

2014-2015 HANDBOOK

CONSTITUTION, BY-LAWS, REGULATIONS, RULES & POLICIES

Celebrating 40 years of the OWH

Ontario Women's Hockey Association



40th Anniversary 1975-2015



Celebrating OWH Volunteers

OWHA CODE OF CONDUCT

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

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

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

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

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

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

Failure to comply with this Code of Conduct 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

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Ontario Women's Hockey Association

Constitution, By-laws, Regulations, Rules

As amended to May 10, 2014



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Kay Cartwright, Celia Southward, Frank Champion-Demers *, Fran Rider, Carl Noble, Doug Nicholls, Bryan Chappell
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www.owha.on.ca

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AREAS OF EMPHASIS 2014-2015

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. The OWHA Handbook and other documents are posted on the OWHA website. It is the responsibility of team management to be aware of all pertinent information and to inform team members, parents and others as appropriate.

NEW – The OWHA Harassment, Abuse, Bullying and Misconduct Policy & the OWHA Screening Policy replace the Respect Speak Out Policy. These 2 documents must be shared and followed.

Bullying and Cyberbullying will be treated as deliberate attempt to injure with offenders being suspended a minimum of 4 games for the first offence and possible removal for a second offence. It is the responsibility of all stakeholders in hockey to promote an environment that supports the physical and mental health of participants,

EMPHASIS – Goaltender Protection - Goaltenders are not “fair game”. Coaches are to instruct players on the importance of respecting the safety of goaltenders. OWHA officials are being advised to assess appropriate penalties for offences including but not limited to tapping the goalie (before or after whistle), shoving goalie or charging goalie.

To assist with the positive experience for the 2014-2015 season please note a few of the many areas of emphasis:

- All participants must be registered with the OWHA and are bound by the OWHA Rules, Regulations, Policies, Procedures, Code of Conduct and Code of Ethics.
- OWHA registered participants are only covered by Hockey Canada insurance while participating in OWHA sanctioned activities. All on-ice and/or on-bench participants **MUST** be eligible and registered on an official OWHA roster before participation.
- 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
- No OWHA team will be permitted to play any female Ontario hockey team that is not registered with the OWHA. OWHA registered teams wishing to play against female teams from outside Ontario **MUST** receive written approval from the OWHA.

- OWHHA registered teams are not permitted to play against any “male” team. Exceptions may be granted at the discretion of the OWHHA Executive Committee.
- Team management is responsible and accountable for their team.
- 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 OWHHA. As an example, this includes power skating instructors.
- Teams require OWHHA Executive Committee approval to participate in a league.
- Players from outside Ontario – There are important 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 bench, on-ice and dressing room staff **MUST** attend a Speak Out Clinics or complete Respect In Sport Online in order to work with an OWHHA team. The only exception to this is for Senior teams of players over the age of 18 this is a recommendation only.
- Vulnerable Sector Search/Criminal Record Checks and screened monitors are required. The two-deep rule is important in person as well as on the phone, emails and texting.
- Selection and monitoring of coaches and team staff is a priority. There is no excuse for violation of the OWHHA Code of Conduct and/or the OWHHA Code of Ethics.
- 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 OWHHA Code of Conduct and Code of Ethics. The OWHHA takes a strong stance against this dangerous behaviour that is disrespectful to the entire membership of the OWHHA.
- OWHHA Rule ONE (II) (B) Team officials **MUST** wear properly fastened helmets on ice. There will be one warning followed by a 2 game suspension.
- 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 OWHHA office and respective Regional Director.
- Multiple suspensions will not be tolerated. Suspendable actions and violations of the OWHHA Code of Conduct will not be tolerated.
- Permission to Skate are not valid between January 1st and April 14th and from May 31st to August 15, 2015.
- No games may be played between May 31, 2015 and Aug. 15, 2015.
- 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.



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.

PART I
CONSTITUTION

**As amended at the Annual General Meeting of the
Ontario Women's Hockey Association on
May 10, 2014**

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.
- (C) 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 30th 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 OWHHA Executive Committee members shall not be a member of the Board of Directors/Executive or have any voting privileges with any member association/league within the OWHHA. A newly elected member of the Executive Committee shall have sixty (60) days to resign from any such positions held and such acceptance of nomination shall constitute an undertaking to do so in the event of their election.
- (C) The Members of the Executive Committee shall report to and be subject to the direction of the Executive Committee in carrying out their responsibilities.
- (D) 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 OWH.
- 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 OWHHA 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 OWHHA 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 OWHHA 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 OWHHA 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 OWHHA office c/o the Secretary, no later than

4:00pm, 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. In order to be nominated for the position of OWHa Chairperson, the candidate must have been a member of the OWHa Executive Committee for a minimum of three complete seasons. In order to be nominated for any other position on the OWHa Executive Committee, an individual must have been a volunteer within the OWHa for a minimum of three complete seasons.
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, no later than 4:00pm, 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 OWHHA 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) Membership is accorded on an annual basis and all members will re-apply for membership each year.
- (B) New Teams and Associations – New teams must have submitted a “New Team/Association Application” form, c/o OWHHA office and received approval prior to any team members participating in any team activities. Events held prior to approval are not OWHHA sanctioned and/or insured.
- (C) All teams registered in the previous season are to send to the OWHHA Office, by August 31st 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 OWHHA sanctioned tournament or league game.
- (D) Any OWHHA 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 OWHHA Executive Committee will retain its right to accept, reject or revoke membership to protect the best interests of the OWHHA membership and as set out in ARTICLE SEVEN of the Constitution.

- (E) 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 2 goaltenders. Each goaltender must be designated on the “**Team Waiver**” form with the letter “G”.
- (F) All OWHHA approved competitive teams must be registered according to the current New Membership Policies in effect, complete with player information by October 1st of each season by forwarding to the OWHHA Registrar completed “Team Waiver” 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 OWHHA event.
- (G) All House League, Senior Over 19 and Masters teams and Players must be registered by November 15th of each hockey season in the same manner as competitive teams. No House League team may change categories from House League to competitive after December 31st.
- (H) All competitive teams must submit properly completed game reports of all games played (Form A) no later than a date to be set annually by the OWHHA Executive Committee. The Form A must list the OWHHA 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 on or before the above-noted deadlines.

- (I) FUNdamentals programmes and players must also be registered by November 15th 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 1st and two days after all the Provincial Championships for any teams during the current season.

(B)OWHA TAMPERING POLICY:

Team officials of any OWHA team shall not encourage indirectly or invite in a direct manner, or allow to participate in any training activities, practice or play in any scheduled 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 Regulation and/or the above policy, the responsible team and/or team official and player shall be sanctioned in any one or combination of the following manners:

- a) The head coach will be suspended for the minimum of ten (10) games;

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

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

- (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.



BUILDING TRUST THROUGH HONESTY

BUILDING RESPECT THROUGH INTEGRITY

BUILDING STRENGTH THROUGH TEAMWORK

PART III

REGULATIONS

REGULATION ONE – Categorization

- (A) The Standing Committee on Categorization will consist of a Chairperson, the Registrar and all Regional Directors.
- (B) The online Team Application Forms (Intent to Register, ITR), due August 31st, indicates 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 1st, the change will be automatically granted.
- (E) Teams will remain in their division/category as circulated unless a Request for Re-Categorization form or a Request OWHA Team Category Review form is received by the OWHA as an official position of a Team or Association.
- (F) All requests for re-categorization of your own team and all requests for a review of another team must be submitted on the applicable form, i.e. "Request for Re-Categorization" form or "Request OWHA Team Category Review" form, and submitted to the 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. Such input must be on either a Request for Re-Categorization form or a Request OWHA Team Category Review form.
- (K) No movement (re-categorization) will occur unless a properly completed Request for Re-Categorization form or a Request OWHA Team Category Review form is received on or before the deadline from a Team or Association. An application to request a review of the category of another OWHA team must be endorsed by the requester's Association.
- (L) The Categorization Committee will meet on a date set annually by the OWHA Executive Committee, with Appeals being held no later than a date to be set annually by the OWHA Executive Committee.
- (M) Game reports, (Form A and Form B if applicable) of all games played must be received by the OWHA office, by the method determined annually by the OWHA Executive Committee, on or before the dates set out in BY-LAW ARTICLE SEVEN (G). Competitive teams shall have access to scores from Form A's received.

- (N) The OWHA Categorizing Committee has the authority to move any team at any time notwithstanding that a team may not have been petitioned for re-categorization. In particular, the OWHA Categorization Committee reserves the right to evaluate and re-categorize teams that are ranked above teams successfully petitioned for re-categorization.
- (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.
- (P) All appeals must be submitted in writing to the OWHA Office in accordance with the criteria of RULE SIX (B), (D) and (F).
- (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. The affected team will receive in writing 3 to 4 days before the appeal hearing the written recommendation, with rationale, from the Categorization Committee.
- (R) Categories:
All teams playing within the OWHA shall play within approved OWHA categories. OWHA teams within the Province of Ontario shall play under the following categories:

COMPETITIVE

Note: All ages are as of December 31st.

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 "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 31st

Senior	Open Age
Masters	35 years+
Senior House League	Over 19 yrs.
Senior House League Competitive	Over 19 yrs.
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) (I) 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 OWHA according to OWHA requirements.

(II) Development Stream (DS) is a subset of the House League Program, offering a tryout-based, enhanced opportunity for House League players who are a) looking for a development bridge to competitive hockey or b) do not wish to make the commitment, in time or cost, to competitive hockey, but are seeking more competition and skill development that is afforded by house league alone. DS tryouts may begin on or about November 1st each year, (day and date to be confirmed by OWHA executive each season). Each DS team may play 8 exhibition games per season, against other DS teams only. Each DS team may play in three OWHA sanctioned DS tournaments each season. Only players currently rostered in an Association's HL may play on that Association's DS team.

- (T) Senior Over 19 House League and Senior Over 19 House League 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 OWHA 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 – NOTE: Pilot Project 2013/14, 2014/15

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 - District “1”
	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 - District “29”
	Region P - District “33”
	Region R - District “31”
	Region V – District “27”
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

** IMPORTANT NOTE for 2013/2014, 2014/15 and 2015./ 016 Seasons – OWHA Pilot Project Approved May 11, 2013 AGM:

- Prescott/Russell moves to Region C from A
- Haliburton moves to Region E from J
- District 29 – Huron, Perth remain Region O
- District 27 – Bruce, Grey becomes Region V

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

REGION

- A District “1” - Addington, Dundas, Frontenac, Glengarry, Grenville, Leeds, Lennox, , Stormont
- C District “3” - Ottawa-Carleton, Lanark, Renfrew, Prescott and Russell
- E District “9” - Hastings, Northumberland, Prince Edward, Peterborough, City of Kawartha Lakes, Haliburton
- G District “12” - Durham
- H District “13” - York
- J District “15” - , Muskoka, Parry Sound, Simcoe
- L District “17” - Dufferin, Peel Region North (Brampton), Halton Region North, Wellington
- K District “19” - Halton Region South, Peel Region South (Mississauga)
- N District “21” - Hamilton-Wentworth, Niagara, Haldimand, Norfolk
- M District “25” - Brant, Waterloo
- 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
- V District “27” - Bruce, Grey
- W District “55” - Kenora, Rainy River, Thunder Bay

NOTE: Addition/Clarification – for the 2014/2015 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 1st. This request will be granted.

After October 1st, if a team wishes to change its category, the team must apply as outlined in Regulation One.

- (2) Associations may not register more than one team in the same category unless the categories above are filled, with the exceptions of House League, Senior Over 19 House League, and Masters teams.
 - (3) Up to two players may be added to the team's roster after November 30th and before January 1st by submitting 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 31st will be eligible for tournament play but not for Regional playdowns and/or Provincial Championships. Participation in league play will be at the discretion of the league.
- (B) The OWHa will not be responsible for late or incomplete registration forms which could result in processing delays in validating or assigning a team's category or a player's eligibility.
- (C) Teams late in registering will not be eligible for the Provincial Championships.
- (D) An OWHa "Team Waiver" 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 **one** which she was registered for the previous season, **or with which she was registered for the last season in which she played**, a player must first obtain 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 “Team Waiver” form. If a player’s request for a release is denied, the player may appeal in writing to the OWHa Executive Committee for special approval of the OWHa Registrar. Failure to comply with this Regulation will result in a two (2) game suspension for the head coach and/or player in question.

- (F) Each team taking part in Interprovincial or International leagues and/or Interprovincial or International championships must register in accordance with OWHa requirements and must submit 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 registered 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' Code of Conduct..

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 teams register at least one female coach. All OWHa teams must have at least one female staff registered. The OWHa recommends that OWHa competitive teams encourage at least one member of their coaching staff achieve NCCP Development 1 Certification. Starting at the Pee wee 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 1st of the season preceding the Championship.

A complete bid package must be received by December 15th 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 OWHHA Office, at least 60 days in advance of the Annual General Meeting.



OWHA VALUES

FAIR PLAY, FUN
EXCELLENCE
GOOD CITIZENSHIP
INTEGRITY & HONESTY
EQUITY

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 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 properly fastened 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. The list of OWHA Sanctioned Tournaments may be found on the OWHA web page.
- (B) To be eligible to participate in a tournament outside Ontario, a team must obtain permission from the OWHA. A written request for sanction must be submitted to the OWHA Office at least twenty (20) days prior to the event.
- (C) Only female teams which are registered with the OWHA or another governing body affiliated with the IIHF may participate in an OWHA sanctioned tournament.
- (D) There are three (3) types of tournaments:

1. COMPETITIVE TOURNAMENTS

TEAMS	PLAYERS
<ul style="list-style-type: none"> ☑ Teams registered Competitive with the OWHA ☑ Teams from outside Ontario properly registered with their provincial or national governing body affiliated with the IIHF ☑ Teams registered Senior Over 19 House League or Masters with the OWHA, only if they have played in fewer than two competitive tournaments during the season and subject to the agreement of all teams in the division. House League teams are not permitted to enter a competitive tournament. <p><u>Ineligible Teams</u></p> <ul style="list-style-type: none"> ☒ All unregistered teams ☒ All House League & DS Teams 	<ul style="list-style-type: none"> ☑ Players properly registered on the competing OWHA team (OWHA Regulation 3 – Registration) ☑ Players from outside Ontario properly registered with their provincial or national governing body affiliated with the IIHF <p><u>Ineligible Players</u></p> <ul style="list-style-type: none"> ☒ All unregistered players

2. HOUSE LEAGUE TOURNAMENTS

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

3. ASSOCIATION TOURNAMENTS

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

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 Over 19 House League team may participate in a maximum of two competitive tournaments and an unlimited number of Senior Over 19 House League tournaments.
- (G) A registered Masters team may participate in a maximum of two Senior competitive tournaments and an unlimited number of Senior Over 19 House League 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 OWHHA 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 OWHHA By-Laws, Regulations and Rules. OWHHA Minimum Suspensions must be observed. All suspendible infractions occurring during the tournament must be reported as follows:
 - (a) Within 48 hours of the end of the tournament, the tournament convenor or his/her delegate, must forward to the OWHHA office, the Major Penalty Report Form, with applicable complete game sheets and reports.
 - (b) The coach or team official of a team whose member commits a suspendable offence must send a copy of the game sheet immediately to the OWHHA Office and to the team's respective OWHHA Regional Director.

