regular season games is respected.

## TEAM FINANCES

- (117) 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. A cover letter from the GCGH Treasurer is available for teams to aid in this process.
- (118) All teams must prepare a team budget utilizing the sample budget template ([LINK](#)).
- (119) A team budget is to be presented to and approved by 80% of the team's parents prior to any team funding being expended. Any expenditures not identified in the originally approved team budget is subject to the 80% approval rule.
- (120) An approval form ([LINK](#)) and copy of the team budget must be signed by all parents and submitted to the Treasurer at both the beginning and the end of the season. Due dates for all teams formed in the Spring are due July 1st and April 30th. All teams formed in the Fall are due October 1st and by April 30th.
- (121) At the end of the season, all surplus funds will be dispersed to the parents of that team. Refunds must be issued in a timely fashion at the end of the season.
- (122) If a player's team fees are solely covered by sponsorship monies, then that player/parent is not eligible for a refund. All surplus sponsorship funds will be dispersed to the team in accordance with section ([148](#)) to ([159](#)).
- (123) A player/parent refund cannot exceed the amount that has been personally contributed to the team's operating budget. (ie: a player/parent cannot profit from team fees or sponsorship monies).
- (124) If a player leaves the team after the start of the season, the refund will be prorated. There will be no refund after December 31st.
- (125) If a player joins the team after the start of the season, that player's team fees must be prorated.
- (126) A player's team fee refund will be based on incurred expenditures up to the date of the approved withdrawal by the Registrar. (ie: tournament fees, ice costs, etc). Team fees are not refundable after November 1 of a given season.
- (127) Players will not be refunded any portion of their team for the time served under a suspension.

### Competitive Team Budget Limits

- (128) All competitive teams will have a budget cap.

AA Elite (Tier 1) Competitive Team Fees: U15 , U18 , U22	\$60,000
AA Elite (Tier 1) Competitive Team Fees: U13	\$40,000
A and BB (Tier 2) Competitive Team Fees: U11 , U13 , U15 , U18	\$40,000

B (Tier 3) and C (Tier 4) Competitive Team Fees: U11 , U13 , U15 , U18	\$30,000
U9 Tier 1 (Competitive)	\$20,000

**NOTE:** Numbers are subject to change and will be updated occasionally to reflect increases in costs such as ice rental, insurance, etc.

(129) All team budgets should include financial compensation if the coach is a non-parent for:

- (a) hotel room at the team hotel when at out of town tournaments;
- (b) meals during out of town tournament to a maximum of \$75/day; and
- (c) minimum team apparel.

(130) GCGH will provide funding for one non parent Assistant per team as follows:

- (a) Payment of Honorarium (as agreed to by both parties);
- (b) Payment of expenses for one out of town tournament. The following are expenses eligible for reimbursement at the rates specified: 25 cents per km to cover fuel costs if a personal vehicle used – limited to one vehicle as carpooling is expected. Hotel rooms for each night of the tournament booked at the same hotel and rates as the team. Eligible reimbursement for meals up to \$75 (\$15 breakfast, \$20 lunch, \$40 dinner) per day is eligible.

(131) Exceptions are made for additional events such as Provincial Championships whereby additional expense coverage will be required for the non parent assistant.

(132) To mitigate costs, coaches are expected to car pool, share rooms and take all other opportunities where reasonable to minimize costs.

(133) If a team has more than one non parent assistant coach than any travel expenses will need to be included in the budget and approved via the normal budget approval process by the team. In addition, GCGH pays for one out of tournament meaning that any additional tournament expenses will need to be included in the budget to be approved by the parents

(134) The total budget is **all encompassing of team fees, sponsorship and fundraising.**

(135) With the exception of tournament fees, a coach does not have the ability to expend any moneys on behalf of the team until a budget has been approved and registered with the GCGH Treasurer.

(136) Budget decisions for competitive teams will be presented and discussed at the initial parent’s team meeting with the goal to have acceptance of all itemized revenues and expenses with enough detail to enable parents to make informed decisions. The budget is planned strictly to support on ice activities with over 85% of all revenue garnered being spent on hockey operations that include purchase of additional practice ice, tournaments, development session, and any team or individual equipment required for on ice activities.

- (137) Allowable team budget expenses (requiring majority consent of the players/parents) include:
- (a) OWHA fees for extra team staff (the GCGH pays for up to five (5) team staff);
  - (b) additional Ice time;
  - (c) exhibition games, referees, and tournaments entry fees;
  - (d) developmental sessions and off-ice training;
  - (e) non-parent coach's hotel accommodations, mileage and per diem as per the signed contract for out-of-town tournaments;
  - (f) agreed upon team wear for the non-parent coach;
  - (g) practice jerseys and team socks;
  - (h) affiliate jersey and socks;
  - (i) team supplies pucks, pylons, first aid kit, name tags, etc.;
  - (j) administration, postage, photocopying, bank fees, etc.;
  - (k) Provincial Playdown Games;
  - (l) Provincial Championships; and
  - (m) team bonding activities where all players will participate.
- (138) Team expenses not listed above such as items of clothing, team parties or charitable donations, will either require unanimous approval of parents or on a pay as required basis outside of the team budget.

