



Lake of the Woods Girls Hockey Policies and Procedures

Amended April 12, 2017

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DRAFTING OF HOUSE LEAGUE TEAMS

The **Head Coach** and **Assistant Coach** will only be permitted into the draft room. The President and Division Convenor or designate will oversee the draft process. Coaches rate players and goalies as 1s, 2s, 3s, etc.

Place coach's kids and goalies in appropriate draft round accordingly. For example: In a 3 team division, in order for a coach's player or goalie to be placed in the 1st round, they would have to be one of the top three players/goalies in their division. If they are not in the top three, are they in the top six players/goalies? If yes, they are placed in the 2nd round...etc. Final decision made by arbitrator if any discrepancies.

Only one **goalie*** may be selected per team. A second goalie may be selected at anytime once all teams have selected a goalie. Goalies must be selected before or on the round that was agreed upon. If a goalie is not selected in the "agreed upon" round, the last team to pick in this round (who have not picked a goalie yet) **AUTOMATICALLY** gets the goalie.

* In the case where there are more goalies available than the number of teams, the past history of the goalies must be considered by the coaches in their placement. To address equal development of all players, the coaches will identify goalies to be drafted individually based on history of shared goaltender duties as well as number of years experience. This is to ensure that all goalies involved will each have the opportunity to have their "own" team(s) during their years with LOWGH and that the same goalie(s) are not always sharing goaltender duties.

Cut cards in order in which teams get to choose their preferred drafting position, 1st, 2nd, 3rd, 4th. The next team then chooses their position. Proceed to draft.

All **other** players can be drafted at any time regardless of rating.

All ratings of players and goalies are confidential and must not be disclosed to parents or other coaches not present in the drafting room.

Trades must be done **before** leaving the drafting room. Once draft is complete, rosters will be completed by Registrar.

COACHES

Selection of Coaches

Seniority will prevail in the selection process of coaches. Every attempt will be made to accommodate all coaching requests; however, priority will be given to the last years continuing coaching staff. The Executive have the final say in all coaching selection.

Equipment, Jerseys and Coaches Accessories

All coaches receiving goalie equipment, jerseys and other accessories (pucks, pylons, first aid kits, etc.) are responsible for the collection and return of all items at the end of the hockey season.

Any use of goalie equipment, jerseys and other accessories other than for the purpose of the *Lake of the Woods Girls Minor Hockey Association* sanctioned events, must be requested to the President for approval.

All members will be held financially responsible for jerseys and equipment that are not returned, damaged, lost or stolen. All fees assessed by the Executive must be paid in full before or at registration.

LOWGH will **not** be responsible in purchasing helmets, goalie sticks, skates, and pants for Peewee, Bantam and Midget Goalies. Goalie sticks will only be purchased for Goalies in Tykes, Novice and Atom.

PLAYERS/PARENTS

Expectations of Players and Parents

- Players and parents committing to their team will notify coaching staff of any absenteeism to allow coaching staff to plan and execute a properly run practice or game. Coaches will establish a team/parent 'Code of Conduct' at the beginning of each season.
- The executive will support the team guidelines set out by the coaches within reason. All team guidelines must be submitted to the executive for approval.
- It is expected that parents will have players to the rink for all events, including practices, and respect the volunteer coach direction for team expectations.
- Parents/guardians and players must adhere to the OWHA Code of Conduct. The Executive has the right to impose disciplinary action on any player or parent/guardian who does not adhere to this Code of Conduct.

OUT-OF-TOWN TOURNAMENTS

House League Teams Tournament Entry Fees

The number of tournament entry fees covered (maximum 3 out of town tournaments per year) will be determined each year by *Lake of the Woods Girls Minor Hockey* Executive Committee. Special circumstances additional tournaments will be at the discretion of the Executive Committee.

Tournament Entry Procedures

In order to enter an out of town tournament, coaches must complete the LOWGH Tournament Request Form and submit it to the Treasurer for payment which will then be submitted to the Registrar for completion of any sanctions if necessary) and travel permits. LOWGH Tournament Request Form can be found on the [Lake of the Woods Girls Hockey website](#) or in Appendix A below. The Registrar or Treasurer will mail all payments, sanctions and travel permits, rosters to the said tournament.

It is the **coach's responsibility** to confirm availability to the said tournament prior to completing a Tournament Request Form and to confirm within 30 days of completing the Tournament Request Form that the said Tournament Chair has received all documentations and payments.

Transportation and Accommodations

All expenses incurred for accommodations and transportation to and from tournaments, are the full responsibility of each member.