- (c) 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, or email permission or verbal permission is received from the Regional Director.
- 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 approved official OWHA roster. All out of Province teams must present at tournament registration their proper approval from their governing body.
 - 6) All players participating in the tournament must be properly registered through the OWHA (or their appropriate provincial or national governing body affiliated with the IIHF) to play on the team with which they are listed, or qualified to play by a proper OWHA "Pickup Consent" form or IIHF equivalent
 - 7) No player may play on more than one team in a tournament.

- 8) No team may compete in a lower category than the one in which it is registered with the OWHA except 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 of re-categorization. This does not apply if the team requests their own re-categorization.
- 9) Tournament hosts must apply for a Tournament Permit specifying the divisions that are going to be offered. There will be no “OPEN” categories.
- 10) Tournament hosts must first accept teams in their advertised OWHA category prior to accepting teams from a lower category. If teams of more than one category must be scheduled to play in the same division, the tournament host must explicitly advise all teams in the proposed division, giving them the opportunity to withdraw from the tournament with a full refund of their tournament entry fee. When competitive teams of more than one category must play in the same division, they should be adjacent categories (e.g. BB and B, or A and BB, or B and C, etc.).
- 11) Divisions of three teams or fewer can only proceed with the permission of all teams in the division.
- 12) All on-ice officials must be at least Level II HCOP currently registered referees, except for House League Tournaments or House League Tournament Divisions, where one Level I HCOP official will be permitted when paired with a minimum Level II official. If the on-ice officials are not OWHA registered officials, the Tournament Host must submit a list with the Official(s) name, registration number, Association and contact information, within 48 hours following the end of the tournament.

- 13) The fee for hosting an OWHA Sanctioned Tournament shall be \$10.00 per participating team. If, however, the Permit Application is NOT received at least sixty days prior to the first day of the tournament, the fee shall be \$12.00 per participating team.
- 14) For its first Sanctioned Tournament, the Host Committee must purchase an OWHA Sanctioned Tournament Banner, to be retained for use in future Sanctioned Tournaments. The purchase price of the Banner will be the current cost to the OWHA.
- 15) The OWHA Sanctioned Tournament Permit and Banner shall be prominently displayed in the tournament arena throughout the tournament.
- 16) The Permit Number is to be used on all advertising, invitations and correspondence regarding the tournament. The OWHA logo and name are registered trademarks and cannot be used without written permission from the OWHA 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. 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. Pee Wee Divisions must have games that are scheduled to start no later than 9:00 p.m. Failure to comply will result in a fine of \$200.00 payable to the OWHA within thirty (30) days.

- 20) Within one week following the end of the tournament the Tournament Host will forward to the OWHHA Office the top copy of each game sheet, all “Pickup Consent” forms used in the tournament and a completed “Tournament Game Report” form listing the scores of all games in the tournament.
- 21) The Major Penalty Report form, with applicable complete game sheets and reports, must be forwarded to the OWHHA Office within forty-eight (48) hours following the end of the tournament.
- 22) Failure to comply will result in a fine of \$200.00 payable to the OWHHA within thirty (30) days.
- (J) No team/player may participate in more than one hockey tournament on the same dates.
- (K) Pickup Players:
 - (1) Pickup players are permitted for tournaments only, and not for Regional Playdowns or Provincial Championships.
 - (2) Pick up players are not permitted to replace suspended players.
 - (3) For each pickup player used in a tournament, a team must:
 - (a) disclose in writing on the official game sheet that the player is a pickup player; and
 - (b) present the Tournament Host with a “Pickup Consent” form signed by the official contact of her team authorizing her to be a pickup for the specific tournament.
 - (4) A team may use a maximum of three (3) pickup players from;
 - (i) a lower category of the same age division,
 - (ii) lower category and/or lower age division, same category or lower,to bring the total team strength up to, but not to exceed the number of registered players on the team. (examples: 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 House League team in the same association. The tournament organizers will still require a fixed roster for each team prior to commencement of the tournament. Further, the tournament organizers may reject a team application by reason of the manner in which the substitutes are chosen.
- (M) The Regulation regarding Pickup Players and the use of the "Pickup Consent" form shall not apply to Senior House League Tournaments. Any substitute players used by a Senior House League team for a tournament must be registered with other Senior House League teams or House League teams.
- (N) "AA" 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.
- (Q) The OWHA may sanction a tournament involving a non-member or private enterprise entity so long as the OWHA Association or Team obtaining the sanctioning is the official OWHA host and maintains a material involvement in the planning, operation and financial oversight of the tournament.

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

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 1st.
- (b) The Provincial Championship estimated fees will be set at the OWHA 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 or office will forward to each team a list in writing, of all teams in Ontario eligible for Regional Playdowns in their category. All eligible teams must have enough ice and ensure their calendar is clear to make room for enough playdown games to be held between February 1st and the second Sunday in March, 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 15th and January 15th. 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 1st 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 15th.
- (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 1st, 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 15th, 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 OWHSA sanctioned games with their team against other teams in their registered category, or a minimum of five OWHSA sanctioned games with their team with one or two of them being against teams one category higher and the rest being against other teams in their registered category prior to January 15th (December 15th for early set of Regional

Playdowns or Provincials). Exemptions may be granted at the discretion of the OWHHA Executive Committee. The team must have participated in at least one OWHHA sanctioned tournament or play in a recognized competitive league with teams in their registered category prior to January 15th. All “AA” and “AAA” teams are exempt from the tournament participation requirement. Teams unable to meet criteria, must apply in writing to the OWHHA Executive Committee, c/o OWHHA Office prior to January 15th.

- (7) Eligibility for Provincial Championships: A Player must have participated in the Regional Playdowns in order to be eligible for the Provincial Championship. If a player is unable to meet this criteria, the designated team official must apply in writing to the OWHHA 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 OWHHA Registrar, c/o OWHHA Office for permission to pick up a goaltender. The OWHHA Registrar will decide whether to grant such permission. If permission is granted, the team’s designated goaltenders will be ineligible to play. The pickup goaltender must be currently registered with an OWHHA team, either in the same category or a lower one.
- (10) The Senior “AAA” OWHHA Provincial Championship winner will be eligible to represent Ontario in the National Senior Women’s Hockey Championship. In the event the winner of the OWHHA Senior “AAA” Provincial Championship cannot attend the National Senior Women’s Hockey

Championship, the second place team at the OWHHA 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 OWHHA. 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 OWHHA 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 1st of the playing season. Based on the Regional Director's recommendations, the OWHHA 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. Period lengths in each series will be of the same duration for ALL games. If unanimous agreement on period length cannot be reached, the final and binding decision for period lengths will be determined by the Regional Director. The minimum period/game length is 10/10/10, with no overtime except for RULE THREE (B)(9)(b). There will be no curfew.
- (4) It is mandatory to use minimum Level II HCOP currently registered referees.
- (5) Gate fees shall not be charged for OWHA District and Regional playdown games.
- (6) Commencing at Bantam, all categories A and higher (Bantam A, Bantam AA, Midget A, Midget AA, Intermediate A, Intermediate AA, Senior A, Senior AA, Senior AAA) must use the three official system in Regional Playdowns. Referees in a three official system must be a minimum Level III. Under exceptional circumstances and with the approval of the 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) Games that must be ended due to a serious injury that requires an ambulance to be called or due to a serious mechanical equipment failure in the arena that makes playing dangerous or impossible are permitted to be ended despite there being no curfew. Any Playdown games ended after the start of the third period due to the previously noted reasons will be considered a complete game at the point of curfew. Games ended prior to the end of the Second Period will be null and void and must be rescheduled and replayed in their entirety.

(9) **FOR TWO TEAMS:**

Upon mutual agreement, two teams involved in a 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)(9)(a) or RULE THREE (B)(9)(b) format. If the teams cannot agree with the format, RULE THREE (B) (9) (a) will be used.

- (a) If the series is tied in points after three (or five) games, the following tie-breakers will be used:
- Goals scored minus goals against in three (or five) games;
 - Fewest goals allowed in three (or five) games;
 - Most periods won in three (or five) games;
 - Fewest penalty minutes in three (or five) games;
 - First goal scored in series;
 - Flip of a coin.

OR

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

OR

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

(10)FOR THREE, FOUR AND FIVE TEAMS:

- (a) District Playdowns, which must be completed by February 15th, 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 1st 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)(10)(c) or RULE THREE (B)(10)(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)(10)(c) will be followed.

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

(11) FOR SIX OR MORE TEAMS:

- (a) District Playdowns, which must be completed by February 15th, 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 1st, 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.

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

- (12) In all divisions except for teams participating in the early set of Regional Playdowns and/or Provincials, Regional Playdowns must be completed by the 2nd 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.
- (13) Home team must submit the score to the OWHHA within 24 hours of the game. Game sheet must be e-mailed within 48 hours of the game to the OWHHA office.
- (14) Teams are required to bring two sets of sweaters (light and dark) to Regional Playdown games. The home team will wear their light-coloured sweaters. Goalies must dress in the same colour sweater as the team is wearing. Any conflict in sweater colour will result in the home team having to change.
- (15) All players of each team must wear the same identically coloured hockey socks on both legs, goalies excepted.
- (16) A team wishing to lodge a protest must have the protest lodged by a registered team official of that team to the referee before the teams leave the ice after the game in question. A \$200.00 fee must be issued to a member of the protest committee immediately following the game. The protest will be dealt with by OWHHA. The fee will be returned if the protest is upheld.
- (17) Protests dealing with judgments or dealing with calls that do not deal directly with the outcome of the game will not be heard.
- (18) Any violation of (12), (13), and (14) above will result in a \$200.00 fine per occurrence.

(C) Playing Rules and Regulations for Provincial Championships

- (1) It is mandatory to use minimum Level II HCOP currently registered referees.
- (2) Commencing at Bantam, all categories A and higher must use the three official system in Provincial Championships. Under exceptional circumstances and with the approval of 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 a minimum of three (3), ten (10) minute stop time periods, except for Senior "AAA", Intermediate "AA" and Midget 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, 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 (11) and (12) above will result in a warning 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 “E”.

- (B) The OWHHA 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 OWHHA Constitution, By-laws, Regulations, Rules, Values, Code of Conduct, playing rules or any decision or ruling of the OWHHA 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 OWHHA Executive Committee who shall deal with such suspension within fifteen days thereof.
- (C) (1) Any suspendible offense which occurs in any OWHHA 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 twenty-four (24) hours of the infraction(s) by the coach or other team official OR prior to the player or team's next game, whichever is less. In the absence of the Regional Director, the infraction(s) must be reported to the OWHHA Discipline Chairperson.
- (2) Additional suspensions will be imposed wherever conditions and circumstances warrant.
- (3) Leagues, local associations, individual teams and the OWHHA may assess additional suspensions if warranted.
- (4) **PLAYER/TEAM OFFICIAL MAY ALSO BE REQUIRED TO APPEAR BEFORE AN OWHHA 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 is not eligible to participate in any OWHa games until his or her suspension has been completed. The OWHa may extend the suspension to include all OWHa activities if warranted. Note that Hockey Canada Regulation “O” states that suspensions are valid in all branches of Hockey Canada.
- (8) Any individual suspension of seven (7) games or less may not be appealed to the OWHa Executive Committee, except 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 within twenty-four (24) hours of the infraction(s), by the coach or other team official, OR prior to the player or team’s next game a copy of the game sheet immediately to the OWHa Office (stats@owha.on.ca) and to the team’s respective Regional Director. Game sheets MUST BE ELECTRONICALLY SUBMITTED. FAXES will NOT be accepted.

- (11) Copies of game sheets confirming suspensions have been served, must be forwarded within twenty-four (24) hours of the game, by the coach or other team official, OR prior to the player or team's next game a copy of the game sheet immediately to the OWHa Office (stats@owha.on.ca) and to the team's respective Regional Director.
- Game sheets MUST BE ELECTRONICALLY SUBMITTED. FAXES will NOT be accepted.

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, ineligible or a suspended player or team official participating in a game or being on the player's bench during a game.
- (C) Time allowed for filing a protest:
A protest must be filed within 48 hours of the starting time of the game in question.
- (D) To protest a team must:
- (1) (a) with respect to protest relating to the interpretation of a rule, notify the referee verbally of the protest before, during, or at the end of the game, before they leave the ice,
- OR**
- (b) with respect to an improperly registered, unregistered, ineligible, or suspended player or team official, notify the 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 business days of a protest being filed, the OWHHA Chairperson shall set a date for hearing the protest. The hearing date will be no more than 10 business days after the filing date.
- (F) The OWHHA 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 OWHHA 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) supplementary game(s) above the minimum suspension added by the OWHHA that takes the suspension to 8 games or more.
 - (3) a decision by a League, Team or association.
 - (4) any issue dealing with Harassment and Abuse shall be handled in accordance with Hockey Canada policies and procedures and, as such, any application for appeal to the OWHHA may or may not be heard in accordance with policies and procedures established by the OWHHA 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 OWHHA Office.