#### House Team Budget Limits

- (139) Team budgets for house teams will be capped at maximum of \$12,250.00 for all levels. This includes team fees, sponsorship and fundraising.
- (140) Budget decisions for house teams will be presented and discussed at the initial parent team meeting with the goal to have acceptance of all itemized revenues and expenses with enough detail to enable parents to make informed decisions. The budget is planned strictly to support on ice activities with over 85% of all revenue garnered being spent on hockey operations that include purchase of additional practice ice, tournaments, development session, and any team or individual equipment required for on ice activities.

(141) Allowable team budget expenses (requiring majority consent of the players/parents) include:

- (a) team jerseys and socks;
- (b) goalie equipment deposit & rental fee for house teams with no full-time goalie;
- (c) OWHA fees for extra team staff (the GCGH pays for up to five (5) team staff);
- (d) additional practice ice;
- (e) developmental sessions and off-ice training;
- (f) exhibition games, referees, and tournaments entry fees;
- (g) non-parent coach's hotel accommodations, mileage and meals for out-of-town tournaments;
- (h) agreed upon team wear for the non-parent coach;
- (i) team supplies pucks, pylons, first aid kit, name tags, etc.; and
- (j) administration, postage, photocopying, bank fees, etc.

(142) Team expenses not listed above such as items of clothing, team parties or charitable donations will either require unanimous approval of parents or on a pay as required basis outside of the team budget.

### Team Fees

(143) Team fees relate ONLY to the maximum amounts as outlined in the chart below. A maximum amount of team fees may be collected for each player as listed in the chart below:

AA Elite (Tier 1) Competitive Team Fees: U15, U18, U22	\$3,600
AA Elite (Tier 1) Competitive Team Fees: U13	\$2,350
A and BB (Tier 2) Competitive Team Fees: U11, U13, U15, U18	\$2,350
B (Tier 3) and C (Tier 4) Competitive Team Fees: U9, U11, U13, U15, U18	\$1,600
House Team Fees: U11, U13, U15, U18	\$600

**NOTE:** These numbers are subject to change and will be reviewed occasionally to reflect increases in real costs such as ice rental, insurance, etc.

(144) House goalies at U11, U13, U15, or U18, may pay a reduced registration fee that will be determined annually by the Board. This is to encourage more goaltenders within the Association.

### Non-Payment of Team Fees

- (145) An estimation of proposed team activities and related costs must be available to all parents/players. It is understood that each family has different financial challenges that should be treated on a case by case basis. Team fees allow the team to invest in additional practice time, tournaments, and hockey operations. Team fees must be paid in full in accordance to the schedule determined and communicated by each team at the start of the season unless alternate arrangements have been agreed to with the team manager and coach.
- (146) If a family does not fulfill its obligated team fees by dates determined by the team management at the start of the season or meet any agreed upon alternate arrangements, at the discretion of the coach, players can be asked to not attend tournaments or other team activities except for GCGH provided games and practice times.



## FUNDRAISING

- (147) GCGH Fundraising: The GCGH may, at the Board's discretion, initiate an Association wide fundraising effort. Teams will be required to participate as determined by the Board.
- (148) GCGH Team Fundraising: Teams are encouraged to organize fundraisers to ease the financial burden for parents. Improper fundraising activities could violate Ontario Lottery and Licensing Laws and jeopardize the GCGH lottery license, which is an important source of revenue to the Association. Teams are not to create any raffles or ticket draws without checking first with the GCGH Treasurer.
- (149) If agreed to by all the parents, minimum family quotas can be established. For example, every family is responsible for \$200 in fundraising.
- (150) Fundraising must be conducted in such a manner, and at such a time, as to cover actual or anticipated team and player expenses only.

## SPONSORSHIPS

- (151) Sponsorship opportunities may be pursued for the GCGH, a team or an individual player to help offset registration and/or team costs. Members are encouraged to actively pursue sponsorships, however there is no obligation to do so.
- (152) All team sponsorships must be deposited directly into the team account. The Treasurer will provide receipts for sponsors if requested.
- (153) Sponsorship Funds are not to be committed or expended until such time that the monies have cleared the bank.
- (154) A player/parent or team cannot financially profit from the contributions made by any sponsor.
- (155) If GCGH is able to secure a corporate sponsorship, all funds will go directly to improving the programing for GCGH players or decreasing the costs to players.

### Team Sponsorships

- (156) Sponsorships secured as a team sponsorship is for the benefit of the entire team and not to the benefit of the individual who secured it, i.e. cannot be used as payment against an individual player's team fees.
- (157) Sponsors should be recognized by the team for their contribution (e.g. thank-you letter, year-end appreciation plaque, team photo, etc).
- (158) Total amounts received from team sponsors will not exceed the actual or anticipated total team expenses.

