

Stoney Creek Girls Hockey Association



Policies & Procedures

2012-2013

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SCGHA Special Events

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History

In the spring of 1973, Saltfleet Women's Hockey Association was organized with a nucleus of experienced players from the surrounding area, two ex-coaches from Saltfleet minor Hockey and some local minor hockey Moms who had been enticed into the group to try the game. A couple of exhibition games with minor hockey teams impressed the fans and convinced the players that the SWHA was a worthwhile venture.

The first summer was spent in fundraising, trying to recruit players, weekly practices at the Doublerinks and facing discouragement at every turn. Most attempts to recruit players drew a blank, when the community refused to accept hockey as a female sport. A positive though was that the young players were working hard at their weekly practices, improving their skills and having fun.

Officials at the Saltfleet Township Recreation Department, who had first agreed to an ice rental contract at Saltfleet Arena, under pressure from the rapidly growing boys hockey association, began to have second thoughts about allotting ice time to a group that might not survive the season when there was not enough ice time to satisfy the needs of its established users. Survival of female hockey in Stoney Creek seemed very unlikely by the late summer of 1973; however, determined players and dedicated volunteers made it happen.

For the first season, there were two teams, the Pizza Queens (sponsored by Gary MacDonald) and the Hayes Bears (which were named after an Earl Paddock line of trucks), who played each other every Friday night and practiced on Wednesdays. An "All-Star" team won the consolation trophy at its very first tournament. The following year the teams entered into leagues and soon a division for younger players was started. Gradually, the group earned respect from the local hockey community & service clubs and businesses became generous in sponsoring teams.

The adoption of a constitution, incorporation and taking part in the formation of the OWHA were milestones in the early history of the organization. The association's name was changed to Stoney Creek Girls Hockey Association in the 1980's. The Annual SCGHA Sweetheart Tournament began in 198? And now attracts over 65 teams from Novice to Senior, in both House League and competitive divisions, to the February competition.

Entering 2003-04, the Stoney Creek Sabres boast many league titles, tournament victories and Provincial Championships in their 30 year history. We can also boast that 2002 Olympic Champion Becky Kellar, wore Sabre green. By the 2002-03 season, SCGHA registration has grown to 450 players and 28 teams. Opportunities are provided for all ages and skill levels.

In 2003-04 as in 1973, the success of Girls' and Women's hockey in Stoney Creek is the product of the passion, determination and love of the game by its players, volunteers and fans. Thank you to our SCGHA pioneers and good luck in the future to all SCGHA members.

Mission Statement and Values:

Mission: The purpose of the Association is to organize, develop and promote girls and women to play female hockey in the City of Hamilton including

- a.) The opportunity for all females to participate in recreational house league hockey, and
- b.) The development of and participation in competitive representative ice hockey

Values: The values of the SCGHA are Fair Play, Fun, Excellence, Respect, Good Citizenship, Integrity & Honesty, Equity, with a strong focus on FUN.

Constitution

The Association shall have the following affiliations:

- a.) The Association shall be a member of the Ontario Women's Hockey Association (OWHA), and
- b.) The Association shall operate within the guidelines of the OWHA, the Ontario Hockey Federation (OHF), Hockey Canada, and the International Ice Hockey Federation (IIHF) and
- c.) The Association shall cooperate with the Recreation and Parks Department of the City of Hamilton (gave separate letter as was included in with hockey governing bodies)

The SCGHA must also adhere to operating procedures established by the City of Hamilton Department of Culture and Recreation. The City of Hamilton has a "Zero Tolerance" rule to eliminate any verbal or physical abuse.

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.

OWHA CODE OF ETHICS 2011-2012

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.

(INCLUDED AS NOW JOINT WITH THE OWHA CODE OF CONDUCT)

HOCKEY CANADA FAIR PLAY CODES

<p>PLAYERS</p> <ul style="list-style-type: none"> • I will play hockey because I want to, not just because others or coaches want me to. • I will play by the rules of hockey, and in the spirit of the game. • I will control my temper - fighting and "mouthing off" can spoil the activity for everybody • I will respect my opponents. • I will do my best to be a true team player. • I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important. • I will acknowledge all good plays/performances – those of my team and of my opponents. • I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect. • Respect 24 hour cooling off period. • Understand & respect the Zero Tolerance Policy • I will refrain from all forms of bullying. 	<p>COACHES</p> <ul style="list-style-type: none"> • I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations. • I will teach my players to play fairly and to respect the rules, officials and opponents. • I will ensure that all players get equal instruction, support and playing time. • I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves. • I will make sure that equipment and facilities are safe and match the players' ages and abilities. • I will remember that participants need a coach they can respect. I will be generous with praise and set a good example. • I will obtain proper training and continue to upgrade my coaching skills. • I will work in cooperation with officials for the benefit of the game • Respect 24 hour cooling off period. • Understand & respect the Zero Tolerance Policy <p>• I will refrain from all forms of bullying.</p>
<p>PARENTS</p> <ul style="list-style-type: none"> • I will not force my child to participate in hockey. • I will remember that my child plays hockey for his or her own enjoyment, not for mine. • I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence. • I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game. • I will make my child feel like a winner every time by offering praise for competing fairly and trying hard. • I will never ridicule or yell at my child for making a mistake or losing a game. • I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents. • I will never question the officials' judgment or honesty in public. • I will support all efforts to remove verbal and physical abuse from children's hockey games. • I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child. • Respect 24 hour cooling off period. • Understand & respect the Zero Tolerance Policy <p>• I will refrain from all forms of bullying.</p>	<p>OFFICIALS</p> <ul style="list-style-type: none"> • I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules. • I will avoid or put an end to any situation that threatens the safety of the players. • I will maintain a healthy atmosphere and environment for competition. • I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators. • I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual players. • I will handle all conflicts firmly but with dignity. • I accept my role as a teacher and role model for fair play, especially with young participants. • I will be open to discussion and contact with the players before and after the game. • I will remain open to constructive criticism and show respect and consideration for different points of view. • I will obtain proper training and continue to upgrade my officiating skills. • I will work in cooperation with coaches for the benefit of the game. • Respect 24 hour cooling off period. • Understand & respect the Zero Tolerance Policy <p>• I will refrain from all forms of bullying.</p>

<p>SPECTATORS</p> <ul style="list-style-type: none"> • I will remember that participants play hockey for their enjoyment. They are not playing to entertain me. • I will not have unrealistic expectations. I will remember that the players are not professionals and cannot be judged by professional standards. • I will respect the officials' decisions and I will encourage participants to do the same. • I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort. • I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials. • I will show respect for my team's opponents, because without them there would no game. • I will not use bad language, nor will I harass players, coaches, officials, or other spectators. • I will refrain from all forms of bullying. 	<p>LEAGUE ORGANIZERS</p> <ul style="list-style-type: none"> • I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race. • I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator. • I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities. • I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement, and scheduling. • I will remember that play is done for its own sake and make sure that winning is kept in proper perspective. • I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media. • I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified. • I will refrain from all forms of bullying.
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Shared Respect

players•coaches•officials•parents

RESPECT THE GAME

Hockey Canada asks you to consider your role in showing "Respect" for the game, and for the people who make this the great game it is. How much do you RESPECT the game of hockey and all its participants? Take this simple test to see how you rate.

Check off the statements that apply to you.

- The safety of the participants in the game is more important than the final score.
- I value the contribution of the coach in developing the players talents, even though I may not always agree with their methods.
 - I understand that officials do not make the hockey rules, they only apply them.
 - I understand that children learn from adults, and my behaviour reflects what I want children to learn.
- I understand that officials are responsible to ensure that the game is played in a safe and fair manner for all participants.
- I understand that players, coaches and officials are learning the game, and mistakes will be made in the learning process.
 - I may not cheer for the opposition team, but I will also not cheer against them or verbally abuse them.
 - I understand that the biggest reason for players and officials quitting the game is abuse.

(How did you rate? If you checked off 0-2 Step back and check your motives for being involved in the game; 3-4 on your way; 5-6 almost there; 7-8 outstanding)

Communicate with your son's or daughter's coach in a professional effective manner.

SCGHA Conflict Resolution

The SCGHA will invoke the OWHA sanctioned SCORE® program as implemented by the OWHA in the 2012-13 season to resolve conflicts as they arise. Manner of conflict resolution:

- 1.) between individuals, if still unresolved, then
- 2.) at team level, if still unresolved, then
- 3.) at division level, if still unresolved, then
- 4.) at SCGHA executive board level, if still unresolved, then
- 5.) at OWHA board level

All issues should be documented in writing, waiting 24-48 hours cool down period. This does not replace any of the Speak Out! Harassment and Abuse policies for a particular player's immediate safety and well being

Awards

The SCGHA presents annual recognition/awards to deserving sponsors and members. These may be presented at the SCGHA Annual General Meeting or an appreciation night.

Procedure to Change Policies

To change policies of the SCGHA, a written request must be submitted to the SCGHA Executive Committee. The written request must include the following information:

- a.) Date of request
- b.) Full name and address of the person making the request
- c.) Reason(s) and rationale for change(s) to the policy or policies
- d.) Explicit change requested
- e.) Signature of the person making the request

The SCGHA Executive Committee is to review, investigate and evaluate each request. If the request is approved, the policy change will be communicated to the membership. Unresolved policy changes to the Policies and Procedures manual will be tabled for the agenda of the SCGHA Annual General Meeting (AGM) and voted thereon by the Membership, provided they are received by the Secretary and/or Executive Committee member **at the official association mailing address** fourteen (14) days prior to the AGM.

(Included to clarify standard on how we would accept changes)

City of Hamilton

Zero Tolerance Policy

The SCGHA supports and promotes the City of Hamilton's Zero Tolerance Policy for Violence in Recreational Properties & Facilities

City of Hamilton – Public Works

Zero Tolerance Policy for Violence in Recreational Properties & Facilities

Summary

The following activities will not be acceptable:

- physical violence
- loud continued verbal abuse of participants, referees, members of the public, which is deemed to be aggressive, intimidating, or having the objective of inciting violence
- physical vandalism to the building
- refusal to exit the building or ice surfaces in accordance with the rules as a means of disrupting activity or continuing to intimidate personnel
- any overt activity aimed at intimidating and which can be seen as promoting or escalating potential situations

The minimum suspension is 2 months for any transgressor.

For vandalism, the charge will be twice the cost of repair for vandalism, and minimum 2 months suspension.

City of Hamilton
Zero Tolerance Policy for Violence
in Recreational Properties and Facilities

Policy Statement

The City of Hamilton's recreational properties and facilities, including but not limited to, arenas, recreation centres, outdoor pools and parks sports pitches, exist to provide residents with opportunities to participate in sport and other recreational activities in a safe and positive environment. Prominent among residents making use of the recreational properties and facilities are the children of Hamilton. The City will ensure the most supportive climate possible for Hamilton Children, so that they can enjoy their sport, and learn about competition, teamwork, sportsmanship, and fair play.

As with many Ontario communities, Hamilton's minor sport system is managed and operated by volunteers. These community-minded citizens contribute in many ways to the success of minor sport in Hamilton. It is the City's responsibility that they, too, have the ability to work in a safe and positive environment.

It is critical, then, for the City, through its Department of Culture and Recreation, to do all things necessary to ensure that prevented measures are in place so that incidents of violent or inappropriate behaviour do not occur in its recreational properties and facilities.

Included in this commitment is an understanding that organizations using City recreational properties and facilities must take PRIMARY responsibility for the behaviour of all associated with them: players, officials, and spectators.

Statements of Principle

1. Participation by children in sport is an important element in the human development process.
2. To ensure maximum enjoyment and benefits from participation in sport, the maintenance of a safe and positive environment is essential.
3. The rules of each of the games exist to protect the players. Referees/officials are charged to ensure the fair and even

application of the rules, and to ensure safety of the players.

4. The City must put measures in place to ensure the safety of referees/officials, as well as organizers of minor sport, who are for the most part volunteers.

5. Violent or abusive behaviours, such as verbal threats and insults, attempts to intimidate as well as physical assault have no place in the City's recreational properties and facilities.

6. Promotion of spectator "positive cheering" will assist in the reduction of violent behaviours in City recreational properties and facilities.

7. Our volunteers are charged with the education of our youth on the ideals of sportsmanship, fair play and appropriate behaviour.

Goals of the Policy

1. To reduce or eliminate violence from City recreational properties and facilities, inclusive of outdoor sports pitches.

2. To promote positive cheering behaviours among spectators and fans.

3. To increase the level of understanding among spectators and fans of the importance of creating a positive and supportive environment for children's sport.

