**Part 3 - Policies and Procedures**

1) **Suspendable offence**
Any suspendable offence that occurs in any game, including exhibition games, must be reported to the president of the TDGHA within 24 hours of the offence. The President will inform the coach of the team of the minimum suspension.

The name of the suspended player(s) and/or coaches must be recorded on the game sheet & the number of games served must be identified on all subsequent game sheets ( ex game 1 of 2) next to the suspended player or coach's name. Any player(s) or team official under suspension are not allowed on the team bench during a game, or in the dressing room.

Suspensions shall be carried out in accordance with Owha rules & regulations.

2)  **Referee-in-chief**

The TDGHA executive shall appoint the referee in chief in august of every year to schedule referees & timekeepers for the upcoming season. The referee in chief shall be renumerated for his duties in an amount to be determined by the executive board.

The referee in chief will provide a list of approved & qualified referees  & timekeepers to the TDGHA executive by October 1st.

The referee in chief will notify the president of any and all suspendable offences that player(s) or team officials receive during any TDGHA games within 24 hours either verbally or by email.

3) **Referee & timekeeper**
All teams registered under the TDGHA shall use Owha referees & timekeepers for games played on Owha game sheets.

In September of every season, the TDGHA will approve rates for the upcoming season for referees & timekeeper & each team manager will pay these rates directly to the referees & timekeeper at the end of each game including exhibition games.

When teams play exhibition games and Owha gamesheets are used, the TDGHA referee in chief shall schedule referees & timekeeper & the referees & timekeeper shall be paid in accordance to TDGHA rates. When exhibition games are played on boys ice time & NOHA gamesheets are used, the NOHA referee in chief for Timmins shall schedule referees & timekeeper & the referees & timekeeper shall be paid in accordance to NOHA rates.

No TDGHA teams shall schedule their own referees or timekeeper.

4) **Officials**

The two (2) referee system is the standard for regular season, exhibition & playdown games. Due to emergency circumstances, a game may be played with only (1) referee after consulting with the team coaches. This exception can only occur once per season per team.

All timbit / novice exhibition games shall be played on an Owha game sheet with one referee.

5) **Sanctions**
All Owha sanctions shall be processed through the 1st vice within 10 days of the requests being made.

All tri-association sanctions shall be requested by the president on ITSPORTSNET on or before September 15th of each year for all TDGHA teams.

6) **Criminal record check**
The executive board will establish the policy for submitting & collecting the criminal record checks & vulnerable sector screening.  Record checks & screening will be done every five (5) years.

All coaches & team officials shall apply for a criminal record check ( including the vulnerable record check) on or before September 15th and shall fill out a criminal record declaration form at the beginning of every season and show proof that they have applied for both records within the past 5 years.

7) **Tobacco free policy**

TDGHA is now a tobacco free organization.

The players, parents and coaching staff of the TDGHA are aware of the health hazards of the use of tobacco products which includes smoking and chewing tobacco and exposure (including second-hand smoke) and that no level of tobacco exposure is safe. Tobacco use is considered the single most preventable cause of premature disease and death in Canada.

Recent research has found that second-hand smoke carries with it 4,000 different chemicals, of which some are known carcinogens.  Second-hand smoke has been linked to cancer of the sinuses, brain, breast, thyroid, lymph system, and uterine and cervix cancer as well as leukemia.  It can also lead to impaired lung functions, eye, nose and throat problems, respiratory illness, increased asthma and allergic reactions, heart disease and chronic middle ear infection.

 **Policy**

 It is the Policy of the Timmins & District Girls Hockey Association that staff, volunteers, players and parents will make a concerted effort to minimize the health risk of second-hand smoke.

 Hockey is a sport that promotes physical activity and healthy living.

8) **Player fees**

All TDGHA fees & respective team fees must be paid in full prior to any player(s) being released to another association or prior to them being added to a TDGHA roster for the next season. Any player that fails to return any TDGHA property ( jerseys, socks, shells, etc) upon formal request by the executive will no longer be deemed in "good standing" & will be billed for missing property.  Until payment is made is full and/or property returned, the player will not be released by TDGHA & cannot be added to a TDGHA roster.

By Oct 1st TDGHA registration fee ($200) will be returned upon request minus administration cost ($106) for a total of $94. After Oct 1st of that season no re-imbursement will be granted.

9**) Board of director**
In the best interest of the operating of the TDGHA executive, only 1 representative from a family ( parent, child, husband, wife) may serve at one time on the TDGHA executive in a voting capacity.

10**) Independent teams**
No TDGHA teams shall be allowed to play any independent teams without obtaining approval from the TDGHA executive. Requests should be made 10 days prior to the requested game.

11) **Membership**

The TDGHA will accept membership for any senior teams who agree to abide by the TDGHA constitution, by-laws, rules and regulations including policies and procedures and board motions during the season. Membership of the senior teams will be reviewed annually. Continued membership is not guaranteed and is subject to review and continued approval of the TDGHA executive.