SUSPENSIONS

Delivery of Suspensions

In the event of a suspension the team management must report every incident to both the President of LOWGH and the OWGH Regional Director (see OWHA Handbook for current Director) by fax or email no later than 12:00 noon the following day and by regular mail within 24 hours.

It is the responsibility of the team management to ensure a suspended individual does not participate in OWHA or Hockey Canada activities.

All other procedures regarding a suspended player will be under the OWHA Suspension Procedure section of the Handbook.

BANQUET

The Annual Girls Hockey Banquet will be deemed a House League Banquet dedicated to the accomplishments of all Girls playing House hockey. Awards will be distributed to girls registered and playing on LOWGH house teams only.

Coaches Meals

The two house league coaches that were involved in drafting their house team will qualify for a free banquet meal ticket. The said, coaches must have been available and present for the majority of the LOWGH current season. The Banquet Chair will have final decision if a conflict arises.

Executive Meals

The current year's Executive members will qualify for a free banquet meal ticket. An Executive officer is defined and stated in the Constitution Part 2 Article 2.

LAKE OF THE WOODS GIRLS HOCKEY DRESSING ROOM POLICY

Background

The team dressing room is a social, learning, and private environment for LOWGH teams and players. It is the LOWGH's position that the dressing room is a restricted area for the use and privacy of players. It is the responsibility of the designated team official* to ensure the safety, security, and privacy of the dressing room for all players. Frequently, concerned parents wish to enter the dressing room to assist their child with equipment. For reasons of player safety and privacy, LOWGH has adopted the following procedures regarding dressing room access.

Procedures

Dressing rooms should be a restricted area for the exclusive use of players to change into their equipment and uniforms, share the team experience, and expect privacy. In general, access to team dressing rooms is limited to designated team officials*, players, coaches, managers or trainers. Without exception, at least one member of the team staff present in the dressing room must be an adult female.

Dressing rooms must be supervised at all times when players are expected to be in them. Two adult females ("Den Moms") are required to supervise a dressing room.

* ALL TEAM OFFICIALS MUST HAVE TAKEN THE HOCKEY CANADA "SPEAK OUT" OR "RESPECT IN SPORT" COURSE

- a. The dressing room is also an area for the players to build team spirit, to physically and mentally prepare and focus on game preparation and strategies, and to receive instructions and direction from the coach and team management staff.
- b. Parents, siblings, friends and other persons should not infringe upon the dressing room privacy of our players as they dress and prepare for a game or after a game.
- c. Many of the arena dressing rooms are not overly large and with skates, bulky equipment and bags in these areas, there is no room for visitors in the dressing room facilities. In addition to the privacy issues, traffic through these areas presents a safety hazard.
- d. Parental entry to a dressing room should be a rare occurrence. If players require assistance with their skates, this should be done in the common areas of the arena.
- e. In exceptional cases where a parent/guardian other than a "Den Mom" must enter the dressing room it must be in the presence of a team staff member, one of which must be an adult female and such entry must be announced to the players in advance. Two practical variations are as follows.
 - i. At the **Tykes/Novice** age group, parents and guardians will have full access to the dressing room.
 - ii. At the **Atom** age group, players may require assistance putting on and adjusting protective equipment. A female parent/guardian will be allowed in the dressing room up to 15 minutes prior to the practice/game. After this time, all other

non-designated parents/guardians should vacate the room with only the “Den Mom” remaining.

- iii. For divisions **Peewee, Bantam and Midget** only the designated “Den Mom” shall be present at all times in the dressing room except in exceptional circumstances as per section g) and h) of this policy.
- f. Persons wishing to enter an unoccupied dressing room during the course of a practice or game may do so with the consent of a team official. It should first be verified that there are no remaining players in the room. All dressing room facilities should be locked and secured when teams are on the ice.
- g. An obvious exception to room access restrictions would be in the event of an injury to a player who may require the assistance of the parent, team trainer or coach, or medical personnel to render treatment to an injured player on an urgent basis. There should however, always be an adult female present.
- h. To safeguard the interests of both our players and coaching staff, under no circumstances should a player and coach be alone in a dressing room facility without a third party such as a parent or guardian or other designated team official being present, one of who should be an adult female.
- i. There should be team rules that discourage unsafe practices. It can be useful for the coaching staff to have designated times for entering the dressing room for pre-game instruction and planning, (i.e. All players must be fully dressed and ready to go on the ice 10 minutes before the game time). A coach can also take advantage of having the players go to the players’ bench after a practice for a quick discussion before the players enter the dressing room. In all cases, the coach should discuss and communicate expectations from both parents and players in advance of the season.
- j. In order to protect players of the LOWGH the use of any electronic device to send, receive or record a message or images within the dressing rooms will be strictly prohibited. Any team officials, parents, or players that have an electronic device with them shall keep the electronics device stored and turned off while in the dressing room.
- k. “Cyberbullying” is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the internet, interactive and digital technologies or mobile phones. It is strictly prohibited as between any LOWGH members in relation to any LOWGH event or activity.

