

**Greater Kingston Girls' Hockey Association
House League Operations Plan
Approved by: GKGHA Executive January 2019**

1. General

This document outlines the operating policies and procedures for the GKGHA House League Hockey Program. Along with the GKGHA Constitution and supplemental operating policies, it forms the basis on which the house league hockey program will be operated.

2. Season Calendar and OWHA

The Ice Wolves season runs nominally from the end of September through the beginning of March. Attempts will be made to complete the season before March Break with reduced ice at Christmas. The annual schedule will be approved by the VP House League. HL Coaches are required to meet the OWHA registration dates. Rosters must be completed, signed and submitted to the OWHA Rep by November 1 of each year. Coaches are responsible for having a copy of their roster available at all games including away tournaments and exhibition games.

3. Conveners

Each House League division will be assigned a Divisional Convener. The Divisional Convener is responsible for the operation of his/her division and is the prime contact to all coaches and other team officials. Moreover, conveners will ensure that the HL Operations Plan is active and followed in their respective divisions. The Division Conveners will also sit on the Board of Directors of the GKGHA. Divisional conveners may participate as a team official but not Head Coach for a team in the division that she/he convenes. She/he may serve as any team official including Head Coach for teams in other divisions.

4. League Structure

Depending on the number of registrants, it is preferred to have a minimum of 4 Ice Wolves HL teams in each of the Novice-Midget House League divisions. These numbers will be supplemented by house league teams from other organizations known as Affiliate Associations, (e.g. Napanee, Stone Mills, Frontenac and Gananoque) depending on the registrations in those associations and the availability of ice time. Wherever possible, 5 or preferably 6 Ice Wolves teams will be formed per division if enrolment and ice time are available. Affiliate organizations will only be permitted to enter one team per division unless all of the available roster positions have been filled on the Ice Wolves teams within the division.

It is preferable NOT to have competitive teams playing in the House League Divisions. Exceptions would be as follows:

There is not a sufficient number of HL teams to create a viable league; adding a competitive team would make the division viable.

Competitive teams have no other place to play.

In the event that competitive teams are included, such teams should be C level only and play in the next division up from their registered age.

Annually the VP House League will review the possibility of an Intermediate division or a Midget-Intermediate division based on enrolment and availability of Ice Time. Where there is interest, the GKGHA Executive will determine if an Intermediate or Midget-Intermediate division can be offered.

5. FUNdamentals Program

FUNdamentals is a low-key fun instructional hockey program, using the Canadian Hockey Initiation Program curriculum. We aim to have one instructor for every three or four players. Instructors are encouraged to get Initiation Program Instructor certification. Most game activities will be cross-ice or full-ice "pond hockey" with little emphasis on positional play or strategy. The Ice Wolves FUNdamentals program is a two-year program mainly directed at 5 and 6 year olds. Four year olds may participate at the judgement of parents and instructors. When space permits, older beginners may participate in FUNdamentals as enrichment along with playing on a team of their own age, or may start out in FUNdamentals before joining a team their own age.

6. Team Officials

GKGHA is committed to have team officials with appropriate credentials and will attempt to sponsor appropriate sessions to facilitate this. All Coaches coaching Initiation or Fundamentals, must be Coach 1 – Intro to Coach ‘Trained’. The minimum requirement for all Head Coaches coaching Novice, Atom, Pee wee, Bantam and Midget, must be Coach 2 – Coach Level ‘Trained’.

Only team officials and staff that are listed on the team's official OWHA roster are allowed on the ice for practices or on the bench for games. As a minimum, all team officials, staff, and support are required to have Speak Out or Respect in Sport and a CPIC that is less than three years old, unless they are under 18 and/or listed on a GKGHA OWHA approved roster.

Coaches: An important objective of the GKGHA is to develop the skills and capabilities of all players. This can be best achieved with qualified coaches. Accordingly, the GKGHA encourages all its coaches to undertake formal coaches training through Hockey Canada and will preferentially select those with coach training when selecting head coaches for the House League. The association will reimburse the cost for Ice Wolves coaches for coaching certificates required for the division and category they are coaching over a two-year period during which they serve as GKGHA coaches.

