

# HANDBOOK

CONSTITUTION, BY-LAWS, REGULATIONS, RULES & POLICIES



2008 – 2009

FAIR PLAY \* FUN \* EXCELLENCE \* GOOD CITIZENSHIP \* INTEGRITY & HONESTY \* EQUITY

## **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.

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

Failure to comply with this 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

# **Ontario Women's Hockey Association**

Constitution  
By-laws  
Regulations  
Rules

As amended to May 24, 2008



OWHA Business Office  
#3-5155 Spectrum Way  
Mississauga, Ontario L4W 5A1  
Telephone: (905) 282-9980  
General Fax: (905) 282-9982  
info@owha.on.ca

\* **Stats Fax: (905) 282-0499**  
\* **stats@owha.on.ca**

*\*Game Sheets, Discipline Reports, Tournament Results*

**[www.owha.on.ca](http://www.owha.on.ca)**

# 2008-2009 OWHA EXECUTIVE COMMITTEE

POSITION	NAME	Email	TELEPHONE	FAX
Chairperson	BRYAN CHAPPELL	bchappell@owha.on.ca	(519) 331-2957	(519) 337-3621
President	FRAN RIDER	fran@owha.on.ca	(416) 573-5447	(905) 282-9982
Past Chairperson	DOUG NICHOLLS	dnicholls@owha.on.ca	(416) 518-7067	(905) 839-9523
First Vice Chairperson	PAT NICHOLLS	pat@owha.on.ca	(416) 571-9198	(905) 282-9982
Second Vice Chairperson	SUZANNE ESSEX	sessex@owha.on.ca	(705) 927-8378	(705) 741-0519
Third Vice Chairperson	TED DEAN	tedean@owha.on.ca	(705) 790-9702	(705) 652-8344
Secretary	MARY ANN BLUNT	mblunt@owha.on.ca	(519) 750-4952	(905) 282-9982
Regional Director - Central	DOUG TIFFIN	dtiffin@owha.on.ca	(705) 715-8330	(905) 282-9982
Regional Director - Central East	BILL WILLIAMSON	bwilliamson@owha.on.ca	(416) 705-9581	(416) 264-8205
Regional Director - Central West	BETTY SOLOMON	bsolomon@owha.on.ca	(519) 536-3708	(519) 647-2851
Regional Director - Eastern	DEBBIE MACDONALD	dmacdonald@owha.on.ca	(613) 340-5560	(613) 342-4960
Regional Director - Toronto	COLLEEN MUISE	cmuise@owha.on.ca	(416) 460-6942	(416) 767-3744
Regional Director - Northern	DENISE MARJERISSON	dmajerisson@owha.on.ca	(705) 730-9931	(807) 935-2512
Regional Director - Western	JOANNE INNES	jinnies@owha.on.ca	(519) 949-0549	(519) 393-6609
OWHA Delegate	TONY BLOOMFIELD	fg.bloomfield@sympatico.ca	(905) 662-3945	(905) 662-3945

**OWHA Board of Regents:**

Mayor Hazel McCallion  
Fran Rider

Dr. Ed Ratushny  
Frank Champion-Demers \*

Doug Nicholls  
Celia Southward

Carl Noble  
Kay Cartwright

**www.owha.on.ca**

\* deceased

## TABLE OF CONTENTS

### **PART 1    CONSTITUTION**

ARTICLE ONE .....	1
Name	
ARTICLE TWO .....	1
Governing Body	
ARTICLE THREE.....	1
Objects	
ARTICLE FOUR.....	2
Membership	
ARTICLE FIVE.....	2
Officers	
ARTICLE SIX.....	2
Executive Committee	
ARTICLE SEVEN.....	3
Authority of Executive Committee	
ARTICLE EIGHT .....	3
Board of Regents	
ARTICLE NINE .....	4
Annual General Meeting	
ARTICLE TEN.....	4
By-Laws	
ARTICLE ELEVEN .....	5
Regulations & Rules	
ARTICLE TWELVE.....	5
Financial Year	
ARTICLE THIRTEEN.....	5
Constitutional Amendment	

### **PART II    BY-LAWS**

ARTICLE ONE .....	6
Executive Committee	
ARTICLE TWO .....	7
Duties of Officers	
ARTICLE THREE.....	9
Duties of Directors	
ARTICLE FOUR.....	10
Duties of Board of Regents	
ARTICLE FIVE.....	10
General Meetings	
ARTICLE SIX.....	12
Meetings of the Executive Committee	
ARTICLE SEVEN.....	13
Membership	
ARTICLE EIGHT .....	15
Player Movements/Tryouts	
ARTICLE NINE .....	16
Fee Schedule	
ARTICLE TEN.....	16
Expulsion	
ARTICLE ELEVEN .....	16
Disciplinary Board, Appeal Tribunal and Protest Committee	
ARTICLE TWELVE.....	18
Amendments	

### **PART III    REGULATIONS**

REGULATION ONE.....	19
Categorization	
REGULATION TWO.....	23
Regions	
REGULATION THREE .....	26
Registration	
REGULATION FOUR .....	27
Officials	
REGULATION FIVE .....	28
Instructors, Coaches and Trainers	
REGULATION SIX.....	28
Provincial Hosting	
REGULATION SEVEN .....	29
Amendments	

### **PART IV    RULES**

RULE ONE.....	29	
(I) Rules of Competition		
(II) Equipment		
RULE TWO.....	30	
Tournaments		
RULE THREE		
Regional Playdowns and Provincial Championships .....		39
Mission Statement.....		39
A) Team & Player Entry & Eligibility for Regional Playdowns & Provincial Championships.....		39
B) Playing Rules & Regulations for Regional Playdowns.....		43
C) Playing Rules & Regulations for Provincial Championships.....		47
RULE FOUR .....	49	
Suspensions		
RULE FIVE .....	51	
Protests		
RULE SIX.....	53	
Appeals		
RULE SEVEN .....	54	
Amendments		

### **GLOSSARY**

#### **APPENDICES**

Hockey Canada Information .....	A
Fair Play Means Safety for All ..	B
OWHA Harassment & Abuse Policies .....	C
OWHA Policies .....	D
Safety Requires Teamwork & Insurance.....	E
OWHA Code of Conduct & Suspensions .....	F



## AREAS OF EMPHASIS 2008-2009

*Ontario Women's Hockey Association*

### **MISSION STATEMENT**

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

We are all very fortunate to have the privilege of personal involvement in hockey whether it is as a player, coach, official, volunteer or supporter. In order to maximize the experience, it is important for everyone to understand the game, the rules, the regulations and the responsibilities. Much information is available on the OWHA web site, through local and provincial contacts and from the OWHA office. OWHA Constitution, By-Laws, Regulations and Rules are posted on the OWHA website or can be ordered from the OWHA office. It is the responsibility of team management to be aware of all pertinent information and to inform team members, parents and others as appropriate.

To assist with the positive experience for the 2008-2009 hockey season the OWHA Executive Committee has identified a few specific areas of emphasis:

- All OWHA registered participants are bound by the OWHA Rules, Regulations, Policies, Procedures and Code of Conduct.
- OWHA registered participants are covered by Hockey Canada insurance. All on-ice and/or on-bench participants MUST be registered by name with the OWHA.
- OWHA registered teams are permitted to play other Ontario female teams ONLY if they are registered with the OWHA. It is the responsibility of the team's management to ensure that every game and/or scrimmage against other female teams is in accordance with this mandate.
- OWHA registered teams wishing to play against female teams from outside Ontario MUST receive written approval from the OWHA.
- OWHA registered teams are not permitted to play against any "male" team. Exceptions may be granted at the discretion of the OWHA Executive Committee.
- Every individual who goes on the ice and/or on the bench with a team at a game or practice MUST be registered with the OWHA. As an example, this includes power skating instructors.
- Suspensions – minimum suspensions MUST be followed. Teams, associations, leagues and tournaments do not have the authority to lessen these suspensions. All suspendable offences MUST be reported to the team's OWHA Regional Director.

- Teams require OWHA Executive Committee approval to participate in a league.
- Tampering – Once a player is signed with a team, she requires a player release before going to another team. Asking a player to join your team when she is currently a member of another team is tampering and is not permitted.
- Players from outside Ontario – It is very important to note that there are requirements for players who transfer in to Ontario from other provinces and countries. These players MUST NOT be allowed on the ice until you are certain the proper approvals and fees are in place.
- Speak Out! – All coaches MUST attend a Speak Out! Clinic in order to coach an OWHA team. The only exception to this is for Senior Recreational & Masters teams where this is a recommendation only.
- Criminal Record Checks and Speak Out! compliance are required in accordance with OWHA policies and specifically the Ten Steps to Screening.
- All female hockey teams in Canada must play and practice with no intentional body checking.
- For female hockey in Ontario, mouth guards are recommended, but not mandatory
- For female hockey in Ontario, goaltenders are required to wear BNQ throat protectors, neck protectors are optional.
- Zippered pants are legal if zipped
- Important Hockey Canada information (See Appendix “A”)
- † OWHA Rule ONE (II) (B) Team officials MUST wear helmets on ice. There will be one warning followed by a 2 game suspension.
- † Multiple suspensions will not be tolerated. Suspendable actions and violations of the OWHA Code of Conduct will not be tolerated.
- † Selection and monitoring of coaches and team staff is a priority. There is no excuse for violation of the OWHA Code of Conduct by team staff.
- † Bullying, Cyber-bullying and derogatory comments posted on Facebook, blogs and circulated through email are not acceptable and are deemed to be in violation of the OWHA Code of Conduct. Teams and associations and the OWHA discipline committee will take a strong stance against this dangerous behaviour that is disrespectful to the entire membership of the OWHA.
- † PAWSITIVE – The Ontario Women's Hockey Association is an organization built on a foundation of respect and team work. The key to its success is the flexibility with a focus on empowerment and providing good people with the tools to do good things for all participants in Ontario and in female hockey.

**O.R.F.A. Facility Alert - CAMERA PHONES and PDA's**

Please note the Ontario Recreation Facilities Association **Facility Alert** prohibiting the use of cell phones and personal digital assistants in all recreation facility change rooms. Please pass this important information along.

## **HOCKEY CANADA**

### **RULES EMPHASIS / STANDARD OF PLAY 2008/09**

The 2008 – 2009 Rules Emphasis has been approved by the Hockey Canada Board of Directors, and mandates that all Hockey Canada participants are to adhere to these guidelines. The enforcement of this rules standard in our game will continue to allow for improved skill development and positive hockey experiences. The mission of Hockey Canada is clear; the game will be enhanced through the application of the standard of enforcement and rules emphasis.

#### **RULES EMPHASIS**

##### **SHARED RESPECT**

The “**SHARED RESPECT INITIATIVE**” calls for all participants of the game to respect one another.

The intent of Hockey Canada is to enforce a standard of play that promotes an exciting and fun game for all its partners.

All partners share an equal responsibility to ensure the integrity of the game is upheld. Through this process of change, the onus is not only on our game officials but all its participants.

**CHECKING TO THE HEAD** – (contact physically or with a stick to another players' head area).

*Deliberate checks to the head remain to be a major problem in today's game. Concussions not only deprive players of playing time, they end players' careers and can have long term effects.*

*Checks to the Head demonstrate a lack of respect and fair play and must be penalized. Any moderate or severe blow to the head must be penalized with a Minor Penalty and a Misconduct or a Major penalty and a Game Misconduct for Checking to the Head as concussions and other head injuries are having a major impact on the game. A Match penalty could also be assessed under this rule. These are aggressive fouls and must be called at **ALL** occurrences during the hockey game, including shorthanded situations.*

*Whether it is elbowing, high sticking, roughing or cross-checking, hits to the head are an intentional act of violence and must be treated with zero tolerance on the part of the official at all times.*

##### **CHECKING FROM BEHIND**

*We want to continue to work to eliminate any contact from behind, as the resulting injuries, especially to the head and neck can be catastrophic. It is a dangerous and cowardly act. It is imperative that coaches instruct their players to **STOP** and eliminate all checking from behind. Strict application of this rule is needed to remove this foul from our game.*

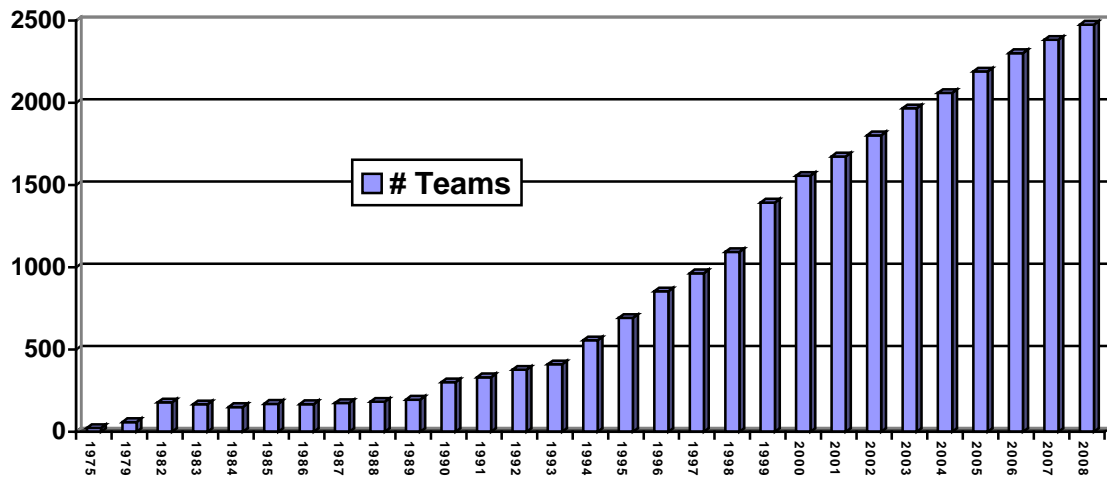
#### **STANDARD OF PLAY**

*Continued enforcement of the standard of play with regards to the restraining (Hooking and Holding) and stick fouls (Slashing, High Sticking, Cross-checking) at all levels will be maintained to allow for further enhancement of the quality of our game.*

**We ALL play a role in supporting the improvement of our game.**



## OWHA Growth 1975 - 2008





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 Executive Committee.

The Playing Rules of the Association are published in a separate booklet and may be obtained from the OWHA Office.

**[www.owha.on.ca](http://www.owha.on.ca)**

**PART I**  
**CONSTITUTION**

**As amended at the Annual General Meeting of the  
Ontario Women's Hockey Association on  
May 24, 2008.**

WHEREAS the Ontario Women's Hockey Association is a voluntary Association of members and individuals, designed to promote and foster female hockey throughout Ontario.  
AND WHEREAS members and individuals participating in the activities and games sponsored by the OWHA have confidence in the judgment of the Executive of the OWHA.  
AND WHEREAS it is declared that one of the purposes of this Constitution, and the Association's By-Laws, Regulations and Rules shall be to confer upon the OWHA and its Executive all of the powers of a fully self-governing organization;  
NOW THEREFORE be it enacted:

**ARTICLE ONE**

**Name**

This organization shall be called the Ontario Women's Hockey Association.

**ARTICLE TWO**

**Governing Body**

- (A) This Association is the governing body of female hockey in Ontario.
- (B) This Association is a member of the Ontario Hockey Association and the Ontario Hockey Federation.
- (A) Through the Ontario Hockey Federation, this Association shall be affiliated with Hockey Canada

**ARTICLE THREE**

**Objects**

The objects of the Association are:

- (A) To promote the participation of girls and women in all aspects of female hockey;

- (B) To foster and encourage leadership programs in all areas related to the development of female hockey in Ontario; and
- (C) To promote hockey as a game played primarily for enjoyment while also fostering sportsmanship and life skills.

#### **ARTICLE FOUR**

##### **Membership**

Membership in the Association shall consist of:

- (A) Teams and Hockey FUNdamentals Programmes which:
  - i. Have applied to and been accepted by the Executive of the Association; and
  - ii. Have agreed to abide by and comply with the Constitution, By-Laws, Regulations and Rules of the Association; and
  - iii. Are in good standing.
- (B) Officers and Members of the Executive Committee.

#### **ARTICLE FIVE**

##### **Officers**

The Officers shall consist of the Chairperson, the Immediate Past-Chairperson, the three Vice-Chairpersons, the Secretary, the Treasurer and the President.

#### **ARTICLE SIX**

##### **Executive Committee**

- (A) The Executive Committee shall be composed of:
  - i. The Officers;
  - ii. All Regional Directors; and
  - iii. The Chairman of the Ontario Hockey Association or its authorized representative.
- (B) The Members of the Executive Committee will be elected for a one-year term at the Annual General Meeting with the exception of the Immediate Past Chairperson, the President and the Chairman of the Ontario Hockey Association, or its authorized representative.

- (C) The Members of the Executive Committee shall not be subject to any personal legal liability for any actions taken by them in that position.
- (D) The Regional Directors shall be elected by members of the Association from their respective Regions.
- (E) The Executive Committee shall have the power to fill any vacancies among the elected Officers by appointing other members of the Executive as Officers and the Executive Committee shall have the power to fill vacancies among the elected Regional Directors in extreme circumstances only.
- (F) The Chairperson may vote only when it is necessary to break a tie.

#### **ARTICLE SEVEN**

##### **Authority of Executive Committee**

- (A) The Executive Committee shall have control of the affairs of the Association and the primary responsibility for achieving its objects.
- (B) The Executive Committee shall have the power to appoint such committees, as it considers necessary to assist in carrying out its responsibilities.

#### **ARTICLE EIGHT**

##### **Board of Regents**

- (A) There shall be a Board of Regents to advise and assist the Association in carrying out its objectives.
- (B) The Members of the Board of Regents shall be appointed by the Executive Committee and shall hold office at pleasure.
- (C) The appointment of Members of the Board of Regents shall be effective immediately, but subject to ratification by a majority vote at the next Annual General Meeting.
- (D) All Past Chairpersons shall be deemed to be Members of the Board of Regents.
- (E) The Members of the Board of Regents shall not be subject to any personal legal liability for any actions taken by them in that position.