- (C) Time allowed for filing an appeal:
 - (1) for a player's release an appeal may be filed at any time
 - (2) for a suspension of more than 7 (seven) games, except for a minimum suspension which cannot be appealed, an appeal must be filed within 48 hours of receipt of the suspension.
 - (3) All other appeals must be filed within 7 business days of receipt of notice of a decision.
- (D) A \$200.00 Appeal Fee must accompany the appeal. The \$200.00 Appeal Fee may be refundable at the discretion of the Appeal Committee. The fee does not apply to RULE SIX (A) (1).
- (E) Within 5 business days of the appeal being filed the OWHHA Chairperson or her/his designate shall set a date for hearing the appeal. The hearing date will be no more than fifteen (15) business days after the filing date. The OWHHA Chairperson or her/his designate shall notify all parties 24 hours in advance of the appeal as soon as the hearing is set.
- (F) The OWHHA Chairperson or her/his designate shall notify all parties to the appeal as soon as the hearing date is set. His/her notice shall inform the parties of the time, place and date of the hearing.
- (G) The appeal tribunal (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) business days after the hearing.

RULE SEVEN

Amendments

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

OWHHA Mission Statement

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

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 House League Open Age, Senior House League Over 19 yrs., 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.



OWHA Values

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INTEGRITY & HONESTY

EQUITY

SECTION A

Hockey Canada Information

OWHA

40TH Anniversary 1975 - 2015

Celebrating OWHA Volunteers

SECTION “A”



HOCKEY CANADA INFORMATION

The Ontario Women's Hockey Association members are registered participants of Hockey Canada with Hockey Canada By-Laws applying to all OWHHA members. Please note the following regulations/policies that do apply to OWHHA members. We have included information in response to frequently asked questions. Details are available upon request. All communication and clarification of Section “A” is to be through the OWHHA office.

COURT PROCEEDINGS - Hockey Canada By-Laws

14.2 Participation in Hockey Canada programming is voluntary. Registration within programming offered by Hockey Canada or one of its Members entails acceptance by the Registered Participant, including the parents or legal guardians of any minor aged registrant of the final and binding authority of rules and decisions of the Board, adherence to and observance of the By-Laws, Regulations, Playing Rules and Policies of Hockey Canada and acceptance of and subscription to such insurance coverage and Registered Participant registration fees as may be approved and made mandatory from time to time by the Board .

Hockey Canada By-Law 59 Penalties for Non-Compliance

59.1) Any Registered Participant who fails to comply with a decision of the Board or the National Appeals Committee acting on behalf of the Board shall be suspended indefinitely from all Hockey Canada activities in accordance with By-Laws 17.4 and 32.4.

59.2) Any recourse to the courts of any jurisdiction by, on behalf of, or for the benefit of, any Registered Participant, prior to the exhaustion of all rights, remedies and rights of appeal under the By-Laws, Regulations, Policies or Playing Rules of Hockey Canada, shall be a breach of the Articles, By-Laws, Regulations, Playing Rules or Policies of Hockey Canada, shall result in an automatic and indefinite suspension of such Registered Participant from all games and other activities under the jurisdiction of Hockey Canada. Such Registered Participant shall also be liable for all legal costs and disbursements incurred by Hockey Canada in connection with defending and/or responding to such court action.

- 59.3 Any Registered Participant who, having exhausted all rights, remedies and rights of appeal within Hockey Canada, proceeds with court action against Hockey Canada or its constituent bodies shall be liable for all legal costs and disbursements incurred by Hockey Canada or its constituent bodies should the courts rule in favour of Hockey Canada or its constituent bodies.
- 59.4) The President may suspend any Registered Participant who fails to pay the costs and disbursements described in this By-Law in a timely manner.

APPEALS

From time to time, OWHHA 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 IIHF Member Federation, 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 OWHHA office as soon as your intentions are known. Approval from the OWHHA 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 current Season, the numbers prescribed below:
- (iii) A Senior Female AAA Team – Six (6)
 - (iv) A Junior Female Team – Two (2)

In the case of Female Senior AAA Teams, of the six (6) Imports a maximum number of four (4) may be USA Hockey transfer Players. Such USA Hockey transfer Players shall retain their Import status when registering with OWHA/Hockey Canada for subsequent Seasons. This Regulation, in Female hockey, shall only be applicable to Teams competing for a National or Regional Championship.

Senior Female teams are permitted to register among their Imports a maximum of two (2) Imports from a non-North American country.

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 (“Inter-Branch transfer”) or from a foreign Ice Hockey Federation to Hockey Canada (“International Transfer”) but excludes the Player who qualifies under H.8 (b), K.28 (a), or K.29 (a) (b) (c), and K.30.1.

H 8 (b) When a Player is of Junior hockey age or under and resides with her Parent and the Parent changes his place of residence and the Player continues to reside with his Parent. When a Release under this regulation involves a Branch-to-Branch transfer, it shall be the responsibility of the registrar of the Player’s new Branch to ensure, by statement or otherwise, that the player is qualified under this exemption.

K 28 (a) During the current season an Import if Released may, if she so desires, return to the Branch from which she transferred, where she will be eligible to play during the current Season without being considered an Import.

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 Registered Participant found, by an investigative process, to have condoned, initiated or, to the detriment of another, participated in Hazing actions or behaviours shall be subject

to discipline up to and including expulsion from Hockey Canada registered programs. Discipline must relate to the degree of severity of the incident(s).

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 Board of Directors.

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 that suspension. Any individual who violates the terms of any suspension will be subject to discipline by Hockey Canada, or the 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 her 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 INSURANCE AND SANCTIONING GUIDELINES

The Ontario Women's Hockey Association is a participant in the Hockey Canada National Insurance Program.

There is a direct link between “sanctioning” and “insurance”. Essentially, if an event is sanctioned then it is considered to be insured under the National Insurance Program. Sanctioning, or “approving of” an event will be considered for their risk and relevance to the game of hockey.

Even though an event may be sanctioned, not all parties are necessarily insured. For instance, parents may be participating in a fundraiser, but not in a capacity that grants coverage.

There are also circumstances where an event falls outside the scope of the insurance policy or the guidelines established by Hockey Canada and the OWHHA and as a result there is no coverage afforded to any participants.

For detailed information please reference the OWHHA Insurance Guide posted on the web site under Forms at www.owha.on.ca. Also, please reference Safety Requires Teamwork & Safety for All under Forms and Policies on the OWHHA web site.

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 Safety Requires Teamwork & Safety for All on the OWHHA web site under forms and policies – OWHHA Resources.

Hockey Canada has adopted the You Can Play Program as part of its Respect in Sport initiatives.





OWHA Values

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EQUITY

SECTION B

OWHA Policies

OWHA
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Celebrating OWHA Volunteers

SECTION B



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

CONCUSSION POLICY

The Ontario Women's Hockey Association believes that the safety and health of female hockey players is of paramount importance.

When an individual has suffered a suspected concussion, the following steps must be taken:

- Any female hockey player who suffers a suspected concussion must stop participation in the hockey activity immediately. If there is doubt as to whether a concussion has occurred, it is to be assumed that it has and that the player's parent guardian be encouraged to have the injury properly diagnosed by a medical doctor as soon as possible. A hockey activity is defined as any on-ice or off-ice function involving physical activity.
 - Team officials should recommend to the individual's parent or guardian that they seek medical attention immediately, especially if the concussion occurred in any form of hockey activity.
 - When a player is diagnosed by a medical doctor as having a concussion, the individual must stop participation in all hockey activities immediately.
 - The participant is not permitted to return to any hockey activity until written permission is given by a medical doctor.
- ** Note - Return to full participation shall follow the adopted Hockey Canada Safety Program return to play guidelines.**
- A copy of such documentation **MUST** be submitted to the Ontario Women's Hockey Association and/or the Team Safety Person or trainer prior to the participants return to any hockey activity.

- The Ontario Women's Hockey Association encourages the prevention of concussions with strong education programs. It is important that every administrator, coach and leader in the OWHA lead by example while demanding safety and fair play of participants at all levels of the game. This includes:

- The elimination of violence and fighting in the game through education and rule enforcement.
- The elimination of head checking and hitting from behind through education and rule enforcement.
- Ensuring that strong policies and preventions are put in place with respect to coaches and volunteers participating in on ice activities including the wearing of CSA certified helmets.

Rationale and Recommendation

- To encourage greater overall awareness and responsibility regarding the importance of safety of all players, especially as it relates to head injuries.
- To reduce the potential for litigation resulting from a concussed player being permitted to return to participation without proper clearance by a medical doctor.
- To place a greater degree of responsibility on the parent/guardian to ensure that the players health is of paramount importance.
- Any team and/or individual who knowingly disregards their responsibility of requiring a medical doctor's written permission for permitting a player to return to play once it has been determined that the player has received a concussion is subject to disciplinary action by the Ontario Women's Hockey Association.

PRE SEASON MEETING

It is the strong recommendation of the OWHA that all OWHA teams hold a pre season meeting with players, parents and staff in attendance. An important item on the agenda is concussion education. We urge all members, at the beginning of every hockey season, to view the concussion video on the Think First Canada web site headed by Dr. Charles Tator: The web address is www.thinkfirst.ca.

DRESSING ROOM SUPERVISION POLICY

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

Two Deep Dressing Room Policy

It will be the Policy of the Ontario Women's Hockey Association that, when any player under the age of 19 is in the team dressing room(s) before, during and after a game or practice, a minimum of two of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar: two team or club/association officials, properly screened or one such official and an adult person, 18 years or older, associated with the team. The OWHA recommends at least one of the individuals supervising a dressing room be a female.

Sanctions

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

Effective Date

Effective date to be November 1, 2013.

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.

FORFEITURE POLICY

A GAME SHALL or MAY BE FORFEITED WHEN:

- 1) A Team does not appear for that game.
- 2) When a game is declared forfeited due to the non-appearance of the team (Hockey Canada rule 10.14 (d), the team in attendance shall be declared the winner and the score recorded as 5-0. The incident shall be reported to the OWHa President to take any further actions as may be authorized in the organization's Constitution, By-Laws, and Regulations.
- 3) Team refuses to start play (Hockey Canada Rule 10.14).
- 4) When a game is declared forfeited in accordance with Hockey Canada Rule 10.14, the non-offending team shall be declared the winner and the score shall be recorded as per the Official Game Report if the non-offending team was in the lead at the time of the infraction or as 5-0 if the non-offending team was not in the lead. The players on both teams shall be credited with all personal statistics earned to the time the forfeit was declared. The incident shall be reported to the OWHa President.
- 5) A Team is unable to continue play due to having insufficient players (fewer than a goaltender and three (3) other players). When a game is declared forfeited due to a team having insufficient players to continue play, either through injury and/or penalties, the non-offending team shall be declared the winner and the score shall be recorded as per the Official Game Report if the non-offending team was in the lead at the time of the infraction or as 5-0 if the non-offending team was not in the lead. The players on both teams shall be credited with all personal statistics earned up to the time the forfeit was declared. The incident shall be reported to the OWHa President.
- 6) Both teams are unwilling or unable to continue the game.
- 7) When a game may be declared forfeited due to both teams being unwilling or unable (insufficient players) to continue the game, the score shall be recorded as 0-0 with no points awarded either team. The players on both teams shall be credited with all personal statistics earned up to the time the forfeit was declared. The incident shall be reported to the OWHa President.

- 8) If a team played a game with one (1) or more ineligible participants a game may be forfeited..
- 9) A game may be declared forfeited due to a team playing with one (1) or more ineligible participants. If the game is ruled a forfeiture, the non-offending team shall be declared the winner and score shall be recorded as per the Official Game Report if the non-offending team was in the lead at the time of the infraction or as 5-0 if the non-offending team was not in the lead. The players on both teams shall be credited with all personal statistics earned up to the time the forfeit was declared. Should the game in question be part of a tournament, the offending team shall automatically be relegated to the final position in any preliminary round robin series (if applicable) or to the final position in the tournament standings. The use of an ineligible player shall be reported to the OWHA President.

FORFEITURE PROCEDURE:

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

HANDSHAKE POLICY – POST GAME

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

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

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

HEALTH PREVENTION POLICY EXAMPLES

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.

H1N1 VIRUS

September 9, 2009 - Bulletin from Dr. Mark Aubry, Chief Medical Officer, Hockey Canada

H1N1 Virus – Recommended Steps for all Associations and Teams

There is presently much speculation as to the impact that the H1N1 virus will have on Canadians over the next few months. Organizations have been urged to stress to their members steps that should be taken to prevent the spread of the virus, and to have plans in place to alleviate any hardships that may come of the spread of H1N1.

Hockey Canada has for many years had specific steps in place to reduce the spread of any infection in the hockey environment and we urge you to remind your teams of the following.

Team staff need to emphasize to players and parents the need for total cooperation in all aspects concerning hygiene, but specifically to the prevention of the transmission of the H1N1 virus. The following are recommended steps within the team environment:

1. Players should be urged to report all illnesses to their parents and the Safety Person/Trainer. Parents are urged to keep their children away from the hockey environment if they are showing any signs of infectious disease or virus. Sick players are encouraged to see their physician if showing signs or symptoms of the H1N1 virus, and to be fully recovered prior to returning to play.
2. Players should be encouraged to wash hands routinely and always after handling hockey equipment. Frequent hand washing with soap and water is one of the best preventions we can recommend. Teams are encouraged to carry extra hand soap or hand sanitizer as not all arenas have this readily available.
3. Talk to your players about covering their mouths and nose when coughing or sneezing using their arm as opposed to their hands.
4. Advise players to try and not touch their own mouths or nose when in the hockey environment to reduce the chance of them passing an infection on to themselves.
5. Ensure all players and staff have their own water bottles labeled with names and players numbers. Sport drink bottles should be avoided as direct lip contact is possible when drinking.
6. Officials and coaches should avoid drinking from other players water bottles and have water readily available to them on their perspective benches.
7. Towels should be removed from all benches. Players should not share towels, clothing, bar soap or other personal items such as razors.
8. Assist athletes in protecting their immune system by stressing they get sufficient sleep, that they do not over train and that they get proper nutrition.

You may find additional information on the Health Canada website at <http://www.hc-sc.gc.ca/index-eng.php>

HOCKEY HELMET POLICY

OWHA RULE ONE (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 properly fastened CSA hockey approved helmet. Trainers or any other team officials attending an injured player are considered exempt from this rule.
- All players within the Ontario Women's Hockey Association 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.
 - For more information, please see the Appendix for the document entitled "Helmet Sticker Policy."
 - In all clinics, including National, Branch and association sanctioned, clinic participants MUST wear a CSA certified properly fastened helmet for all on-ice sessions.
 - Clinics will apply to all certification clinics for Coaching, Initiation and Officiating.

