

# **KGHA TEAM OPERATIONS POLICY**

FEBRUARY 2026

# KGHA Dressing Room Policy

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## 1. Purpose

KGHA is committed to providing a safe, respectful, and inclusive environment for all participants. This policy supports that commitment and aligns with Ontario Women's Hockey Association (OWHA) requirements.

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## 2. Requirements

### 2.1 Supervision

- When players under the age of 19 are in a dressing room, a minimum of **two (2) screened female adults** ("Dressing Room Monitors") must be present at all times.

### 2.2 Coach Access

- Coaches may enter the dressing room only when a Dressing Room Monitor or female team official is present in the dressing room.
- Coaches must leave the dressing room before the Dressing Room Monitor or female team official exits.

### 2.3 Privacy and Technology

- In line with Hockey Canada Member Prohibitive Use of Digital Devices Policy:
  - Photos and videos are not permitted in dressing room areas.
  - Cell phones may only be used to play music. All other use is prohibited.

### 2.4 Compliance

- All applicable OWHA dressing room policies must be followed.

# KGHA Game Day Bench Staff Policy

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## 1. Purpose

KGHA is committed to ensuring safe supervision and proper injury awareness during all games. This policy outlines the minimum bench staff requirements for KGHA teams and aligns with OWHA standards.

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## 2. Bench Staff Requirements

### 2.1 Maximum Number of Staff

- A maximum of five (5) bench staff are permitted per game.

### 2.2 Female Representation

- Of the five (5) permitted bench staff, for each game at least one (1) must be female.

### 2.3 Game Sheet Listing

- All bench staff must be listed on the official OWHA-approved Team Roster Form (TRF).

### 2.4 Certified Trainer

- At least one (1) certified trainer must be on the bench for all games.
- The trainer's role is focused on player safety and injury management. Trainers may not perform coaching duties, manage bench doors or undertake responsibilities unrelated to health and safety.

# KGHA Competitive Team Tournament Participation Policy

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## 1. Purpose

KGHA supports the participation of competitive teams in tournaments as an important part of player development and team experience. This policy ensures tournament commitments align with KGHA scheduling standards, player well-being, and family expectations.

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## 2. Tournament Participation Limits

### 2.1 Maximum Tournaments

- Teams may participate in a maximum of five (5) tournaments per season, excluding OWHA Provincial Championships.
- Any additional tournaments require prior Competitive Committee approval.

### 2.2 Tournament Allocation

- The standard allocation is a maximum of three (3) away tournaments and a minimum of two (2) home tournaments.
- Any adjustments to this allocation requires Competitive Committee approval.

### 2.3 Mandatory Events

- All teams are required to participate in:
  - The applicable KGHA home tournament
  - Etobicoke Dolphins' Pink the Rink tournament, not applicable to Ottawa Women's Hockey Club teams

### 2.4 Travel Approval

- Extended travel:
  - Tournaments held outside Ontario or more than 650km from home our home rink address (100 Charlie Rogers Pl, Kanata, ON K2V 1A2) require approval from at least 75% of parents/guardians of the players rostered on the team.
- Voting Process
  - Voting must be conducted anonymously.
  - Upon request, KGHA may administer and oversee the voting process.

### Version History

<b>Revision Number</b>	<b>Date</b>	<b>Description</b>	<b>Approved by</b>
1	26 February 2026	Initial Version	Board of Directors