## **ARTICLE NINE**

### **Annual General Meeting**

- (A) There shall be an Annual General Meeting with the date and location to be announced by the Executive Committee at the previous Annual General Meeting based on membership vote and encouraging rotation among regions that choose to submit a bid to host the Annual General Meeting.
- (B) The agenda for the Annual General Meeting must include:
  - i. the minutes of the preceding Annual General Meeting;
  - ii. the presentation of the Annual Financial statement which is in accordance with generally accepted accounting principles;
  - iii. the election of Officers and other Members of the Executive Committee; and
  - iv. the ratification of any expulsions, By-Laws, Regulations, Rules or Appointments to the Board of Regents made by the Executive Committee during the previous year.

## **ARTICLE TEN**

### **By-Laws**

- (A) The Executive Committee may, from time to time, set, repeal or amend such By-Laws as it deems necessary for the conduct of the business of the Association in a manner consistent with this Constitution.
- (B) Any changes to the By-Laws by the Executive Committee shall be in force but subject to ratification by a majority vote at the next Annual General Meeting.
- (C) Any changes to the By-Laws by the Executive Committee, which fail to receive ratification, may not be re-introduced and any By-Law changes made at an Annual General Meeting may not be modified by the Executive Committee, in both cases, for a period of three years.

## **ARTICLE ELEVEN**

### **Regulations and Rules**

- (A) The Executive Committee may, from time to time, set, repeal or amend:
  - i. such Regulations as it deems necessary for the structure of leagues and teams, age categories, fees, membership, associate membership and any other matter related to the carrying out of its objective; and
  - ii. such Rules as are more restrictive than those established by Hockey Canada.
- (B) The powers in ARTICLE ELEVEN (A) of this constitution may be exercised by a majority vote at an Annual General Meeting.
- (C) Any changes to the Regulations or Rules made by the Executive Committee shall be subject to ratification by a majority vote at the next Annual General Meeting.
- (D) Any changes to the Regulations or Rules by the Executive Committee, which fail to receive ratification, may not be re-introduced, and any Regulation or Rule changes made at an Annual General Meeting may not be modified by the Executive Committee, in both cases, for a period of three years.
- (E) All hockey played under the jurisdiction of the Association shall be governed by the Association's Regulations and Rules.

## **ARTICLE TWELVE**

### **Financial Year**

The fiscal year of the Ontario Women's Hockey Association shall terminate on the 30<sup>th</sup> day of June each year.

## **ARTICLE THIRTEEN**

### **Constitutional Amendment**

This Constitution may be amended at an Annual General Meeting by a two-thirds majority of all votes cast, provided that notice of proposed amendments is announced at any time during the preceding Annual General Meeting.

**PART II**  
**BY-LAWS**

**ARTICLE ONE**

**Executive Committee**

- (A) The Executive Committee shall set the policies and conduct the business of the Association.
- (B) The Members of the Executive Committee shall report to and be subject to the direction of the Executive Committee in carrying out their responsibilities.
- (C) Delegation and Committees:
  - i. Wherever appropriate, Members of the Executive Committee shall encourage broader participation in the Association through the delegation of their functions to:
    - a) Other Members of the Executive Committee; and
    - b) Other Persons in the Regions.
  - ii. Such delegation may occur through informal assignment and designation as well as through the appointment of committees pursuant to ARTICLE SEVEN (B) of the Constitution.
  - iii. When the Executive Committee appoints a committee pursuant to ARTICLE SEVEN (B) of the Constitution it shall:
    - a) Specify whether such committee is to be a standing committee of unlimited duration or an *ad hoc* committee after which time it shall cease to exist;
    - b) Specify the time frame for the work and reporting of each *ad hoc* committee after which time it shall cease to exist;
    - c) Specify the general purpose of the committee, and
      - (1) its particular objectives,
      - (2) its responsibilities by way of consultation or otherwise, and
      - (3) any resources which will be provided to assist in the carrying out of its task;
    - d) Specify whether the committee shall report through a Vice-Chairperson or directly to the Executive Committee and whether there shall be interim as well as final reporting.



**ARTICLE TWO**  
**Duties of Officers**

(A) Chairperson

- i. The Chairperson shall serve as Chair of the Executive Committee.
- ii. The Chairperson shall preside at all meetings of this Association and the Executive Committee and, at the discretion of the Chairperson, order the calling of meetings of this Association and its Committees. It shall also be the duty of the Chairperson immediately after the close of each Annual General Meeting to convene a meeting of the Executive Committee in order to discuss the business for the forthcoming year.
- iii. The Chairperson shall exercise, in addition to powers conferred upon the Chairperson by the Constitution, By-Laws, Regulations and Rules of this Association, all duties and power of the Executive Committee when in an emergency it is impractical for the Chairperson of the Executive Committee to obtain a vote of the Executive Committee.
- iv. Any action taken by the Chairperson under (A)iii. shall be referred to the Executive Committee for approval or rejection in whole or in part within fifteen days following the action taken.
- v. The Chairperson shall be an *ex officio* member of any Committees appointed pursuant to ARTICLE SEVEN (B) of the Constitution.
- vi. The Chairperson shall, from time to time, appoint persons to *ad hoc* Discipline Boards, Appeal Tribunals and Protest Committees.

(B) Vice-Chairpersons

- i. There will be three Vice-Chairpersons:
  - (a) First Vice-Chairperson;
  - (b) Second Vice-Chairperson;
  - (c) Third Vice-Chairperson.
- ii.(a) The First Vice-Chairperson, in the absence of the Chairperson, shall have the authority to perform the duties of the Chairperson.

- (b) The Second Vice-Chairperson, in the absence of the First Vice-Chairperson, shall have the authority to perform the duties of the First Vice-Chairperson.
  - (c) The Third Vice-Chairperson, in the absence of the Second Vice-Chairperson, shall have the authority to perform the duties of the Second Vice-Chairperson.
  - (d) The Vice-Chairperson(s) will perform those duties as delegated by the Executive Committee.
- (C) Secretary
  - i. The Secretary shall record and preserve the minutes of all meetings of the Executive Committee and all General Meetings of the Association.
- (D) Treasurer
  - i. The Treasurer shall chair a Finance Committee to be appointed pursuant to ARTICLE SEVEN (B) of the Constitution.
  - ii. The Treasurer shall be a signing officer of the OWHA.
  - iii. The Treasurer shall keep under review the financial position of the Association and shall make recommendations to the Executive Committee for maximizing revenues and the minimizing of expenditures.
  - iv. The Treasurer shall present the budget for the approval of the Executive Committee.
  - v. The Treasurer shall present at the Annual General Meeting the financial statement which is in accordance with generally accepted accounting principles.
- (E) President
  - i. The President shall be appointed by the Executive Committee of this Association and be answerable to the Executive Committee.
  - ii. The salary of the President shall be negotiated with a sub-committee of the Officers of this Association.

- iii. The President shall not have a vote at any meetings of this Association.
- iv. The President shall represent the OWHA on all matters including hockey, government, public relations and other association related activities. The President shall attend all meetings as designated by the Chairperson.
- v. The President shall be the official representative of the OWHA to the Annual General Meeting of Hockey Canada.

### ARTICLE THREE

#### **Duties of Directors**

##### (A) Regional Directors

- i. A Regional Director shall take responsibility as assigned by the OWHA Executive Committee for the Region(s) to which he/she was elected.
- ii. The Regional Director shall recommend the District Rep(s), subject to the approval of the Executive Committee.
- iii. Regional Directors shall carry out their duties by providing information, delegating duties, identifying problems and co-operating in seeking solutions in their Region(s)
- iv. Regional Directors shall ensure he/she or his/her delegate is accessible for all OWHA tournaments.
- v. Regional Directors shall encourage increased participation in female hockey.

##### (B) District Reps

- i. A District Rep, at the direction of her/his respective Regional Director, will assist the Regional Director in carrying out her/his duties as assigned.
- ii. A District Rep will assist the Regional Director and members in maintaining effective lines of communication with the membership.

## **ARTICLE FOUR**

### **Duties of the Board of Regents**

- (A) Members of the Board of Regents shall be persons who have demonstrated their support for the Objects of the Ontario Women's Hockey Association and who may be called upon, from time to time, for special advice or other assistance.
- (B) Members of the Board of Regents may attend meetings of the Executive Committee and General Meetings and may participate in discussion and debate but shall not have the power to vote.

## **ARTICLE FIVE**

### **General Meetings**

#### (A) General Meetings

1. A General Meeting of the Association may be called by the Executive Committee from time to time as may be required.
2. At least 30 days notice of such meetings shall be provided to all members of the Association together with a statement of the purpose of the meeting and the proposed agenda.

#### (B) Annual General Meeting

1. Nominating Committee: At each Annual General Meeting a Nominating Committee shall be elected, consisting of the Immediate Past Chairperson and two other members elected from the floor, whose duty shall be to present a slate of candidates for election to the Executive Committee at the next Annual General Meeting. The slate must be received in writing in the OWHA office c/o the Secretary at least 60 days in advance of the Annual General Meeting.
2. Other Nominations: Members may nominate additional candidates for election to the Executive Committee, in writing and received in the OWHA office c/o the Secretary at least 60 days in advance of the Annual General Meeting. All such nominations must have a nominator, a seconder and permission from the candidate.

3. Amendments: All proposed amendments to the By-Laws, Regulations or Rules must be received in writing in the OWHA office c/o the Secretary at least 60 days in advance of the Annual General Meeting.
4. Notice: At least 30 days in advance of the Annual General Meeting, the Secretary must send out to all members the notice of the Annual General Meeting, the Agenda, the Nominating Committee's Slate of candidates, any other nominations which have been received and all proposed amendments to By-Laws, Regulations and Rules.
5. Amendments Made During the Year by the Executive Committee: All changes to By-Laws, Regulation or Rules made during the year by the Executive Committee, as authorized in the Constitution, ARTICLES TEN and ELEVEN, must be included on the list of amendments sent out by the Secretary.

(C) Voting at General Meetings

1. Every voting member of the Association shall be entitled to vote at General Meetings, including the Annual General Meeting. An OWHA Executive member shall not be allowed to be the voting person for a member association/league/team, nor carry any proxy votes.
2. The Chairperson may only vote in the event of a tie.
3. No *quorum* shall be required at General Meetings including the Annual General Meeting.
4. Every voting member of the Association shall be entitled to vote at a General Meeting, including the Annual General Meeting, by way of proxy. In order to cast a proxy vote, the person intending to vote must file with the Secretary, at the outset of the meeting, a notice in writing which includes:
  - a) the name of the absent member who or which is authorized to vote;

- b) the name of the member who or which is authorized to cast the proxy vote at the meeting;
- c) a statement that the member is authorized to cast the proxy vote on all matters which may arise at the meeting;
- d) an authorized signature of the member referred to in ARTICLE FIVE (C)(4)(a) of these By-Laws.

The Secretary shall inform the meeting of all notices received under this provision prior to any vote taking place and shall make them available for inspection by any other member of the Association at that time.

- 5. The President shall not have a vote.

## **ARTICLE SIX**

### **Meetings of the Executive Committee**

#### **(A) Calling, Notice and Agenda**

- 1. The Chairperson shall call meetings of the Executive Committee as required but at least two times per year.
- 2. Notice of meetings shall be provided in writing at least 15 days in advance together with notice of any proposed agenda items which are known by the Chairperson at the time.
- 3. Any proposed amendments to the By-Laws, Regulations or Rules must be included with the notice of meeting referred to in ARTICLE SIX (A)(2) of these By-Laws.

#### **(B) Voting**

- 1. Every member of the Executive Committee, except the President shall be entitled to vote at meetings of the Executive Committee.
- 2. The Chairperson may only vote in the event of a tie.
- 3. A *quorum* of at least one-half of the Members of the Executive Committee is required.
- 4. Voting by proxy shall not be permitted at Executive Committee meetings.

## **ARTICLE SEVEN**

### **Membership**

- (A) New Teams and Associations – New teams must have submitted a “New Team/Association Application” form, c/o OWHA office and received approval prior to any team members participating in any team activities. Events held prior to approval are not OWHA sanctioned and/or insured.
- (B) All teams registered in the previous season are to send to the OWHA Office, by August 31<sup>st</sup> of each year, their team’s completed “Intent to Register” form together with the appropriate team registration fee. A team will also have to have submitted their “Intent to Register” form and appropriate fee in order to participate in any OWHA sanctioned tournament or league game.
- (C) Any OWHA approved Association may register teams in their applicable divisions or categories as the need arises without filling out a “New Team/Association Application” form, notwithstanding that the OWHA Executive Committee will retain its right to accept, reject or revoke membership to protect the best interests of the OWHA membership and as set out in ARTICLE SEVEN of the Constitution.
- (D) Each team may register a maximum of 17 skaters and a maximum of 2 goaltenders, except in Senior where each team may register a maximum of 18 skaters and a maximum of two goaltenders. Each goaltender must be designated on the “Participant Registration” form with the letter “G”.
- (E) All OWHA approved competitive teams must be registered according to the current New Membership Policies in effect, complete with player information by October 1<sup>st</sup> of each season by forwarding to the OWHA Registrar completed “Participant Registration” form(s) along with the proper Registration fee, Insurance fee, Affiliation fee and Provincial Bond. All association and independent competitive teams must register in the District/Region where they play the majority of their home games. Failure to submit the proper fees will cancel a team’s right to participate in any OWHA event.

(F) All House League, Recreational and Masters teams and Players must be registered by November 15<sup>th</sup> 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 31<sup>st</sup>.**

(G) All competitive teams must submit to the OWHA Office, properly completed game reports of all games played (Form A) no later than a date to be set annually by the OWHA Executive Committee. The Form A must list the OWHA team numbers of opposing teams. The Form A will only be used if there is an official request in to move a team. Form B's for competitive teams will be required to be submitted upon request only. Failure to submit reports and/or properly completed forms on time will result in the following fines and sanctions and may result in rendering the team ineligible for Provincials or render the team as a team not in good standing.

1 to 5 days late           \$100.00

6 to 11 days late       \$200.00

12 days or more       team will be ineligible for Provincial Championship

Regardless of a team's intention to participate in Provincials or not, game reports of all games must be received by the Regional Director, c/o OWHA Office on or before the above-noted deadlines.

(H) FUNDamentals programmes and players must also be registered by November 15<sup>th</sup> of each hockey season. Additional players may be added throughout the season to any team or FUNDamentals programme, within the limitations of ARTICLE SEVEN (D) and the restrictions on Provincial eligibility set out in REGULATION THREE.



## **ARTICLE EIGHT**

### **Player Movement/Tryouts**

- (A) (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 January 1<sup>st</sup> and two days after all the Provincial Championships for any teams during the current season.

### **(B) OWHA TAMPERING POLICY:**

No OWHA team may invite or allow to participate in its training camp, practice or play in any scheduled 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 REGULATION THREE, Registration (E) and/or BY-LAW ARTICLE EIGHT, Player Movement/Tryouts (A)(1), from the team or club with which such player is registered. For failure to comply with the above, the following sanctions will apply:

- 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.

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

- (C) "Tampering Report" forms will be directed to the OWHA Office.

**ARTICLE NINE**

**Fee Schedule**

- (A) For Hockey FUNdamentals, the insurance fee will be as set by the insurer and affiliation fees will be as set by the OWHA Executive Committee.
- (B) All team registration fees will be \$25.00 per team and \$15.00 per team member. The insurance fee will be as set by the insurer and affiliation fees will be as set by the OWHA Executive Committee.
- (C) 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.
- (D) For late team registrations, the following registration fee will apply:

1 to 7 days late	Current fee + \$50.00
8 to 14 days late	Current fee + \$100.00
15 or more days late	Current fee + \$200.00

**ARTICLE TEN**

**Expulsion**

- (A) The Executive Committee may hold a special meeting to consider whether any member should be expelled for cause.
- (B) At least 30 days notice of such meeting shall be provided to such member and to the Members of the Executive Committee together with the reasons for the proposed expulsion. Such member shall be given full opportunity to be present and to be heard.

**ARTICLE ELEVEN**

**Disciplinary Board, Appeal Tribunal and Protest Committee**

- (A) All disciplinary matters, including suspensions, shall be dealt with by the local league or association in accordance with the Rules and Regulations of the Association.

(B) Disciplinary Board:

1. Where a disciplinary matter arises out of a competition in which more than one association is represented or in national or international competition, the Chairperson shall appoint a special Disciplinary Board to deal with the matter and shall designate the person to chair the Board.
2. A Disciplinary Board shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard.

(C) Appeal Tribunal:

1. Where the Rules and Regulations provide for an Appeal from the decision of the local association, the Appeal shall be heard by the Appeal Tribunal.
2. The Appeal Tribunal shall consist of three members of the Executive Committee and/or members at large, of which one member will be of the Executive Committee, appointed by the Chairperson on an *ad hoc* basis for the purpose of hearing an Appeal. One of the Tribunal Members shall be designated to chair the Tribunal. The Chairperson may choose to sit personally and to chair the Tribunal.
3. Members of the Tribunal shall have no direct association with any of the parties involved or with the Region where the matter arose. Upon appointment to the Tribunal, Members shall not discuss the merits of the case with anyone prior to hearing the Appeal.
4. The Appeal Tribunal shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard.
5. The Appeal shall be conducted in accordance with the Rules and Regulations of the Association.

(D) Protest Committee:

1. An *ad hoc* Protest Committee, consisting of three members of the Executive Committee, shall be appointed by the Chairperson to hear a protest.
2. The protest must comply with the terms of RULE FIVE – Protests.


**ARTICLE TWELVE**

**Amendments**

A proposed amendment to the By-Laws of the Association must be initiated by the Executive Committee of the OWHA.