HELMET STICKER POLICY

The Application of Stickers on Helmets

Hockey Canada Policy

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

Summary

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

- It is recommended that you do not apply anything to the helmet, however, if the user decides to apply materials such as stickers then it is their responsibility to ensure that it meets approval of the helmet manufacturer.

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

Questions and Answers

1. What does this policy mean to the user?

Hockey Canada will continue to require all players to wear a CSA certified helmet and a CSA certified facial protector (where applicable) as stated in rule 24 (b). It is the responsibility of the parents and players to ensure that if they are applying a sticker to the helmet that the adhesive meets the requirements of the manufacturer and of CSA and the application of the sticker has been approved by the

manufacturer. Hockey Canada Officials will no longer remove a player's helmet from play for the application of stickers. Note that this does not by any means allow for other alterations of the helmet or the facial protector.

2. Why is this policy being brought forward?

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

3. Why do some adhesives affect the helmet integrity?

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

4. How quickly can adhesive effect the helmet?

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

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

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

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

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

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

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

“NEW MEMBERSHIP” POLICY

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

- (i) Anyone wishing to register a new team/association or expand from team to association status must make application to the 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 OWHA Board/Executive Committee will render the final decision and the applicant will be notified in writing. The decision is final. Appeals will not be accepted.
- (iv) Input will be gathered by the OWHA New Membership Committee from existing OWHA registered teams and/or associations in the surrounding area of the application to learn the impact of a new group on their program. Applicants will not solicit this input.
- (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, approved and filed with the OWHA office.

- (ix) The OWHA reserves the right to revoke membership for cause at any time while on probation. Any change in status/name requires an application to OWHA New Membership Committee. NAME CHANGE
- (x) Requests for any team/association to change their name must be submitted to the OWHA Office on the OWHA Name Change Application Form for approval. No fee will apply.

NOTE: While an application is under review, 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.

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.

Full Association may offer all levels of Female Hockey

Junior Association may offer Novice to Intermediate only

Senior Association offers Senior Hockey only

House League Association offers House League only, no competitive.

“NEW LEAGUE MEMBERSHIP” POLICY

DEFINITIONS

HOUSE LEAGUE – A multiple- team programme, consisting of three or more female teams, structured to provide competition at the predominantly House League Category. It may be made up of independent teams and/or teams within one or more associations.

COMPETITIVE LEAGUE - A multi-team programme, consisting of three or more female teams, structured to provide competition at the predominantly Competitive Category.

- (i) Anyone wishing to register a new League or change from House League to Competitive or from Competitive to House League must make application to the New Membership Committee on the applicable form.
- (ii) A \$100.00 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 OWHA Board/Executive Committee will render the final decision and the applicant will be notified in writing. The decision is final. Appeals will not be accepted.
- (iv) Input will be gathered from existing OWHA registered teams and/or associations in the surrounding area of the application to learn the possible effect of a new group on their programme.
- (v) League status is granted to serve teams in the House League or Competitive League categories or for both. To change the category they serve, a league must apply to the OWHA Membership Committee.
- (vi) Leagues, once they are approved, must re-apply to the Membership Committee of the OWHA on an annual basis. There is no fee required for renewal.
- (vii) Leagues that do not apply for and receive approval to operate for one (1) complete season will lose league status and must re-apply to the OWHA New Membership Committee as outlined in (i) to regain league status.

- (viii) All newly approved house leagues and/or competitive leagues granted approval are placed on probation for one year to ensure adherence to the Constitution, By-Laws, Regulations, Rules, and Code of Conduct of the OWHHA. It is a requirement for full approval that, on completion of the probationary period, they provide us with 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 OWHHA office. They will be notified in writing if they have or have not successfully passed probation.
- (ix) The OWHHA reserves the right to revoke membership for cause at any time as deemed appropriate by the OWHHA executive committee.

NOTE: While an application is under review, please be aware that you cannot do any advertising and you must follow OWHHA 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.

SUSPENSION POLICY -Please see SECTION F

WATER BOTTLE POLICY

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

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

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

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

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.

IMPORTANT NOTE

Please check the OWHA web site at www.owha.on.ca for additional and updated policies and forms.



OWHA Values

FAIR PLAY

FUN

EXCELLENCE

GOOD CITIZENSHIP

INTEGRITY & HONESTY

EQUITY

SECTION C

OWHA Harassment, Abuse,
Bullying and Misconduct Policy

OWHA
40TH Anniversary 1975 - 2015

Celebrating OWHa Volunteers

SECTION C



HARASSMENT, ABUSE, BULLYING AND MISCONDUCT POLICY *Promoting Positive Hockey Behaviour*

For More Information:

Ontario Women's Hockey Association

Email: info@owha.on.ca

Website: www.owha.on.ca

Twitter: @OWHAhockey

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Policy Statements

- 1.1 The Ontario Women's Hockey Association (OWHA) is committed to provide an environment that is safe and respectful. The OWHA supports the right of all its members and staff to participate and work in an environment that prohibits discriminatory practices of all kinds and promotes equitable opportunities.**
- 1.2 It is the policy of the OWHA that there be no harassment, abuse, bullying or misconduct of any participant in any of its programs.**
- 1.3 The OWHA expects every athlete, coach, assistant coach, trainer, manager, official, parent, guardian, family member, director, officer, volunteer, employee and chaperone within the OWHA to take reasonable steps to safeguard the participants against harassment, abuse, bullying or misconduct.**
- 1.4 The OWHA will make all reasonable efforts to promote awareness of the problems of harassment, abuse, bullying and misconduct among all its members.**

Effective Date

2.1 June 27 1998

2.2 Revised July 2014

OWHA Requirements

- 3.1 OWHA Member Teams, Associations, Programmes, Leagues and individuals are responsible for creating awareness and understanding of this policy and for following this policy.**

4. Definitions

4.1 Legislation

[1] Child Protection Legislation – Ontario Child and Family Services Act (CFSA)

<http://www.canlii.org/en/on/laws/stat/rso-1990-c-c11/latest/rso-1990-c-c11.html>

<http://www.children.gov.on.ca/htdocs/English/topics/childrensa/id/reportingabuse/index.aspx>

[2] Human Rights Legislation – the Canadian Human Rights Act or the Ontario Human Rights Code

<http://laws-lois.justice.gc.ca/eng/acts/h-6/>

<http://www.ohrc.on.ca/en/ontario-human-rights-code>

4.2 Child

In the Province of Ontario Child means a person between the age of 0 and 18 years.

4.3 Adult

Adult means a person who has reached the age of maturity. In the Province of Ontario this age is 18 years.

4.4 Bullying

Bullying describes behaviours that are similar to harassment, but occur between children that are not addressed under human rights laws. Bullying can be broken down into six categories:

4.4.1 Physical Bullying:

Hitting, shaking, shoving, kicking, spitting on, grabbing, beating others up, damaging or stealing another person's property; used most often by boys.

4.4.2 Verbal Bullying:

Name calling, hurtful teasing, humiliating or threatening someone, degrading behaviors; may happen over the phone, through text messaging or chat rooms, through social media sites, in notes or in person.

4.4.3 Relational Bullying:

Trying to cut off victims from social connection by convincing peers to exclude or reject a certain person, spreading rumours or giving the "silent treatment; used most often by girls. This may happen in person, over the phone, through the computer.

4.4.4 Discriminatory Bullying:

Discriminatory bullying targets people because of their sexual orientation, ethnicity, gender identity, skin colour, religion, weight, appearance, disability, nationality or other things that are perceived to make them “different”.

4.4.5 Reactive Bullying:

Engaging in bullying as well as provoking bullies to attack by taunting them

4.4.6 Cyber Bullying:

Involves the use of information and communication technologies such as email, cell phones and text messaging, camera phones, instant messaging, social networking sites such as Facebook, Twitter, Instagram, Tumblr, Flickr, Myspace etc., defamatory personal websites (such as Network 54), or other forms of electronic information transfer to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others, threaten, harass, embarrass, socially exclude or damage reputations and friendships.

Bullying is not...

- **Conflict between friends**
- **An argument between people of equal power**
- **Accidental**
- **Normal relational development challenges**
- **A “one-time” event (usually)**
- **Friendly teasing that all parties are enjoying**
- **Something people grow out of**

Bullying is...

- **Hurting behaviours based on oppression and “meanness”**
- **Based on power differentials**
- **Intentionally harmful**
- **Intense and long in duration**
- **Repeated over time (generally)**
- **Oppressive – isolates victims**
- **Caused by many factors and behavioural challenges**

4.5 Harassment

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on a prohibited ground of discrimination in the Ontario Human Rights Legislation, including race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation.

Types of behaviour which constitute harassment include, but are not limited to:

- Unwelcomed jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, nationality, sex or sexual orientation.**
- Condescending, patronizing, threatening or punishing actions, based on a ground of discrimination, which undermine self-esteem or diminish performance.**
- Practical jokes based on a ground of discrimination, which causes awkwardness or embarrassment, endanger a person's safety or negatively affects performance.**
- Unwanted or unnecessary physical contact including touching, patting or pinching (in the case of minors, this is defined as abuse under the Child and Family Services Act).**
- Unwelcome flirtation, sexual advances, requests or invitations (if minor involved, covered under Child Protection Legislation).**
- Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.**

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.

4.6 Abuse

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

4.6.1 Emotional Abuse

Emotional abuse is a chronic attack on a child's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs 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 and yelling instructions from the bench.

4.6.2 Physical Abuse

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

4.6.3 Neglect

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air.

Some examples of neglect occurring in a sport environment are:

- *Inadequate Shelter/Unsafe Environments:* Failure to maintain equipment or facility; forcing athletes to participate without proper protective equipment.
- *Inadequate Clothing:* Preventing athletes from dressing adequately for weather conditions or making them stay in wet clothes as punishment following a game.
- *Inadequate Supervision:* Leaving young athletes unsupervised in a facility or on a team trip (OWHA Two Deep Policy).
- *Lack of Medical/Dental Care:* Ignoring or minimizing injuries; ignoring medical advice; not seeking medical or dental attention when warranted.
- *Inadequate Education:* Encouraging athletes to not do homework, to not attend school, or to drop out.
- *Inadequate Rest:* Overdoing or increasing workouts as punishment; prohibiting adequate sleeping or resting time.
- *Inadequate Moral Guidance & Discipline:* Not providing adequate supervision during team functions; hiring strippers or prostitutes; offering pornography to young athletes.

4.6.4 Sexual Abuse

Sexual abuse is when a child is used by a child with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

4.6.4.1 Contact

- Touch and fondled in sexual areas
- Forced to touch another person's sexual areas
- Kissed or held in a sexual manner
- Forced to perform oral sex
- Vaginal or anal intercourse

- Vaginal or anal penetration with object or finger
- Sexually oriented hazing

4.6.4.2 Non-Contact

- Obscene calls/remarks on a computer, cell phone or in notes
- Voyeurism
- Shown pornography
- Forced to watch sexual acts
- Sexually intrusive questions or comments
- Indecent exposure
- Forced to pose for sexual photographs or videos
- Forced to self-masturbate
- Forced to watch others masturbate

Duty to Report

Abuse and neglect are community problems requiring urgent attention. The Ontario Women's Hockey Association (OWHA) is committed to help reduce and prevent the abuse and neglect of participants. The OWHA realizes that persons working closely with children and youth have a special awareness of abusive situations. Therefore these people have a particular reporting responsibility to ensure the safety of Canada's young, by knowing their provincial protection legislation and following through as required.

The Province of Ontario has mandatory reporting laws regarding the abuse and neglect of children and youth, which are contained in Section 72 of the Child and Family Services Act (CFSA). Consequently, it is the policy of the OWHA that any OWHA personnel (part-time and full-time staff, volunteer, participant, team official, on ice official) or OWHA 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. In Ontario a person is considered a child up to the age of eighteen.

Those involved with the OWHA in providing hockey opportunities for participants understand and agree that abuse or neglect, as defined above, may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report

an offence and thereby, failure to provide safety for participants may render the adult who keeps silent legally liable for conviction under the CFSA.

4.7 Hazing

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

4.8 Misconduct

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (i.e. for example an internal fact finding), to be contrary to the OWHA Code of Conduct and that is not harassment, abuse or bullying.

4.9 Complaint

Any allegation, verbal or written, that involves bullying, harassment, abuse or misconduct within the jurisdiction of the OWHA.

4.10 OWHA Personnel

OWHA personnel include OWHA office employees, and committee chairs and members, Directors and Officers and any other personnel that may be identified by the OWHA President or Chairperson.

4.11 Billet

Any individual who applies or is requested to host a traveling player or players for an OWHA sanctioned hockey activity, on his or her premises during periods when the player(s) will otherwise be unsupervised and outside of the care of parent(s), guardian(s), coach or other designated adult.

5. Receiving a COMPLAINT

5.1 Complaints must be submitted in writing and on the OWHA Complaint Intake Form (Appendix A).

5.2 OWHA Responsibility:

5.2.1 If a Complaint is directed to the attention of the OWHA, all relevant information will be forwarded to the appropriate team/association/individual(s) for follow up and/or investigation.

5.2.2 If a Complaint concerns an OWHA Officer, Director, representatives while acting in the capacity of their OWHA position or OWHA Staff, the complaint will be handled by the OWHA, OHF or Hockey Canada when deemed appropriate.

5.2.3 Upon notification of a Complaint the OWHA will report the situation and all relevant information to the Hockey Canada Insurance Department in accordance with Hockey Canada guidelines.

5.2.4 If a Complaint is addressed to the OWHA but relates to an action within an OWHA Member Team/Association, the OWHA President will request the relevant OWHA Member Team/Association to conduct an investigation within an agreed time frame. The Complaint will be referred to that Member Team/Association to be dealt with in accordance with this and that Member Team/Association's policies.

5.3 OWHA Member Responsibility:

5.3.1 OWHA Member Teams and/or Associations shall designate one person or committee to accept complaints originating from participants within their team/association. This person or committee will be identified on the OWHA Registration database at the beginning of each season.

5.3.2 Upon receipt of a Complaint the OWHA Member Team/Association will complete an OWHA Complaint Intake Form and submit it to the OWHA President or staff designate.