(159) Once funds have cleared the bank, sponsorship monies shall be used first in regards to team expenditures/operating budget (ie: tournament registrations, extra ice, etc).

### Individual Player Sponsorships

(160) Sponsorships secured as an individual player sponsorship can be used to the benefit of the individual parent/player against their team fees.

(161) A player may place a sponsorship bar with the name of the sponsor on their jersey. For Association owned jerseys, the sponsorship bars can only be attached by stitching - no iron-on patches.

(162) Sponsors should be recognized by the player for their contribution (e.g. thank-you letter). Total amounts received from player sponsors will not exceed the actual or anticipated total player expenses.

(163) If the sponsorship amount is greater than the player's team fees, the excess must be given to the team for the benefit of the team.

### **PLAYER MOVEMENT AND ASSOCIATED FUNDING**

(164) Unless an alternative methodology is agreed to by both affected coaches, any change of players that result in a change of funds will be managed in the following manner:

(a) team fees will be a breakdown of monthly allocation; for example, Team A charges \$1,000 in team fees and Team B charges \$800;

(b) where the player movement occurs Nov 1st, the out-going U18 A player (Player A) will get refund for 4/7 months and the incoming (Player B) will be charged for 4/7 months (\$571.43);

(c) for Team B, out-going player (Player B) will get refund for 4/7 months and the incoming (Player C) will be charged for 4/7 months (\$457.14);

(d) this would result in the Player B owe the Team A team \$114.29;

(e) player C will have to do the same thing for Team B.

(165) Fundraising – irrespective of incoming or outgoing players, all fund-raising will remain with the original team.

## EXHIBITION GAMES

- (166) Teams are responsible for organizing the referees for an exhibition game.
- (167) Teams must pay the referees in cash before the exhibition game.
- (168) Teams may play exhibition games against any OWHA registered team.
- (169) 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).

## TOURNAMENTS

- (170) Decisions regarding a team's entry into tournaments will be made at the parents meeting held at the beginning of the season.
- (171) Competitive teams may not participate in more than 6 tournaments (not including provincial championships) 3 of which must be in town. Deviation from this must first be approved by a unanimous vote of the parents and then approved by the VP Competitive.
- (172) House teams may not participate in more than 4 tournaments 2 of which must be in town. Deviation from this must first be approved by a unanimous vote of the parents and then approved by the VP House.
- (173) All team members must stay at the hotel booked by the team manager. Many tournaments use third party service providers to hold rooms on their behalf and thus managers are required to use them. Any exceptions must be discussed with the team manager and head coach.

## GCGH Tournament

- (174) All GCGH teams are expected to participate in the annual GCGH tournament where the levels are being offered.
- (175) If GCGH runs its tournaments in-house (i.e. not through Sensplex), every GCGH team must assist in the organising and implementing the GCGH tournament whether or not they are entered to play.

## ICE ALLOCATION AND SCHEDULING

- (176) Each team must specify someone (e.g., a coach, manager or parent) as the contact for the team's ice scheduling and provide that person's contact information to the GCGH Ice Scheduler and appropriate GCGH Director.
- (177) All team communication on ice allocation and scheduling will be between this contact person and the GCGH Ice Scheduler.
- (178) The hourly amount charged to teams for practice ice will be set each season by the Board and will be based on the average per hour ice cost to the Association.
- (179) Teams will purchase ice from the GCGH before seeking ice from outside organizations for games or practices. Starting in season 2015/2016, 80% of a house team's ice allocation budget will be spent on the purchase of GCGH ice. Starting in season 2016/2017, 80% of a competitive team's ice allocation will be spent on the purchase of GCGH ice. This purchase does not include ice that has been allocated as part of the annual team allotment for development, games, or practices. Directors will utilize the budget estimate for additional ice from the proposed team budgets at the start of the playing year and compare the values to the totals invoiced to each team.
- (180) GCGH teams are only permitted to share ice with other GCGH teams. No sharing of ice for practices is allowed with teams that are not part of the GCGH.
- (181) Teams that fail to abide by the 80% rule will be identified by the appropriate director to the ice scheduler. If special circumstances exist, special consideration may be granted for not meeting the 80% rule. End year evaluations for the team manager and team coach will be adversely affected for failing to abide by GCGH policies. In addition, the ice scheduler will be directed that any team not following the 80% rule not receive preferential treatment in the allocation of future ice requests until they are in good standing. This means that when two teams (one at 65% and the other at 90%) request the same ice for a practice or game, that the team in good standing with the 80% rule will receive preferential selection.
- (182) The GCGH will not be responsible to cover any costs of ice rentals by competitive teams that wish to practice between Spring and Fall tryouts sessions.
- (183) The GCGH will not be responsible for any contracts that teams may arrange for additional ice outside of the GCGH ice allocation. It will be a team responsibility to manage additional ice allocations while remaining within the 80% rule.
- (184) Responsibilities of the Ice Scheduler: An Ice Scheduler is responsible for the allocation of all ice obtained by the Association, including ice to be used by teams for their league and playoff games, team practice ice and ice that can be used for Provincial play downs. The Ice Scheduler may assist team contacts with arranging other ice, such as for exhibition games.
- (185) Team Responsibilities: Teams are responsible for keeping track of all ice allocated by GCGH for billing purposes. Any discrepancy must be submitted to the Ice Scheduler and the Treasurer as soon as possible.

