

2024-2025 HANDBOOK

BY LAWS & POLICIES



WORLD FEMALE HOCKEY LEADERS



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OWHA CODE OF CONDUCT

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Women's Hockey Association (OWHA) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others.

OWHA Teams, Associations, Programmes and Leagues are committed to providing a sport environment in which all individuals are treated with respect. Members of the OWHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment, abuse, bullying or cyber-bullying will not be tolerated by the OWHA.

During the course of all OWHA activities and events, members shall avoid behaviour which brings OWHA members or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs.

Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

Members of the OWHA shall not engage in activity or behaviour which endangers the safety of others.

OWHA members shall at all times adhere to the OWHA Team, Association, Programme and League operational policies and procedures, to rules governing the OWHA events and activities and to rules governing any competition in which the member participates on behalf of the OWHA.

Failure to comply with this Code of Conduct and/or the OWHA Concussion Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OWHA, including the opportunity to participate in OWHA activities and events both present and future.

Ontario Women's Hockey Association



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<i>Appeals</i>	appeals@owha.on.ca
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<i>Clinics</i>	clinics@owha.on.ca
<i>Coaching Certification</i>	coach@owha.on.ca
<i>Complaints</i>	president@owha.on.ca
<i>Discipline</i>	discipline@owha.on.ca
<i>General Inquiries</i>	info@owha.on.ca
<i>High Performance</i>	highperformance@owha.on.ca
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<i>Legal</i>	fran@owha.on.ca
<i>New Membership</i>	newmembership@owha.on.ca
<i>Non OWHA Hockey</i>	fran@owha.on.ca
<i>Officiating</i>	officiating@owha.on.ca
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<i>Suspensions Served</i>	stats@owha.on.ca
<i>Tournaments</i>	tournaments@owha.on.ca
<i>Volunteers</i>	applications@owha.on.ca



OWHA BOARD OF DIRECTORS

Chairperson	Sarah Stewart
Vice Chair	Tyler Barnett
Treasurer/Secretary	Tyler Barnett
Director	Nancy Lee
Director	Dr. Charles Tator
Director	Kim Warburton

OWHA STAFF

President / CEO	Fran Rider fran@owha.on.ca Cell 416-573-5447
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Vice President	Pat Nicholls pat@owha.on.ca Cell 416-571-9198
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Director Membership	Rita Song
Director Administration	Shirley McDougall
Senior Manager Player Development	Brian Hart
Coordinator High Performance	Cassandra Mascarenhas



MISSION STATEMENT

Through a provincially unified, collective voice, the OWHA promotes, provides, and develops opportunities for girls and women to play female hockey in the Province of Ontario.

VALUES

FAIR PLAY

FUN

EXCELLENCE

GOOD CITIZENSHIP

INTEGRITY AND HONESTY

EQUITY

VISION

World Female Hockey Leaders



This edition is prepared for easy and convenient reference. Should errors occur and/or if updated information becomes available, the interpretation shall be rendered through a process determined by the OWHA Board.

PART 1

BY-LAWS



World Female Hockey Leaders

[SEPTEMBER 14, 2019]

**ONTARIO WOMEN'S HOCKEY ASSOCIATION
BY-LAWS**

**ARTICLE 1
GENERAL**

- 1.1 Purpose – These By-laws relate to the general conduct of the affairs of the Ontario Women's Hockey Association.
- 1.2 Definitions - The following terms have these meanings in these By-laws:
- (a) *Act* – the *Ontario Corporations Act* or any successor legislation including the *Not-for-Profit Corporations Act, 2010* (upon becoming law).
 - (b) *Affiliated Committee* – means a committee referred to in Section 8.7.
 - (c) *Annual Meeting* - means the annual Members' meeting held in accordance with these By-Laws.
 - (d) *Auditor* – an individual appointed by the Members at the Annual Meeting to audit the Corporation's books, accounts, and records for a report to the Members at the next Annual Meeting in accordance with the Act.
 - (e) *Board* – the Corporation's Board of Directors.
 - (f) *Chair* – means the officer referred to in Section 6.7.1 and elected by the Directors from among themselves pursuant to Section 7.2.1.
 - (g) *Conflict of Interest* - A "Conflict of Interest" exists:
 - (i) when a Director, Officer, committee member, or task group member or employee has an interest, or may be perceived as having an interest, in a proposed contract or transaction with the Corporation; or
 - (ii) when a Director, Officer, committee member, or task group member or employee has a personal interest in a matter which may conflict with the Corporation's interests, missions, goals or operations.
 - (h) *Corporation* – the Ontario Women's Hockey Association.
 - (i) *Days* – Days including weekends and holidays.
 - (j) *Delegate* – means a person designated by a Member to represent that Member's interests at a Members' meeting.

- (k) *Director* – an individual elected or appointed to serve on the Board pursuant to these By-laws.
 - (l) *Member* – means a member of the Corporation admitted as such in accordance with Article 2.
 - (m) *Officer* – an individual elected or appointed to serve as an Officer of the Corporation pursuant to these By-laws.
 - (n) *Ordinary Resolution* – a resolution passed by a majority of the votes cast on that resolution.
 - (o) *OWHA* - the Ontario Women's Hockey Association.
 - (p) *Participant* – A person registered with the OWHA or an OWHA Member or program. For certainty, no Participant in that capacity will have any voting rights whatsoever.
 - (q) *person* – includes individuals, associations, and corporations.
 - (r) *President/CEO* - means the individual appointed by the Board to serve as the President/CEO of the OWHA, and where appropriate, may include such individual duly designated by the President/CEO to act in that capacity.
 - (s) *Special Resolution* – a resolution passed by not less than two-thirds of the votes cast on that resolution.
 - (t) *staff member* – this term shall have the meaning determined by policy established by the Board from time to time.
- 1.3 Registered Office – The Corporation's registered office will be located within the Province of Ontario.
- 1.4 Corporate Seal - The Corporation may have a corporate seal, which may be adopted and may be changed by Ordinary Resolution of the Board.
- 1.5 Governing Body – The Corporation is the governing body of Female Hockey in Ontario.
- 1.6 Corporation's Purposes -To promote the participation of girls and women in all aspects of female hockey, to foster and encourage leadership programs in all areas related to the development of female hockey in Ontario, and to promote hockey as a game played primarily for enjoyment while also fostering sportsmanship and life skills.
- 1.7 Affiliations – The Corporation will be affiliated with Hockey Canada.
- 1.8 No Gain for Participants or Members – The Corporation will be carried on without the purpose of gain for Participants or Members and any profits or other accretions to the Corporation will be used in promoting its purposes.

- 1.9 Ruling on By-laws – Except as provided in the Act, the Board will have the authority to interpret any provision of these By-laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the Corporation's purposes.
- 1.10 Conduct of Meetings – Unless otherwise specified in these By-laws, meetings of Members and meetings of the Board will be conducted according to *Call to Order (2nd Edition)* (Perry, Herb; Big Bay Publishing Inc.; 2004).

ARTICLE 2 MEMBERSHIP

- 2.1 Categories – The Corporation has the following category of Members:
- (a) Team – A team that has been admitted as a Member in accordance with Section 2.2 or renewed as a Member in accordance with Section 2.3.
 - (b) Director Member – An individual who has been elected as a Director. Such Members shall be deemed to have been admitted as such upon election as a Director. Such a Member shall not have any voting rights whatsoever as a Member, including, without limiting the generality of the foregoing, at an Annual Meeting or at a special meeting of the Members (provided that, for greater certainty, this provision shall not restrict the ability of the relevant individual to vote in other capacities (including, for example, as a Director at Board meetings or as a committee member at the committee's meetings)).

Admission of Members

- 2.2 Admission of Members – Any candidate team may be admitted as a Member if:
- (a) The candidate team makes an application for membership in a manner prescribed by the Board;
 - (b) The candidate team has paid dues as prescribed by the Board;
 - (c) The candidate team agrees to uphold and comply with the Corporation's By-laws, policies, procedures, rules and regulations;
 - (d) The candidate team meets any other condition of membership determined by the Board;
 - (e) The admission of the candidate team as a Member is in the best interests of female hockey in Ontario as determined by the Board or by any committee or individual delegated this authority by the Board; and
 - (f) The candidate team has been approved by Ordinary Resolution by the Board or by any committee or individual delegated this authority by the Board.

Renewal of Membership

- 2.3 Annual Renewal of Members – Any Member may be renewed annually as a Member if:
- (a) The Member makes an application for annual renewal in a manner prescribed by the Board;
 - (b) The Member has paid dues as prescribed by the Board;
 - (c) The Member agrees to uphold and comply with the Corporation's By-laws, policies, procedures, rules and regulations;
 - (d) The Member meets any other condition of membership determined by the Board;
 - (e) The annual renewal of the Member is in the best interests of female hockey in Ontario as determined by the Board or by any committee or individual delegated this authority by the Board; and
 - (f) The annual renewal of the Member has been approved by Ordinary Resolution by the Board or by any committee or individual delegated this authority by the Board.

Membership Year, Dues and Duration

- 2.4 Year – The Membership year will be determined from time to time by the Board.
- 2.5 Dues – Membership dues will be determined from time to time by the Board.
- 2.6 Duration – Membership duration is accorded on an annual basis and Members must re-apply for Membership annually.
- 2.7 Deadline – Members will be notified of the Membership dues at any time payable. If Membership dues are not paid within sixty (60) Days of:
- 2.7.1 the Member becoming a Member;
 - 2.7.2 the relevant Membership renewal date; or
 - 2.7.3 the date of a notice of default (as applicable);

the Board may determine that the Member who has not paid the Membership dues will no longer be eligible to be a Member.

Non-Transferability, Expulsion, and Termination of Membership

- 2.8 Non-Transferability – Membership in the Corporation is non-transferable.
- 2.9 Expulsion – A Member may be expelled from the Corporation:

- 2.9.1 as a result of and in accordance with the outcome of a discipline hearing in accordance with the Corporation's policies, procedures, rules and regulations related to discipline. For greater certainty, in such a situation, neither Subsection 2.9.2 nor Subsection 2.9.3 shall apply; or
 - 2.9.2 as determined by the President/CEO, for failing to pay Membership dues or monies owed to the Corporation by the relevant deadline date(s) prescribed by the Board. For greater certainty, in such a situation, neither Subsection 2.9.1 nor Subsection 2.9.3 shall apply; or
 - 2.9.3 by Special Resolution of the Board at a duly called meeting, provided notice of fifteen (15) Days is given and the Member is provided with the opportunity to be heard at such meeting. Notice will set out the reasons for the proposed expulsion and termination of membership and the Member receiving the notice will be entitled to submit prior to the relevant meeting a written submission opposing the termination. For greater certainty, in such a situation, neither Subsection 2.9.1 nor Subsection 2.9.2 shall apply.
- 2.10 Termination – Subject to Section 2.13, Membership in the Corporation will terminate immediately upon:
- (a) The expiration of the Member's annual Membership, unless renewed in accordance with these By-laws;
 - (b) The Member fails to maintain any of the qualifications or conditions of membership described in Article II as determined by the Board;
 - (c) Subject to Section 2.11, resignation by the Member given by written notice to the President/CEO;
 - (d) Expulsion of the Member in accordance with Section 2.9;
 - (e) Dissolution of the Corporation; or
 - (f) The Member's dissolution.
- 2.11 Resignation of Member – A Member's resignation will become effective the date on which the notice is received at the Corporation's registered office. When a Member who is subject to a disciplinary investigation or action of the Corporation resigns, that Member will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.
- 2.12 Discipline – A Member may be disciplined in accordance with the policies, procedures, rules and regulations relating to discipline which are passed by the Board from time to time.

- 2.13 Dues or Others Monies Payable – Notwithstanding any other provision of these By-Laws, any dues or other monies owed to the Corporation by a Member whose Membership has for any reason been terminated or suspended will remain due.

ARTICLE 3 MEETINGS OF MEMBERS

- 3.1 Annual Meeting - The Corporation will hold meetings of Members at such date, time and place as determined by the Board within the Province of Ontario. The Annual Meeting will be held within fifteen (15) months of the last Annual Meeting.
- 3.2 Special Meeting - A special meeting of the Members may be called at any time by Ordinary Resolution of the Board.
- 3.3 Notice - Written or electronic notice of the date of a Members' meeting will be given to all Members in good standing, Directors, and the Auditor at least thirty (30) Days and not more than fifty (50) Days prior to the date of the meeting. Notice will contain a reminder of the right to vote by proxy, a proposed agenda, and reasonable information to permit Members to make informed decisions.
- 3.4 Waiver of Notice – Anyone who is entitled to notice of a Members' meeting may waive notice, and attendance at such a meeting is a waiver of notice of the meeting.
- 3.5 Error or Omission in Giving Notice - No error or omission in giving notice of any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.
- 3.6 New Business - No other item of business will be included in the notice of the Members' meeting unless notice in writing of any other item of business properly the subject of a decision at a Members' meeting (as determined by the Board in its sole discretion) has been submitted to the Board sixty (60) Days prior to the Members' meeting in accordance with procedures and content as approved by the Board. Copies of all such proposals together with copies of any amendments thereto then proposed by the Board and copies of all resolutions put forward by the Board shall be sent to all Members with the agenda and the notice calling the relevant meeting.
- 3.7 Quorum – Ten percent (10%) of the Members in good standing either present in person or by proxy will constitute a quorum. If a quorum is present at the opening of a Members' meeting, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.
- 3.8 Closed Meetings – Meetings of Members will be closed to the public except by invitation of the Board.
- 3.9 Agenda – The agenda for the Annual Meeting will at least include:
- (a) Approval of minutes of the previous Annual Meeting

- (b) Presentation of reports
 - (c) Presentation of Financial Statement and the report of the Auditor
 - (d) Appointment of Auditor
 - (e) Election of Directors
 - (f) Business as specified in the meeting notice
- 3.10 Scrutineers – At the beginning of each meeting, the chair of the meeting may appoint one or more scrutineers who will be responsible for assisting the chair of the meeting to ensure that votes are properly cast and counted.
- 3.11 Adjournment - With the majority consent of the Members present, the Members may adjourn a meeting of Members and no notice is required for continuation of the meeting, if the meeting is held within thirty (30) Days. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

Voting at Meetings of Members

- 3.12 Voting Rights – Subject to the final sentence of this Section 3.12, each Member in good standing shall have one (1) vote at any Members' meetings. Subject to the final sentence of this Section 3.12, each Member in good standing is entitled to appoint a Delegate to exercise that Member's vote at any Members' meetings. A Member referred to in Subsection 2.1(b) shall not have any voting rights whatsoever and, accordingly, shall not be entitled to appoint a Delegate.
- 3.13 Record Date – The record date determined by the Board will determine the list of Members who are eligible to vote at a Members' meeting. The date will be no more than fifty (50) Days prior to the meeting.
- 3.14 Delegates – A Member will appoint in writing (inclusive of electronic notice) to the Corporation, at least seven (7) Days prior to the meeting of Members, the name of the Delegate to represent the Member. A Delegate must:
- 3.14.1 be at least eighteen years of age;
 - 3.14.2 not have been found under the *Substitute Decisions Act*, 1992 or under the *Mental Health Act* to be incapable of managing property; and
 - 3.14.3 be a registered Participant in good standing.
- 3.15 Determination of Votes – Votes will be determined by a show of hands (except in the case of elections which require a secret ballot), unless a secret ballot is requested by a Member.

- 3.16 Majority of Votes - Except as otherwise provided in these By-laws or by the Act, the majority of votes will decide each issue. In the case of a tie, the chair of the meeting shall not have a second or casting vote, and the relevant resolution shall be deemed to have been defeated.

ARTICLE 4 PARTICIPANTS

Participant

- 4.1 Any person will be a Participant if that Participant registers with the OWHA or an OWHA Member or program.

Participation Renewal

- 4.2 A Participant shall renew registration with the OWHA or an OWHA Member or program if and as required by OWHA.

Fees

- 4.3 A Participant shall pay fees regarding such Participation if and as required by OWHA.

Entitlement to be a Participant

- 4.4 A person may cease to be entitled to be a Participant:
- 4.4.1 as a result of and in accordance with the outcome of a discipline hearing in accordance with the Corporation's policies, procedures, rules and regulations related to discipline; or
 - 4.4.2 as determined by the President/CEO, for failing to pay fees or monies owed to the Corporation by the relevant deadline date(s) prescribed by the Corporation; or
 - 4.4.3 pursuant to a decision of the President/CEO in relation to the safety or security of any person.

Discipline

- 4.5 A Participant may be disciplined in accordance with the policies, procedures, rules and regulations relating to discipline which are passed by the Board from time to time.

Dues or Others Monies Payable

- 4.6 Notwithstanding any other provision of these By-Laws, any dues or other monies owed to the Corporation by a Participant whose entitlement to participate has for any reason ceased or for any reason has been suspended will remain due.

ARTICLE 5 GOOD STANDING

Good Standing

5.1 Definition – A Member or a Participant, as the case may be, will be in good standing provided that, as determined by the Board or by any committee or task group delegated this authority by the Board:

- (a) the Member's Membership has not terminated or the Member has not ceased to be a Member;
- (b) in the case of a Member, the Member has not been suspended or expelled from Membership;
- (c) in the case of a Participant, the Participant has not been suspended;
- (d) the Member or Participant, as the case may be, is not subject to restrictions or sanctions imposed by the Corporation (including, without limiting the generality of the foregoing, pursuant to a determination or decision of the Board or by any committee or task group delegated this authority by the Board);
- (e) the Member or Participant, as the case may be, has completed and remitted all documents as required by the Corporation;
- (f) the Member or Participant, as the case may be, has complied with the Corporation's By-laws, policies, procedures, rules and regulations (including, without limiting the generality of the foregoing, the Corporation's Code of Conduct and the Corporation's values);
- (g) the Member or Participant, as the case may be, is not subject to a disciplinary investigation or action by the Corporation, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board or by any committee or task group delegated this authority by the Board; and
- (h) in the case of a Member, has paid all required Membership dues and other monies owed to the Corporation;
- (i) in the case of a Participant, has paid all required fees and other monies owed to the Corporation.

5.2 Member Ceasing to be in Good Standing – A Member that ceases to be in good standing, as determined by the Board or by any committee or task group delegated this authority by the Board, will not be entitled to vote, to make or to second motions or to speak at Members' meetings, or be entitled to the benefits and privileges of Membership until such time as the Board or by any committee or task group delegated this authority by the Board is satisfied that the Member has met the definition of good standing.

- 5.3 Participant Ceasing to be in Good Standing – A Participant that ceases to be in good standing, as determined by the Board or by any committee or task group delegated this authority by the Board, shall not be entitled to the benefits and privileges of being a Participant until such time as the Board or by any committee or task group delegated this authority by the Board is satisfied that the Participant has met the definition of good standing.

ARTICLE 6 GOVERNANCE

Composition of the Board

- 6.1 Composition of the Board - The Board will be composed of seven (7) elected Directors.

Eligibility of Directors

- 6.2 Eligibility – To be eligible for election as a Director, an individual must:
- (a) Be eighteen (18) years of age or older;
 - (b) Not have been found under the *Substitute Decisions Act*, 1992 or under the *Mental Health Act* to be incapable of managing property;
 - (c) Not also be a Director or staff member with any OWHA Association or League;
 - (d) Have no Conflict of Interest which the Board has determined is unacceptable;
 - (e) Not have the status of bankrupt;
 - (f) Have a satisfactory Vulnerable Sector Search and Criminal Record Check (as determined by the Board);
 - (g) Have completed Speak Out or Respect in Sport;
 - (h) Have a permanent Ontario address, phone number, and internet access;
 - (i) Have agreed to comply with the Corporation's By-laws, policies, procedures, rules and regulations (including, without limiting the generality of the foregoing, the Corporation's Code of Conduct and the Corporation's values); and
 - (j) Not have been a Director for at least two (2) years after having been a Director for two (2) consecutive terms of two (2) years each.

Election of Directors

- 6.3 Nominations Committee – The Board will appoint a Nominations Committee. The Nominations Committee shall consist of an odd number of individuals not exceeding seven (7), not more than one (1) of whom shall be a current Director (provided that any

such Director must not be standing, nor intending to stand, for election at the relevant election). The Nominations Committee will be responsible for:

- 6.3.1 establishing standards based on and related to the Skills and Characteristics listed in Section 6.4;
- 6.3.2 soliciting, receiving and considering nominations for the election of Directors; and
- 6.3.3 providing a list of all nominations received, recommending to the Board appropriate nominees to stand for election as Directors, and recommending to the Board which potential nominees should not be permitted to stand for election as Directors.

The Nominations Committee shall report to the Board after which the Board by Ordinary Resolution shall identify the nominees who will stand for election as Directors. For greater certainty: all nominations for election of Directors must follow this procedure; and an individual may not be nominated for election as a Director from the floor of a Members' meeting.

- 6.4 Skills and Characteristics – Potential nominees will have one or more of the following skills and/or characteristics:

Characteristics

- (a) Commitment and capacity (time, energy, expertise) to fulfill the commitment as a Director
- (b) Knowledge about roles and responsibilities of a Director, Officer, Board and Staff
- (c) Experience in formulating policy
- (d) Experience in thinking strategically
- (e) Knowledge about the sport of Female Hockey
- (f) Ability to identify principal business risks and ensure implementation of appropriate systems to manage those risks
- (g) Knowledge of organizational performance mechanisms and ability to monitor, evaluate and report
- (h) Ethical and values based behaviour
- (i) Representative of client population (athlete & coach)
- (j) Other attributes valued by the Board of Directors

Skills

- (a) Accounting designation (e.g. CPA)
- (b) Legal designation (e.g. LL.B)
- (c) Professional qualifications (e.g. MD, PhD, MBA, Sport Science)
- (d) Personnel Management (e.g. Human Resource Professional designation)
- (e) Media/Marketing/Public Relations contacts/experience
- (f) Fundraising and funding source contacts
- (g) Administration/Management experience
- (h) Government relations/contacts
- (i) Organizational development/Strategic Planning experience
- (j) Other skills valued by the Board of Directors

6.5 Nomination - Any nomination of an individual for election as a Director will:

- (a) Include the written consent of the nominee by signed or electronic signature;
- (b) Comply with the procedures and standards established by the Board and/or the Nominations Committee; and
- (c) Be submitted to the Corporation's registered office no later than 4:00 pm Eastern Time sixty (60) Days prior to the Annual Meeting.

6.6 Election of the Directors – Subject to Section 6.7, the Directors will be elected at each Annual Meeting as follows:

- (a) The Members shall elect three (3) Directors for a two (2) year term at each Annual Meeting occurring in an odd numbered year using the procedure described in Section 6.8.
- (b) The Members shall elect four (4) Directors for a two (2) year term at each Annual Meeting occurring in an even numbered year using the procedure described in Section 6.8.
- (c) Where pursuant to Section 6.14 the Board has appointed a Director for a term expiring at such Annual Meeting, and the term of the former Director whose departure caused the vacancy would have extended until the next Annual Meeting, the Members shall elect a Director until the next Annual Meeting.

- 6.7 First (1st) Members' Meeting – At the first (1st) Members' meeting after the ratification of these By-Laws:
- 6.7.1 The incumbent Chair of the Board of Directors shall continue in office as a Director and as Chair until the Annual Meeting occurring in 2018;
 - 6.7.2 The Members shall elect three (3) Directors for a one (1) year term using the procedure described in Section 6.8 (subject to Subsection 6.12.2);
 - 6.7.3 The Members shall elect three (3) Directors for a two (2) year term using the procedure described in Section 6.8.
- 6.8 Director Elections – Elections for Director positions will be decided in accordance with the following:
- (a) Same Number of Valid Nomination as Position(s) – Winner(s) declared by acclamation.
 - (b) Greater Number of Valid Nominations than Position(s) – The nominee(s) receiving the greatest number of votes will be elected. In the case of a tie for the final position(s) available, a second (2nd) vote will be conducted with respect to those positions with only the tied nominees being eligible for election to such position(s). If there continues to be a tie after such second (2nd) vote, then the winner(s) will be declared by a coin toss carried out by the chair of the meeting.
- 6.9 Post-Election Eligibility – An elected Director who does not meet any of the eligibility requirements for election as a Director shall have sixty (60) Days to meet such requirement(s) or will be automatically deemed to be removed as a Director.
- 6.10 Terms and Limit on Terms - Directors will serve terms of two (2) years and will hold office until they or their successors have been duly elected in accordance with these By-laws, unless they resign, are removed from or vacate their office:
- 6.10.1 provided that each Director may only serve two (2) consecutive terms of two (2) years each; and
 - 6.10.2 provided further that the one (1) year term served by a Director elected pursuant to Subsection 6.7.2 shall not be considered to be a “term” for the purposes of Subsection 6.10.1.

Resignation and Removal of Directors

- 6.11 Resignation of Director - A Director may resign from the Board at any time by presenting his or her notice of resignation to the Board. This resignation will become effective the date on which the notice is received at the Corporation's registered office. When a Director who is subject to a disciplinary investigation or action of the Corporation resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

6.12 Vacate Office - The office of any Director will be vacated automatically if:

- (a) Subject to section 6.13, the Director resigns;
- (b) The Director is removed;
- (c) the Director is absent from any (2) meetings of the Board within each year of the Director's term of office;
- (d) The Director is found under the *Substitute Decisions Act*, 1992 or under the *Mental Health Act* to be incapable of managing property;
- (e) The Director becomes bankrupt;
- (f) The Director otherwise becomes ineligible to be a Director in accordance with Section 6.2; or
- (g) The Director dies.

6.13 Removal – A Director may be removed by Special Resolution of the Members at a Members' meeting called for the purpose of considering such removal, and provided that the Director has been given notice of, and the opportunity to be present and to be heard at, such a meeting.

Filling a Vacancy on the Board

6.14 Vacancy - Where the position of a Director becomes vacant for whatever reason and there is still a quorum of Directors, the Board may appoint a qualified individual to fill the vacancy for a term expiring not later than the close of the next Annual Meeting.

Board Meetings

6.15 Call of Meeting – A Board meeting will be held at any time and place as determined by the Chair, or by written requisition of at least three (3) Directors.

6.16 Chair – The Chair will be the chair of all Board meetings; in the absence of the Chair, the Vice-Chair will be the chair of the meeting.

6.17 Notice – Written notice of Board meetings, served other than by mail (which may include notice delivered by electronic communication of which a record of transmission can be and is kept (such as email)) will be given to all Directors at least seven (7) Days prior to the scheduled meeting. Notice served by mail will be sent at least fourteen (14) Days prior to the meeting. No notice of a Board meeting is required for a meeting referred to in Section 6.20 or if all Directors waive notice, or if those absent consent to the meeting being held in their absence.