5.3.3 OWHa Member Teams/Associations will provide an annual report to the OWHa pertaining to complaints that meet the merits of the Speak Out/Respect in Sport Activity Leader Program on or before June 1 each year that will include: (a) The number of complaints of harassment, abuse, bullying and misconduct received, (b) the number of complaints of harassment, abuse, bullying and misconduct found to be with merit and those without merit, and (c) the number of Speak Out training sessions held, number of certified participants and the number of Respect In Sport Activity Leader certified participants for the season.

6. Complaint Administration

6.1 Complaints of abuse, harassment, bullying or misconduct may be handled informally where possible, or formally, but within a reasonable time frame.

6.2 The OWHa and any members thereof are not required to deal with all complaints. The OWHa or member thereof may decide not to deal with the complaint if it is of the opinion that it:

6.2.1 could be more appropriately dealt with under another policy, rule or regulation;

6.2.2 is frivolous, vexatious or made in bad faith;

6.2.3 is not within the governing body's jurisdiction; or,

6.2.4 is based on occurrences that are more than six months old.

6.3 The OWHa or any member thereof will not deal with any complaint of abuse as defined in the Child Protection Legislation. Any investigation of a complaint of this nature will be left to the police or appropriate child protective agency.

6.3.1 During an investigation by the police or appropriate child protective agency the individual under investigation would be removed from participation.

6.3.2 If a complaint of abuse of a child participant results in a conviction, the OWHa and/or

member thereof may discipline the individual convicted.

6.3.3 If a complaint of abuse of a child participant does not result in a conviction, the OWHA and/or member thereof may nevertheless discipline the individual subject to the complaint having merit.

6.3.4 Consideration of time served during the investigation will be taken into account in any further discipline applied.

6.4 Complaints of abuse, harassment, bullying or misconduct will not qualify a player for an automatic release. This is to ensure the safety of all players on the team, not just the one initiating the complaint. If a complaint is substantiated, the primary option is to address the behaviour of the offending party which may include disciplinary action up to and including suspension or removal.

7. Investigation:

7.1 In order to remain impartial for the purpose of hearing appeals, the OWHA will not engage in investigations except: (a) where it is inappropriate for the OWHA member to do so, or (b) if the initial investigation was conducted incorrectly as determined by the OWHA Chairperson and/or President or (c) if the complaint involves members from more than one OWHA member Association.

7.2 All investigations of harassment, bullying or misconduct will be conducted in accordance with the OWHA Privacy Policy. Disclosure of any part of the final report will be provided at the discretion of the OWHA President or designate and where third party confidentiality is required the report may not be provided. Upon the final determination a summary report may be available to the relevant parties who may include, but are not limited to, the person(s) who initiated the complaint, the person(s) against whom the complaint was made, any person(s) against whom any adverse finding is made.

7.3 When the OWHA is conducting an investigation, the report resulting therefrom, will be received by the OWHA Discipline Review Board for review and

determination.

7.4 Any decision for the OWHA to contact the police on the basis of the Investigation Report will be made by the OWHA President.

7.5 OWHA Member Responsibility:

7.5.1 OWHA Member Teams/Associations are required to oversee all investigations within their jurisdiction.

7.5.2 Once directed to do so, an OWHA Member Team/Association may not cede its responsibility to:

7.5.2.1. complete the investigation and;

7.5.2.2. render a decision within the specified timeframe.

7.5.3 The failure of an OWHA Member Team/Association to complete an appropriate fact finding investigation and render a decision, once directed, may result in disciplinary action at the discretion of the OWHA Discipline Review Board or Board of Directors.

7.5.4 OWHA Member Teams/Associations are encouraged to employ the services of a professional investigation firm or suitably qualified individual (i.e. a retired police officer).

7.5.5 The failure of an OWHA Member Team/Association to complete an appropriate fact finding investigation and render a decision, once directed, may result in disciplinary action at the discretion of the OWHA Discipline Review Board or Board of Directors.

7.5.6 OWHA Member Teams/Associations are encouraged to employ the services of a professional investigation firm or suitably qualified individual (i.e. a retired police officer).

7.5.7 The failure of an OWHA Member Team/Association to complete an appropriate fact finding investigation and render a decision, once directed, may result in disciplinary action at the discretion of the OWHA Discipline Review Board or Board of Directors.

7.5.8 OWHA Member Teams/Associations are encouraged to employ the services of a professional investigation firm or suitably qualified individual (i.e. a retired police officer).

8. Investigation Decisions

8.1 The following decisions resulting from any investigation may be made:

8.1.1 the complaint is with merit;

8.1.2 the complaint is without merit;

8.1.3 there is insufficient information to enable a conclusive decision to be made; or

8.1.4 the complaint is outside of the jurisdiction of the investigating body.

9. Discipline

9.1 Any athlete, coach, assistant coach, trainer, manager, official, parent, guardian, family member, director, officer, volunteer, employee or chaperone within the OWHA thereof found in violation of the OWHA Harassment, Abuse, Bullying and Misconduct Policy or the OWHA Code of Conduct, OWHA Code of Ethics and/or OWHA Social Networking Policy may be disciplined up to and including dismissal and/or revocation of membership in accordance with the OWHA Constitution, By-Laws, Regulations, Rules, Policies and Procedures.

9.2 Any athlete, coach, assistant coach, trainer, manager, official, parent, guardian, family member, director, officer, volunteer, employee or chaperone within the OWHA who knowingly brings a false complaint against an OWHA participant may be disciplined up to and including dismissal and/or revocation of membership in accordance with the OWHA Constitution, By-laws, Regulations, Rules, Policies and Procedures.

- 9.3 Any athlete, coach, assistant coach, trainer, manager, official, director, officer, volunteer or employee or chaperone who is the subject of a complaint of harassment, abuse, bullying or misconduct may be suspended from his or her position, or made subject to other precautions taken for the duration of an investigation. This action will be reviewed by the OWHA Discipline Review Board or other designate on a case by case basis in accordance with the OWHA Constitution, By-laws, Regulations, Rules, Policies and Procedures.**
- 9.4 Any coach, assistant coach, trainer, manager, official, director, officer, volunteer, employee or chaperone who is discovered by means other than a criminal record check to have a conviction that may impact upon their position, may be disciplined up to and including dismissal and/or revocation of membership in accordance with the OWHA Constitution, By-Laws, Regulations, Rules, Policies and Procedures.**

10. APPEALS

- 10.1 Except where otherwise provided, an appeal of any disciplinary matter will be regulated and heard in accordance with OWHA RULE SIX.**

APPENDIX A – OWHA Complaint Intake Form

ONTARIO WOMEN'S HOCKEY ASSOCIATION COMPLAINT INTAKE FORM

Please note the following:

- Complaints of harassment, abuse, bullying or misconduct will not qualify a player for an automatic release.
- Definitions are provided below.
- Substantiated allegations of harassment, abuse, bullying or misconduct will be considered for sanctions ranging in severity from: no further action to expulsion.
- The OWHA cannot guarantee complete confidentiality. The contents of this document may be shared in an effort to resolve this complaint here within. By completing the form, you agree that the OWHA may share some or all of this information in the process of resolving the complaint.
- Complaints will be addressed according to severity, resources and safety for participants.
- Fax or email completed form to 905-282-9982 or fran@owha.on.ca

Please complete the following:

1. Person making the complaint:

☐ Player ☐ Parent ☐ Administrator ☐ Official ☐ Other

First Name		Last Name	
Address			
City/Town	Province	Postal Code	
Telephone Number	Fax Number	Email	

2. Person on whose behalf the complaint is made: (to be completed if different from above)

First Name	Last Name
Birth Date (day / month / year)	

3. Name of person(s) against whom you are complaining:

First Name	Last Name
Title/Role	Name of Association/Team
First Name	Last Name
Title/Role	Name of Association/Team

4. When did the last incident occur? (date): _____

5. Please check the ground(s) that best describes your complaint:

A. ☐ **Harassment (refer to Appendix A)**

Type of behaviour:

<input type="checkbox"/> Conduct	<input type="checkbox"/> Gestures	<input type="checkbox"/> Comments
---	--	--

Please check the ground(s) that best describes your complaint:

B. ☐ **Harassment (refer to Appendix A)**

Type of behaviour:

<input type="checkbox"/> Conduct	<input type="checkbox"/> Gestures	<input type="checkbox"/> Comments
---	--	--

Based on:

<input type="checkbox"/> Race	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Disability	<input type="checkbox"/> Colour
<input type="checkbox"/> Religion	<input type="checkbox"/> Age	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Sex
<input type="checkbox"/> Marital status	<input type="checkbox"/> Family status	<input type="checkbox"/> Pardoned conviction	

C. ☐ Abuse (refer to Appendix A)

Type of behaviour:

<input type="checkbox"/> Physical	<input type="checkbox"/> Emotional	<input type="checkbox"/> Sexual	<input type="checkbox"/> Neglect
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Please note: Neither the OWHHA, nor any Member thereof will investigate reports of abuse that meet the definition provided. This information will be provided to the appropriate authorities for follow up.

D. ☐ Bullying (refer to Appendix A)

Type of behaviour:

<input type="checkbox"/> Physical	<input type="checkbox"/> Verbal	<input type="checkbox"/> Relational	<input type="checkbox"/> Reactive
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E. ☐ Hazing (refer to Appendix A)

F. ☐ Misconduct (refer to Appendix A)

Please note: Complaints of misconduct will generally be directed to the OWHHA Member Team/Association for formal or informal resolution according to that organization's constitution or policies.

Particulars: Provide a summary of the incidents you are complaining about. Your summary must answer the following questions. Section 6 is to be no longer than 2 pages. You may attach any additional documents as necessary.

Date incident(s) happened

Where did the incident(s) happen?

Who was involved (Name and title/role)?

What happened?

How were you treated differently from others (if at all)?

How do the incident(s) relate to the ground(s) you selected?

Remedy/Resolutions you are seeking

[illegible]

Day/Month/Year

Signature of Complainant

DEFINITIONS

The following abbreviated definitions will be used to determine the grounds on which the complaint is made and the process to address it. For the complete definitions please see Section 4 of the OWHA Harassment, Abuse, Bullying and Misconduct Policy.

Misconduct

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (i.e. for example an internal fact finding), to be contrary to the OWHA Code of Conduct and that is not harassment, abuse or bullying.

Bullying

Bullying describes behaviours that are similar to harassment, but occur between children that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into six categories: Physical, Verbal, Relational, Reactive, Discriminatory and Cyber.

Harassment

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on a prohibited ground of discrimination in Human Rights Legislation, including race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation..

Hazing

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

Abuse

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or

emotional damage to a child. A common characteristic of all forms of abuse against children is an abuse of power or authority and/or breach of trust.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band-appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca.

Emotional Abuse

Emotional abuse is a chronic attack on a child's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs.

Physical Abuse

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

Neglect

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. Neglect may apply in a hockey setting where there is a chronic inattention in the hockey context, for example when a player is made to play with injuries.

Sexual Abuse

Sexual abuse is when a child is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.



APPENDIX B

ONTARIO WOMEN'S HOCKEY ASSOCIATION Code of Conduct

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

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

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

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

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

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

Failure to comply with this Code of Conduct 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.

Appendix C

OWHA CODE OF ETHICS 2014-2015

As a representative of female hockey, I support the Values, Mission and Code of Conduct of the Ontario Women's Hockey Association. It is an honour to work with others who share the desire to contribute to the positive growth and development of female hockey. I am pleased to support this document, thereby demonstrating my support for the high standards required by the volunteer role models for the players.

My commitment as a volunteer is to:

- **recognize that positive communication is key to the success of the OWHA**
- **accept responsibility**
- **contribute to the best of my ability**
- **look at the big picture - supporting the advancement of female hockey throughout the entire Province of Ontario**
- **consider the “needs” and “desires” of every single player**
- **state my thoughts honestly and through proper channels**
- **refrain from participation on web site forums**
- **listen to other points of view with an open mind**
- **approach problems constructively, with a determined effort for a fair solution**
- **sincerely support majority decisions once they are made**
- **speak in a positive manner about the OWHA, its members, organizations and individuals involved and about female hockey in general**
- **deal with concerns internally and constructively**
- **speak positively about peers - if there are concerns, talk to the individual(s) concerned, not to others**
- **graciously share the credit when things go right**
- **remain humble**
- **share the blame and work towards a solution when things go wrong**
- **do my own job and support others who are doing their work**
- **always speak positively about female hockey**
- **declare a conflict of interest in appropriate cases, stepping aside from decisions**
- **refrain from swearing**
- **avoid public confrontations**
- **wear neutral or OWHA clothing when representing the OWHA**
- **refrain from cheering for a team when wearing OWHA clothing**
- **refrain from wearing OWHA identification/clothing when representing a team, league or association**
- **agree to screening as per the OWHA/Hockey Canada Harassment and Abuse Policies and Procedures**
- **take time to enjoy the game, and, most importantly, the people in the game**

Failure to comply with this Code of Ethics is considered to be a violation of the OWHA Code of Conduct.