Definition of Violence

The focus of this Policy is on the behaviour of non-players, except for those situations in which a player engages in a violent act outside the area of play. For the purposes of this Policy, violence includes, but is not limited to, the following behaviours:

- loud verbal assaults
- threats and attempts to intimidate
- throwing of articles in a deliberate or aggressive manner
- aggressive approaches to another individual
- physical striking of another individual
- attempts to goad or incite violence in others
- vandalism to building or property
- racial or ethnic slurs
- illegal consumption of alcohol or drugs

The Consequences

Individuals who engage in any of the above behaviours will be subject to immediate ejection from the property or facility and a mandatory suspension from all City recreational properties and facilities for a period of time not less than two months. Two months is a minimum period only, and may be extended by the City's Director of Culture and Recreation (the Director).

Those individuals who are identified and suspended in accordance with this Policy shall further be prohibited from holding any positions within the City's affiliated sport community for a period of two years.

Incidents may be reported to the City of Hamilton Police Service. Criminal charges may follow.

There will be no reconsideration by the City with respect to the length of a suspension or prohibition. Where new information is available, a suspended individual may request reconsideration of the facts on which the suspension is based. Such request must be addressed to the Director, who will consider the new information and make his or her decision. **ALL SUCH DECISIONS OF THE DIRECTOR ARE FINAL.** Those individuals desiring reconsideration must include with their request payment of a non-refundable (unsuccessful) administration fee in the amount of \$250.00. In the event that the applicant is successful, we will refund the administration fee.

Where vandalism has been perpetrated, not only will the individuals responsible be subject to suspension as outlined above, but will be required to reimburse the City for the cost of repair, together with an additional administration charge of 100% of such cost.

Implementation

The policy will take effect for the New City of Hamilton on September 1, 2001.

(In accordance with the Occupiers Liability Act, the Workers Health and Safety Act, and the Trespass to Property Act.)

CAMERA PHONES & PDA'S FACILITY ALERT

Please note that all City of Hamilton Facilities Abide by this policy and have appropriate signage:

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 8.6million 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. From OWHA 2011-12 Handbook

Residency Rule

The City of Hamilton has established a target of 95% youth participant residency to enable an organization to qualify for affiliated user group rate subsidization.

The SCGHA supports this policy and have an exception to it for our Intermediate AA program. This program has a separate agreement in equality to its counterparts in Junior Hockey.

Ice Allocation

The City of Hamilton allocates ice on a percentage of total membership, which aims at 15 youth per house league team and 17 youth per competitive team.

Membership

Teams

The SCGHA has two (2) different streams of team programming: House League and Competitive. House League programs do not have player try outs, and efforts are made to balance teams to collectively even skill strength. Competitive Programs have player try outs, teams are selected at the discretion of the team coach and participate in center representational travel hockey at an annually determined alpha category. The SCGHA endeavours to ensure that teams are correctly categorized.

Team Composition:

- 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. The SCGHA Executive may make exemptions to the maximum or minimum number of players at its discretion as long as the number of players falls within the parameters of the OWHA and Hockey Canada rules.
- Each team MUST have a minimum of one rostered female staff member.
- Teams rostering more than five (5) staff with the OWHA must pay the additional annual fee required.
- Only team staff listed on the official team roster are permitted on the ice or on the bench.
- The City of Hamilton allocates ice on a percentage of total membership, which aims at 15 per house league team and 17 per competitive team.
- The SCGHA budgets for a minimum of 16 participants per competitive team, 15 per senior recreational team and 13 per junior house league team. Any less than these numbers will be with Executive Board approval only.

Players:

- To be awarded membership in the SCGHA and its privileges, players must be properly registered and in good standing.
- The SCGHA Executive Committee must approve all team members and staff, reserving the right to refuse or limit membership in the interests of association governance.
- All players are responsible to read, understand, sign and abide by the Codes of Conduct and the City of Hamilton Zero Tolerance policy.

Team Staff:

- All team volunteers and staff over the age of 18 will be required to obtain a current, satisfactory Vulnerable Sector Screening Check (VSSC) from their local law enforcement agency.
 - The SCGHA will consider the VSSC of record valid for three (3) years, if the individual remains a continuous member in good standing with the SCGHA.
 - All team volunteers and staff over the age of sixteen will be required to complete and abide by the policies of either Hockey Canada "Speak Out" or "Respect In Sport".
 - All team staff and volunteers are to refer to the current OWHHA Handbook for current Harassment and Abuse Policies.
 - All team staff are responsible to read, understand, sign and abide by the Code of Conduct, OWHHA Code of Ethics and the City of Hamilton Zero Tolerance Policy.
 - The SCGHA will provide clinics for NCCP Coach or HTCP Trainer, if the demand requires, or will reimburse course cost to any rostered individual upon successful completion of training and development presenting receipt of payment in full for the course. The understanding is that the individual will apply this knowledge to improve our association.
- The SCGHA will provide clinics for Speak Out for all team staff, if the demand requires, or will reimburse course cost to any individual team staff member upon successful completion of Speak Out presenting receipt of payment in full for the course. The SCGHA prefers that team staff complete Speak Out, but will accept Respect In Sport in lieu of Speak Out. The understanding is that the individual will apply this knowledge to improve our association.
- Team officials MUST wear properly fastened CSA Approved helmets on ice. Trainers or any other team official attending to an injured player are considered exempt from this rule.
 - The SCGHA Executive Committee must approve all team staff, reserving the right to refuse or limit volunteers in the interests of association governance.
 - Job descriptions for each team position provided annually.

Coaches

- Must meet the requirements listed for SCGHA team staff.
- Head coaches will be selected on an annual basis following the recommendations of the coach selection committee to the SCGHA Executive Board.
- Play skill development and enjoyment are more important criteria than win/loss ratios in staff selection.
- All head coaches must obtain NCCP Coach Level Certification. (Except Senior Recreational and Masters Recreational where it is encouraged but not mandatory)

- All assistant coaches are encouraged to obtain NCCP Coach Level Certification.
- All “AA” Teams must have one NCCP Intermediate Level (or equivalent) Certified team staff member.
- The SCGHA recommends that competitive teams encourage at least one member of their coaching staff achieve NCCP Intermediate Level (or equivalent) Certification.

Trainers

- Must meet the requirements listed for SCGHA team staff.
- All Trainers must obtain HTCP Trainer Level One Certification (valid for three years)
- The role of trainer is more that of risk management than first aid. Only trainers who are qualified to offer first aid are to do so.
- The team trainer must be present at all OWHA sanctioned team activities.
- It is strongly recommended that all teams have a minimum of one female trainer.
- If the team has a male trainer, follow Speak Out! and the HTCP Program guidelines.
- The trainer is responsible to report injuries to a parent or guardian of all minors (under the age of eighteen)
- The trainer is responsible to complete reporting requirements for all injuries to the OWHA via HTCP and OWHA for Hockey Canada insurance.

Managers

- Must meet the requirements listed for SCGHA team staff.
- A Team Manager’s responsibilities may include the following: communication (team bulletins, phone calls, email, etc) to players, registration form preparation (league, OWHA, etc), team finances, tournament entry details, etc.
- Managers are not considered on ice staff or bench staff and are not listed on the roster as such unless the team specifically requests the manager be part of their allotted staff.

Team Reps

- Must meet the requirements listed for SCGHA team staff.
- All SCGHA teams must have a team rep. The intent is to improve communication between the Executive and the Membership.

-The team rep requires a valid email address and is responsible to forward all published Association to their team.

-The team rep may be required to attend some meetings (possibly 2-4) through out the season to discuss major issues (i.e. Tournament, Peach Festival, etc)

Hockey FUNdamentals Instructors

-Must meet the requirements listed for SCGHA team staff.

-Hockey FUNdamentals Lead Instructors must have their Hockey Canada Initiation Program (HCIP) or NCCP Coach Level Certification. Assistant (Junior) instructors are encouraged to obtain Hockey Canada Initiation Program (HCIP) or NCCP Coach Level Certification.

-FUNdamentals staff must be registered with the SCGHA and in good standing with the SCGHA and the current insurance provider, be it OWHA, OMHA, Hockey Canada or privately obtained insurance.

- Hockey FUNdamentals Instructors MUST wear properly fastened CSA Approved helmets on ice. Trainers or any other registered Hockey FUNdamentals_official attending to an injured player are considered exempt from this rule.

Dressing Room Monitors

-Must meet the requirements listed for SCGHA team staff.

-MUST be female and may not be alone in the dressing room with a player or the team.

-Required by all teams Bantam and lower, Midget if required

-May be team trainer (if female)

Volunteers

-Must meet the requirements listed for SCGHA team staff.

-Many volunteers are required for the successful operation of the SCGHA (i.e. Sweetheart Tournament, Peach Festival, etc)

Parents/Guardians

-Parent/Guardians are expected to volunteer for both SCGHA and their team fundraising events.

-Parent/Guardians are responsible for their children's behaviour while participating in SCGHA activities.

-All parents/guardians are responsible to read, understand, sign and abide by the Codes of Conduct, and the City of Hamilton Zero Tolerance Policy.

Executive Committee

-The members of the Executive Committee are elected for a two (2) year term at the SCGHA Annual General Meeting.

-The Executive Committee shall have control of the affairs of the SCGHA and the primary responsibility for achieving its objectives.

-The Executive Committee shall have the power to appoint such committees, as it considers necessary to assist in carrying out its responsibilities.

-Members of the Executive Committee must meet the requirements as listed in the SCGHA Constitution and Bylaws.

-Must meet the requirements listed for SCGHA team staff.

-Whenever possible, the members of the women's recreational program wish to be represented on the SCGHA board of directors by a current or recently past member who is aware and has adopted the philosophies of the Stoney Creek Women's Hockey League.

SCGHA Participant Registration

SCGHA Privacy Policy

The SCGHA abides by the OWHA policies for privacy and consent for image and information disclosure.

Registration Fees

-The registration fee will be set annually by the SCGHA Executive Committee.

-The SCGHA Executive Committee is empowered to waive or modify registration fees for a player where circumstances warrant special consideration.

-There will be a \$25 charge for NSF cheques.

-The SCGHA registration fee can be pro-rated if a player joins later in the season. Depending on the date of registration, the player may be ineligible for league playoffs &/or OWHA Provincial Playdowns/Provincial Championships.

-The SCGHA requests that registration fees be paid in full prior to participant participation.

Age Groups-Divisions & Categories

-It is recommended that players play in their own age division wherever possible. Case by case exceptions will be reviewed by the Program Head &/or Executive Committee.

Following are OWHA Divisions and Categories

Note: All ages are as of December 31st. Divisions and categories are subject to program availability.

The SCGHA does not offer two teams in the same division and category for any Competitive program. The SCGHA tries to avoid fielding “C” teams whenever possible.

Novice 8 & under	Atom 10 & under	Pee Wee 12 & under	Bantam 14 & under	Midget 17 & under	Intermediate 21 & under	Senior Open age
Novice A	Atom AA	Pee Wee AA	Bantam AA	Midget AA	Intermediate AA	Senior AAA
Novice BB	Atom A	Pee Wee A	Bantam A	Midget A	Intermediate A	Senior AA
Novice B	Atom BB	Pee Wee BB	Bantam BB	Midget BB	Intermediate BB	Senior A
Novice C	Atom B	Pee Wee B	Bantam B	Midget B	Intermediate B	Senior BB
Novice DS	Atom C	Pee Wee C	Bantam C	Midget C	Intermediate C	Senior B
Novice HL	Atom DS	Pee Wee DS	Bantam DS	Midget DS	Intermediate DS	Senior C
	Atom HL	Pee Wee HL	Bantam HL	Midget HL	Intermediate HL	Senior HL

Senior Recreational 20 yrs+	Masters	Hockey FUNdamentals Programme (HCIP) Open Age
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Senior Recreational	Masters Recreational 35 years+	Tyke age 6 & under 3 on 3 (age division not OWHA recognized)
Senior Recreational Competitive	Masters HL	

Proof of Age

-A valid form of proof of age is required for first time registrants, or upon request of the registrar. Birth Certificates or Passport are the acceptable proof of age documents. A copy must accompany the player's registration form and fee.

Competitive Players

- The SCGHA reserves the right of membership
- Players must be registered and in good standing with the SCGHA to participate on Stoney Creek Sabre competitive teams.
- Competitive players will be registered with the OWHA as on of the competitive categories listed in OWHA Regulation One (C).
- The SCGHA provides opportunities for players to play in competitive hockey leagues and tournaments.
- Competitive teams may register for competition in approved leagues and OWHA sanctioned tournaments.
- Competitive Teams are available in all age groups (dependant on annual registration)
- Players joining the SCGHA from another OWHA team/association must present a valid OWHA player release from their previous team/association.

House League Players

- The SCGHA reserves the right of membership
- Players must be registered and in good standing with the SCGHA to participate in the house league
- The SCGHA provides opportunities for players to play house league games and tournaments.

- Dependant on annual registration, house league competition may be provided internally or in a local league.
- House league competition is available in all age groups (dependant on annual registration).
- Players joining the SCGHA from another OWHA team/association must present a valid OWHA player release from their previous team/association.
- Dependant on availability of ice, player interest and OWHA regulations, the SCGHA may support house league select teams as an introduction to competitive programs but not as an alternative to them.