**OWHA**  
**Provincial Championships**

Intermediate AA, A, BB, B, C  
**February 22-24, 2008**



Novice, Atom, Peewee, Bantam,  
Midget, Senior AA, A, BB, B & C  
**April 11-13, 2008**

### **PART III**

## **REGULATIONS**

### **REGULATION ONE – Categorization**

- (A) The Standing Committee on Categorization will consist of a Chairperson and all Regional Directors. Each Regional Director may have a regional categorizing committee in his/her region.
- (B) The circulated Team Application Forms (Intent to Register, ITR), due August 31<sup>st</sup>, indicate each team's registered category and division from the previous season. If a team wishes to change its category, please note the desired category and division on the ITR form. The change will be automatically granted.
- (C) The OWHA will circulate a list of teams that are registered in a specific division at the OWHA General Meeting 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 or league game, but no later than October 1<sup>st</sup>, the change will be automatically granted.
- (E) Teams will remain in 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 Categorization Chairperson, c/o OWHA office no later than a date to be set annually by the OWHA Executive Committee. Each individual request must be submitted on a separate "Request for Re-Categorization" form or "Request OWHA Team Category Review" form.

- (G) Upon receipt of the written Request OWHA Team Category Review form, the Categorization Chairperson, will approach 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 Categorization Committee 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 by the OWHA Executive Committee.
- (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 by the OWHA Executive Committee.
- (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.
- (L) The Categorization Committee will meet the first weekend in December, with Appeals being held no later than a date to be set annually by the OWHA Executive Committee.
- (M) Game reports of all games played must be received by the OWHA office on or before the dates set out in BY-LAW ARTICLE SEVEN (G).
- (N) The OWHA Categorizing Committee has the authority to move any team at any time.
- (O) Appeals will be heard by a committee of three people appointed by the OWHA Chairperson, c/o OWHA Office, provided that no member of the committee shall have been present or taken part in the original decision of categorization on which the appeal is based. The Regional Director of the team launching the appeal will act as a resource person to the committee, but cannot be on the committee.

- (P) All appeals must be submitted in writing to the OWHA Office in accordance with the criteria of RULE SIX.
- (Q) The committee shall immediately upon the filing of an appeal as to categorization, make all information available to the parties who made the original decision, including the Form A of any team to the party who is appealing prior to the appeal being heard, and in sufficient time for the appealing party to utilize same at the time of the hearing of their appeal.
- (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:

**2008  
Women's National  
Under-18  
Hockey Championship  
November 5-9**



<p><b>Pool A</b> Team Atlantic Team Ontario - BLUE Team Ontario - RED Team Saskatchewan</p>	<p><b>Pool B</b> Team Alberta Team British Columbia Team Manitoba Team Quebec</p>
---	---

**Event Information & Game Tickets:  
[www.hockeycanada.ca](http://www.hockeycanada.ca)**

*The OWHA is teaming up with Hockey Canada to offer special female hockey development programs in conjunction with*

<b>COMPETITIVE</b>		
	<b><u>Note: All ages are as of December 31<sup>st</sup>.</u></b>	
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"
Intermediate "AA"	21 & under	Highest category
Intermediate "A"	21 & under	Lower category than "AA"
Intermediate "BB"	21 & under	Lower category than "A"
Intermediate "B"	21 & under	Lower category than "BB"
Intermediate "C"	21 & under	Lower category than "B"
Midget "AA"	17 & under	Highest category
Midget "A"	17 & under	Lower category than "AA"
Midget "BB"	17 & under	Lower category than "A"
Midget "B"	17 & under	Lower category than "BB"
Midget "C"	17 & under	Lower category than "B"
Bantam "AA"	14 & under	Highest category
Bantam "A"	14 & under	Lower category than "AA"
Bantam "BB"	14 & under	Lower category than "A"
Bantam "B"	14 & under	Lower category than "BB"
Bantam "C"	14 & under	Lower category than "B"
Pee Wee "AA"	12 & under	Highest category
Pee Wee "A"	12 & under	Lower category than "AA"
Pee Wee "BB"	12 & under	Lower category than "A"
Pee Wee "B"	12 & under	Lower category than "BB"
Pee Wee "C"	12 & under	Lower category than "B"
Atom "AA"	10 & under	Highest category
Atom "A"	10 & under	Lower category than "AA"
Atom "BB"	10 & under	Lower category than "A"
Atom "B"	10 & under	Lower category than "BB"
Atom "C"	10 & under	Lower category than "B"
Novice "A"	8 & under	Lower category than "AA"
Novice "BB"	8 & under	Lower category than "A"
Novice "B"	8 & under	Lower category than "BB"
Novice "C"	8 & under	Lower category than "B"
Masters	35 years+	



**HOUSE LEAGUE** Note: All ages are as of December 31<sup>st</sup>

Senior	Open Age
Masters	35 years+
Senior Recreational	20 years+
Senior Recreational Competitive	20 years+
Intermediate	21 & under
Midget	17 & under
Bantam	14 & under
Pee wee	12 & under
Atom	10 & under
Novice	8 & under
Hockey FUNdamentals Programme (HCIP)	Open Age

- (S) A House League is one in which the eligibility of players to participate is not restricted by skill level. Typically, a House League organization 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 OWHHA according to OWHHA requirements.
- (T) Senior Recreational and Senior Recreational Competitive are House League divisions in which all players are age 20 or older.
- (U) Masters is a division in which all players are age 35 or over.
- (V) The OWHHA adopts the Hockey FUNdamentals Programme (Hockey Canada Initiation Program – HCIP), which stresses fun and basic technical skill development for all ages and levels, for use in its hockey programme.

**REGULATION TWO**

**(A) Regions**

For the purposes of the Association, the Province of Ontario shall be divided into eighteen (18) regions as outlined below:

**REGIONAL DIRECTOR**

Eastern	Region A - Districts "1" and "7"
	Region C - District "3"
Central East	Region E - District "9"
	Region G - District "12"
	Region H - District "13"
Central	Region J - District "15"
	* Region K - District "19"
	* Region L - District "17"
Central West	Region M - District "25"
	Region N - District "21"
Western	Region O - Districts "27" and "29"
	Region R - District "31"
	Region P - District "33"
Toronto	Region Q - District "37"
Northern	Region S - District "45"
	Region T - District "46"
	Region U - District "50"
	Region W - District "55"

\* Note: Division Line Being Derry Road

(B) For the purposes of the Association, the Province of Ontario shall be divided into twenty (20) districts as outlined:



**REGION**

- A District "1" - Dundas, Glengarry, Prescott and Russell, Stormont
- C District "3" - Ottawa-Carleton, Lanark, Renfrew
- A District "7" - Addington, Frontenac, Grenville, Leeds, Lennox
- E District "9" - Hastings, Northumberland, Prince Edward, Peterborough, City of Kawartha Lakes
- G District "12" - Durham
- H District "13" - York
- J District "15" - Haliburton, Muskoka, Parry Sound, Simcoe
- L District "17" - Dufferin, Peel Region North (Brampton), Halton Region North
- K District "19" - Halton Region South, Peel Region South (Mississauga)
- N District "21" - Hamilton-Wentworth, Niagara
- M District "25" - Brant, Haldimand-Norfolk Waterloo, Wellington
- O District "27" - Bruce, Grey
- O District "29" - Huron, Perth
- R District "31" - Elgin, Middlesex, Oxford
- P District "33" - Lambton, Essex, Kent
- Q District "37" - Toronto
- S District "45" - Manitoulin, Nipissing, Sudbury
- T District "46" - Algoma, Sudbury West (all points west of and north of Massey)
- U District "50" - Cochrane, Timiskaming
- W District "55" - Kenora, Rainy River, Thunder Bay

**NOTE:** Addition/Clarification – for the 2008-2009 season, the system will operate with seven Regional Directors who will be assisted by District Reps. (THIS NOTE IS NOT PART OF THE REGULATION)

## **REGULATION THREE**

### **Registration**

- (A) (1) All teams are able to register in the category they wish up to October 1<sup>st</sup>. This request will be granted. After October 1<sup>st</sup>, if a team wishes to change its category, the team must apply as outlined in Regulation One.
- (2) New associations may not register more than one team in the same category, with the exceptions of house league, senior recreational, and masters teams.
- (3) Up to two players may be added to the team's roster after November 30<sup>th</sup> and before January 1<sup>st</sup> by submitting to the OWHA Registrar the proper registration information, signatures and fees. These players will be eligible for participation in Regional Playdowns and Provincial Championships provided all provisions of RULE THREE are satisfied.
- (4) Players added to a team roster after December 31<sup>st</sup> 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) An OWHA "Participant Registration" form must be completed and submitted by each team each season, signed by each player and team official.
- (E) 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 which she was registered for the previous season, a player must first obtain a signed OWHA "Player Release" form 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 signed "Player Release" form must accompany the OWHA "Participant Registration" form. If a player's request for a release is denied, the player may appeal in writing to the OWHA Executive Committee with the noted exception of change of domicile or 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 to the OWHA Registrar c/o the OWHA office a Request for Sanction for approval.
- (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. A legal proof of age document or an OWHA membership card or the membership number assigned by the OWHA Registrar shall be considered acceptable proof of age.
- (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.

#### **REGULATION FOUR**

##### **Officials**

- (A) All on-ice officials must be currently certified through the Hockey Canada Officiating Program in order to be eligible to officiate OWHA games.

- (B) All referees 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' Handbook.

#### **REGULATION FIVE**

##### **Instructors, Coaches and Trainers**

- (A) All OWHA teams must have registered, at least one coach with a minimum certification of National Coaching Certification Program (NCCP) "Coach" Level [or Hockey FUNDamentals Programme (Hockey Canada Initiation Program-HCIP) for Atom, Novice, Hockey FUNDamentals, and House League]. The OWHA recommends that all OWHA competitive teams register at least one female coach. The OWHA recommends that OWHA competitive teams encourage at least one member of their coaching staff achieve NCCP Development 1 Certification. Starting at the Peewee level, all AA teams must have at least one member of their coaching staff achieve **NCCP Development 1 Certification Regulation (A) does not apply to Senior or Masters Teams. They are recommendations only for these divisions.**
- (B) All OWHA teams must have a registered trainer with a minimum of HTCP Level 1 certification present at all OWHA sanctioned events. The bench trainer's current, valid number must appear on the game sheet as proof of the trainer's certification and attendance at the OWHA sanctioned event.  
Sanctioned events include games, practices and dry-land training.

#### **REGULATION SIX**

##### **Provincial Hosting**

A letter of intent to bid to host an OWHA Provincial Championship must be submitted to the OWHA Executive Committee by October 1<sup>st</sup> of the season preceding the Championship.

A complete bid package must be received by December 15<sup>th</sup> of the season preceding the Championship. The OWHA Executive Committee will announce the host site at the Annual General Meeting of the same season as the proposal was submitted.

## **REGULATION SEVEN**

### **Amendments**

All proposed amendments to the Regulations must be received in writing by the OWHA Office, at least 60 days in advance of the Annual General Meeting.

---

## **PART IV**

## **RULES**

### **RULE ONE**

#### **(I) Rules for Competition**

- (A) Hockey Canada rules shall be followed including the rules specific to female hockey.
- (B) The OWHA Executive Committee 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 written request for sanction must be submitted to the Executive Committee 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.

- (H) In all OWHA sanctioned games, the centre ice red line will be in play for icing infractions only.

**(II) Equipment**

- (A) Required equipment for females 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 CSA hockey approved helmet. Trainers or any other team officials attending an injured player are considered exempt from this rule.

**RULE TWO**

**Tournaments**

- (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.
- (B) To be eligible to participate in a tournament outside Ontario, a team must obtain written permission from the OWHA. A written request for sanction must be submitted to the OWHA Office at least twenty (20) days prior to the event.
- (C) Only 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 three (3) types of tournaments:



## 1. COMPETITIVE TOURNAMENTS

TEAMS	PLAYERS
<ul style="list-style-type: none"> <li>⊖ Teams registered Competitive with the OWHA</li> <li>⊖ Teams from outside Ontario properly registered with their provincial or national governing body affiliated with the IIHF</li> <li>⊖ Teams registered Senior Recreational 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.</li> </ul>	<ul style="list-style-type: none"> <li>⊖ Players properly registered on the competing OWHA team (OWHA Regulation 3 – Registration)</li> <li>⊖ Players from outside Ontario properly registered with their provincial or national governing body affiliated with the IIHF</li> </ul>
<p><b><u>Ineligible Teams</u></b></p> <ul style="list-style-type: none"> <li>Ÿ All unregistered teams</li> <li>Ÿ All House League Teams</li> </ul>	<p><b><u>Ineligible Players</u></b></p> <ul style="list-style-type: none"> <li>⊖ All unregistered players</li> </ul>

## 2. HOUSE LEAGUE TOURNAMENTS

TEAMS	PLAYERS
<ul style="list-style-type: none"> <li>⊖ OWHA House League registered teams</li> <li>⊖ House League teams from outside Ontario properly registered with their provincial or national governing body affiliated with the IIHF</li> <li>⊖ Teams registered House League within the OWHA may participate in an unlimited number of house league tournaments.</li> </ul>	<ul style="list-style-type: none"> <li>⊖ Players registered only House League and playing House League hockey within an association</li> <li>⊖ Players from outside Ontario and properly registered House League with their provincial or national governing body affiliated with the IIHF</li> </ul>
<p>.....</p> <p><b><u>Ineligible Teams</u></b></p> <ul style="list-style-type: none"> <li>Ÿ Any team registered OWHA or elsewhere as a Competitive Team</li> <li>Ÿ All unregistered teams</li> </ul>	<p><b><u>Ineligible Players</u></b></p> <ul style="list-style-type: none"> <li>Ÿ Any player also registered on an OWHA Competitive Team is <u>NOT</u> eligible</li> <li>Ÿ All unregistered players</li> </ul>

### 3. ASSOCIATION TOURNAMENTS

TEAMS	PLAYERS
<ul style="list-style-type: none"> <li>⊖ Teams made up of players who are from the same association, the appropriate age and registered with the OWHA</li> </ul>	<ul style="list-style-type: none"> <li>⊖ Players properly registered and from same association</li> <li>⊖ <b>Pick-up form shall apply to house league players only</b></li> <li>⊖ <b>May use substitute house league players of the appropriate age provided the substitute house league player is registered with, &amp; regularly participates on another team in the same association</b></li> <li>⊖ <b>Competitive players from same team are eligible</b></li> </ul>
<p>.....</p> <p><b><u>Ineligible Teams</u></b></p> <ul style="list-style-type: none"> <li>∩ Any team registered as an OWHA Competitive team</li> <li>∩ All unregistered teams</li> </ul>	<p>.....</p> <p><b><u>Ineligible Players</u></b></p> <ul style="list-style-type: none"> <li>∩ <b>A house league player is ineligible if she is not registered with the competing team's association.</b></li> <li>∩ <b>A competitive player is not eligible if she is not registered with the competing team.</b></li> <li>∩ <b>A substitute who is a competitive player.</b></li> <li>∩ All unregistered players</li> </ul>

**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

- (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 Recreational team may participate in a maximum of two competitive tournaments and an unlimited number of Senior Recreational tournaments.
- (G) A registered Masters team may participate in a maximum of two Senior competitive tournaments and an unlimited number of Senior Recreational and Masters tournaments.
- (H) Any time a centre invites more than one team to participate in any games, exhibition or otherwise, they must apply for an Ontario Women's Hockey Association tournament sanction, unless special exemption is received from the Ontario Women's Hockey Association.
- (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 and Rules. OWHA Minimum Suspensions must be observed. All suspendible infractions occurring during the tournament must be reported to the Regional Director within 48 hours of the end of the tournament by the tournament convenor or his/her delegate and by the coach or another team official of the offending team.
  - 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 OWHA Tournament Committee.

- 3) There are three (3) 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) 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 original OWHA registration form and all pertinent Participant Change of Information Forms. These registration forms and Participant Change of Information Forms are not to be submitted to the Tournament Committee and are to be retained by the team only. 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 that 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 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 certified 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.
- 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 Executive Committee.
- 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 Tournament Chairperson, c/o 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 two (2) weeks prior to the event, and, upon request of the Regional Director, the official schedule shall be made available to him/her. Hockey FUNdamentals (HCIP), Novice and Atom Divisions must have games which are scheduled to start no earlier than 7:00 a.m. and no later than 8:00 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. 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. 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 a lower category of the same age division, 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: Bantam AA can pick up players from Bantam A, BB, B, C, House League, Peewee AA, A, etc. Bantam C can pick up players from Bantam House League, Peewee C, Peewee 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 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 Recreational Tournaments. Any substitute players used by a Senior Recreational team for a tournament must be registered with other Senior Recreational teams or House League teams. The roster submitted in advance to the tournament must indicate the team with which each substitute player is registered. This roster must be forwarded by the tournament host to the OWHA Registrar, c/o OWHA Office for verification two weeks before the tournament.
- (N) “AA” and “A” category teams in Atom, Pee Wee, Bantam, Midget and Intermediate will not be allowed to enter “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 send 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.

**RULE THREE**

**Regional Playdowns and Provincial Championships**

*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 \$150.00 which must accompany their completed registration forms which are due October 1<sup>st</sup>.

- (b) The Provincial Championship estimated fees will be set at the OWSA September General Meeting. All teams advancing to Provincials must submit the set fee (minus the \$150.00 bond) within 7 days of being notified of advancing to the Provincial Championships.
- (2) The Registrar will forward to each Regional Director a list of all teams in every region who are eligible to participate in Regional Playdowns. Before February 15<sup>th</sup> Regional Directors 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 1<sup>st</sup> and the second Sunday in March, except for eligible teams participating in the early set of Regional Playdowns and/or Provincials who must have enough ice and ensure their calendar is clear to make room for enough playdown games to be held between December 15<sup>th</sup> and January 15<sup>th</sup>. All teams should assume they will have playdowns. Regional Directors 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) Each Regional Director MUST notify all participating teams no later than February 1<sup>st</sup> of the Regional Playdown format to be used, except for teams participating in the early set of Regional Playdowns and/or Provincials which will be notified no later than December 15<sup>th</sup>.
- (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 REGULATION ONE – Categorization).