- (186) Teams are responsible for helping to ensure that ice rented by GCGH is scheduled effectively in order to do this, they are required to inform their Ice Scheduler and, if applicable, their respective VP of Competitive or House, of activities other than regular league games that will affect ice scheduling such as participation in tournaments and exhibition games, and direct team rentals of other ice, not arranged for by GCGH, as soon as that information is known to them.
- (187) If a team cannot use an ice allotment scheduled by the Association (e.g. because of participation in a tournament or a rescheduled game), the following procedure will apply:
- (a) the team must notify the Ice Scheduler at least fourteen days prior to the scheduled ice time;
  - (b) within 24 hours, the Ice Scheduler will notify the team whether or not the ice time can be returned to the Association;
  - (c) if so, the team's invoice will be adjusted accordingly and the team has no further responsibilities regarding that ice time;
  - (d) if not, the ice time remains allocated to the team; it must pay for that ice but may sell, trade or give the ice to other teams.

Ice Allocation Guidelines

- (188) Depending on the total GCGH ice allocation and as monitored by the Ice Scheduler, teams will generally be allocated total ice time (game and practice combined) as follows:

<b>Competitive teams # of hours included with registration</b>	
AA Elite (Tier 1A) - U15, U18), U22	45 hours
AA Elite (Tier 1A) - U13	45 hours
A - U11, U13, U15, U18	45 hours
BB (Tier 2) - U13, U15, U18	45 hours
B (Tier 3) and C (Tier 4) - U11, U13, U15 , U18	45 hours

**NOTE:** these are just estimates and actuals will be based on our ice allocation.

- (a) 8-14 practices per month;
- (b) predominately all full ice, half ice practices where feasible;
- (c) covers approximately 10 hours of game ice, play off games, playdown games.

<b>House teams # of hours included with registration</b>	
U7 (IP)	22 hours
U9 (Tier 1 and house )	22 hours
U11 , U13 , U15	22 hours
U18	17 hours

**NOTE:** these are just estimates and actuals will be based on our ice allocation.

(a) a combination of half and shared ice practices, approximately 4 practices per month;

(b) covers approximately 10 hours of game ice, play offs and additional balancing game if requested by the coach.

(189) All teams will be allocated their fair share of less-attractive ice times, subject to reasonable considerations regarding age levels of players.

Optimal Game and Practice Schedule for House

(190) Hockey Canada has outlined a long term development program at the following [LINK](#).

(191) This development guide has been analyzed and the following are the maximums by house league level that a team should be practicing or playing in a season.

(192) Off ice training is considered a practice within these overall numbers. Development sessions that are provided by the GCGH are considered practice times. In addition, the schedule takes into consideration traditional blackout dates during the Winter Holiday season and March Break. Coaches are not precluded from planning practices or attending tournaments in these dates. Due to ice schedules, it could sometimes be expected that teams could have more than two practices within a 7-day period, however, there is an expectation that coaches will plan their respective schedules to balance ice over the entire season.

(193) Should a coach wish to go above the numbers prescribed below, they should contact their respective house league director for permission. U15 and U18 recommended maximums are below the long term development model, however, it is recognized that at House League for this age group there are a number of competing factors that reduce interest and participation as the reason for hockey; is simply fun.

(194) The numbers below should be viewed as a maximum and not a mandatory number of activities that a team needs to conduct in a season:

Level	Schedule	Practice (Average over season)	Games	Tournaments	Playoffs	Total (Maximum)
<b>IP</b>	1 <sup>st</sup> Wknd in October until March Break	1-1.25/week	5-6 exhibition games	Up to 3 fun days	N/A	60
<b>U9</b>	1 <sup>st</sup> Wknd in October until 1 <sup>st</sup> Wknd after Easter (Approx. 33 Week)	1-1.25/week	Max of 20	3 or 4 jamborees only	N/A	75
<b>U11</b>	1 <sup>st</sup> Wknd in October until 1 <sup>st</sup> Wknd after Easter (Approx. 33 Week)	1-1.5/week	Max of 20	4 with appropriate approvals from parents/GCGH Board	4-6 games	85
<b>U13</b>	1 <sup>st</sup> Wknd in October until 1 <sup>st</sup> Wknd after Easter (Approx. 33 Week)	1-1.5/week	20	4 with appropriate approvals from parents/GCGH Board	4-6 games	85