Coaching Applications: Requests for coaches will be posted on the GKGHA web site at least 1 month prior to season start. In addition, parents will be asked to volunteer as coaches through the registration process. Coaches will be asked to submit applications that outline their approach to coaching and expectation for the season. Based on the applications the Division Conveners will recommend coaches to the Vice President House League who will present the recommendations to the Board of Directors for approval. The Board of Directors shall have the final approval for house league coaches.

Trainers: No GKGHA House league game will proceed without the presence of a qualified female trainer formally identified to act on behalf of each team. Under certain circumstances, a single trainer may agree to act on behalf of both teams for an individual game. Teams without a designated qualified trainer may operate without a trainer on a short-term basis until the next opportunity for trainer certification; however, it is the expectation that all teams will have a certified trainer by December 1. During this period, it is the responsibility of the Head Coach to arrange for a trainer to support the team on a game-by-game basis.

Manager: Each team is expected to have a team manager, separate from the head coach, to take care of the administrative details and help the coaches carry out their responsibilities.

Female Dressing Room Monitors: Each team will need to have two female staff member(s) to ensure appropriate diligence in the dressing room and at the rink. This can be a trainer, coach, manager or parent/guardian. All dressing room monitors are required to have Speak Out or Respect in Sport as well as a CPIC that is less than three years old.

The Division Conveners and the VP House League will approve team officials for House League. See also GKGHA Team Officials Policy.

7. Team Selection

The overall objective of the GKGHA House League is to provide a positive hockey experience for all of our players. To achieve this objective, it is very important that all teams participating in the House League loop are equally balanced. That is for any game each team has an equal chance of winning and over the season all teams are closely clustered in the standings.

Responsibility for team selection lies with the respective Divisional Conveners with final approval by the VP House League.

To ensure that all teams are equally balanced, the team selection process will be undertaken with balanced teams as its prime objective. Prior to the selection of teams, all players will be evaluated and rated by observing their play during a pre-season evaluation process and/or by having the coaches evaluate all of the players in their division at the end of the prior season. Time permitting, a player evaluation camp will be run in September. A player evaluation camp must be run for all Novice players. Evaluations will be supplemented by the end of season ratings of players at the conclusion of the previous season. All coaches are expected to participate in the player evaluation process.

Once players have been rated, conveners and coaches will meet to draft teams for all divisions. Drafting will be done by the coaches in the presence of the division convener. If a coach is not available for the draft, the division convener will make the draft choice for that team by choosing the next highest ranked player available on the evaluation list. The order of selection will be determined by drawing a number out of a hat. The head coach's and the trainer's daughters will automatically be on the coach's team as long as the daughters are eligible to play in that division. Drafting will begin with each coach selecting a player using the player ranking list. A coach will forfeit the selection in the round that their daughter and their trainer's daughter would have been selected. At the end of each round, selection will begin again in reverse order. i.e. the coach that had the last selection will begin the next round with the first

selection. Goalies will be selected first followed by skaters. Coaches will be provided with a list of players that would like to play together and can take this into consideration in making their draft choices. However, no player requests are guaranteed. If a coach selects a player that has a sibling in the same division, siblings will be placed on the same team and that coach will not make a selection during the round where the sibling would have been selected. At the end of the selection process, coaches may choose, with the agreement of the division convener, to trade players of equal ranking to accommodate player requests. However, no player requests are guaranteed and all involved must keep in mind that the primary objective is balanced teams. Coaches should also take into consideration their team staff requirements in making their selections. **Indicating or registering for a specific position does not guarantee the player will be able to play that position including players registering as goalies.**

Prior to the start of the regular season each team will play a minimum of two exhibition games against other Ice Wolves teams to assess the initial division balance. During the first month of the regular season an attempt will be made to have the rest of the Ice Wolves teams each play each other to further determine division balance. Before teams are finalized for the season, conveners will meet to confirm, by examining the game results, that teams are balanced. If the teams are considered to not be balanced the convener may move a small number of players to attempt to rebalance. At the first meeting, coaches must inform all players that no teams are final until Nov 1 and players could be moved to rebalance the teams.

No players will be moved for the purpose of team balancing after Nov 1.