- 6.18 Board Meeting With New Directors – For a meeting referred to in Section 6.20, or for a Board meeting at which a Director is appointed to fill a vacancy on the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director(s).
- 6.19 Number of Meetings – The Board will hold at least four (4) meetings per year (which may include the meeting referred to in Section 6.20).
- 6.20 Board Meeting After Annual Meeting - The Board shall, without notice, hold a meeting within ten (10) Days following the Annual Meeting.
- 6.21 Quorum – At any Board meeting, quorum will be a majority of Directors.
- 6.22 Voting – Each Director is entitled to one vote. Voting will be by a show of hands, written, or orally unless a majority of Directors present request a secret ballot. Resolutions will be passed upon a majority of the votes being in favour of the resolution. In the case of a tie, the chair of the meeting shall not have a second or casting vote, and the relevant resolution shall be deemed to have been defeated.
- 6.23 No Alternate Directors – A Director's obligations as a Director are personal and cannot be delegated or assigned in any manner. For greater certainty, at a meeting of directors, no-one shall act for an absent Director.
- 6.24 Closed Meetings – Board meetings will be closed except by invitation of the Board.
- 6.25 Meetings by Telecommunications - A Board meeting may be held by telephone conference call or by means of other telecommunications technology. Directors who participate in a meeting by telecommunications technology are considered to have attended the meeting.

Duties of Directors

- 6.26 Standard of Care – Every Director will:
- (a) Act honestly and in good faith with a view to the Corporation's best interests; and
 - (b) Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Powers of the Board

- 6.27 Corporation's Powers – Except as otherwise provided in the Act or these By-laws, the Board has the powers of the Corporation and may delegate any of its powers, duties, and functions (including those listed in Section 6.28).
- 6.28 Empowered – The Board is empowered, including but not limited to:

- (a) manage the Corporation's affairs in accordance with the Act and these By-laws (including, without limiting the generality of the foregoing, establishing policies, procedures, rules and regulations);
- (b) Make policies, procedures, rules and regulations relating to the discipline of Members, and have the authority to discipline Members in accordance with such policies, procedures, rules and regulations;
- (c) Make policies, procedures, rules and regulations relating to the management of disputes within the Corporation and deal with disputes in accordance with such policies, procedures, rules and regulations;
- (d) Employ or engage under contract such persons as it deems necessary to carry out the Corporation's work;
- (e) Determine registration policies, procedures, rules and regulations, recommend membership dues, and determine other registration requirements;
- (f) Enable the Corporation to receive donations and benefits for furthering the Corporation's purposes;
- (g) Make expenditures for furthering the Corporation's purposes;
- (h) Borrow money upon the Corporation's credit as it deems necessary in accordance with these By-laws; and
- (i) Perform any other duties from time to time as may be in the Corporation's best interests.

ARTICLE 7 OFFICERS

7.1 Composition – The Officers will be comprised of the:

7.1.1 Chair,

7.1.2 Vice-Chair,

7.1.3 Secretary,

7.1.4 Treasurer, and

7.1.5 President/CEO

7.2 Selection of Officers – The Officers shall be selected as follows:

7.2.1 The Chair shall be elected by the Directors from among themselves at the Board meeting referred to in Section 6.20 (or at any other Board meeting if there is a vacancy in the position of Chair);

7.2.2 The Vice-Chair, the Secretary, and the Treasurer shall be appointed from among the Directors by resolution of the Board at the Board meeting referred to in Section 6.20 (or at any other Board meeting if there is a vacancy in any of these positions).

7.2.3 The President/CEO shall be appointed by the Board from time to time.

7.3 Term – Subject to Section 7.5, the term of office for the Officers shall be as follows:

7.3.1 The term of office for each of the Chair, the Vice-Chair, the Secretary, and the Treasurer shall be until the earlier of:

- (a) the first (1st) Board meeting after the next Annual Meeting after his or her election or appointment; and
- (b) the date on which the relevant individual ceases to be a Director.

7.3.2 The term of office of the President/CEO shall be in accordance with the resolution by which he or she is appointed by the Board and any written agreement entered into between the Corporation and the President/CEO.

7.4 Duties - The duties of Officers are as follows:

- (a) The Chair will be the chair of the Board, will preside at the Annual Meetings and special meetings of the Members and at meetings of the Board, may be a signing officer of the Corporation and will perform such other duties as may from time to time be established by the Board.
- (b) The Vice-Chair will, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair, and will perform such other duties as may from time to time be established by the Board.
- (c) The Secretary will perform such duties as may from time to time be established by the Board.
- (d) The Treasurer will chair the Finance/Audit Committee and will perform such other duties as may from time to time be established by the Board.
- (e) The President/CEO will be empowered by the Board to manage the Corporation's affairs, shall be the official spokesperson for the Corporation, will represent the Corporation as necessary, will attend all meetings as required, and will perform such other duties as may from time to time be established by the Board. The President/CEO shall represent the OWHa on all matters including hockey, government and external organizations. For greater certainty, the President/CEO shall not be a Director.

- 7.5 Removal – An Officer may be removed by Ordinary Resolution at a Board meeting, provided the Officer has been given notice of and the opportunity to be present and to be heard at the meeting where such Ordinary Resolution is put to a vote.
- 7.6 Vacancy – Where the position of an Officer becomes vacant for whatever reason and there is still a quorum of Directors, the Board may, by Ordinary Resolution, appoint a qualified individual to fill the vacancy for the remainder of the vacant position's term of office.

ARTICLE 8 COMMITTEES AND TASK GROUPS

Committees and Task Groups

- 8.1 Appointment of Committees and Task Groups - The Board:
- 8.1.1 shall appoint the following two (2) standing committees:
- (a) the Finance/Audit Committee; and
 - (b) the Nominations Committee; and
- 8.1.2 may appoint such other committees or task groups as it deems necessary for managing the Corporation's affairs.
- 8.2 Composition, Duties and Terms of Reference - Subject to the provisions of these By-Laws, the Board may appoint members of committees or task groups or provide for the election of members of committees or task groups, may prescribe the duties and terms of reference of committees or task groups, and may delegate to any committee or task groups any of its powers, duties, and functions.
- 8.3 President/CEO Ex-officio – The President/CEO will be an ex-officio non-voting member of all committees and task groups.
- 8.4 Removal - The Board may remove any member of any committee or task group.
- 8.5 Debts – No committee or task group will have the authority to incur debts in the Corporation's name.
- 8.6 Affiliated Committees – include, without limitation:
- (a) OWHA approved Associations consisting of more than one (1) registered OWHA Member team; and
 - (b) OWHA approved Leagues consisting of more than two (2) registered OWHA teams.

ARTICLE 9 FINANCE AND MANAGEMENT

- 9.1 Fiscal Year – The Corporation’s fiscal year will be as the Board may determine.
- 9.2 Bank - The Corporation’s banking business will be conducted at such financial institution as the Board may determine.
- 9.3 Auditors - At each Annual Meeting the Members will appoint an auditor to audit of the Corporation’s books, accounts and records in accordance with the Act. The auditor will hold office until the next Annual Meeting. The auditor will not be an employee, Officer, or Director and must be permitted to conduct an audit of the Corporation under the *Public Accounting Act, 2004*, as amended.
- 9.4 Annual Financial Statements – The Directors will approve financial statements (evidenced by signature of one (1) or more Directors) of the Corporation of the Corporation’s last fiscal year but not more than six (6) months before the Annual Meeting and present the approved financial statements before the Members at every Annual Meeting as required by the Act. A copy of such financial statements will be provided to any Member requesting a copy.
- 9.5 Books and Records - The necessary books and records of the Corporation required by these By-laws or by applicable law will be properly kept.
- 9.6 Signing Authority – Contracts, agreements, deeds, leases, mortgages, charges, conveyances, transfers and assignments of property, leases and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debentures, or other securities, agencies, powers of attorney, instruments of proxy, voting certificates, returns, documents, reports, or any other instruments in writing to be executed by the Corporation will be executed in accordance with the Corporation’s financial policies.
- 9.7 Property - The Corporation may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.
- 9.8 Borrowing - The Board may from time to time, in accordance with the Corporation’s financial policies:
- (a) Borrow money on the Corporation’s credit;
 - (b) Issue, reissue, sell or pledge debt obligations including bonds, debentures, debenture stock, notes or other like liabilities (whether secured or unsecured) of the Corporation;
 - (c) Give a guarantee on behalf of the Corporation to secure performance of an obligation of any person; and

- (d) Charge, mortgage, or pledge all or any currently owned or subsequently acquired real or personal, moveable or immovable property of the Corporation, including book debts, rights, powers, franchises and undertakings, to secure any debt or liability of the Corporation.

Remuneration

- 9.9 No Remuneration – With the exception of the President/CEO, all Directors, Officers and members of committees or task groups will serve their term of office without remuneration except for reimbursement of necessary expenses as approved by the Board. This section does not preclude a member of a committee or task group from providing goods or services to the Corporation under contract or for purchase. Any member of a committee or task group will disclose a Conflict of Interest in accordance with these By-laws.

Conflict of Interest

- 9.10 Conflict of Interest – A Director, Officer, committee, or task group member or employee who has a Conflict of Interest will disclose fully and promptly the nature and extent of such Conflict of Interest to the Board, committee, or task group as applicable, and to the President/CEO (or if the President/CEO has a Conflict of Interest, to the Board, committee, or task group as applicable, and to the Chair), and shall refrain from voting or speaking in debate regarding any contract, transaction or matter to which the Conflict of Interest relates, shall refrain from influencing the decision on any contract, transaction or matter to which the Conflict of Interest relates, and will otherwise comply with the requirements of the Act regarding conflict of interest and any Conflict of Interest policy adopted by the Board from time to time.

ARTICLE 10 AMENDMENT OF BY-LAWS

- 10.1 Voting – New By-laws may only be created and these By-laws may only be amended, revised, repealed or added to in accordance with the following:
- (a) A proposed new By-Law or an amendment to, revision to, repeal of or addition to these By-Laws must be initiated by the Board of the OWHA.
 - (b) Any new By-Law or amendment to, revision to, repeal of or addition to these By-Laws passed by the Board shall be in force until confirmed, confirmed with amendments or rejected by a majority vote at the Members' meeting at which such new By-Law or amendment to, revision to, repeal of or addition to these By-Laws is considered.
 - (c) By an affirmative vote of a majority of the voting Members present at a meeting duly called to consider a new By-Law or an amendment to, revision to, repeal of or addition to these By-Laws, the Members may confirm, confirm with amendments or reject any such new By-Law or amendment to, revision to, repeal of or addition to these By-Laws. Upon confirmation or confirmation with

amendments, any new By-law or amendment to, revision to, repeal of or addition to these By-Laws will be effective immediately.

- (d) Any new By-Law or amendment to, revision to, repeal of or addition to these By-Laws by the Board, which fail to be confirmed or confirmed with amendments, may not be re-introduced for a period of one (1) year.

- 10.2 Effective Date – By-laws amendments are effective from the date of the resolution of the Directors unless rejected or confirmed with amendments by the voting Members at the relevant Members’ meeting.

ARTICLE 11 NOTICE

- 11.1 Written Notice - In these By-laws, written notice will mean notice which is hand-delivered or provided by mail, fax, electronic mail or courier to the address of record of the person to whom the notice is sent.
- 11.2 Date of Notice - Date of notice will be the date on which receipt of the notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or emailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, three (3) Days after the date the mail is post-marked
- 11.3 Error in Notice - The accidental omission to give notice of a meeting of the Board or of the Members, the failure of any Director or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the meeting.

ARTICLE 12 DISSOLUTION

- 12.1 Dissolution – The Corporation may be dissolved in accordance with the Act.

ARTICLE 13 INDEMNIFICATION

- 13.1 Will Indemnify - The Corporation will indemnify and hold harmless out of the Corporation’s funds each Director and any individual who acts at the Corporation’s request in a similar capacity, their heirs, executors and administrators from and against any and all claims, charges, expenses, demands, actions or costs, including an amount paid to settle an action or satisfy a judgment, which may arise or be incurred as a result of occupying the position or performing the duties of a Director or and any individual who acts at the Corporation’s request in a similar capacity.
- 13.2 Will Not Indemnify - The Corporation will not indemnify a Director or any individual who acts at the Corporation’s request in a similar capacity for acts of fraud, dishonesty, bad faith, breach of any statutory duty or responsibility imposed upon him or her under the Act. For further clarity, the Corporation will not indemnify an individual unless:

- (a) The individual acted honestly and in good faith with a view to the Corporation's best interests; and
 - (b) If the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful.
- 13.3 Insurance - The Corporation will, at all times, maintain in force Directors' and Officers' liability insurance.

ARTICLE 14

RATIFICATION AND ADOPTION OF THESE BY-LAWS

- 14.1 Ratification – These By-laws were ratified and adopted by an Ordinary Resolution of the Members at a meeting of Members duly called and held on January 7, 2017.
- 14.2 Repeal of Prior By-laws – In ratifying and adopting these By-laws, the Members repeal all prior By-laws of the Corporation provided that such repeal does not impair the validity of any action done pursuant to the repealed By-laws.

PART 2

REGULATION POLICIES



World Female Hockey Leaders



REGULATION POLICY

REGISTRATION POLICY

- (A)(1) All teams are able to register in the category they wish up to October 1st. This request will be granted in accordance with Regulation Three (A)(2). After October 1st, if a team wishes to change its category, the team must apply as required.
- (2) Associations may not register more than one team in the same category unless the categories above are filled, with the exceptions of House League, Senior, and Masters teams.
- (3) Up to two players may be added to the team's roster after November 30th and before January 1st by submitting, through the OWHA's registration data system, the proper registration information, signatures and fees. These players will be eligible for participation in Regional Playdowns and Provincial Championships provided all provisions are satisfied.
- (4) Players added to a team roster after December 31st will be eligible for tournament play but not for Regional Playdowns and/or Provincial Championships. Participation in league play will be at the discretion of the league.
- (B) The OWHA will not be responsible for late or incomplete registration forms which could result in processing delays in validating or assigning a team's category or a player's eligibility.
- (C) Teams late in registering will not be eligible for the Provincial Championships.
- (D) All teams must be fully registered with the completed Team Waiver forms submitted and dues paid prior to participating in any exhibition, league or tournament game.
- (E) In order to register with a team or association other than the one with which she has already been registered for the current season, or with one which she was registered for the previous season, or with which she was registered for the last season in which she played, a player must first obtain an OWHA "Player Release" from her previous team or association. A player may be released from one association 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. If a player's request for a release is denied, the player may appeal in writing to the OWHA office for special approval of the OWHA Registrar. Failure to comply with this Regulation will result in a two (2) game suspension for the head coach and/or player in question.
- (F) Each team taking part in Interprovincial or International leagues and/or Interprovincial or International championships must register in accordance with OWHA requirements and must submit a Request for Sanction for approval through the OWHA's registration data system.
- (G) A legal proof of age document shall accompany each player's original registration in an age-restricted category. Falsification of the player's date of birth shall result in suspension of the player or team official involved.
- (H) University Teams: Teams which play in the Ontario University Athletics (OUA) may register as house league teams and may participate in a maximum of two OWHA

tournaments per year in a category no lower than Senior A. University teams that do not play in the OUA shall register in the same manner as other OWHA teams.

- (I) Insurance fees are non-transferable from one member to another.
- (J) Registration must be in compliance with the OWHA Membership Renewal Policy.

OFFICIAL

- (A) All on-ice officials must be currently registered through the Hockey Canada Officiating Program in order to be eligible to officiate OWHA games.
- (B) All on-ice officials must provide proof of current certification in order to have valid insurance coverage.
- (C) All on-ice officials shall act in accordance with the OWHA Officials' Code of Conduct.

INSTRUCTORS, COACHES AND TRAINERS

- (A) All OWHA teams must have at least one female staff registered and OWHA recommends at least one female coach to be registered. It is the responsibility of all teams to know and follow the requirements as outlined in Team Official Qualification Requirements Policy.
- (B) All OWHA teams must have a registered trainer with a minimum of HTCP Level 1 certification present at all OWHA sanctioned events.

REGULATION POLICY

CATEGORIZATION POLICY

- (A) Categorization will be managed in accordance with the OWHA Categorization Policy.
- (B) The online Team Application Form (Intent to Register, ITR), due on or before August 31st, indicates each team's registered category and division from the previous season. If a team wishes to change its category, please update to the desired category and division on the ITR form. The change will be automatically granted until October 1st of the current season in accordance with Regulation Three (A) (2)
- (C) The OWHA will circulate a list of teams that are registered in a specific division at the OWHA Fall Forum to authorized team delegates.
- (D) If a team wishes to submit a category change with its Roster, which is due before participation in a tournament, exhibition or league game, but no later than October 1st, the change will be automatically granted in accordance with Regulation Three (A)(2)
- (E) After October 1st of the current season, teams will remain in their division/category as circulated unless a Request for Re-Categorization form or a Request OWHA Team Category Review form is received by the OWHA as an official position of a Team or Association.
- (F) All requests for re-categorization of your own team and all requests for a review of another team must be submitted on the applicable form, i.e. "Request for Re-Categorization" form or "Request OWHA Team Category Review" form, and submitted to the OWHA office no later than a date to be set annually by the OWHA. Each individual request must be submitted on a separate "Request for Re-Categorization" form or "Request OWHA Team Category Review" form and signed by the designated authority.
- (G) Upon receipt of the written Request OWHA Team Category Review form, the OWHA will contact the team, in writing, to make a decision to either move up or provide written rationalization as to why the team should stay in its current category.
- (H) If the team wishes to remain in its current category, the OWHA will review all pertinent information and render a decision.
- (I) The OWHA will circulate an updated list of teams in a specific division no later than a date to be set annually.
- (J) Input on the circulated list from an official position of a Team or Association will be accepted no later than a date to be set annually. Such input must be on either a Request for Re-Categorization form or a Request OWHA Team Category Review form.
- (K) No movement (re-categorization) will occur unless a properly completed Request for Re-Categorization form or a Request OWHA Team Category Review form is received on or before the deadline from a Team or Association. An application to request a review of the category of another OWHA team must be endorsed by the requester's Association.
- (L) The dates of Categorization decisions and Appeals will be set in accordance with the OWHA Categorization Policy.

- (M) Online Game Reports of all games played must be recorded in accordance with the OWHA Categorization Policy. Failure to complete the Game Report may result in ineligibility for Provincials. Competitive teams shall have access to scores from Game Reports received.
- (N) The OWHA has the authority to move any team at any time, in accordance with the OWHA Categorization Policy, notwithstanding that a team may not have been petitioned for re-categorization.
- (O) Appeals will be heard in accordance with the OWHA Appeals Policy.
- (P) All appeals must be submitted in writing to the OWHA Office in accordance with the OWHA Appeals Policy.
- (Q) Upon the receipt of a categorization appeal, the OWHA will provide to the appellant, within 3 to 4 days, all information that was available at the time of the decision.
- (R) Categories:
All teams playing within the OWHA shall play within approved OWHA categories. OWHA teams within the Province of Ontario shall play under the following categories:

COMPETITIVE	<u>Note: All ages are as of December 31st.</u>	
Senior "AAA"	Open Age	Highest category
Senior "AA"	Open Age	Lower category than "AAA"
Senior "A"	Open Age	Lower category than "AA"
Senior "BB"	Open Age	Lower category than "A"
Senior "B"	Open Age	Lower category than "BB"
Senior "C"	Open Age	Lower category than "B"
U22 "Elite"	21 & under	Highest category
U22 "A"	21 & under	Lower category than "AA"
U22 "B"	21 & under	Lower category than "A"
U22. "C" (if req'd)	21 & under	Lower category than "B"
U18 "AA"	17 & under	Highest category
U18 "A"	17 & under	Lower category than "AA"
U18 "BB"	17 & under	Lower category than "A"
U18 "B"	17 & under	Lower category than "BB"
U18 "C"	17 & under	Lower category than "B"
U15 "AA"	14 & under	Highest category
U15 "A"	14 & under	Lower category than "AA"
U15 "BB"	14 & under	Lower category than "A"
U15 "B"	14 & under	Lower category than "BB"
U15 "C"	14 & under	Lower category than "B"
U13 "AA"	12 & under	Highest category
U13 "A"	12 & under	Lower category than "AA"
U13 "BB"	12 & under	Lower category than "A"
U13 "B"	12 & under	Lower category than "BB"
U13 "C"	12 & under	Lower category than "B"
U11 "AA"	10 & under	Highest category
U11 "A"	10 & under	Lower category than "AA"
U11 "BB"	10 & under	Lower category than "A"
U11 "B"	10 & under	Lower category than "BB"
U11 "C"	10 & under	Lower category than "B"

U9 “A”	8 & under	Highest category
U9 “B”	8 & under	Lower category than “A”
U9 “C”	8 & under	Lower category than “B”
Masters	35 years+	

IMPORTANT NOTE RE U9 HOCKEY

Hockey Canada has created mandatory requirements for U9 hockey that impact OWHA programs. The goals and objectives are to teach all basic skills of hockey so players can enjoy the game, assist in development and enhancement of physical literacy and basic motor patterns, develop and encourage the concepts of being a team member through player participation in both on-ice and off-ice activities and encourage aspects of fitness, fair play and cooperation while having fun.

Please refer to the OWHA web site at <http://owha.on.ca> for detailed information on requirements for U9 hockey.

HOUSE LEAGUE Note: All ages are as of December 31st

Senior	Open Age
Masters	35 years+
Senior House League	20 & over
Senior House League Competitive	20 & over
U22	21 & under
U18	17 & under
U15	14 & under
U13	12 & under
U11	10 & under
U9	8 & under
Hockey FUNdamentals Program (HCIP)	Open Age

(R) (1) A House League is one in which the eligibility of players to participate is not restricted by skill level. Typically, a House League accepts all individual registrations and divides the players into equal teams based on age and ability. These teams then compete against each other. Placement of players on teams and teams in league groupings is entirely at the discretion of leagues and local associations, considering local conditions, fairness, and appropriate risk management. All players must register with the OWHA according to OWHA requirements.

(2) Development Stream (DS) is a subset of the House League Program and must be in compliance with the Development Stream (DS) Program Policy.

(T) The OWHA adopts the Hockey FUNdamentals Program (Hockey Canada Initiation Program – HCIP), which stresses fun and basic technical skill development for all ages and levels, for use in its hockey program.

REGULATION POLICY

REGIONAL BREAKDOWN POLICY

For the purposes of the Association, the Province of Ontario shall be divided into nineteen (19) regions and districts as outlined below:

Region A	District “1” -	Addington, Dundas, Frontenac, Glengarry, Grenville, Leeds, Lennox, Stormont
Region C	District “3” -	Ottawa-Carleton, Lanark, Renfrew, Prescott, Russell
Region E	District “9” -	Hastings, Northumberland, Prince Edward, Peterborough, City of Kawartha Lakes, Haliburton
Region G	District “12” -	Durham
Region H	District “13” -	York
Region J	District “15” -	Muskoka, Parry Sound, Simcoe
*Region K	District “19” -	Halton Region South, Peel Region South (Mississauga) – division line being Derry Road.
*Region L	District “17” -	Dufferin, Wellington, Halton Region North, Peel Region North (Brampton) – division line being Derry Road.
Region M	District “25” -	Brant, Waterloo
Region N	District “21” -	Hamilton-Wentworth, Niagara, Haldimand, Norfolk
Region O	District “29” -	Huron, Perth
Region P	District “33” -	Lambton, Essex, Kent
Region Q	District “37” -	Toronto
Region R	District “31” -	Elgin, Middlesex, Oxford
Region S	District “45” -	Manitoulin, Nipissing, Sudbury
Region T	District “46” -	Algoma, Sudbury West (all points west of and north of Massey)
Region U	District “50” -	Cochrane, Timiskaming
Region V	District “27” -	Bruce, Grey
Region W	District “55” -	Kenora, Rainy River, Thunder Bay

*Note: Division line being Derry Road

PART 3

RULES POLICIES



World Female Hockey Leaders



RULES POLICY

RULES OF COMPETITION POLICY

- (A) Hockey Canada rules shall be followed.
- (B) The OWHA Board may amend Hockey Canada rules to be more restrictive in nature.
- (C) Leagues and/or Associations may amend Hockey Canada and/or OWHA rules to be more restrictive in nature.
- (D) Teams may only play against OWHA registered teams unless sanction is received from the OWHA. A request for sanction must be submitted through the OWHA's registration data system at least ten (10) days prior to the event. No OWHA team will be permitted to play any female Ontario hockey team that is not registered with the OWHA. Failure to comply will result in sanctions.

NOTE: In (D) above, the first two times the word "sanction" is used refer to a request for approval. The last time the word "sanction" is used refers to a consequence.

- (E) All game sheets for registered competitive teams must record the OWHA TEAM NUMBERS and be signed by all team members, prior to participating in a game. In the case of house league teams, all game sheets will list the team members and will be signed by one of the coaching staff to verify eligibility.
- (F) All OWHA teams must use the official OWHA game sheets.
- (G) The OWHA recommends that OWHA teams encourage the practice-to-game ratio as 2 to 1.

(II) Equipment

- (A) Required equipment to participate in hockey: Helmet - CSA approved, Facemask – CSA approved, Shoulder pads (chest protector), Throat Protector- BNQ approved, Elbow pads, Hockey pants or hockey girdle, Gloves, Shin Pads, Pelvic Protector (Jill), Hockey Skates, Socks, Hockey Stick and Hockey Sweater. It is recommended that every player participating in an Ontario Women's Hockey Association sanctioned game or practice shall at all times while engaged in play or practices, practice drills or scrimmages on the ice surface wear an intra-oral mouth guard.
- (B) All team officials participating in on-ice activities must wear a properly fastened CSA hockey approved helmet. Trainers or any other team officials attending an injured player are considered exempt from this rule.