12) **Game Sheets**
Copies of all game sheets (exhibition & tournament included) are to be provided a designated board member once per month during the season.  Team managers will be provided with the relevant information prior to September 1st.

13) Jerseys

TDGHA teams will provide a $400.00 cheque as a jersey deposit.  Jersey deposit cheques will be returned to each team upon receipt of non-damaged and laundered jerseys.  Deposits will not be used for the normal wear and tear of TDGHA jerseys.

14) **Player’s not registered with TDGHA**
Players not carded with TDGHA will not be allowed to attend on-ice activities with any TDGHA team.

15**) Permission to Skate**

Timeframe:  from April to May 31st and from August 15th to October 1st

 All requests for Permission to Skate must be made in writing to the President stating:

a) name of player;

b) present team;

c) name of team / Association wishing to skate for;

d) dates of tryouts;

e) division & level.

 Allow 3 business days for processing & authorization by the President and/or the Registrar.

16) **Releases:**

All requests must be made in writing to the executive, care of the President, stating reasons for request of release, where player is requesting to be released to and what level (category & division).

All requests made by May 1st will be processed within 30 days.

Any requests after May 1st will be processed at the next available meeting.

 All requests must be approved by a quorum of the Executive.

17) **Sponsors**
Sponsors will be advised that the purchase of jerseys, socks, shells are the property of the TDGHA & will sign a release to this effect.

18) **Executive Board**

President, 1st or 2nd Vice President must have served on the TDGHA board for a minimum of 1 year to be eligible to run for office of president, 1st vice and/or 2nd Vice President.

19) **Category Classification**

TDGHA category classification including distinction between house league or competitive recommendation shall be decided in consultation between the TDGHA executive & the coaching staff of the relevant team.

20) **Tryouts**

During tryouts, no player will receive a letter advising that they are cut from a TDGHA team without consultation with the TDGHA executive. These board members will make themselves the week after tryouts. Players will be advised within of minimum of 1 week afer tryouts.

The Board will convene during the week of tryouts to determine player numbers and approve roster numbers.

Coaches will not communicate with parents / players until the Board convenes to discuss player numbers and teams.

21) **Player movement**

as per board meeting of June 22, 2015, the policy for player movement does not pertain to our AA level teams from our association

22) **Selection of coaches**

TDGHA strives to select the most appropriate head coach for a team based not only on qualifications and experience but on a coach who will demonstrate exemplary sportsmanship and respect for the game as well as its participants and give the players the most positive experience on and off the ice.

The TDGHA executive has the option to appoint a Coaches Recommendation Committee to recommend coaches to the Association Executive for their approval. The Coaches Recommendation Committee mandate is to ensure the best coaching candidates are selected to the Head Coach positions. No later than the March Board meeting in each year, the TDGHA executive will recommend if a Coaches Recommendation Committee will be appointed for the selection of coaches for the subsequent season. The Coaches Recommendation Committee shall consist of two members of the TDGHA Executive Board in addition to 2 other interviewees appointed by the President and under the supervision and authorization of the President will form the Coaches Recommendation Committee. The members shall be designated in the following order: President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Communications Officer, Registrar, Ice Convenor and Director at large. No Parent or relative will be on the Coaches Recommendation Committee if their daughter is trying out for the team that is being interviewed for. The Board has the sole power to add or delete members to this Committee. The Coach Recommendation Committee shall:

1. set a coaching selection criteria (see below) ;
2. convene meetings to select coaches for the respective teams;
3. make recommendations to the TDGHA Executive, such recommendation to be respected by the Board.

The Coaches Recommendation Committee will endeavour to provide the applicant with an open and fair interview process by using predetermined questions.

* All applications for coaching positions will be submitted in writing on approved application forms on or before the 21st day of March for consideration by the TDGHA Executive.
* All coaches must submit an application to coach a team each and every year.
* An invitation to submit coach applications shall be posted on the website and in a newspaper 1 month prior to the submission date (or earlier as decided by the TDGHA executive).
* Any applications received with incomplete sections and/or without the applicant’s signature will be brought forward to the Coaches Recommendation Committee and the TDGHA Executive for approval to enter the applicant into the selection process.
* Any late applications will be brought forward to the Coaches Recommendation Committee and the TDGHA Executive for approval to enter the applicant into the selection process.
* The Coach Recommendation Committee shall review the applications and complete the screening process by way of an interview which will take into consideration the coach application, coaching experience in addition to the coach evaluation/assessment from the interview. The Coach Recommendation Committee will present all applications and recommendations to the TDGHA Executive Committee for final approval. After reviewing each candidate, the board will again review the application, experience, background prior to a vote being taken to approve the position. If the position is not approved, more discussion and recommendations will take place until the position has been filled.
* The applicant may be asked to rate their daughters skill level compared to the other players trying out for the team. This could be a factor in the selection process of a head coach.
* If successful and awarded a team, the coach will be required to read and sign the Coaches Commitments and Expectation Policy.
* Coaches must be prepared for Spring Tryouts.
* Selection of each team will be done by the respective Head Coach in consultation with the coaching staff.
* If no suitable coach can be found for a team by spring tryouts, the Coach Recommendation Committee may select a coach to select the players for such team until a coach can be found. The TDGHA executive is not bound by such recommendation. The Coach Recommendation Committee will continue to recruit coach candidates.
* A single applicant to a team is not automatically selected to that team. The application must go through the selection process and if the Coach Recommendation Committee believes the candidate coach is an appropriate choice, the Committee shall recommend their selection to the TDGHA executive. Otherwise, the Coach Recommendation Committee will continue to recruit coach candidates for that team.
* The Coach Recommendation Committee and the TDGHA Executive may choose to conduct interviews with some candidates. Interviews will be at the discretion of the Coach Recommendation Committee and TDGHA Executive. All interviewees will make every effort to attend all interviews unless a conflict arises.
* The Coach Recommendation Committee may request copies of training certificates, references and other qualifications. Failure to provide such requested documentation may result in disqualification from the coach selection process.
* All unsuccessful candidates shall be notified.
* Should the Applicant not receive their first choice of team, consideration will be given to the 2nd choice without resubmitting another application.
* Coaches awarded Secondary teams in a division agree with the understanding that their team is contingent upon player registrations and/or interest in the program. Tryouts for this team will occur after Primary Team selection.
* A Criminal Record Search will be required once the coach is awarded a team. The search must be submitted to the TDGHA Executive prior to any activities pertaining to the team.