Hockey FUNdamentals Participants

- The SCGHA reserves the right of membership
- The SCGHA offers a Hockey FUNdamentals program which is an instructional program following the curriculum developed by Hockey Canada.
- This program is not considered a team or teams.
- Participants must be registered and in good standing with the SCGHA to participate.

Team Staff

- The SCGHA reserves the right of membership
- Team Staff must be registered and in good standing with the SCGHA, OWHA and Hockey Canada.
- All team staff must complete the SCGHA Volunteer Application form
- All team volunteers and staff over the age of 18 will be required to obtain a current, satisfactory Vulnerable Sector Screening Check (VSSC) from their local law enforcement agency.
- The SCGHA will consider the VSSC of record valid for three (3) years, if the individual remains a continuous member in good standing with the SCGHA.
- All team volunteers and staff over the age of sixteen will be required to complete and abide bid the policies of either Hockey Canada "Speak Out" or "Respect In Sport".
- Team officials **MUST** wear properly fastened CSA Approved helmets on ice. Trainers or any other team official attending to an injured player are considered exempt from this rule.
- The SCGHA Executive Committee must approve all team staff, reserving the right to refuse or limit volunteers in the interests of association governance.
- Job descriptions for each team position provided annually.

Hockey FUNdamentals Instructors

- must complete the SCGHA Volunteer Application form
- All team volunteers and staff over the age of 18 will be required to obtain a current, satisfactory Vulnerable Sector Screening Check (VSSC) from their local law enforcement agency.
- The SCGHA will consider the VSSC of record valid for three (3) years, if the individual remains a continuous member in good standing with the SCGHA.
- All Hockey FUNdamentals Instructors over the age of sixteen will be required to complete and abide by the policies of either Hockey Canada "Speak Out" or "Respect In Sport".
- Hockey FUNdamentals Lead Instructors must have their Hockey Canada Initiation Program (HCIP) or NCCP Coach Level Certification. Assistant (Junior) instructors are encouraged to obtain Hockey Canada Initiation Program (HCIP) or NCCP Coach Level Certification.
- FUNdamentals staff must be registered with the SCGHA and in good standing with the SCGHA and the current insurance provider, be it OWHA, OMHA, Hockey Canada or privately obtained insurance.
- Hockey FUNdamentals Instructors MUST wear properly fastened CSA Approved helmets on ice. Trainers or any other registered Hockey FUNdamentals official attending to an injured player are considered exempt from this rule.

Refund Policy

- The SCGHA reviews its refund policy annually
- A request for a refund of the registration fee for a person who ceases to play hockey prior to the program cut off dates listed below due to **medical reasons or relocation** may be submitted in writing to the SCGHA Executive Committee.
- If a refund is granted, the amount will be prorated based on time elapsed of hockey season and may be subject to an annually determined service charge.
- No refunds will be issued after November 1 for competitive programs, or after December 1 for all others.

Player Movement/Releases/Tampering

The SCGHA supports the OWHA position on player movement, releases and tampering.

-It is a policy of the SCGHA that all athletes from other OWHA associations **must** provide a valid copy of their "Permission to Skate" or "Player Release" form from their current/former association in order to participate in the SCGHA team try-outs.

-It is the policy of the SCGHA to follow the rules of the OWHA with respect to the "Permission to Skate" and "Player Release" forms. These forms will be signed and distributed through the President of the SCGHA or their designate.

-Requests for "Player Release" forms must be submitted in writing. A player's financial status with the SCGHA as well as the player's current team and a check on any SCGHA equipment on loan will be reviewed prior to issuing a "Player Release".

OWHA Registration & Categorization

OWHA Registration

-Please see the Ontario women's Hockey Association deadline dates detailed in the OWHA Handbook

-Currently all OWHA Registration is completed on line through a designated service provider

-The SCGHA will arrange for payment of all OWHA team registration fees, bonds, player registration fees and team staff registration fees for up to five (5) staff members per team.

-The SCGHA Registrar will co-ordinate the completion of the OWHA registration forms.

-Team management is asked to prioritize completion of this material and its return to the SCGHA Registrar by the registrar's stated deadline.

-Late submissions to the OWHA may be subject to fines and/or team disqualification from provincial playdowns/provincial championships. Such fines may be the responsibility of the team.

OWHA Team Registration Deadlines

Team Application "Intent to Register" ASAP AUG. 31st

Competitive Teams - prior to **1st game** but no later than OCTOBER 1st , Bond must be paid at time of registration

House League, FUNdamentals NOVEMBER 15th

Senior Recreational, Masters NOVEMBER 15th

FULL team registration with applicable fees must be received in the OWHA office prior to participation in any OWHA sanctioned tournament or league game. No OWHA team may participate in a league until the league has received the approved ITR from the OWHA Registrar. Only OWHA registered players and staff may participate in any league games.

OWHA Team Categorization/Recategorization

OWHA Team Categorization and Appeal Process

- The OWHA Categorizing Committee has the authority to move any team at any time.
- teams requesting a move higher may do so, with the approval of the SCGHA Committee, by submitting a request in writing to the OWHA
- Teams requesting a move to a lower category may apply to do so with the approval of the SCGHA Executive Committee. A completed request for Re-Categorization form, with all pertinent information, must be submitted to the OWHA.
- Teams wishing to have the category reviewed of another association's team must do so through the SCGHA Executive.

Players

Player Eligibility:

- pick up player's are allowed for tournaments, exhibition, and league games, subject to OWHA and League Constitution.
- Pickup players are not considered part of a team's OWHA Official Roster
- A team can not pick up a player for any Regional Playdown or Provincial Championship game.
- A team may use a maximum of three (3) pickup players from a lower category to bring the total strength to fifteen (15), but can not exceed the total number of registered players on the team
- The OWHA Pickup Consent Form must be properly approved and given to the Association or Tournament for proper registration.

Volunteers

- On ice volunteers must be registered with the OWHA on the team registration form.
- SCGHA contact list will be forwarded to the OWHA each season.

League Registration

League Deadlines:

-Refer to appropriate League (i.e. LLFHL) operating procedures for specific deadlines.

TEAM ADMINISTRATION

Team Responsibilities

All teams must:

-Provide a female room monitor, except Senior Teams.

-apply the "Two-Deep" policy. Refer to Risk Management section for policy.

-have one female bench staff, except Senior Teams.

have a Manager, except Senior Rec.

have a certified Trainer

have a Certified Coach, except Senior Rec.

have a Team Rep.

Supply a Timekeeper for all home games, except Senior Rec.

Be prepared to submit a financial statement upon request by the SCGHA Executive.

Notify the SCGHA Executive of tournament participation & scheduled games

Notify the SCGHA Executive of any changes to team schedule.

Inform the SCGHA Executive of fundraising activities.

Ensure "request for Sanction" form has been completed and sanction received from OWHA/SCGHA.

Take proper care& maintenance of SCGHA loaned equipment and sweaters. All sweaters are considered loaned, even house league sweaters. No sponsor names may be added to any sweater without SCGHA Executive approval

Team Policy- Ice Time

House League Teams

-equal ice time will apply

Competitive Teams

-fair and equitable ice time will apply

-game situation and discipline issues may be applied, if properly communicated through established team rules

Team Finances

Teams must provide the SCGHA Executive Committee with a financial statement at the conclusion of the season.

Team’s Responsibility	Association Responsibility
<ul style="list-style-type: none"> -Exhibition games Ice Times & Officials (over & above three (3) games covered by the association. -Other OWHA Tournaments- all costs involved (i.e. Entry fee, accommodations, travel, etc.) -Team Activities (i.e. Team Builders, Off-ice training sessions, team parties, etc.) -Fines (OWHA, league, etc.) - Player SCGHA Registration Fee- ensure each player is fully registered with the SCGHA 	<ul style="list-style-type: none"> -Exhibition games- Ice & Officials (Up to three (3) home exhibition games) -Sweetheart Tournament (subsidy to be reviewed annually) -OWHA Provincial Championship Bond -Regional Playdown games -Provincial Championship entry fee -League Playoffs -League qualifying games (if necessary) -OWHA/ Hockey Canada registration, insurance & affiliation fees

Tournament Fees

Sweetheart Tournament

-It is expected that each SCGHA competitive and junior house league team will participate in the Sweetheart Tournament subject to availability and divisions offered

- The entry fee may be subsidized for the SCGHA Sweetheart Tournament (to be determined annually) provided the team supports the tournament with the required number of volunteers during the tournament.

-the subsidy will be reviewed annually by the SCGHA Executive Committee with recommendation from the Tournament Committee.

Other OWHA Tournaments

Each team is responsible for all costs associated with attending other OWHA sanctioned tournaments.

Game Sheets

- Game sheets are available from your convenor.
- All game sheets must have a start and end time for each game (except Provincial Playdown).
- Curfew time must be written at the top of each game sheet and requires the initial of a coach from both competing teams.
- Official Codes for all infraction are on the back of the game sheet or circulated annually and must be used by the official timekeeper.
- The Official Timekeeper must print his or her name and phone number on each game sheet in the appropriate place.
- All OWHA Play Down game sheets must be faxed or emailed to OWHA Stats Line, as per OWHA Constitution.
- All League game sheets must be faxed to the appropriate League Delegate, as per League By Laws and operating procedures.
- Each Team's OWHA Number must be printed on the game sheet next to the team name
- Any Misconduct, Game Misconduct, Gross Misconduct, or match penalty MUST be faxed or emailed to the OWHA Stats Line and the president of the SCGHA. Teams are to follow additional reporting procedures as outlined annually by the OWHA. Failure to comply with this may result in additional suspension to player and/or Coach.
- All game sheets following a suspension must be written as player name suspended 1 of 3, 2 of 3, and 3 of 3, these game sheets must also be faxed or emailed to the OWHA Stats Line and the SCGHA President.

Curfew

All game sheets must have a start and end time for each game (except Provincial Playdowns).

Curfew time must be written at the top of each game sheet and requires the initials of a coach from both competing teams.

Provincial Playdown games can not have a curfew, all Playdown games should have a practice scheduled after them or a non-critical game.

Refer to the OWSA Constitution and League by-laws for proper procedure.

Practices

-players must wear full equipment for on-ice practices.

-All team officials participating in on-ice activities MUST wear a CSA hockey approved helmet [OWSA Rule One(II) B]

-All on ice staff, including guest instructors, must have a current Hockey Canada insurance/liability coverage. Participants (i.e. parents, siblings, friends) who are not properly registered and insured are restricted from participating in on-ice activities. NOTE: If uninsured individuals participate in on-ice activities, it renders everyone's insurance null & void and places everyone (players, team staff and association) in a serious liability situation if injury should occur.

-Code of Conduct is in effect at practices

-If a league game follows a practice session, team may be asked to leave the ice-surface 5 minutes early. If a practice follows a league game, practice ice-time may be delayed by 5 minutes.

-Practice ice times may be subject to change depending on ice time needs for playdown, playoff games, etc.

-Ice time utilization is under constant scrutiny by City of Hamilton officials. Inefficient use of ice may result in the SCGHA losing valuable ice time. If your team will have poor attendance at a practice (minimum 10 players), please contact another SCGHA team to take or share (half-ice practice) your ice slot.

-Each competitive team's practice-to-game ratio will be monitored to ensure players are receiving adequate/sufficient instruction, through practice time, to develop & improve their individual hockey skills and team play.

Dressing Room Policy

Dressing rooms belong to the players. Two or three SCGHA approved female room monitors ONLY are to be in the dressing room while players are changing. Coaching staff and parents may enter when all players are dressed except for helmets and gloves, for pre-game instruction, or to tie skates. Post game/practice, coaches have the room and players are to only remove helmets and gloves until coaches exit. Exceptions may be made in emergency situations. This does not apply to FUNdamentals (which currently is co-ed) and tyke. Only players for the team are permitted into that team's change room.

Tobacco Free Policy

The SCGHA promotes a healthy, active lifestyle for our members and their families. Studies have shown that children who enjoy recreation will be active into adulthood. As an association we strive to provide quality programs and role models. Tobacco-free sport and recreation mean everyone taking part in a sport or recreational activity does not use tobacco industry products. While engaged in the activities of the SCGHA, participants, spectators and leaders do not smoke, snuff, dip or chew tobacco.

Healthy Snack Policy

The City of Hamilton Department of Health encourages all associations to promote a variety of healthy snacks and healthy fundraising options. Not officially adopted by the SCGHA, the SCGHA still encourages and promotes all aspects of healthy living to our membership.

COMPETITION

House Leagues

A house league team is registered with the OWHHA in one of the house league categories listed. The SCGHA provides opportunities for players to play house league hockey. Dependent on annual registration, house league competition may be provided internally or in a local league. House league competition is available in all age groups (dependent on annual registration).

Competitive Leagues

A competitive team is registered with the OWHHA in one of the competitive categories listed. The SCGHA provides opportunities for players to play competitive hockey. Dependent on annual registration, competitive competition may be provided in one of various competitive leagues. Competitive league competition is available in all age groups (dependent on annual registration).