<b>U15</b>	1 <sup>st</sup> Wknd in October until 1st Wknd after Easter (Approx. 33 Weeks)	1/week	20-24	4 with appropriate approvals from parents/GCGH Board	4-6 games	75
<b>U18</b>	1 <sup>st</sup> Wknd in October until 1st Wknd after Easter (Approx. 33 Weeks)	1/week	20-28	4 with appropriate approvals from parents/GCGH Board	4-6 games	75

(195) It is understood that at house, it is challenging to find a balance of ice time for the wide variety of players that may be on a team. For players that are interested in a higher level of hockey but not the competitive stream, the development stream program, is a healthy option.

## RISK AND SAFETY

- (196) GCGH is committed to creating and maintaining a safe environment for its participants.
- (197) All GCGH participants must adhere to the policies and procedures outlined in the HC publications "[Fair Play Is Everyone's Call](#)" and "[Safety Requires Teamwork](#)".
- (198) No one, other than OSHA registered players and OSHA registered ice/bench personnel, may go on the ice or the bench for any of the team's ice activities.
- (199) No team personnel may go on the ice without wearing a properly secured CSA approved helmet. This includes crossing the ice surface before or after a game or going on the ice to shake hands before or after a game.
- (200) Any illness or injury, which causes a player to miss any team ice activity, must be reported to the team trainer. Any player who has been absent from team ice 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.

## EQUIPMENT

### General

- (201) All GCGH teams choosing to purchase team apparel, must use the official GCGH supplier. The official supplier was established through an RFP in August 2020.
- (202) All GCGH players, while participating in game play, should present a consistent look, anchored by the GCGH competitive or house jerseys.
- (203) The AA Elite program may choose to wear a unique jersey. These unique jerseys will need to be purchased by individual families.
- (204) Competitive players must wear black helmet, pants and gloves.
- (205) Competitive coaches may request that the team purchase additional team apparel such as shells, hockey bags, warm-up suits, or team jackets. It is strongly encouraged that this action be subject to a team vote with the 75% majority in favour.
- (206) House player's are encouraged to wear black helmets, pants and gloves.
- (207) The recommendation of the Equipment Manager and authorization of the Board will precipitate the purchase of all equipment.
- (208) A team or player will be required to give a deposit for any equipment that is borrowed from the



Association.

(209) Player, their parents or guardians, may be held fiscally responsible for any damage caused to any GCGH equipment.

### Helmets

(210) All players must wear CSA approved helmet with the "CSA Approved" sticker visible.

(211) According to helmet manufacturers, unless they are specifically designed for helmets, the addition of said stickers voids the CSA certification resulting in the Hockey Canada insurance and the manufactures' warranty being voided. Reason being that the glue in the sticker can break down the plastic.

(212) A coach cannot obligate a player to use a product that will compromise the insurance or warranty. If a coach chooses to make additional stickers mandatory on helmet, the coach must ensure that player use approved stickers that will not void manufacture warranty and CSA approval. Stahls stickers which are CSA approved ([Annex A](#)).

### Goaltending Equipment

(213) GCGH operates a goalie loaner program accessible by all house goalies.

(214) Upon request, GCGH will make best efforts to provide the essential base-model equipment that is safe and adequate for the level of hockey for which it is being used.

(215) The provision of goalie equipment by the GCGH is restricted to leg pads, blocker, trapper and chest protector, neck protector and a stick.

(216) Any equipment that is damaged must be replaced at the expense of the borrower.

(217) For the Fall/Winter season a deposit set by the Board, and a signed loaner agreement are required for each set of GCGH goalie equipment. This deposit will cover one Fall/Winter season.

(218) For full time goalies, the deposit will be paid by the individual player/parent. In cases where a team does not have a full-time goalie, the team will pay the deposit.

(219) Registered GCGH goalies can arrange with the Equipment Manager for the rental of GCGH goalie equipment for the GCGH summer hockey program and/or camps. The player/parents must provide a refundable deposit and sign the loaner agreement for the equipment.

(220) Goalie equipment must be returned promptly at the end of each season/program for inventory. For example, even if a player has played in the Fall/Winter session and is registered to participate in the following summer program, the goalie equipment must be returned immediately following the Fall/Winter session.

(221) The Association will not reimburse players who provide their own goalie equipment for all or part of the cost of the equipment.

### Team Jerseys - Competitive

(222) Each competitive player is responsible for the purchase of a home and away competitive jersey.

(223) Given that competitive players own their jerseys, new players may not select the number already used by an existing player. In situations where two existing players have the same number, the longest serving GCGH player has the first right of refusal, then a mutually agreed system (coin toss, draw straws) will be used to see who will need to change their number. The Official GCGH supplier can change numbers at a nominal fee and should be covered by the team.

