



# Huntsville Girls Hockey Association Competitive Hockey Policy

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## 1.0 Purpose

- To provide a consistent and transparent framework for the operation of competitive hockey teams, including criteria for establishing teams, eligibility, tryouts, coaching requirements, fees, budgeting, and conduct expectations.
- This policy shall replace and supersede any previous Competitive Hockey Policy of the Huntsville Girls Hockey Association.

## 2.0 General Governance

- All teams must follow the rules, bylaws and policies of Hockey Canada, Ontario Hockey Federation, Ontario Women's Hockey Association and Huntsville Girls Hockey Association.
- Competitive teams are also subject to the bylaws, policies and rules of the Ontario Women's Hockey League (OWHA).
- Competitive teams report to the Competitive Director, if the position is vacant the board of directors shall provide teams with an alternate contact within the board.

## 3.0 Definitions

- **Pick up player** = a player who is registered to a lower-level team (e.g., house league or lower-tier competitive) but is approved to temporarily play with a higher-level competitive team as needed. They may be called up to cover absences due to injury, illness, or other circumstances, ensuring teams can field full rosters.
- **Anticipated growth** = previous year + 5% (Example: 40 + 5% = 42 expected registrants)
- **Tournament**: generally, cost effective and regional with an approximate cost of \$1000 per family.
- **Special tournament** = high cost, travel intensive events like the Lake Placid Tournament, with a cost of \$2000 plus, per family.

## 4.0 Head Coach Selection

### 4.1 Selection Committee

- The Committee shall be formed in accordance with HGHA by-laws.
- The Committee will be comprised of 3-4 members in total, with 1-2 being independent, non-affiliated, qualified individuals with hockey training/history.
- The mandate of the committee is to recommend Head Coach appointments to the Board for approval through a fair, transparent and consistent process.
- The Committee shall:
  - Review all applications.
  - Agree upon the scoring criteria for each submission/question.
  - Evaluate and score candidates in categories including, but not limited to: Experience/Qualifications, Coaching Philosophy, Practice Plans, Creating a Memorable Experience, Professionalism, Equal Opportunity, Development, and any other categories that support HGHA goals for the upcoming season.
  - Calculate each candidate's average total score and order them by rank.

- Conduct reference checks and certification checks for the recommended candidates.
- Present the final candidate rankings to the Board and formally recommend an appointee for approval.
- If suitable candidates are lacking, the Committee may offer applicants unrequested teams or may recruit applicants past the deadline.

#### 4.2 Process

- All candidates will complete the Head Coach application form and provide supporting documentation as requested.
- Interviews will be scheduled by the Competitive Director. The Competitive Director reserves the right to disqualify applicants prior to conducting an interview if:
  - The applicant has no relevant playing or coaching experience.
  - The applicant’s child(ren) would fall significantly below the skill level required to make the team.
  - The applicant has an excessive number of complaints, disciplinary issues, or has failed to adhere to the OWHA and HGHA’s policies and by-laws.
- Non-successful candidates will be informed of the decision in writing by the Committee Chair.
- Feedback from the Committee will be provided to unsuccessful candidates if requested.
- Based on the recommendations of the Committee, all decisions regarding the selection of Head Coaches shall be made by the Board and are final.
- In divisions with multiple projected teams, Head Coaches shall be designated sequentially (i.e. “First Entry”, “Second Entry”). In the event a division is reduced to a single team, the First Entry appointee retains the Head Coach position, and all secondary appointments are cancelled.

### 5.0 Tryout Policy

#### 5.1 Basis for Establishing Teams

- The board will use the chart below to determine if there are enough players to support competitive teams by evaluating last year's registrants plus anticipated growth (see definition), and the coach’s recommendation.

<b>Total players</b>	<b>Targeted Number of House League Teams</b>	<b>Targeted Number of Competitive Teams</b>
Up to 25	1 -2	0
26-36	1-2	1
37-54	1-2	1-2
55-68	2	2
69+	2+	3+

- HGHA is committed to ensuring there is at least one house league team in a division before considering the addition of competitive teams.
- The Association may form multiple competitive tiers within a division (e.g., B, BB, A or AA).
- The formation of additional teams is not guaranteed, and depends on:
  - The previous years registration across all divisions
  - The number of players that register and tryout for competitive
  - Coach availability
  - League structure and OWHA approval
  - Ice availability (e.g., there may be insufficient ice to support two A level teams here due to their longer game requirement)
  - Goalie numbers across the division
- It is the coach's responsibility to assess if there is sufficient talent and competitiveness among the players to justify forming a team at the intended level.
- All teams will be advertised in advance of tryouts via social media and our website at the B level unless the coach notifies the Competitive Director otherwise via email.
- Teams shall ideally consist of 15 players, plus 1-2 goalies, with exceptions considered. U18 teams are permitted a maximum of 20 to offset external player commitments.
- The board may place rostering limitations as required based on the needs of the organization.
- If post-tryout numbers fall below the minimum, teams may be realigned by the HGHA
  - Example: 44 expected but 30 register = fewer competitive teams.