**Coach Recommendation Criteria**

The coach recommendation committee will use various criteria to assess coach candidates such as qualifications, experience and background.

Primary consideration will be given to a candidate that is not related to a player on the team.

Consideration will be given to time availability, team expectations, philosophy and reference checks.

Coaching experience in female hockey would be favourable.

Preference may be given to candidates with more coaching experience / abilities and for positive coaching experience with TDGHA teams (including coaching history) in addition to experience playing at a higher category and level and more years of playing hockey.

**23) TDGHA PLAYER CALL UP POLICY**

1. Coaches and staff are prohibited from dealing directly with a player or parent/guardian of a player who is not directly on the roster on their own team for arranging a Call-Up.

2. **Short-Term Call Up:** If one team requires a player for a Call-Up on a short term basis (i.e. a single game or practice or a weekend of games), the coach of the team requiring the player MUST initiate the process directly with the other coach of the player in question. The higher level coach may request a specific player *but* the lower level coach must agree to and authorize the Call-Up. It is strongly encouraged to give as many girls as possible the opportunity to “play up” and the TDGHA discourages the repeated Call Up of a single player on multiple occasions for practice’s. For games it is encouraged to rotate the top rated 3 to 5 players on the lower level team. The lower team coach should not be refusing the player unless there are discipline issues with the player, payment issues on the player in question, or his/her team is going to a tournament or has a playdown game during the time requested for the Call-Up. The lower level coach may also refuse if he/she recognizes that the higher team coach is not giving other capable girls any opportunity and is only requesting the same player or couple of players each time. *If the coach would like to refuse the call up the second vice must receive notice of the request and reason for denial for tracking purposes.*

 In addition, the lower team coach should not hold back a player from a Call-Up game due to her only missing a regularly scheduled team function such as practice or dry land with her own team as the experience and opportunity to enhance both self-esteem and confidence are more important for the player than a practice or dry land. Furthermore, it is at the lower level coaches discretion to allow the call up to miss a scheduled league or exhibition game. In this situation, the lower team coach should initiate the same process with the next lower level team to give another girl on that team the opportunity to receive a Call-Up for his/her team. Exceptions do apply especially if age is a factor in initiating call ups. It is noted that call ups are on a needed basis when a primary team is missing players due to injury or illness.

3. **In General:** In regards to ***all*** Call-Up situations, the TDGHA expects mutual respect between the coaches with all decisions being made with the player’s overall

best interest in mind.

Failure to properly follow the Call-Up process could lead to disciplinary action against any coach who is not properly respecting, cooperating and following the process. It is strongly encouraged to offer at least 48 hours’ notice to the coach of the lower team for the Call-Up request. The TDGHA does recognize that there may be instances where the window of time is shorter than 48 hours and in those situations, the process must still be followed and the requirement for mutual respect and cooperation is further heightened. All Call- Up players may only participate once all required OWHA paperwork is properly completed prior to the Call-Up player playing in any game(s). The final decision if a player accepts the Call-Up is ultimately that of the player and the player’s parent(s)/guardian(s) once the process has been followed. OWHA rules and guidelines must always be adhered to.

24) **AGM Nominations**

Nominations Officers shall be nominated by TDGHA members in good standing order, prior to the annual meeting by filing with a selected Executive board member by email, at twenty (20) days before the AGM, a nomination form naming a nominee. If there are no nominees for an officer position prior to the annual meeting, nominations may be made from the floor. TDGHA will reach out to the person nominated to confirm if they wish to have their name stand for the position. Names of nominees will be posted on the website. Any nominee must provide his or her written consent to stand as a director within fifteen (15) days of the election or appointment. All nominees must be in attendance of the AGM.