Late registrants will only be accepted when they can be placed on teams while maintaining competitive balance and team player numbers. The VP of House League in consultation with the division convener shall make the final determination of whether to accept any late registrants.

At the conclusion of the season, players will once again be rated in preparation for the next season. The above outlines the general rules for team selection, but details will be determined annually and communicated to coaches by the VP House League.

Senior Team Allocation:

Returning Players: On the registration form, if a player indicates the last team played for the Senior Convener will confirm the player's team from the previous season and place the player on the same team for the upcoming season.

Request to Change Teams: On the registration form, if a player who has played in our league before indicates in the additional information section of the registration form that she would like to play for a different team for the upcoming season the Senior convener will place the player on the requested team provided there is an opening at that position and the move will not affect balance of either teams.

New Players: On the registration form, if a player who has not played in our league before indicates in the additional information section of the registration form that she would like to play on a specific team the senior convener will assess the strength of all of the teams with returning players before assigning new players to teams. All new players who enter the league will receive a follow up email from the Senior convener asking for further information about their hockey history to ensure teams are balanced.

Delegating Players: Nearing the end of every season, the Senior Convener attends a game for every team and evaluates the players on each team. This evaluation is then compared to the evaluations provided by the Senior Captains for their respective players. Once senior registration is full the Senior Convener then places all the returning players on their respective teams, relocates the players that requested to be moved and then determines a) how many forwards and defense each team has and b) how many players at each skill level each team has. Once all of this information is fixed, the Senior Convener looks at all of the incoming players, their age, reported skill level, and reported hockey history, etc. The Senior Convener then fills in the remaining spots that are available on the 4 teams; ensuring all teams have 1 goalie, 9 forwards, and 6 defense and that the teams are as balanced as possible.

Waitlist Players: Once the season is underway, there are occasions where players can no longer play hockey. The Senior Convener then contacts the next player from the waitlist (based on earliest registration date) who plays the same position as the person leaving. In some cases, for example, the player leaving is a forward, and the only player remaining on the waitlist is defense – that player will still be offered the position on the team regardless of her preference.

8. Team Ice Allocation and Schedule

Ice will be acquired from the City of Kingston and the surrounding area and allocated to teams in accordance with the guidelines and limitations as outlined by the city and the GKGHA Operating Policies. Every attempt will be made to allocate game and practice time to individual divisions in accordance with the specific needs of the particular age group. Registration fees have been established to reflect different needs of each division with the overall result being that each division receive ice in accordance with their needs and pay for that ice through the differentiated registration fees. The annual ice allocation will be set by the GKGHA Board of Directors.

The ice schedule will be developed based on available ice time. The VP HL will approve the split of ice time between Rep and HL and the overall HL template. The scheduler will develop the schedule with feedback from conveners.

The GKGHA Ice Scheduler will provide teams with their allotted ice. It is important to note that despite the team having a schedule, all ice belongs to the GKGHA. Should a need arise for the league to change ice schedulers, teams are expected to cooperate.

Teams entering tournaments must first get clearance from their Division Convener prior to entering the tournament. The GKGHA prefers that not more than two Ice Wolves teams from each division enter the same tournament and that no more than three teams from each division be away on any given weekend. This is to ensure that all of the teams in a division are not entering the same tournament leaving GKGHA ice that is unused.

Team Head Coaches are responsible for arranging any changes to their team schedule. All changes to the schedule must be confirmed either in person or by telephone with the Head Coaches of any other affected team. The Head Coaches are responsible for communicating the changes to their own teams.

The coach must arrange with another House League Head Coach to trade practice times. If they cannot arrange a trade, and the ice will go unused, inform the Division Convener who will attempt to have

another team fill the spot. The team giving up the practice time will not be given a credit or alternate practice time.

Should the need arise to change a game time, the Head Coach must inform the Division Convener 2 weeks in advance. The Head Coach must then contact the Head Coach of the other affected teams and attempt to arrange another mutually satisfactory time to play this game (generally by using one of their practice times to reschedule the game). When a new date is agreed to, the Head Coach initiating the change must receive permission from the Division Convener. Approval will only be granted if the change does not create a conflict with other teams on the schedule and does not impact referee schedule. Referees need to have a minimum of two consecutive games to make it practical and economical for them to be available at the arena. The original schedule is constructed with this principle in mind and changes to the schedule have to keep this in mind.