- (5) Any teams withdrawing from the Regional Playdowns after the playdown notification date, February 1<sup>st</sup>, will lose their bond money, except for teams participating in the early set of Regional Playdowns and/or Provincials. Teams withdrawing from the Regional Playdowns after the playdown notification date, December 15<sup>th</sup>, 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 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 15<sup>th</sup>. Exemptions may be granted at the discretion of the OWHA Executive Committee, OWHA Office. 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 15<sup>th</sup>. All “AA” and “AAA” teams are exempt from the tournament participation requirement. Teams unable to meet criteria, must apply in writing to the OWHA Executive Committee, c/o OWHA Office prior to December 15<sup>th</sup>.
- (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) According to BY-LAW ARTICLE SEVEN (G), teams which submit their Form A or Form B more than eleven days late will become ineligible for Provincial Championships.
- (9) 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 Registrar, c/o OWHA Office for permission to pick up a goaltender. The OWHA Registrar and the Regional Director 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.
- (10) The Senior "AAA" OWHA Provincial Championship winner will be eligible to represent Ontario in the National Senior Women's Hockey Championship. In the event the winner of the OWHA Senior "AAA" Provincial Championship cannot attend the National Senior Women's Hockey Championship, the second place team at the OWHA Senior "AAA" Provincials will represent Ontario.
- (11) 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.
- (12) The Provincial Championships shall be held no earlier than the last weekend in February for teams participating in the early set of Regional Playdowns and/or Provincials pending availability of ice time and satisfactory financial review by the OWHA Executive Committee.

- (13) 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 district. 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 Regional Director by October 1<sup>st</sup> of the playing season. Based on the Regional Director’s recommendations, the OWHA Executive will either approve a bid or announce that regional playdowns for a specific category and region will be determined as in the rest of Rule Three (B). 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 their Regional Director.
- (3) The Regional Director is responsible for coordinating Regional Playdowns, held for the purpose of determining a Regional Champion in each category. Each game of the series will be of the same duration with three stop-time periods of at least 10 minutes in length based upon the **unanimous** decision of the teams involved with no overtime except for RULE THREE (B)(8)(b). There will be no curfew.
- (4) It is mandatory to use minimum Level II HCOP currently certified referees.

- (5) Gate fees shall not be charged for OWHA District and Regional playdown games.
- (6) Bantam A and higher must use the three official system in Regional Playdowns. Under exceptional circumstances and with the approval of the Ontario Women's Hockey Association Executive, 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) **FOR TWO TEAMS:**

Upon mutual agreement, two teams involved in a district or regional playdown may select either a two of three or three of five games format to determine the winner. If agreement cannot be reached then the two of three 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 Regional Director and the teams involved whether they will follow RULE THREE (B)(8)(a) or RULE THREE (B)(8)(b) format. If the teams cannot agree with the format, there will be a coin toss, in the presence of the Regional Director or her/his designate.

- (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**

- (b) If the series is tied in points after three (or five) games, a fourth (or sixth) game will be played, with provision of two 10 minute stop time sudden victory overtime periods. If still tied in points, after regulation time and overtime, then the following tie-breakers, as applicable will be used, in the following order:
  - i. Goals scored minus goals against in four (or six) games;
  - ii. Fewest goals allowed in four (or six) games;
  - iii. Most periods won in four (or six) games;
  - iv. Fewest penalty minutes in four (or six) games;
  - v. First goal scored in series;
  - vi. Flip of a coin.

**(9) FOR THREE, FOUR AND FIVE TEAMS:**

- (a) District Playdowns, which must be completed by February 15<sup>th</sup>, will precede all Regional playdowns, where applicable. District playdowns for teams participating in the early set of Regional Playdowns and/or Provincials, which must be completed by January 1<sup>st</sup> will precede all Regional Playdowns, where applicable.
- (b) Prior to start of round-robin series, a decision will be made by the Regional Director and the teams involved whether they will follow RULE THREE (B)(9)(c) or RULE THREE (B)(9)(d).
- (c) 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.

- (d) 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)(9)(c) will be followed.

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

(10) **FOR SIX OR MORE TEAMS:**

- (a) District Playdowns, which must be completed by February 15<sup>th</sup>, will precede all Regional playdowns, where applicable. District Playdowns for teams participating in the early set of Regional Playdowns and/or Provincials, which must be completed by January 1<sup>st</sup>, will precede all Regional Playdowns, where applicable.
- (b) The Regional Director will establish the Playdown format to be used.
- (c) 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.

- (11) In all divisions except for teams participating in the early set of Regional Playdowns and/or Provincials, Regional Playdowns must be completed by the 2<sup>nd</sup> Sunday in March, using the current criteria, otherwise the Regional Director shall have the authority to declare a Regional Champion. The Provincial Championship shall be a competition among the declared representatives of each region.



- (12) Home team must phone the score to the Regional Director (or designate) within 24 hours of game. Game sheet must be faxed or mailed (postmarked) within 96 hours of the game to the Regional Director (or designate). Failure to do so will result in a fine of \$50.00.
- (13) 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.
- (14) All players of each team must wear the same identically coloured hockey socks on both legs, goalies excepted.
- (15) 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 OWHA. The fee will be returned if the protest is upheld.
- (16) Protests dealing with judgments or dealing with calls that do not deal directly with the outcome of the game will not be heard.
- (17) Any violation of the above rules and regulations 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 certified referees.
- (2) Bantam and higher must use the three official system in Provincial Championships. Under exceptional circumstances and with the approval of Ontario Women's Hockey Association Executive, 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 three (3), ten (10) minute stop time periods, except for Senior “AAA” and Intermediate “AA” which will be determined annually.
- (5) There will be no overtime played in round robin series, except in Senior “AAA”, which will be determined annually. 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, consolation 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 OWHA Provincial Championships.
- (8) All disciplinary matters will be dealt with by the Disciplinary Board of the OWHA.

- (9) There will be a three (3) minute warm up prior to each game, starting as soon as the ice resurfacer gates are closed, but no earlier than thirty (30) minutes prior to the scheduled start time. The length of warm up for Senior “AAA” will be determined annually.
- (10) Floods (addition or deletion) will be at the discretion of the OWHA 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 the preceding rules will result in a \$200.00 fine for the first offence and forfeit of the game for a second offence.

#### **RULE FOUR**

##### **Suspensions**

- (A) All OWHA members must follow the OWHA Minimum Suspension guidelines as circulated prior to the commencement of each hockey season. Refer to OWHA Minimum Suspension guidelines attached as Appendix “D”.
- (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 Constitution, By-laws, Regulations, Rules, Values, playing rules or any decision or ruling of the OWHA Board of Directors, 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 Executive Committee 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 appropriate Regional Director within forty-eight (48) hours of the infraction(s) by the coach or other team official. In the absence of the Regional Director, the infraction(s) must be reported to the OWHA Discipline Chairperson.
- (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 your Regional Director or in the absence of your Regional Director, contact the OWHA Discipline

Chairperson. If you are unable to contact your Regional Director or the OWHA Discipline Chairperson, sit player(s) and/or team officials in question until clarification can be obtained.

- (7) Any player or team official currently under suspension (three games or more) is not eligible for any OWHA activity until his or her suspension has been completed. Note that Hockey Canada Regulation "O" states that suspensions are valid in all branches of Hockey Canada.
- (8) Any suspension of seven (7) games or less may not be appealed to the OWHA Executive Committee. **MINIMUM SUSPENSIONS CANNOT BE APPEALED.**
- (9) The OWHA Executive Committee will uphold additional suspensions issued by teams, leagues and/or associations upon written notification to the appropriate Regional Director and 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 immediately to the Regional Director.
- (11) Copies of game sheets confirming suspensions have been served, must be forwarded immediately to the Regional Director prior to the player(s) and/or team officials returning to participation in any OWHA sanctioned game or event.

## **RULE FIVE**

### **Protests**

- (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 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 Regional Director within 48 hours of the starting 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 registered mail a copy of the protest to the protested team within 48 hours.
- (E) Within 5 calendar 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 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 (as per ARTICLE ELEVEN (D) of the By-Laws) 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.

## **RULE SIX**

### **Appeals**

- (A) Matters that may be appealed:
  - (1) for a player's release.
  - (2) a suspension of more than 7 games imposed by the OWHA Disciplinary Board, League, Team or Association.
  - (3) a decision by a League, Team or Association.
  - (4) a decision made by an OWHA member or committee.
  - (5) 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 OWHA may or may not be heard in accordance with policies and procedures established by the OWHA Executive Committee.
- (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 OWHA 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, an appeal must be filed within 48 hours of receipt of the suspension.
  - (3) All other appeals must be filed within 7 calendar days of receipt of notice of a decision by the OWHA Executive Committee or its standing or *ad hoc* committees.
- (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 RULE SIX (A) (1).

- (E) Within 5 calendar days of the appeal being filed the OWHA Chairperson shall set a date for hearing the appeal. The hearing date will be no more than fifteen (15) days after the filing date. The OWHA Chairperson shall notify all parties 24 hours in advance of the appeal as soon as the hearing is set.
- (F) The OWHA Chairperson 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 (as provided for in ARTICLE ELEVEN (C) of the By-Laws) has the authority to uphold, increase, or decrease a suspension.
- (H) The Appeal Tribunal shall render its decision not more than 5 (five) days after the hearing.

**RULE SEVEN**

**Amendments**

All proposed amendments to the Rules must be received in writing by the OWHA Office, at least 60 days in advance of the Annual General Meeting.

**OWHA Mission Statement**

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



**OWHA Values**

FAIR PLAY \* FUN  
 EXCELLENCE \* GOOD CITIZENSHIP  
 INTEGRITY & HONESTY \* EQUITY



## PART V

### 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 programme 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 (AAA for senior) and C. See Regulation One.

**COMPETITIVE TEAM:** A competitive team is registered as one of the age group or senior competitive categories described with letters, according to Regulation One (R).

**HOCKEY FUNDAMENTALS PROGRAMME:** A hockey FUNDamentals programme is an instructional programme following a curriculum developed by Hockey Canada. This programme 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 listed in Regulation One (R). This category includes Senior Recreational, Senior House League, 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:** Within the jurisdiction of the OWHA, a team is a group of players and staff registered with the OWHA as a competitive team or a house league team according to Regulation Three.

## APPENDIX “A”



### HOCKEY CANADA INFORMATION

The Ontario Women’s Hockey Association is a member of the Hockey Canada. Please note the following regulations/policies that do apply to OWHA members. We have included information in response to frequently asked questions. Details are available upon request.

#### **COURT PROCEEDINGS**

##### **Hockey Canada By-Law Ten 1007**

- A) Any recourse to the Courts of any jurisdiction by, on behalf of, or for the benefit of, any member, prior to the exhaustion of all rights, remedies and rights of appeal under the Articles, By-Laws, Regulations and Rules of Hockey Canada shall be a violation and breach of the Articles, By-Laws, Regulations and Rules of Hockey Canada. One of the penalties for which shall be automatic and indefinite suspension of such member from Hockey Canada, including all activities and games played under the jurisdiction of Hockey Canada or any of its constituent bodies.
- B) Any association, club, league, team, player, coach, manager, trainer, or referee who initiates court action, and any individual who does so on behalf of or for the benefit of any of the foregoing, prior to the exhaustion of all rights, remedies and rights of appeal under the Articles, By-Laws, Regulations, Policies and Playing Rules of Hockey Canada shall be liable for all legal costs and disbursements incurred by Hockey Canada in connection with defending and/or responding to such court action.
- C) Any association, club, league, team, player, coach, manager, trainer, or referee (or any individual acting on behalf of or for the benefit of any of the foregoing) who, having exhausted Hockey Canada’s appeal procedures, proceeds with court action against Hockey Canada or its constituent bodies shall be liable for all legal costs and disbursements incurred by Hockey Canada and its constituent bodies, should the courts rule in favour of Hockey Canada or its constituent bodies.

- D) Until all such legal costs and disbursements of Hockey Canada are paid as provided in B and C of this By-Law 1007 the membership of the parties referred to in B and C of this By-Law 1007 shall, at the discretion of the President, be suspended.

### **APPEALS**

*From time to time, OWHA members may have right of appeal to the Ontario Hockey Federation and/or Hockey Canada.*

### **REGULATION D - Exhibition Games and Tours**

1. No Hockey Canada Team shall be permitted to play exhibition or tournament games, Inter-Branch games of any kind, or games against teams from any other member federation of the IIHF, without the written or faxed permission of Hockey Canada through its Branch. If the Branch does not object, it shall submit the request to the Hockey Canada President, for his consideration and approval. Violation of this rule may result in the suspension of the Team officials and/or players involved.
2. In the case of Inter-Branch games and exhibition or tournament games between Teams affiliated with Hockey Canada and teams affiliated with USA Hockey, permission and travel permits shall be granted at the discretion of the Branch concerned.

Important Note: If any team plans to host a team from outside Canada or travel outside Canada, please notify the OWHA office as soon as your intentions are known. Approval is critical for insurance purposes. Paperwork and fees are involved. Communication is imperative.

### **REGULATION K – TRANSFERS**

#### **IMPORTS**

- 26 (a) Teams will be permitted to register imports only to the extent that the total number of such active imports does not exceed, at any one time during the season, the numbers prescribed below:
- (iii) A Senior Female AAA Team – Six (6)
  - (iv) A Senior Female AA Team – Six (6)
  - (v) All other Female Senior Teams – Four (4)
  - (vi) A Junior Female Team – Two (2)

In the case of Female Senior AA an AAA teams, of the six (6) imports a maximum of two (2) may be USA Hockey transfer players. Such USA Hockey transfer players shall retain their import status when registering with Hockey Canada for subsequent seasons.

Senior female teams are permitted to register among their imports a maximum of two non-North American players within the current season.

In the case of female hockey, two (2) imports may be from a non-North American country.

Definition: “Import(s)” – designates the status assigned to a player who has obtained a transfer from one Hockey Canada Branch to another Hockey Canada Branch (“Inter-Branch Transfer”) or from a foreign Ice Hockey Federation to this Association (“International Transfer”) but excludes the player who qualifies under H.8 (a), H8 (b) or K.28 (a), K.29 (a) (b) (c).

Note: Additional restrictions apply in regards to non-North American imports.

#### **REGULATION O – DISCIPLINE OF CLUBS, TEAMS PLAYERS AND OFFICIALS**

4. A player, team official, executive member, team, club or association, or any other Hockey Canada member 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).
  - a) Any party failing to cooperate with the fact finding process may be subject to suspension as determined by the Branch.
  - b) All discipline decisions related to hazing must be approved by the Branch.
  - c) All hazing matters involving Hockey Canada High Performance programs will be dealt with by the Hockey Canada Officers.

***NOTE DEFINITION HAZING: What is Hazing?***

***Hazing is an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s). Hazing is against Hockey Canada regulations. It is also a serious violation of the Ontario Women's Hockey Association Code of Conduct.***

6. Any Hockey Canada player, coach or other official, who is under suspension by a Hockey Canada Branch, league or Minor, Junior, Senior, or Female Hockey Association is suspended from any and all involvement in Hockey Canada sanctioned games. The suspension may, pursuant to Branch Regulations, include suspensions up to and including all Hockey Canada activities for the duration of his/her suspension. Any individual who violates the terms of his/her suspension will be subject to discipline by Hockey Canada, or the member Branch, League or Minor, Junior, Senior, or Female Hockey Association.
8. Any registered Female and Minor hockey player or team official who participates in a game, tournament, training camp, prospect camp, selection camp or any similar event (other than those organized and operated by recognized academic institutions or aboriginal organizations) that is not sanctioned by Hockey Canada or a Branch and that interferes with his Branch team's regular season or play-off schedule shall be immediately suspended for up to one (1) year at the Branch's discretion.

**HOCKEY CANADA SANCTIONING GUIDELINES**

On ice activities should be identified as Branch sanctioned exhibition, jamborees, tournaments, league and playoff games:

- 1) Any activity, which is a part of a Hockey Canada member association/team's programme, will be sanctioned. This may include fall/spring conditioning and evaluation camps.

Spring and summer activities should have prior notice to the Branch office and it should be noted that players must wear proper protective equipment for the level at which the player is currently registered – i.e. minor player must wear full face mask for Junior tryouts.

2. Hockey Canada member teams must be competing against other Hockey Canada member teams in order to have coverage. Coverage will not be extended to Hockey Canada member teams who participate against non-Hockey Canada member teams.
3. An exception to (2) would be for “benefit games”. “Benefit Games” in which a Hockey Canada member team is playing a game against a non-Hockey Canada member team in a fundraising situation, the Hockey Canada member team would be covered, however, coverage would not be extended to the non-Hockey Canada member team. An example of this would be a local Law Enforcement team playing against a local team in a fundraising or charity game. Branches have the ability to sanction this form of activity at their discretion.
4. Hockey Canada member teams competing against IIHF or USA Hockey member teams in events sanctioned by the appropriate body will be covered.

**HOCKEY CANADA POLICY on  
PREVENTING BULLYING, HARASSMENT & ABUSE**

It is the policy of the Hockey Canada that there shall be no bullying, harassment, and abuse whether physical, emotional or sexual of any participant in any of its programs. Hockey Canada expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of violence.