(224) Jerseys may not be altered in any manner, except for hand stitching of nametags, "C" and "A" symbols, sponsors tag or for emergency player number clarification.

### Team Jerseys – House

(225) Each house team will be provided with two sets of team jerseys.

(226) A team jersey deposit will be required from each team in an amount determined by the Board. Deposits will be returned when the jerseys are returned in acceptable condition. If a jersey is not in acceptable condition, the player will be responsible for replacing the jersey at their own cost.

(227) Team jerseys are to be returned clean, on hangers and with all nametags, sponsor tags and "C" and "A" symbols removed.

(228) Jerseys are to be worn for games only, not for practices or scrimmages.

(229) Jerseys may not be altered in any manner, except for hand stitching of nametags, "C" and "A" symbols, sponsors tag or for emergency player number clarification. Sewing machines or any form of glue (including iron-on items) are not to be used as they damage the jerseys.

(230) Failure to return equipment, such as a jersey, will prohibit registration for the following season or future programs.

### Team Socks

(231) Each player is responsible for the purchase of at least 1 pair of home and 1 pair of away socks consistent with GCGH colour scheme.

(232) Teams are required to wear matching socks, not one of each colour.

## **COMMUNICATION, QUESTIONS, COMPLAINTS PROTOCOL**

(233) The manner in which to address issues concerning team and/or non-team issues will be to communicate with the following in the order specified:

- (a) the manager or coach, as appropriate;
- (b) GCGH Vice President or Director Responsible; i.e. house or competitive;
- (c) GCGH President.

(234) Under no circumstances, should the MOGHL/ODWHA/OWHA Board be contacted by individual coaches, managers and/or parents. This will be undertaken by the Board member looking after a particular concern. 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 MOGHL/OWHA. Non-compliance will lead to automatic sanctions.

## **ALTERNATE DISPUTE RESOLUTION (ADR)**

(235) GCGH supports the principles of ADR and is committed to the techniques of negotiation, facilitation, mediation and arbitration as effective ways to resolve disputes with and among members, and to avoid the uncertainty, costs and other negative effects associated with litigation.

(236) Use of Terms:

- (a) “Complainant” means the person or persons reporting dispute;
- (b) “Days” means the total days irrespective of weekends or holidays;
- (c) “GCGH” means the Gloucester Cumberland Girls Hockey Association;
- (d) “Investigation Committee” means an adjudicative body responsible for hearing all disputes composed of up to five (5) people, including a chair;
- (e) “Member” means any individuals engaged in activities with or employed by GCGH including but not limited to directors, officers, coaches, player, officials, volunteers, employees and contractors;
- (f) “Parties” means all persons named or involved in a dispute, including the complainant;

(237) The Scope and Application of this process applies to all disputes with and among Members or individuals engaged in activities with or associated with GCGH.

(238) A dispute is characterized by a disagreement between two or more parties and may consist of a single or multiple incidents. The gravity of a dispute may vary significantly and may be characterized by a range of actions, implications or consequences. Examples include:

- (a) a complaint alleging that a director, volunteer, player, team, coach, official, parent/guardian or spectator is guilty of misconduct;
- (b) a dispute relating to team selection;
- (c) a suspension or expulsion; or
- (d) any other request for resolution of a dispute arising from or relating to the activities of the organization.

(239) This policy does apply to disputes relating to:

- (a) matters of employment;
- (b) doping offences, which are dealt with under the Canadian Policy on Doping in Sport and the Canadian Doping Control Regulations;
- (c) the technical rules of Hockey, as set out in the OWHA Handbook, Constitution, By-laws, Regulations and Rules;
- (d) disciplinary matters arising during events organized by entities other than GCGH, and falling within the jurisdiction of dispute resolution and appeals polices of these other entities;
- (e) criminal offences for which the Appellant(s) is/are seeking a criminal conviction; or
- (f) commercial matters for which another dispute resolution process already exists under the applicable law or contract.

(240) The Administrative Rules indicate how disputes will be managed, the timelines to be respected, and the parties to be involved.

### Reporting a Dispute

(241) Any individual subject to this policy may report a dispute.

(242) Reports must be made to the President in writing within fourteen (14) days as set by this policy.

(243) In the absence of a President or should the report involve the President, the report will be managed by the Director of Risk Management.

### Referral and Review of Complaints and Incidents

(244) Within three (3) days of receiving the written notice of the dispute and summary, the President will determine whether the matters in dispute and the parties to the dispute are properly within the Scope and Application of this Policy, or are more properly to be dealt with pursuant to another policy of the GCGH.

This decision regarding jurisdiction is final and may not be appealed.

(245) After having determined the applicability of the dispute under this policy, the President will refer the dispute to the Investigation Committee.

(246) The President may extend the time for submission of a complaint notwithstanding the expiration of the time set by this policy.

### Investigation Procedures

(247) Normally disputes will be first referred to the Investigation Committee for consideration, clarification, and possible resolution.