Women's Recreational Leagues

A senior recreational or masters team is registered with the OWHHA in one of the senior recreational or masters categories listed. The SCGHA provides opportunities for players to play women's recreational hockey. Dependent on annual registration, women's recreational league competition may be provided internally or in a local league. Recreational league competition is available in senior recreational or masters groups (dependent on annual registration). Traditionally, teams are members of the Stoney Creek Women's Hockey and participate in an

interlock schedule with Dofasco Women's Hockey, who are registered with the OWHA through the SCGHA to facilitate league play. The SCWHL currently promotes a philosophy of fun play without statistics or team standings.

Breakdown by program for competition responsibilities

	House League	Competitive	Women's Recreational
OWHA Registration Fees	The SCGHA covers all OWHA registration fees for SCGHA member teams.	The SCGHA covers all OWHA registration fees for SCGHA member teams.	The SCGHA covers all OWHA registration fees for SCGHA member teams.
League Entry Fees	The SCGHA covers all league entry fees for SCGHA member teams.	The SCGHA covers all league entry fees for SCGHA member teams.	The SCGHA covers all league entry fees for SCGHA member teams.
Tournaments	OWHA Sanctioned Tournament play is a team choice. The SCGHA is not responsible for tournament fees incurred by teams. Teams must notify SCGHA ice scheduler in a timely manner regarding tournament play to ensure that ice is redistributed. The SCGHA may offer a discount to SCGHA teams participating in SCGHA association tournaments.	OWHA Sanctioned Tournament play is a team choice. The SCGHA is not responsible for tournament fees incurred by teams. Teams must notify SCGHA ice scheduler in a timely manner regarding tournament play to ensure that ice is redistributed. The SCGHA may offer a discount to SCGHA teams participating in SCGHA association tournaments.	OWHA Sanctioned Tournament play is a team choice. The SCGHA is not responsible for tournament fees incurred by teams. Teams must notify SCGHA Program Director in a timely manner regarding tournament play. The SCGHA may offer a discount to SCGHA teams participating in SCGHA association tournaments.
Playoffs/Playdowns	The SCGHA will cover the cost of house league playoff participation (i.e. ice time, officials, trophies, etc)	The SCGHA will cover the cost of league playoff and OWHA Playdown participation (i.e. ice time, officials, etc) for the minimum league or OWHA playdown requirements. The SCGHA will cover the registration costs of teams advancing to league or OWHA Provincial Championships.	The SCGHA will cover prorated costs of officials for the league final weekend.
Leagues	SCGHA Program Director to ensure that teams are properly registered with local leagues by specified deadlines	SCGHA Program Director to ensure that teams are properly registered with competitive leagues by specified deadlines	SCGHA Program Director to ensure that teams are properly registered with local leagues by specified deadlines
Schedules	SCGHA Program Director (or appointed delegate) to work with league officials to produce the game schedules for regular season and playoffs.	SCGHA Program Director will notify teams of league scheduling meeting. The SCGHA Ice Scheduler will ensure that teams have sufficient ice to schedule regular season league play at the meeting. Teams must have someone to schedule at the meeting in order to participate in league play. Playoff/playdown schedules will be done by teams as required	SCGHA Program Director (or appointed delegate) to work with league officials to produce the game schedules.
OWHA Sanction	All regular season and playoff games against registered OWHA teams are sanctioned	All regular season and playoff games against registered OWHA teams are sanctioned. Teams playing against teams from outside of Ontario must apply for and obtain OWHA sanction for all games, home and away against those teams, for both regular season	All regular season and playoff games against registered OWHA teams are sanctioned

		and playoffs. Sanction requests should be submitted a minimum of twenty (20) days before the game.	
Equipment	<p>Sweaters are on loan for the season to each team.</p> <p>Goalie equipment is available for loan to each team, if needed.</p> <p>Trainers kits are available for loan to each team and must be returned fully stocked.</p> <p>Players/teams must take proper care & maintenance of SCGHA loaned equipment.</p> <p>Equipment may be signed out by contact the SCGHA Equipment Coordinator</p>	<p>Sweaters are on loan for the season to each team.</p> <p>Goalie equipment is available for loan to each team, if needed.</p> <p>Players/teams must take proper care & maintenance of SCGHA loaned equipment.</p> <p>Equipment may be signed out by contact the SCGHA Equipment Coordinator</p>	<p>Sweaters are on loan for the season to each team.</p> <p>Goalie equipment is available for loan to each team, if needed.</p> <p>Players/teams must take proper care & maintenance of SCGHA loaned equipment.</p> <p>Equipment may be signed out by contact the SCGHA Equipment Coordinator</p>

Exhibition Games

- Costs of officials: the SCGHA will cover the cost of officials for up to three (3) exhibition games a season, including tryouts. Any games over and above will be at the team's expense.
- Teams may only play against OWHA registered teams unless sanction is received from the OWHA. A written *Request for Sanction* must be submitted to the OWHA and SCGHA Executive and approval must be received for any games against non-OWHA teams. Refer to OWHA Handbook Rule One.
- No SCGHA approval will be granted for games against minor teams, or teams uninsurable through Hockey Canada.
- No approval will be granted for parent/player games as per Hockey Canada

Tournament Play

- A tournament is defined as two or more teams coming to play at another centre's invitation. All tournaments that SCGHA teams participate in MUST be OWHA sanctioned, including exhibition series. To be eligible to participate in a tournament outside of Ontario or through another governing body affiliated with the International Ice Hockey Federation, a team must obtain a written *Request for Sanction* must be submitted to the OWHA and SCGHA Executive a minimum twenty (20) days before the tournament, and approval must be received for any tournaments not listed as an OWHA sanctioned tournament.
- A listing of OWHA sanctioned tournaments can be found at www.owha.on.ca
 - Tournament entry fees are the responsibility of each team
 - It is the team's responsibility to be knowledgeable of tournament deadlines, paperwork and fees
 - Any fines/penalties associated with the team withdrawing from a tournament are the individual team's responsibility.

Pick Up Players

- teams can not pick up a player to replace a suspended player
- teams can pick up a player to replace an injured, ill or absent rostered player
- teams picking up a player must have the consent of the SCGHA and the coach of the player involved
- while it is possible to pick up a player from another association, the SCGHA prefers to offer opportunities to our own players
- teams wishing to pick up a player from outside the association, must contact the program director and give full explanation and rationale for their request. The program director will look after contacting the other association to get permission to speak to their coach about the player. NEVER contact another association's players directly.
- for rules regarding pick up players for league or OWHA Provincial qualification play, please consult specific league bylaws, regulations and rules for the league involved.
- For tournament play, a team may use a maximum of three (3) pick up players from a lower division and/or category to bring the total team strength to fifteen (15) but not exceed the number of registered players on the team.
- A player's own team must honour any suspension incurred by that player while acting as a pick up player for another team.

All-Star Games

Individual leagues may host all-star games to feature their top players from each team.

OWHA Provincial Championships

OWHA Provincial Championship 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.

-Provincial Bond: the SCGHA will forward with the team's registration an OWHA Provincial Championship Bond for each SCGHA competitive team wishing to challenge for the Ontario title in their division and category.

-Playdown games: Ice time for Provincial playdown games will be scheduled through and paid for by the SCGHA. There is no curfew in playdown games. Game officials will be assigned and scheduled through the SCGHA Ice Scheduler and SCGHA Assignor of Officials.

-February 1 to March 11 MUST be kept open so each competitive team will be available for OWHA Provincial Playdowns.

-Entry Fee: The SCGHA will remit the Provincial Championship entry fee to the OWHA for qualifying SCGHA teams.

-Accommodation/travel: Individual teams are responsible for their own accommodation and travel expenses for the Provincial Championships.

-Pick up players are **not** for OWHA Provincial Playdowns or OWHA Provincial Championships. Please note that exceptions may be made for goaltenders.

-Player Qualification: Players must be on the team's official roster by December 31 and participated in a minimum of five (5) OWHA sanctioned games by January 15 to qualify for Provincial Playdowns. Players must have participated in Provincial Playdowns to qualify for Provincial Championships. Exemptions may be made by request to the OWHA.

Ontario Winter Games

-This bi-annual competition is a Province of Ontario program and the sport of female hockey is coordinated by the OWHA. The OWHA hold regional try outs for Bantam aged players who are then selected to play on a preset number of teams.

-The Government of Ontario subsidizes some costs associated with participation; however, the OWHA does offer an expanded program at a cost to the participants.

Defaulted Games

-Please refer to specific OWHA or league rules regarding defaulted games and subsequent fines/suspensions.

-Defaulted games are the responsibility of the team.

The defaulting team is responsible for all fines. Suspensions from the SCGHA may also be incurred.

Overtime

-Please notify the SCGHA Ice Scheduler immediately in an upcoming game has the potential for overtime.

Curfew

-curfew times **MUST** be written on ALL game sheets

-it is the home team's responsibility to ensure that the curfew time is listed on the game sheet and initialled by both coaches prior to the start of the game.

-there is no curfew in OWHA playdown games. Game officials will be assigned and scheduled through the SCGHA Ice Scheduler and SCGHA Assignor of Officials.

Try Outs, Releases, Permissions to Skate

The purpose of competitive team tryouts is to offer female athletes the opportunity to participate in age appropriate, skill appropriate levels of hockey. Players are expected to commit to their further development by attending and actively participating in team activities, practices and games. It is suggested that players not wishing to commit to this level, or only wish to play with their friends, pursue house league as a more favourable option.

-The Head Coach of AA teams will work with the ice scheduler to establish their tryout schedule, other programs will be assigned by the ice scheduler.

-The SCGHA Executive Committee will establish tryout fees and schedule. All fees are to be collected and retained by the SCGHA.

-It is a policy of the SCGHA that all athletes from other associations **must** provide a properly completed and authorized copy of their "Permission to Skate," or "Player Release" form from their current/former association in order to participate in the SCGHA team try outs. SCGHA administrators/team staff must scrutinize each form for time frame and authenticity. The SCGHA is to retain all submitted "Permission to Skate," or "Player Release" forms.

-It is a policy of the SCGHA to follow the rules of the OWHA with respect to the "Permission to Skate," or "Player Release" forms. These forms will be signed and distributed through the President of the SCGHA or their designate.

-Requests for player release forms must be submitted in writing (hard copy or email), by either the player, or if the player is a minor, by their parent/guardian. The request must be to the SCGHA President, or delegate, decided annually. A player's financial status with the SCGHA/SCGHA team, and a check on any SCGHA equipment on loan will be reviewed prior to issuing the Player Release. Communication with team staff will also take place prior to issuing the Player Release. Releases will be granted in accordance with OWHA rules to Players in Good standing.

-Requests for player permission to skate forms must be submitted in writing (hard copy or email), by either the player, or if the player is a minor, by their parent/guardian. The request must be to the SCGHA President, or delegate, decided annually.

-The SCGHA reserves the right to allow players to participate in SCGHA tryouts. Families not in good standing with the association may be prohibited from tryouts. Good standing may include financial, equipment not returned or breaches of code of conduct.

-It is an SCGHA expectation that athletes challenge themselves to attain their highest possible level and accept the first offered position on an age appropriate, skill appropriate team.

-The SCGHA reserves the right to allow the program coaches to make all player selections regarding their teams. In very rare instances will the association ask a coach to reconsider a player selection.

SCGHA Ice Allocation

Ice Scheduling

-The executive committee negotiates the SCGHA Ice Contracts with the City of Hamilton through the Department of Culture and Recreations as well as negotiating ice with executive committee approved private facilities.

-Once contracted, the ice can not be returned.

-The Ice Scheduler and the Program Director for each division review the team allocation and develop a plan for each team for each season.

-The SCGHA ensures fair and equitable distribution of Association ice starting with the minimum allocation to house league programs (1/2 ice practice and game per week, on average), to Women's Recreational (one game per week), to the Competitive teams, which will be allocated ice in direct correlation to the registration fee per program.

-Each team will be assigned the ice schedule for the season, subject to change.

-Each Competitive team is responsible for completing their respective league schedule; please consider any tournaments your team may be planning to attend.

-The Competitive team is to advise the SCGHA Ice scheduler of all scheduled league games and tournaments. This will ensure proper ice utilization and will allow for the scheduling of officials for all home games.

-February 1 to March 11 MUST be kept open so each competitive team will be available for OWHA Provincial Playdowns. Teams will be advised early in the season should there be any changes to this time frame.

Changes to Schedule

To ensure ice utilization, the SCGHA Ice Scheduler should be notified at least seven (7) days in advance of any necessary changes to the ice schedule.

The following individuals must be made aware of any ice time changes, including changing a practice to a game and vice versa:

Junior House League	Competitive	Women's Recreational
Ice Scheduler	1. Ice Scheduler	Ice Scheduler
Team Management	Team Management	Team Management
Program Director	Program Director	Program Director
Assignor of Officials	Assignor of Officials	Assignor of Officials

Trading if Allocated Ice

-Following the completion of all team's ice schedules, any changes are the responsibility of the team.