*For details please refer to Fair Play Means Safety For All*

**APPENDIX “B”**  
**UNDERSTANDING BULLYING**  
**HARASSMENT & ABUSE**

**FAIR PLAY MEANS**  
**SAFETY FOR ALL**

**A PARENTS’ & GUARDIANS’ GUIDE**  
**TO**  
**UNDERSTANDING BULLYING,**  
**HARASSMENT & ABUSE**

---

**WHAT DOES SAFETY FOR MY CHILD MEAN?**

We all want our children to be safe - keeping them safe means putting the **child’s best interests first**. In sports this means ensuring that the young player is treated with respect and integrity - emotionally, socially, intellectually, physically, culturally, and spiritually.

**WHAT IS HOCKEY CANADA’S MISSION?**

The mission of Hockey Canada is to lead, develop, and promote positive hockey experiences.

The well being of its participants are of primary importance. This includes, among other things, a shared responsibility with parents and guardians to nurture the physical and emotional well-being of its participants.

**RECOGNIZING BULLYING, HARASSMENT**  
**& ABUSE**

**When is my child unsafe?**

Young people are unsafe when someone uses his or her power or position to harm them either emotionally, physically and/or sexually. These types of violence can be bullying, harassment or abuse. It can happen between peers, between younger and older youth or between adults and youth.

## **BULLYING**

### **WHAT IS BULLYING?**

Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Basically it is “mean” behaviour. It involves three groups of people: the bullies, the bullied and the bystanders. Hurtful actions may be:

#### **Physical** (used most often by boys)

- hitting
- kicking
- grabbing
- damaging or stealing another person’s property
- shoving
- spitting on
- beating others up

#### **Verbal**

- name-calling
- humiliating
- degrading behaviours
- may happen over the phone
- hurtful teasing
- threatening someone
- in notes or in person
- through text messaging or chat rooms

#### **Relational** (used most often by girls)

- making others look foolish
- excluding peers
- spreading gossip or rumours
- this may happen in person, over the phone, through text messaging, or over the computer

#### **Cyber-Bullying** (includes the use of email, cell phones, text messages and internet sites)

- Pretend they are other people online to trick others
- Send threatening or harassing emails
- Spread lies and rumors about the people they are victimizing
- Trick people into revealing personal information
- Send or forward mean text messages
- Post pictures of people without their consent



**WHAT IS THE ROLE OF THE PERSON WHO IS THE BYSTANDER?**

People who are bystanders or witnesses play a key role in the bullying world. Their reaction or lack of reaction often influences the outcome of the interaction:

- a passive response gives the person who bullies a theatre to cause hurt and a sense of reinforcement as there is no opposition.
- a supportive response gives the person who bullies positive attention, alignment, power and social status. The person who is the bystander may also increase their own social status.
- a negative response supports the person being bullied and may stop the bullying; it may also put the person who is the bystander at risk to become the next victim.

<b>BULLYING IS NOT...</b>	<b>BULLYING IS....</b>
Conflict between friends	Hurting behaviours based on oppression and “meanness”
An argument between people of equal power	Based on power differentials
Accidental	Intentionally harmful
Normal relational development challenges	Intense and long in duration
A “one-time” event (usually)	Repeated over time (generally)
Friendly teasing that all parties are enjoying	Oppressive – isolates victims
Something people grow out of	Caused by many factors and behavioural challenges (Beyond the Hurt, Red Cross RespectED, 2002)

**WHAT IS HARASSMENT?**

Harassment is offensive behaviour—emotional, physical, and/or sexual - that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex/ gender, disability, marital status, or pardoned conviction. It is a HUMAN RIGHTS issue.

Harassment may be a single event or a pattern of mistreatment. It may be directed at an individual or group through the development of a “chilly” or “hostile” environment.

Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination. Examples include displays of favouritism or dis-favouritism, subtle put downs or ostracism.

### **WHAT IS CRIMINAL HARASSMENT?**

Criminal harassment—often known as stalking—involves following another person; monitoring them or someone close to them, or their home; contacting them repeatedly against their wishes or threatening them. For a charge of criminal harassment to be laid, the victim must have reason to fear for his/her safety (or the safety of someone else) and the perpetrator must know—or could reasonably be expected to know—that the victim is fearful (Family Violence in Canada, A Statistical Profile, 2001).

Criminal charges may also be laid in harassment cases if a person has been physically or sexually assaulted.

### **WHAT ARE THE MOST COMMON TYPES OF HARASSMENT?**

The most common types of harassment are harassment based on race, disability and sexual harassment.

### **WHAT IS RACISM?**

Racism is when people are treated differently because of their colour, racial or ethnic background. Examples include racist names, treating someone as inferior or second-rate, leaving someone out or blaming problems on them because of their religion, skin colour, or country of origin.

### **WHAT IS DISABILITY HARASSMENT?**

Disability harassment is when a person is treated differently because of a real or perceived disability, either physical, mental or learning. It may be verbal – such as name calling or threatening the person with physical harm, actually physically harming a person, hurtful written comments or preventing an individual from fully participating in on-ice or team activities.

## WHAT IS SEXUAL HARASSMENT?

Sexual harassment is unwelcome behaviour of a sexual or gender nature that negatively affects the person or the environment. Examples are questions about one's sex life, sexual staring, sexual comments, unwanted touching, insults about sexual orientation and sexual assault.

## WHAT DETERMINES IF HARASSMENT HAS OCCURRED?

Dealing with harassment can sometimes be difficult as what is viewed as harassment by one person may be viewed as a "joke" by another person. But it is the **impact** of the behaviour on the victim that is the most critical issue, **not the intention** of the person who harasses.

## ABUSE

### WHAT IS ABUSE?

Abuse is when a young person (age defined by Provincial/Territorial Child Protection Acts) needs protection from a person they trust and/or are dependent upon. This is a PROTECTION issue. The person in power may be hurting them in a number of ways:

- Emotional abuse: a **chronic** attack on a child's self esteem that is psychologically damaging by a person in a position of power, authority or trust. It can take many forms such as terrorizing, degrading and rejecting but it is **NOT** simply:
  - Benching a player for disciplinary reasons
  - Cutting a player from a team after tryouts
  - Refusing to transfer a player
  - Limiting ice time
  - Yelling instructions from the bench

*These are not protection issues*
- Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, striking, shoving, grabbing, hazing or excessive exercise as a form of punishment.

- Neglect is the **chronic** inattention to the basic necessities of life such as clothing, shelter, nutritious diet, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated, players are made to play with injuries, equipment is inadequate or unsafe, or road trips are not properly supervised.
- Sexual abuse is when a young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification. There are two categories:

<b>CONTACT</b>	<b>NON CONTACT</b>
<ul style="list-style-type: none"> <li>• Touched and fondled in sexual areas</li> <li>• Forced to touch another person's sexual areas</li> <li>• Kissed or held in a sexual manner</li> <li>• Forced to perform oral sex</li> <li>• Vaginal or anal intercourse</li> <li>• Vaginal or anal penetration with object or finger</li> <li>• Sexually oriented hazing</li> </ul>	<ul style="list-style-type: none"> <li>• Obscene calls/remarks on a computer, cell phone or in notes</li> <li>• Voyeurism</li> <li>• Shown pornography</li> <li>• Forced to watch sexual acts</li> <li>• Sexually intrusive questions or comments</li> <li>• Indecent exposure</li> <li>• Forced to pose for sexual photographs or videos</li> <li>• Forced to self-masturbate</li> <li>• Forced to watch others masturbate</li> </ul>

**HAZING**  
**WHAT IS HAZING?**

Hazing is an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s). Hazing is against Hockey Canada regulations.

**BULLYING AND HARASSMENT: TIPS FOR CHILDREN AND YOUTH IF YOU ARE BEING TARGETED**

- Remember it is not your fault and there is nothing wrong with you – no one deserves to be bullied or harassed.
- Tell an adult you trust. They can give you support and help stop the bullying or harassment. If no one helps you, keep telling until you do get help.

- Have a teacher or an adult help you with a safety plan if the bullying is making you afraid or upset.
- Take a Stand:
  - KEEP YOUR COOL** and walk away. Using insults or fighting back will make the problem worse.
  - USE HUMOUR**, Say something funny and make them think you don't care.
  - BE ASSERTIVE**, look confident and let the person know that they need to stop what they are doing.
- Hang out with friends that you know will support you and work together to speak out against bullying and harassment.

### **IF YOU SEE THAT SOMEONE IS BEING BULLIED OR HARASSED:**

- Stand up for your friends who are targeted.
- Refuse to go along with bullying or harassment – people who laugh, agree or cheer only encourage the behaviour. Instead, take the side of the person who is being targeted.
- Report what you see or hear to an adult.

### **IF YOU ARE BULLYING OR HARASSING SOMEONE:**

- Stop the aggressive, controlling behaviour
- Take responsibility for your actions.
- Treat people the way you want to be treated.
- Learn how to be a good friend.
- Talk to someone about how you feel and ask for help.

### **FOUR STEPS TO STOP CYBER-BULLYING:**

- 1. STOP** – Do not try to reason with or talk to someone who is Cyber bullying you.
- 2. BLOCK** – Use the block sender technology to prevent the person from contacting you again.
- 3. TALK** – Tell a trusted adult, inform your school, use a help line and/or report it to police.
- 4. SAVE** – Save any instant messages or emails you receive from the person who is bullying you.

## **TIPS FOR PARENTS**

- Teach your children that if they see someone being bullied they should not watch, laugh or join in.
- Pay attention to the relationships in your children's groups. Ensure all children are included and that inappropriate behaviours are addressed.
- Help kids see the value of offering empathy and support to those who are bullied.
- Be a good example for your children. Model respectful behaviours at home and in your daily interactions.

## **ON CYBERBULLYING**

- Familiarize yourself with online activities. Learn about the websites, blogs, chatrooms and cyberlingo that your children are using.
- Keep the computer in a common area so you can monitor activities.
- Keep open communication lines with your children so they feel comfortable talking to you about cyberbullying experiences. Let them know that you are there to support them.
- Recognize that online communication is a very important social aspect in kids' lives. Do not automatically remove their online privileges if you find out about a cyberbullying experience.
- Talk to your children about what is acceptable behaviour online and offline.
- Report any incident of online harassment and physical threats to the local police or your Internet Service Provider.
- Report any bullying that occurs over your child's cell phone to your phone service provider. You may have to change the phone number if the problem does not stop.

## **RECOGNIZING VULNERABLE SITUATIONS HOW DO I KNOW WHEN MY CHILD IS BEING BULLIED, HARASSED OR ABUSED?**

- Listen to them
- Believe them
- Observe them

- Watch their interactions with others
- Be aware of sudden changes in their behaviour and/or anger in them
- Question unexplained bruises, marks on their faces, back, thighs, upper arms, heads, buttocks, genital areas

### **WHO WOULD HURT MY CHILD?**

Unfortunately, it is usually someone both you and your child know and who misuses his/her power over your child. This may be a peer, a young person, or an adult.

### **WHO ARE SEXUAL OFFENDERS?**

Sexual offenders are/can be:

- Most often male but may be female
- Heterosexual, homosexual or bisexual
- An older child, adolescent or adult
- Found in all levels of society and in all cultures
- Either infrequent offenders or pedophiles who are fixated on children as sexual objects
- Prone to rationalize and minimize their abusive behaviour

### **WHERE IS MY CHILD MOST AT RISK OF BEING BULLIED, HARASSED OR ABUSED?**

Basically your child is most vulnerable when:

- He/she is alone with another person - this could be in the arena, dressing room, car, bus, home, office, outside - anywhere!!
- In a group setting where there is inadequate supervision.

### **RECOGNIZING COPING MECHANISMS HOW DO CHILDREN AND YOUTH COPE WITH THE TRAUMA OF BULLYING, HARASSMENT AND ABUSE?**

- Some pretend it never happened.
- Others convince themselves that it wasn't so terrible.
- Many find excuses as to why it happened.
- Some blame themselves.
- Some develop physiological defenses - headaches, body pains and illnesses.
- Others escape through drugs, alcohol, food or sex.
- A few try to hide from their pain by being perfect.
- Some try suicide.

### **WHY DO KIDS NOT TELL?**

They may:

- Be frightened.
- Believe they are responsible.
- Not want to get the perpetrator into trouble.
- Be embarrassed and ashamed.
- Think no-one will believe them.
- Worry that they will not be allowed to play hockey.

### **IDENTIFYING PARENTS' & GUARDIANS' ROLE**

#### **WHAT DO I DO IF A CHILD OR YOUTH TELLS ME HE/SHE IS BEING HARMED?**

Follow "HEARD"

**H – Hear what they are saying and not saying**

- Listen to your child's fears about the situation.

**E – Empathize with them**

**A – Affirm**

- Identify vulnerable situations and be there to protect your child.

**R – Report/Refer**

- If it is mild bullying or harassment, try to resolve the situation informally.
- If it is moderate or serious bullying or harassment, refer the complaint as specified in your organization's policy.
- If it is Criminal Harassment, the police must be informed.
- If it is abuse refer immediately to your Provincial/Territorial Child Protection Agency or Police.
- Keep it confidential; do not get caught in the "rumour mill".

**D – Document the situation and your response; determine the support your child needs**

#### **WHAT DO I DO IF I SUSPECT MY CHILD IS BEING HARMED?**

Follow "DARE"

**D - Document your observations**

- Record behaviors, dates, times and people involved.



**A – Affirm the child’s situation**

- Identify vulnerable situations and be there to observe and protect your child.
- Seek advice or information from a knowledgeable person.
- Tell your child your concerns.
- Listen to your child’s fears about the situation.

**R – Report/Refer if your suspicions are strong**

- If it is mild bullying or harassment, try to resolve the situation informally.
- If it is moderate or serious bullying or harassment, refer the complaint as specified in your organization’s policy.
- If it is Criminal Harassment, the police must be informed.
- If it is abuse refer immediately to your Provincial/ Territorial Child Protection Agency or Police.
- Keep it confidential; do not get caught in the “rumour mill”.

**E – Establish support for your child**

**DON’T:**

- React with shock, horror or disbelief - even though you may feel like it.
- Promise to keep a secret - you are legally bound to report if it is a protection or criminal issue.
- Promise “everything will be fine” - there are many problems to resolve, it will take time.
- Assume the child or youth hates the person hurting them - there may be conflicting feelings.
- Put the responsibility of reporting on someone else – they may not do it.
- Press the child or youth for details - the matter may go to court, so it is important that evidence is not contaminated.

**HOW DO I PROTECT MY CHILD OR YOUTH AGAINST HAZING?**

- Talk with him/her about hazing; discuss peer pressure.
- Explain that he/she does not have to submit to hazing.
- Know Regulation O4 of the Hockey Canada Constitution.
- Report incidents.

## **RECOGNIZING RESPONSIBILITIES RECOGNIZING MY RESPONSIBILITY AS A PARENT/GUARDIAN.**

**Your contribution is key to meeting this goal:**

- Ensure your own behaviour models respect and integrity towards coaches, officials, participants, and other parents.
- Understand the issues and become knowledgeable; read all the Speak Out materials.
- Know and support your Association's policies and procedures.
- Attend a Speak Out: It's More Than Just a Game workshop.
- Act when you see a bullying, harassing or abusive situation.
- Speak Out and promote safe environments.

## **WHAT IS MY RESPONSIBILITY IN RESPONDING TO BULLYING AND HARASSING BEHAVIOUR?**

Hockey Canada is committed to providing safe environments for everyone involved with the game. This is particularly important for young participants. Safe environments need to be the goal of everyone. This means that harassment and bullying will be stopped immediately with the victim's well-being given priority. Therefore it is everyone's responsibility to:

- Intervene with low-level mediation for mild bullying and harassment situations
- Report to hockey administration serious bullying and harassment situations
- Ensure that criminal harassment cases are reported to police
- Report criminal behavior such as assault to police

## **WHAT IS MY LEGAL RESPONSIBILITY IN REPORTING ABUSE?**

As Canadians it is our legal responsibility to report the abuse and neglect of children and youth. Consequently, it is the policy of Hockey Canada that any Hockey Canada personnel

(part-time and full-time staff, volunteer, participant, team official, on ice official) or Hockey Canada partner (parent, guardian) who has reasonable grounds to suspect that a participant is, or may be suffering, or may have suffered from emotional, physical abuse and neglect and/or sexual abuse, shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. Across Canada, a person is considered a child up to the age of 16 to 19 years depending on provincial and territorial legislation.

### **WHEN I REPORT ABUSE, WHAT QUESTIONS WILL BE ASKED?**

- The child's name, address, age, sex and birthdate
- Parents'/guardians' names and addresses
- The name and address of alleged offender
- Details of the incident(s) that prompted your report
- Your name and address

### **WHAT HAPPENS WHEN A REPORT OF ABUSE IS MADE?**

- A social worker or police officer will decide if an investigation is needed.
- If the child is "at risk" and needs protection an investigation is started as soon as possible.
- An experienced interviewer will conduct the interview.
- The primary concern is safety of the child.
- The social worker and/or police officer will decide what further action is required.

### **WHY DON'T PEOPLE REPORT?**

They don't report because they:

- Are unaware of the reporting laws and policies.
- Believe that they can take care of the problem themselves - it's their own business!
- Are fearful of retaliation from the abuser - or are friends with the abuser.
- Find it hard to believe.
- Assume someone else will make a report.
- Don't want "to tell" on someone.

- Want to protect their child from questions and embarrassment.
- Are not sure where or how to make a report.
- Just want it “all to go away”.
- Forget that the child’s best interests is the priority.

### **DO CHILDREN EVER MAKE FALSE ALLEGATIONS?**

Yes, sometimes it happens. Some of the research shows that about 8% of disclosures are false. Most of the false allegations by children are encouraged by adults - e.g. custody cases, others have been by adolescents who wanted “to get even”. It is important to reinforce the truth-false allegations are devastating to the person accused.

### **HOW DO I KEEP MY CHILD SAFE?**

There are five essentials to keeping your child safe.