RULES POLICY

TOURNAMENTS POLICY

- (A) An OWHA registered team may participate only in tournaments which have been sanctioned by the OWHA or by another governing body affiliated with the International Ice Hockey Federation. The list of OWHA Sanctioned Tournaments may be found on the OWHA web page.
- (B) To be eligible to participate in a tournament outside Ontario, a team must obtain permission from the OWHA. A Sanction Request must be submitted on the OWHA's registration data system at least twenty (20) days prior to the event.
- (C) Only female teams which are registered with the OWHA or another governing body affiliated with the IIHF may participate in an OWHA sanctioned tournament.
- (D) There are four (4) types of tournaments:

1. COMPETITIVE TOURNAMENTS

TEAMS	PLAYERS
<input checked="" type="checkbox"/> Teams registered Competitive with the OWHA <input checked="" type="checkbox"/> Teams from outside Ontario properly registered with their provincial or national governing body affiliated with the IIHF <input checked="" type="checkbox"/> Teams registered Senior House League or Masters with the OWHA, only if they have played in fewer than two competitive tournaments during the season and subject to the agreement of all teams in the division. House League teams are not permitted to enter a competitive tournament.	<input checked="" type="checkbox"/> Players properly registered on the competing OWHA team <input checked="" type="checkbox"/> Players from outside Ontario properly registered with their provincial or national governing body affiliated with the IIHF
<u>Ineligible Teams</u> <input checked="" type="checkbox"/> All unregistered teams <input checked="" type="checkbox"/> All House League & DS Teams	<u>Ineligible Players</u> <input checked="" type="checkbox"/> All unregistered players

2. HOUSE LEAGUE TOURNAMENTS

TEAMS	PLAYERS
<input checked="" type="checkbox"/> OWHA House League registered teams <input checked="" type="checkbox"/> House League teams from outside Ontario properly registered with their provincial or national governing body affiliated with the IIHF <input checked="" type="checkbox"/> Teams registered House League within the OWHA may participate in an unlimited number of house league tournaments.	<input checked="" type="checkbox"/> Players registered only House League and playing House League hockey within an association <input checked="" type="checkbox"/> Players from outside Ontario and properly registered House League with their provincial or national governing body affiliated with the IIHF
<u>Ineligible Teams</u> <input checked="" type="checkbox"/> Any team registered OWHA or elsewhere as a Competitive or DS Team <input checked="" type="checkbox"/> All unregistered teams	<u>Ineligible Players</u> <input checked="" type="checkbox"/> Any player also registered on an OWHA Competitive Team is <u>NOT</u> eligible <input checked="" type="checkbox"/> All unregistered players

3. ASSOCIATION TOURNAMENTS

TEAMS	PLAYERS
<input checked="" type="checkbox"/> Teams made up of players who are from the same association, the appropriate age and registered with the OWHA	<input checked="" type="checkbox"/> Players properly registered and from same association <input checked="" type="checkbox"/> Pick-up form shall apply to house league players only <input checked="" type="checkbox"/> May use substitute house league players of the appropriate age provided the substitute house league player is registered with, & regularly participates on another team in the same association <input checked="" type="checkbox"/> Competitive players from same team are eligible
<u>Ineligible Teams</u> <input checked="" type="checkbox"/> Any team registered as an OWHA Competitive team <input checked="" type="checkbox"/> All unregistered teams <input checked="" type="checkbox"/> FUNDamentals program participants	<u>Ineligible Players</u> <input checked="" type="checkbox"/> A house league player is ineligible if she is not registered with the competing team's association. <input checked="" type="checkbox"/> A competitive player is not eligible if she is not registered with the competing team. <input checked="" type="checkbox"/> A substitute who is a competitive player. <input checked="" type="checkbox"/> All unregistered players

4. DS TOURNAMENTS

TEAMS	PLAYERS
<input checked="" type="checkbox"/> OWHA Development Stream registered teams <input checked="" type="checkbox"/> Teams registered DS within the OWHA may play in three OWHA sanctioned DS tournaments. <u>Ineligible Teams</u> <input checked="" type="checkbox"/> Any team registered OWHA or elsewhere as a Competitive or House League Team <input checked="" type="checkbox"/> All unregistered teams	<input checked="" type="checkbox"/> Only players currently rostered in an Association's House League may play on that Association's DS team. <u>Ineligible Players</u> <input checked="" type="checkbox"/> Any player also registered on an OWHA Competitive Team is <u>NOT</u> eligible <input checked="" type="checkbox"/> All unregistered players

In summary

HOUSE LEAGUE TOURNAMENTS: For players who play House League hockey ONLY

ASSOCIATION TOURNAMENTS: For players who may play only House League hockey or may play both House League and Competitive hockey

DS TOURNAMENTS: For players who play House League hockey only and have been assigned to a DS team in accordance with OWHA regulations

- (E) A registered house league team may participate in an unlimited number of house league tournaments. House league tournaments are made up of teams whose players only register on one specific house league team roster.
- (F) A registered Senior House League team may participate in a maximum of two competitive tournaments and an unlimited number of Senior House League tournaments.
- (G) A registered Masters team may participate in a maximum of two Senior competitive tournaments and an unlimited number of Senior House League and Masters tournaments.
- (H) Any time a proposed host invites more than one team to participate in any games, exhibition or otherwise, they must apply for an OWHA tournament sanction, unless special exemption is received from the OWHA.
- (I) An application for a permit to host a Sanctioned Tournament must be submitted to the OWHA Office at least sixty (60) days prior to the first day of the tournament. The numbered Tournament Sanction permit, if granted, shall be subject to the following conditions:
 - 1) The tournament must conform to all current OWHA By-Laws, Regulations, Rules and Policies. OWHA Minimum Suspensions must be observed. All suspendible infractions occurring during the tournament must be reported as follows:
 - (a) Within 48 hours of the end of the tournament, the tournament convenor or his/her delegate, must forward to the OWHA office, the Major Penalty Report Form, with applicable complete game sheets and reports.
 - (b) The coach or team official of a team whose member commits a suspendible offence must submit a copy of the game sheet immediately to the OWHA Office.
 - (c) Copies of game sheets confirming suspensions have been served, must be forwarded immediately to the OWHA office prior to the player(s) and or team officials returning to participation in any OWHA sanctioned game or event.
 - 2) The host of a Sanctioned Tournament must be a registered OWHA Association or an OWHA team. Exemptions would be made as follows:
 - 1. Written support from a local association AND
 - 2. Approval of the OWHA.
 - 3) There are four (4) types of tournaments:
 - 1. Competitive - rep teams
 - 2. House League - house league registered players
 - 3. Association - teams made up of players who are from the same association, the appropriate age and registered with the OWHA.
 - 4. DS - DS teams
 - 4) Tournaments cannot be held on the weekends of Provincial Championships without special approval.

- 5) All teams participating in the tournament must be properly registered with the OWHA or with their appropriate provincial or national governing body affiliated with the IIHF. All OWHA teams must carry a copy of the approved official OWHA roster. All out of Province teams must present at tournament registration their proper approval from their governing body.
- 6) All players participating in the tournament must be properly registered through the OWHA (or their appropriate provincial or national governing body affiliated with the IIHF) to play on the team with which they are listed, or qualified to play by a proper OWHA "Pickup Consent" form or IIHF equivalent
- 7) No player may play on more than one team in a tournament.
- 8) No team may compete in a lower category than the one in which it is registered with the OWHA except a team that has been re-categorized, shall have 30 days from the date it is notified of the re-categorization to play in any tournament that it is already registered in at the time of re-categorization. This does not apply if the team requests their own re-categorization.
- 9) Tournament hosts must apply for a Tournament Permit specifying the divisions that are going to be offered. There will be no "OPEN" categories.
- 10) Tournament hosts must first accept teams in their advertised OWHA category prior to accepting teams from a lower category. If teams of more than one category must be scheduled to play in the same division, the tournament host must explicitly advise all teams in the proposed division, giving them the opportunity to withdraw from the tournament with a full refund of their tournament entry fee. When competitive teams of more than one category must play in the same division, they should be adjacent categories (e.g. BB and B, or A and BB, or B and C, etc.).
- 11) Divisions of three teams or fewer can only proceed with the permission of all teams in the division.
- 12) All on-ice officials must be at least Level II HCOP currently registered referees, except for House League Tournaments or House League Tournament Divisions, where one Level I HCOP official will be permitted when paired with a minimum Level II official. If the on-ice officials are not OWHA registered officials, the Tournament Host must submit a list with the Official(s) name, registration number, Association and contact information, within 48 hours following the end of the tournament.
- 13) The fee for hosting an OWHA Sanctioned Tournament shall be \$10.00 per participating team. If, however, the Permit Application is NOT received at least sixty days prior to the first day of the tournament, the fee shall be \$12.00 per participating team.
- 14) For its first Sanctioned Tournament, the Host Committee must purchase an OWHA Sanctioned Tournament Banner, to be retained for use in future Sanctioned Tournaments. The purchase price of the Banner will be the current cost to the OWHA.
- 15) The OWHA Sanctioned Tournament Permit and Banner shall be prominently displayed in the tournament arena throughout the tournament.
- 16) The Permit Number is to be used on all advertising, invitations and correspondence regarding the tournament. The OWHA logo and name are registered trademarks and cannot be used without written permission from the OWHA.
- 17) The words "Sanctioned by the OWHA" are to be used in all tournament advertising. A sample copy of all tournament invitations/information must be sent to the OWHA Office.
- 18) No team may compete in more than three tournament games in one day. If more than one game in a day is required, there must be a minimum of 2 (two) hours rest or 3 (three) hours scheduled between games.

- 19) All Tournament schedules (game times, locations, divisions/categories) must be finalized and received by participating teams and the OWHa office two (2) weeks prior to the event. U9 and U11 Divisions must have games which are scheduled to start no earlier than 7:00 a.m. and no later than 8:00 p.m. Pee Wee Divisions must have games that are scheduled to start no later than 9:00 p.m. Failure to comply will result in a fine of \$200.00 payable to the OWHa within thirty (30) days.
 - 20) Within one week following the end of the tournament the Tournament Host will forward to the OWHa Office the top copy of each game sheet, all "Pickup Consent" forms used in the tournament and a completed "Tournament Game Report" form listing the scores of all games in the tournament.
 - 21) The Major Penalty Report form, with applicable complete game sheets and reports, must be forwarded to the OWHa Office within forty-eight (48) hours following the end of the tournament.
 - 22) Failure to comply will result in a fine of \$200.00 payable to the OWHa within thirty (30) days.
- (J) No team/player may participate in more than one hockey tournament on the same dates.
- (K) Pickup Players:
- (1) Pickup players are permitted for tournaments only, and not for Regional Playdowns or Provincial Championships.
 - (2) Pick up players are not permitted to replace suspended players.
 - (3) For each pickup player used in a tournament, a team must:
 - (a) disclose in writing on the official game sheet that the player is a pickup player; and
 - (b) present the Tournament Host with a "Pickup Consent" form signed by the official contact of her team authorizing her to be a pickup for the specific tournament.
 - (4) A team may use a maximum of three (3) pickup players from;
 - (i) a lower category of the same age division,
 - (ii) lower category and/or lower age division, same category or lower,
 to bring the total team strength up to, but not to exceed the number of registered players on the team (examples: U15 AA can pick up players from U15 A, BB, B, C, House League, Pee wee AA, A, etc). U15 C can pick up players from U15 House League, U13 C, Pee wee House League, etc). House League teams may pick up a maximum of three (3) players laterally within the same category, same or lower age division.
 - (5) Pickups are to be registered OWHa players only and the pickup player may only participate with one team during the tournament.
 - (6) The OWHa Registrar may authorize lateral movement of a goaltender in any emergency situation.
 - (7) A player's own team must honour any suspension incurred by that player while acting as a pickup player for another team.
- (L) In the case of Association tournaments, the above noted provisions relating to "pickup players" and the requirements of the "Pickup Consent" form shall apply to house league players only. Any player registered as competitive may not be used as a substitute. If an Association team requires substitute players for a tournament because the team's regular players are unavailable, it may use substitute players of the appropriate age provided the substitute is registered with and regularly participates on another House League team in the same association. The tournament organizers will still require a fixed roster for each team prior to commencement of the tournament. Further, the tournament organizers may reject a team application by reason of the manner in which the substitutes are chosen.
- (M) The Regulation regarding Pickup Players and the use of the "Pickup Consent" form shall not apply to Senior House League Tournaments. Any substitute players used by a Senior House League team for a tournament must be registered with other Senior House League teams or House League teams.
- (N) "AA" category teams in U11, U13, U15, U18 and u22 will not be allowed to enter "BB", "B" or "C" divisions of the next older age groups in a Sanctioned Tournament. "A" category teams in U11, U13, U15, U18 and U22 will not be allowed to enter "B" or "C" divisions of the next older age groups in a Sanctioned Tournament. Intermediate "AA" & "A" teams may compete in Senior "AAA", Senior "AA" and Senior "A" divisions of tournaments.
- (O) The host of a Sanctioned Tournament must submit a list of participating teams to the OWHa Office and must submit a written confirmation to teams of their acceptance or refusal, at least four (4) weeks in advance of the tournament. Failure to comply may result in a fine of \$200.00

(P) Tournament Withdrawal

(1) Written notice of withdrawal from a tournament must be received by the Tournament Host four (4) weeks prior to the tournament. Failure to comply will result in a fine of \$200.00 payable to the OWHA within 30 days.

(2) If a team withdraws from a tournament other than as specified in RULE TWO (I)(10), the following fines will be levied by the OWHA, to be divided 60% to the OWHA and 40% to the tournament host. All fines are in addition to the fine levied in #1 above.

7-10 days prior to tournament \$100.00

2-6 days prior to tournament \$150.00

0-1 day prior to tournament \$200.00

No show \$300.00

(3) Penalized teams may appeal these penalties on the grounds of unavoidable accident or unforeseen circumstances as per Appeal Procedures.

(4) The Tournament Host is entitled to retain the tournament entry fee of any team which withdraws 4 weeks or less prior to the tournament.

(Q) The OWHA may sanction a tournament involving a non-member or private enterprise entity so long as the OWHA Association or Team obtaining the sanctioning is the official OWHA host and maintains a material involvement in the planning, operation and financial oversight of the tournament.

(R) A full financial report must be received in the OWHA office within sixty (60) days after the completion of the tournament. Such non-member or private enterprise entity must have in place and file with the OWHA appropriate and adequate insurance coverage for the duration of the tournament.

RULES POLICY

PROVINCIAL CHAMPIONSHIPS AND PLAYDOWNS POLICY

MISSION STATEMENT: *The OWHa Provincial Championship is an annual competition to determine a Champion in each Division and Category and to provide an opportunity for each Region in the province to have representation.*

(A) Team and Player Entry and Eligibility for Regional Playdowns and Provincial Championships

- (1) (a) Competitive teams wishing to qualify for Regional Playdowns and Provincial Championships must submit a performance bond of \$200.00 which must accompany their completed registration forms which are due October 1st.
(b) The Provincial Championship estimated fees will be set at the OWHa Annual Members Meeting. All teams advancing to Provincials must submit the set fee (minus the \$200.00 bond) within 7 days of being notified of advancing to the Provincial Championships.
- (2) The OWHa office will forward to each team a list in writing, of all teams in Ontario eligible for Regional Playdowns in their category. All eligible teams must have enough ice and ensure their calendar is clear to make room for enough playdown games to be held between February 1st and the second Sunday in March. All teams should assume they will have playdowns. The OWHa President or designate shall have the authority to resolve any and all conflicts, to ensure all requirements are met. If a team is unable to provide the required amount of reasonable ice time, the team will be ineligible for Regional Playdowns.
- (3) Participating teams will be notified no later than February 1st of the eligible teams.
- (4) Any team that has been re-categorized will have up to 7 days from the date it is notified of its re-categorization to request a refund of its Provincial performance bond. (Refer to OWHa Categorization Policy).
- (5) Any teams withdrawing from the Regional Playdowns after the playdown notification date, February 1st, will lose their bond money. Any team withdrawing from the Provincial Championships after the closing date of Regional Playdowns will be assessed a \$500.00 fine.
- (6) To be eligible for Regional Playdowns and/or Provincial Championships, all teams must have played five (5) OWHa sanctioned games and all players must have played a minimum of 5 of their OWHa sanctioned games with their team against other teams in their registered category, or a minimum of five OWHa sanctioned games with their team with one or two of them being against teams one category higher and the rest being against other teams in their registered category prior to January 15th. Exemptions may be granted at the discretion of the OWHa designate. The team must have participated in at least one OWHa sanctioned tournament or play in a recognized competitive league with teams in their registered category prior to January 15th. All "AA" teams are exempt from the tournament participation requirement. Teams unable to meet criteria, must apply in writing to the OWHa Office prior to January 15th.
- (7) Eligibility for Provincial Championships: A Player must have participated in the Regional Playdowns in order to be eligible for the Provincial Championship. If a player is unable to meet this criteria, the designated team official must apply in writing to the OWHa Office for exception.
- (8) Pickup players are not eligible for Regional Playdowns or Provincial Championships. However, in certain circumstances, a team may be permitted to pick up a goaltender. If a team's goaltender is injured or unavailable for a legitimate reason, that team must apply, with proper documentation, to the OWHa Office for permission to pick up a goaltender. The OWHa Registrar will decide whether to grant such permission. If permission is granted, the team's designated goaltenders will be ineligible to play. The pickup goaltender must be currently registered with an OWHa team, either in the same category or a lower one.
- (9) The Midget "AA" OWHa Provincial Championship winner will be eligible to represent Ontario in the Esso Cup, National Female Midget Hockey Championship. In the event the winner of the OWHa Midget "AA" Provincial Championship cannot attend the Esso Cup, National Female Midget Championship, the second place team at the OWHa Midget "AA" Provincials will represent Ontario.
- (10) A team wishing to lodge a protest must have the protest lodged by a registered team official of that team to the referee before the teams leave the ice after the game in question. A \$200.00 fee must be issued to a member of the protest committee immediately following the game. The protest will be dealt with by the OWHa. The fee will be returned if the protest is upheld.

- (11) If re-categorization results in an association having more than one team eligible for playdowns at the same category, the teams will be treated as any teams playing down in the same region. One of the teams may choose to request a re-categorization upwards, if they would prefer not to compete against another team from the same association.

(B) Playing Rules and Regulations for Regional Playdowns

- (1) Teams, local associations, or groups of associations may submit bids to host a “tournament-style” Regional Playdown in one or more categories. Bids should be submitted to the OWHA Office by February 1st of the playing season. The OWHA designate will either approve a bid or announce that Regional Playdowns for a specific category and region will be determined per the rules. Regional Playdowns may be held as part of a sanctioned tournament, but must follow all rules governing Regional Playdowns.
- (2) Regional Playdown game(s) will be allowed to be played during regularly scheduled and playoff league association games(s) if mutually agreed upon by both participating teams and the OWHA designate and all playing Rules and Regulations for Regional Playdowns are followed.
- (3) The OWHA office is responsible for coordinating Regional Playdowns, held for the purpose of determining a Regional Champion in each division and category. Period lengths in each series will be of the same duration for ALL games. If unanimous agreement on period length cannot be reached, the final and binding decision for period lengths will be determined by the OWHA designate. The minimum period/game length is 10/10/10, with no overtime except for RULE THREE (B)(9)(b). There will be no curfew.
- (4) It is mandatory to use minimum Level II HCOP currently registered referees.
- (5) Gate fees shall not be charged for OWHA Regional Playdown games.
- (6) Commencing at Bantam, all categories A and higher (Bantam A, Bantam AA, Midget A, Midget AA, Intermediate A, Intermediate AA, Senior A, Senior AA,) must use the three official system in Regional Playdowns. Referees in a three official system must be a minimum Level III. Under exceptional circumstances and with the approval of the OWHA designate(s), other arrangements may be made.
- (7) One 30 second timeout will be permitted per team/per game in all categories of OWHA Regional Playdowns.
- (8) Games that must be ended due to a serious injury that requires an ambulance to be called or due to a serious mechanical equipment failure in the arena that makes playing dangerous or impossible are permitted to be ended despite there being no curfew. Any Playdown games ended after the start of the third period due to the previously noted reasons will be considered a complete game at the point of curfew. Games ended prior to the end of the Second Period will be null and void and must be rescheduled and replayed in their entirety.

(9) FOR TWO TEAMS:

Upon mutual agreement, two teams involved in a regional playdown may select either a three game format with the first team to reach 4 points advancing or a five game format with the first team to reach 6 points advancing.

If agreement cannot be reached then the three game format will be used. Prior to the series beginning, the home ice advantage for the third game may be determined by a coin toss or ice availability.

Win	-	2 points
Tie	-	1 point
Loss	-	0 points

Prior to the series starting, the decision will be made by the OWHA designate and the teams involved whether they will follow RULE THREE (B)(9)(a) or RULE THREE (B)(9)(b) format. If the teams cannot agree with the format, RULE THREE (B) (9) (a) will be used.

- (a) If the series is tied in points after three (or five) games, the following tie-breakers will be used:
 - i. Goals scored minus goals against in three (or five) games;
 - ii. Fewest goals allowed in three (or five) games;
 - iii. Most periods won in three (or five) games;

- iv. Fewest penalty minutes in three (or five) games;
- v. First goal scored in series;
- vi. Flip of a coin.

OR

Prior to the series starting, teams will pick either (i) or (ii) below

- (b) (i) If the series is tied in points after three (or five) games, there is a provision of two 10 minute stop time sudden victory overtime periods. If still tied in points, after regulation time and overtime, then a shoot out will take place using three shooters on each team, alternating with the home team having the option to shoot first. If still tied, the remaining players will shoot until the same numbered shooter has scored and the other has not.

OR

- (ii) There is a provision for a fourth (or sixth) game may be played, with provision of two 10 minute stop time sudden victory periods. If still tied in points, after regulation time and overtime, then a shoot-out will take place using three shooters on each team, alternating with the home team having the option to shoot first. If still tied, the remaining players will shoot until the same numbered shooter has scored and the other has not.

(10) FOR THREE, FOUR AND FIVE TEAMS:

- (a) Prior to start of round-robin series, a decision will be made by the and the teams involved whether they will follow RULE THREE (B)(10)(b) or RULE THREE (B)(10)(c) and must be approved by the OWHa designate.
- (b) A single round robin will be completed. The winner will be the team with the most points. If tied in points, the following tie-breakers will be followed:
 - i. Number of wins;
 - ii. Record against other tied teams;
 - iii. Goals scored minus the goals against in round robin games;
 - iv. Fewest goals allowed in round robin play;
 - v. Most periods won in round robin play;
 - vi. Fewest penalty minutes in round robin play;
 - vii. First goal scored in series;
 - viii. Flip of a coin.
- (c) A double (home and home) round robin will be completed, if all participating teams have the required ice and agree to this format unanimously. If tied in points, the tie-breakers in RULE THREE (B)(10)(b) will be followed.

In case of more than two teams, tie-breakers will follow the numerical order until all ties are broken.

(11) FOR SIX OR MORE TEAMS:

- (a) The OWHa designate will approve the Playdown format to be used.
- (b) If tied in points, the following tie-breakers will be used:
 - i. Number of wins;
 - ii. Record against other tied teams;
 - iii. Goals scored minus the goals against in round robin games;
 - iv. Fewest goals allowed in round robin play;
 - v. Most periods won in round robin play;
 - vi. Fewest penalty minutes in round robin play;
 - vii. First goal scored in series;
 - viii. Flip of a coin.

In case of more than two teams, tie-breakers will follow the numerical order until all ties are broken.

- (12) In all divisions, Regional Playdowns must be completed by the 2nd Sunday in March, using the current criteria, otherwise the OWHa designate shall have the authority to declare a Regional Champion. The Provincial Championship shall be a competition among the declared representatives of each region.
- (13) Home team must submit the score to the OWHa within 24 hours of the game. Game sheet must be e-mailed within 48 hours of the game to the OWHa office.

- (14) Teams are required to bring two sets of sweaters (light and dark) to Regional Playdown games. The home team will wear their light-coloured sweaters. Goalies must dress in the same colour sweater as the team is wearing. Any conflict in sweater colour will result in the home team having to change.
- (15) All players of each team must wear the same identically coloured hockey socks on both legs, goalies excepted.
- (16) A team wishing to lodge a protest must have the protest lodged by a registered team official of that team to the referee before the teams leave the ice after the game in question. A \$200.00 fee must be issued to a member of the protest committee immediately following the game. The protest will be dealt with by OWHHA. The fee will be returned if the protest is upheld.
- (17) Protests dealing with judgments or dealing with calls that do not deal directly with the outcome of the game will not be heard.
- (18) Any violation of (12), (13), and (14) above will result in a \$200.00 fine per occurrence.

(C) Playing Rules and Regulations for Provincial Championships

- (1) It is mandatory to use minimum Level II HCOP currently registered referees.
- (2) Commencing at Bantam, all categories A and higher must use the three official system in Provincial Championships. Under exceptional circumstances and with the approval of OWHHA designate, other arrangements may be made.
- (3) The Provincial Championship shall be a competition among the declared representatives of each region.
- (4) All games except the championship will consist of a minimum of three (3), ten (10) minute stop time periods. Period lengths will be determined annually by the OWHHA designate.
- (5) There will be no overtime played in round robin series, unless designated by the OWHHA.. Points will be awarded as follows: two (2) points for a win, one (1) point for a tie and no points for a loss. In quarter finals, semi-finals, and championship games, if the game is tied at the end of regulation play then teams will play ten (10) minute stop time sudden victory periods until a goal is scored. Teams will not switch ends for the first overtime period but will switch ends after each successive period until a winner is declared.
- (6) If there is a tie in points after round robin games, the following tie-breakers will be used to break the tie:
 - i. Number of wins;
 - ii. Record against other tied teams;
 - iii. Goals scored minus the goals against in round robin play;
 - iv. Fewest goals allowed in round robin play;
 - v. Most periods won in round robin play;
 - vi. Fewest penalty minutes in round robin play;
 - vii. First goal scored in series;
 - viii. Flip of a coin.

In case of more than two teams, tie-breakers will follow the numerical order until all ties are broken.

- (7) One 30 second timeout will be permitted per team/per game in all categories of OWHHA Provincial Championships.
- (8) All disciplinary matters will be dealt with by the Disciplinary Board of the OWHHA.
- (9) There will be a three (3) minute warm up prior to each game, starting as soon as the ice resurfacers gates are closed, but no earlier than thirty (30) minutes prior to the scheduled start time.
- (10) Floods (addition or deletion) will be at the discretion of the OWHHA and/or the referee on the ice if the need arises (i.e. overtime, weather conditions, etc.).
- (11) Teams are required to bring two sets of sweaters (light and dark) to the Provincial Championships. The home team will wear their light-coloured sweaters. Goalies must dress in the same sweater colour as the team is wearing. Any conflict in sweater colour will result in the home team having to change.
- (12) All players of each team must wear the same identically coloured hockey socks on both legs, goalies excepted.
- (13) Any violation of (11) and (12) above will result in a warning for the first offence and forfeit of the game for a second offence.