Equipment

Mandatory Equipment and CSA Helmets

-It is mandatory that all players and on ice staff wear all the required approved hockey equipment as per OWHA Rule One (II) at all games and practices. Failure to comply will result in a suspension for the player &/or team official. All players, coaches and instructors participating in on-ice activities within Hockey Canada MUST wear a properly fastened 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 additional 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.
- Trainers or any other team official attending to an injured player are considered exempt from this rule.

Helmet Colour Policy

The SCGHA adopted a preference of black helmets whenever possible for all of the competitive

teams starting in the 2011-12 season so that the teams would look uniform in presentation. This is voluntary member compliance.

Mouth Guards

-It is recommended that every player participating in an Ontario Women's Hockey Association sanctioned game of practice shall at all times while engaged in play or practices, practice drills or scrimmages on the ice surface, properly wear an intra-oral mouth guard.

No White Pucks Policy

The SCGHA adopted a no white puck policy on city ice after the City of Hamilton advised us there were damages to a zamboni in February 2011.

SCGHA Equipment & Sweaters – Loan, Return & Repair

-The SCGHA provides hockey sweaters for all SCGHA registered players. The shirts remain the property of the SCGHA and are to be immediately returned at the conclusion of the season. Players/teams will be billed for unreturned sweaters.

-Goaltender Equipment - Goalie equipment is available for loan to each team, if needed.

-All SCGHA equipment & sweaters must be "signed-out" upon receipt, with the promise to return all equipment & sweaters, in good condition (note: normal wear is taken into consideration), at the conclusion of the season.

- Any team/player who borrows equipment from the Stoney Creek Girls Hockey Association must return it upon request. Any player or team official failing to return SCGHA equipment upon request will be suspended until it is returned and deemed to be in satisfactory condition.
- Practice equipment (i.e. Pylons & pucks) may be provided to house league teams upon request, with notice.
- Each competitive team will be supplied with a quantity of "game" pucks. Practice equipment (i.e. pucks, pylons, etc) is each teams own responsibility.

A/V Equipment

The SCGHA has a TV / VCR unit available for loan to teams for development purposes. Teams wishing to borrow the TV / VCR are asked to contact the SCGHA Equipment Manager.

PLAYING RULES

- Hockey Canada rules shall be followed including the rules specific to female hockey.
- Ontario Women's Hockey Association rules shall be followed.
- The SCGHA may amend rules to be more restrictive in nature.

Hand Shake (post game)

The SCGHA supports the OWHA policy on the shaking of hands at the conclusion of the game.

GAME OFFICIALS

On-Ice Officials

The SCGHA will use OWHA registered officials only. Exceptions may be considered in emergency circumstances. The Hamilton Regional Women's Referee Association is authorized to schedule officials for all SCGHA home games (exhibition, league, play-off, etc.) This agreement is reviewed annually and must receive executive approval.

Certification

All on-ice officials must be currently certified through the Canadian Hockey Officiating Program (CHOP) in order to be eligible to officiate SCGHA games.

Supervision

The HRWRA supervises their officials regularly throughout the season. If your team has an officiating concern, please forward in writing to the program director.

Time Keepers/Scorekeepers

Timekeepers are the team's responsibility for home games. Please ensure the individual has received basic training on the operation of the clock and game sheet completion (i.e. penalty codes).

SUSPENSIONS, DISCIPLINE, APPEALS & PROTESTS

Suspensions

- Any Misconduct, Game Misconduct, Gross Misconduct, or Match Penalty MUST be faxed to the OWHA Regional Director and the President of the Stoney Creek Girls Hockey Association. Failure to comply with this may result in additional suspension to Player and / or Coach.
- All game sheets following a suspension must be written as player name suspended 1 of 3 , 2 of 3 and 3 of 3, these game sheets must also be faxed to the OWHA Regional Director and the Stoney Creek Girls Hockey Association President.
- Minimum suspensions cannot be appealed.
- **No person shall participate in any capacity in an OWHA sanctioned game or event while under suspension.** (i.e. if suspended while playing, the player cannot act as a coach, referee, etc., until the suspension is completed as a player. If suspended as a coach, the person cannot play, referee, etc., until the suspension is completed as a coach, and so on.) **Persons found participating while under suspension will be subject to further suspensions.**
- **The SCGHA adds an additional one game suspension over and above the OWHA suspension for any player or staff member who receives a GM21–Abuse of Officials.**

Discipline

Appeals

- Appeals are the responsibility of the person receiving the infraction and are subject to League and / or Association guidelines. Refer to OWHA Constitution and League By-Laws.
- Minimum suspensions cannot be appealed.
- All appeals must be done within the allotted time frame and submitted in writing.
- OWHA Appeals must be sent to the OWHA.
- SCGHA Appeals must be sent to the Executive of the Stoney Creek Girls Hockey Association.
- League Appeals must be sent to the appropriate league. (NMGHL, SWGHL, H-WHL, etc.)
- Appeals to the League or OWHA should be reviewed by the Executive Committee.

Protests

- Refer to Rule Five of the OWHA Constitution.
- Refer to League Constitutions.

Cool off Period – 24 hour waiting period and submit in writing

- If it is not a harassment and abuse issue it is suggested to adhere to a 48 hour cooling off period, this is to prevent confrontations and help facilitate proper communication.
- If the issue involves the perception of harassment and abuse you are required to contact the OWHA office directly as soon as possible.

DEVELOPMENT PROGRAMS

Hockey FUNDamentals

The SCGHA promotes and provides a Hockey FUNDamental program for beginning players and players wishing additional skill development. The SCGHA sponsors the Hockey FUNDamental Programme, a basic hockey skills instruction for youngsters between the ages 3½ to 11. Consideration for older participants will be reviewed on an individual basis.

The program runs once a week for one hour. Volunteer instructors provide the lessons. This is an ideal way for high school students/ SCGHA Bantam & Midget players to achieve their mandatory 40 hours of volunteer work for high school graduation.

Skills Schools

The SCGHA provides Junior and Senior Skills Schools at the beginning of each hockey season (August/September), **depending on level of member interest**. Six one-hour sessions are

offered to beginning players and for those wishing to improve their basic skills. A maximum of 36 participants per session. The costs incurred to run the skill schools are covered by the participant's fees. SCGHA coaches are encouraged to assist on-ice as volunteer instructors.

Certification Clinics (NCCP, HTCP, CHOP, CHIP, Speak Out)

The SCGHA encourages its members to develop their skills through the following hockey certification programs. Team staff and FUNdamentals Instructors will be reimbursed for their clinic registration fee upon successful completion of the course. The OWSA regulation regarding certification is as follows:

OWSA Regulation FIVE - Instructors, Coaches and Trainers

(A) All OWSA teams must have registered, at least one coach with a minimum certification of National Coaching Certification Program (NCCP) "Coach" Level [or Hockey FUNdamentals programme (Canadian Hockey Initiation program – CHIP) for Atom, Novice, Hockey FUNdamentals, and House League]. The OWSA recommends that OWSA competitive teams encourage at least one member of their coaching staff achieve NCCP "Intermediate" level certification. Regulation (A) does not apply to Senior Recreational or Masters teams. They are recommendations only for these divisions.

(B) All OWSA teams must have a registered trainer with a minimum of HTCP Level 1 certification present at all OWSA 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 OWSA sanctioned event. Sanctioned events include games, practices and dryland training.

Canadian Hockey Initiation Program (CHIP)

The Hockey Canada's Initiation Program is known as the "Hockey for the Fun of It" and the object is to teach the FUNdamentals of hockey, fitness and fair play in a fun environment. The Initiation Program is viewed by Hockey Canada (HC) as the foundation for amateur hockey in Canada and is the first step to other HC hockey streams – Recreational, Competitive and the Program of Excellence. The Hockey FUNdamentals Program is designed to provide basic hockey skills instruction to youngsters between ages 5 – 9 years.

National Coaching Certification Program (NCCP)

There are four levels of the National Coaching Certification Program beginning with the Coach level and proceeding through the Intermediate, Advanced and Advanced II levels, the program covers all relevant technical, theoretical and practical aspects of hockey.

Hockey Trainer Certification Program (HTCP)

The HTCP is designed to educate people in the prevention, recognition and treatment of hockey related injuries. The program offers three levels of certification that are designed to assist the individual trainer as his or her experience grows.

Canadian Hockey Officiating Program (CHOP)

The level system, Level I through Level VI (Level IV in female hockey), is the foundation for the training and development of amateur hockey officials throughout Canada. Hockey Canada has categorized the hockey playing in Canada into four basic streams, each with different priorities. They include the Initiation Program, the Recreational Program, the Competitive Program, and the High Performance Program. The CHOP has opportunities for everyone from the Initiation at Level I to High Performance (Level IV in female hockey).

Prevention Services – Speak Out Program

The mission of the CHA is to ensure its participants are provided meaningful opportunities and enjoyable experiences in a safe, sportsmanlike environment. This includes, among other things, a shared responsibility with parents to nurture the physical and emotional well-being of all participants. Hockey Canada's primary interest is the well being of its participants.

SPONSORSHIPS & FUNDRAISING

SCGHA Fundraising

- Team fundraising events and SCGHA fundraising events should not conflict, to accomplish this the SCGHA will publish by May 1st each year its' planned fundraising events.
- All teams will be assigned hours to work during major SCGHA fundraising activities, with the exception of Senior Recreational Division. The Senior Recreational Division is budgeted to operate solely through the player registration fees.
- All fundraising events by individual teams must have the approval of the SCGHA Executive.

SCGHA Sponsors

- Official sponsors of the SCGHA are not to be approached by any Team Official, parent or player from our association for additional financial support. A listing of these sponsors will be provided to each team.
- House League teams are required to provide a \$250 sponsorship, payable to the SCGHA. The SCGHA will provide, for this the Sponsor an official tax receipt, sponsor's name on the team sweaters, and advertisement in newsletters, tournament program, web page, local media coverage and sponsor board. The sponsor also receives a plaque at the end of the year.
- SCGHA members are encouraged to show their appreciation and support our sponsors.
- It should be noted that any apparel that displays the SCGHA logo must be pre-approved by the SCGHA Executive Committee and must be in association Colours (Forest green, goldenrod, Black, and White).
- Services in kind will also be accepted.

PROMOTION & COMMUNICATION

SCGHA Logos The two official logos of the Stoney Creek Girls Hockey Association are the property of the SCGHA and the unauthorized use of the logos are prohibited. The SCGHA has authorized suppliers and apparel lines. This ensures consistent colours and quality that the Executive Committee, on behalf of the membership, feels will adequately reflect the SCGHA.

Should a team wish, permission may be obtained from the Executive Committee for use on apparel, banners, etc. from another supplier. Unauthorized use of the SCGHA logos are a trademark infringement.

Communication

The role of association communications is to keep the membership informed about:

- Association interests
- Membership issues
- Scheduling
- Association activities and events
- Fundraising activities
- Executive Contacts

Any information that would benefit the membership of the association etc (not limited to the above) so that the membership has the required information to fully participate in the association and gain the maximum satisfaction attainable from the association.

The main forms of communication within the SCGHA are:

- Association bulletin board and trophy case at Saltfleet Arena
- Association newsletters (usually 4-5 annually)
- Association web site: **www.scgha.com**
- Direct communication to team reps, coaches, players or parents

The Director of Communications is responsible for preparing the newsletters and updates the bulletin board. Should you wish any information in the association newsletter or on the bulletin board, please contact the Director of Communication. Any unauthorized materials on the bulletin board will be removed and discarded.

The notice of the Annual General Meeting (AGM) will be conveyed a minimum of 30 days in advance, and before the end of the house league playoff season.

Association Website

The Association Website (www.scgha.com) is the primary communication tool and is updated on a regular basis. You may contact the association via the website. The role of the website is to not only showcase our association but to quickly make available to our membership any information to allow

them to participate fully in the association. Please see contact list for persons responsible for updating the website.

Media

The Director of Communications is responsible for communication with local media including preparation of press releases, newspaper articles & advertisements relating to association activities. Teams are encouraged to contact the Director of Communications with any stories/game results that may be published/promoted through local media.

SCGHA SOCIAL NETWORKING POLICY

The SCGHA at this time does not officially operate or endorse any social media outlet. 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 SCGHA holds participants to the standards and same codes of conduct, ethics and zero tolerances as expected with other forms of communications. It is also understood that all text and other communications involving coaching staff meet the same requirements of Speak Out! that in person communications are to meet.

The SCGHA understands the importance of SOCIAL NETWORKING, however, it also allows for inappropriate unsupervised conduct, which may be detrimental to the welfare of the SCGHA, and the future of SCGHA players.

The SCGHA holds the entire SCGHA community, including Executive Members, Managers, Coaches, Trainers, Players, 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.