It is the responsibility of the coach to ensure that the dressing rooms are left in a neat and tidy condition after use.

LAKE OF THE WOODS GIRLS HOCKEY BURSARY

Bursary details:

- This Bursary is available to any player who has consistently been registered with Lake of the Woods Girls Minor Hockey Association for a minimum of 7 years. (Registrar will confirm)
- Players must apply for this award by the deadline. It is not automatic upon eligibility.
- Maximum award to each player will be \$1,000. There will be a \$15,000 maximum amount to be awarded per year. This amount will be reviewed yearly by the Executive, depending on the leagues finances. In the event there is more than 15 eligible players, bursaries will be divided equally amongst all eligible applicants who apply by the deadline.
- Players must be registered in their final 3 years with the Midget division.
- Players must be committed to their team and have a good attendance record. Injury situations will be reviewed. Attendance will be confirmed by coaches.
- Players must attend a registered university, college or certified trade school in Canada or USA.
- Players must be registered in and attend a post-secondary institution within 2 years of the bursary being awarded. After that time, the bursary is forfeited.
- Players must provide proof of second semester enrollment before the cheque is issued.
- Awards will be presented at the secondary school graduation ceremony.
- The Bursary committee will consist of 3 members. Their decision is final, no appeals.
- The Bursary Committee reserves the right to set each individual applicants bursary award based on the above criteria and any additional factors deemed relevant during each individual assessment. (Attendance and injury time will be assessed)

In an essay format, applicants must include the following criteria;

- a) Name, address, phone number or contact person
- b) Number of years played
- c) Information about the school and program they are planning to attend
- d) A short paragraph outlining their involvement with the league, something they have learned while playing, an interesting memory or anecdote about a coach or a tournament memory.

Applicants must mail their essays to:

Lake of the Woods Girls Hockey
ATTN: Bursary Committee
Box 12
Kenora, Ontario P9N 3X1

REP TEAMS

Player Qualifications

Any registered (insured by OWHA) coaching staff or player in Lake of the Woods Girls Minor Hockey Association may apply for a Rep team.

Every applicant must possess a valid Coaching Certificate; Speak-out Certificate and a Criminal Check.

Approval of Rep Program & Staff

A request for the next seasons Rep Program must be submitted at the AGM under 'New Business'. The elected Executive will review the Coach Application (available online) as well as the description of intent, financials and other pertinent documents. The executive will meet at a later date, but within 30 days of the AGM to determine the coaching staff and sustainability of the Rep program for the next season.

Coaches

The Head Coach of the Rep team must be certified according to OWHA guidelines. The coaching staff must also be appropriately registered following OWHA guidelines, with one female staff member. Every team staff must possess current certification numbers.

Statistician

All Rep teams must appoint a team Statistician that will be responsible for completing the teams sanction forms and recording game statistics online (form A).

Practices - Financials

Practice(s) time allowed and financial coverage of such costs will be determined each year by the Lake of the Woods Girls Minor Hockey Association Executive Committee.

Tournaments

Stars Cup Tournament is deemed a house league tournament.

All players chosen to play on a Rep Team must honour (participate in) all their HOUSE LEAGUE TEAM league games and tournaments in order to remain eligible to participate on the present or future Rep Team.

All players and coaches who participate in the Rep teams must be available for all league games **and** playoff games.

REP TEAM GUIDELINES

- Any person intending to form a Rep team in LOWGH must submit a Coach Application and description of intent of the program to the executive members by the Annual General Meeting.
- Ice time will be scheduled according to allotment of hours at the beginning of the year. Additional ice will be on discretion of individual Rep coaches.
- Rep teams will only be allowed from the Atom Division and above.
- All girls registered with LOWGH in these categories are eligible to try out for the Rep teams. Players are only eligible to try out for the division they are currently registered in.
- Appropriate fees will be determined by each individual Coach/Team dependant on the amount of practice ice time and tournament, exhibition & league play each team participates in throughout the season.
- Coaches of the Rep team are responsible for determining the number of players being picked for the team. In accordance with OWHA, each team may register a maximum of 17 skaters and a maximum of 2 goalies. The selection process of the team will be based on an open tryout for registered players. Player selection will be determined by a non- affiliated evaluator in consultation with the Rep coach.
- All players of the Rep team must honour their house league team scheduled ice time, with exception given for out of town games and tournaments. Both Rep and House League obligations should be honoured equally. Due to the Rep team schedule and commitment, Rep players may be required to sign a Contract of Commitment to the Rep team.
- A designated Executive Member will be appointed annually to act as the liaison with the Rep teams. This Executive Member shall be kept apprised of the draft process, the impartial person for drafting the team, team code of conduct and player expectations, any change in how the rep team is run from the previous season.
- The present Executive reserves all rights to add/change/delete any or all guidelines above with keeping the best interest of LOWGH in mind. The guidelines will be reviewed annually before the AGM for necessary adjustments.