RULES POLICY

SUSPENSION POLICY

- (A) All OWHA members must follow the OWHA Discipline Policy and Procedures .
- (B) The OWHA Chairperson or designate shall have the power to suspend summarily any player, coach, manager, person, team, member or individual for any breach or violation of any of the provisions of the OWHA, By-laws, Regulations, Rules, Policies Values, Code of Conduct, playing rules or any decision or ruling of the OWHA, or for unsportsmanlike conduct on or off the ice, or for abusive language to any of the officials, or for the alleged infraction of the amateur definition, provided that the Chairperson is satisfied that such player, coach, manager, person, team, member or individual as the case may be has committed such breach or violation, such suspension to be automatically and continuously effective until dealt with by the OWHA who shall deal with such suspension within fifteen days thereof.
- (C)
 - (1) Any suspendible offense which occurs in any OWHA game (league, tournament, exhibition and/or Regional Playdown or Provincial Championship in or outside of Ontario) during the current season must be reported to the OWHA office within twenty-four (24) hours of the infraction(s) by the coach or other team official OR prior to the player or team's next game, whichever is less.
 - (2) Additional suspensions will be imposed wherever conditions and circumstances warrant.
 - (3) Leagues, local associations, individual teams and the OWHA may assess additional suspensions if warranted.
 - (4) Player/Team official may also be required to appear before an OWHA disciplinary board.
 - (5) Once a player or team official has been suspended/ejected from a game, she/he cannot return to the ice to participate in any post-game ceremonies (hand shaking, medal presentations, etc.). If the suspended person does return to the ice, further suspensions will be issued.
 - (6) It is the responsibility of each team manager and/or coach to ensure his/her players and/or team staff sit out their minimum suspensions. If a team plays twenty (20) games or less during the season, the person will sit out the minimum suspension or three weeks, whichever is less. When in doubt as to the relevant suspensions, contact the OWHA office. If you are unable to reach an OWHA designate, sit player(s) and/or team officials in question until clarification can be obtained.
 - (7) Any player or team official currently under suspension is not eligible to participate in any OWHA games until his or her suspension has been completed. The OWHA may extend the suspension to include all OWHA activities if warranted. Note that suspensions are valid in all branches of Hockey Canada.
 - (8) Minimum Suspensions cannot be appealed and any individual suspension of seven (7) games or less may not be appealed.
 - (9) The OWHA will uphold additional suspensions issued by teams, leagues and/or associations upon written notification to the OWHA Office.
 - (10) The coach or team official of a team whose member commits a suspendible offence must send a copy of the game sheet to the OWHA office (stats@owha.on.ca) within twenty-four (24) hours of the infraction OR prior to the player or team's next game, whichever is less. Game sheets must be submitted electronically. Faxes will not be accepted.
 - (11) Copies of game sheets confirming suspensions have been served, must be forwarded within twenty-four (24) hours of the game, by the coach or other team official, OR prior to the player or team's next game, whichever occurs first, to the OWHA Office (stats@owha.on.ca) Game sheets must be electronically submitted. Faxes will not be accepted.

RULES POLICY

PROTEST POLICY

- (A) OWHA member teams may file a protest on any OWHA sanctioned game.
- (B) Matters that may be protested are:
 - (1) a game official's interpretation of a rule which in the opinion of the aggrieved team may have given the opposition team a distinct advantage.
 - (2) an improperly registered, an unregistered, ineligible or a suspended player or team official participating in a game or being on the player's bench during a game.
- (C) Time allowed for filing a protest:
A protest must be filed within 48 hours of the starting time of the game in question.
- (D) To protest a team must:
 - (1) (a) with respect to protest relating to the interpretation of a rule, notify the referee verbally of the protest before, during, or at the end of the game, before they leave the ice,

OR

 - (b) with respect to an improperly registered, unregistered, ineligible, or suspended player or team official, notify the OWHA office within 48 hours of the start of the game.
 - (2) prepare the protest in writing.
 - (3) file the protest with the OWHA Office.
 - (4) accompany the protest with a \$200.00 protest fee, refundable if protest is upheld.
 - (5) deliver or send by email a copy of the protest to the protested team and notify the OWHA at protests@owha.on.ca within 48 hours.
- (E) Within 5 business days of a protest being filed, the OWHA Chairperson shall set a date for hearing the protest. The hearing date will be no more than 10 business days after the filing date.
- (F) The OWHA Chairperson shall notify all parties to the protest as soon as the hearing date is set. This notice shall inform the parties of the time, place and date of the hearing.
- (G) To defend against a protest a team must:
 - (1) prepare a rebuttal in writing.
 - (2) file the rebuttal with the OWHA Chairperson within 48 hours of receiving the protest.
- (H) If the protest is based on a game official's interpretation of the rules, the team against whom the protest is filed need not defend against the protest. The protest committee will hear the matter on the strength of the protest submission, with both teams and the game officials present.
- (I) Protests at Provincial Championships must be dealt with at the time of the protest.

RULES POLICY

APPEALS POLICY

- (A) Matters that may be appealed:
 - (1) for a player's release.
 - (2) supplementary game(s) above the minimum suspension added by the OWHHA that takes the suspension to 8 games or more.
 - (3) a decision by a League, Team or association.
 - (4) any issue dealing with Harassment and Abuse shall be handled in accordance with Hockey Canada policies and procedures and, as such, any application for appeal to the OWHHA may or may not be heard in accordance with policies and procedures established by the OWHHA
- (B) To appeal, an individual, team, league, or association must submit written documentation stating the reasons for the appeal and facts supporting the appeal to the OWHHA Office.
- (C) Time allowed for filing an appeal:
 - (1) for a player's release an appeal may be filed at any time
 - (2) for a suspension of more than 7 (seven) games, except for a minimum suspension which cannot be appealed, an appeal must be filed within 48 hours of receipt of the suspension.
 - (3) All other appeals must be filed within 7 business days of receipt of notice of a decision.
- (D) A \$200.00 Appeal Fee must accompany the appeal. The \$200.00 Appeal Fee may be refundable at the discretion of the Appeal Committee. The fee does not apply to an appeal by a player for her release.
- (E) Within 5 business days of the appeal being filed the OWHHA Chairperson or her/his designate shall set a date for hearing the appeal. The hearing date will be no more than fifteen (15) business days after the filing date. The OWHHA Chairperson or her/his designate shall notify all parties 24 hours in advance of the appeal as soon as the hearing is set.
- (F) The OWHHA Chairperson or her/his designate shall notify all parties to the appeal as soon as the hearing date is set. His/her notice shall inform the parties of the time, place and date of the hearing.
- (G) The appeal tribunal has the authority to uphold, increase, or decrease a suspension.
- (H) The Appeal Tribunal shall render its decision not more than 5 (five) business days after the hearing.

GLOSSARY

THE ASSOCIATION: In this document, “the Association” refers to the Ontario Women’s Hockey Association.

AN ASSOCIATION: For purposes of this document, “an association” refers to a local association which provides OWHA registered teams and/or a FUNdamentals program for girls and/or women.

CATEGORY: Each OWHA registered team has a category. The category includes the age division and the distinction between house league and competitive, and for competitive teams also includes the competitive level expressed as a group of letters between AA and C.

COMPETITIVE TEAM: A competitive team is registered as one of the age group or senior competitive categories.

HOCKEY FUNDAMENTALS PROGRAM: A hockey FUNdamentals program is an instructional program following a curriculum developed by Hockey Canada. This program is not considered a team or teams.

HOUSE LEAGUE TEAM: A house league team is registered with the OWHA as one of the House League categories, including DS. This category includes Senior House League Open Age, Senior House League 20 & Over, and Masters, as well as the various age group divisions listed.

INDEPENDENT TEAM: An independent team is an OWHA registered team that is not part of a local association.

PICKUP PLAYER: Pickup player refers to a player used in a tournament under Rule Two (K).

TEAM: A team is a group of players and staff properly registered and approved by the OWHA.

PART 4

POLICIES



World Female Hockey Leaders



ONTARIO WOMEN'S HOCKEY ASSOCIATION ANTI DOPING POLICY AND DOPING CONTROL PROGRAM

POSITION STATEMENT

The Ontario Women's Hockey Association (OWHA) is unequivocally opposed to illegal drug usage. In its sport, ice hockey, The OWHA is similarly unequivocally opposed to the use of banned and restricted substances and methods by athletes for the purpose of performance enhancement. This position applies to all members/ participants of the game of hockey within the OWHA structure.

Those persons who counsel or assist an athlete in the use of banned and restricted substances and methods for the purpose of performance enhancement must be considered as much at fault as the athlete using the substance or method, and may, in some cases, be more so. In particular, the OWHA cannot and will not, tolerate any encouragement of the use of such substances or methods by those in positions of leadership or influence over athletes, such as administrators, coaches, trainers, managers, medical and paramedical practitioners, sport scientists, and indeed other athletes.

Fair and equal competition is an essential ingredient of sport. Doping control (testing for the use of banned and restricted substances and methods) is a means of attempting to ensure that such is the case.

With a view promulgating this aspect of fair play in athletic competition, the OWHA will ensure that all of its representatives, in a position to do so, will use their best efforts to see that effective national and international anti-doping education and doping control programs are in place.

The OWHA's Board of Directors has adopted the Doping and Control Policy as established by Hockey Canada and by the Canadian Centre for Ethics in Sport (CCES). For further information, please see the CCES website at www.cces.ca.

Policy Approved: July 26, 2023



OWHA CAMERA PHONES & PDA'S FACILITY ALERT

The Ontario Women's Hockey Association points out this very important information:

Technology advancements have allowed cell phones and PDA's (personal digital assistants) to carry new functions - such as cameras that allow users to secretly photograph objects in front of them while appearing to dial a number.

The ability to snap photos without others knowing has raised significant concern for members of the O.R.F.A.'s (Ontario Recreation Facilities Association) Aquatic Committee. The potential exists for deviant behaviour of camera-phone users photographing other patrons undressing or showering in locker rooms.

O.R.F.A. President, Dan McArthur recommends that signage be posted immediately that "Prohibits the use of cell phones, and personal digital assistants in all recreation facility change rooms".

"Some of these phones can be used as cameras," said McArthur and "If someone uses a phone this way and takes a photo and puts it on the Internet, it's a violation of personal privacy and should not be tolerated by building owners".

What's alarming is how popular, widespread -- and clandestine -- these phones are. Global sales of mobile phones that can take, send and receive pictures rose 65 percent in the last quarter from 5.2 million units to 8.6 million phones sold, according to market research firm Strategy Analytics. These numbers do not include snap-on cameras for the phones that can be purchased for as little as \$100.

According to O.R.F.A. Executive Director, John Milton this issue will quickly become a real problem to Association members and the general public at large; much worse than it is now. Cell phones already take better pictures than most video cameras; cell-phones eliminate the evidence (send it somewhere else), rather than storing it where it can easily be found; unlike video cameras, cell-phones don't require disguises or excuses to be brought into such sensitive areas as schools, gyms, locker rooms, bathrooms, beaches, etc., etc.

Note: Special thanks to the City of Pickering, Town of Ajax and City of Waterloo for their input and sharing of information regarding this Facility Alert.

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OWHA CANADIAN FLAGS ON TEAM UNIFORMS POLICY

All registered players with the OWHA and all on-ice personnel within the Association shall be required to wear or have embossed on their jerseys a standard Canadian Flag patch either on their left sleeve or on their upper right chest.

Any concerns of non-compliance are to be reported, in writing, to the OWHA President by an OWHA registered contact or voting representative.

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OWHA CATEGORIZATION POLICY

- (A) Categorization will be managed in accordance with the OWHA Categorization Policy.
- (B) The online Team Application Form (Intent to Register, ITR), due on or before August 31st, indicates each team's registered category and division from the previous season. If a team wishes to change its category, please update to the desired category and division on the ITR form. The change will be automatically granted until October 1st of the current season in accordance with Regulation Three (A) (2)
- (C) The OWHA will circulate a list of teams that are registered in a specific division at the OWHA Fall Forum to authorized team delegates.
- (D) If a team wishes to submit a category change with its Roster, which is due before participation in a tournament, exhibition or league game, but no later than October 1st, the change will be automatically granted in accordance with Regulation Three (A)(2)
- (E) After October 1st of the current season, teams will remain in their division/category as circulated unless a Request for Re-Categorization form or a Request OWHA Team Category Review form is received by the OWHA as an official position of a Team or Association.
- (F) All requests for re-categorization of your own team and all requests for a review of another team must be submitted on the applicable form, i.e. "Request for Re-Categorization" form or "Request OWHA Team Category Review" form, and submitted to the OWHA office no later than a date to be set annually by the OWHA. Each individual request must be submitted on a separate "Request for Re-Categorization" form or "Request OWHA Team Category Review" form and signed by the designated authority.
- (G) Upon receipt of the written Request OWHA Team Category Review form, the OWHA will contact the team, in writing, to make a decision to either move up or provide written rationalization as to why the team should stay in its current category.
- (H) If the team wishes to remain in its current category, the OWHA will review all pertinent information and render a decision.
- (I) The OWHA will circulate an updated list of teams in a specific division no later than a date to be set annually.
- (J) Input on the circulated list from an official position of a Team or Association will be accepted no later than a date to be set annually. Such input must be on either a Request for Re-Categorization form or a Request OWHA Team Category Review form.
- (K) No movement (re-categorization) will occur unless a properly completed Request for Re-Categorization form or a Request OWHA Team Category Review form is received on or before the deadline from a Team or Association. An application to request a review of the category of another OWHA team must be endorsed by the requester's Association.
- (L) The dates of Categorization decisions and Appeals will be set in accordance with the OWHA Categorization Policy.
- (M) Online Game Reports of all games played must be recorded in accordance with the OWHA Categorization Policy. Failure to complete the Game Report may result in ineligibility for Provincials. Competitive teams shall have access to scores from Game Reports received.

- (N) The OWHA has the authority to move any team at any time, in accordance with the OWHA Categorization Policy, notwithstanding that a team may not have been petitioned for re-categorization.
- (O) Appeals will be heard in accordance with the OWHA Appeals Policy.
- (P) All appeals must be submitted in writing to the OWHA Office in accordance with the OWHA Appeals Policy.
- (Q) Upon the receipt of a categorization appeal, the OWHA will provide to the appellant, within 3 to 4 days, all information that was available at the time of the decision.
- (R) Categories:
All teams playing within the OWHA shall play within approved OWHA categories. OWHA teams within the Province of Ontario shall play under the following categories:

COMPETITIVE		
<u>Note: All ages are as of December 31st.</u>		
Senior "AAA"	Open Age	Highest category
Senior "AA"	Open Age	Lower category than "AAA"
Senior "A"	Open Age	Lower category than "AA"
Senior "BB"	Open Age	Lower category than "A"
Senior "B"	Open Age	Lower category than "BB"
Senior "C"	Open Age	Lower category than "B"
U22 "AA"	21 & under	Highest category
U22 "A"	21 & under	Lower category than "AA"
U22 "B"	21 & under	Lower category than "A"
U22. "C" (if req'd	21 & under	Lower category than "B"
U18 "AA"	17 & under	Highest category
U18 "A"	17 & under	Lower category than "AA"
U18 "BB"	17 & under	Lower category than "A"
U18 "B"	17 & under	Lower category than "BB"
U18 "C"	17 & under	Lower category than "B"
U15 "AA"	14 & under	Highest category
U15 "A"	14 & under	Lower category than "AA"
U15 "BB"	14 & under	Lower category than "A"
U15 "B"	14 & under	Lower category than "BB"
U15 "C"	14 & under	Lower category than "B"
U13 "AA"	12 & under	Highest category
U13 "A"	12 & under	Lower category than "AA"
U13 "BB"	12 & under	Lower category than "A"
U13 "B"	12 & under	Lower category than "BB"
U13 "C"	12 & under	Lower category than "B"
U11 "AA"	10 & under	Highest category
U11 "A"	10 & under	Lower category than "AA"
U11 "BB"	10 & under	Lower category than "A"
U11 "B"	10 & under	Lower category than "BB"
U11 "C"	10 & under	Lower category than "B"
U9 "A"	8 & under	Highest category
U9 "B"	8 & under	Lower category than "A"
U9 "C"	8 & under	Lower category than "B"
Masters	35 years+	

HOUSE LEAGUE Note: All ages are as of December 31st

Senior	Open Age
Masters	35 years+
Senior House League	20 & over
Senior House League Competitive	20 & over
U22	21 & under
U18	17 & under
U15	14 & under
U13	12 & under
U11	10 & under
U9	8 & under
Hockey FUNdamentals Program (HCIP)	Open Age

- (S) (1) A House League is one in which the eligibility of players to participate is not restricted by skill level. Typically, a House League accepts all individual registrations and divides the players into equal teams based on age and ability. These teams then compete against each other. Placement of players on teams and teams in league groupings is entirely at the discretion of leagues and local associations, considering local conditions, fairness, and appropriate risk management. All players must register with the OWHA according to OWHA requirements.
- (2) Development Stream (DS) is a subset of the House League Program and must be in compliance with the Development Stream (DS) Program Policy.
- (T) The OWHA adopts the Hockey FUNdamentals Program (Hockey Canada Initiation Program – HCIP), which stresses fun and basic technical skill development for all ages and levels, for use in its hockey program.

OWHA CATEGORIZATION PROCEDURE

- (a) If a team has been moved, appealed, had their appeal denied, there will be no further request accepted by the specific team to further review their team.
- (b) If a team has been moved and they did not appeal, the team may request a move later.
- (c) If a team requested to be re-categorized and it was denied and the team did not appeal, the team may request a move later.
- (d) If a team was moved, appealed and won their appeal and the Categorization Committee receives a second request from an outside member, the process will start again.
- (e) If there are extenuating circumstances that might make a difference after a re-categorization has occurred (ie loss of players through injury and/or moves), the team may make a request, in writing on the applicable form (Request for Re-Categorization form), to the Chair of the Categorization Committee for relief to have their team reviewed again. The Chair of the Categorization Committee, in conjunction with the

President of the OWHA, will make a determination if the request should go before the Categorization Committee again. If relief is granted to have the request reheard by the Categorization Committee for a second time and the team's higher level is confirmed by the Categorization Committee, there will be no further right of Appeal.

- (f) **In accordance with REGULATION ONE – Categorization (N), the OWHA President or designate shall have the authority to move a team, at any time, that is playing at a category due to Regulation THREE – Registration (A) (2). All teams that are moved to a category through this process will automatically be reviewed by the Categorizing Committee at their winter meeting with decisions of the Categorizing Committee final and binding with no opportunity for appeal**
- (g) The team re-categorized will be notified of the time to Appeal and in order to have an Appeal Hearing, they must complete the attached Appeal Application Form with the applicable fee by the date as advised to the OWHA.
- (h) The written facts supporting the Appeal regarding the team being re-categorized will be accepted at the time of the original submission, prior to the Appeal, or at the Appeal Hearing.
- (i) New material may be provided to the Appeal Committee by both parties.
- (j) The OWHA Appeal Tribunal shall be formed and operate in accordance with the OWHA By-Laws, Regulations, Rules, Policies and Procedures.

IMPORTANT NOTE RE U9 HOCKEY

Hockey Canada has created mandatory requirements for novice hockey that impact OWHA programs. The goals and objectives are to teach all basic skills of hockey so players can enjoy the game, assist in development and enhancement of physical literacy and basic motor patterns, develop and encourage the concepts of being a team member through player participation in both on-ice and off-ice activities and encourage aspects of fitness, fair play and cooperation while having fun.

Please refer to the OWHA web site at www.owha.on.ca for detailed information on requirements for U9 hockey.



ONTARIO WOMEN'S HOCKEY ASSOCIATION

Code of Conduct – PARENTS/GUARDIANS

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Women's Hockey Association (OWHA) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others.

OWHA Teams, Associations, Programmes and Leagues are committed to providing a sport environment in which all individuals are treated with respect. Members of the OWHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment, abuse, bullying or cyber-bullying will not be tolerated by the OWHA.

During the course of all OWHA activities and events, members shall avoid behaviour which brings OWHA members or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs.

Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

Members of the OWHA shall not engage in activity or behaviour which endangers the safety of others.

OWHA members shall at all times adhere to the OWHA Team, Association, Programme and League operational policies and procedures, to rules governing the OWHA events and activities and to rules governing any competition in which the member participates on behalf of the OWHA.

Failure to comply with this Code of Conduct and/or the OWHA Concussion Codes of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OWHA, including the opportunity to participate in OWHA activities both present and future.

OWHA Conduct Policy for Parents/Guardians

Definition

Anyone watching a particular athletic activity or event whether sitting or standing is considered a spectator. A spectator may be a parent, a relative, friend, teammate, opposing player, administrator or coach not directly involved in the game. Spectators are an important part of any athletic activity; however, they are not essential. Spectators should never influence the outcome of an event and must never pose a distraction to players, other spectators, timers, score keepers and referees.

Goal Statement

Any spectator watching an OWHA sanctioned event will be expected to respect and adhere to the Spectator Conduct Policy.

Actions

In addition to the responsibilities of this OWHA Code of Conduct, spectators of athletes and spectators at events will:

- Support the game of Female Hockey.
- Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence
- Stress the importance of participation.
- Avoid spectator-imposed pressures to win.
- Be supportive of the athlete, team, coach, opponents and officials.
- Respect the decisions and judgments of officials and encourage athletes to do the same.
- Maintain a supportive, constructive atmosphere conducive to the athletes' personal development.
- Refrain from negative communications with players, coaches, the scorers' table or game officials.



OWHA DRESSING ROOM SUPERVISION POLICY

To provide a safe and comfortable dressing room environment with proper supervision for the player and team officials.

TWO DEEP DRESSING ROOM POLICY

It will be the Policy of the Ontario Women's Hockey Association that, when any player under the age of 18 is in the team dressing room(s) before, during and after a game, tryout or practice, a minimum of two of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar: two team or association officials, properly screened or one such official and an adult person, 18 years or older, associated with the team. The OWHA recommends at least one of the individuals supervising a dressing room be a female.

SANCTIONS

Any person found to be in violation of this policy will receive a warning for a first offence, a two week suspension for a second offence, and a one year suspension for a third offence.

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OWHA FEMALE REGISTRATION POLICY

In some cases, a female registering with the OWHA may affiliate to some minor hockey programs.

In some cases, a female registering with a minor hockey program may participate with the OWHA as a Female Development Player.

Details regarding application of the policy in specific areas are available from the OWHA office.



OWHA FORFEITURE POLICY

A GAME SHALL or MAY BE FORFEITED WHEN:

1. A Team does not appear for that game.
2. When a game is declared forfeited due to the non-appearance of the team (Hockey Canada rule 10.14 (d), the team in attendance shall be declared the winner and the score recorded as 5-0. The incident shall be reported to the OWHA President to take any further actions as may be authorized in the organization's Constitution, By-Laws, and Regulations.
3. Team refuses to start play (Hockey Canada Rule 10.14).
4. When a game is declared forfeited in accordance with Hockey Canada Rule 10.14, the non-offending team shall be declared the winner and the score shall be recorded as per the Official Game Report if the non-offending team was in the lead at the time of the infraction or as 5-0 if the non-offending team was not in the lead. The players on both teams shall be credited with all personal statistics earned to the time the forfeit was declared. The incident shall be reported to the OWHA President.
5. A Team is unable to continue play due to having insufficient players (fewer than a goaltender and three (3) other players). When a game is declared forfeited due to a team having insufficient players to continue play, either through injury and/or penalties, the non-offending team shall be declared the winner and the score shall be recorded as per the Official Game Report if the non-offending team was in the lead at the time of the infraction or as 5-0 if the non-offending team was not in the lead. The players on both teams shall be credited with all personal statistics earned up to the time the forfeit was declared. The incident shall be reported to the OWHA President.
6. Both teams are unwilling or unable to continue the game.
7. When a game may be declared forfeited due to both teams being unwilling or unable (insufficient players) to continue the game, the score shall be recorded as 0-0 with no points awarded either team. The players on both teams shall be credited with all personal statistics earned up to the time the forfeit was declared. The incident shall be reported to the OWHA President.
8. If a team played a game with one (1) or more ineligible participants a game may be forfeited..
9. A game may be declared forfeited due to a team playing with one (1) or more ineligible participants. If the game is ruled a forfeiture, the non-offending team shall be declared the winner and score shall be recorded as per the Official Game Report if the non-offending team was in the lead at the time of the infraction or as 5-0 if the non-offending team was not in the lead. The players on both teams shall be credited with all personal statistics earned up to the time the forfeit was declared. Should the game in question be part of a tournament, the offending team shall automatically be relegated to the final position in any preliminary round robin series (if applicable) or to the final position in the tournament standings. The use of an ineligible player shall be reported to the Branch President.

FORFEITURE PROCEDURE:

- A. The OWHA Board of Directors shall address the procedure for managing forfeitures.
- B. The OWHA Discipline Panel shall set the procedure to secure information and rule on forfeitures involving Provincial playdowns, Provincial Championships. Decisions may not be appealed to the OWHA.
- C. OWHA Sanctioned Tournaments – any proposed changes to the forfeiture policy must be approved by the OWHA Tournament Committee prior to circulation and, once approved, must be circulated to all participating teams prior to the start of the tournament.
- D. OWHA Leagues – any proposed changes to the forfeiture policy must be approved by the OWHA Board of Directors prior to circulation and, once approved, must be circulated to all teams in the league prior to commencement of the league.
- E. Notwithstanding the above, the OWHA Board of Directors reserves the right to review the circumstances and rule as it deems appropriate.

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OWHA HANDSHAKE POLICY – POST GAME

It is the policy of the OWHA that teams shake hands immediately following each game. This policy is consistent with the OWHA Values.

Teams are reminded that on-ice officials do have the authority to prohibit the handshake. We do hope this will not be necessary.

From time to time, a situation may arise where individual team members and/or the entire team should take precautions. Please note the example of a procedure implemented at the 2003 OWHA Provincial Championships due to SARS.

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OWHA HAZING POLICY

The OWHA and Hockey Canada take hazing very seriously and urge all team staff and those involved with teams to implement strict policies against hazing regardless of the level of hockey you are involved with.

The Hockey Canada policy currently defines hazing as “an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s)”.

The following regulation applies to all OWHA members and participants:

A player, team official, executive member, team, club, association, or any other OWHA/Hockey Canada registered participant found, by an investigative process, to have condoned, initiated or, to the detriment of another, participated in hazing actions or behaviours shall be subject to discipline up to and including expulsion from Hockey Canada registered programs.

Discipline must relate to the degree of severity of the incident(s). For greater certainty:

- a) Any party failing to cooperate with the investigative process may be subject to suspension as determined by the OWHA.
- b) All discipline decisions related to hazing must be approved by the OWHA.
- c) All hazing matters involving the OWHA High Performance programs will be dealt with by the OWHA President and/or designate(s).

The OWHA urges all those involved to educate and create awareness around the negative consequences of hazing and to help create a positive environment for all participants.

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HELMET STICKER POLICY

The Application of Stickers on Helmets

Hockey Canada Policy

Hockey Canada requires all players to wear helmets that are CSA certified from the manufacturer. It is the responsibility of the equipment user to ensure that throughout the life of the helmet the CSA certification is maintained. Hockey Canada recommends that prior to applying anything to the helmet including stickers that they refer to the manufacturer's instructions and if applicable the sticker manufacturer to confirm the type of adhesive they are applying will not jeopardize CSA certification and/or the manufacturer's warranty. It is the sole responsibility of the equipment user to ensure that they are not applying adhesives or other materials that may affect the integrity of the helmet and ultimately void the CSA certification and/or the manufacturer's warranty.

Summary

All players within Hockey Canada must wear a CSA certified hockey helmet and the CSA sticker must remain on the helmet at all times. The following summarizes guidelines related to the application of stickers on the CSA certified helmet:

- It is recommended that you do not apply anything to the helmet, however, if the user decides to apply materials such as stickers then it is their responsibility to ensure that it meets approval of the helmet manufacturer.
- It is important that the manufacturer instructions for care of the helmet are carefully read and followed to ensure proper maintenance of this piece of equipment.