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

Special Events

The association defines special events as follows:

Special events are happenings staged by the association to celebrate, promote and fundraise on behalf of the current membership. Examples of these happenings, but not limited to, the association's past annual involvement in the Winona Peach Festival, the association's annual Sweetheart Tournament, special anniversary promotions, etc. For such events team representatives are requested to volunteer to maximize any exposure, profitability and event success. Examples of events of a social nature that the association hosts are dances and team Christmas parties. Fees may be assessed to each team involved to offset any team participation (i.e.: Sweetheart Tournament entrance fee, Christmas party admission, dance admission, etc). Teams may host their own special events, but it is mandatory that the executive be informed well in advance of such an event. This is mainly to ensure that proper insurance coverage is available.

INSURANCE

Hockey Canada Participant Insurance

Hockey Canada Insurance Policies

1. Hockey Canada insurance programs are in place to protect every player, coach, assistant coach, manager, trainer, official and volunteer involved in Hockey Canada sanctioned hockey activities.
2. The insurance programs eliminate or minimize the potential financial burden HC/OWHA/SCGHA members may face in the event that they are injured or implicated in a civil action arising from their participation in Hockey Canada programs.
3. Hockey Canada claim forms are available from the SCGHA or the OWHA office.

SAFETY & RISK MANAGEMENT

Risk Management

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 an Association, League or Team reviews its activities, programs and operating procedures (including buildings and staff) to identify, understand and insure against everyday risks confronted in operating an organized hockey program.

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

Step 1: Identify the risks connected with an activity (e.g. 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

Risk Management Team

- Players
- Trainers / Safety People

- Coaches
- Parents
- Administrators
- Spectators
- On-Ice Officials (Referees & Linesmen)
- Off-Ice Officials
- Other Volunteers (Managers, Statisticians)
- Arena management and Employees

Equipment Locations

Please locate and identify areas on rink map. (i.e., first aid room, route for ambulance crew, telephone)

Emergency Telephone Numbers

- Emergency
- Ambulance
- Fire Department
- Hospital
- Police
- General

Water Bottle Policy

From OWHA: 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.

-The SCGHA supports the policy that each player must have their own water bottle during all activities and that each water bottle must be clearly identified

-The trainer shall be responsible to ensure that each player has their own water bottle and they are cleaned regularly.

Safety

We all want our players to be safe – keeping them safe means putting the player’s best interests first. In sports this means ensuring the players are treated with respect and integrity – emotionally, socially, intellectually, physically, culturally and spiritually.

- please see appendix for information about proper equipment fitting
- Trainers have the final determination over a player’s fitness to return to play
- Concussion Awareness cards are available at www.hdco.on.ca
- Return to play should consider medical notes, if applicable
- Trainers should communicate their return to play policies to all players and parents at the beginning of the season
- Further information is available at the following websites: www.hdco.on.ca , www.hockeycanada.ca

Player Medical Form

- Please see index for a copy of the HTCP player medical information form (Note this version does not include the Ontario Health Card Number. Please **DO NOT** collect Ontario Health Card numbers)
- Each player will submit a completed medical form to the Trainer
- Each team will have these forms available at all activities

Injury Reports

There are two hockey injury report forms:

- 1.) Hockey Canada Injury Report-this form is for insurance purposes and must be submitted within 90 days to the OWHA office
- 2.) HDCO Injury Survey Form-this form is used to compile statistics on hockey injuries. Please forward completed forms to the OWHA office. If received by the OWHA together with a completed Hockey Canada Injury Report Form, they will both be sent to Hockey Canada. If received alone, it will be sent only to the Hockey Development Centre for Ontario, for survey/statistical purposes only. An on-line survey form is available at www.hdco.on.ca

Two-Deep Rule

All SCGHA volunteers **must** practice the “Two Deep” rule.

Police Check

- All volunteers and staff over the age of eighteen are required to obtain a current Vulnerable Sector Screening Check (VSSC) from their local law enforcement
- A “Professional Designation” is responsible for the signing authority and the review of the completed police checks.
- VSSC is valid for three years, if the individual remains an active volunteer in good standing of the SCGHA.

- Refer to OWHA Handbook, Appendix “B” OWHA Harassment & Abuse Policies.

Cool off Period – 24 hour waiting period and in writing

- If it is not a harassment and abuse issue it is suggested to adhere to a 48 hour cooling off period, this is to help prevent confrontations and to help facilitate proper communication.
- If the issue involves the perception of harassment and abuse you are required to contact the OWHA office directly as soon as possible.

Appendices

SCGHA Job Descriptions
Risk Management
Hockey Canada Safety Requires Team Work
Risk Management Forms
Injury Report Forms
OWHA Forms

SCGHA Information

Position Title	President description incomplete
Location	Off site
Purpose of position	Day to day management of association as directed by executive
Time Commitment	Varies
Activities & Responsibilities	Main point of contact for association for all governing bodies, leagues, other associations and final point of contact for membership

	<p>Second Signature on association bank accounts</p> <p>Fully responsible for all association operations and undertakings</p> <p>Responsible for web site</p> <p>Must be fully versed regarding everyone's roles and responsibilities</p> <p>Chair or organize executive and membership meetings in accordance with</p>
Skills & Qualifications	<p>Must have command of verbal and written English</p> <p>Must be organized</p> <p>Must have access to internet and be computer literate</p> <p>Must be knowledgeable of all league, association, OWHA and Hockey Canada rules, regulations, By-laws, articles and policies</p> <p>Have some working knowledge of USA Hockey rules, regulations, By-laws, articles and policies</p> <p>Have a very good understanding of Safety Requires Teamwork materials</p> <p>Should have some personnel/supervision experience</p>
Boundaries & Limitations	<p>Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive</p>
Orientation & Training	<p>Orientation provided by past president</p>
Supervision & Support	<p>Responsible to the SCGHA executive and its membership and to the OWHA</p>
Benefits	<p>All volunteer positions are eligible for various volunteer awards</p>
Vulnerability of Persons Served	<p>Limited interaction with players in position as described, most interaction would include parents/guardians and discipline panel</p>
Risk Level	<p>Low VSSC</p>

Position Title	Vice President
Location	Off site
Purpose of position	<p>Maintain Association rules, regulations, By-laws, articles and policies</p> <p>Maintain OWHA and Hockey Canada rules, regulations, By-laws, articles and policies</p>

Time Commitment	Varies
Activities & Responsibilities	<p>Convene discipline hearing committee should a panel be required</p> <p>Attend association meetings to ensure that Association rules, regulations, By-laws, articles and policies are followed</p> <p>Report to the executive possible infractions of Association rules, regulations, By-laws, articles and policies regarding pending decisions</p>
Skills & Qualifications	<p>Must be organized</p> <p>Must have access to internet and be computer literate</p> <p>Must be knowledgeable of all league, association, OWHA and Hockey Canada rules, regulations, By-laws, articles and policies</p> <p>Have some working knowledge of USA Hockey rules, regulations, By-laws, articles and policies</p> <p>Have a very good understanding of Safety Requires Teamwork materials</p>
Boundaries & Limitations	Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive
Orientation & Training	Orientation provided
Supervision & Support	Responsible to the SCGHA executive and its membership and to the OWHA
Benefits	All volunteer positions are eligible for various volunteer awards
Vulnerability of Persons Served	Limited interaction with players in position as described, most interaction would include parents/guardians and discipline panel
Risk Level	Low VSSC
Position Title	Competitive Director
Location	Off site
Purpose of position	To be a liaison between teams and the executive/leagues
Time Commitment	Varies
Activities &	To be knowledgeable of all leagues in which SCGHA teams participate

Responsibilities	Be a point of contact for all leagues in which SCGHA teams participate To relay information regarding rules and deadlines to all SCGHA competitive teams To be informed regarding competitive team suspensions, etc
Skills & Qualifications	Must be organized Must have access to internet and be computer literate Must be knowledgeable of all league, association, OWHA and Hockey Canada rules, regulations, By-laws, articles and policies Have some working knowledge of USA Hockey rules, regulations, By-laws, articles and policies Have a very good understanding of Safety Requires Teamwork materials
Boundaries & Limitations	Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive
Orientation & Training	Orientation provided
Supervision & Support	Responsible to the SCGHA executive and its membership and to the OWHA
Benefits	All volunteer positions are eligible for various volunteer awards
Vulnerability of Persons Served	Limited interaction with players in position as described, most interaction would include parents/guardians and discipline panel
Risk Level	Low VSSC

Position Title	Junior House League Director description incomplete
Location	Off site and local arena
Purpose of position	To co-ordinate and facilitate house league programs
Time Commitment	varies
Activities &	Co-ordinate volunteers and organize teams/programs

Responsibilities	<p>Ensure team staffs are qualified, properly screened and clear on all expectations and policies</p> <p>Ensure that team uniforms (sweaters and socks) are ordered through equipment coordinator</p> <p>Ensure that 1st aid kits are distributed to teams & collected at end of season</p> <p>Ensure scheduling is completed for teams, regular season & playoffs</p> <p>To be knowledgeable of all leagues in which SCGHA teams participate</p> <p>Be a point of contact for all leagues in which SCGHA teams participate</p> <p>Be a point of contact for all teams for leagues in which SCGHA teams participate</p> <p>To relay information regarding rules and deadlines to all SCGHA HL teams</p> <p>To be informed regarding HL team suspensions, etc</p> <p>Co-ordinate with league(s) year end championships</p>
Skills & Qualifications	<p>Must be organized</p> <p>Must have access to internet and be computer literate</p> <p>Must be knowledgeable of all league, association, OWHA and Hockey Canada rules, regulations, By-laws, articles and policies</p> <p>Have some working knowledge of USA Hockey rules, regulations, By-laws, articles and policies</p> <p>Have a very good understanding of Safety Requires Teamwork materials</p>
Boundaries & Limitations	<p>Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive</p>
Orientation & Training	<p>Orientation provided</p>
Supervision & Support	<p>Responsible to the SCGHA executive and its membership and to the OWHA</p>
Benefits	<p>All volunteer positions are eligible for various volunteer awards</p>
Vulnerability of Persons Served	<p>Limited interaction with players in position as described, most interaction would include parents/guardians greeting in lobby and discipline panel should one be required</p>
Risk Level	<p>Low VSSC</p>
Position Title	<p>Fundamentals Director</p>
Location	<p>Off site and local arena</p>
Purpose of position	<p>To co-ordinate and facilitate introductory programs</p>
Time Commitment	<p>varies</p>
Activities &	<p>Co-ordinate volunteers and organize teams/programs & curriculum</p> <p>If registering boys, have contact with outside source to obtain insurance coverage</p>

Responsibilities	<p>for all participants</p> <p>Ensure team staffs are qualified, properly screened and clear on all expectations and policies</p> <p>Have contact with Tim Hortons re: Timbits hockey (sweaters, etc)</p> <p>Ensure that sweaters, socks are obtained</p> <p>Ensure that healthy snacks are obtained for participants</p> <p>Co-ordinate special events and awards/gifts at Christmas & yr end</p>
Skills & Qualifications	<p>Must be organized</p> <p>Must have access to internet and be computer literate</p> <p>Must be knowledgeable of all league, association, OWHA and Hockey Canada rules, regulations, By-laws, articles and policies</p> <p>Have some working knowledge of USA Hockey rules, regulations, By-laws, articles and policies</p> <p>Have a very good understanding of Safety Requires Teamwork materials</p> <p>Must have Hockey Canada Initiation Program (HCIP) certification</p>
Boundaries & Limitations	<p>Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive</p>
Orientation & Training	<p>Orientation provided</p>
Supervision & Support	<p>Responsible to the SCGHA executive and its membership and to the OWHA</p>
Benefits	<p>All volunteer positions are eligible for various volunteer awards</p>
Vulnerability of Persons Served	<p>Limited interaction with players in position as described, most interaction would include parents/guardians greeting in lobby and discipline panel should one be required</p>
Risk Level	<p>Low VSSC</p>

Position Title	<p>Women's Recreational Programs description incomplete</p>
Location	<p>Off site/local arena(s)</p>
Purpose of position	<p>Liaison between SCGHA executive and women's recreational program members</p>
Time Commitment	<p>Varies</p>

Activities & Responsibilities	
Skills & Qualifications	<p>Must be organized</p> <p>Must have access to internet and be computer literate</p> <p>Must be knowledgeable of all league, association, OWHA and Hockey Canada rules, regulations, By-laws, articles and policies</p> <p>Have a very good understanding of Safety Requires Teamwork materials</p> <p>Must be diplomatic</p>
Boundaries & Limitations	Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive
Orientation & Training	Orientation provided
Supervision & Support	Responsible to the SCGHA executive and its membership and to the OWHA
Benefits	All volunteer positions are eligible for various volunteer awards
Vulnerability of Persons Served	Limited interaction with players in position as described; no contact with players under 20 years of age
Risk Level	Low VSSC