#### **1. Communication**

- Listen, talk, believe and reassure your child.
- Provide opportunities for conversations with your child.
- Be open to any questions; nothing is off limits.
- Be open to discussing difficult subjects such as sexuality.
- Develop frank and open communication with the coaches.
- If you have concerns, communicate them to the appropriate persons.
- If you see or hear bullying, harassing or abusive behaviour, **Speak Out!**

#### **2. Knowledge**

- Make your child aware of vulnerable situations in a matter of-fact way.
- Review your club’s bullying, harassment and abuse policy and procedures.
- Be aware of your club’s screening and selection process for staff and volunteers.
- Get to know the adults who are interacting with your child.
- Discuss with the coaches their expectations and the setting of boundaries: physical, sexual and social.

### **3. Skills**

- Teach your child specific ways to handle difficult situations.
- Help your child define their personal boundaries.
- Teach your child how to be assertive when their boundaries are crossed.

### **4. Build a safety plan**

- Develop check-ins, contingency plans, family codes.
- Attend practices and games.
- Be wary of regular private closed practices.
- Be concerned of time spent alone with older youth and adults beyond training and game times.

### **5. Advocate**

- You are your child's strongest supporter.
- Evaluate situations according to the "**best interest of your child**".

## **HOCKEY CNADA ROLES & RESPONSIBILITIES**

### **WHAT IS HOCKEY CANADA'S ROLE IN PROMOTING SAFETY FOR MY CHILD?**

Protecting participants from all forms of bullying, harassment, and abuse whether emotional, physical or sexual, is an important element of safety. Hockey Canada considers any form of bullying, harassment, or abuse to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, Hockey Canada will promote awareness of all forms of bullying, harassment, and abuse by providing educational materials and programs for participants, parents, volunteers and staff members.

### **WHAT IS HOCKEY CANADA'S POLICY ON PREVENTING BULLYING, HARASSMENT AND ABUSE?**

It is the policy of Hockey Canada that there shall be no bullying, harassment, and abuse whether physical, emotional or sexual of any participant in any of its programs. Hockey Canada expects every parent, volunteer and staff member to

take all reasonable steps to safeguard the welfare of its participants and protect them from any form of violence.

### **PREVENTION OF BULLYING, HARASSMENT AND ABUSE RESOURCES:**

Since 1997, Hockey Canada has produced a number of resources for distribution through its member Branches to educate the membership and provide direction regarding the prevention of all forms of bullying, harassment and abuse.

#### **The Speak Out campaign includes:**

- “Speak Out!” brochures for players.
- “Speak Out!” “bench” posters and “bullying” posters.
- “Speak Out!” video.
- “Speak Out! ... Act Now!” A Guide to Preventing and Responding to Abuse and Harassment for Clubs and Associations.
- “Fair Play Means Safety for All: A Guide to Understanding Bullying/Harassment and Abuse For Parents and Guardians”
- Recognition and Prevention of Abuse Policy/ Recognition and Prevention of Bullying/Harassment Policy.
- Forms for coach/volunteer application and police record checks.

**Contact the OWHA or local association for these and other resources.**

*Hockey Canada would like to thank the following individuals for their generous assistance in producing this document:*

**Judi Fairholm**, National Manager,  
*RespectED: Violence and Abuse Prevention*  
Vancouver, BC

**Pam Ferguson**, National Development Coordinator,  
*RespectED*

**Lisa Evanoff**, Red Cross, *RespectED*



[www.redcross.ca](http://www.redcross.ca)

[www.owha.on.ca](http://www.owha.on.ca)

## APPENDIX “C”

### **OWHA Harassment / Abuse Policies**

The following policies have been approved by the OWHA Board of Directors. It shall be the obligation of all members to adhere to these policies.

#### **SCREENING / CRIMINAL RECORD CHECKS**

**Policy 1:** It is the Policy of the OWHA that prior to the 2000-2001 season that the OWHA highly encourage that all Teams, Associations, Programmes and Leagues begin phasing in the 10 Steps of Screening as outlined in the Harassment/Abuse Implementation Guide, including Criminal Record Checks.

**Policy 1a:** It is the policy of the OWHA that Criminal Record Checks will become mandatory beginning in the 2000-2001 season for all volunteers and staff people who are deemed as high risk by the team, association, programme or league through the 10 Step Screening Process and the Relationship of Position Requirements to Screening Tasks form. This applies to all parties in the OWHA. This is only one part of the overall 10 step screening process that must be implemented at all levels of hockey within the OWHA. A volunteer is defined as a non-paid person who donates, enters or offers his or her time freely to assigned specific duties.

(Please refer to the 10 Step Screening Process and Relationship of Position to Screening Information)

**Policy 1b:** It is the policy of the OWHA that the OWHA members have the option of conducting either Local Criminal Record Checks or CPIC Criminal Record Checks. These Criminal Record Checks should not be more than 4 months old when accepted by the Team, Association, Programme or League.

**Policy 1c:** It is the policy of the OWHA that Criminal Record Checks as stated in policy 1b will be required for all new volunteers and staff people of the Team, Association, Programme, League. Once the individual has been permitted

to act as a volunteer or hired as a staff person these Criminal Record Checks will be required every 4 years.

**Supporting Documentation**

*An applicant will be required to fill out the OWHA Approved Consent for Criminal Record Search form and pay the fee. It would be the responsibility of the Team, Association, Programme, League to determine any reimbursements to the individual and to coordinate the fee charged by the police agency. The Team, Association, Programme, League should have the applicant return the form to the independent designated person within the Team, Association, Programme, League. The independent designated person should have a "Professional Designation such as: Police, Chiropractors, Notary Publics, Engineers, Banker, Clergy, Doctor, Lawyer, Judge, Principal, Dentist and Accountant*

*The Team, Association, Programme, League would establish a Review Committee made up of the list of individuals that have a "Professional Designation" to review the Criminal Records Checks when the police have identified a criminal conviction. Their duties would include comparing the offense to the specific job description and reference checks of that individual and determining the risk involved. If an individual transfers to another Team, Association, Programme, League they would be required to provide a new Criminal Record Check and provide any previous Criminal record Checks that they may have access to. It is the intent that volunteers of the Team, Association, Programme, League not have access to other volunteers Criminal Record Checks. By using independent people with Professional Designations this risk is minimized.*



It is also recommended that Teams, Associations, Programmes, Leagues develop a relationship with the Police Agency to assist in the screening process and to facilitate a working relationship when situations arise that require assistance.

**OBLIGATION TO REPORT**

**Policy 2:** It is the policy of the OWHA that any and all situations involving Harassment and Abuse must be reported to the Team, Association, Programme, League and subsequently to the OWHA by the Team, Association, Programme, League.

**Policy 2a:** Situations involving Harassment and Abuse must be reported to the Team, Association, Programme, League and OWHA on the OWHA Fact Finding Form.

**Supporting Documentation**

*Information transfers should be done only through courier or personal delivery. No e-mail or faxes are to be permitted. If a computer is to be used the computer must only have one person with access to the password. All records will be kept confidential.*

*Major incidents such as:*

- inappropriate touching, fondling, kissing,*
- hiring escort services or solicitations from off the street,*
- situations of a physical nature, physical mistreatment, sexual mistreatment,*
- Inadequate moral guidance or emotional mistreatment must be reported to the proper authorities.*

**Policy 2b:** It is the policy of the OWHA that each Team, Association, Programme, League of the OWHA shall appoint a designated person to accept reports involving Harassment / Abuse. It shall be the responsibility of that person to inform the OWHA designated person of all

information available on the situation. The OWHA shall then report any and all situations to the appropriate insurance carrier.

**Monitoring of Harassment / Abuse Initiatives**

**Policy 4:** It shall be the policy of the OWHA that all Teams, Associations, Programmes, Leagues must provide documentation of their Harassment / Abuse implementation efforts to the OWHA on an annual basis. This documentation will be provided on a check off form and signed by the Team, Association, Programme, League President. Copies of these reports will be forwarded to the OWHA at the conclusion of each season.

**Policy 5:** It is the policy of the OWHA that if an individual whose conduct establishes:

- any violent behaviour against children or adults,
- violations of positions of trust,
- abuse of a physical, sexual or verbal nature,
- substance or chemical abuse or
- violations of government licensing privileges,

Such persons may be deemed unworthy and may be dismissed or not accepted as a volunteer or staff person within the OWHA, Team, Association, Programme or League.

**Policy 6:** It is the policy of the OWHA that if a person is found in violation of the OWHA Code of Conduct that this individual may be dismissed as a volunteer or staff person within the OWHA.

**Policy 7:** It is the policy of the OWHA that any person found in violation of the Hockey Canada (formerly CHA) Policy on Harassment/Abuse adopted by the OWHA on June 27, 1998 may be dismissed as a volunteer or staff person within the OWHA.

**Policy 8:** It is the policy of the OWHA that the term “Harassment” includes: a chronic behaviour by one person toward another which is insulting, intimidating, malicious,

degrading or offensive. Harassment can be in the form of physical, verbal, sexual or emotional abuse.

The term “Abuse” includes: A vicious conduct, practice or action toward another person or persons.

**Policy 9:** It is the policy of the OWHA that the qualifications of the OWHA Harassment / Abuse Panel Members may include, but is not restricted to:

- Child psychology
- Mediation
- Education
- Law
- Medicine
- Hockey
- And who have attended Local Harassment / Abuse Seminar e.g. Canadian Red Cross-Prevention of Abuse, Neglect, and Harassment in Hockey Seminar

#### **Supporting Documentation**

*The OWHA members will provide a list of individuals for consideration to be OWHA Panel Members. The OWHA supports the concept of Local Panels, but the Team, Association, Programme, League Panel Member must be educated and demonstrate competency on Harassment / Abuse issues through the approved Harassment / Abuse Educational Seminar conducted by the Canadian Red Cross. Before a Local Panel could be established, the Team, Association, Programme, League should demonstrate that:*

- 1. A meeting or hearing has been conducted involving all parties to attempt to resolve the matter.*
- 2. That they have conducted a Fact Finding/Discovery process.*

**This would also apply to OWHA Teams, Associations, Programmes, Leagues. If a Team, Association, Programme, League does wish to proceed with a Panel which involves Harassment / Abuse, the Team, Association, Programme, League would be required to coordinate the Panel’s activities with the OWHA. The OWHA is in the process of reviewing the operations of the Panel through legal counsel.**

**Policy 10:** All OWHA Harassment/Abuse Panel members must declare any potential conflict of interests and thus would not serve on that specific panel.

#### **Traveling / Billets**

**Policy 11:** It is the policy of the OWHA that local billet hosts should also be screened following the 10 steps of screening and that players should have ready access to their coaches and manager.

#### OWHA interpretation of definitions

**Chronic:** Continuing for a long period of time; constant; prolonged; lingering; recurrent.

**Hazing:** To subject newcomers or initiate: pranks or humiliating horseplay, degrading initiating rites, or acts which a person is forced to participate in order to be accepted.

#### **Screening**

Screening is a continuum of steps taken over time, designed to identify any person, paid or unpaid, volunteer or staff; who poses a risk to children, youth or other vulnerable persons.

While doing a police record check is an important element of effective screening; it is by no means the only one, or even the most important step.

#### TEN STEPS TO SCREENING

1. JOB DESIGN
2. JOB DESCRIPTIONS
3. APPLICATION FORMS AND PROCESS
4. RECRUITMENT
5. INTERVIEWS
6. REFERENCE CHECKS
7. POLICE RECORD CHECKS
8. ORIENTATION AND TRAINING
9. SUPERVISION / EVALUATION
10. PARTICIPANT FOLLOW UP

#### **Hockey Canada SPEAK OUT! Program**

OWHA volunteers; who work with children, youth or other vulnerable persons are encouraged to attend the Hockey Canada Speak Out! Clinic.

## APPENDIX "D"



### **OWHA POLICIES**

#### **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. Failure to comply will result in forfeiture of any game played.

#### **FEMALE REGISTRATION**

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

In some cases, a female registering with a minor hockey programme 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.

#### **APPLICATION OF STICKERS ON HELMETS 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.

### **POST GAME HANDSHAKE POLICY**

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 the 2003 OWHA Provincial Championships due to SARS:

#### **SARS PRECAUTIONS**

*Any time you as a hockey player would ordinarily shake hands with your opponent or anyone else during these Championship games, we ask that you keep your gloves on when making contact with the other player; and*

*Wash your hands frequently and thoroughly with soap and water, or use an alcohol-based hand rub, during the course of the Championships;*

*Do not share personal items, such as utensils and drinking cups with anyone;*

*Promptly throw any tissues or other articles that come in contact with fluid from your nose, mouth or eyes into a garbage receptacle.*

### **SUSPENSION POLICY**

Please see Appendix "D"

### **WATER BOTTLE POLICY**

**SHARING WATER BOTTLES** - Over the past year 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.

### **FORFEITURE POLICY**

**A GAME IS 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 78d), the team in attendance shall be declared the winner and the score recorded as 5-0. The incident shall be reported to the OWHHA 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 78).
- 4) When a game is declared forfeited in accordance with Hockey Canada Rule 78c, 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 is 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) A Team played a game with one (1) or more ineligible players.
- 9) When a game is declared forfeited due to a team playing with one (1) or more ineligible players, 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.



### **"NEW MEMBERSHIP" POLICY**

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

#### **DEFINITIONS**

**TEAM** - A group of registered team officials and players who register in a division or category in accordance with all OWHA Rules and Regulations.

**ASSOCIATION STATUS** - A group of 2 or more teams as defined above, operated under an OWHA approved Constitution, administered by an independent executive (in accordance with that constitution) and having persons designated as Signing Officers for Permission to Skate and Release Forms.

- (i) Anyone wishing to register a new team/association or expand from team to association status must make application to the New Membership Committee 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 applicant will be notified in writing of the Committee's decision.
- (iv) Input will be gathered from existing OWHA registered teams and/or associations in the surrounding area of the application to learn the possible impact of a new group on their program.
- (v) 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 Membership Committee. The request may be approved or denied.
- (vi) 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

New Membership Committee as outlined in (i) to regain association status.

- (vii) Independent teams failing to register for one (1) season will lose their membership and must re-apply to the OWHA New Membership Committee as outlined in (i).
- (viii) All newly approved teams or groups granted association status are placed on probation for one year to ensure adherence to the Constitution, By-Laws, Regulations, Rules, 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 filed with the OWHA office.
- (ix) The OWHA reserves the right to revoke membership for cause at any time while on probation.

NOTE: While an application is under review, please be aware that you cannot do any advertising and you must follow OWHA rules and regulations especially in regards to the tampering guidelines. Only after an application has been approved is it possible to start making announcements or publish advertisements to attract players.



## **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.

APPENDIX “E”

HOCKEY CANADA

# Safety requires teamwork

An information guide to Hockey  
Canada’s Risk Management and  
National Insurance Programs

**IMPORTANT INFO for OWHA Members**

The Hockey Canada material “Safety Requires Teamwork” contains important information that **all OWHA players and volunteers must be aware of** including:

- § Risk Management
- § Emergency Action Plan
- § Hockey Canada National Insurance Program
- § How to make a claim
- § Fair Play Codes
- § Safety Messages, Concussions
- § Equipment Fitting Guidelines....and more

The complete material can be found on the  
website link to Hockey Canada through

**[www.owha.on.ca](http://www.owha.on.ca)**

## **SAFETY REQUIRES TEAMWORK: INTRODUCTION TO RISK MANAGEMENT**

Accidents can and do happen anywhere, anytime to anyone. This is especially true in sports which involve physical contact, like hockey.

Whenever physical contact is involved, there is always the potential for serious injuries. When serious injuries occur, they can inflict tremendous hardship on injured parties and their families, often for a lifetime. In addition, serious injuries also involve the threat of lawsuits where people and organizations are sued for negligence.

This is where risk management becomes important. Risk management includes identifying, assessing and eliminating or minimizing risks in an activity, in this case, organized hockey. Risk management requires all participants in organized hockey to play specific roles in order to prevent accidents and injuries before they happen.

This manual will help you, the hockey participant, to recognize the basic concepts of risk management, and more importantly, understand the role that you must play to make hockey a safer game for all participants. This not only involves identifying and eliminating or minimizing risks, but instilling important values in participants such as respect for the rules and other participants.

This manual also provides you with a user-friendly guide to the features and procedures of Hockey Canada's National Insurance Program. Insurance is the last component of an effective risk management program, as it provides protection for all participants against the consequences of unavoidable risks.

Although this manual outlines the National Insurance Program, it is important to emphasize that unless the risk management activities of identifying, assessing and minimizing or eliminating risks are effective, no insurance fund will be adequate for all the claims which would arise from such unmanaged risk exposure. In short, risk management is our first line of defense; insurance is our last line of defense.

With 4.2 million Canadians involved in organized hockey, including 500,000 players, 75,000 coaches, 30,000 officials, 100,000 volunteers and 300,000 involved parents, Hockey Canada feels it has a responsibility to educate all stakeholders about risk management, and the roles they must play on hockey's risk management team.

**Remember, risk management is like electricity-it is present for as long as we are prepared to generate it.**

## **RISK MANAGEMENT WHAT'S IT ALL ABOUT?**

**Definition:** Risk management is the process by which an organization identifies, assesses, controls and minimizes the risk of bodily injury or financial loss arising from its activities.

In organized hockey, risk management is the process by which a Branch, Association, League or Team reviews its activities, programs and operating procedures (including buildings and staff) to identify, understand and insure against the everyday risks confronted in operating an organized hockey program.

Risk management consists of four (4) basic steps, performed in a logical sequence:

- Step 1: Identify the risks connected with an activity (eg. game, locker room, arena parking lot, travel).
- Step 2: Assess the relative significance of all on-ice and off-ice risks.
- Step 3: Eliminate or minimize identified risks.
- Step 4: Provide protection against unavoidable risks. This can include insurance coverage.

### **Risk Management: The First Line of Defence**

It's important to remember that unless the first three steps are carried out effectively, insurance or other funds which may be set aside, will be inadequate. They will not be able to contain the claims that would arise from a risk exposure that is uncontrolled and unmanaged.