HELMET STICKER POLICY

The Application of Stickers on Helmets

Hockey Canada Policy

Hockey Canada requires all players to wear helmets that are CSA certified from the manufacturer. It is the responsibility of the equipment user to ensure that throughout the life of the helmet the CSA certification is maintained. Hockey Canada recommends that prior to applying anything to the helmet including stickers that they refer to the manufacturer's instructions and if applicable the sticker manufacturer to confirm the type of adhesive they are applying will not jeopardize CSA certification and/or the manufacturer's warranty. It is the sole responsibility of the equipment user to ensure that they are not applying adhesives or other materials that may affect the integrity of the helmet and ultimately void the CSA certification and/or the manufacturer's warranty.

Summary

All players within Hockey Canada must wear a CSA certified hockey helmet and the CSA sticker must remain on the helmet at all times. The following summarizes guidelines related to the application of stickers on the CSA certified helmet: • It is recommended that you do not apply anything to the helmet, however, if the user decides to apply materials such as stickers then it is their responsibility to ensure that it meets approval of the helmet manufacturer.

- It is important that the manufacturer instructions for care of the helmet are carefully read and followed to ensure proper maintenance of this piece of equipment.

Questions and Answers

1. What does this policy mean to the user?

Hockey Canada will continue to require all players to wear a CSA certified helmet and a CSA certified facial protector (where applicable) as stated in rule 24 (b). It is the responsibility of the parents and players to ensure that if they are applying a sticker to the helmet that the adhesive meets the requirements of the manufacturer and of CSA and the application of the sticker has been approved by the manufacturer. Hockey Canada Officials will no longer remove a player's helmet from play for the application of stickers. Note that this does not by any means allow for other alterations of the helmet or the facial protector.

2. Why is this policy being brought forward?

As you are aware it has become very difficult to police situations in which stickers have been applied to the helmet. There are many stickers that exist that could be approved by the manufacturer but because Hockey Canada cannot differentiate between these and stickers that should not be applied we have had to have a policy of no stickers on the helmet. This policy puts the responsibility of ensuring that stickers are approved by the manufacturer back in the hands of the parents and players.

3. Why do some adhesives affect the helmet integrity?

Some glue creates an exothermic reaction which can alter the molecular composition of the plastic, therefore reducing its strength and protection.

4. How quickly can adhesive effect the helmet?

This depends on many factors including how much the helmet is worn and what material the helmet is made of.

5. Could a unique mark be used to identify stickers that are safe to apply to the hockey helmet?

This is unfortunately not a realistic solution, as it would be very difficult to mark small stickers such as numbers. The other problem is that the mark could be copied and applied to stickers that are not suitable. This type of situation would be difficult to police.

6. Is there another way to affix decals as opposed to glue?

The problem with other application methods is that helmets often get wet and this would cause the stickers to fall off.

7. If a specific manufacturer approves a sticker to be applied to their helmet does this mean the sticker may be applied to a helmet from another manufacturer?

No, the approval from one manufacturer does not mean that the sticker can be applied to all helmets. Approval has to be sought from the manufacturer of the particular helmet.

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OWHA HOCKEY HELMET POLICY

All OWHA hockey team officials, volunteers, NCCP instructors, employees, guest instructors and others are required to wear CSA approved hockey helmets during all on-ice activities. Trainers or any other team officials who enter the ice surface for the purpose of attending an injured player are exempt from this rule (we do note that some municipalities make this a requirement). Any person found to be in violation of this rule will receive a warning for the first offence, a two week suspension for a second offence, and a one year suspension for a third offence

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INCLUSION POLICY

- 1.1 The Ontario Women's Hockey Association (OWHA) is the Provincial Sports Organization (PSO) for Female Hockey in the province of Ontario.
- 1.2 The OWHA governs and registers Female Hockey Players, Teams, Associations, Leagues and Programs.
- 1.3 The OWHA supports and promotes Female Hockey for recreation and enjoyment.
- 1.4 The OWHA supports and promotes the pursuit of excellence.
- 1.5 The OWHA is committed to providing teams and programs for the under-represented women's and girls population of Ontario in sport.
- 1.6 The OWHA supports participation of girls and women in low income families, indigenous people, older women and newcomers to Canada.
- 1.7 The OWHA supports the participation of girls and women with disabilities and is committed to working with experts in various fields in order to provide a welcoming and safe environment.
- 1.8 The OWHA supports the participation of the LGBTQ community in hockey.
- 1.9 The OWHA is committed to provide an environment that is safe and respectful.
- 1.10 The OWHA supports the right of its members, participants and staff to participate and work in an environment that prohibits discriminatory practices and promotes equitable opportunities.

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OWHA MEMBERSHIP RENEWAL POLICY

The Ontario Women's Hockey Association shall have only one class of Members. Those Members are the duly constituted Teams that are responsible for the operations of the team within the OWHA. Some teams are independent, and some are part of an Association that is recognized and approved by the OWHA on an annual basis in accordance with the OWHA's Association Policy.

Membership

- A. Membership is accorded on an annual basis and all Members will make an application for renewal of membership each year.
- B. It is the responsibility of the applicant to uphold and comply with the OWHA's By-laws, policies, procedures, rules, regulations, values, Code of Conduct and to meet any other condition of membership determined by the Board.
- C. The annual renewal of membership is to be in the best interests of female hockey in Ontario as determined by the Board and is at the sole discretion of the OWHA Board or by any committee or individual delegated such authority by the Board.
- D. All teams registered and in good standing with the OWHA in the previous hockey season are to submit their ITR (Intent to Register) along with the appropriate fee to the OWHA Office on or before August 31st.
- E. OWHA approved Associations may register teams in the divisions or categories that are in compliance with OWHA requirements and in those that they honestly believe will provide fair and equitable competition for all teams and players, notwithstanding that the OWHA Board or designate will retain its right to accept, reject or change the selected category to support the best interests of the OWHA membership.
- F. OWHA approved Independent teams may register in the division and category that is in compliance with OWHA requirements and one in which they honestly believe will provide fair and equitable competition for all teams and players, notwithstanding that the OWHA Board or designate will retain its right to accept, reject or change the selected category to support the best interests of the OWHA membership.
- G. All OWHA teams are subject to re-categorization in accordance with the OWHA Categorization Policy.
- H. All association and independent competitive teams must register in the Region where they play the majority of their home games.
- I. All teams must be fully registered with the completed Team Waiver forms submitted and dues paid prior to participating in any exhibition, league or tournament game.
- J. Each team may register a maximum of 17 skaters and a maximum of 2 goaltenders, except in Senior divisions where each team may register a maximum of 18 skaters and a maximum of 2 goaltenders.
- K. All OWHA competitive teams must register eligible players and staff information no later than October 1st of each season through the OWHA online registration system and must submit the

completed Team Waiver forms along with the appropriate dues and Provincial Bond for those teams wishing to apply for provincial championship eligibility to the OWHa office.

- L. All Fundamentals, House League, Senior Over 19 and Masters teams must register players and staff information by November 15th of each hockey season in the same manner as competitive teams. No House League team may change categories from House League to competitive after December 31st.
- M. All competitive teams must submit, on the OWHa registration database, properly completed Game Reports of all games played within 48 hours of the completion of the game. The Game Report must list the OWHa team number of the opposing team. Game Reports must be completed for all games including exhibition, tournament and league games from the first game played in a season up to and including January 15th of the current season. Failure to submit the Game Reports within the time frame noted may result in the following fines and sanctions and may result in rendering the team ineligible for Provincials and/or continued participation within the OWHa.
 - N. 1 to 5 days late \$100.00
 - O. 6 to 11 days late \$200.00
 - P. 12 days or more \$200.00 plus the team will be ineligible for Provincial Championship
- Q. Regardless of a team's intention to participate in Provincials or not, Game Reports of all games must be submitted on or before the above-noted deadlines or the fines will be applied.
- R. Additional players may be added throughout the season to FUNdamentals program or House League within OWHa requirements.
- S. Up to two players may be added to the competitive team's roster after November 30th and before January 1st. These players will be eligible for participation in Regional Playdowns and Provincial Championships provided all required provisions are satisfied.
- T. Players added to a competitive team roster after December 31st will be eligible for tournament play but not for Regional Playdowns and Provincial Championships. Participation in League play shall be at the discretion of the League.

Membership Dues 2019-2020

Dues are set by the OWHa Board on an annual basis

Team Dues – annual dues that apply to all teams - \$25.00

Participant Dues for players, bench and on-ice staff – include the OWHa participant registration dues as well as affiliation dues and insurance through Hockey Canada - \$53.00

FUNdamentals Program Participants Dues- \$38.00

Late Team Penalties

For late team registrations, the following registration penalties will apply:

1 to 7 days late Current dues + \$50.00

8 to 14 days late Current dues + \$100.00

15 or more days late Current dues + \$200.00

NOTE: All teams playing under the authority of the OWHa are responsible through their local associations for defraying all costs of playing hockey in their area.

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OWHA NEW MEMBERSHIP POLICY

A team or group of teams interested in membership in the OWHA may apply in accordance with the following:

- (i) Anyone wishing to register a new team/association or expand from team to association status must make application to the OWHA on the applicable form.
- (ii) A \$50 fee must accompany the application. No application will be reviewed until the fee has been paid. The official date of application will be the date that OWHA receives the fee payment.
- (iii) The approval of membership is to be in the best interests of female hockey in Ontario as determined by the Board and is at the sole discretion of the OWHA Board or by any committee or individual delegated such authority by the Board
- (iv) The OWHA decision is final and the applicant will be notified in writing. Appeals will not be accepted.
- (v) Input will be gathered by the OWHA from existing OWHA registered teams and/or associations in the surrounding area of the application to learn the impact of a new group on their program. Applicants will not solicit this input.
- (vi) Association status is granted to serve teams in the Intermediate category and under or Senior divisions, or for both. To request a change in status, an Association must apply to the OWHA. The request may be approved or denied.
- (vii) Groups with association status registering one (1) team only for two (2) consecutive seasons will lose association status and must re-apply to the OWHA to regain association status. Independent teams failing to register for one (1) season will lose their membership and must re-apply to the OWHA.
- (viii) All newly approved teams or groups granted association status are placed on probation for one year to ensure adherence to the By-laws, regulations, rules, policies and Code of Conduct of the OWHA. It is a requirement for full approval that, upon completion of the probationary period, they provide proof of their operation as an independent female hockey structure with contacts for their Board of Directors and a copy of their constitution, approved and filed with the OWHA office.
- (ix) The OWHA reserves the right to revoke membership for cause at any time while on probation. Any change in status/name requires an application to OWHA
- (x) Requests for any team/association to change their name must be submitted to the OWHA Office on the OWHA Name Change Application Form for approval. No fee will apply.

NOTE: While an application is under review, the applicant cannot advertise and must follow OWHA By-laws, rules, regulations and policies, especially in regard to the tampering guidelines. Only after an application has been approved is it possible to start making announcements or publish advertisements to attract players.

DEFINITIONS

TEAM - A team is a group of players and staff properly registered and approved by OWHA.

ASSOCIATION STATUS - A group of 2 or more teams as defined above, operated under an OWHA approved By-laws, administered by an independent executive and having persons designated as Signing Officers for Permission to Skate and to approve player releases.

Full Association may offer all levels of Female Hockey

Junior Association may offer Novice to Intermediate only

Senior Association offers Senior Hockey only

House League Association offers House League only, no competitive

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OWHA PLAYER MOVEMENT POLICY

Player Movement/Tryouts

- 1) "Permission to Skate" forms must be filled out and signed by a designated executive member of the player's current association/team and presented to the association/team for which the player wishes to try out before she is allowed on the ice. Failure to comply will result in a minimum two (2) game suspension for the offending player and/or head coach.
- 2) No "Permission to Skate" 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.
- 3) In order to register with a team or organization other than the one with which she has already been registered for the current season, or with one which she was registered for the previous season, or with which she was registered for the last season in which she played, a player must first obtain an OWHA "Player Release" from her previous team or organization. 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. The "Player Release" must be properly executed. 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.

OWHA TAMPERING POLICY:

Team officials of any OWHA team shall not encourage indirectly or invite in a direct manner, or allow to participate in any training activities, practice or play in any scheduled league, tournament or exhibition game a registered member of another OWHA team from the previous season or of the current season in any division or category without first having obtained permission, in writing, in the manner set forth in the Player Movement Policy, from the team or club with which such player is registered. Failure to comply with the requirements, the responsible team and/or team official and player shall be sanctioned in any one or combination of the following manners:

- a) The head coach will be suspended for the minimum of ten (10) games;
- b) The team will be fined a sum of Five Hundred Dollars (\$500.00). This fine is payable within fifteen (15) days of notification of the fine. Failure to submit the fine within the required time frame will result in automatic suspension until the fine is paid;
- c) The fine will be remitted to the OWHA;
- d) The player will not be eligible to sign with the team with which she had illegal tryouts;
- e) A suspension.

Teams with valid reasons to invite players to tryouts can approach team officials of her current team to request permission.

"Tampering Report" forms will be directed to the OWHA Office.

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PLAYERS 8 YEARS OLD & YOUNGER REGISTRATION & PICKUP POLICY FOR

1. PURPOSE

- 1.1 Players eight (8) years of age and under are part of the modified ice hockey program which is a model that progresses the experience and ice surface with age of the players to ensure size appropriate ice surfaces for maximum development.
- 1.2 A second tenet of the modified ice hockey program is that at ages eight (8) and under the concept of an exceptional player does not exist. Players eight (8) and under will vary in their progression along the development path based on many factors in their personal and sport growth.
- 1.3 Traditional methods of tiering in Female Hockey has been to address the opportunities for girls to participate in a Female Hockey program.
- 1.4 Tiering of players may be achieved through a number of different methods and the concept of a player participating at an older chronological age group is one of those options.

2. PICK UP PLAYERS EIGHT (8) AND UNDER

- 2.1 Players will be eligible to be picked up to a higher Division or Category once they are registered in an OWHA 8 and under program that is age appropriate.
- 2.2 Pickups of Novice 8 and under Players to Novice will occur only when Novice programs are participating in modified ice hockey during the first half of the season.
- 2.3 Novice Players may be picked up to Atom only once the Novice program has transitioned to full ice programming.

3. PICK UP PLAYERS FIVE (5) YEARS OF AGE PLAYING UP

- 3.1 Players that are five (5) years of age where an Association offers programming for specific age groups (i.e. 5, 6, 7 and 8) if deemed by the Association the opportunity to participate with Players six (6) years of age. The criteria an Association must evaluate is:
 - 3.1.1 The impact on having the Player participate with their peers at five (5) years of age. Will it negatively impact their development?
 - 3.1.2 The impact on the Player in participating with their peers at five (5) years of age. Will it negatively impact the Player's development?
 - 3.1.3 The impact on the development of the Players six (6) years of age. Will it negatively impact their development?
 - 3.1.4 Is the decision to move the Player up to ensure programming exists for the Players six (6) year of age?
- 3.2 Players that are five (5) years of age are not eligible to participate in programming of Players that are seven (7) and/or eight (8) years of age unless they have written OWHA approval.

4. PICK UP PLAYERS SIX (6) YEARS OF AGE PLAYING UP

- 4.1 Any requests for a Player or Players six (6) years of age to register for programming for Players seven (7) years of age or mixed programming (Players 7 and 8 years of age) must be submitted by the Association to the OWHA for approval unless the programming is cross ice and consistent with the modified ice program for Players six (6) years of age.
- 4.2 The OWHA will have a process to review and work with Associations to address their reasons and rationale for the request. The OWHA will evaluate the following criteria but is not limited to only this set of criteria:

- 4.2.1 Does the rationale of the request align with the Hockey Canada objectives?
 - 4.2.2 Does the rationale provide opportunities for the player and other players to participate in Female Hockey?
 - 4.2.3 Does the request focus on the impact to one Player or to the overall impact of Players at the age affected?
 - 4.2.4 The impact on having the Player(s) participate with their peers at six (6) years of age. Will it negatively impact their development?
 - 4.2.5 The impact on the Player(s) in participating with their peers at six (6) years of age. Will it negatively impact the Player's development?
 - 4.2.6 The impact on the development of the Players seven (7) years of age. Will it negatively impact their development?
 - 4.2.7 The impact on league creation at both ages.
- 4.3 Players that are six (6) years of age are not eligible to participate in programming of Players that are eight (8) years of age unless they have written OWHHA approval.

5. PICK UP PLAYERS SEVEN (7) YEARS OF AGE PLAYING UP

- 5.1 Any requests for a Player or Players seven (7) years of age to register for programming for Players eight (8) years of age must be submitted by the Association to the OWHHA for approval unless the programming is cross ice and consistent with the modified ice program for Players seven (7) years of age.
- 5.2 The OWHHA will have a process to review and work with Associations to address their reasons and rationale for the request. The OWHHA will evaluate the following criteria but is not limited to only this set of criteria:
- 5.2.1 Does the rationale of the request align with the Hockey Canada objectives?
 - 5.2.2 Does the rationale provide opportunities for the player and other players to participate in Female Hockey?
 - 5.2.3 Does the request focus on the impact to one Player or to the overall impact of Players at the age affected?
 - 5.2.4 The impact on having the Player(s) participate with their peers at seven (7) years of age. Will it negatively impact their development?
 - 5.2.5 The impact on the Player(s) in participating with their peers at seven (7) years of age. Will it negatively impact the Player's development?
 - 5.2.6 The impact on the development of the Players eight (8) years of age. Will it negatively impact their development?
 - 5.2.7 The impact on league creation at both ages.
- 5.3 Players that are seven (7) years of age are not eligible to participate in programming of Players that are nine (9) years of age unless they have written OWHHA approval.

6. PICK UP PLAYERS EIGHT (8) YEARS OF AGE PLAYING UP

- 6.1 Any requests for a Player or Players eight (8) years of age to register for programming for Players nine (9) years of age must be submitted by the Association to the OWHHA for approval unless the programming is cross ice and consistent with the modified ice program for Players eight (8) years of age.
- 6.2 The OWHHA will have a process to review and work with Associations to address their reasons and rationale for the request. The OWHHA will evaluate the following criteria but is not limited to only this set of criteria:
- 6.2.1 Does the rationale of the request align with the Hockey Canada objectives?
 - 6.2.2 Does the rationale provide opportunities for the player and other players to participate in Female Hockey?
 - 6.2.3 Does the request focus on the impact to one Player or to the overall impact of Players at the age affected?
 - 6.2.4 The impact on having the Player(s) participate with their peers at eight (8) years of age. Will it negatively impact their development?
 - 6.2.5 The impact on the Player(s) in participating with their peers at eight (8) years of age. Will it negatively impact the Player's development?
 - 6.2.6 The impact on the development of the Players nine (9) years of age. Will it negatively impact their development?
 - 6.2.7 The impact on league creation at both ages.
- 6.3 Any request for a Player to participate up from an Association providing mixed programming (Players 7 and 8 years of age) based on the Player already participating in the transition to full ice as a seven (7) year old will require written OWHHA approval.



SOCIAL NETWORKING POLICY

SOCIAL NETWORKING is defined as communicating through on-line communities of people such as, but not limited to, Facebook, Twitter, You Tube, blogging, etc.

The Ontario Women's Hockey Association understands the importance of SOCIAL NETWORKING, however, it also allows for inappropriate unsupervised conduct which may be detrimental to the welfare of the OWHA, and the future of OWHA players.

The OWHA holds the entire OWHA community, including Executive Members, Managers, Coaches, Trainers, Players, Scouts, Support Staff, on/off-ice Officials and others who participate in SOCIAL NETWORKING to the same standards as it would with all forms of media, including television, radio and print.

Inappropriate behaviour over SOCIAL NETWORKING media will not be tolerated and may result in disciplinary action being taken by the OWHA.

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OWHA TAMPERING POLICY

Team officials of any OWHA team shall not encourage indirectly or invite in a direct manner, or allow to participate in any training activities, practice or play in any scheduled league, tournament or exhibition game a registered member of another OWHA team from the previous season or of the current season in any division or category without first having obtained permission, in writing, in the manner set forth in the Player Movement Policy, from the team or club with which such player is registered. Failure to comply with the requirements, the responsible team and/or team official and player shall be sanctioned in any one or combination of the following manners:

- a) The head coach will be suspended for the minimum of ten (10) games;
- b) The team will be fined a sum of Five Hundred Dollars (\$500.00). This fine is payable within fifteen (15) days of notification of the fine. Failure to submit the fine within the required time frame will result in automatic suspension until the fine is paid;
- c) The fine will be remitted to the OWHA;
- d) The player will not be eligible to sign with the team with which she had illegal tryouts;
- e) A suspension.

Teams with valid reasons to invite players to tryouts can approach team officials of her current team to request permission.

“Tampering Report” forms will be directed to the OWHA Office.

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OWHA TOBACCO POLICY

No participant (player, team official, on-ice official or off-ice official) may use any tobacco product including, but not limited to, cigarettes, chewing tobacco or smokeless tobacco (e-cigarettes) in any league, playoff, exhibition or tournament game, practice (on or off ice) or any other event sanctioned by any Member Partner. Any individual found to be contravening this policy will be ejected from that game or practice.

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OWHA WATER BOTTLE POLICY

SHARING WATER BOTTLES

There has been concern shown over the potential health risks related to the sharing of water bottles by players, officials, coaches and other participants. The Canadian Hockey Safety Program recommends the following protocol as it relates to the use of water bottles:

"Good team hygiene includes ensuring all players and staff have their own water bottles to prevent the transmission of viruses and bacteria. Bottles should be labeled and washed after each practice or game."

It is further recommended that officials avoid the practice of drinking from the goaltenders water bottle. If officials require water during a game, we suggest they have their own water bottle at the penalty bench.

Good hygienic practices will help to maintain a healthy team atmosphere and ultimately assist in keeping all participants healthy throughout the season.

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PART 5

SCREENING POLICY



World Female Hockey Leaders



SCREENING POLICY – UPDATED SEPTEMBER 2023

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SCREENING PROCESS

- 1.1 The OWHA will conduct the following 10-step screening process for OWHA Personnel and recommends that each team, association, league and programme follow the same 10-step screening process. Steps 1.9 and 1.10.2 of the 10-step screening process are mandatory for all organizations within the jurisdiction of the OWHA.
- 1.2 Volunteers and staff who do not meet or do not abide by the requirements of the screening process may not be accepted, may be disciplined or may be dismissed.
- 1.3 Position Design (Appendix C)
 - 1.3.1 Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design.
- 1.4 Position Description (Appendix C)
 - 1.4.1 Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.
- 1.5 Application Form (Appendix D)
 - 1.5.1 Prepare and make available appropriate forms for staff and volunteers and if the position requires other screening measures (medical exam, driver's record, police record check) the application form will so indicate.
- 1.6 Formal Recruitment Process
 - 1.6.1 Post staff and volunteer positions and indicate that screening is a part of the application process.
- 1.7 Conduct Interviews
 - 1.7.1 Conduct interviews for staff to ensure candidates meet the position requirements and fit in with the organization. Interviews for volunteer positions, for which the level of risk is determined to require interviews, will be conducted under the supervision of the President or her/his designate.
- 1.8 Reference Check
 - 1.8.1 Implement a standard reference check questionnaire and follow through with candidate's list of references.
- 1.9 Criminal Record Check (CRC)/Vulnerable Sector Screening (VSS) (Section 5)
 - 1.9.1 The following individuals who are associated with the OWHA, and its member, teams, associations, leagues, and programmes must adhere to the OWHA Screening Policy:
 - 1.9.1.1. members of the Boards of Directors;
 - 1.9.1.2. full time staff, part time staff, interns and volunteers;
 - 1.9.1.3. team officials (including but not limited to head coaches, assistant coaches, trainers and managers);
 - 1.9.1.4. on-ice officials; and
 - 1.9.1.5. anyone else who, through their duties on behalf of the OWHA may work with children.
 - 1.9.2 The OWHA requires that a person identified in 1.9.1 submit a Criminal Record Check and a Vulnerable Sector Screening that has been completed in the six (6) months prior to submission. Individuals identified in 1.9.1. age 17 and under will not be required to provide a Criminal Record Check in accordance with Police Record Check Reform Act (PRCRA). On-Ice Officials 18 years of age and older will be required to provide a Vulnerable Sector Screening Check. All On-Ice Officials must adhere to this Policy.

- 1.9.3 All individuals identified in 1.9.1. MUST complete an initial Vulnerable Sector Search (VSS) which includes a Canadian Criminal Records Check/Local Police Check through the local police or Sterling BackCheck or a similar **third-party** agency. Every three (3) years, or sooner if requested, following a VSS, a person identified in 1.9.1 need only complete a Criminal Records Check. This is mandatory and an on-going condition of any individual identified in 1.9.1. Any individual identified in 1.9.1 who is away from the organization for more than one year is required to complete a Criminal Records Check through a third-party CRC agency (ie Sterling Backcheck) or their local police service. The VSS may be requested at the request of the OWHA. (Example: Year one CRC/VSS, year two Criminal Offence Declaration Form (CODF), year three CODF and year four CRC). If a person recertifies on-line, the CRC/VSS or CODF must be submitted directly to the OWHA. If a person recertifies in class, the CRC/VSS or CODF must be handed in at the clinic in a sealed envelope with the person's name printed on the front.
- 1.9.4 Any check submitted that is older than six (6) months must be accompanied by a Criminal Offence Declaration Form (CODF) or a notarized sworn document may also be used as an alternative to the Criminal Offence Declaration Form and a receipt from the local police station indicating that the process has been initiated for an updated CRC/VSS, which must be provided to the OWHA when received.
- 1.9.5 All staff members and volunteers with the organization MUST complete a "Criminal Offence Declaration Form" (see Appendix B). Recommended completion is as follows:
- a. Full time staff – During the appraisal process and every three years.
 - b. Part time staff/students/interns – At start of term and every year after.
 - c. High Performance Team Staff (where applicable) – At start of term and every year after as identified in 1.9.2, 1.9.3 and 1.9.4
 - d. On-Ice Officials – at the time of their clinic as identified in 1.9.2, 1.9.3 and 1.9.4.
- 1.9.6 Any person identified in 1.9.1 who has been away from the organization for more than one year is required to complete the Criminal Record Check and Vulnerable Sector Screening upon their return.
- 1.9.7 Previous offences that may exclude a person's application for a position within the OWHA include, but are not limited to, offences against persons, offences involving property or offences related to substance abuse.
- 1.9.8 It is mandatory that Billets used within the OWHA be properly screened by the team or association or league and in addition, complete a Criminal Record Check and Vulnerable Sector Screening.
- 1.10 Orientation and Training Sessions
- 1.10.1 The level of risk associated with a position (as indicated in the position description) will determine when an organization should conduct an orientation session with new staff and volunteers to help familiarize them with the organization's goals, objectives, policies and processes.
- 1.10.2 All team officials (including but not limited to head coaches, assistant coaches, managers and trainers) within the jurisdiction of the OWHA are required to be certified in the Speak Out Programme or Respect In Sport Activity Leader.
- 1.11 Supervise and Evaluate
- 1.11.1 The risk assessment of each position (as indicated in the position description) will determine the necessary level of supervision and evaluation in respect of a person's performance in his or her position (Examples: Supervision may include an unscheduled observation of a coach or on-ice official during a practice or game; or evaluation may include an annual or interim staff appraisal).
- 1.12 Follow Up
- 1.12.1 Follow up in respect of a person's performance in his or her position may be necessary and will be determined by the position description. An example of follow up may include an end of season interview with a coach.