Referees are qualified to handle games only for certain age groups. This has to be kept in mind along with the minimum two consecutive game rule mentioned above.

If bad weather or other emergencies arise requiring a team to cancel their practice time, the Head Coach must inform his team players and parents. While GKGHA will attempt to find extra ice, there may be no available alternate practice time will be provided.

Should a game have to be cancelled due to bad weather or other team emergencies, the Head Coaches of the teams should first confirm this with each other, this should be done in consultation with the trainers. One of the head coaches should then inform the Division Convener who will then contact the VP of House League to inform the scheduler as soon as possible by telephone and email to advise of the cancellation of a game. While the GKGHA will attempt to reschedule the game, there may be no available alternate game time provided. If bad weather is the cause of the cancellation and the game cannot be rescheduled, then these games will be treated as a 1-1 draw for the purposes of the Division standings. If one team cancels because of an emergency within their team, the Head Coaches may decide to score the game either as a 1-1 draw, or as a 1-0 victory for the non-cancelling team. The Division Convener will have the absolute authority to decide the score should any disputes arise.

If a team does not cancel a game as outlined above and defaults the game, the VP House League, at their own discretion can deem a team to have defaulted, resulting in a 5-0 loss.

9. Playing Time

It is expected that all HL players participate equally in all practices and game time.

Barring injury, players are expected to attend all ice times or to notify the coach if they are not able to attend. It is understood that this is HL hockey and that other events like birthday parties, school events and other sports will, from time-to-time, interfere with a player's ability to attend practice or games. Where there is an ongoing issue, however, the coach should speak with the parents and involve the Division Convener if necessary.

Practices

Practices are to be designed so all players can participate, including drills that involve goalies. Drills should recognize the level and ability of players with the goal of developing skills at younger ages and systems at higher levels. Coaches should refer to the Hockey Canada website for assistance in developing drills.

Practice time is for the coach's team only. Siblings, of either sex, or players from other HL or rep teams are not to be on the ice for additional practice. Where there is a request for additional ice time, the divisional convener must approve the request.

Playing Time in Games

In HL, playing time is expected to be shared equally amongst all skaters. It is understood that there may be some differential between forwards and defence, however the coach must attempt to balance playing time. As an example, where 12 skaters are available, it is not acceptable to go with 3 defence and 9 forwards. Similarly, if a coach is using only 2 centres with 3 forward lines, they are expected to rotate the centres, possibly each period, to permit all players the chance at extra ice time.

For games, pick-up players can be contacted when a coach falls below 10 players and a goalie in order to bring the number of skaters back to 10 (i.e. 2 lines). For league games, pick-up players must be from an Ice Wolves, not affiliate, HL team from the immediate lower division with the exception of Midget. Midget players may be picked up from another midget team when there are enough no shows for a scheduled game that there would not be enough players to practically mount a team for that game. When midget players are picked up for midget games both the coach of the player's team and the coach of the opposing team must approve of the use of the pick-up players. Pick-up players cannot be used for league games if the player who is picked-up would miss a practice or game with her regular team. The above applies to all divisions with the exception of Fundamental players who are not permitted to be used as pick-up players due to insurance reasons. Goaltenders can be picked-up from within the same division or from the immediate lower division with the approval of the Division Convener. If a team wishes to pick up a representative player from any division for house league games, the VP HL must approve.

For tournaments, a player from another team at the same division can be picked-up and prior approval must be sought from the Division Convener and the coach of the player's team. OWSA rules prohibit representative players from being picked up for tournaments.

Head coaches wishing to pick-up players must fill out a Pick-up Player Consent Form, either for a sanctioned tournament or for regular league play (2 different forms), available on the OWSA web site and forward a copy of the completed form to the pick-up player's Division Convener. The completed original form must be submitted to the time keeper for the game played for submission with the game sheet. Pick-up players are to be indicated on the game sheet as PU. Division Conveners must be notified of all pick-ups for league or tournament games. A pick-up player may not be called up for more than 3 games without the approval of the Division Convener of the pick-up player. Teams are encouraged to spread call-up opportunities among a number of underage players. Division Conveners will monitor the use of pick-up players in games and discuss issues with coaches. Where there is an ongoing problem, it will be brought to the executive and treated as a violation of the Fair Play policy.