## 5.2 Team Categorization

- Any coach wanting to move up a level must notify the Competitive Director by email.
- It is suggested that any coach intending to move up a level should participate in a minimum of two exhibition games and/or an OWHA sanctioned tournament to assess their team's competitiveness at the higher level.
- Following these preseason games the coach will make a final recommendation of level to the Competitive Director prior to the declaration date determined by the league, typically end of September.
- The Competitive Director shall review and approve all level assignments.

## 5.3 Tryout Sequence

- Contingent on **summer ice availability**. We encourage the town to maintain summer ice access but will proceed with caution based on availability.
- Two key priorities:
  - Ice Availability – tryouts and team selection depend on consistent access to ice time.
  - Player Retention – scheduling is designed to support player retention within the association.
- Tryouts will begin early across all levels to allow coaches to sign players promptly.
- Tryouts will end later to give players not selected by other teams the opportunity to return to Huntsville.
- No player will wait more than 5 business days without communication.

#### 5.4 Goalie Assignment Objectives

- Ensure at least 1 goalie per team.
- Where there are multiple division teams (ie u15HL, u15B, u15A) and limited goalies to support teams, the HGHA board shall determine goalie numbers per team.
- Incentives offered to support HL goalie development (such as subsidized equipment, reduced registration, and training sessions)
- Provide pick up (see definition) opportunities if any competitive team has only one goalie.

#### 5.5 Tryout Fees & Eligibility

- Flat-fee registration system and fees are non-refundable.
- The Competitive Director reserves the right to refuse walk-ins.
- Late registrations allowed at the discretion of the Competitive Director; late fees may apply.
- Players may move between levels at no extra charge.
- Must be registered, paid in full, and in good standing (refer to the HGHA bylaws) before attending tryouts.
- Permission to skate is mandatory where applicable, a hard copy must be submitted on the first tryout day sign-in desk and emailed to the Competitive Director ([competitive@huntsvillegha.ca](mailto:competitive@huntsvillegha.ca))
- Held after the Provincial Championships or Easter weekend, whichever is later, typically mid-April to the late-May as set by OWHA.
- Players are expected to attend the entire tryout process and must notify the coach in writing if they cannot attend a tryout.
- Players must attend at least one tryout to be eligible for team selection; an exception may be granted by the Competitive Director on a case-by-case basis. The request must be submitted in writing by the coach and the approval, communicated with the board.

### 6.0 Team Selection Policy

#### 6.1 Player Evaluation

- The coach is responsible for selecting the team and determining the appropriate level (For example: B, BB, A, AA) with input from independent evaluators.
- Coaches are required to keep tryout notes in case of dispute.
- The Competitive Director shall oversee the tryout process for all divisions and be provided with a list of all independent evaluators, whom must be approved by the Competitive Director.
- Player selection based on:
  - On-ice performance
  - Attitude, effort, coachability
  - Positional needs
- All offers of acceptance or letters of rejection will go to the player/parent directly from the coach within 5 days of the final tryout.
  - Recommend doing this in person after the final tryout – to provide players that are on the bubble or cut with constructive feedback and development goals

- The coach is responsible to submit the final roster to the Competitive Director and Registrar.
- The coach may decide to hold a maximum of 3 spots for fall selection.
- Players who are offered a spot on a higher-level team and decline the offer are not guaranteed placement on a lower-level team.
- To facilitate any change from the original roster, notification shall be sent immediately to the Competitive Director, copying the Registrar.

## 6.2 Complaints Resolution Process

- Coach selections are final and not subject to appeal by players/parents.
- Parent complaints shall first be directed to the coach and/or team manager.
- Should the parent and staff not find resolution in the matter, the matter shall be brought to the attention of the Competitive Director who will refer the matter to the board of directors.