2. SCREENING ADMINISTRATION

2.1 OWHA Responsibility

2.1.1 The OWHA President or designate will maintain records of all OWHA Personnel required to be certified in Speak Out or Respect in Sport Activity Leader. The Criminal Record Checks, of staff and volunteers of the OWHA who are required to submit such information, will be directed to and maintained by the OWHA President or designate

2.1.2 All personal records maintained by the OWHA will be obtained and secured in compliance with the OWHA Privacy Policy.

2.2 OWHA Member Responsibility

2.2.1 For the purposes of reporting to Hockey Canada and policy development, OWHA member Teams and Associations are required to maintain records of all Speak Out or Respect in Sport Activity Leader certified personnel within their jurisdiction and provide relevant statistical information to the OWHA at the conclusion of each season (number of training sessions, e-Learning participants (Respect in Sport Activity Leader) and number of certified participants, etc.).

3. SAFEGUARDS

3.1 Security safeguards will be implemented to ensure all personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof. The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed. Methods of protection and safeguards to be employed will include but in no way be limited to locked files, offices and storage areas, need to know access as well as technological measures such as passwords and encryption.

4. MINIMUM REQUIREMENTS BASED ON POSITIONS

Board of Directors
Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Conducting orientation and training sessions
Full-time/Part-time Staff, Students/Interns
Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Establishing a formal recruiting process, Conducting orientation and training sessions Using an application form Conducting interviews Following up on references Supervising and evaluating Follow up on program participants
Team Officials
Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Conducting orientation and training sessions Speak Out/Respect in Sport, Activity Leader Gender Identity and Expression Requirements Rowan's Law (annually)
On-ice Officials
Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Speak Out/Respect in Sport Activity Leader

5. OWHA CRIMINAL RECORD CHECK

- 5.1 All individuals holding the title of team official (including but not limited to head coach, assistant coach, trainer, assistant trainer, manager), on-ice official and anyone else determined by the Risk Assessment Tool which is contained in Appendix A of the OWHA Screening Policy shall be subject to Criminal Record Checks which include the Vulnerable Sector Screening and a search of the National Sex Offender Registry.
- 5.2 Individuals with outstanding Criminal Code convictions or who have been charged with such offences that have not yet gone to trial but which continue to be prosecuted, shall not be eligible to hold any position with the OWHA (this includes teams, associations, leagues, programmes, tournaments and all sanctioned activities).
- 5.3 Offences which deem the Individual ineligible to participate in any capacity:

Note: this is a reference only and not a complete list of applicable **offences**:

- 5.3.1 Any sexual assault
 - 5.3.2 Any sexual intercourse
 - 5.3.3 Any sexual exploitation
 - 5.3.4 Any invitation to sexual touching
 - 5.3.5 Any indecent acts and/or exposure
 - 5.3.6 Any making, distributing, possessing or sale of child pornography
 - 5.3.7 Any indictable criminal offences for child abuse
 - 5.3.8 Luring a child
 - 5.3.9 Voyeurism
 - 5.3.10 Any offence for trafficking and/or importing and/or possession for the purpose of trafficking of any drugs and/or narcotics
 - 5.3.11 Any production of a substance (specifically, as defined in the Controlled Drug and Substances Act – C.D.S.A.)
 - 5.3.12 Any other indictable criminal code offences such as, murder, manslaughter, incest, abduction, extortion, perjury, bribery and influencing, explosives substances offences, arson related offences, counterfeiting and conspiracy
- 5.4 Offences for which disqualification from participation is **ten (10)** years from expiration of the penalty imposed by the courts. **The participation is eligible to apply for a hearing after this time.** Note this is a reference only and not a complete list of applicable **offences**:
- 5.4.1 Assault with a weapon
 - 5.4.2 Assault causing bodily harm
 - 5.4.3 Aggravated assault
 - 5.4.4 Any current prohibitions or prohibition orders forbidding the individual from having contact with children under the age of 14
 - 5.4.5 Robbery
 - 5.4.6 Any other offences pertaining to violence, whether or not involving weapons.
 - 5.4.7 Any indictable criminal code offences related to impaired driving and/or care and control and/or drive over 80 milligrams

5.5 Offences for which disqualification from participation is three (3) years from the expiration of the penalty imposed by the courts, **not the date of the charge or conviction**. Note this is a reference only and not a complete list of applicable **offences**:

5.5.1 Assault

5.5.2 Threatening

5.5.3 Any possession of a substance (specifically, as defined in the Controlled Drug and Substances Act – C.D.S.A.)

5.5.4 Any theft and/or fraud and/or related offence (applicable to a person while in a Position of Trust of Finances)

5.5.5 Any convictions pertaining to illegal substances, other than for manufacture, distribution and/or trafficking

5.5.6 Any firearm related offences (other than use of firearm in the commission of an offence, see above)

5.5.7 Any other indictable criminal code offences such as break and enter, mischief, resisting and obstructing offences, dangerous driving, flight from police offences, failure to remain offences, criminal harassment and breaching orders and failing to comply offences

5.6 Multiple (non-indictable) offences for impaired driving from alcohol and/or drugs.

5.6.1 Any individual that has two or more offences within the previous ten (10) years is deemed ineligible.

5.6.2 Once an individual has only one offence in the past ten (10) years they may at their option apply for a hearing to request reinstatement in accordance with the Hearing Process.

5.6.3 Offences will expire after ten (10) years from the expiration of the penalty imposed by the courts (i.e. 2010 impaired probation to 2011, expiration 2021)

5.7 Offences for which the individual has to abide by specific criteria as a participant.

5.7.1 For a first offence related to Impaired driving and/or care and control and/or drive over 80 milligrams resulting in a summary conviction, the individual may not drive any other participant to and from sanctioned activities while the driver's license is suspended.

5.7.2 It is the obligation of any person subject to screening by virtue of this policy to advise their organization's Professional designate responsible for screening of a charge or conviction under any offence listed in this Policy.

5.8 The Ontario Women's Hockey Association or its designate shall be responsible for the collection and retention of Criminal Record Checks and Vulnerable Sector Screening Check, which must be under the designates control and secured in a safe storage area.

6. CRIMINAL RECORD CHECK HEARING PROCESS

6.1 Upon review of a registered participant's Criminal Record Check / Vulnerable Sector Screening submission to the Ontario Women's Hockey Association, if a registered participant is deemed ineligible as per Section 5 of the OWHA Screening Policy, and therefore unable to participate as an official or volunteer in OWHA/Hockey Canada programming, they will be notified of such ineligibility in the form of a letter from the OWHA. The registered participant's team and/or association delegate/president will be notified of this ineligibility electronically.

6.2 The term of this ineligibility is based on a specific offence contained within the submission and the time identified in Section 5 of the OWHA Screening Policy.

- 6.3 The OWHA Record Check Inspector will determine the eligibility for a hearing and will communicate this directly to the member.
- 6.4 If the registered participant is eligible they will be given the opportunity to forward a letter of consideration to the President of the OWHA, requesting special dispensation from the application of the Section 5 of the Screening Policy.
- 6.5 Supporting documentation must be submitted to the OWHA prior to the hearing date and at the participant's expense. Required documents include but are not limited to:
- 6.5.1 Police Reports (arrest report, general occurrence report, witness report, regarding the incident(s).
 - 6.5.2 Court Records (details of actual conviction)
 - 6.5.3 Probation orders
 - 6.5.4 Parole orders
 - 6.5.5 Release documents
- 6.6 If the participant is granted a hearing by the President, a hearing will be arranged and the participant will be sent notification of the date, time and location of the hearing. The fee for this hearing will be \$200.00 and payment is to be received prior to the hearing. At the conclusion of the hearing, the panel will render its decision in writing and forward to the OWHA office. The office will inform the participant of the decision and the participant's team and/or association delegate/president will be notified electronically.
- 6.7 In the event that the participant does not show for a hearing, the hearing will be dismissed, the participant will be notified and the ineligibility will remain in effect pending a new hearing at the expense of the participant.
- 6.8 The participant would NOT be eligible to participate in any OWHA's sanctioned activity until such time as a decision is made through this hearing process.

7. APPENDIX A – RISK ASSESSMENT TOOL & RATING

RISK ASSESSMENT TOOL

The Risk Assessment Tool is not a scientific assessment, but is designed to help alert you to potential factors in a volunteer or staff position. No single check-list fits all situations so organizations are encouraged to adapt this tool to meet their specific needs and any local legal obligations.

8 QUESTIONS TO CONSIDER WHEN ASSESSING THE RISK LEVEL ASSOCIATED WITH EACH POSITION.

- 1) Does the person in this position serve people who may be vulnerable?
 - Children under the age of 18
 - Persons with communication or language boundaries
- 2) Does the person in this position allow access to players?
 - Direct contact with players at the rink or away from the rink
 - Driving players in their vehicle within Hockey Canada's Speak Out parameters
- 3) Does the person in this position require making physical contact with a player's body?
 - Demonstrating a skill
 - Touching the player
 - Contact with bodily fluids
- 4) Does the person in this position have access to property or equipment?
 - Personal equipment
 - Facility equipment
 - Organization equipment
- 5) Is the person in this position involved in making decisions about a player's future or movement within the system?
 - Perceived or actual position of authority
- 6) Does the person in this position have access to confidential information?
 - Personal documents or communications
- 7) Does the person in this position have access to money?
 - Personal funds
 - Organizational funds
- 8) Is the person in this position involved in making decisions on behalf of the organization?
 - Perceived or actual position of authority
 - Enters into agreements on behalf of the organization

**If you answered "Yes" to any question above
here are some suggested steps:**

- ➡ Reference Check
 - ➡ Criminal Record Check/Vulnerable Sector Check Requirement
 - ➡ Regular supervision
 - ➡ Participant evaluation of position
 - ➡ Specific behaviour code is provided
-



ONTARIO WOMEN'S HOCKEY ASSOCIATION
225 Watline Ave., Mississauga, Ontario L4Z 1P3
www.owha.on.ca

CRIMINAL OFFENCE DECLARATION

Print Name: _____ Date of Birth: _____
Month/Day/Year

HCR ID#: _____ Phone Number: _____

Current Address: _____

OWHA Ref #: _____ Member: _____
OWHA/OMHA/GTHL/Alliance etc.

Clinic Location: _____ Date: _____

Failure to execute this process will be in violation of the OWHA Screening Policy, this will mean that the official will be considered to be not in good standing and may be subject to further discipline.

I, _____, hereby declare that:
(Print Name)

- ☐ I have no convictions for offenses under the Criminal Code of Canada as specified in the OWHA Screening Policy up to and including the date of this declaration for which a person has not been issued or granted under the Criminal Records Act (Canada).
- ☐ I have no convictions for offenses in any other country up to and including the date of this declaration for which a pardon has not been issued or granted.
- ☐ I have no investigations or charges with any criminal matters.

OR

- ☐ I have the following convictions for offences under the Criminal Code of Canada as specified in the OWHA Screening Policy for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:
- ☐ I have the following convictions for offenses in another country up to and including the date of this declaration for which a pardon has not been issued or granted.

Supplementary Information, Including Outstanding Charges, Warrants or Orders.

DATE	LOCATION	CHARGE	DISPOSITION

Any questions can be directed to the OWHA office.

Signature of Applicant: _____ Date: _____

9. APPENDIX C - POSITION DESIGN AND DESCRIPTION

POSITION DESIGN:

Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design.

Position Title	Be brief (2-3 words) but descriptive
Purpose of Position	A short sentence or two identifying key reasons for volunteer involvement, in relation to the organization's mission or goals.
Risk Level	Based on the Risk Assessment of the position, and used as the basis for what screening mechanisms will be required for this position.
Skills and Qualifications	Include the attitudes, knowledge, past experience, background, education and personal traits that are directly related to the ability of the applicant to meet the duties/activities/responsibilities.
Boundaries and Limitations	What is the person in this position not allowed to do? What is outside of the parameters of the position?
Vulnerability of Persons Served:	Are the persons served by this position vulnerable and if so in what way?
Screening Requirements	List of applicable screening techniques for this position.
Supervision and Support	To whom is the person in this position directly responsible? How is the position supervised? What are the reporting and evaluation mechanisms?

POSITION DESCRIPTION:

Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.

Duties/Activities/Responsibilities	Be specific about regular duties to be performed, duties performed on occasion, and any special equipment used. Do not list every step of every activity; this can be expanded on in the position training.
Time Commitment	Minimum number of hours, frequency, days and times and length of commitment.
Location:	Where will the person in this position work? Is it off site, isolated or unsupervised?
Orientation and Training	Both initial and ongoing training, making clear what is required and what is optional.
Benefits	Include organization's commitment to the position, personal benefits, whether out of pocket expenses are covered by the organization.

SAMPLE DESIGN AND DESCRIPTION: House League Head Coach

The following is a sample Head Coach position design and description:

POSITION TITLE:	House League Head Coach
VULNERABILITY OF PERSONS SERVED:	Work directly with young children between ages of 5 and 15
LOCATION:	Local Arena Facility, public setting
PURPOSE OF POSITION:	To teach skills, supervise children and create a safe, social and welcoming environment for the players
RISK LEVEL:	High, working in close proximity to children
TIME COMMITMENT:	1 weekend game and 1 week night practice, 2 tournaments per season, year end banquet
ACTIVITIES & RESPONSIBILITIES:	<p>Oversee all team activities</p> <p>Manage the safety of the participants</p> <p>Comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, team, and association, OWHA and Hockey Canada</p>
SKILLS, QUALIFICATIONS:	<p>Caring, friendly and patient attitude</p> <p>Ability to communicate with parents and children</p> <p>Must be certified in Speak Out or Respect in Sport Activity Leader</p> <p>Must have Coach Level certification</p> <p>Criminal Record Check/Vulnerable Sector Screening</p>
BOUNDARIES & LIMITATIONS:	The Head Coach is bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA.
ORIENTATION & TRAINING:	All new Coaches will be provided with an orientation prior to the start of the season.
SUPERVISION & SUPPORT:	The Head Coach is responsible to the team, association, league President and Board of Directors.
BENEFITS:	All Head Coach positions are eligible for various volunteer awards.

10. APPENDIX D – SAMPLE APPLICATION FORM

OWHA APPLICATION FORM

This form is to be completed and forwarded to the OWHA Office by the date specified in the posting.

Contact Information

Name:					
Address:					
Home Ph:		Work Ph:		Mobile Ph:	
Preferred Email:					
Position you are applying for:					
Relevant certification or education:					
Years of relevant experience:					
Are you eligible to work in Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No				

☐ Please ensure you have attached your resume and at least 3 references (maximum one personal).

Screening

The Ontario Women's Hockey Association is committed to reducing harassment, abuse, bullying and misconduct in our programs. As a priority we are screening volunteers and staff to ensure the highest quality of personnel to support our programs and create a friendly and welcoming environment for our participants.

Some positions require additional screening.

Please be advised that your position requires a Criminal Record Check and a Vulnerable Sector Check.

Signature

Date

I hereby acknowledge that the information provided above is accurate to the best of my knowledge.

11.1 Criminal Records Check (CRC)

11.1.1 A Criminal Record Check is a search that is used to determine whether an individual has a criminal record. The search can be based on an individual's name and date of birth, or for much greater assurance, it can be based on fingerprints for positive identification.

11.1.2 A Criminal Record Check is performed against the national repository of criminal records maintained by the Royal Canadian Mounted Police (RCMP), which holds approximately 4.2 million records.

11.1.3 Checks are also in many cases performed against a Canadian police service's local records.

11.2 Vulnerable Sector Screening (VSS)

11.2.1 A VSS check is initiated by the local police in the jurisdiction where the individual lives.

11.2.2 A VSS check is designed to protect vulnerable participants from dangerous offenders by uncovering the existence of a criminal record and/or a pardoned sexual offence conviction and is recommended as part of an overall employment or volunteer screening process. The results of the check can help to determine whether an individual is suitable to work in positions where they will be in close contact with vulnerable people.

11.2.3 The police will use the Canadian Police Information Centre (CPIC) system as well as their own database to conduct a background search based on an individual's name, gender and date of birth. If the gender and date of birth match to a pardoned sex offender record, the individual will be asked to provide fingerprints to confirm his or her identity. Be assured that:

- This is not an accusation of criminality: fingerprints are used to confirm identity only.
- Fingerprints will be destroyed after 90 days - when the check is complete. As with all civil checks, the RCMP and Local Police do not keep fingerprints on file and they will not be searched for future purposes.

PART 6

PROMOTING POSITIVE BEHAVIOUR POLICY



World Female Hockey Leaders



PROMOTING POSITIVE BEHAVIOUR POLICY

The Ontario Women's Hockey Association (OWHA) has adopted the Universal Code of Conduct to Prevent and Address Maltreatment in Sport Version 2022 (6.0) (Link to the document:

<https://sportintegritycommissioner.ca/files/UCCMS-v6.0-20220531.pdf>) (the "UCCMS")

Compliance with the UCCMS, the OWHA Code(s) of Conduct, OWHA By-Laws, Rules, Regulations, Policies and decisions of the OWHA Board of Directors are requirements of membership and participation in the OWHA as we work together in support of a safe and welcoming environment that enhances the participant experience with a focus on positive physical and mental health.

Ontario **Women's** Hockey Association

225 Watline Avenue

Mississauga, Ontario

L4Z 1P3

Phone 905-282-9980

Confidential Email president@owha.on.ca

www.owha.on.ca

1. POLICY STATEMENT

- 1.1 The OWHA is committed to contributing to the physical, psychological, social and spiritual health of individuals of varying abilities, backgrounds and interests. The OWHA firmly believes that every Registered Participant has a role to play in creating safe and inclusive environments, that allow every Registered Participant an athletic experience built on these cornerstones of health to be realized. Registered Participants in the OWHA's programming should have the reasonable expectation that the OWHA will provide an environment that is safe, accessible, inclusive and is free from all forms of Maltreatment, Bullying, Harassment and Misconduct and an environment where all Registered Participants display the values of the OWHA through acting with integrity, creating accessibility, making hockey fun, operating safely, all with a progressive approach to better the hockey experience.

2. PURPOSES & SCOPE

- 2.1 The purposes of the Respect and Expectation Policy (the "Policy") are:
 - 2.1.1 To provide a safe environment for Registered Participants in the OWHA's programming;
 - 2.1.2 To promote a commitment to eliminating Maltreatment, Bullying, Harassment and Misconduct for all Registered Participants through education, awareness and prevention.
 - 2.1.3 To establish principles and guidelines, as well as appropriate responses to instances of Maltreatment, Bullying, Harassment and Misconduct.
 - 2.1.4 To guide behaviour and culture that is expected of Registered Participants within the OWHA.
- 2.2 The Policy applies to all Registered Participants, provided the behaviour occurs in any one or a combination of the following situations:
 - 2.2.1 During any hockey activities which are sanctioned by Hockey Canada through the OWHA and its Members;
 - 2.2.2 When the Registered Participant who is alleged to have violated this Policy was engaging in hockey activities sanctioned by Hockey Canada through the OWHA and its Members;
 - 2.2.3 When the Registered Participants involved interacted due to their mutual involvement in hockey sanctioned by Hockey Canada through the OWHA and its Members; or
 - 2.2.4 When the behaviour has a serious and/or detrimental impact on reputation of Hockey Canada, the OWHA and its Members.

3. EXPECTATIONS OF REGISTERED PARTICIPANTS

- 3.1 Every Registered Participant within the OWHA should strive to:
 - 3.1.1 Ensure their intentions, actions and efforts reflect a commitment to prioritizing the safety of all Registered Participants.
 - 3.1.2 Treat others with respect and dignity.
 - 3.1.3 Demonstrate the spirit of sportsmanship, leadership and ethical conduct.
 - 3.1.4 Demonstrate respect for the diversity of individuals.
 - 3.1.5 Act to correct or prevent practices that are unjustly Discriminatory.
 - 3.1.6 Treat individuals fairly and reasonably.
 - 3.1.7 Ensure adherence to the rules of the sport and the spirit of the rules.
 - 3.1.8 Immediately Report any acts or suspicions of Maltreatment or other Prohibited Behaviours.
 - 3.1.9 Foster meaningful inclusion of all individuals.
 - 3.1.10 Identify and engage in conversations that lead to positive behaviour change.
 - 3.1.11 Accept and consider feedback with respect to their own actions and take positive steps to resolve the concerns raised.
 - 3.1.12 Establish, respect, and maintain appropriate boundaries with Registered Participants.
 - 3.1.13 Ensure all interactions and communications are consistent with the role of the Registered Participant in relation to OWHA programming and carried out in a way that is transparent to other Registered Participants and promotes the concept of individual accountability.
 - 3.1.14 Monitor their own behaviours and behaviours of others.
 - 3.1.15 Treat all Disclosures, allegations or suspicions of Maltreatment seriously.
 - 3.1.16 Abstain from all forms of Prohibited Behaviours, as outlined in UCCMS.
 - 3.2 All Registered Participants in a position of trust or authority have a responsibility to:
 - 3.2.1 Protect the health and well-being of all Registered Participants.
 - 3.2.2 Prevent or mitigate opportunities for Maltreatment and other Prohibited Behaviours.
 - 3.2.3 Respond appropriately to incidents of Maltreatment.
 - 3.2.4 Incorporate best practices to recognize systemic bias, unconscious bias, and other Discriminatory practices.
 - 3.2.5 Respond quickly and effectively to eliminate Discriminatory practices.
 - 3.2.6 Recognize when they are in a position of Power Imbalance.
-

4. COMMITMENT TO REPORTING MALTREATMENT, BULLYING, HARASSMENT AND MISCONDUCT

- 4.1 Maltreatment, Harassment, Bullying and Misconduct in all its forms will not be tolerated. Accordingly, all Registered Participants are responsible for making every reasonable effort to uphold this commitment. Registered Participants can expect to have an environment free from Maltreatment, Bullying or Harassment.
 - 4.2 All Registered Participants have a duty to report any form of Maltreatment, Bullying, Harassment or Misconduct as soon as practical under the circumstances. The obligation to report is an ongoing one and is not satisfied by making an initial report. The obligation includes reporting, on a timely basis, all relevant information of which the Registered Participant becomes aware. As noted elsewhere in this Policy, Registered Participants may have a corresponding duty to report the offending behaviour to law enforcement depending on the nature of the Maltreatment, Bullying or Harassment.
 - 4.4 Registered Participants should not investigate or attempt to evaluate the credibility or validity of allegations. Registered Participants making a good faith report are not required to prove that the reports are true before reporting.
 - 4.5 A Registered Participant who is aware of Maltreatment, Bullying, Harassment or Misconduct but does not report it as required by this Policy will be subject to sanction where appropriate.
 - 4.6 All Complaints against a Registered Participant should be made directly to the ITP, and should be copied to the OWHA when the complainant is comfortable doing so. A link to make a direct complaint to the ITP is displayed prominently on the OW's website. However, where Hockey Canada or the OWHA receive a Complaint directly, it will immediately refer the matter to the ITP for handling.
 - 4.7 The ITP will conduct an initial review of any Complaint it receives to determine whether, in the ITP's estimation, the matter falls within the jurisdiction of OSIC or a provincial safe sport body. If it does, then before the referral occurs, the ITP will notify the Complainant or the relevant provincial safe sport body that they are referring the Complaint to OSIC.
 - 4.8 At its discretion, OWHA or an Association may act as the Complainant and initiate the Complaint process under the terms of this Policy. For instances involving the OWHA, a decision as to whether to initiate a Complaint will be taken by the OWHA Chair of the Board, in consultation with the Board of Directors and/or staff, in accordance with its policy and procedures. Each Association shall determine its own process for determining who has the authority to initiate a Complaint under this paragraph. In all cases where OWHA or an Association elects to initiate a Complaint, OWHA or the Association, as the case may be, will identify an individual to represent the organization.
 - 4.9 Complaints should be made in writing, wherever possible. The ITP may receive a Complaint that is not in writing at its sole discretion. The ITP will accept anonymous Complaints.
-

- 4.10 The ITP may request additional information from a Complainant during the screening process.
- 4.11 If Complaints are received which do not contain allegations relating to a Registered Participant (for example, if the Complaint relates to someone who is participating in a non-sanctioned league), then the ITP will dismiss the Complaint immediately. The Complainant will be advised regarding the reasons for the summary dismissal, and such decision cannot be appealed. Note that even if a Complaint has been summarily dismissed, there may be other avenues for the Complaint to be brought. While the ITP, Hockey Canada, OWHA or an Association may endeavour to assist, the ITP, Hockey Canada, OWHA and the Association are not responsible for providing such advice or any direction to the Complainant in that regard.
- 4.12 Complaints may be brought by a Minor. Minors may, but are not required to, have a parent/guardian or other adult serve as their representative during the process set out in the Policy. For clarity, a Complaint will not be rejected on the sole basis that it was submitted by a Minor and not by a parent/guardian.