(248) The Investigation Committee will be chaired by the Director of Risk Management. The chair will appoint up to four (4) additional people whom are not associated with the dispute or members of the Board.

(249) The responsibilities of the Investigation Committee are:

- (a) to screen disputes;
- (b) to gather information relating to disputes; and
- (c) to take any practical steps to resolve disputes.

(250) Screening of Dispute: Upon referral of the dispute by the President, the chair, in consultation with the members of the Investigation Committee will determine whether the dispute is valid.

(251) If the dispute is considered to be trivial, frivolous or vexatious in nature, the chair will advise the President and the complainant and thereafter will take no further action in relation to that dispute.

(252) Investigation of Dispute: The chair will appoint a lead for investigation of the dispute, which can be themselves, with support from the entire Investigation Committee.

(253) The investigator will:

- (a) review the complaint or the request;
- (b) make such inquiries as necessary to determine the circumstances of the complaint or incident, which may include:
  - i. sending a copy of summary of the complaint to those named in the complaint, those making the complaint or to any witnesses with a request that they respond in writing to the allegations by a date set by the investigator;
  - ii. communicating with or interviewing persons involved in the incident or whose conduct is the

subject of the complaint; and

iii. communicating with or interviewing other persons who may have relevant information;

(c) where appropriate, the Investigation Committee may recommend that other disputes which come to the light in the course of the investigation also be investigated.

(254) Should the Investigation Committee deem that the situation being investigated might involve a criminal offense; the matter will be referred to the appropriate authority.

### Negotiation and Mediation of Dispute

(255) The Investigation Committee will encourage the parties to resolve the dispute directly, based on the information provided. The GCGH encourages all Members to communicate openly and to collaborate in using problem-solving and negotiation techniques to resolve their differences. In almost all cases a negotiated settlement is preferable to any outcome achieved through other dispute resolution techniques and is therefore strongly encouraged.

(256) Should the parties agree, mediation of the dispute will be arranged. The mediator will normally be a member of the Investigation Committee or the President, by common agreement. The parties may retain an outside mediator by common agreement, at their own cost.

### Referral of Dispute

(257) Once the possibility of mediation has been explored, the Investigation Committee will submit written recommends to the President. This recommendation may include:

(a) that the matter should be resolved between the parties and no further action should be taken; or

(b) that no further action is warranted based on the facts of the case.

(258) The charge set out in a written report may relate to any matter disclosed during the investigation.

(259) A report signed by a majority of the Investigation Committee.

### Confidentiality

(260) In order to demonstrate respect for all parties, the GCGH will abide by principles of confidentiality in implementing the Dispute Resolution Policy. The GCGH will only release appropriate information pertaining to disputes, including where disclosure is directed by the Panel as part of the remedy to resolve the dispute, is required by law, Canada's Doping Policy, or is in the best interests of the public.

### Records and Use of Decisions

(261) The Board will maintain a record of all actions and all decisions of the Investigation Committee.

(262) Decisions are matters of public interest and will be publicly available without disclosing the names of the individuals involved. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.

#### **EXCEPTIONS AND CHANGES TO GCGH POLICIES**

(263) Exceptions and changes to GCGH Policies and Procedures may be enacted by majority vote of the Board or by majority vote during our GCGH Annual General Meeting.

(264) All exceptions and changes to GCGH policies and procedures will be publicized to the membership through our GCGH website and/or notification to team managers and coaches.

**POLICY CONFIGURATION CHANGE RECORD**

<b>Section Amended</b>	<b>Reason for Amendment</b>	<b>Date Approved</b>
Para 39 - Certification Table	Removed table as the certifications change yearly. Added link to OWHA Coaches' certification page	Board Meeting Motion 18th Aug 2023
Para 57-76 – Dressing Room Protocol	Removed these paragraphs to produce a stand-alone policy	Board Meeting Motion 18th Aug 2023
Para 87-113 – Competitive Tryout Process	Removed these paragraphs to produce a stand-alone policy	Board Meeting Motion 18th Aug 2023
Para 262-277 – Discipline	Removed these paragraphs to produce a stand-alone policy	Board Meeting Motion 18th Aug 2023
Annex-A Ottawa and District Girls Hockey Import Rule	Removed this annex as the core information has been embodied throughout this policy.	Board Meeting Motion 18th Aug 2023
Annex-B & C Sample Budget & Budget Approval	Sample budget has been removed and link to GCGH Website Budget has been embedded within this Policy	Board Meeting Motion 18th Aug 2023
Annex-E Discipline Lettre Example	Removed this sample as Discipline has been removed and stand-alone policy created.	Board Meeting Motion 18th Aug 2023
Para 3 and 4	PTS and release process are covered by OWHA policy while the new import policy clarifies the Import rules for the association	Board Meeting Motion 19-06 on 10 April 19
Para 14 I	Removing potential conflict of interest if coach and manager from same household.	Board Meeting Motion 19-04 on 10 April 2019
Para 15 – Composition of Teams	Clarifying number of players and goalies at AA Elite and GCGH competitive teams	Board Meeting motion 19- 07 on 10 April 2019
Para 28 – Incentives for House Goalies	Incentive to encourage more House League goalies at U13 (Peewee), U15 (Bantam), U18 (Midget) if shortages occur	Board Meeting motion 19-05 on 10 April 2019
Para 2 (h) ii	Definition of Good Standing	Board Meeting Motion 18-01 on 05 December 2018