Appendix D

OWHA SOCIAL NETWORKING POLICY

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

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

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

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



Appendix E

OWHA RESPONSIBILITIES

OWHA

- **Governing body for female hockey in the Province of Ontario.**
- **Interpret and manage the Constitution, By-Laws, Regulations, Rules, Policies and other relevant documents.**
- **Approval, registration and governance of players, teams, associations, programmes, officials, leagues and others.**
- **Responsible for the Respect – Speak Out Policy.**
- **The OWHA shall have sole discretion of classifying teams under its jurisdiction consistent with the OWHA's age limits.**
- **Run clinics and maintain records and oversee the certification programs of coaches, trainers, officials and volunteers.**
- **Responsible for the OWHA officiating program including but not limited to certification, registration, supervision and discipline. Collect, review and file Vulnerable Sector Searches for on-ice officials.**
- **Responsible for discipline including but not limited to receiving game reports and assessing suspensions.**
- **Oversee the Hockey Canada Insurance Program within the OWHA.**
- **Protests and Appeals.**
- **The OWHA Board of Directors may always, at any time, over-rule any decision of a team, association, league, or any individual thereof, which is inconsistent with the Constitution, By-Laws, Regulations, Rules, Policies and Playing Rules or Board of Directors' decisions of the OWHA, including any decision which makes a national ruling less restrictive.**
- **Business operations of the OWHA.**

OWHA TEAMS/ASSOCIATIONS

- **Teams and Associations have an obligation and are empowered to operate in a manner consistent with the Constitution, By-Laws, Regulations, Rules, Policies, Playing Rules and Board of Directors' decisions of the OWHA.**
- **File a copy of their current operating documents and executive list with the OWHA office on a timely basis and at least once per hockey season.**
- **Apply for membership in the OWHA on an annual basis.**
- **Registration of teams with the OWHA.**
- **Registration of players and staff with the OWHA.**
- **Selection and monitoring of team staff.**
- **Ensure team staff and volunteers have certification and screening in accordance with OWHA standards.**
- **Process to collect, review and file Vulnerable Sector Searches.**
- **Grouping of players on teams.**
- **Application to OWHA for participation in league play.**
- **Application for sanction for exhibition and tournament games.**
- **Ensure team members and parents/guardians, as appropriate, have a clear understanding of rules, regulations, policies, procedures and expectations and financial commitments.**
- **The OWHA recommends each team holds a player/parent/guardian meeting at the beginning of every season to outline expectations. This meeting, at a minimum, should include risk management, concussion education and budget review.**
- **File injury report forms with the OWHA office.**
- **Follow the OWHA Insurance Guide.**
- **Ensure participants and fans are aware that they require primary medical insurance when travelling out of Ontario.**
- **Operation of Fundamentals programme with OWHA guidelines.**

- **Application, hosting and reporting of OWHA sanctioned tournaments.**
- **Receive and manage a process to address and resolve complaints on regular day to day issues.**
- **Receive, manage and report complaints in accordance with the OWHA Respect - Speak Out policy.**
- **Operate on a fully not for profit basis.**
- **Financial management.**
- **File year-end financial statements with the OWHA office.**
- **Understand that membership in the OWHA by players, members and individuals is purely voluntary, but application for or acceptance of membership entails acceptance by such constituent bodies, players, members and individuals, of the final and binding authority of all rulings and decisions of the Board of Directors of the OWHA and acceptance of the governing authorities of the OWHA.**

OWHA LEAGUES

- **Leagues have an obligation and are empowered to operate in a manner consistent with the Constitution, By-Laws, Regulations, Rules, Policies, Playing Rules and Board of Directors' decisions of the OWHA.**
- **The OWHA Board of Directors may always, at any time, over-rule any decision of a league or any individual thereof, which is inconsistent with the Constitution, By-Laws, Regulations, Rules, Policies and Playing Rules or Board of Directors' decisions of the OWHA, including any decision which makes a national ruling less restrictive.**
- **Apply for membership with the OWHA on an annual basis.**
- **File list of league volunteers and staff with OWHA office.**
- **Advise and ensure league volunteers and staff submit a completed vulnerable sector screening/criminal record check/criminal offence declaration form to the OWHA Privacy Officer.**
- **Coordinate the league and playoff schedules and competition of OWHA registered and approved teams and participants.**
- **Group teams in divisions/loops/pools.**
- **Oversee the scheduling of on-ice officials.**
- **Oversee game format for league games, including warm up, length of games and overtime**
- **Oversee playoff set up and eligibility.**
- **Maintain an operational structure that is in compliance and approved annually by the OWHA Board of Directors.**
- **All proposed changes to the league operating documents must be submitted to the OWHA Board of Directors for review and approval prior to taking forward to membership and prior to implementation.**
- **All games played within a league , and the qualifications of all persons competing in such games as members of its teams shall conform to the OWHA Constitution, By-Laws, Regulations, Rules and Policies and Playing Rules.**

- **Take minutes of all meetings of the league and file a copy with the OWHA office within one week of their approval.**
- **Keep a copy of all game sheets.**
- **Refer all issues involving the OWHA Respect – Speak Out Policy, discipline, harassment and abuse and legal matters to the OWHA office for advisement.**
- **Operate on a fully not for profit basis.**
- **File year-end financial statements with the OWHA office.**



Appendix F
OWHA VALUES

FAIR PLAY
FUN
EXCELLENCE
GOOD CITIZENSHIP
INTEGRITY & HONESTY
EQUITY



APPENDIX G – Links to Resources

Cyberbullying Resources

<http://www.getcybersafe.gc.ca>

<http://www.needhelpnow.ca>

<http://www.prevnet.ca>

Tip Sheet on Cyberbullying

<http://www.opp.ca/ecms/files/250363910.6.pdf>

SECTION D

Screening Policy

OWHA

40TH Anniversary 1975 - 2015

Celebrating OWHA Volunteers



SECTION D

SCREENING POLICY

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1. SCREENING PROCESS

- 1.1 The OWHA will conduct the following 10-step screening process for OWHA Personnel and recommends that each team, association, league and programme follow the same 10-step screening process . Steps 1.9 and 1.10.2 of the 10-step screening process are mandatory for all members of the OWHA.
- 1.2 Volunteers and staff who do not meet the requirements or abide by the requirements of the screening process may not be accepted, may be disciplined or may be dismissed.
- 1.3 Position Design (Appendix B)
 - 1.3.1 Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design.
- 1.4 Position Description (Appendix D)
 - 1.4.1 Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.
- 1.5 Application Form (Appendix E)
 - 1.5.1 Prepare and make available appropriate forms for staff and volunteers and if the position requires other screening measures (medical exam, driver's record, police record check) the application form will so indicate.
- 1.6 Formal Recruitment Process
 - 1.6.1 Post staff and volunteer positions and indicate that screening is a part of the application process.
- 1.7 Conduct Interviews
 - 1.7.1 Conduct interviews for staff to ensure candidates meet the position requirements and fit in with the organization. Interviews for volunteer positions, for which the level of risk is determined to require interviews, will be conducted under the supervision of the appropriate designated individual(s).
- 1.8 Reference Check
 - 1.8.1 Implement a standard reference check questionnaire and follow through with candidate's list of references.
- 1.9 Criminal Record Check (CRC)/Vulnerable Sector Screening (VSS) (Appendix F)

1.9.1 The following individuals who are associated with the OWHA, and its member, teams, associations, leagues, and programmes must adhere to the OWHA Screening Policy:

- members of the Boards of Directors;
- full time staff, part time staff, interns and volunteers;
- team officials (including but not limited to head coaches, assistant coaches, trainers and managers);
- on-ice officials; and
- anyone else who, through their duties on behalf of the OWHA may work with children.

1.9.1.1. The OWHA requires that a person identified in 1.9.1 submit a Criminal Record Check and a Vulnerable Sector Screening that has been completed in the six (6) months prior to submission. All On-Ice Officials, regardless of age, must adhere to this Policy.

Every three (3) years following the initial check, a person identified in 1.9.1 need only complete a Criminal Records Check. (Example: Year one CRC/VSS, year two Criminal Offence Declaration Form (CODF), year three CODF and year four CRC).

1.9.1.2. Any check submitted that is older than six (6) months must be accompanied by a Criminal Offence Declaration Form (CODF) or a notarized sworn document may also be used as an alternative to the Criminal Offence Declaration Form and a receipt from the local police station indicating that the process has been initiated for an updated check.

1.9.1.3. All staff members and volunteers with the organization MUST complete a “Criminal Offence Declaration Form” in the following situations (see Appendix C). Recommended completion is as follows:

- a. Full time staff – During the appraisal process
- b. Part time staff/students/interns – At start of term and every year after.
- c. High Performance Team Staff (where applicable) – At start of term and every year after as identified in 1.9.1.1 and 1.9.1.2.

- d. On-ice officials – at the time of their clinic as identified in 1.9.1.1 and 1.9.1.2.
- 1.9.1.4. Any person identified in 1.9.1 that has been away from the organization for more than one year is required to complete the Criminal Record Check and Vulnerable Sector Screening upon their return.
- 1.9.1.5. Previous offences that may exclude a person's application for a position within the OWHA include, but are not limited to, offences against persons, offences involving property or offences related to substance abuse.
- 1.9.1.6. It is mandatory that Billets used within the OWHA be properly screened by the team or association, in addition, complete a Criminal Record Check and Vulnerable Sector Screening.
- 1.10 Orientation and Training Sessions
 - 1.10.1 The level of risk associated with a position (as indicated in the position description) will determine when an organization should conduct an orientation session with new staff and volunteers to help familiarize them with the organization's goals, objectives, policies and processes.
 - 1.10.2 All team officials (including but not limited to head coaches, assistant coaches, managers and trainers) within the jurisdiction of the OWHA are required to be certified in the Speak Out Programme or Respect In Sport Activity Leader.
- 1.11 Supervise and Evaluate
 - 1.11.1 The risk assessment of each position (as indicated in the position description) will determine the necessary level of supervision and evaluation in respect of a person's performance in his or her position(Examples: Supervision may include an unscheduled observation of a coach or on-ice official during a practice or game; or evaluation may

include an annual or interim staff appraisal).

1.12 Follow Up

- 1.12.1 Follow up in respect of a person's performance in his or her position may be necessary and will be determined by the position description. An example of follow up may include an end of season interview with a coach.

2. SCREENING ADMINISTRATION

2.1 OWHa Responsibility

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

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

2.2 OWHa Member Responsibility

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

3. SAFEGUARDS

- 3.1 Security safeguards will be implemented to ensure all personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof. The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed. Methods of protection

and safeguards to be employed will include but in no way be limited to locked files, offices and storage areas, need to know access as well as technological measures such as passwords and encryption.

3.2

4. MINIMUM REQUIREMENTS BASED ON POSITIONS

Board of Directors	
	<ul style="list-style-type: none"> Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Conducting orientation and training sessions
Full-time/Part-time Staff, Students/Interns	
	<ul style="list-style-type: none"> Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Establishing a formal recruiting process, Conducting orientation and training sessions Using an application form Conducting interviews Following up on references Supervising and evaluating Follow up on program participants
Team Officials	
	<ul style="list-style-type: none"> Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Conducting orientation and training sessions Speak Out/Respect in Sport, Activity Leader
On-ice Officials	
	<ul style="list-style-type: none"> Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Speak Out/Respect in Sport Activity Leader

5. APPENDIX A – OWSA CRIMINAL RECORD CHECK POLICY

All individuals holding the title of team official (including but not limited to head coach, assistant coach, trainer, assistant trainer, manager), on-ice official and anyone else determined by the Risk Assessment Tool which is contained in Appendix B of the OWSA Harassment, Abuse, Bullying and Misconduct Policy shall be subject to Criminal Record Checks which include the Vulnerable Sector Screening and a search of the National Sex Offender Registry.

Individuals with outstanding Criminal Code convictions or who have been charged with such offences that have not yet gone to trial but which continue to be prosecuted, shall not be eligible to hold any position with the OWSA (this includes teams, associations, leagues, programmes, tournaments and all sanctioned activities).

Offences which deem the Individual ineligible to participate in any capacity as determined by Appendix B. Note this is a reference only and not a complete list of applicable charges

- Assault with a Weapon
- Assault Cause Bodily Harm
- Aggravated Assault
- Sexual Assault
- Sexual Interference
- Sexual Exploitation
- Invitation to Sexual Touching
- Making, distributing or possessing child pornography
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Indictable criminal offences for child abuse
- Luring a Child
- Voyeurism
- Possession for the Purpose of Trafficking
- Production of a Substance (as defined in the Controlled Drug and Substances Act - C.D.S.A.)
- Robbery
- Any other offences pertaining to violence, whether or not involving weapons.

Offences for which disqualification from participation is 3 (three) years from the expiration of the penalty imposed by the courts. Note this is a reference only and not a complete list of applicable charges

- Assault
- Threatening
- Possession of a Substance (as defined in the Controlled Drug and Substances Act - C.D.S.A.)
- Impaired Driving (while Driver's License is suspended)
- Theft, Fraud and Related Offence (while in a Position of Trust)
- Convictions pertaining to illegal substances, other than for manufacture and/or trafficking
- Firearm Related Offences (other than use of firearm in the commission of an offence)

The acceptable window of time for the exclusion of offences as determined by the Member Partners will be 3 (three) years. The exclusion of time commences at the expiration of the penalty imposed by the Courts not the date of the charge or conviction.

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

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

6. APPENDIX B – RISK MANAGEMENT TOOL & RATING

RISK ASSESSMENT TOOL

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

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

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

- 6) Does the person in this position have access to confidential information?
- Personal documents or communications
- 7) Does the person in this position have access to money?
- Personal funds
 - Organizational funds
- 8) Is the person in this position involved in making decisions on behalf of the organization?
- Perceived or actual position of authority
 - Enters into agreements on behalf of the organization

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

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

7. APPENDIX C – RISK MANAGEMENT TOOL & RATING



ONTARIO WOMEN'S HOCKEY ASSOCIATION
#3 - 5155 Spectrum Way, Mississauga,
Ontario L4W 5A1
www.owha.on.ca

CRIMINAL OFFENCE DECLARATION

Name: _____
Address: _____
Phone: _____
Email: _____
Role: _____
Team/Association/League _____

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

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

OR

☐ I have the following convictions for offenses under the Criminal Code of Canada as specified in the OWHA Screening Policy for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

Signature _____ Date _____

Office Use Only

Received on _____
Action _____

8. APPENDIX D – POSITION DESIGN AND DESCRIPTION

POSITION DESIGN:

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

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

POSITION DESCRIPTION:

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

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

SAMPLE DESIGN AND DESCRIPTION: House League Head Coach

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

POSITION TITLE:	House League Head Coach
VULNERABILITY OF PERSONS SERVED:	Work directly with young children between ages of 5 and 15
LOCATION:	Local Arena Facility, public setting
PURPOSE OF POSITION:	To teach skills, supervise children and create a safe, social and welcoming environment for the players
RISK LEVEL:	High, working in close proximity to children
TIME COMMITMENT:	1 weekend game and 1 week night practice, 2 tournaments per season, yearend banquet
ACTIVITIES & RESPONSIBILITIES:	<p>Oversee all team activities</p> <p>Manage the safety of the participants</p> <p>Comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, team, and association, OWHA and Hockey Canada</p>
SKILLS, QUALIFICATIONS:	<p>Caring, friendly and patient attitude</p> <p>Ability to communicate with parents and children</p> <p>Must be certified in Speak Out or Respect in Sport Activity Leader</p> <p>Must have Coach Level certification</p> <p>Criminal Record Check/Vulnerable Sector Screening</p>

BOUNDARIES & LIMITATIONS:	The Head Coach is bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA.
ORIENTATION & TRAINING:	All new Coaches will be provided with an orientation prior to the start of the season.
SUPERVISION & SUPPORT:	The Head Coach is responsible to the team, association, league President and Board of Directors.
BENEFITS:	All Head Coach positions are eligible for various volunteer awards.