APPENDIX A

LAKE OF THE WOODS GIRLS HOCKEY TOURNAMENT REQUEST FORM

TEAM INFORMATION

Date of Request: _____ OWHA #: _____
Team Name: _____ Division: _____
Team Contact: _____ Email: _____
Phone Number (Home): _____ Cell: _____

TOURNAMENT INFORMATION

Tournament Date: _____ Date Confirmed: _____
Tournament Name: _____ Entry Fee: _____
Tournament Chairperson: _____ Phone #: _____

Mail cheque to:

Address: _____
City: _____ Postal Code: _____

1. In order to enter an out-of-town tournament, coaches are to complete the Tournament Entry Form from the destination venue **and** this Tournament Request Form.
2. It is the responsibility of each team to confirm availability prior to completing this process by contacting the Tournament Chairperson first for availability in the tournament.
3. Submit ALL completed forms to the Treasurer for payment.
4. The Treasurer will submit to the Registrar for completion of any sanctions and travel permits. The Registrar will mail all payments, sanctions, travel permits and rosters to the out-of-town tournament on your behalf.
5. It is the responsibility of each team to **confirm within thirty (30) days** of completing this process to confirm that the Tournament Chairperson has received your documents and payments and your teams is registered in this tournament.
6. Player Pick-Ups must be approved prior to tournament (see Rules & Regulations #1).

CONCUSSION POLICY

LOWGH follows the concussion guidelines as outlined by Hockey Canada and Parachute (see Appendix B) or OWHA Handbook.

The President of the Lake of the Woods Girls Hockey Association must be notified of all suspected/diagnosed concussions and the Hockey Canada Injury report must be completed and returned to him/her.

Players with suspected concussions are to be held off the ice from practices/games until assessed by a medical practitioner (physician or nurse practitioner).

Players diagnosed with a concussion are required to follow the “6 Step Return to Play” Guidelines as outlined in Appendix B. Each step requires a minimum of 1 day between each progression. If symptoms resume, player must not participate in practices and games and must return to previous steps until symptom free. This may require reassessment by a medical practitioner.

Parents will need to complete the “**6 Steps to Return to Play**” form prior to players return to the ice – this will require an initial assessment by a medical practitioner and a second one prior to step 5. This form is to be presented to the team trainer/coach and will be handed in to the President for his/her records.

APPENDIX B

Suspected/Diagnosed Concussion Return to Play Plan

_____ has sustained a suspected concussion on _____.
Player Name _____ Date

This player must be seen by a physician or nurse practitioner to assess their status.

Results of Examination:

_____ Player was examined and no concussion was diagnosed. May resume regular participation.

_____ Player has been examined and a concussion has been diagnosed. Proceed to the **“6 Steps Return to Play”**.

First Concussion: yes _____ no _____

Number of previous concussions _____

Physician/Nurse Practitioner

Date

Parent/Guardian

Date

Comments:

6 Steps to Return to Play (each step 1 day minimum)

Step 1: Complete mental/physical rest – no activity. Proceed to Step 2 when symptom free for 1 day

Parent/Guardian

Date

Step 2: Light aerobic exercise. Monitor for signs/symptoms of concussion

Parent/Guardian

Date

Step 3: Sport specific activities/training (e.g. skating- not full practice)

Parent/Guardian

Date

Step 4 : Drills without body contact/light resistance training

_____ Player has completed steps 3 and 4 and is symptom free

Parent/Guardian

Date

I, _____ have examined _____
Physician/Nurse Practitioner Player's Name

and confirm they are symptom free and able to return to regular practice activities and training.

Physician/Nurse Practitioner

Date

Step 5: Return to regular full practice – symptom free can proceed to Step 6

Parent/Guardian

Date

Coach/Trainer

Date

Step 6: Game play If at any time symptoms/signs return medical reassessment will be required and player must return to previous steps.