**RISK MANAGEMENT IS OUR FIRST LINE OF DEFENCE.**

## **SAFETY REQUIRES TEAMWORK:**

### **WHO IS INVOLVED?**

While there are some aspects of risk management, notably those dealing with the evaluation of risks and the selection of financing options, that require advanced training and expertise, there are areas where we must all play a role. This is especially true in the first and third steps: identifying, and minimizing or eliminating avoidable risks.

Which of the following roles do you play on the risk management team?:

- players
- coaches
- trainers/safety people
- administrators
- parents
- on-ice officials (referees and linesmen)
- off-ice officials
- other volunteers (managers, statisticians)
- spectators
- arena management and employees

For full

### **“Safety Requires Teamwork”**

information  
Please check the  
OWHA website

**[www.owha.on.ca](http://www.owha.on.ca)**

## Concussion in Sport

### Always Assess Airway, Breathing and Circulation

- ◆ All players who experience a concussion must be seen by a physician as soon as possible. A concussion is a brain injury.
- ◆ A concussion may involve loss of consciousness. However, a concussion most often occurs without a loss of consciousness.
- ◆ Mechanism: Blow to the head, face or jaw, or even elsewhere on the body. May also result from a whiplash effect to the head and neck.

### Common Symptoms and Signs

- ◆ 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.

#### 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

**Caution:** All players should consult a physician after a concussion. Coaches, trainers/safety people, players and parents should not attempt to treat a concussion without a physician's involvement.

### Initial response

- ◆ If there is loss of consciousness – Initiate Emergency Action Plan and call an ambulance. Assume possible neck injury.

### Concussion

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



Drafted by Dr. K. Johnston and Dr. C. Tate of the ThinkFirst SportSmart Concussion Education and Awareness Program, September 2004 Version.



### Return To Play Steps

◆ The return to play process 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!

**Step 1** No activity, only complete rest. Proceed to step 2 only when symptoms are gone.

**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.

**Step 5** Begin drills with body contact.

**Step 6** Game play.

**Note:** Players should proceed through return to play steps only when they do not experience symptoms or signs and a physician has given clearance. If symptoms or signs return, the player should return to the previous step, and be re-evaluated by a physician.

**Never return to play if symptoms persist!**

### Prevention Tips

#### Players

- ◆ Make sure your helmet fits snugly and that the strap is fastened
- ◆ Get a custom fitted mouth guard
- ◆ Respect other players
- ◆ No hits to the head
- ◆ No hits from behind

#### Coach/Trainer/Safety Person/Referee

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

#### Education Tips

[www.hockeycanada.ca](http://www.hockeycanada.ca)

Smart Hockey: More Safety, More Fun! Injury Prevention Program

ThinkFirst Canada website ([www.thinkfirst.ca](http://www.thinkfirst.ca))

Pashby Sport Safety Concussion website ([www.drashby.ca](http://www.drashby.ca))

[www.concussionsafety.com](http://www.concussionsafety.com)

Developed by Dr. K. Johnston and Dr. C. Tator of the ThinkFirst SportSmart Concussion Education and Awareness Program, September 2004 Version.

The following insurance information and forms are available at [www.owha.on.ca](http://www.owha.on.ca)

**Hockey Canada Injury Report Form**

This two page form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity.

 	
<b>HOCKEY CANADA INJURY REPORT</b> <small>CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF INJURY. INJURY DATE: / /</small>	
<b>INJURED PARTICIPANT:</b> <input type="checkbox"/> Player <input type="checkbox"/> Team Official <input type="checkbox"/> Game Official <input type="checkbox"/> Spectator	
Name: _____ Birthdate: / / Sex: (M) (F)	
Address: _____ City/Town: _____	
Province: _____ Postal Code: _____ Phone: ( ) - /	
Parent/Guardian: _____	
<b>DIVISION:</b> <input type="checkbox"/> Initiation <input type="checkbox"/> Service <input type="checkbox"/> Atom <input type="checkbox"/> PeeWee <input type="checkbox"/> Recreational <input type="checkbox"/> Midget <input type="checkbox"/> Juvenile	<b>CATEGORY:</b> <input type="checkbox"/> AAA <input type="checkbox"/> AA <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> BB <input type="checkbox"/> C <input type="checkbox"/> CC <input type="checkbox"/> D <input type="checkbox"/> DD <input type="checkbox"/> E <input type="checkbox"/> Reserve <input type="checkbox"/> Major Junior <input type="checkbox"/> Minor Junior <input type="checkbox"/> Senior <input type="checkbox"/> Adult Rec <input type="checkbox"/> Other
<b>BODY PART INJURED:</b> * Visit the Hockey Canada website for an optional questionnaire * Head: <input type="checkbox"/> Eye Area <input type="checkbox"/> Face <input type="checkbox"/> Neck <input type="checkbox"/> Ribs <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Hip <input type="checkbox"/> Elbow <input type="checkbox"/> Foot <input type="checkbox"/> Throat <input type="checkbox"/> Dental <input type="checkbox"/> Upper <input type="checkbox"/> Chest <input type="checkbox"/> Upperarm <input type="checkbox"/> Forearm/Wrist <input type="checkbox"/> Groin <input type="checkbox"/> Knee <input type="checkbox"/> Toe <input type="checkbox"/> Neck <input type="checkbox"/> Leg <input type="checkbox"/> Ankle <input type="checkbox"/> Elbow <input type="checkbox"/> Other: _____	
<b>NATURE OF CONTRIBUTION:</b> <input type="checkbox"/> Fracture <input type="checkbox"/> Sprain <input type="checkbox"/> Strain <input type="checkbox"/> Contusion <input type="checkbox"/> Laceration <input type="checkbox"/> Separation <input type="checkbox"/> Internal Organ Injury	
<b>ON-SITE CARE:</b> <input type="checkbox"/> On Site Care Only <input type="checkbox"/> Refused Care <input type="checkbox"/> Sent to Hospital by: <input type="checkbox"/> Ambulance <input type="checkbox"/> Car	
<b>INJURY CONDITIONS:</b> Name of arena/location: _____ <input type="checkbox"/> Admission/Warmup/Team <input type="checkbox"/> Practice <input type="checkbox"/> Training <input type="checkbox"/> Other <input type="checkbox"/> Warm-up <input type="checkbox"/> Period #1 <input type="checkbox"/> Period #2 <input type="checkbox"/> Period #3 <input type="checkbox"/> Overtime # _____ <input type="checkbox"/> Dry Land Training <input type="checkbox"/> On-Ice <input type="checkbox"/> Other Sport <input type="checkbox"/> Other: _____	
Was the injured player in the correct league and level for their age group? <input type="checkbox"/> Yes <input type="checkbox"/> No Was this a sanctioned Hockey Canada hockey activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>CAUSE OF INJURY:</b> <input type="checkbox"/> Hit by Stick <input type="checkbox"/> Collision with Opponent <input type="checkbox"/> Collision with Net <input type="checkbox"/> Fall on Ice <input type="checkbox"/> Checked From Behind <input type="checkbox"/> Collision with Net <input type="checkbox"/> Fight <input type="checkbox"/> Bystanding	
<b>LOCATION:</b> <input type="checkbox"/> Defensive Zone <input type="checkbox"/> Offensive Zone <input type="checkbox"/> Neutral Zone <input type="checkbox"/> Behind the Net <input type="checkbox"/> In front of Net <input type="checkbox"/> In front of Goal <input type="checkbox"/> In front of Bench <input type="checkbox"/> In front of Rink <input type="checkbox"/> In front of Boards <input type="checkbox"/> In front of Glass	
<b>WEARING WHEN INJURED:</b> <input type="checkbox"/> Full Face Mask <input type="checkbox"/> Extra Oral Mouth Guard <input type="checkbox"/> Half Face Shield/Visor <input type="checkbox"/> Throat Protector <input type="checkbox"/> Helmet/No Face Shield <input type="checkbox"/> No Helmet/No Face Shield <input type="checkbox"/> Mouth Guards <input type="checkbox"/> Long Gloves	
<b>ADDITIONAL INFORMATION:</b> Has the player sustained this injury before? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" how long ago _____ Was a penalty called as a result of the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No Estimated Absence from hockey? <input type="checkbox"/> 1 week <input type="checkbox"/> 1-3 weeks <input type="checkbox"/> 3+ weeks	
<b>DESCRIBE HOW ACCIDENT HAPPENED:</b> (Attach page if necessary) Describe in detail any Stick Face Contact, Physical Contact or other person who has standard or restricted hockey skills, sanctioned Hockey Canada any and all other entities with respect to any financial, medical, hockey, competition, programming or insurance coverage or of other financial and medical records. A photocopy of this report shall be provided to the injured person and to the original.	
Signature: _____ Date: _____ Print Name: _____	
<b>TEAM INFORMATION:</b> (To be completed by a Team Official) Association: _____ Team Name: _____ Team Official (Print): _____ Team Official Position: _____ Signature: _____ Date: _____	
<b>HEALTH INSURANCE INFORMATION:</b> THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED Occupation: <input type="checkbox"/> Employed Full-time <input type="checkbox"/> Employed Part-time <input type="checkbox"/> Unemployed <input type="checkbox"/> Full-Time Student Employee (If minor, list parent's employer)? <input type="checkbox"/> Yes <input type="checkbox"/> No 1. Do you have provincial health coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No Province: _____ 2. Do you have other insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES", PLEASE SUBMIT CLAIM TO YOUR PRIVATE HEALTH INSURER. 3. Has a claim been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES", PLEASE FORWARD PRIMARY INSURER INFORMATION OF BENEFITS. Make Claim Payable To: <input type="checkbox"/> Injured Person <input type="checkbox"/> Parent <input type="checkbox"/> Team <input type="checkbox"/> Other: _____	
<b>Branch APPROVAL</b>	

**PHYSICIAN'S STATEMENT**

Physician: \_\_\_\_\_ Address: \_\_\_\_\_ Tel: (\_\_\_\_) \_\_\_\_\_

Name of Hospital / Clinic: \_\_\_\_\_ Address: \_\_\_\_\_  
 Nature of Injury: \_\_\_\_\_ Date of First Attendance: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Claimant will be totally disabled: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_

Is the injury permanent and irreversible?  No  Yes  
 Give details of injury (if kept): \_\_\_\_\_

Prognosis for recovery: \_\_\_\_\_

Did any disease or previous injury contribute to the current injury?  No  Yes (describe): \_\_\_\_\_

Was claimant hospitalized?  No  Yes (give hospital name, address and date admitted): \_\_\_\_\_

Names and addresses of other physicians or surgeons, if any, who attended claimant: \_\_\_\_\_

I certify that the above information is correct to the best of my knowledge.  
 Signed \_\_\_\_\_ Date: \_\_\_\_\_

---

**DENTIST'S STATEMENT** (Limit of coverage \$1,000 per tooth, \$2,000 per accident  
 Treatment must be completed within 72 weeks of accident)

P LAST NAME - GIVEN NAME: A _____ I ADDRESS - APT. _____ E _____ S _____ CITY - PROV. - POSTAL CODE: _____	INSURER NO. - PATIENT'S FEDERAL ACCOUNT NO. _____ PHONE NO. _____	I HEREBY AGREE TO BE BILLY PAYABLE FROM THIS CLAIM DIRECTLY TO THE WORKER CENTER AND AUTOMATIC PAYMENT SHALL BE TO WORKER SIGNATURE OF SUBSCRIBER _____				
FOR DENTIST'S USE ONLY - FOR ADDITIONAL INFORMATION, DIAGNOSIS, PROCEDURES, OR APPLICABLE COVERAGE INFORMATION.	I UNDERSTAND THAT THE FEES LISTED IN THIS CLAIM MAY NOT BE COVERED BY MY MAY I STATE MY IS AN BENEFIT IS UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE TO MY DENTIST FOR THE ENTIRE TREATMENT. I ACKNOWLEDGE THAT THE TREATMENT IS ACCURATE AND HAS BEEN CHARGED TO ME FOR SERVICES RENDERED. I AUTHORIZE RELEASE OF THE INFORMATION CONTAINED IN THIS CLAIM FORM TO MY INSURING COMPANY/PLAN ADMINISTRATOR. SIGNATURE OF (PATIENT/CALAMITY) _____					
DUPLICATE FORM <input type="checkbox"/>						
DENTIST VERIFICATION						
DATE OF SERVICE DAY/MON/YEAR	PROCEDURE	INITIAL TOOTH CODE	TOOTH SERVICE	DENTIST'S FEE	LAB CHARGE	TOTAL CHARGE
THIS IS AN ACCURATE STATEMENT OF SERVICES RENDERED AND THE TOTAL FEE DEDUCTIBLE & CO-INSURANCE.						TOTAL FEE SUBMITTED
NOTE: All fees are subject to insurance payment provisions of the policy. Workday Canada standard events.						

Mail completed form to:  
 Ontario Workers' Hockey Association  
 5155 Spectrum Way, Building #3, Mississauga ON L4W 5A1  
 Phone: 905-202-9900 Fax: 905-202-9902

Completed claims forms must be  
 received by the OWH Office  
**WITHIN 90 DAYS OF INJURY.**

## **OWHA INSURANCE GUIDE**

The complete OWHA Insurance Guide and Certificate Request Forms can be accessed at **[www.owha.on.ca](http://www.owha.on.ca)**.

As a member of Hockey Canada, the Ontario Women's Hockey Association is a participant in the National Insurance Program. The mandate of the program is to ensure that adequate financial resources are in place to compensate those who are injured or who have suffered a financial loss as the result of their involvement in hockey.

Insurance is one strategy used in hockey to manage the financial uncertainty of potential losses. Insurance by itself does not prevent or reduce the likelihood of injury or claim and that is why it is necessary to develop other strategies to reduce the severity or frequency of loss.

Throughout the season an OWHA team, association, programme or league may be asked to demonstrate proof of their insurance coverage to rent a facility or participate in an event. The certificate is issued by the Insurance Company to the party making the request. This is usually a facility, municipality, school board or shopping mall. What the certificate offers is proof that the group using their facility is covered by a policy in the event of an injury or other incident.

The process of issuing certificates is time intensive and requires varying levels of administration. In order to provide a Certificate of Insurance to the party requesting one from your team, association, programme or league you must complete the appropriate Insurance Certificate Request (ICR) Form (Facility Rental, Special Events, Dryland Training). These forms are available on the OWHA website at [www.owha.on.ca](http://www.owha.on.ca) as well as through the OWHA office.

Often teams or associations are asked to obtain proof of insurance for the purpose of conducting their hockey business. In these situations a Certificate of Insurance is required.

The *new* OWHA Insurance Guide provides complete details on available coverage and the process to receive special sanction. The following certificate request forms are included in the guide.

**Facility & Ice Rental** – Certificate Request Form

**Dryland Training Program** – Certificate Request Form

**Dryland Training Instructor** – Certificate Request Form

**Special Events & Fundraising** – Certificate Request Form

**Special Events with Alcohol** –Certificate Request Form

The complete OWHA Insurance Guide and Certificate Request Forms can be accessed at  
**[www.owha.on.ca](http://www.owha.on.ca)**.

To receive a copy by mail, please contact the OWHA office Tel: 905-282-9980 Fax: 905-282-9982

Questions? Please call the OWHA Office



## APPENDIX “F”

### **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.

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

*Failure to comply with this 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.*



On an annual basis, the Ontario Women's Hockey Association Executive Committee approves the Minimum Suspension Guidelines, which become an appendix of the OWHA constitution.

**Minimum Suspension Policies**

- Minimum suspensions are just that, minimum suspensions.
- Exhibition games are not permitted for serving suspensions. Exceptions may be granted at the discretion of the Discipline Chairperson and respective Regional Director. If a suspendable infraction occurs in an exhibition game, it must be reported. Minimum suspensions apply and additional suspensions may be assessed.
- Teams, associations, leagues and OWHA tournament organizers have the authority to add additional suspensions but DO NOT have the authority to lessen the suspensions
- If it is deemed that the minimum suspension may be inappropriate due to extenuating circumstances, an approach may be made to the OWHA Executive Committee to request relief. The OWHA Executive Committee has the authority to give relief to minimum suspensions as a result of a discipline hearing.
- If any OWHA 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,
- It is proven the wrong person was assessed a penalty,
- 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 programmes 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?

### **POLICY**

- 1) Before a suspended individual is allowed to participate in any OWHA/Hockey Canada activity, they must write a letter addressed to OWHA Chairperson, c/o OWHA office stating why they feel he/she should be allowed to participate prior to their suspension being served.
- 2) The OWHA Chairperson, Discipline Chair and Regional Director shall review each situation and make a determination as deemed appropriate.

Until the above process has been completed, the individual(s) shall not be eligible for participation in any OWHA/Hockey Canada programmes of any kind.

## **TEAM OWHA**

*Building TRUST through HONESTY  
Building RESPECT through INTEGRITY  
Building STRENGTH through TEAMWORK*





## 2008-2009 OWHA SUSPENSION PROCEDURES



The following clarifications are in addition to the information contained in the OWHA Handbook. It is the responsibility of all OWHA members to know and follow the OWHA Constitution, By-Laws, Regulations and Rules.

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 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 Discipline?