5. COMPLAINTS RETURNED TO THE OWHA BY THE ITP

- 5.1 Any complaint submissions that are not covered under the definition of Serious Misconduct in the Hockey Canada Policy will be returned to the Ontario Women's Hockey Association by the ITP to be review in accordance with OWHA By-Laws, Rules, Regulations and Policies.
 - 5.2 Each returned case will be sent to the OWHA to determine if it falls within 5.4.
 - 5.3 If the case falls within 5.4 the OWHA will vet each case to determine which of the following processes will be applied and if the case doesn't fall within 5.4 the Association will decide which process will be applied:
 - 5.3.1 The complaint is a request pursuant to the regulations of the OWHA or an Association and will follow the appropriate Appeal Process of the original decision; or
 - 5.3.2 The complaint is deemed to be potential Misconduct or violation of one of the OWHA Codes of Conduct and will follow an internal investigation process by the OWHA as set out in 5.4 or by the Association as set out in 5.5.
 - 5.4 OWHA Responsibility:
 - 5.4.1 When a Complaint concerns an OWHA Director, representatives while acting in the capacity of their OWHA position or OWHA Staff, the complaint will be handled either by the OWHA or Hockey Canada when deemed appropriate.
 - 5.4.2 The OWHA will conduct investigations in accordance with Section 6.
 - 5.5 Association Responsibility:
 - 5.5.1 Associations shall designate one person or committee to accept complaints originating from the ITP within their jurisdiction. This person will be the president or designated contact person for the Association.
 - 5.5.2 Upon receipt of a Complaint returned from the ITP through the OWHA that meets the requirements of 5.3.2, the Association will conduct an investigation consistent with Section 6 of this policy.
 - 5.5.3 Associations will provide a report to the OWHA when a complaint of Maltreatment, Harassment, Bullying and Misconduct is received and will provide updates on action taken and on its decision. Decisions may be appealed to the OWHA in accordance with its policies.
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6. INVESTIGATIONS

- 6.1 The OWHA is committed to investigating all reports of Misconduct under the OWHA Codes of Conduct involving Registered Participants. The investigation will adhere to all principles of natural justice, providing procedural and substantive due process for all parties to the investigation. Note that the OWHA may be unable to investigate the conduct of a Registered Participant in instances where law enforcement are conducting a parallel investigation.
 - 6.2 At the outset of each investigation, the OWHA will consider whether interim suspensions or other restrictions on participation should be put in place pending the completion of the investigation. Such measures may be appropriate depending on the nature of the allegations and the information contained in the complaint.
 - 6.3 Interference with or manipulation of the process is strictly forbidden. It is a violation of this process if any party to the investigation does any of the following:
 - 6.3.1 Falsifies, distorts, or misrepresents information, the resolution process, or an outcome;
 - 6.3.2 Destroys or conceals information;
 - 6.3.3 Attempts to discourage an individual's proper participation in the investigation or from reporting an incident;
 - 6.3.4 Harasses or intimidates (verbally or physically) any person involved in the investigation before, during, and/or following any investigation;
 - 6.3.5 Publicly discloses a party's identifying information, without that party's agreement;
 - 6.3.6 Fails to comply with any temporary or provisional measure or other final sanction;
 - 6.3.7 Distributes or otherwise publicizes materials a party gains access to during an investigation or hearing, except as required by law or as expressly permitted; or
 - 6.3.8 Influences or attempts to influence another person to interfere with or manipulate the process.
 - 6.4 If a party to an investigation is found to have engaged in any of the above noted activities, they will become subject to the sanctions listed in this Policy.
 - 6.5 Reprisal taken against any Complainant will not be tolerated. A Registered Participant engaged in reprisal or retaliation will be subject to the sanctions listed in this Policy.
 - 6.6 In order to avoid conflict of interest or perceived conflict of interest, the OWHA will not engage in investigations except: (a) where it is inappropriate for the Association to do so, or (b) if the complaint involves 2 or more Associations.
 - 6.7 All investigations of Misconduct will be conducted in accordance with the OWHA policies and guidelines. Disclosure of any part of the final report will be provided at the discretion of the OWHA Chair of the Board or designate and where third-party confidentiality is required the full report may not be provided. Upon the final determination a summary report may be available to the relevant parties who may include, but are not limited to, the person(s) who initiated the complaint, the person(s) against whom the complaint was made, any person(s) against whom any adverse finding is made.
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- 6.8 When the OWHA is conducting an investigation, the report resulting therefrom, will be received by the OWHA designated staff for review and determination.
- 6.9 Any decision for the OWHA to contact the police on the basis of the Investigation Report will be made by the OWHA President or designate.
- 6.10 Association Responsibility
- 6.10.1. Associations are required to oversee all investigations within their jurisdiction when it involves only participants within their association.
 - 6.10.2. Once directed to do so, an Association may not cede its responsibility to:
 - a. complete the investigation; and
 - b. render a decision within the specified timeframe
- 6.11 The failure of an Association to complete an appropriate fact-finding investigation and render a decision, once directed, may result in disciplinary action at the discretion of the OWHA.
- 6.12 Associations are encouraged to employ the services of a qualified and/or professional investigation firm or suitably qualified individual to be determined as appropriate, by the individual Association.

7. RESPONSES, SANCTIONS AND REMEDIES

- 7.1 It is the position of the OWHA that Misconduct cannot and should not be tolerated in any environment, including hockey. Misconduct is unacceptable and may be harmful. The OWHA recognizes the negative impact of all types of Misconduct on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.
- 7.2 At the same time, the OWHA recognizes that not all incidents of Misconduct are equally serious in nature and in their consequences. Misconduct covers a wide spectrum of behaviours, and the response to those forms of behaviour must be equally broad in range, appropriate to the behaviour in question, and capable of providing a constructive remedy. The process of investigation and resolution of any complaint of Misconduct must be fair to all parties, allowing adequate opportunity for the presentation of a response to all allegations by the Respondent.
- 7.3 Any sanction imposed against a Registered Participant must be proportionate and reasonable, relative to the Misconduct that has occurred, considering previous disciplinary actions.
- 7.4 However, progressive discipline is not required as a single occurrence of a prohibited activity can lead to a very significant sanction.
- 7.5 If Misconducts are proven, one or more of the following sanctions may be imposed:
- 7.5.1 Verbal or Written Warning – A verbal reprimand or an official, written notice that a Registered Participant has violated the Policy and that more severe sanctions will result should the Registered Participant be involved in other violations.
 - 7.5.2 Education – The requirement that a Registered Participant undertake specified educational or similar remedial measures to address the violation.
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- 7.5.3 Probation – A period can be set wherein, if the Registered Participant is found to have engaged in any behaviour prohibited by this Policy, then they will be subject to loss of privileges or other conditions, restrictions, or requirements for a specific period of time.
- 7.5.4 Suspension – Suspension, either for a set time or until further notice, from participation, in any capacity, in any OWHSA sanctioned activity. A suspended Registered Participant is eligible to return to hockey, but reinstatement may be subject to certain restrictions or contingent upon the Registered Participant satisfying specific conditions noted at the time of suspension.
- 7.5.5 Eligibility Restrictions – Restrictions or prohibitions from some types of participation but allowing participation in other capacities under strict conditions.
- 7.5.6 Permanent Ineligibility – Permanent ineligibility to participate in any OWHSA sanctioned activity.
- 7.5.7 Other discretionary sanctions – Other sanctions for Misconduct may be imposed, including, but not limited to, other loss of privileges, no contact directives, a fine or a monetary payment to compensate for direct losses, or other restrictions or conditions as deemed necessary or appropriate.
- 7.5.8 Factors relevant to determining appropriate sanctions include, without limitation:
- 7.5.8.1. The severity of the Misconduct and whether it constitutes criminal behaviour;
 - 7.5.8.2. The nature and the duration of the offender’s relationship with the victim, including whether there is a Power Imbalance between the two parties;
 - 7.5.8.3. The offender’s prior history and any pattern of inappropriate behaviour or Maltreatment;
 - 7.5.8.4. The ages of the individuals involved;
 - 7.5.8.5. Whether the offender poses an ongoing and/or potential threat to the safety of other Registered Participants;
 - 7.5.8.6. The offender’s voluntary admission of the offense(s), acceptance of responsibility, and/or cooperation with the investigation
 - 7.5.8.7. Real or perceived impact of the incident on the victim, the OWHSA, or the hockey community;
 - 7.5.8.8. Circumstances specific to the offender being sanctioned;
 - 7.5.8.9. Whether, given the facts and circumstances that have been established, continued participation in the hockey community is appropriate;
 - 7.5.8.10. An offender who is in a position of trust, intimate contact or high-impact decision making may face more serious sanctions; and
 - 7.5.8.11. Other mitigating or aggravating circumstances.
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- 7.5.9 Any single factor, if severe enough, may be sufficient to justify the sanction(s) imposed. A combination of several factors may justify elevated or combined sanctions.
- 7.5.10 Presumptive sanctions are in place for certain violations of this Policy. The following sanctions are presumed to be fair and appropriate for the listed violations, but the offender affected may rebut these presumptions or the OWHA may provide more severe sanctions where appropriate:
- 7.5.10.1. Sexual Maltreatment involving a Minor Registered Participant shall carry a presumptive sanction of permanent ineligibility;
 - 7.5.10.2. Sexual Maltreatment, Physical Maltreatment with contact and any attempts to mislead an investigator or falsify evidence shall carry a presumptive sanction of either a period of suspension or eligibility restrictions; and
 - 7.5.10.3. While an offender has pending charges or dispositions in violation of the criminal law, the presumptive sanction shall be a period of suspension.
- 7.5.11 A false accusation of Misconduct can be devastating to the Registered Participant who is being accused, both personally and professionally. Any Complainant making a complaint which is found to be clearly unfounded, false, malicious or frivolous, therefore, will be in breach of this Policy, and may be subject to consequences within the OWHA and may also be referred to third party authorities.
- 7.5.12 All decisions under this Policy will be final, with no further right of appeal or reconsideration within the OWHA's structure.

8. DEFINITIONS

- 8.1 All capitalized terms used in the Policy are defined in this Policy or in the UCCMS.
- 8.2 "Association" means a local association which provides OWHA registered teams and/or a FUNDamentals program for girls and/or women, and, only for the purposes of this Policy, independent teams are deemed to be Associations.
- 8.2 "Complaint" means an allegation submitted to Hockey Canada, OWHA or the ITP that a Participant has violated a policy or code of conduct by which that Participant is bound.
- 8.3 "ITP" means Hockey Canada's independent third-party, which is responsible for the management of all Complaints.
- 8.4 "Misconduct" refers to the behaviour or pattern of behaviour that is found, by a formal (example: independent investigation) or informal process (for example: an internal fact-finding) to be contrary to the OWHA Codes of Conduct and that is not Maltreatment, Harassment and Bullying.
- 8.5 "OSIC" means the Office of the Sport Integrity Commissioner
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- 8.6 “Registered Participant” – refers to a “Participant” as that term is defined in OWHA’s By-Laws and the definition of Participant in the UCCMS will adopt that of Registered Participant.
- 8.7 “Serious Misconduct” means any allegation of misconduct, which in the estimation of the ITP constitutes a significant or flagrant violation of a Hockey Canada or OWHA policy or code of conduct. Examples of Serious Misconduct may include but are not limited to the following situations:
- 8.6.1 Sexual Maltreatment or sexual misconduct of any kind, including threats of Sexual Maltreatment or sexual misconduct;
 - 8.6.2 Allegations of Grooming;
 - 8.6.3 An abuse of a Power Imbalance;
 - 8.6.4 Major incidents of violence outside of gameplay;
 - 8.6.5 An incident of racism or other discriminatory conduct which was not called as a penalty on the ice in accordance with Hockey Canada Playing Rule 11.4;
 - 8.6.6 An incident of violence or threatened violence by a coach or staff member against a player;
 - 8.6.7 An incident or series of incidents of bullying or harassment;
 - 8.6.8 Fraud against Hockey Canada or OWHA; and
 - 8.6.9 Conduct which constitutes child abuse under relevant child protection legislation or a crime pursuant to the Criminal Code.
- 8.8 “UCCMS” means the Universal Code of Conduct to Prevent and Address Maltreatment in Sport Version 2022 (6.0) (Link to the document: <https://sportintegritycommissioner.ca/files/UCCMS-v6.0-20220531.pdf>)
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PART 7

DRESSING ROOM POLICY



World Female Hockey Leaders



Dressing Room Policy

Effective October 13, 2023

1. PURPOSE

The Ontario Women's Hockey Association (OWHA) including its members are committed to providing a safe, respectful and fully inclusive environment for players, parents/guardians, staff, and volunteers and will proactively work together to ensure that all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing barriers that prohibit the inclusive participation of any and all players;

All players will have access to dressing room facilities that most appropriately meet their individual needs and the potential structural limitations of facilities and will be taken seriously and will be assessed on an individual and confidential basis

This policy is written in accordance with Ontario's *Human Rights Code* (1990) (the *Code*), which prohibits the discrimination of all people on a number of protected grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, and disability; and

Under the *Code*, organizations and their personnel are liable for any discrimination and harassment based on gender identity and gender expression, or any other prohibited ground under the *Code*. Hockey associations must deal with complaints, take steps to prevent problems, and provide a safe and welcoming environment for trans people and all other persons protected under the *Code*.

2. RIGHTS AND RESPONSIBILITIES OF PLAYERS

All players have the right to:

- be a respected and equal registered participant of the OWHA.
- have access to safe, inclusive, and equitable dressing room spaces and procedures that proactively anticipate and remove barriers to participation;
- define and express their gender identity without fear of discrimination, harassment, or penalization within the OWHA, consistent with Hockey Canada's Gender Expression/Gender Identity Policy.
- request the use of, and be referred to by, their self-identified name(s) and pronouns
- have all personal information kept confidential and disclosed only at the player's request and/or with the player's consent; and
- be protected from discrimination and reprisal in response to a request to access change rooms based on gender identity and gender expression or a related accommodation request.

All players are responsible for:

- treating all staff, volunteers, parents/guardians of players, and other players of the OWHA with respect;
- asking for assistance and support to the best of their ability from the OWHA and/or its Member when experiencing discrimination (e.g., differential treatment/difficulty accessing dressing rooms and other gender segregated areas based on lived gender identity) or when requiring related accommodation; and
- in the event that they request an accommodation, working collaboratively with the OWHA Member to find appropriate and equivalent dressing areas when faced with building limitations.

3. RIGHTS AND RESPONSIBILITIES OF THE OWHA MEMBER

All staff, volunteers, and parents/guardians of players of the OWHA have the right to:

be respected and equally treated under the Human Rights Code and within the OWHA

be protected from discrimination, harassment and reprisal, and be accommodated for individual needs, based on their gender identity, gender expression or other prohibited ground of discrimination; and

be protected from discrimination, harassment and reprisal stemming from an association with another individual because of that person's gender identity, gender expression or other prohibited ground of discrimination.

The OWHA and its Members are responsible for:

- treating all staff, volunteers, parents/guardians of players, with respect; in accordance with the Hockey Canada Gender Identify and Expression Policy.
- when requested by a player, working collaboratively with them to find an appropriate and equivalent changing area that meets their individual needs, including their gender identity and gender expression; and
- ensuring that a player's personal information, including their sex/assigned sex and/or gender identity, is kept confidential and disclosed only at the player's request and/or with the player's consent.

4. PROMOTING SAFE, INCLUSIVE, AND EQUITABLE PARTICIPATION

All players have the right to participate fully within the OWHA in accordance with its By-Laws, Regulations, and Policies. To do so, the OWHA and its Members are responsible for working proactively to ensure all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing all barriers to participation. This includes anticipating and removing barriers for players protected under one or more of the aforementioned grounds (e.g., gender identity and disability).

5. RECOGNIZING GENDER IDENTITY AND PROVIDING EQUAL ACCESS TO FACILITIES

Self-identified Names and Pronouns:

- All players have the right to utilize their self-identified name(s) and pronouns, regardless of their sex/assigned sex, their status of transition, or their legal name and gender markers on identification documents. Upon request, the OWHA / OWHA Member should make every effort to utilize and refer to a player by their self-identified name(s) and pronouns on documents and in daily conversation. Intentionally misgendering or inappropriately referring to a player by their given name(s), or their self-identified name(s) and pronouns without prior consent (e.g., if a player is not 'out' to family members, the team, other players, staff and volunteers of the OWHA Member, etc.) is harmful and a form of discrimination.
- Dressing Rooms and Appropriate and Equivalent Changing Areas
- To ensure that all players are equal and valued members of a team, the team officials should only engage in pre and post-game talks when all players are present.

6. CONFIDENTIALITY AND PRIVACY

All players have the right to privacy. The OWHA / OWHA Member, are responsible for ensuring that a player's private information, including, but not limited to, their sex/assigned sex and/or gender identity, remains confidential. The OWHA/ OWHA Member are expected to exercise due diligence with respect to issues of confidentiality and privacy. Disclosure of private information, including to parent(s)/guardian(s), can only take place upon the player's request and/or with the player's consent.

7. COMPLAINTS

The OWHA Member must ensure that dressing rooms and appropriate and equivalent changing areas are safe, inclusive, and equitable environments for all players. In particular, trans players must be provided with safe environments, free from discrimination, harassment and violence relating to gender identity and gender expression. It is the responsibility of the OWHA Member to have a complaint process for addressing player grievances. The player has the right to have an individual of their choice (e.g., parent/guardian, other family member, mentor, friend, etc.) assist and support them within this process.

Unfounded concerns about safety are also sometimes used to attempt to justify discriminatory treatment relating to gender identity and gender expression. Complaints claiming that the inclusion of trans players in dressing rooms that accord with their gender identity or gender expression poses a safety threat or puts themselves or other players at risk are based on false and biased assumptions. In such cases, the bias of the complaint must be addressed and the player's right to access facilities that accord with their gender identity and gender expression must not be impeded based on this bias. Ultimately, the OWHA Member must not exclude trans players in response to complaints based on presumed risk.

8. REVIEW

The Policy will be reviewed by the OWHA Board on an annual basis or sooner as deemed appropriate.

PART 8

CONCUSSION AWARENESS RESOURCE



World Female Hockey Leaders



OWHA CONCUSSION AWARENESS RESOURCE

****REQUIRES MANDATORY ANNUAL REVIEW AS A CONDITION OF MEMBERSHIP/PARTICIPATION****

A REQUIREMENT BY THE PROVINCE OF ONTARIO

BACKGROUND

ROWAN STRINGER

In May 2013, 17 year old Rowan Stringer died as a result of a head injury she sustained while playing rugby with her high school team. In the week prior to her final game, Rowan had been hit twice, and likely sustained a concussion each time. These concussions were not recognized, and she continued to play. When she was hit again in her last game, she suffered what is known as Second Impact Syndrome – catastrophic swelling of the brain caused by a second injury that occurs before a previous injury has healed. Rowan collapsed on the field and died four days later in hospital. A coroner's inquest was convened in 2015 to look into the circumstances of Rowan's death. The coroner's jury made 49 recommendations for how the federal government, as well as Ontario's government ministries, school boards and sports organizations, should improve the manner in which concussions are managed in this province.

CONCUSSION SAFETY LEGISLATION

Ontario is the first jurisdiction in Canada to pass concussion safety legislation, setting a precedent for sport legislation across the country. On March 7, 2018, Ontario passed *Rowan's Law (Concussion Safety), 2018* and related amendments to the *Education Act*. This new legislation, which received all-party support, is intended to protect amateur athletes by improving concussion safety on the field and at school.

Rowan's Law Day was proclaimed and the first one held on September 26, 2018. The remaining sections of the legislation will be proclaimed once the regulations have been developed.

Rowan's Law (Concussion Safety), 2018, makes Ontario a national leader in concussion management and prevention by establishing mandatory requirements that call for:

- Annual review of concussion awareness resources that help prevent, identify and manage concussions, which athletes, coaches, educators and parents would be required to review before registering in a sport
- Removal-from-sport and return-to-sport protocols, to ensure that an athlete is immediately removed from sport if they are suspected of having sustained a concussion and giving them the time required to heal properly
- A concussion code of conduct that would set out rules of behaviour to minimize concussions while playing sport.

ROWAN'S LAW DAY – The Last Wednesday in September

In honour of the memory of Rowan Stringer, "Rowan's Law Day" is commemorated on the last Wednesday in September to raise awareness about concussions in sport. The first Rowan's Law Day was September 26, 2018.

KEEPING KIDS SAFE

Reducing the risk of concussions is always the goal. But concussions happen and knowing what to do – whether you're an athlete, a parent, a coach or a teacher – saves lives.

OWHA

The OWHA is the Provincial Sports Organization (PSO) for Female Hockey in the Province of Ontario. The OWHA, its members, participants and others, as referenced in the Act, and as a condition of membership/participation within the OWHA, are bound by the requirements of the Act and of the OWHA.

The OWHA is proud to keep the honour the memory of Rowan Stringer and express sincere thanks to the Stringer family and all those committed to working together to support concussion surveillance, prevention, detection, management and awareness.

OWHA MANDATORY REQUIREMENTS OWHA CONCUSSION CODE OF CONDUCT

CONCUSSIONS in SPORT

A concussion is a common form of head or brain injury that causes changes in how the brain functions, leading to symptoms that can be physical, cognitive or emotional/behavioural. A concussion can occur from a direct or indirect blow to the head or body that causes the brain to move rapidly back and forth within the skull.

Though concussions are common sport injuries, particularly among children and youth, there are sometimes subtle symptoms that may go unnoticed. Without identification and proper management, a concussion has the potential to result in permanent or severe brain damage.

Ontario takes the health and well-being of athletes seriously. Ontarians want to know that amateur athletes are protected by a safe sport system where everyone understands concussions, actively minimizes the risk of concussions, and knows what to do immediately if someone is concussed.

The government is improving concussion safety to create a world class amateur sport system where athletes can participate safely.

The OWHA supports the government in improving concussion safety to create a world class amateur sport system where athletes can participate safely.

CONCUSSION CODE OF CONDUCT

OWHA participants, parents and guardians of athletes who are under 18 years of age, coaches, trainers, officials, bench staff and all named-insured individuals are required to make an annual written commitment and acknowledgement at the time of registration with the OWHA that:

- 1) They have read the age appropriate OWHA Concussion Awareness Resource within the past 3 (three) months and that they:
 - a. Make a commitment to fair play and respect for all;
 - b. Make a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspect that another individual may have sustained a concussion;
 - c. Make a commitment to following and supporting the Hockey Canada return-to-sport process;
 - d. Make a commitment to sharing any pertinent information regarding incidents of a removal from sport with the athlete's school and any other sport organization with which the athlete has registered;
 - e. Coaches and trainers are required to make a commitment to providing opportunities before and after each training, practice and competition to enable athletes to discuss potential issues related to concussions;
 - f. Make a commitment to zero-tolerance for prohibited play that is considered high-risk for causing concussions;
 - g. Acknowledgement of mandatory expulsion from competition for violating zero-tolerance for prohibited play that is considered high-risk for causing concussions;
 - h. Acknowledgement of escalating consequences for those who repeatedly violate the concussion code of conduct.

PRE-SEASON MEETING

It is the strong recommendation of the OWHA that all OWHA teams hold a pre-season meeting with players, parents and staff in attendance. An important item on the agenda is concussion education to re-enforce the OWHA Concussion Awareness Guide and to discuss responsibilities and communication channels within the team.

PERSONAL INFORMATION

The following rules apply with respect to personal information collected in the course of the OWHA and its members carrying out the OWHA's removal-from-sport and return-to-sport protocols:

A team/association must limit the collection, use and disclosure of personal information to that which is reasonably necessary for the purpose of carrying out the removal-from-sport and return-to-sport protocols.

A team/association shall limit access to such personal information to only those individuals who require it for the purpose of fulfilling their duties or obligations under the Act.

A team/association shall retain, disclose and dispose of such personal information in a secure manner.

The team/association shall ensure an OWHA injury report form is completed and sent to the OWHA office

each time a participant has suffered a suspected concussion. The team/association shall ensure that its documents are managed in accordance with its retention policy for personal information.

“personal information” has the same meaning as in section 2 of the *Freedom of Information and Protection of Privacy Act*.

REMOVAL FROM PLAY PROTOCOL

The OWHA believes that the safety and health of hockey players is of paramount importance.

When an individual has suffered a suspected concussion, regardless of whether or not the concussion was sustained or is suspected of having been sustained during a sport activity associated with the OWHA, the following steps must be taken:

- Any hockey player who suffers a suspected concussion must stop participation in the hockey activity immediately. If there is doubt as to whether a concussion has occurred, it is to be assumed that it has.
- If an athlete is suspected of having sustained a concussion, the protocol must require a designated person to call 9-1-1 if, in the designated person's opinion, doing so is necessary.
- The OWHA team/association must require make and keep records of all incidences where an athlete is removed from further training, practice or competition because they are suspected of having sustained a concussion. These must be reported to the OWHA on the OWHA/Hockey Canada injury form.
- When a designated person informs an athlete or, if the athlete is under 18 years of age, the athlete's parent or guardian that the athlete has been removed from further training, practice or competition, the protocol must require a designated person to advise the athlete or the parent or guardian that the athlete is required to undergo a medical assessment by a physician or a nurse practitioner before the athlete will be permitted to return to training, practice or competition in accordance with the sport organization's return-to-sport protocol.
- The designated person must give the athlete or, if the athlete is under 18 years of age, the athlete's parent or guardian a copy of the sport organization's removal-from-sport and return-to-sport protocol when the athlete is removed from further practice, training or competition.
- The designated person must inform an athlete who has been diagnosed as having a concussion or, if the athlete is under 18 years of age, the athlete's parent or guardian of the importance of disclosing the diagnosis to any other sport organization with which the athlete is registered or school that the athlete attends.
- The team/association must make a record of the athlete's progression through the graduated return-to-sport steps up until the time the athlete is fully cleared to return to play.
- A designated person may rely on the information received from an athlete or, if the athlete is under 18 years of age, from the athlete's parent or guardian in carrying out the designated person's responsibilities under a sport organization's return-to-sport protocol if it was not conducted under the supervision of the hockey team/association.
- When a player is diagnosed by a medical doctor as having a concussion, the individual must stop participation in all hockey activities immediately.
- The participant is not permitted to return to any hockey activity until written permission is given by a medical doctor or nurse practitioner.
- Return to full participation shall follow the adopted Hockey Canada Safety Program return to play guidelines.

RETURN TO PLAY

OWHA FOLLOWS HOCKEY CANADA

Hockey Canada Concussion Card and Return to Play:

Hockey Canada Concussion Card

CONCUSSION EDUCATION AND AWARENESS PROGRAM

Concussion in Sport

All players who are suspected of having a concussion must be seen by a physician as soon as possible. A concussion is a brain injury.

A concussion most often occurs without loss of consciousness. However, a concussion may involve loss of consciousness.

How Concussions Happen

Any impact to the head, face or neck or a blow to the body which causes a sudden jolting of the head and results in the brain moving inside the skull may cause a concussion.

Common Symptoms and Signs of a Concussion

Symptoms and signs may have a delayed onset (may be worse later that day or even the next morning), so players should continue to be observed even after the initial symptoms and signs have returned to normal.

***A player may show any one or more of these symptoms or signs.**

Symptoms

- Headache
- Dizziness
- Feeling dazed
- Seeing stars
- Sensitivity to light
- Ringing in ears
- Tiredness
- Nausea, vomiting
- Irritability
- Confusion, disorientation

Signs

- Poor balance or coordination
- Slow or slurred speech
- Poor concentration
- Delayed responses to questions
- Vacant stare
- Decreased playing ability
- Unusual emotions, personality change, and inappropriate behaviour
- Sleep disturbance

For a complete list of symptoms and signs, visit www.parachutecanada.org

RED FLAGS – If any of the following are observed or complaints reported following an injury, the player should be removed from play safely and immediately and your Emergency Action Plan initiated. Immediate assessment by a physician is required.

- Neck pain or tenderness
- Vomiting
- Severe or increasing headache
- Loss of consciousness
- Deteriorating conscious state
- Increasingly restless, agitated or combative
- Double vision
- Weakness or tingling/burning in arms or legs
- Seizure or convulsion

Concussion – Key Steps

- Recognize and remove the player from the current game or practice.
- Do not leave the player alone, monitor symptoms and signs.
- Do not administer medication.
- Inform the coach, parent or guardian about the injury.
- The player should be evaluated by a medical doctor as soon as possible.
- The player must not return to play in that game or practice, and must follow the

6-Step Return to Play

The return to play strategy is gradual, and begins after a doctor has given the player clearance to return to activity. If any symptoms/signs return during this process, the player must be re-evaluated by a physician. No return to play if any symptoms or signs persist. Remember, symptoms may return later that day or the next, not necessarily when exercising!