Position Title	Treasurer
Location	Off site
Purpose of position	Manage association financial accounts
Time Commitment	Varies, 1 meeting per month
Activities &	First signing officer of 3 for association at Financial institution

Responsibilities	Responsible for preparing deposits and issuing cheques to cover association debts Maintain accurate financial records and reports for association Responsible for all government reporting
Skills & Qualifications	Knowledge of basic accounting Working knowledge of association accounting software
Boundaries & Limitations	Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive
Orientation & Training	Orientation and training as required
Supervision & Support	Responsible to the SCGHA executive and its membership and to the OWHA
Benefits	All volunteer positions are eligible for various volunteer awards
Vulnerability of Persons Served	No interaction with players in position as described Has access to financial information and resources as first signing officer
Risk Level	Low VSSC;

Position Title	Secretary
Location	Off site
Purpose of position	Maintain accurate accounts of association meeting minutes
Time Commitment	4 hours per month, more if required
Activities &	Record & distribute typed meeting minutes

Responsibilities	3 rd signing officer of association Prepare reports for City and OWHA as required/requested Obtain membership list from registrar prior to AGM Obtain financials from treasurer to present to association appointed accountant for review/audit as directed at Year End
Skills & Qualifications	Able to record and maintain meeting minutes (writing only-verbatim not required) Able to type and distribute meeting minutes to executive Able to maintain association minute books as required
Boundaries & Limitations	Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive
Orientation & Training	Speak Out/Respect In Sport provided if requested Orientation provided upon request
Supervision & Support	Responsible to the SCGHA executive and its membership and to the OWHA
Benefits	All volunteer positions are eligible for various volunteer awards
Vulnerability of Persons Served	No interaction with players in position as described May have access to financial information as a signing officer
Risk Level	Low VSSC

Position Title	Volunteer Coordinator
Location	Off site
Purpose of position	Responsible for coordinating the proper screening of association volunteers and maintaining appropriate records

Time Commitment	Varies
Activities & Responsibilities	To interview (with committee) all potential volunteers To review, or have reviewed applicable VSSC checks To (with/by committee) do follow up background reference checks To maintain, with aid of registrar, data base record of all volunteer accreditations and certifications
Skills & Qualifications	Must be organized Must have access to internet and be computer literate Must be knowledgeable of all league, association, OWHA and Hockey Canada rules, regulations, By-laws, articles and policies Have some working knowledge of USA Hockey rules, regulations, By-laws, articles and policies Have a very good understanding of Speak Out/Safety Requires Teamwork materials Must have some personnel hiring/supervision experience Must have some working knowledge of current labour/human rights laws
Boundaries & Limitations	Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive
Orientation & Training	Orientation provided
Supervision & Support	Responsible to the SCGHA executive and its membership and to the OWHA
Benefits	All volunteer positions are eligible for various volunteer awards
Vulnerability of Persons Served	Limited interaction with players in position as described, most interaction would include parents/guardians and discipline panel
Risk Level	Low VSSC

Position Title	Media and Communications Coordinator
Location	Off site/Saltfleet Arena
Purpose of position	Media relations and association communications

Time Commitment	1-2 hours per week
Activities & Responsibilities	<p>Report weekly to Stoney Creek News and Hamilton Spectator team game results and notices for publication</p> <p>Maintain association bulletin board and trophy showcase at Saltfleet Arena</p> <p>Coordinate association logo usage and spirit wear offerings through association supplier</p> <p>Must be fluent in both written and verbal English</p>
Skills & Qualifications	<p>Must be organized</p> <p>Must have access to internet and be computer literate</p> <p>Must be knowledgeable of all league, association, OWHA and Hockey Canada rules, regulations, By-laws, articles and policies, especially ones regarding privacy</p>
Boundaries & Limitations	Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive
Orientation & Training	Orientation provided
Supervision & Support	Responsible to the SCGHA executive and its membership and to the OWHA
Benefits	All volunteer positions are eligible for various volunteer awards
Vulnerability of Persons Served	No interaction with players in position as described
Risk Level	Low VSSC

Position Title	Fundraising and Sponsorship Coordinator
Location	Off site

Purpose of position	To bring in sponsorship dollars and raise community awareness
Time Commitment	Varies
Activities & Responsibilities	<p>Write letters to potential sponsors & current sponsors seeking sponsorship</p> <p>Write letters of thanks to sponsors</p> <p>Send Christmas cards to sponsors</p> <p>Make sure that sponsors receive year end recognition gift</p> <p>Present the executive with plausible and interesting fundraising campaigns</p> <p>Coordinate executive approved fundraising campaign (by committee)</p> <p>Present a profit and loss statement to the executive for fundraising campaigns</p>
Skills & Qualifications	<p>Must be organized</p> <p>Must have access to internet and be computer literate</p> <p>Must be knowledgeable of all league, association, OWHA and Hockey Canada rules, regulations, By-laws, articles and policies, especially ones regarding privacy</p> <p>Must be fluent in both written and verbal English</p>
Boundaries & Limitations	Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive
Orientation & Training	Orientation will be provided
Supervision & Support	Responsible to the SCGHA executive and its membership and to the OWHA
Benefits	All volunteer positions are eligible for various volunteer awards
Vulnerability of Persons Served	No interaction with players in position as described
Risk Level	Low VSSC
Position Title	Equipment Co-Coordinator
Location	Off site and Valley Park Arena
Purpose of position	To coordinate equipment purchases and inventory

Time Commitment	varies
Activities & Responsibilities	<p>Facilitate purchase through association supplier of all JR HL sweaters and socks on an annual basis</p> <p>Facilitate purchase through association supplier of all Competitive sweaters and socks as required</p> <p>Facilitate purchase through association supplier of all Women's Rec sweaters and socks as required</p> <p>Maintain association goalie equipment in a usable state</p> <p>Coordinate with program directors what goalie equipment requirements need to be addressed, and maintain log of signed out equipment to be returned at season end</p> <p>Maintain equipment room in a neat and tidy state</p> <p>Facilitate association hockey bag sales</p>
Skills & Qualifications	<p>Must be organized</p> <p>Must have access to internet and be computer literate</p> <p>Must have working knowledge of MS Word and Excel</p> <p>Must be knowledgeable of all league, association, OWHA and Hockey Canada rules, regulations, By-laws, articles and policies</p>
Boundaries & Limitations	Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive
Orientation & Training	Orientation will be provided
Supervision & Support	Responsible to the SCGHA executive and its membership and to the OWHA
Benefits	All volunteer positions are eligible for various volunteer awards
Vulnerability of Persons Served	Little or no interaction with players in position as described. All interaction will be in the presence of parents &/or coach
Risk Level	Low VSSC

Position Title	Registrar Executive Appointed Position
Location	Off site
Purpose of position	To ensure all members are properly registered & paid in full and that required receipts are issued all in line with governing body and

	government guidelines
Time Commitment	Varies
Activities & Responsibilities	<p>Enter player information from registration forms onto excel spread sheet to share with treasurer and program heads</p> <p>Ensure that players are assigned to teams in a manner described by governing body by given annual deadlines</p> <p>Prepare income tax receipts as required</p> <p>Prepare membership list on March 1 annually for secretary (AGM)</p> <p>Ability to meet Annual Deadlines: Team Intents to register, Competitive Team Rosters/Bonds, HL & SR Rec Rosters, Income Tax Receipts</p>
Skills & Qualifications	<p>Working knowledge of excel</p> <p>Internet access</p> <p>Must be computer literate</p>
Boundaries & Limitations	Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive
Orientation & Training	Orientation provided, online assistance
Supervision & Support	Responsible to the SCGHA executive and its membership and to the OWHA
Benefits	All volunteer positions are eligible for various volunteer awards
Vulnerability of Persons Served	<p>No interaction with players in position as described</p> <p>Has access to confidential player/parent information</p>
Risk Level	Low VSSC

Position Title	Tournament Coordinator
Location	Off site and local arena(s)

Purpose of position	To coordinate and manage annual association tournament
Time Commitment	varies
Activities & Responsibilities	Apply for tournament sanction as directed by the SCGHA executive Handle tournament inquiries, tournament registration and fill divisions as specified Schedule tournament Assign conveners and tournament staff as required Complete reports as required by governing body in the time specified
Skills & Qualifications	MUST BE ORGANIZED Must have access to internet and be computer literate Must be knowledgeable of all league, association, OWHA and Hockey Canada rules, regulations, By-laws, articles and policies Have some working knowledge of USA Hockey rules, regulations, By-laws, articles and policies Have a very good understanding of Safety Requires Teamwork materials Must be diplomatic
Boundaries & Limitations	Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive
Orientation & Training	OWHA Tournament Handbook Orientation as required
Supervision & Support	Responsible to the SCGHA executive and its membership and to the OWHA
Benefits	All volunteer positions are eligible for various volunteer awards
Vulnerability of Persons Served	Limited interaction with players in position as described, may be part of a discipline panel or present awards in public forum
Risk Level	Low VSSC

Position Title	Ice Scheduler Board Appointed Position
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Location	Off site
Purpose of position	Responsible for securing and age appropriate/program appropriate coordination of association ice
Time Commitment	Varies
Activities & Responsibilities	To secure adequate City and private ice to support programs as determined by registration fees To fairly distribute association ice to programs in an age appropriate model as determined by registration fees To supply ice schedule to teams whose league does scheduling on their behalf To attend (or have a representative attend) all major scheduling meetings for support of teams/programs scheduling
Skills & Qualifications	Must be organized Must have access to internet and be computer literate Must be knowledgeable of all league, association, OWHA and Hockey Canada rules, regulations, By-laws, articles and policies
Boundaries & Limitations	Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive
Orientation & Training	Orientation provided
Supervision & Support	Responsible to the SCGHA executive and its membership and to the OWHA
Benefits	All volunteer positions are eligible for various volunteer awards
Vulnerability of Persons Served	Limited interaction with players in position as described, most interaction would include parents/guardians and discipline panel
Risk Level	Low VSSC

Position Title	Referee In-Chief Scheduler Board Appointed Position
Location	Off site
Purpose of position	Responsible for securing and age appropriate/program appropriate coordination of on-ice officials
Time Commitment	Varies
Activities & Responsibilities	To secure adequate on ice officials to support programs as determined by registration fees
Skills & Qualifications	Must be organized Must have access to internet and be computer literate Must be knowledgeable of all league, association, OWHA and Hockey Canada rules, regulations, By-laws, articles and policies
Boundaries & Limitations	Bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA & the SCGHA; bound by specific limitations as expressed by the SCGHA executive
Orientation & Training	Orientation provided
Supervision & Support	Responsible to the SCGHA executive and its membership and to the OWHA
Benefits	All volunteer positions are eligible for various volunteer awards
Vulnerability of Persons Served	Limited interaction with players in position as described, most interaction would include on-ice official supervision
Risk Level	Low VSSC

House League Head Coach -max 1 per team

Position Title:	House League Head Coach
Vulnerability of Persons Served:	Work directly with young children between ages of 5 and 21
Location:	Local Arena Facility, public setting
Purpose of Position:	To teach skills, supervise children and create a safe, social and welcoming environment for the players
Risk Level:	High, working in close proximity to children
Time Commitment:	1 weekend game and 1 week night practice, 2 tournaments per season, year end banquet
Activities & Responsibilities:	<ul style="list-style-type: none">• Oversee all team activities• Manage the safety of the participants• Comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, club, and association, OWHA and Hockey Canada• Main contact person to the SCGHA & accountable to SCGHA for team activities
Skills, Qualifications:	<ul style="list-style-type: none">• Caring, friendly and patient attitude• Ability to communicate with parents and children• Must be certified in Speak Out/Respect in Sport!• Must have Coach Level certification.• Must have successfully passed association screening and provided a satisfactory VSSC as per guidelines.
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 coaches will be provided with an orientation prior to the start of the season.
Supervision & Support:	The Head coach is responsible to the club, association, league President and Board of Directors.
Benefits:	All volunteer positions are eligible for various volunteer awards

House League Assistant Coach/Staff recommended 2 per team on OWHA roster	
Position Title:	House League Assistant Coach/Staff
Vulnerability of Persons Served:	Work directly with young children between ages of 5 and 21
Location:	Local Arena Facility, public setting
Purpose of Position:	To teach skills, supervise children and create a safe, social and welcoming environment for the players
Risk Level:	High, working in close proximity to children
Time Commitment:	1 weekend game and 1 week night practice, 2 tournaments per season, year end banquet
Activities & Responsibilities:	<ul style="list-style-type: none"> • Assist as directed by head coach • Oversee team activities as directed • Manage the safety of the participants • Comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, club, and association, OWHA and Hockey Canada
Skills, Qualifications:	<ul style="list-style-type: none"> • Caring, friendly and patient attitude • Ability to communicate with parents and children • Must be certified in Speak Out/Respect in Sport! • May have Coach Level certification, not a requirement. • Must have successfully passed association screening and provided a satisfactory VSSC as per guidelines.
Boundaries & Limitations:	The Assistant Coach/staff is bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA
Orientation & Training:	All coaches will be provided with an orientation prior to the start of the season, assistants and staff are welcomed to attend. Speak Out/Respect in Sport! Training provided
Supervision & Support:	The Assistant Coach/Staff are responsible to the Head coach, and are also responsible to responsible to the club, association, league President and Board of Directors as is the Head Coach.
Benefits:	All volunteer positions are eligible for various volunteer awards