## 7.0 Local Catchment Area

- To protect our ice allocation, the local catchment area is the tax base for Huntsville.
- Priority zone 1 – tax base town of Huntsville: Huntsville, Utterson, and Port Sydney.
- Priority zone 2- regionally adjacent communities that do not have OWA associations:
  - Gravenhurst and all communities north including Burks Falls
  - Parry Sound and all communities east including Haliburton
  - Any player rostered to HGHA in the previous season, outside of zone 1
- Priority is given to players residing within this zone 1, followed by priority to zone 2 residents.
- Residency is determined by the player's primary address at the time of registration and must be verified.
- Where players of equal skill, attitude, effort, and coachability have tried out for the team (as determined by the coach) offers shall be first granted to the zone 1 resident, otherwise a zone 2 player may be selected.
- Any proposed team roster below 75% Huntsville tax base must be approved by the Competitive Director.

## 8.0 Out-of-Town Players

- Out-of-town players (outside the defined catchment) may be considered only when there are not enough local priority zone 1 or 2 players to form a competitive team.
- Must submit release/transfer forms.
- Limit of 2 out-of-town players per team, unless otherwise approved by the Competitive Director, should be evaluated as a top 5 player on the team.

## 9.0 Playing Up a Division

- Requests must be submitted to the Competitive Director 7 days prior to tryout.
- The player must also try out and be evaluated in their age-appropriate division.
- The player must be evaluated as **top-tier skill** in the **higher division** (e.g., top 3 forward, top 2 defence, starting goalie).

- Final decisions will be made by the board after consultation with the player/parent and coaches of the respective teams.

Pros:	Cons:
Accelerated development	Social and developmental issues
Opportunity for exposure	Increased pressure
Advanced competition	Increased chance of injury

## 10.0 Coaching & Staff Requirements

- Per the OWHA Team Staff Qualification Requirements Document (posted on our website)
- All staff must complete:
  - Respect in Sport – Activity Leader
  - Vulnerable Sector Check (background screening)
  - Declaration (if applicable)
  - Concussion Training
  - Gender Identity and Expression
- Email the Registrar if you have any questions about getting rostered.
- Head Coaches are responsible for selecting their team staff. Support from the Competitive Director is available if requested. While guidance may be provided, final staff selection remains at the discretion of the Head Coach.
- Each team must have at least one Level 1 certified trainer, and that trainer must be female.
- Additional trainers may be permitted and can be male. **However at least one female trainer must be present for all games, practices and dry-land training.**
- All teams must have two designated female dressing room monitors, this may be a non-bench staff (uninsured) or may be female bench staff members.
- All teams must have a designated manager, if the manager is participating on the bench the manager must be rostered as staff.
- HGHA covers the rostering fees for up to 5 bench staff. Any additional staffing expenses shall be covered by the team.
- To facilitate any change in rostered staff, notification shall be sent immediately to the Competitive Director, copying the Registrar. Changes in rostered staff are subject to board approval.
- All staff must sign and submit an OWHA bench staff code of conduct to the Competitive Director.
- No person shall be permitted to hold any HGHA staff position if they are under suspension from a youth sports organization or other youth program.
- Teams may create their own social media accounts to promote team activities and celebrate player achievements. However, the association must be granted administrative access to all such accounts. All content must align with the HGHA's Code of Conduct and branding guidelines. Teams must provide a direct link to any team-managed social media accounts to the Communications Director for record-keeping and oversight purposes.

## 11.0 Association Fees

- Association fees are **mandatory** and cover the essential costs to fully outfit and ice a uniformed team without relying on sponsorships.
- Fees cover:
  - 2 Exhibition games
  - Playoff and play down games
  - Ice time for practices and home games to the end of March
  - Referee fees
  - Player and bench staff insurance
  - Game jerseys (to be returned at the end of the season for reuse)
    - See note 13.1
  - Practice jerseys (to be returned at the end of the season for reuse)
  - Team first aid kit
  - Team water bottles
  - Team photo
  - Administrative fees (league registration, OWHA roster fee, provincial bond, etc.)
- Payment structure: One-third of the association fees are due upon a player's acceptance of an offer.
- **The remaining balance is payable before the start of exhibition games (typically mid-August) and may be split into two equal payments.**

## 12.0 Team Fees

- Team fees are **mandatory** for team-specific activities and are determined by the team staff. They should be communicated to parents at try outs or the first team kick off meeting.
- Fees may include, but not limited to:
  - Additional exhibition, playoff and playdown games
  - Additional practices
    - Team managers should monitor their usage carefully against association fee inclusions to ensure alignment with their allocated allotments
  - Dryland training
  - Tournaments
  - Special Tournament
  - Rostering fees for additional bench staff, if required
  - Non-parent bench staff accommodation, if required
  - Team events
  - Player intro music

## 13.0 Player Fees

- Player Fees represent individual purchases of team-standard equipment or apparel that are not covered under Association Fees or Team Fees.
- Certain items may be purchased through the Sting Store or an approved vendor to meet team uniform or dryland training requirements.