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

### Goals and Objectives

- † Safe and fun environment
- † Responsibility
- † Stay out of Court
- † Buy into the responsibility by stakeholders including coaches
- † Education
- † Process to address offending participants & highly penalized teams
- † Discipline committees within associations
- † Fairness and consistency
- † Respect for others (Good Citizenship)
- † Fair Play
- † Integrity
- † Clearly defined chain of command needed
- † Clearly defined decision-making

#### Process for the delivery of discipline within the OWHA

When a suspendable action occurs:

1. The team must report every incident to the OWHA Regional Director c/o the OWHA office within 48 hours of the occurrence.
2. 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 fax no later than 12:00 noon the following day and by mail within 24 hours..
3. It is the responsibility of the team management to ensure a suspended individual does not participate in OWHA activities. If in doubt please check with the OWHA Regional Director before participation.
4. Upon receipt of a potential disciplinary situation, the OWHA Discipline Chairperson will determine a process as follows:
  - A) Any Match Penalty or Gross Misconduct Penalty, (suspendable offense to a Repeat Offender any individual who receives a second or subsequent suspendable offence in one season), a suspendable 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 Chairperson who will appoint a Disciplinary Panel. 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) Any suspendable offense not listed in 4 (A) that occurs in an OWHA sanctioned house league with all individuals and teams involved being members of one association shall be reviewed and ruled on by that association. OWHA minimum suspensions apply. **All such incidents must be reported by the house league team as per number 1 above.** The decision of the association in regards to the length of suspension must be reported, in writing, to the OWHA office within 48 hours of the determination of the suspension.

- C) Any suspendable offense not listed in Number 4 (A) that occurs in a regular season or playoff game of a recognized OWHA League, shall be reviewed and ruled on by the League. OWHA minimum suspensions apply. All such incidents must be reported, by the team as per number 1 above. The decision of the League in regards to the length of suspension must be reported, in writing, to the OWHA office within 48 hours of the determination of the suspension.
- D) Any suspendable offense that does not fall under 4 (A), (B), or (C), (i.e./exhibition game, out-of-province tournament, etc.) shall be reported as per number 1. A determination shall be made by the OWHA Discipline Chairperson in cooperation with the OWHA Executive Committee in regards to action deemed appropriate.
- E) In addition to number 4 (A), (B), (C), and (D), the OWHA Executive Committee reserves the right to take additional action as deemed appropriate.
- F) Appeals may be made to the OWHA in accordance with the OWHA Handbook.



#### **Hockey Canada Regulation “O-6”**

“Any Hockey Canada player, coach or other official, who is under suspension by a Hockey Canada Branch, league or Minor, Junior, Senior, or Female Hockey Association is suspended from any and all involvement in Hockey Canada sanctioned games. The suspension may, pursuant to Branch Regulations, include suspensions up to and including all Hockey Canada activities for the duration of his/her suspension. Any individual who violates the terms of his/her suspension will be subject to discipline by Hockey Canada, or the member Branch, league or Minor, Junior, Senior, or Female Hockey Association.”

#### **OWHA Interpretation and Policy due to Hockey Canada Regulation “O”:**

- 1) Any player or team official currently under suspension is not eligible to participate in any OWHA and Hockey Canada sanctioned games.
- 2) In cases where a player or team official is serving a suspension that does not require a hearing and is a maximum of 2 games, that player or team official may participate in all OWHA 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 these games. Violations of the OWHA Code of Conduct or any incidents occurring while under suspension will result in additional suspensions being assessed.
- 3) 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.

### OWHA VALUES

*FAIR PLAY*

*FUN*

*EXCELLENCE*

*GOOD CITIZENSHIP*

***INTEGRITY AND HONESTY***

*EQUITY*

**IMPORTANT: Multiple offences will NOT be tolerated**  
2<sup>nd</sup> suspendable offence in one season – minimum plus two (2) and shall not participate in any OWHA sanctioned activity until permission granted by OWHA Discipline Chairperson.  
3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, etc. suspendable offence in one season – indefinite - minimum plus four (4) and shall not participate in any OWHA sanctioned activity until permission granted by OWHA Discipline Chairperson.

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

**PLAYER / TEAM OFFICIAL MAY ALSO BE REQUIRED TO APPEAR BEFORE AN OWHA DISCIPLINARY BOARD.**

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.

**No person shall participate in any capacity in an OWHA 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 will be subject to further suspensions.**

**RESPONSIBILITY OF TEAM OFFICIALS**

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 will sit out the minimum suspensions or three weeks, whichever is less. When in doubt as to the relevant suspensions, contact your Regional Director or in the absence of your Regional Director, contact the OWHA Discipline Chairperson. If you are unable to contact your Regional Director or the OWHA Discipline Chairperson, sit player(s) and/or team officials in question until clarification can be obtained.

**Copies of game sheets for suspensions must be sent immediately to the appropriate Regional Director.**

**Copies of game sheets confirming suspensions have been served, must be forwarded immediately to the Regional Director prior to the player(s) and/or team officials returning to participation in any OWHA sanctioned game or event.**



## OWHA MINIMUM SUSPENSIONS

### NOTICE TO ALL OWHA TEAM OFFICIALS AND PLAYERS

The following are **MINIMUM** suspensions that shall be imposed for any suspendable offence, which occurs in any OWHA game (league, tournament, exhibition and/or Regional Playoff or Provincial Championship in or outside of Ontario) during the 2007-2008 season.

These are **MINIMUM** suspensions. Additional suspensions will be imposed wherever conditions and circumstances warrant. Leagues, local associations, individual teams, and the OWHA may assess additional suspensions if warranted.

**Please forward all discipline correspondence (Match Penalty Reports, Game Reports, Game Sheets, Letters, etc) to:  
stats@owha.on.ca Fax: (905) 282-0499**

### **MINIMUM SUSPENSIONS CANNOT BE APPEALED**

**IMPORTANT \* Multiple Offences will NOT be tolerated and WILL result in additional suspensions.**

2<sup>nd</sup> suspendable offence in one season – minimum plus two (2) and shall not participate in any OWHA sanctioned activity until permission granted by OWHA Discipline Chairperson.

3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, etc. suspendable offence in one season – indefinite - minimum plus four (4) and shall not participate in any OWHA sanctioned activity until permission granted by OWHA Discipline Chairperson.

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

### **OFFENCE (Players & Team Officials) and MINIMUM SUSPENSIONS**

#### **MINOR PENALTY and GAME MISCONDUCT**

<b>CODE</b>	<b>H. C. RULE</b>	<b>INFRACTION</b>	<b>MINIMUM SUSPENSION</b>
INS36	6.7	A minor issued for <b>INSTIGATOR</b> :	1 <sup>st</sup> Offence: + 1 Game
			2 <sup>nd</sup> Offence: + 2 Games
			3 <sup>rd</sup> Offence: + 4 Games
AGG37	6.7	A minor issued for <b>AGGRESSOR</b> :	1 <sup>st</sup> Offence: + 1 Game
			2 <sup>nd</sup> Offence: + 2 Games
			3 <sup>rd</sup> Offence: + 4 Games

**MAJOR PENALTY and GAME MISCONDUCT**

CODE	Hockey Canada RULE	INFRACTION	MINIMUM SUSPENSION
GM20	9.2	Disputing Call of Official Last 10 of game or in O/T:	+ 1 Game + 2 Games
GM21	9.2	Disputing call w/ an official: Verbal abuse of a Game Official. Last 10 of game or in O/T:	+ 2 Games + 3 Games
GM26	4.5	Second Misconduct – Same Game Last 10 of game or in O/T:	+ 1 Game + 2 Games
GM		Receiving a second major penalty in one game:	+ 2 Games
GM28	7.3	Interference from the Bench Last 10 of game or in O/T:	+ 1 Game + 2 Games
GM30	6.7	Fighting 1 <sup>st</sup> Offence: 2 <sup>nd</sup> Offence: 3 <sup>rd</sup> Offence:	+ 4 Games + 8 Games + 16 Games
GM31	6.7	2 <sup>nd</sup> Fight, same stoppage of play (3 <sup>rd</sup> , 4 <sup>th</sup> , etc...)	+ 6 Games
GM32	6.7	Player(s) “3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , etc....player into a fight”:	+ 6 Games
GM32	6.7	Identified “Peace Maker”:	+ 2 Games
GM33	9.5	Leaving Players Bench or Penalty Box	+ 2 Games
GM33	OWHA	Coaches identified as having player(s) leaving players bench or penalty bench during a fight or for the purpose of starting a fight: <i>GM33 Note: Coaches’ penalty will not be noted on the game sheet. Penalty to coach is automatic as a result of player receiving GM33.</i>	+ 5 Games
	OWHA	Playing without obtaining a Pickup Consent Form signed by the official contact of her own registered team (Illegal Player):	Twice the number of games played illegally

CODE	HC RULE	INFRACTION	MINIMUM SUSPENSION
	OWHA	Coach identified as playing illegal player(s) or having illegal staff on the bench:	Twice the number of games the player/staff has participated illegally
	OWHA	Individual making public derogatory remarks with respect to the OWHA or any of its members:	\$100.00 fine and/or appropriate suspension
	OWHA Rule One (II) (B)	Team official participating on-ice without a CSA hockey approved helmet.	1 <sup>st</sup> offence to a team - warning 2 <sup>nd</sup> offence + 2 Games to specific official(s) & Head Coach
GM39	6.1	Hair pulling, Grab Face Mask/ Helmet/Chin Strap (Major + Game) : Last 10 of game or in O/T:	+ 1 Game + 2 Games
GM50	6.4	Checking from Behind (Minor + Game): Last 10 of game or in O/T:	Duration of Game + 1 Game
GM51	6.4	Checking from Behind (Major + Game): Last 10 of game or in O/T:	+ 2 Games + 3 Games
GM53	8.2	High Sticking (Major & Game) : Last 10 of game or in O/T:	+ 1 Game + 2 Games
GM54	8.1	Cross Checking (Major & Game) : Last 10 of game or in O/T:	+ 1 Game + 2 Games
GM55	8.3	Slashing (Major & Game) : Last 10 of game or in O/T:	+ 1 Game + 2 Games
GE56	4.6	Game Ejection	Duration of Game
GM57	6.2	Boarding / Body Checking (Major + Game) : Last 10 of game or in O/T:	+ 1 Game + 2 Games
GM58	6.6	Elbowing / Kneeing (Major + Game) : Last 10 of game or in O/T:	+ 1 Game + 2 Games



<b>CODE</b>	<b>Hockey Canada RULE</b>	<b>INFRACTION</b>	<b>MINIMUM SUSPENSION</b>
GM59	6.3	Charging (Major + Game) Last 10 of game or in O/T:	: + 1 Game + 2 Games
GM63	9.2	Discriminatory Slur Last 10 of game or in O/T:	: + 1 Game + 2 Games
GM64	9.2	Trash Talking Last 10 of game or in O/T:	: + 1 Game + 2 Games
GM68	9.4	Kick Shot (w/ injury – Major + Game) Last 10 of game or in O/T:	: + 1 Game + 2 Games
GM71	6.5	Head Checking: Last 10 of game or in O/T:	+ 2 Games + 3 Games
GM73	7.4	Tripping (Major + Game) Last 10 of game or in O/T:	: + 1 Game + 2 Games
GM74	7.3	Interference (Major + Game) Last 10 of game or in O/T:	: + 1 Game + 2 Games
GM75	7.1	Holding (Major + Game) Last 10 of game or in O/T:	: + 1 Game + 2 Games
GM76	7.2	Hooking (Major + Game) Last 10 of game or in O/T:	: + 1 Game + 2 Games
GM77	6.7	Roughing (Major + Game) Last 10 of game or in O/T:	: + 1 Game + 2 Games
GM79	10.14	Refusing to Start Play (Coach - Major + Game) Last 10 of game or in O/T:	: + 1 Game + 2 Games

CODE	Hockey Canada RULE	INFRACTION	MINIMUM SUSPENSION
GM81	10.15	Leaving the Bench without Clearance from the Referee (assessed to Coach at end of Game if altercation results in penalties)	+ 2 Games
GM99		Miscellaneous—explained & referenced on back of game sheet	Contact OWHHA Regional Director
<b>Any infraction not specified above incurring a Game Misconduct Penalty, 1 additional game or 2 additional games if in the last 10 minutes of game or in O/T.</b>			

#### **GROSS MISCONDUCTS (GRM)**

CODE	Hockey Canada RULE	INFRACTION	MINIMUM SUSPENSION
GRM60	4.7	Travesty of the Game	+ 2 Games
GRM60	4.7	Travesty of the Game in last 10 minutes of game	+ 3 Games
GRM61	4.7	Obscene Gestures	+ 2 Games
GRM61	4.7	Obscene Gestures in last 10 minutes of game	+ 3 Games
GRM62	3.6	Removing Helmet	+ 2 Games
GRM62	3.6	Removing Helmet in last 10 minutes of game	+ 3 Games
GRM63	9.2	Discriminatory Slurs	Indefinite-(pending hearing-Min. 6 Games)
GRM66	6.1	Head Butt – Team Official (double Minor + Gross)	+ 3 Games
GRM67	6.1	Butt End – Team Official (Double Minor + Gross)	+ 3 Games
GRM68	6.1	Spearing – Team Official (Double Minor + Gross)	+ 3 Games
GRM69	3.5	Goaltender refusing to Remove Mask for Identification	+ 3 Games
GRM99		Miscellaneous—explained & referenced on back of game sheet	Please contact your Regional Director

**Any infraction not specified above incurring a Gross Misconduct Penalty - 2 additional games or 3 additional games if in last 10 mins of game or O/T**

### MATCH PENALTIES (MP)

CODE	HC RULE	INFRACTION	MINIMUM SUSPENSION
MP24	9.6	Threatening an Official	+ 6 Games
MP25	9.6	Physical Abuse of an Official	Indefinite (min. 7 games)
MP29	9.7	Spitting	+ 4 Games
MP38	6.7	Fighting with Ring or Tape on Hands	+ 3 Games
MP40	6.1	Attempt to Injure	+ 4 Games
MP41	6.1	Deliberate Attempt to Injure not covered above	+ 4 Games
MP42	6.1	Butt Ending	+ 4 Games
MP43	6.1	Grabbing Face Mask/ Helmet/Chin Strap	+ 4 Games
MP44	6.1	Hair Pulling	+ 4 Games
MP45	6.1	Kicking	+ 4 Games
MP46	6.1	Spearing	+ 4 Games
MP47	6.1	Head Butting	+ 4 Games
MP52	6.4	Checking from Behind:	+ 4 Games
		Last 10 of game or in O/T	+ 5 Games
MP72	6.5	Head Checking:	+ 4 Games
		Last 10 of game or in O/T	+ 5 Games
MP99		Miscellaneous—explained & referenced on back of game sheet	Please contact your Regional Director
<b>Any infraction not specified above incurring a Match Penalty—3 additional games or 4 additional games if in last 10 mins of game or in O/T</b>			

**NOTES**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



## IMPORTANT DEADLINES - 2008/2009

It is the responsibility of all team, association and league members to know and understand the information contained in this booklet. It is also the responsibility of team, league and association management to ensure that players, parents and other concerned individuals are informed. All materials (registration forms, game reports, etc.) are to be sent to the OWHA Office. If you have any questions, please contact your Regional Director or the OWHA office.

DEADLINE	ITEM	ü
Immediate	<b>Advise members of OWHA web site link - Safety Requires Teamwork &amp; information</b>	
Oct 1, 2008 or before 1 <sup>st</sup> game	<b>COMPETITIVE TEAM REGISTRATION</b>	
Oct 1, 2008	<b>PROVINCIAL CHAMPIONSHIP BOND – Competitive Teams only</b>	
Oct 1, 2008	<b>TEAM SUBMISSION of CATEGORY CHANGE (to be submitted with team roster)</b>	
Nov 7, 2008	<b>REQUEST for TEAM CATEGORY REVIEW &amp; REQUEST FOR RE-CATEGORIZATION</b>	
Nov 15, 2008	<b>HOUSE LEAGUE TEAM REGISTRATION</b>	
Nov 15, 2008	<b>FUNDamentals Program &amp; Participant REGISTRATION</b>	
Nov 17, 2008	<b>Updated list of teams * in a specific division will be circulated</b>	
Dec 2/08 10PM	<b>FORM “A” Game Reports excel file – All Competitive Teams to info@owha.on.ca</b>	
Dec 2, 2008	<b>Input from a Team or Association Official on the circulated list of teams*</b>	
Dec 15, 2008	<b>REGIONAL PLAYDOWNS Begin – Intermediate Teams</b>	
Jan 15, 2009	<b>REGIONAL PLAYDOWNS Completed – Intermediate Teams</b>	
Feb 1, 2009	<b>REGIONAL PLAYDOWNS Begin – All Other Divisions</b>	
Mar 9, 2009	<b>REGIONAL PLAYDOWNS Completed – All Other Divisions</b>	
Mar 24, 2009	<b>NOMINATIONS for 2008-09 OWHA Executive Committee received in OWHA office</b>	
Mar 24, 2009	<b>PROPOSED AMENDMENTS – OWHA Regulations &amp; Rules received in OWHA office</b>	

**OWHA Office** #3-5155 Spectrum Way, Mississauga, ON L4W 5A1 Tel: (905) 282-9980 [www.owha.on.ca](http://www.owha.on.ca)  
**General Inquiries:** Fax: (905) 282-9982 info@owha.on.ca  
**Stats:** Fax: (905) 282-0499 stats@owha.on.ca (Tournaments, Game Reports, Discipline, etc.)



## EVENTS

DATE	EVENT	LOCATION
Sep 27, 2008	OWHA General Meeting	Stage West Hotel, Mississauga
Nov 5-9, 2008	2008 Women's Under-18 National Championship	Strathcona Paper Centre, Napanee
January 5-10, 2009	2009 IIHF World Women's U18 Championship	Fussen, Germany
Feb 20-22, 2009	Provincial Championship Intermediate AA, A, BB, B, C	GTA
Apr 4-12, 2009	2009 Women's World Championship	Hameenlinna, Finland
Apr 17-19, 2009	Provincial Championships Novice, Atom, Peewee, Bantam, Midget, Senior AA, A, BB B,C	GTA
May 22, 2009	OWHA Golf Tournament	Huntsville
May 23, 2009	Annual General Meeting	Deerhurst Inn, Huntsville

[www.owha.on.ca](http://www.owha.on.ca)