Senior Pick Up Players: In the Senior division, the Senior Convener must be notified of all player pick-ups for league games. A pick-up player may not be called up for more than three times to the same team. Teams are encouraged to spread call-up opportunities among a number of senior level, GKGHA players. If a team has 5 or less skaters (not including the goalie) that can attend the game, the captain can call a maximum of 3 players (from the other 4 senior teams) to join their team for this game. Where there is an ongoing problem, it will be brought to the executive and treated as a violation of the Fair Play policy. For league games, a player from another team at the same division can be picked-up.

The senior level takes 4 goalies, 1 per team, and these goalies are chosen based on earliest registration date and deposit payment. These 4 goalies understand that they are to play in the goalie position for every game unless they are unable to attend the game. If a team goalie cannot attend a game, they are to inform their captain in which case, the captain will call the other goalies in the goalie database made up of goalies who play on any of the 6 senior league teams.

10. Discipline Policy

Refer to the appropriate Hockey Canada rules for the following penalties: Major, Misconduct, Game Misconduct, Gross Misconduct, Match, or Assault of Officials. In addition, the following GKGHA rules apply:

Any player receiving six (6) combined of the following minor penalties; Body Checking, Checking From Behind, Head Contact (incidental or intentional), Cross Checking, Roughing, Boarding, Kneeing, Elbowing, Fighting, Charging, Butt-ending, Head Butting, Roughing After the Whistle or Unsportsmanlike Conduct cumulatively over the season will sit out the league game immediately following the sixth infraction. A player who receives twelve (12) of these penalties cumulatively over the season will sit out two league games immediately following the twelfth infraction and will meet with the Convener and Head Coach before returning to play. A player who receives eighteen (18) of these penalties cumulatively over the season will sit out the remainder of the house league season including playoffs and Champions Weekend.

Where a player incurs one or more major penalties (with suspension), misconducts, game or gross misconducts, or match penalties, the VP of House League may suspend the player and recommend that the player appear before the Discipline Committee. Where a player has incurred more than one of these penalties, suspension for the remainder of the season may result.

If, after notification, a suspended player or team official refuses to appear before the Discipline Committee, that individual will remain under suspension until he/she arranges for a meeting with the Discipline Committee at a mutually convenient time.

11. Skills Development

The GKGHA will attempt to offer skills development courses for Power Skating and Goaltender development; however, the ability to do this is greatly limited by the City of Kingston ice allocation policy. Where ice time must be found outside of this allocation, there may be an additional fee for these development courses.

12. Uniforms

All house league teams will be provided with appropriately sized jerseys. Name bars are to be placed below the number, sponsor bars are to be placed above the number, both should be attached with nylon thread (not ironed). Sponsor bars are to be sewn on the back of the jersey prior to November 1.

Goaltenders will be provided with equipment as required at the FUNdamentals, Novice, Atom and Pee wee divisions. Team trainers will be issued with a stocked first aid kit.

Each team may (but are not obliged to) identify a captain and alternate captain(s) and arrange to have C/A sewn with nylon thread (not ironed) on the respective jerseys.

It is preferred that team jerseys are worn for league sanctioned games only and that players wear a practice jersey to practices. It is preferable that one person be assigned for each team to look after the jerseys between games, rather than having them thrown into the player's hockey bags where they can be cut by skate blades and get mildewed. At the conclusion of the season, jerseys are to be returned in good condition in the supplied garment bag with all applications removed after the final event of the season (i.e. Champions Day).

As a symbol of the Ice Wolves, it is expected that players take pride in their uniforms and treat them with respect.

13. Communication

General communications among House League team officials and conveners can occur via telephone, E-Mail or direct contact. However, all time sensitive communication must take place by direct voice contact (not E-Mail or voice messaging unless a confirmation is received). Communication to players and parents should follow similar guidelines. To ensure that everyone gets the message, written documentation is preferred.