Team Trainer –recommended 2 per team on OWHA roster

Position Title:	Team Trainer
Vulnerability of Persons Served:	Work directly with young children between ages of 5 and 21
Location:	Local Arena Facility, public setting
Purpose of Position:	To oversee team risk management, supervise children and create a safe, social and welcoming environment for the players
Risk Level:	High, working in close proximity to children
Time Commitment:	1 weekend game and 1 week night practice, 2 tournaments per season, year end banquet
Activities & Responsibilities:	<p>NO TEAM ACTIVITY MAY TAKE PLACE WITHOUT A CERTIFIED TRAINER PRESENT</p> <ul style="list-style-type: none">• Oversee team risk management as defined by Hockey Trainer’s Certification Program• Manage the safety of the participants• Comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, club, and association, OWHA and Hockey Canada• Will only offer first aid or other medical attention if trained to do so• Ensure completion of required Hockey Canada and OWHA forms in the event of a player injury• Has sole discretion when a player can safely return to play after an injury as reasonably established by association• Ensures that a player safely returns to play after an injury
Skills, Qualifications:	<ul style="list-style-type: none">• Caring, friendly and patient attitude• Ability to communicate with parents and children• Must be certified in Speak Out/Respect in Sport!• Must have successfully completed a minimum of level 1 Hockey Trainer’s Certification Program.• Must have successfully passed association screening and provided a satisfactory VSSC as per guidelines.
Boundaries & Limitations:	The Team Trainer is bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA
Orientation & Training:	All coaches will be provided with an orientation prior to the start of the season, assistants, trainers and staff are welcomed to attend. Speak Out/Respect in Sport! Training provided HTCP training is provided
Supervision & Support:	The team trainers are responsible to the club, association, league President and Board of Directors as is the Head Coach.
Benefits:	All volunteer positions are eligible for various volunteer awards

Competitive Head Coach maximum 1 per team on OWHA roster

Position Title:	Competitive Head Coach
Vulnerability of Persons Served:	Work directly with young children between ages of 5 and 21
Location:	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:	22 regular season league games, league play off games and Provincial Playdown games as required; and 1 weekly practice, minimum 2 tournaments per season, year end banquet
Activities & Responsibilities:	<ul style="list-style-type: none">• Oversee all team activities• Manage the safety of the participants• Comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, club, and association, OWHA and Hockey Canada• Attends league scheduling meeting to facilitate team scheduling in lieu of team manager attending• Main contact person to the SCGHA & accountable to SCGHA for team activities
Skills, Qualifications:	<ul style="list-style-type: none">• Caring, friendly and patient attitude• Ability to communicate with parents and children• Must be certified in Speak Out/Respect in Sport!• Must have minimum Developmental 1 Level certification or equivalent• Must have successfully passed association screening and provided a satisfactory VSSC as per guidelines.
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 coaches will be provided with an orientation prior to the start of the season.
Supervision & Support:	The Head coach is responsible to the club, association, league President and Board of Directors.
Benefits:	All volunteer positions are eligible for various volunteer awards

Competitive Assistant Coach/Staff - recommended 2 per team on OWHA roster	
Position Title:	Competitive Assistant Coach/Staff
Vulnerability of Persons Served:	Work directly with young children between ages of 5 and 21
Location:	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:	22 regular season league games, league play off games and Provincial Playdown games as required; and 1 weekly practice, minimum 2 tournaments per season, year end banquet
Activities & Responsibilities:	<ul style="list-style-type: none"> • Oversee all team activities • Manage the safety of the participants • Comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, club, and association, OWHA and Hockey Canada
Skills, Qualifications:	<ul style="list-style-type: none"> • Caring, friendly and patient attitude • Ability to communicate with parents and children • Must be certified in Speak Out/Respect in Sport! • May have minimum Developmental 1 Level certification or equivalent • Must have successfully passed association screening and provided a satisfactory VSSC as per guidelines.
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 coaches will be provided with an orientation prior to the start of the season.
Supervision & Support:	The Assistant Coach/Staff are responsible to the Head coach, and are also responsible to responsible to the club, association, league President and Board of Directors as is the Head Coach.
Benefits:	All volunteer positions are eligible for various volunteer awards

Competitive Team Trainer –recommended 2 per team on OWHA roster

Position Title:	Team Trainer
Vulnerability of Persons Served:	Work directly with young children between ages of 5 and 21
Location:	Arena Facility, public setting,
Purpose of Position:	To oversee team risk management, supervise children and create a safe, social and welcoming environment for the players
Risk Level:	High, working in close proximity to children
Time Commitment:	22 regular season league games, league play off games and Provincial Playdown games as required; and 1 weekly practice, minimum 2 tournaments per season, year end banquet
Activities & Responsibilities:	<p>NO TEAM ACTIVITY MAY TAKE PLACE WITHOUT A CERTIFIED TRAINER PRESENT</p> <ul style="list-style-type: none">• Oversee team risk management as defined by Hockey Trainer’s Certification Program• Manage the safety of the participants• Comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, club, and association, OWHA and Hockey Canada• Will only offer first aid or other medical attention if trained to do so• Ensure completion of required Hockey Canada and OWHA forms in the event of a player injury• Has sole discretion when a player can safely return to play after an injury as reasonably established by association• Ensures that a player safely returns to play after an injury
Skills, Qualifications:	<ul style="list-style-type: none">• Caring, friendly and patient attitude• Ability to communicate with parents and children• Must be certified in Speak Out/Respect in Sport!• Must have successfully completed a minimum of level 1 Hockey Trainer’s Certification Program.• Must have successfully passed association screening and provided a satisfactory VSSC as per guidelines.
Boundaries & Limitations:	The Team Trainer is bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA
Orientation & Training:	All coaches will be provided with an orientation prior to the start of the season, assistants, trainers and staff are welcomed to attend. Speak Out/Respect in Sport! Training provided HTCP training is provided
Supervision & Support:	The team trainers are responsible to the club, association, league President and Board of Directors as is the Head Coach.
Benefits:	All volunteer positions are eligible for various volunteer awards

Competitive Room Monitor -recommended	2 per team not on OWHA roster
Position Title:	Room Monitor/Den Mother/Room Mom
Vulnerability of Persons Served:	Work directly with young children between ages of 5 and 21
Location:	Arena Facility, public setting
Purpose of Position:	To supervise children and create a safe, social and welcoming environment for the players
Risk Level:	High, working in close proximity to children
Time Commitment:	22 regular season league games, league play off games and Provincial Playdown games as required; and 1 weekly practice, minimum 2 tournaments per season, year end banquet
Activities & Responsibilities:	<ul style="list-style-type: none"> • Oversee all team activities in dressing room with partner/trainer • Manage the safety of the participants • Comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, club, and association, OWHA and Hockey Canada
Skills, Qualifications:	<ul style="list-style-type: none"> • Caring, friendly and patient attitude • Ability to communicate with parents and children • Must be certified in Speak Out/Respect in Sport! • Must have successfully passed association screening and provided a satisfactory VSSC as per guidelines.
Boundaries & Limitations:	The Room Monitor is bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA
Orientation & Training:	All coaches will be provided with an orientation prior to the start of the season, room monitors are welcomed to attend. Speak Out/Respect in Sport! Training will be supplied if required
Supervision & Support:	The room monitor is responsible to the Team Trainer & Head coach, and are also responsible to responsible to the club, association, league President and Board of Directors as is the Head Coach.
Benefits:	All volunteer positions are eligible for various volunteer awards

House League Room Monitor -recommended 2 per team, not on OWHA roster	
Position Title:	Room Monitor/Den Mother/Room Mom
Vulnerability of Persons Served:	May work directly with young children between ages of 5 and 21
Location:	Local Arena Facility, public setting
Purpose of Position:	To supervise children and create a safe, social and welcoming environment for the players To handle team finances (all cheques require 2 signatures) to handle all team results reporting as required, to handle all team correspondence, to handle all tournament entries, to handle all parent enquiries
Risk Level:	High, working in close proximity to children
Time Commitment:	1 weekend game and 1 week night practice, 2 tournaments per season, year end banquet
Activities & Responsibilities:	<ul style="list-style-type: none"> • Oversee all team activities in dressing room with partner/trainer • Manage the safety of the participants • Comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, club, and association, OWHA and Hockey Canada
Skills, Qualifications:	<ul style="list-style-type: none"> • Caring, friendly and patient attitude • Ability to communicate with parents and children • Must be certified in Speak Out/Respect in Sport! • Must have successfully passed association screening and provided a satisfactory VSSC as per guidelines.
Boundaries & Limitations:	The Room Monitor is bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA
Orientation & Training:	All coaches will be provided with an orientation prior to the start of the season, room monitors are welcomed to attend. Speak Out/Respect in Sport! Training will be supplied if required
Supervision & Support:	The room monitor is responsible to the Team Trainer & Head coach, and are also responsible to responsible to the club, association, league President and Board of Directors as is the Head Coach.
Benefits:	All volunteer positions are eligible for various volunteer awards

House League Team Manager (off ice position) not on OWHA roster

Position Title:	House League Team Manager (off ice position)
Vulnerability of Persons Served:	May work directly with young children between ages of 5 and 21; handles team finances
Location:	Local Arena Facility, public setting ; off site
Purpose of Position:	Finances and communication
Risk Level:	High, working in close proximity to children
Time Commitment:	1 weekend game and 1 week night practice, 2 tournaments per season, year end banquet
Activities & Responsibilities:	<p>SHOULD NOT BE THE SPOUSE OR RELATIVE OF COACHING STAFF</p> <ul style="list-style-type: none">• Handles all team finances (cheques require 2 signatures)• Handles all team results reporting as required• Handles all team correspondence• Handles all tournament entries• Handles all parent enquiries/parent liaison• Ensures that parents/players have current schedules, arena directions• May co-ordinate lodgings or transportation for "away" tournaments/games• Handles team website in accordance with the rules, regulations, policies and processes of the team, league, club, and association, OWHA and Hockey Canada• Comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, club, and association, OWHA and Hockey Canada
Skills, Qualifications:	<ul style="list-style-type: none">• Caring, friendly and patient attitude• Ability to communicate with parents and children• Must be certified in Speak Out/Respect in Sport!• Must have successfully passed association screening and provided a satisfactory VSSC as per guidelines.
Boundaries & Limitations:	The Team Manager is bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA
Orientation & Training:	All coaches will be provided with an orientation prior to the start of the season, managers are welcomed to attend. Speak Out/Respect in Sport! Training will be supplied if required
Supervision & Support:	The manager is responsible to the Head coach, and is also responsible to responsible to the club, association, league President and Board of Directors as is the Head Coach.
Benefits:	All volunteer positions are eligible for various volunteer awards

Competitive Team Manager (off ice position) not on OWHA roster

Position Title:	Competitive Team Manager (off ice position)
Vulnerability of Persons Served:	May work directly with young children between ages of 5 and 21; handles team finances
Location:	Local Arena Facility, public setting ; off site
Purpose of Position:	Finances and communication
Risk Level:	High, working in close proximity to children
Time Commitment:	22 regular season league games, league play off games and Provincial Playdown games as required; and 1 weekly practice, minimum 2 tournaments per season, year end banquet
Activities & Responsibilities:	<p>SHOULD NOT BE THE SPOUSE OR RELATIVE OF COACHING STAFF</p> <ul style="list-style-type: none">• Handles all team finances (cheques require 2 independent signatures)• Handles all team results reporting as required• Handles all team correspondence• Handles all tournament entries• Handles all parent enquiries/parent liaison• Ensures that parents/players have current schedules, arena directions• Attends league scheduling meeting to facilitate team scheduling in lieu of coach attending• May co-ordinate lodgings or transportation for “away” tournaments/games• Handles team website in accordance with the rules, regulations, policies and processes of the team, league, club, and association, OWHA and Hockey Canada• Comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, club, and association, OWHA and Hockey Canada
Skills, Qualifications:	<ul style="list-style-type: none">• Caring, friendly and patient attitude• Ability to communicate with parents and children• Must be certified in Speak Out/Respect in Sport!• Must have successfully passed association screening and provided a satisfactory VSSC as per guidelines.
Boundaries & Limitations:	The Team Manager is bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA
Orientation & Training:	All coaches will be provided with an orientation prior to the start of the season, managers are welcomed to attend. Speak Out/Respect in Sport! Training will be supplied if required
Supervision & Support:	The manager is responsible to the Head coach, and is also responsible to responsible to the club, association, league President and Board of Directors as is the Head Coach.
Benefits:	All volunteer positions are eligible for various volunteer awards