- These items are optional provided the player already owns equipment or apparel in good condition that meets team standards, subject to approval by the Team Manager.
- Items may include, but are not limited to:
  - Pant shells
  - Socks
  - Helmet stickers
  - Hockey bags
  - Dryland apparel
- **Important:** The cost of these items are not included in Association Fees or Team Fees and is the responsibility of the individual player/family.

#### 14.0 Uniform Policy

- The association provides game jerseys; however, players may purchase their own if they require a specific size or number.
- All name and sponsor bars on a team must be consistent in design, using either black on white or white on black. Sublimated name bars are permitted, provided they are uniform across the entire team.
- Player jersey numbering priority:
  1. Player with an already purchased jersey
  2. Then Major
  3. Then Minor
- Black helmet & gloves required for visual team consistency.

#### 15.0 Team Budget and Accounting

- Each team is responsible for creating an annual budget at the beginning of the season that outlines projected expenses, team fees, and the anticipated fundraising and sponsorship revenue. This information shall be shared with parents at the kick off meeting.
- A financial report will be shared with parents at the end of the season detailing the use of all funds.
- To assist with your planning, an example template is included in the appendix, showing how to calculate revenue, expenses, and a balanced net outcome.
- **Budgets must aim to net out at the end of the season with no surplus. Any unspent or surplus team funds at the end of the season must be returned to the HGHA.**

##### 15.1 Principal Point of Contact

- The Manager, or a designate appointed by the Manager, shall be the designated principal point of contact with the Treasurer and the Competitive Director on all financial matters.
- The Manager will be responsible for account submissions and communications, to ensure clarity and avoid confusion.

##### 15.2 Team Accounts

- Each competitive team will maintain its own bank account and will independently manage all financial transactions including all deposits and withdrawals.
- All deposits and withdrawals must be recorded and tracked by the team via a ledger.
- Team fees and money received through fundraising efforts and sponsorships may be made directly into the team account through e-transfer or cash deposit.
- Every withdrawal from the teams account must be supported by an actual receipt.
- Receipts must be retained.

### **15.3 Account Statements and Review**

- The Team Manager shall submit to the Competitive Director and Treasurer the initial budget and fundraising plan by June 30<sup>th</sup>.
- Subsequent account updates shall be submitted:
  - September 30<sup>th</sup>
  - December 31st
- If the statement submitted at the end of the calendar year is deemed acceptable, the next required submission will be at the end of the hockey season.
- If the statement is deemed not acceptable, additional submissions may be required at the discretion of the Treasurer and Competitive Director.

### **15.4 Accountability**

- The HGHA is not responsible for funds raised or spent by individual teams.
- The Head Coach and Team Manager are jointly responsible for ensuring the team account balances and are personally accountable for any shortfalls.
- The Head Coach and Team Manager are responsible for reporting account statements to their teams on a regular basis.

### **16.0 Fundraising & Sponsorship**

- Refer to the Fundraising and Sponsorship Policy.

### **17.0 Travel Expectations**

- Travel is a regular requirement for both games and practices.
- Early practices may be scheduled before school.
- Practice towns may include, but not exclusive to:
  - Huntsville, Burk's Falls, Baysville, Bracebridge, Humphrey
- Ice allocation is determined by the board annually and is based on town allocation policies, house league requirements, age distribution of players/teams etc.
- Any team travel outside of Ontario will require a travel permit issued by OWHA.

### **18.0 League Play**

- The team’s league loop is determined by the OWHA/OWHL and may fluctuate from year to year, depending on the number of teams in the division and locations of participating associations.
- Categorization deadline for OWHL is typically the end of September, as per league rules.
- Final league placement and scheduling will be communicated after team registration is complete and league groupings are confirmed. Typically happens in September or October.