Para 15 – Formation of teams	Commitment expectations when trying out or being offered a position on a competitive team.	Board Meeting motion 19-08 on 10 April 2018
Para 4 – Import Definition	Clarification of imports for those that release and pay full registration vice try out on permission to skate	Board Meeting 21 February 2016
Para 4 – Remove fee for import try out.	Standardize with GCGH try out fees.	Board Meeting 22 March 2016
Para 7B – Request for Release	Indicate parents are responsible to request releases to OWHA and not GCGH	Board Meeting 21 February 2016
Para 7 b (i) – Release Process	Provide clarity to release process based upon parent feedback and OWHA recommendations	Board Meeting 09 May 2016
7 b (v) – Release return timeframe	Recognize people request releases for different reasons and provide flexibility to families to return to GCGH 1 year	Board Meeting 09 May 2016
Para's 4, 4a and 4 b – Import Players	Clarification on import player definition and quantities permitted per level	Board Meeting 11 August 2015
Para's 7 b, c, d, h, i, j, and k – Head Coaches Selection Process	Identify coaches selection committee process and feedback mechanism	Board Meeting 11 August 2015
Para 9b, Para 10, 11, and 12 complete – Coaching Training and Selection	Alignment with new hockey Canada Coaching certification policy	Board Meeting 10 November 2015
Para's 15 c,d, and e – Team Formation/ Competitive Teams	Schedule the release of the Competitive try out and evaluation protocol	Board Meeting 10 November 2015
Para 16 complete – Novice Competitive	Modify policy for Novice Competitive Composition and IP Playing Novice House League	Board Meeting 11 August 2015
Para 21 – Long Term Injury Policy	Fulfill a policy gap and provide guidance on long term injury replacements	Board Meeting 16 December 2015
Para's 23-24 – House League Team Budget Limits	Budget Limitation for house league start in 2016-2017	Board Meeting 10 November 2015

Para 27 and 28– Team Fees	Modify team fees in policy manual to align with board approved team fees by tier	Board Meeting 11 August 2015
Para 29 and 30– Team Fees	Amendment to include provision for non-payment of team fees	Email vote approved by majority on 28 September 2015
Para 33 c thru g – Ice Management	Amendment is to ensure that GCGH house and competitive teams maximize the GCGH ice allocation	Board Meeting 21 September 2015
Para's 37– 41 Ice Allocation Guidelines	Alignment with Hockey Canada Long Term Development model to assist House League Coaches	Board Meeting 10 November 2015

## ANNEX A



a GroupeSTAHL company

### Hockey Helmet Sticker Certification

Some stickers have adhesive backing that is not compatible with the material used to manufacture helmets. Subsequently, this will void the CSA/HECC certification and the manufacturer's warranty.

Stahls' Canada uses an adhesive that will maintain the structural integrity of the below listed helmet manufacturers and will not void the CSA/HECC certification.

The listed manufacturer's have tested and approved Stahls' Canada Helmet Stickers for CSA/HECC compliance.

Manufacturers: **Mission-Itech Hockey Nike Bauer Reebok CCM** When applying a sticker to a helmet you should follow these easy steps:

1. For best results, new helmets should be used. Stickers may not adhere properly on used helmets due to the wear and tear, scratches, deformation etc. If applying on slightly used helmets try to place the stickers in an area that is least worn.
2. The sticker should be placed on a flat surface on the shell.
3. The sticker should be applied in a way as to minimize wrinkling, creasing, folding, tearing etc.
4. The stickers should be placed away from the warning and certification stickers. Please note that removal of the warning and certification stickers will void the warranty and certification.

### Baseball Helmet Sticker Certification

Some stickers have adhesive backing that is not compatible with the material used to manufacture helmets. Subsequently, this will void the NOCSAE certification and the manufacturers' warranty.

Stahls' Canada has approval for its sticker material for use on helmets for team logos and player numbers as long as the size of the decals does not exceed 20% of the surface area of the helmet.

The decals should not cover the manufacturer's logo, warnings, date of manufacture, or NOCSAE logo. The covering of this information would void the NOCSAE approval of the helmet.

The listed manufacturer's have tested and approved Stahls' Canada Helmet Stickers for NOCSAE compliance. Manufacturers: **Rawlings Worth**

The use of decals outside of the stated policy will void the manufacturer's warranty.

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