9. APPENDIX E – SAMPLE APPLICATION FORM

OWHA APPLICATION FORM

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

Contact Information

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

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

Screening

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

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

Signature

Date

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

10. APPENDIX F – CRIMINAL RECORD CHECK/VULNERABLE SECTOR SCREENING DEFINITIONS.

Criminal Records Check (CRC)

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

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

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

Vulnerable Sector Screening (VSS)

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

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

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

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

SECTION E

Safety Requires
Teamwork and Insurance

OWHA
40TH Anniversary 1975 - 2015

Celebrating OSHA Volunteers

SECTION “E”

HOCKEY CANADA

Safety Requires Teamwork & Safety for All

IMPORTANT INFO for OWHM Members

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

- Risk Management
- Emergency Action Plan
- Hockey Canada Insurance Program
- How to make a claim
- Fair Play Codes
- Safety Messages, Concussions
- Facility Safety Checklist
- First Aid Kit
- Head Contact Rule
- Equipment Tips....and more

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

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.

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

Hockey Canada / Parachute

Concussion Education and Awareness Program

Concussion in Sport

All players who experience a concussion must be seen by a physician as soon as possible. A concussion is a brain injury.

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

How Concussions Happen

A 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 of Concussion

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

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

Symptoms

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

Signs

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

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

Caution

All players should consult a physician when a concussion is suspected. Coaches, trainers/safety people, players and parents should not attempt to treat a concussion without a physician's involvement.

Initial Response to Loss of Consciousness

If there is loss of consciousness – Initiate Emergency Action Plan and call an ambulance. Assume possible neck injury. Continue to monitor airway, breathing and circulation.

Concussion – Key Steps

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



Drafted with the assistance of Parachute, www.parachutecanada.org

6 Step Return to Play

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 mental and physical rest. Proceed to step 2 only when all symptoms are gone. This includes avoiding both mental and physical stress.

Step 2: Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weight lifting.

Step 3: Sport specific activities and training (e.g. skating).

Step 4: Drills without body contact. May add light resistance training and progress to heavier weights.

The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player. Go to step 5 after medical clearance. (reassessment and note)

Step 5: Begin drills with body contact.

Step 6: Game play. (The earliest a concussed athlete should return to play is one week).

Note: Players should proceed through return to play steps only when they do not experience symptoms or signs and the physician has given clearance. Each step should be a minimum of one day. If symptoms or signs return, the player should return to step 1, 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 symptoms and signs of concussion
- Inform and educate players about the risks of concussion

Education Tips

www.hockeycanada.ca

See Smart Hockey Program at

www.parachutecanada.org

Dr. Tom Pashby Sport Safety Fund website

www.drpushby.ca

Drafted with the assistance of Parachute,
Revised May 2014. Item # 55711

The following insurance information
and forms are available at
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.

 HOCKEY CANADA INJURY REPORT 	
CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF INJURY. INJURY DATE: _____	
INJURED PARTICIPANT: <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: _____	
DEVIATION: <input type="checkbox"/> Initiation <input type="checkbox"/> Novice <input type="checkbox"/> Atom <input type="checkbox"/> Pre-War <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"/> Beginner <input type="checkbox"/> Midget <input type="checkbox"/> Juvenile <input type="checkbox"/> D <input type="checkbox"/> DD <input type="checkbox"/> E <input type="checkbox"/> House <input type="checkbox"/> Major Junior <input type="checkbox"/> Minor Junior	
CATEGORY: <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"/> House <input type="checkbox"/> Major Junior <input type="checkbox"/> Minor Junior <input type="checkbox"/> Street <input type="checkbox"/> Adult Rec. <input type="checkbox"/> Other	
BODY PART INJURED: * visit the Hockey Canada website for an optional spreadsheet * 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"/> Arm <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Hip <input type="checkbox"/> Leg <input type="checkbox"/> Left <input type="checkbox"/> Right <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"/> Skull <input type="checkbox"/> Lower <input type="checkbox"/> Abdomen <input type="checkbox"/> Elbow <input type="checkbox"/> Crotchbone <input type="checkbox"/> Ankle <input type="checkbox"/> Other	
NATURE OF CONDITION: <input type="checkbox"/> Concussion <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Sprain <input type="checkbox"/> Strain <input type="checkbox"/> Contusion <input type="checkbox"/> Dislocation <input type="checkbox"/> Separation <input type="checkbox"/> Internal Organ Injury	
ON-SITE CARE: <input type="checkbox"/> On-Site Care Only <input type="checkbox"/> Referral Care <input type="checkbox"/> Sent to Hospital, etc. <input type="checkbox"/> Ambulance <input type="checkbox"/> Car	
INJURY CONDITIONS: Name of arena/location: _____ <input type="checkbox"/> Exhibition/Winter Session <input type="checkbox"/> Monthly Tournament <input type="checkbox"/> Practice <input type="checkbox"/> Tryouts <input type="checkbox"/> Other <input type="checkbox"/> Warm-up <input type="checkbox"/> Period #1 <input type="checkbox"/> Period #2 <input type="checkbox"/> Game # _____ <input type="checkbox"/> Dry Land Training <input type="checkbox"/> Gradual Check <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	
CAUSE OF INJURY: <input type="checkbox"/> Hit by Puck <input type="checkbox"/> Collision with Boards <input type="checkbox"/> Non-Contact Injury <input type="checkbox"/> Definition Zone <input type="checkbox"/> Offensive Zone <input type="checkbox"/> Neutral Zone <input type="checkbox"/> Hit by Stick <input type="checkbox"/> Collision on Open Ice <input type="checkbox"/> Collision with Opponent <input type="checkbox"/> Behind the Net <input type="checkbox"/> 3 ft. from boards <input type="checkbox"/> Spectator Area <input type="checkbox"/> Fall on Ice <input type="checkbox"/> Checked from Behind <input type="checkbox"/> Collision with Net <input type="checkbox"/> Parking Lot <input type="checkbox"/> Dressing Room <input type="checkbox"/> Bench <input type="checkbox"/> Fight <input type="checkbox"/> Bloodbath <input type="checkbox"/> Other	
WEARING, WHEN INJURED: <input type="checkbox"/> Full Face Mask <input type="checkbox"/> Inter-Ocular Mouth Guard <input type="checkbox"/> Mouth Protector <input type="checkbox"/> Throat Protector <input type="checkbox"/> Helmet/No Face Shield <input type="checkbox"/> No Helmet/No Face Shield <input type="checkbox"/> Mouth Guard <input type="checkbox"/> Long Gloves	
ADDITIONAL INFORMATION: 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 result of the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No Forfeited Absence from hockey? <input type="checkbox"/> 1 week <input type="checkbox"/> 1-3 weeks <input type="checkbox"/> 3+ weeks	
DESCRIBE HOW ACCIDENT HAPPENED: (Attach page if necessary) I describe authorize any Health Care Facility, Physician, Paramedic or other person who has attended to medical emergency related to Hockey Canada any sort of investigation with respect to any injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photocopy (electronic copy of this authorization) shall be considered as effective and valid in all jurisdictions.	
Signed: _____ Date: _____ (Parent/Guardian if under 18 years of age)	
TEAM INFORMATION: (To be completed by a Team Official) Association: _____ Team Name: _____ Team Official (Print): _____ Team Official Position: _____ Signature: _____ Date: _____	
HEALTH INSURANCE INFORMATION: 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 Employer (if minor, for parent's employer): _____ 1. Do you have provincial health coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Previous: _____ 2. Do you have other insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", PLEASE SUBMIT CLAIM TO YOUR PRIVATE HEALTH INSURER: 3. Has a claim been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", PLEASE FURNISH AND PROVIDE FURTHER EXPLANATION OF BENEFITS: Make Claim Payable To: <input type="checkbox"/> Signed Person <input type="checkbox"/> Patient <input type="checkbox"/> Team <input type="checkbox"/> Other: _____	
Branch APPROVAL:	

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? <input type="checkbox"/> No <input type="checkbox"/> Yes						
Give details of injury (diagnoses): _____						
Prognosis for recovery: _____						
Did any disease or previous injury contribute to the current injury? <input type="checkbox"/> No <input type="checkbox"/> Yes (describe): _____						
Was claimant hospitalized? <input type="checkbox"/> No <input type="checkbox"/> 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						
<small>Limits of coverage: \$1,000 per tooth, \$2,000 per accident Treatment must be completed within 52 weeks of accident</small>						
F LAST NAME GIVEN NAME A _____ T _____ I ADDRESS APT. _____ E _____ N _____ T CITY PROV POSTAL CODE _____		UNIQUE NO. APIC PATIENT'S OFFICIAL ACCOUNT NO. _____ _____ _____ _____ _____ _____ PHONE NO. _____		I HEREBY ASSIGN MY BENEFITS PAYABLE FROM THIS CLAIM DIRECTLY TO THE NAMED DENTIST AND ALL FUTURE PAYMENT DIRECTLY TO HIM/HER _____ SIGNATURE OF SUBSCRIBER		
FOR DENTIST'S USE ONLY - FOR ADDITIONAL INFORMATION, DIAGNOSES, PROCEDURES, OR SPECIAL CONSIDERATION. DUPLICATE FORM <input type="checkbox"/>		I UNDERSTAND THAT THE FEES LISTED IN THIS CLAIM MAY NOT BE COVERED BY OR MAY EXCEED MY PLAN BENEFITS. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE TO MY DENTIST FOR THE ENTIRE TREATMENT. I ACKNOWLEDGE THAT THE TOTAL FEE OF \$_____ 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/GUARDIAN)				
OFFICE VERIFICATION						
DATE OF SERVICE DAY/MO/YR	PROCEDURE	INITIAL TOOTH CODE	TOOTH SURFACE	DENTIST'S FEE	LAB CHARGE	TOTAL CHARGE
THIS IS AN ACCURATE STATEMENT OF SERVICES PERFORMED AND THE TOTAL FEE DUE AND PAYABLE & OR:						TOTAL FEE \$_____
NOTE: All benefits subject to insured payment status, provisions of the policy, Hockey Canada national events.						REMITTED

Mail completed form to:
 Ontario Women's Hockey Association
 5155 Spectrum Way, Building #3, Mississauga ON L4W 5A1
 Phone: 905-282-9980 Fax: 905-282-9982

Completed claims forms must be
 received by the OWHHA 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.

The Ontario Women's Hockey Association is a participant in the Hockey Canada 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 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.

Questions? Please call the OWHA Office.



SECTION F

OWHA Code of
Conduct & Suspensions

OWHA
40TH Anniversary 1975 - 2015

Celebrating OWHa Volunteers

SECTION "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.

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

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

Failure to comply with this Code of Conduct may result in disciplinary action, suspens

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.

OWHA CODE OF ETHICS 2014-2015

As a representative of female hockey, I support the Values, Mission and Code of Conduct of the Ontario Women's Hockey Association. It is an honour to work with others who share the desire to contribute to the positive growth and development of female hockey. I am pleased to support this document, thereby demonstrating my support for the high standards required by the volunteer role models for the players.

My commitment as a volunteer is to:

- recognize that positive communication is key to the success of the OWHA
- accept responsibility
- contribute to the best of my ability
- look at the big picture - supporting the advancement of female hockey throughout the entire Province of Ontario
- consider the “needs” and “desires” of every single player
- state my thoughts honestly and through proper channels
- refrain from participation on web site forums
- listen to other points of view with an open mind
- approach problems constructively, with a determined effort for a fair solution
- sincerely support majority decisions once they are made
- speak in a positive manner about the OWHA, its members, organizations and individuals involved and about female hockey in general
- deal with concerns internally and constructively
- speak positively about peers - if there are concerns, talk to the individual(s) concerned, not to others
- graciously share the credit when things go right
- remain humble
- share the blame and work towards a solution when things go wrong
- do my own job and support others who are doing their work
- always speak positively about female hockey
- declare a conflict of interest in appropriate cases, stepping aside from decisions
- refrain from swearing
- avoid public confrontations
- wear neutral or OWHA clothing when representing the OWHA
- refrain from cheering for a team when wearing OWHA clothing
- refrain from wearing OWHA identification/clothing when representing a team, league or association
- agree to screening as per the OWHA/Hockey Canada Harassment and Abuse Policies and Procedures
- take time to enjoy the game, and, most importantly, the people in the game

Failure to comply with this Code of Ethics is considered to be a violation of the OWHA Code of Conduct.



2014-2015 OWHA SUSPENSION POLICY

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

- (a) All suspensions as listed in the OWHA Handbook are treated as individual suspensions.
- (b) Multiple suspensions in a single game or over a period of time, will each be treated individually as minimum suspensions.
- (c) Any individual suspensions of seven (7) games or less may not be appealed.
- (d) All appeals must be submitted and filed with the OWHA office on the attached Appeal Application Form, together with the applicable fee within 48 hours of receipt of the suspension.

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

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

(e) Grounds for Appeal

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

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

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

SERVING SUSPENSIONS

- Minimum suspensions are just that, minimum suspensions.
- Exhibition games are not permitted for serving suspensions except in extreme situations with the approval of the OWHA Discipline Review Board and the 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. Disagreeing with the judgment of an official is not an extenuating circumstance.
- 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 – not the judgment of an official,
- 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 discipline@owha.on.ca stating why he/she should be allowed to participate prior to their suspension being served.
- 2) The OWHA Discipline Review Board shall review each situation and make a determination as deemed appropriate.

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



2014-2015 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, Code of Conduct, Code of Ethics and Values of this Association. These actions are costly – to the individual and team against which the infraction was committed and to the operations of the OWHA in terms of finances and human resources. Prevention is much more desirable than suspension. It is important that all stakeholders buy into the challenge and aggressively promote fair play.

Who Shares in the Responsibility for Discipline?