14. Publicizing Results

Ice Wolves players enjoy seeing their name and the name of their team in the newspaper. Moreover, the GKGHA benefits from the publicity that comes for game results being published and is part of the agreement with the sponsors.

The Kingston Whig-Standard reports scores, free of charge, for all local teams that are submitted to their Sports Department.

To ensure timely reporting of game results, it will be expected that both coaches will report the game result and goal scorers (from both teams) within 24 hours of the game to the Division Convener. The results are to be submitted to the Whig Standard, E-mail to whigsports@thewhig.com or faxed to the Sports Editor (613) 530-4127. Divisional conveners will also maintain their division standings.

Submissions for game results to take the following format (ensure that sponsors are included in the submission);

Girls Hockey; GKGHA Ice Wolves House League

Atom Division

Carpet Plus Black 4 (Player A 2, Player B, Player C) vs

Boston Pizza Gold 2 (Player A, Player B)

15. Game Sheets and Statistics

Coaches are responsible to ensure an OWHA Game Sheet is used for every game (note sheets must be OWHA - not OMHA). For GKGHA House League games, the sheet must have a label that identifies players and numbers and must be signed by the coach, trainer and approved bench staff. For tournament games, all players must sign the game sheet.

Games for GKGHA House League play will be 10-10-15 for Novice, Atom and Pee-wee and 10-10-12 for Bantam and Midget with games played in Kingston curfewed after 50 minutes of ice is used. Game times for playoffs and championship weekend will be set by the VP House League. The association will attempt to record all game results. During league play the results will be recorded for the purpose of establishing divisional standings and determining team match-ups for Championship Day. Recording and reporting statistics is aimed at fostering interest in team achievements, not to emphasize winning and losing. We will audit the effect that is created with intent to make adjustments to our reporting process as necessary.

The VP House League will identify methods for tracking standings on an annual basis.

Team officials including affiliate team officials are responsible for submitting an electronic copy of all game sheets to the division convener following each game. Failure to do so may result in a suspension of the Head Coach.

16. Underage and Overage Players

The policy of the GKGHA does not allow overage players to play on Ice Wolves house league teams at lower age divisions, except in very rare circumstances and only after an assessment has been carried out in the right age group division. The GKGHA discourages the use of overage players due to OWHA guidelines. Permission for overage players must come from the VP of House League.

While the GKGHA would prefer that all teams participating in the Ice Wolves House League loops also avoid the use of overage players, it is understood that some circumstances may require the placement of overage players.

Under such circumstances, the following guidelines will be applied for Affiliate teams playing in the GKGHA house league loop.

Maximum of 2 overage players on a team in any league game.

Overage players cannot be placed more than one age group down.

Overage players must be of an ability that they fall within the envelope of players in the lower age group.

The presence of overage players does not offer a competitive advantage to the team.

Each proposed overage player will be identified and assessed on the above criteria at the start of the season. Such assessment will be confirmed at mid-season.

A list of acceptable overage players will be kept by the divisional convener and made available to the coaches.

Failure to identify overage players or playing an overage player that has not been approved by the convener will result in forfeiture of the game. Additional measures may be applied at the discretion of the divisional convener.

These rules do not apply if a formal Midget-Intermediate division is in operation (see section 4).

Underage players may be placed on a team in the next highest age division under the following conditions, in order of priority:

The balancing of numbers between the two divisions is favourably affected by the movement of the player (i.e. movement allows number of team per division and players per team to be more optimally balanced)

Agreement by both Divisional Conveners. The process will be one in which the players approached for / requesting movement will be those rated the highest during evaluation. Starting with the highest and working down.

Player skill level is comparable to that of the upper age group (i.e. moved player would rate a "B" in the new division)

Agreement of the player and the player's parents/guardians (it is not a requirement to move if the parent would prefer for the player to stay in her age group).

The VP House League must agree to assignment of underage players.

17. Guidelines for Affiliated Associations

The GKGHA encourages the growth and development of girls hockey throughout the Greater Kingston Area. Accordingly, the GKGHA supports the growth of Affiliated Hockey Associations who share the principles and pursuits of the Ice Wolves.