**19.0 Tournaments**

- Teams are required to participate in 4-5 tournaments each season, which include Provincials and the HGHA home tournament. Teams participating in fewer than 4 or more than 5 tournaments require approval from the Competitive Director.
- By default, all teams will participate in Provincial playoffs unless under extraordinary circumstances, approval is provided by the competitive director following a request by the Head Coach.
- If a team does not qualify for Provincials, they are welcome to participate in an additional tournament of their choice in lieu.
- Teams are strongly discouraged from booking tournaments between mid-February and early March, as this creates potential conflicts with playoff and playdown scheduling.
- Coaches may consider additional or special tournaments (see definition).
  - Any special tournaments being considered must be communicated to parents in the tryout package before team selection to ensure transparency and allow families to plan accordingly.
  - Out of province tournaments will require OWHA approval

**20.0 Important Dates & Deadlines**

Date	Task and deadline description
Early January	Registrar summarizes registration numbers for projections
Mid January (after the HGHA tournament)	Coaching applications posted
Late January to mid February	Coach selections announced
Mid April	Advertise tryout levels on website and social media
Mid to late March	Tryout registration opens
Mid April to end of May	Tryouts take place
June 30	Initial budget and fundraising plan submitted
Mid August to date announced by OWHA	Fall tryouts, if needed
September 30	Account update submitted
December 31	Account update submitted

**21.0 Code of Conduct**

- All members must sign and adhere to the code:
  - Respect
  - Commitment
  - Sportsmanship
  - Representation
  - Cellphone use regulations
  - Alcohol, drugs and vaping regulations
- Violations may lead to removal from team or role.

## 22.0 Questions & Submissions

- For any questions related to this policy, or to submit forms, approvals, waivers, or other related materials, please contact the Competitive Director at [competitive@huntsvillegha.ca](mailto:competitive@huntsvillegha.ca)
- Using this centralized contact will help reduce redundancy and ensure all communications are properly directed.

### **23.0 Acknowledgement**

- I acknowledge that I have read and understand the Competitive Hockey policy. I agree to abide by all the terms and conditions set forth herein and will ensure compliance with my team.

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Team Name and Number

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Team Manager Name (print)

Date:

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Coach Name (print)

Date:

### **Appendix A: Sample Budget Template**

**---end of document---**

## TEAM BUDGET

### HGHA - UXXX Rep 202X-202X

Period Covering: September 1, 202X - April 30, 202X

**START BALANCE: \$ 0.01**

REVENUE	Estimated	Actual	Description / Justification
Major Jersey Sponsor	\$ 5,950.00	\$ -	Collected by Each Family (17 x \$350)
Minor Jersey Sponsor	\$ 1,500.00	\$ -	1 smaller logo on all Jerseys
Intro Sponsor	\$ 1,000.00	\$ -	2 Call Outs in Home Game Intro
Practice Jersey Sponsor	\$ 1,500.00	\$ -	Logo on All Practice Jerseys
4 Platinum Banner Sponsors	\$ 2,000.00	\$ -	Banner Sponsor (\$500 Value)
8 Gold Banner Sponsors	\$ 2,000.00	\$ -	Banner Sponsor (\$250 Value)
Car Wash Fundraiser	\$ 1,425.00	\$ -	Car Wash Event
	\$ -	\$ -	

Revenue Estimation: \$ 15,375.00 \$ -

**TOTAL REVENUE: \$ 15,375.00**

EXPENSES	Estimated	Actual	Description / Justification
Oakville Harvest Classic Sept 20-22	\$ 1,885.00	\$ -	
West Northumberland Oct 26-27	\$ 1,400.00	\$ -	
Ottawa Tournament	\$ 1,685.00	\$ -	
Home Tournament Jan 10-12	\$ -	\$ -	No Fee
Possible March Tournament or Provincials	\$ 1,600.00	\$ -	
Intro Music	\$ 75.00	\$ -	
Year End Celebration	\$ 600.00	\$ -	(Pizza, drinks, etc)
Year End Thank you Gifts	\$ 1,650.00	\$ -	22 X \$75 ( 17 players + 5 bench staff)
Non Parent Travel Fees	\$ 1,600.00	\$ -	1 Coach (4 tournaments x \$200/night)
Sponsor Bars	\$ 680.00	\$ -	Practice & Game Jerseys 34x\$20
10 Extra Ice Times	\$ 1,500.00	\$ -	Extra Special Practices or Fun Skates
Specialized Trainer Costs	\$ 2,400.00	\$ -	Powerskating
Water Bottles	\$ 300.00	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	

Expenses Estimation: \$ 15,375.00 \$ -

**TOTAL EXPENSES: \$ 15,375.00**

**END BALANCE: \$ 0.01**