IMPORTANT – CONSULT WITH THE TREATING PHYSICIAN ON RETURN TO LEARN PROTOCOLS. PLAYERS SHOULD HAVE THE ABILITY TO RETURN TO SCHOOL FULL TIME PRIOR TO PROCEEDING THROUGH STEPS 5 AND 6 OF THE RETURN TO PLAY STRATEGY.

IMPORTANT – FOLLOWING A CONCUSSION AND PRIOR TO STEP 1 A BRIEF PERIOD OF PHYSICAL AND MENTAL REST IS RECOMMENDED.

- STEP 1** Light activities of daily living which do not aggravate symptoms or make symptoms worse. Once tolerating step 1 without symptoms and signs, proceed to step 2 as directed by your physician.
- STEP 2** Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weight lifting.
- STEP 3** Sport specific activities and training (e.g. skating).
- STEP 4** Drills without body contact. May add light resistance training and progress to heavier weights.
The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player. **Go to step 5 after medical clearance** (reassessment and written note).
- STEP 5** Begin drills with body contact.
- STEP 6** Game play. (The earliest a concussed athlete should return to play is one week.)

Note: Players should proceed through the return to play steps only when they do not experience symptoms or signs and the physician has given clearance. Each step should be a minimum of one day (but could last longer depending on the player and the situation). If symptoms or signs return, the player should return to step 2 and be re-evaluated by a physician.

IMPORTANT – Young players will require a more conservative treatment. Return to play guidelines should be guided by the treating physician.

Prevention Tips

Players

- Make sure your helmet fits snugly and that the strap is fastened
- Get a custom fitted mouthguard
- Respect other players
- No hits to the head
- No hits from behind
- Strong skill development

Coach/Trainer/Safety Person/Referee

- Eliminate all checks to the head
- Eliminate all hits from behind
- Recognize symptoms and signs of concussion
- Inform and educate players about the risks of concussion



Education Tips

HOCKEY CANADA CONCUSSION RESOURCES
www.hockeycanada.ca/concussion

PARACHUTE CANADA
www.parachutecanada.org
Revised June 2018, Item #55711

IMPORTANT NOTE

It is mandatory to read, on an annual basis, this OSHA Concussion Awareness Resource, including the age appropriate appendix.

APPENDIX A – AGES 15 & up (page 7-21)

<https://files.ontario.ca/mtcs-rowans-law-booklet-ages-15-and-up-en-2019-05.pdf>

APPENDIX B – AGES 11 to 14 (page 22-36)

<https://files.ontario.ca/mtcs-rowans-law-booklet-ages-11-to-14-en-2019-05.pdf>

APPENDIX C – AGES 10 & under (page 37-49)

<https://files.ontario.ca/mtcs-rowans-law-booklet-ages-10-and-under-en-2019-05.pdf>

OTHER IMPORTANT RESOURCES

ONTARIO GOVERNMENT CONCUSSION AWARENESS RESOURCES

<https://www.ontario.ca/page/rowans-law-concussion-awareness-resources>

ROWAN'S LAW

<https://www.ontario.ca/laws/statute/S18001>

ONTARIO REGULATION

<http://www.mtc.gov.on.ca/en/sport/concussions.shtml>

Parachute Canada, Preventing Injuries Saving Lives:

<http://www.parachutecanada.org/injury-topics/item/concussion>

OWHA WEB SITE

<http://owha.on.ca>

Hockey Canada Concussion Toolbox:

<https://www.hockeycanada.ca/en-ca/hockey-programs/safety/concussions/concussion-toolbox>

Concussion Recognition Tool 5:

<https://az184419.vo.msecnd.net/hockey-canada/Hockey-Programs/Safety/Concussion/Downloads/2017-clean-concussion-tool-5.jpg>

Emergency Action Plan Template:

<https://az184419.vo.msecnd.net/hockey-canada/Hockey-Programs/Safety/Concussion/Downloads/eap-organization-form-e.pdf>

Download the Hockey Canada Concussion App:

<https://www.hockeycanada.ca/en-ca/mobile-apps>

PART 9

SUSPENSION POLICY AND DISCIPLINE PROCEDURE



World Female Hockey Leaders

OWHA SUSPENSION POLICY and DISCIPLINE PROCEDURES

SUSPENSION POLICY

- (A) All OWHa members must follow the OWHa Discipline Policy and Procedures.
- (B) The OWHa Chairperson or designate shall have the power to suspend summarily any player, coach, manager, person, team, member or individual for any breach or violation of any of the provisions of the OWHa, By-laws, Regulations, Rules, Policies Values, Code of Conduct, playing rules or any decision or ruling of the OWHa, or for unsportsmanlike conduct on or off the ice, or for abusive language to any of the officials, or for the alleged infraction of the amateur definition, provided that the Chairperson is satisfied that such player, coach, manager, person, team, member or individual as the case may be has committed such breach or violation, such suspension to be automatically and continuously effective until dealt with by the OWHa who shall deal with such suspension within fifteen days thereof.
- (C)
 - (1) Any suspendible offense which occurs in any OWHa game (league, tournament, exhibition and/or Regional Playdown or Provincial Championship in or outside of Ontario) during the current season must be reported to the OWHa office within twenty-four (24) hours of the infraction(s) by the coach or other team official OR prior to the player or team's next game, whichever is less.
 - (2) Additional suspensions will be imposed wherever conditions and circumstances warrant.
 - (3) Leagues, local associations, individual teams and the OWHa may assess additional suspensions if warranted.
 - (4) Player/Team official may also be required to appear before an OWHa disciplinary board.
 - (5) Once a player or team official has been suspended/ejected from a game, she/he cannot return to the ice to participate in any post-game ceremonies (hand shaking, medal presentations, etc.). If the suspended person does return to the ice, further suspensions will be issued.
 - (6) It is the responsibility of each team manager and/or coach to ensure his/her players and/or team staff sit out their minimum suspensions. If a team plays twenty (20) games or less during the season, the person will sit out the minimum suspension or three weeks, whichever is less. When in doubt as to the relevant suspensions, contact the OWHa office. If you are unable to reach an OWHa designate, sit player(s) and/or team officials in question until clarification can be obtained.
 - (7) Any player or team official currently under suspension is not eligible to participate in any OWHa games until his or her suspension has been completed. The OWHa may extend the suspension to include all OWHa activities if warranted. Note that suspensions are valid in all branches of Hockey Canada.
 - (8) Minimum Suspensions cannot be appealed and any individual suspension of seven (7) games or less may not be appealed.
 - (9) The OWHa will uphold additional suspensions issued by teams, leagues and/or associations upon written notification to the OWHa Office.
 - (10) The coach or team official of a team whose member commits a suspendible offence must send a copy of the game sheet to the OWHa office (stats@owha.on.ca) within twenty-four (24) hours of the infraction OR prior to the player or team's next game, whichever is less. Game sheets must be submitted electronically. Faxes will not be accepted.
 - (11) Copies of game sheets confirming suspensions have been served, must be forwarded within twenty-four (24) hours of the game, by the coach or other team official, OR prior to the player or team's next game, whichever occurs first, to the OWHa Office (stats@owha.on.ca) Game sheets must be electronically submitted. Faxes will not be accepted.

OWHA DISCIPLINE PROCEDURES

PREAMBLE

It is the responsibility of all OWHA members and participants to know and follow the OWHA By-Laws, Regulations, Rules, Policies, Procedures and Code of Conduct.

The OWHA wishes to see team members participate in the game of hockey. The OWHA takes a very negative view on individuals who act in a manner that is inconsistent with the Regulations, Rules, Code of Conduct, Code of Ethics and Values of this Association. These actions are costly to the individual and team against which the infraction was committed and to the operations of the OWHA in terms of finances and human resources. Prevention is much more desirable than suspension. It is important that all stakeholders buy into the challenge and aggressively promote fair play.

Who Shares in the Responsibility for Safe and Fun Hockey?

- Parents
- Team
- Association
- Coach
- Self
- Players
- Peers
- Game Officials
- Leagues

The collective Goals and Objectives of all stakeholders must be to provide a safe and fun environment geared towards positive hockey and life experiences.

REFERENCES FROM OWHA BY-LAWS

- (p) Participant – A person registered with the OWHA or an OWHA Member or program.
- (q) person – includes individuals, associations, and corporations.

Discipline

- 1.2 A Participant may be disciplined in accordance with the policies, procedures, rules and regulations relating to discipline which are passed by the Board from time to time.

Entitlement to be a Participant

- 1.3 A person may cease to be entitled to be a Participant:
 - 1.3.1 as a result of and in accordance with the outcome of a discipline hearing in accordance with the Corporation's policies, procedures, rules and regulations related to discipline; or
 - 1.3.2 as determined by the President/CEO, for failing to pay fees or monies owed to the Corporation by the relevant deadline date(s) prescribed by the Corporation; or
 - 1.3.3 pursuant to a decision of the President/CEO in relation to the safety or security of any person.
- 1.4 Participant Ceasing to be in Good Standing – A Participant that ceases to be in good standing, as determined by the Board or by any committee or task group delegated this authority by the Board, shall not be entitled to the benefits and privileges of being a Participant until such time as the Board or by any committee or task group delegated this authority by the Board is satisfied that the Participant has met the definition of good standing.

MINIMUM SUSPENSION GUIDELINES

- (a) All suspensions as listed in the OWHA Handbook are treated as individual suspensions.
- (b) Multiple suspensions in a single game or over a period of time, will each be treated individually as minimum suspensions.
- (c) Any individual suspensions of seven (7) games or less may not be appealed.
- (d) Violations of the OWHA Code of Conduct or any incidents occurring while under suspension will result in additional suspensions being assessed.
- (e) Player/team official may be required to appear before an OWHA Discipline Board.
- (f) In cases where a player or team official appears before a discipline panel/committee, it shall be the responsibility of that panel/committee to rule on both the length of the suspension and whether the suspended individual will be permitted to practice and/or participate in other sanctioned activities while under suspension. All such incidents must be reported to the OWHA office within 48 hours of the decision.
- (g) An OWHA on-ice official must forward the original copy of the game sheet for all match penalties and gross misconduct penalties to the OWHA office by delivery or e-mail to stats@owha.on.ca no later than 12:00 noon the following day and by regular mail within 24 hours.
- (h) Upon receipt of a potential disciplinary situation, the OWHA Discipline Review Board will determine a process as follows:
 - a. Any Match Penalty, Gross Misconduct Penalty, a suspendible offense to a Repeat Offender (any individual who receives a second or subsequent suspendible offence in one season), a suspendible offense to an OWHA member currently on probation and/or a violation of the OWHA Code of Conduct shall be handled by the OWHA Discipline Review Board. The individual will not be allowed to participate in any sanctioned OWHA activities until there has been a decision rendered by the OWHA, to that effect.
 - b. In other situations, a determination shall be made by the OWHA Discipline Review Board as deemed appropriate.
 - c. The OWHA Discipline Review Board and/or OWHA Board reserve the right to take additional action as deemed appropriate.
- (i) Multiple Offences will not be tolerated
 - a) 2nd suspendible offence in one season – minimum plus two (2) and shall not participate in any OWHA sanctioned activity until permission granted by the OWHA Discipline Review Board.
 - b) 3rd, 4th, 5th, etc. suspendible offence in one season – indefinite - minimum plus four (4) and shall not participate in any OWHA sanctioned activity until permission is granted by the OWHA Discipline Review Board.

Note: Previous years' suspensions are subject to review and consideration

SERVING SUSPENSIONS

- Once a player or team official has been suspended/ejected from a game, she/he cannot return to the ice to participate in any post-game ceremonies (hand-shaking, medal presentations, etc.) If the suspended person does return to the ice, further suspensions will be issued.
- Minimum suspensions are just that, minimum suspensions.
- Exhibition games are not permitted for serving suspensions except in extreme situations with written approval of the OWHA Discipline Review Board. Minimum suspensions apply and additional suspensions may be assessed.
- It is the responsibility of each team manager and/or coach to ensure her/his players and/or team staff sits out their suspensions.

- If a team plays twenty (20) games or less during the season including playoffs, and tournaments, the person may be permitted, only with the approval of the OWHHA Discipline Board, to sit out the minimum suspensions or three weeks, whichever is less. When in doubt as to the relevant suspensions, contact discipline@owha.on.ca and, if you have not received authorization to participate, sit player(s) and/or team officials in question until clarification can be obtained.
- No person shall participate in any capacity in an OWHHA sanctioned game or event while under suspension. (i.e. if suspended while playing, the player cannot act as a coach, referee, etc., until the suspension is completed as a player. If suspended as a coach, the person cannot play, referee, etc., until the suspension is completed as a coach, and so on.) Persons found participating while under suspension are subject to further suspensions.
- Any player or team official currently under suspension is not eligible to participate in any OWHHA and Hockey Canada sanctioned games. Any individual who violated the terms of any suspension will be subject to discipline by the OWHHA or Hockey Canada.
- In cases where a player or team official is serving a suspension that player or team official may, in OWHHA authorized cases, participate in all OWHHA sanctioned activities except hockey games for the duration of the suspension. The suspended individual is not permitted on or near the bench or dressing room during any games. The OWHHA may extend the suspension to include all OWHHA activities if warranted.
- Teams and Associations have the authority to add additional suspensions but do not have the authority to lessen the suspensions. These must be reported, in writing, to the OWHHA email stats@owha.on.ca within 48 hours of the assessment of the suspension.
- Leagues do not have the authority to issue suspensions without prior written approval from the OWHHA.
- If it is deemed that the minimum suspension may be inappropriate due to extenuating circumstances, an approach may be made to the OWHHA to request relief. The OWHHA designate(s) has the authority to give relief to minimum suspensions only in situations deemed extreme with such decision(s) final and binding with no opportunity to appeal. Disagreeing with the judgment of an official is not an extenuating circumstance.
- If any OWHHA member fails to serve the minimum suspension without proper approval, the individual(s) and those others involved are subject to additional suspension.

Examples of situations where relief may be granted:

- It is proven that the official called the wrong rule or misinterpreted the rule – not the judgment of an official,
- It is proven the wrong person was assessed a penalty and the appropriate person has been identified,
- Compassionate grounds, but only in extreme circumstances,
- Where an individual wishes to participate in a professional development activity (i.e./Speak Out! Session) while under suspension, they may receive special permission for that activity.

END OF SEASON SUSPENSIONS

Individuals under suspension are not eligible for any involvement in Hockey Canada hockey programs until their suspension is served. Due to the reality of the game, rules, regulations, policies and procedures, this sometimes creates a challenge.

Case One: A player has a one game suspension for a relatively minor infraction – technically, she would miss tryouts, practices, exhibition games, team functions, etc. etc. until next season when her suspension is served – is this reasonable and effective?

Case Two: A player receives a fighting penalty because her team is eliminated and she decides to get rid of her frustrations on the nearest opponent/official. If we take no serious action, will we create a dangerous free for all at the end of each season?

END OF SEASON SUSPENSION PROCEDURE

- 1) Before a suspended individual is allowed to participate in any OWHA/Hockey Canada game/activity, they must write a letter addressed to discipline@owha.on.ca stating why he/she should be allowed to participate prior to their suspension being served.
- 2) The OWHA Discipline Review Board shall review each situation and make a determination as deemed appropriate.

If a suspended individual does not participate in the OWHA/Hockey Canada for a full hockey season or more and then returns to the OWHA, the OWHA shall make a determination of eligibility, on a case by case basis. Until the above process has been completed, the individual(s) shall not be eligible for participation in any OWHA/Hockey Canada programs of any kind.

APPEALS

(j) All appeals must be submitted and filed in accordance with the OWHA Appeal Policies and Procedures.

Examples of possible Discipline Appeals:

Example 1: A player is assessed a GM 20 and a GM 21 at the end of one game. The minimum suspension is GM20 (1 game), GM 21 (3 games) plus implied GM for second major penalty in one game (2 games). The total minimum suspension is 6 games. This is not appealable.

If the player had been suspended earlier in the season, she is considered a Repeat Offender resulting in an additional 2 game minimum. In this case the total minimum suspension is 8 games. This is not appealable.

(k) Grounds for Appeal

(i) Supplementary game(s) above the minimum suspension added by the OWHA that takes the suspension to 8 games or more.

Example 2: A player is assessed a combination of 3 different penalties in a hockey game that add up to a total minimum suspension of 10 games. The 10 game suspension is not appealable. The OWHA Discipline Review Board adds 4 games for a total of a 14 game suspension. The additional 4 games may be appealed. The Appeal Tribunal has the authority to remove, lessen or add to the 4 games. The Appeal Tribunal must leave the minimum 10 game suspension in place.

Example 3: A suspension imposed by a Team or Association where there has been a conflict with the By-Laws, Regulations, Rules or Policies of the OWHA; or a material procedural error; or adopted an error of fact; or did not provide a fair Hearing; or did not have the authority or jurisdiction to make the decision.



2023-2024 OWHA Minimum Suspension List

The following are minimum suspensions that shall be imposed for infractions, which occur in all OWHA exhibition, league, and play-off games, during the current playing season. Note that these suspensions are over and above any imposed by Hockey Canada rules.

Notice re: Clarifications.

- **These are minimum suspensions. Additional suspensions will be imposed wherever conditions and circumstance warrant.**
- Teams must report any and all suspensions to the OWHA within 24 hours of the game or prior to the teams next game, whichever comes first. The OWHA will advise the team on the number of games that the member must serve. All suspensions must be reported to stats@owha.on.ca
- It is the responsibility of each team manager and/or coach to ensure their players sit out their appropriate suspensions. When in doubt as to the relevant suspension, please contact the OWHA office via discipline@owha.on.ca. If you are not able to reach anyone, please sit player(s) in question out until clarification can be obtained. These suspensions are in addition to game incurred.
- Match Penalty reports must be sent directly to the OWHA via discipline@owha.on.ca for review.
- A participant who is suspended while playing in an out-of-OWHA jurisdiction event (i.e., USA or out of Province) must serve that suspension or portion thereof in the participant teams remaining games in that event even if for a greater number of games than under the OWHA Minimum Suspension List.

M = Misconduct

GM = Game
Misconduct

GE = Game
Ejection

MP = Match Penalty

GRM = Gross
Misconduct

AS = Accumulation
Sanction

Misconducts	Rule/Code	Suspension
Failure to go to the Player's Bench or Neutral Area	7.10 (d)	0 Games
Throwing Stick Over Boards	10.5 (d)	0 Games
Illegal Equipment	10.6 (d)	0 Games
Unsportsmanlike Conduct	11.1 (d) i	0 Games
Interference/Distracton During Penalty Shot	11.1 (d) ii	0 Games
Intentionally Knocks or Shoots Puck Out of Reach of an Official	11.1 (d) iii	0 Games
Failure to go directly to Penalty Bench	11.1 (d) iv	0 Games
Entering Referee's Crease	11.1 (d) v	0 Games
Disrespectful and Abusive Behaviour (includes Inciting)	11.2 (d)	0 Games
Game Misconducts	Rule / Code	Suspension
Second Misconduct – Same Game	4.7 (c)	2 Games
Game Ejections	4.8 (b)	0 Games
2 nd Fight, Same stoppage of play (3 rd , 4 th , etc.)	7.10 (e) iii	6 Games
Player(s) 3 rd , 4 th , 5 th Player into Fight	7.10 (e) ii	6 Games
Checking from Behind (Minor + Game Misconduct)	7.5 (a)	1 Game
Holding Injury (Major + Game Misconduct)	8.1 (b)	2 Games
Hooking Injury (Major + Game Misconduct)	8.2 (b)	2 Games
Interference from the Bench (Bench Minor + Game Misconduct, if identifiable)	8.4 (a)	2 Games
Tripping Injury (Major + Game Misconduct)	8.6 (b)	2 Games
Bench Official on the Ice Without Permission of Official	10.4 (a)	2 Games
Leaving the Players bench or Penalty Box	10.4 (e) i	4 Games
Leaving the Players bench or Penalty Box and incurring subsequent penalty	10.4 (e) ii	5 Games
Leaving the Bench without Clearance from the Referee (Assessed to coach if altercation results in penalties at end of game)	10.4 (e)	3 Games
¹ Coach whose player is penalized under 10.4 (e)	10.4 (e)	4 Games
Refusing to Start Play (Coach – Major + Game Misconduct)	10.8 (b) i	Indefinite*
Refusing to Leave the Players Bench (Major + Game Misconduct)	10.8 (b) ii	2 Games
¹ 10.4 (e) – Coaches' penalty will be noted on the front and back of the game sheet of the Officials' copy only. Penalty to coach is automatic as a result of player receiving 10.4 (e), coach not to be ejected as a result of this penalty being assessed.		
*All Indefinite Suspensions are subject pending a hearing.		

Player Accumulation Sanctions		Offense Count					
Accumulation Sanctions apply for any collective accumulation of the below MAJORS in the same season		Rule/Code	1 st MAJOR	2 nd MAJOR	3 rd MAJOR	4 th MAJOR	
Attempt to Injure or Deliberate Injury <i>Note: Grabbing – hair, facial protector, chin strap, or throat protector</i>		7.1 (b)	2 Games	+4 Games	+6 Games	Indefinite*	
Boarding (Major + Game Misconduct)	7.2 (b)	2 Games					
Body Checking (Major + Game Misconduct)	7.3 (b)	2 Games					
Charging (Major + Game Misconduct)	7.4 (b)	2 Games					
Checking from Behind (Major + Game Misconduct)	7.5 (b)	3 Games					
Head Contact (Major + Game Misconduct)	7.6 (b)	3 Games					
Kneeing (Major + Game Misconduct)	7.8 (b)	2 Games					
Roughing (Major + Game Misconduct)	7.9 (b)	2 Games					
Interefrenc (Major + Game Misconduct)	8.3 (b)	2 Games					
Interference from the Bench (Major + Game Misconduct)	8.4 (b)	2 Games					
Interference with Goaltender (Major + Game Misconduct)	8.5 (b)	2 Games					
Clipping (Major + Game Misconduct)	8.7 (b)	2 Games					
Cross Checking (Major + Game Misconduct)	9.2 (b)	2 Games					
Slashing (Major + Game Misconduct)	9.3 (b)	2 Games					
Throwing or Shooting Stick or Object	10.5 (b)	2 Games					
*All Indefinite Suspensions are subject to a hearing.							
Coaches Accumulation Sanctions						Suspension	
Any team receiving a combination equaling 3 x 5 minute penalties in the same game from a major penalty, match penalty or fighting infractions						1 Game	
For a 2nd violation of a team receiving a combination equaling 3 x 5 minute penalties in the same game from a major penalty, match penalty or fighting infractions						3 Games	
For a 3rd violation of a team receiving a combination equaling 3 x 5 minute penalties in the same game from a major penalty, match penalty or fighting infractions						Indefinite*	
*All Indefinite Suspensions are subject to a hearing.							
Match Penalties		Rule / Code	1 st MATCH	2 nd MATCH	3 rd MATCH		
Attempt to Injure or Deliberate Injury <i>Note: May include but not limited to head-butting, hair pulling, grabbing face mask, and kicking</i>		7.1 (c)	5 Games	Minimum + 2 Games	Indefinite±		
Boarding		7.2 (c)	4 Games				
Body Checking		7.3 (c)	4 Games				
Charging		7.4 (c)	4 Games				
Kneeing		7.8 (c)	4 Games				
Roughing		7.9 (c)	4 Games				
Fighting – Ring or Tape on Hand(s)		7.10 (c)	5 Games				
Interference		8.3 (c)	4 Games				
Interference from the Bench		8.4 (c)	4 Games				
Interference with the Goaltender		8.5 (c)	4 Games				
Clipping		8.7 (c)	4 Games				
Slew Footing		8.8 (c)	5 Games				
Butt Ending		9.1 (c)	5 Games				
Cross-Checking		9.2 (c)	5 Games				
Slashing		9.3 (c)	4 Games				
Spearing		9.4 (c)	4 Games				
Throwing or Shooting Stick or Object		10.5 (c)	4 Games				
Checking from Behind		7.5 (c)	5 Games	Minimum + 4 Games			
Head Contact		7.6 (c)	5 Games				
* All Indefinite Suspensions are subject to a hearing and cannot be less than 5 games.							
Gross Misconducts				Rule / Code		Suspension	
Head-butting (minimal degree of violence)				7.1 (f)		Indefinite**	
Fighting with Team Official				7.10 (f)		Indefinite**	
Interference from bench (Team Official)				8.4 (f)		Indefinite**	
Disrupts game after having been removed				10.4 (f)		Indefinite**	
Illegal Equipment				10.6 (f) i	Indefinite**		
Refusing to remove helmet or facial protector for identification				10.6 (f) ii	Indefinite**		
Removing Helmet and/or Chinstrap				10.6 (f) iii / iv	Indefinite**		

** All Indefinite Suspensions are subject to a hearing

Pre or Post Game Altercations		Suspension
Any player involved where Major and Game Misconducts are assessed		3 Games
Coach of team whose players are so penalized		Indefinite*
Any team involved in a pre or post game brawl		Indefinite*

*All Indefinite Suspensions are subject to a hearing.

Fighting	H.C. Rule	Offense Count			
		1 st	2 nd	3 rd	4 th
Fighting	7.10 (b)	4 Games	+3 Games	+5 Games	Indefinite*

*All Indefinite Suspensions are subject pending a hearing.

Instigator / Aggressor	H.C. Rule	Offense Count		
		1 st	2 nd	3 rd
Instigator / Aggressor of a fight	7.11 (a)	3 Game	+3 Games	Indefinite*

Rule 7.11 (a) Note: If a player is assessed both penalties in the same altercation, they would receive a suspension for each offence*All Indefinite Suspensions are subject pending a hearing

Rule 11 – Maltreatment	Type	Rule / Code	Offense Count		
			1 st MATCH	2 nd MATCH	3 rd MATCH
Unsportsmanlike Conduct	Game Misconduct	11.1 (e)	2 Games	Minimum +4 Games	Indefinite**
Disrespectful and Abusive Behaviour		11.2 (e)	3 Games		
Physical Harassment of Officials	Game Misconduct	11.5 (e)	3 Games	Indefinite**	Indefinite**
Disrespectful and Abusive Behaviour	GRM	11.2 (f)	5 Games	Indefinite**	Indefinite**
Spitting	Match	11.3 (c)	5 Games	Indefinite**	Indefinite**
Discrimination	GRM	11.4	Indefinite**	Indefinite**	Indefinite**
Physical Harassment of an Official	Match	11.5 (c)	Indefinite**	Indefinite**	Indefinite**

** All Indefinite Suspensions are subject to a hearing.