To enable Affiliated Associations to grow and offer a meaningful experience to their girls, House League teams, and in some cases Representative teams, (see League Structure) are welcome to participate in the GKGHA House League.

The following guidelines apply to Affiliated Association teams participating in the GKGHA House League:

Affiliated organizations support and agree to abide by the principles and policies of the GKGHA as outlined in this document, Bylaw #1 (The GKGHA Constitution) and all applicable Operating Policies.

Affiliate teams are governed by the GKGHA discipline policy. Coaches, staff and players are subject to all consequences as outlined in the policy.

Affiliate team officials are responsible for submitting an electronic copy of all game sheets to the division convener following each game. Failure to do so may result in a suspension of the Head Coach as per Game Sheets and Statistics rule 13.

The competitive balance of affiliated teams within each division should be considered with respect to the Ice Wolves teams within the same division. Where there is not competitive balance, consideration is to be given to balancing the competitiveness of the affiliated teams by moving players or by repositioning entire teams up into a more appropriate age group.

Whether one or two affiliate teams from one association are permitted in one division, one or both teams must follow Ice Wolves balancing policies and therefore must be comprised of both minor and major players. Affiliate teams or Associations must provide the VP HL with a copy of each team's OWSHA approved roster once they are available.

Competitive players playing in an Affiliated Association are not permitted to play on Ice Wolves House League teams in the GKGHA.

Ice time and schedules can be interlocked and is convenient to all associations.

Is in good standing for all OWSHA requirements governing house league play.

Due to many planning issues, for example scheduling, it is expected that the Affiliated Associations will provide necessary information to the Ice Wolves association early at the beginning of each hockey season. Normally, it would be expected that all the information (teams, home ice times, etc.) will have been submitted for approval to the league by Sept 15.

18. Queen's Minor Hockey Association Assistant Coaches

Queen's University supports a program aimed at placing a number of its athletic students as assistant coaches in local sports organizations. This provides Queen's students with leadership and coaching experience while providing local associations with qualified coaches and mentors for young athletes. Any Queens student who wishes to participate in this program must meet the requirements of Rule 5, Team Officials.

The GKGHA supports this program and aims to place a Queen's female student as an assistant coach on each of its House League teams.

To facilitate this special relationship, a list of student volunteer coaches will be provided to all the coaches. While not mandatory, coaches are encouraged to take advantage of this opportunity.

19. Out-of-Town Tournaments

Traveling to an out-of-town tournament can be a positive experience for Ice Wolves players and can contribute to team bonding experience. It is our aim that all girls who express an interest will have the opportunity to travel to at least one traveling tournament during the season.

Coaches are encouraged to identify a parent(s) to aid in the organization of out of town tournaments. Teams that register for out-of-town tournaments that are short players are encouraged to pick up interested players as per rule 8, Playing Time, from other teams to give all girls an opportunity.

Divisional Conveners must approve all out-of-town tournaments as per rule 7, Team Ice Allocation and Schedule.

Senior:

Senior league teams are not entitled to participate in tournaments as a registered OWHA, GKGHA team, unless all of the OWHA rostered team members are able to attend the tournament.

20. Ice Wolves Cup Tournament

As a highlight of the mid-season, the GKGHA will host a tournament for house league teams in January. The tournament is directed at all players from FUNdamentals to Midget to give all girls an opportunity. In addition to Ice Wolves teams, teams from Affiliated Associations as well as other girls' hockey associations throughout Ontario are welcome. Consideration will also be given to teams from Quebec pending the tournament director's approval.

The GKGHA Board will identify the dates for the Ice Wolves Cup in the annual schedule. All House League Teams are expected to participate in the Ice Wolves Cup.

All House League Teams are expected to help organize the tournament.

21. Champions Weekend and Playoffs

At the conclusion of the regular house league season a special Champions Weekend will be held in which all house league teams will participate. The day will feature special ceremonies and activities and will include a sound and light show on the Ice Wolves home ice pad.