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

Goals and Objectives

- Safe and fun environment

**Process for the delivery of discipline within the OWHA.
(Competitive and House League Teams, all participants.)**

When a suspendable action occurs:

1. The team must report every incident to the OWHA Regional Director AND stats@owha.on.ca within 24 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 delivery or e-mail to stats@owha.on.ca no later than 12:00 noon the following day and by regular mail within 24 hours.

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 your OWHA Regional Director before participation.
4. Upon receipt of a potential disciplinary situation, the OWHA Discipline Review Board will determine a process as follows:
 - A) Any Match Penalty, Gross Misconduct Penalty, asuspendable 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 Review Board. The individual will not be allowed to participate in any sanctioned OWHA activities until there has been a decision rendered by the OWHA, to that effect.
 - B) .Any suspendable offense that does not fall under 4 (A), (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 Review Board as deemed appropriate.
 - C) In addition to number 4 (A), and (B), , the OWHA Discipline Review Board and/or Executive Committee reserves the right to take additional action as deemed appropriate.
 - D) 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 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. The OWHa may extend the suspension to include all OWHa activities if warranted.**
- 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

2nd suspendable offence in one season – minimum plus two (2) and shall not participate in any OWHa sanctioned activity until permission granted by the OWHa Discipline Review Board.

3rd, 4th, 5th, etc. suspendable offence in one season – indefinite - minimum plus four (4) and shall not participate in any OWHa sanctioned activity until permission is granted by the OWHa Discipline Review Board.

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

PLAYER / TEAM OFFICIAL MAY ALSO BE REQUIRED TO APPEAR BEFORE AN OWSA 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 OWSA 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 may be permitted, only with the approval of the Regional Director, to 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 discipline@owha.on.ca. If you are unable to contact your Regional Director or an OWSA designated Discipline Representative, 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 OWSA Office.

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 OWSA 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 2014-2015 season.

These are **MINIMUM** 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

MINIMUM SUSPENSIONS CANNOT BE APPEALED

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

2nd 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.

3rd, 4th, 5th, 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 and MINIMUM SUSPENSIONS - Players, Team Officials & Others

Violations of the OWHA Code of Conduct: Individuals who are deemed to be in violation of the OWHA Code of Conduct are subject to suspension and/or other action as deemed appropriate.

MINOR PENALTY and GAME MISCONDUCT

CODE	H. C. RULE	INFRACTION	MINIMUM SUSPENSION
INS36/ GM36	6.7(b)	A minor issued for INSTIGATOR :	+ 3 Games
AGG37/ GM37	6.7(b)	A minor issued for AGGRESSOR :	+ 3 Games

MAJOR PENALTY and GAME MISCONDUCT

CODE	Hockey Canada RULE	INFRACTION	MINIMUM SUSPENSION
GM20	9.2 (a)	Disputing Call of Official	+ 1 Game
GM21	9.2 (b)	Disputing call w/ an official: Verbal abuse of a Game Official.:	+ 3 Games
GM26	4.5 (c)	Second Misconduct – Same Game	+ 1 Game
GM		Receiving a second major penalty in one game:	+ 2 Games
GM28	7.3 (c,d)	Interference from the Bench	+ 2 Games
GM30	6.7	Fighting 1 st Offence: 2 nd Offence: 3 rd Offence:	+ 4 Games + 8 Games + 16 Games
GM31	6.7 (h)	2 nd Fight, same stoppage of play (3 rd , 4 th , etc...)	+ 6 Games
GM32	6.7 (h)	Player(s) “3 rd , 4 th , 5 th , etc....player into a fight”:	+ 6 Games
GM33	9.5 (a,b,c)	Leaving Players Bench or Penalty Box	+ 3 Games
GM33	9.5 (a,b,c)	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 (Ineligible Player):	Twice the number of games played while ineligible

CODE	HC RULE	INFRACTION	MINIMUM SUSPENSION
	OWHA	Coach identified as playing ineligible player(s) or having ineligible staff on the bench. Failure to properly report a suspension.	Twice the number of games the player/staff has participated while ineligible
	OWHA	Individual making public derogatory remarks with respect to the OWHHA or any of its members:	\$ 100.00 fine and/or appropriate suspension
	OWHA Rule One (II) (B)	Team official participating on-ice without a properly fastened CSA hockey approved helmet.	1 st offence to a team – warning & immediate removal from ice 2 nd offence + 2 Games to specific official(s) & Head Coach
GM34	9.5	Leaving Penalty Box to start a fight	+ 4 Games
GM39	6.1 (d)	Hair pulling, Grab Face Mask/ Helmet/Chin Strap (Major + Game Misconduct)	+ 2 Games
GM50	6.4 (a)	Checking from Behind (Minor + Game Misconduct):	+ 1 Game
GM51	6.4 (a)	Checking from Behind (Major + Game Misconduct)	+ 3 Games
GM53	8.3 (b)	High Sticking (Major & Game Misconduct)	+ 2 Games
GM54	8.2 (a,b,c,d)	Cross Checking (Major & Game Misconduct)	+ 2 Games
GM55	8.4 (a,b)	Slashing (Major & Game Misconduct)	+ 2 Games
GE56	4.6	Game Ejection	Duration of Game
GM57	6.2	Boarding / Body Checking (Major + Game Misconduct)	+ 2 Games
GM58	6.6	Elbowing / Kneeing (Major + Game Misconduct)	+ 2 Games

CODE	Hockey Canada RULE	INFRACTION	MINIMUM SUSPENSION
GM59	6.3	Charging (Major + Game Misconduct)	+ 2 Games
GM64	9.2 (a,b)	Verbal Abuse/Gestures/Taunting of or by any Team Official or Player	+ 2 Games
GM68	9.4	Kick Shot (with injury – Major + Game Misconduct)	+ 2 Games
GM71	6.5(b,d)	Head Contact)Major and Game Misconduct	+ 3 Games Indefinite
GM73	7.4 (a,b)	Tripping (Major + Game Misconduct)	+ 2 Games
GM74	7.3 (a,b,e)	Interference (Major + Game Misconduct)	+ 2 Games
GM75	7.1 (a,b)	Holding (Major + Game Misconduct)	+ 2 Games
GM76	7.2 (a,b)	Hooking (Major + Game Misconduct)	+ 2 Games
GM77	6.7 (k,i)	Roughing (Major + Game Misconduct)	+ 2 Games
GM78	4.11 (f)	Goaltender Drop Kick Puck with Injury - Major+Game Misconduct	+ 2 Games
GM79	10.14 (a)	Refusing to Start Play (Coach - Major + Game Misconduct)	Indefinite
GM80	4.9 (f)	Team Official Interference/Distracton during Penalty Shot	+ 1 Game

CODE	Hockey Canada RULE	INFRACTION	MINIMUM SUSPENSION
GM81	9.5 (i)	Leaving the Bench without Clearance from the Referee (assessed to Coach if altercation results in penalties at end of game)	+ 2 Games
GM99		Miscellaneous—explained & referenced on back of game sheet	Contact OWHA Regional Director
Any infraction not specified above incurring a Game Misconduct Penalty 2 additional games			

GROSS MISCONDUCTS (GRM)

CODE	Hockey Canada RULE	INFRACTION	MINIMUM SUSPENSION
GRM60	4.7	Travesty of the Game	+ 3 Games
GRM61	4.7	Obscene Gesture	+ 3 Games
GRM62	3.6 (c)	Removing Helmet and/or Chin Strap	+ 3 Games
GRM63	9.2 (f)	Discriminatory Slurs	Indefinite-(pending hearing-Min. 6 Games)
GRM66	6.1 (b)	Head Butt – Team Official (double Minor + Gross Misconduct)	+ 3 Games
GRM67	8.1	Butt End – Team Official (Double Minor + Gross Misconduct)	+ 3 Games
GRM68	8.5	Sparring – Team Official (Double Minor + Gross Misconduct)	+ 3 Games
GRM69	3.5 (d)	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 - 3 additional games			
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MATCH PENALTIES (MP)

CODE	HC RULE	INFRACTION	MINIMUM SUSPENSION
MP24	9.6 (a)	Threatening an Official	+ 6 Games
MP25	9.6 (b,c)	Physical Abuse of an Official	Indefinite (min. 7 games)
MP29	9.7	Spitting	+ 4 Games
MP38	6.7 (e)	Fighting with Ring or Tape on Hands	+ 3 Games
MP40	6.1	Attempt to Injure	+ 4 Games
MP41	6.1	Deliberate Injury	+ 4 Games
MP42	8.1	Butt Ending	+ 4 Games
MP43	6.1 (d)	Grabbing Face Mask/ Helmet/Chin Strap	+ 4 Games
MP44	6.1 (d)	Hair Pulling	+ 4 Games
MP45	6.1 (c)	Kicking	+ 4 Games
MP46	8.5	Spearing	+ 4 Games
MP47	6.1 (b)	Head Butting	+ 4 Games
MP52	6.4	Checking from Behind:	+ 5 Games
MP71	6.5 (d,e)	Head Contact:	1st Offence + 5 Games 2 nd Offence Indefinite
MP99		Miscellaneous—explained & referenced on back of game sheet	Please contact your Regional Director
Any infraction not specified above incurring a Match Penalty– 4 additional games			

NEW – Bullying and Cyberbullying will be treated with the equivalency of a deliberate attempt to injure with offenders being suspended a minimum of 4 games for the first offence and possible removal for a second offence. It is the responsibility of all stakeholders in hockey to promote an environment that supports the physical and mental health of participants,

NOTES



NOTES



REVISED - IMPORTANT DEADLINES - 2014/2015

It is the responsibility of all team, association and league members to know and understand the information contained in the OWHa Handbook. It is also the responsibility of management to ensure that players, parents and other concerned individuals are informed. All materials are to be sent to the OWHa Office or submitted online on ITSportsnet. If you have any questions, please contact your Regional Director or the OWHa office.

DEADLINE	ITEM
Immediate	Advise members of OWHa web site link – OWHa Information – Respect Speak Out
May 1 – Aug. 31, 2014	Only Sanctioned Activities are OWHa Approved Development and Non Traditional Hockey Programmes
May 31, 2014	Last Day for Tryouts and Exhibition Games
August 15, 2014	First Day for Try Outs and Exhibition Games
Sept. 6, 2014	OWHA GENERAL MEETING – DELTA MEADOWVALE CONFERENCE CENTRE, MISSISSAUGA
Oct 1, 2014 or before 1 st game	COMPETITIVE TEAM REGISTRATION
Oct 1, 2014	PROVINCIAL CHAMPIONSHIP BOND – Competitive Teams only
Oct 1, 2014	TEAM SUBMISSION of CATEGORY CHANGE (to be submitted with team roster)
Nov 15, 2014	HOUSE LEAGUE TEAM REGISTRATION
Nov 15, 2014	Fundamentals Program & Participant REGISTRATION
Nov 21, 2014	FORM "A" Game Reports – ALL Competitive Teams - Completed on ITSportsnet
Nov 21, 2014	REQUEST for TEAM CATEGORY REVIEW & REQUEST FOR RE-CATEGORIZATION
Dec 1, 2014	DS REGISTRATION COMMENCES
Dec 15, 2014	Updated list of teams in a specific division will be circulated
Jan 8, 2015	Input from Team/ Assoc. Official on OWHa team list or request recat. for own team
Jan 9, 2015	FORM "A" Game Reports – ALL Competitive Teams - Completed on ITSportsnet
Feb 1, 2015	REGIONAL PLAYDOWNS Begin
Mar 8, 2015	REGIONAL PLAYDOWNS Completed
Mar 10, 2014 4:00pm	NOMINATIONS for 2014-15 OWHa Executive Committees received in OWHa office
Mar 10, 2014 4:00pm	PROPOSED AMENDMENTS – OWHa Regulations & Rules received in OWHa office
April 2015 12:01am	FIRST ELIGIBLE TIME FOR VALID PERMISSION TO SKATE FORMS
May 9, 2015	OWHA AGM – LONDON, ONTARIO

PROVINCIAL CHAMPIONSHIP DATES April 9 – 12, 2015 GTA

OWHa Office #3-5155 Spectrum Way, Mississauga, ON L4W 5A1

General Inquiries: Fax: (905) 282-9982 info@owha.on.ca

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

Tel: (905) 282-9980

www.owha.on.ca

(Tournaments, Game Reports, Discipline, etc.)

2014-2015 HOCKEY SEASON

September 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2015

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

EVENTS

DATE	EVENT	LOCATION
Sep 6, 2014	OWHA General Meeting	Delta Inn, Mississauga
Oct 10, 11, 12, 2014	IIHF World Girls Hockey	World
Jan 5 – 12, 2015	IIHF World U18	Buffalo, USA
Feb 14 - Feb 20, 2015	Canada Winter Games	Prince George, B.C.
Mar 4 – Mar 7, 2015	Clarkson Cup	Markham
Mar 28 – Apr 4, 2015	IIHF Women World Champ	Malmö, Sweden
Mar 27 – Mar 29, 2015	PWHL Alumni Cup	TBA
Apr 9 -12, 2015	Provincial Championships	GTA
April 19-25, 2015	Esso Cup	Red Deer, Alberta
May 8, 2015	OWHA Golf Tournament	London
May 9, 2015	Annual General Meeting	London



IIHF WORLD GIRLS HOCKEY WEEKEND OCTOBER 10-12, 2014

The Ontario Women's Hockey Association (OWHA) celebrates
IIHF World Girls Hockey Weekend.

OWHA IIHF World Girls Hockey Weekend

- Opportunities for girls and women
- Highlighting female hockey at all levels
- Meeting new friends
- Fall in love with a new sport
- Female hockey playing, coaching, officiating,
- Fair play, sportsmanship and teamwork,
- Players as role models.
- Volunteer appreciation

Information at www.owha.on.ca

WHAT CAN YOU/YOUR ASSOCIATION DO?

Host an event - beginners clinic, a game, any event that celebrates female hockey.

Create initiatives and publicize existing events to bring exposure to female hockey throughout the OWHA.

LONG GAME

- Saturday, October 11th
- One Game One Country
- Team Red vs Team White
- Starts in Newfoundland & ends in B.C.
- Atom, Pee wee, Bantam, Midget & Senior

COME JOIN US IN THE CELEBRATION
One Country, One Game, One Dream



**OWHA partners with Hockey Canada to host
2015 NATIONAL WOMEN'S UNDER 18
CHAMPIONSHIP in HUNTSVILLE, ONTARIO**