For Fundamentals and Novice Champions Day will involve pairs of teams matched up according to their standings at the end of league play. For example, the 1st place team will play the 2nd place team, the 3rd vs. 4th, etc. All such games will be given equal billing and both the winning team and the losing team

will be treated equally in terms of recognition. An appropriate time will be scheduled to permit FUNdamentals players to participate in the games.

For Atom, Peewee, Bantam and Midget teams, a playoff format will occur at the end of the regular season. The format of this playoff will be determined by the Division Conveners and VP HL. The format will be based on the regular season standings and available ice time. Every attempt will be made to ensure each team will play at least one game during Champions Weekend.

Affiliated Association teams will be asked to participate if sufficient ice time is available and they can be accommodated.

Costs will be equitably shared.

Senior:

Playoffs for the senior division will be played during the 2-week period between the last week of February and the first week of March.

22. Feedback Process

To ensure that the GKGHA continuously improves its House league program it is important to have a process to capture feedback and suggestions for improvement from team officials, parents and players. This can be accomplished in the following way:

All comments, suggestions and complaints are to be circulated through the Divisional Conveners, HL Convener and Vice President House League. Significant comments will be logged. Follow up to the originator is to take place by the respective Divisional Convener so that people have confidence that they are being heard.

Conveners are to circulate at the rinks from time to time and informally invite comment and feedback.

Annual questionnaires will be circulated and responses encouraged.

Significant incidents will be investigated in a structured, objective way leading to recommendations to avoid re-occurrence.

23. Dressing Room Protocol

All House League Teams must follow the approved GKHA Dressing Room Policy.

24. GKGHA - House League Convener - Specific Duties

Estimated time commitment 3-6 hours per week, more at beginning of year, during tournament and during playoffs\Champions Weekend.

1. Knowledge of GKGHA HL Operating Plan, constitution, and policies and familiarity with OWHA by-laws applying to HL teams.

2. Attend all relevant meetings – especially HL Convener Meetings and GKGHA Board Meetings.
3. With the VP House League, identify coaches and obtain from the head coaches a list of their proposed team staff (i.e. assistant coach, trainer). Ensure that each team has a certified coach and trainer as per OWHA requirements. Organize submission of Speak Out or Respect in Sport, CPICs and other OWHA required qualifications for team staff. Have each coach sign a GKGHA House League Head Coach contract.
4. Ensure smooth and efficient operation of the house league evaluations (if needed)
 - a. Obtain a list of registered players from the Registrar.
 - b. Prepare rating sheets for the players
 - c. Ensure that the evaluations are adequately staffed and that the staff knows and understands the procedure.
 - d. Attend all balancing meetings.
 - e. Contact registered players who did not attend to determine their intention.
5. With the VP House League, organize and run the coach draft selection in a manner that ensures balanced teams. If possible, accommodate player requests with the coaches without changing the overall team rating. Forward house league team player lists to the OWHA Rep and the coaches.
6. Be sure the parents and team staff are aware of all relevant GKGHA policies and procedures.
7. Ensure that the Registrar and OWHA Rep have all the necessary information and documentation for the players and team staff. Assist the OWHA Rep in getting the teams registered with the OWHA. Pass on to the teams their copy of the OWHA registration forms when received from the Registrar.
8. Immediately distribute to the team game schedules and all other information and documentation received from registrar, ice scheduler, executive or OWHA.
9. Attend a reasonable number of the house league team games.
10. Maintain regular contact with coaches/managers throughout the season to keep abreast of team operations. This includes Affiliate Association teams.
11. Provide recommendations to the VP House League on matters pertaining to team business that requires Program Committee or Board intervention.
12. Notify the OWHA Rep and Registrar if there are any changes to the team, either players or team staff. The last date for changes to a team is December 31.
13. Assist with organizing playoffs and champions' day.
14. Address scheduling issues within the division and coordinate team's attendance at tournaments to

ensure adequate teams available to permit league operations.

15. Address any disciplinary issues from parents, coaches or players as the “one-up” step from the team. Forward any issues to the VP House League.

16. Track Penalties for players in their respective division and ensure the discipline policy is being followed.

17. Enjoy the year – have fun – and appreciate that you are supporting our girls playing a great game, making new friends and becoming good sports!