

# **SOUTH COUNTY PREDATORS GIRLS HOCKEY ASSOCIATION (SCPGHA) POLICIES AND PROCEDURES (2020)**

## **1.0 GENERAL POLICIES**

### **1.1 TEAM NAME/LOGO/ COLOURS**

1. The SCPGHA logo will be adopted as the Association's logo.



2. The use of the South County Predators name, logo or any other Association identifying marker or reference shall only be permitted upon approval of the Board.

3. All game and colour conflict jerseys used for games must have the following:

a. The Association logo on the front.

b. Stop sign located on the back top of each jersey, the Canadian flag on left shoulder or right chest per OWHA.

4. League colours will be blue and yellow and white (Nashville Predators colours).

5. The Association has full responsibility for the hanging of championship banners.

6. All clothing purchased is exclusive to approved suppliers.

7. Permission of the Board is required to produce or print the official logo on any other item of clothing or likewise.

### **1.2 FINANCES**

1. The auditors are to be determined by the Treasurer subject to Board approval.

2. Reimbursement of expenditures made on behalf of SCPGHA by Association members will only be processed upon authorization of the Board. Expense summaries must be completed and submitted to the treasurer for approval.

3. Mileage reimbursement will be paid for OWHA, EKGHL and LLFHL, league meetings attended outside Windsor and Essex County. This does not apply to scheduling meetings for individual teams or divisions. Completed expense summary must be forwarded to the Board for approval.

### **1.3 CERTIFICATION**

1. Volunteer Vulnerable Sector Check Police clearances must be provided by all board members, volunteer team staff members, den mothers and on ice help 18 years+.

2. Coaches, trainers, managers & den mothers are responsible to acquire necessary certification through the appropriate courses.

3. The Association will reimburse all certification fees that are submitted with documentation verifying completion and payment.

#### **1.4 MISCELLANEOUS**

1. The 1<sup>st</sup> Vice President Local League Convenor will be the Association's contact to deal with the E.K.G.I.H.L. for the interlock issues.
2. The 2<sup>nd</sup> Vice President Travel Convenor will be the Association's contact to deal with OWHA on all competitive team matters.

### **2.0 BOARD OF DIRECTORS**

#### **2.1 MEETINGS**

1. The board will meet monthly or as deemed necessary for the operation of the league.

#### **2.2 MISCELLANEOUS**

1. The signing authorities for the Association shall include the President, Vice President(s), Secretary, and Treasurer and must be any two thereof.
2. Legal expenses can only be incurred with the approval of the Board.

### **3.0 REGISTRATION**

#### **3.1 ELIGIBILITY**

1. Players must be in good standing with SCPGHA to be eligible for registration. Application for registration may be denied at the discretion of the Board if it is determined that membership would not be in the best interest of the Association.
2. All fees must be paid in full prior to becoming a member of the association. This is an annual fee.

#### **3.2 FEES**

1. Registration must be done online, through the link provided on the SCPGHA website. Quick enrollment and IT Sports Net will be used for registration as per the OWHA guidelines. The registration fee is set by the Board prior to registration.
2. Early bird discount of \$100 applies to registration that is completed in full by June 15th. After June 15th full registration fees must be paid.
3. Late registrations – November 1st – December 31st – 75% of full registration, after January 1st - 50% of full registration.

<b>REGISTRATION PAYMENT SCHEDULE</b>			
<b>March 1 – June 15</b>	<b>June 16 – October 31</b>	<b>November 1 – December 31</b>	<b>January 1 – end of season</b>
Early Bird	Full Registration	75% of Full Registration	50% of Full Registration

4. The registration fee must be paid online using a credit or debit card. The only exceptions to this are players that qualify for the Pathway to Potential subsidy.

5. Compassionate assistance for payments may be considered and approved by the Board on an individual basis.
6. A player is not allowed to go on the ice after August 31st if the player is not registered and paid in full unless previous arrangements have been made with Treasurer.
7. All players wanting to play travel must be registered online and registration fees submitted prior to tryouts.
8. Players coming from other centers for tryouts must have a permission to skate form filled out and submitted to VP of Travel.
9. Players within SCPGHA intending to try out for another center, a permission to skate form must be filled out and signed by the Coach in Chief and/or President/Vice President.

**3.3 ACCEPTANCE POLICY**

1. You will receive an email stating that your daughter(s) has been accepted once registration and payment has been confirmed.

**3.4 REFUNDS**

1. All refunds must be communicated directly to the Registrar and Treasurer in writing.
2. For calculation of refunds, the date of withdrawal will be based on the date that the request was received in writing by the Registrar and Treasurer.
3. Refunds will be processed only upon confirmation of receipt of any property or equipment belonging to the Association.

**Refund Schedule**

Travel players withdrawing prior to September 1st will receive a full refund less a \$50 nonrefundable fee.

Local League players withdrawing prior to September 30th will receive a full refund less \$50 nonrefundable fee.

<b>REFUND SCHEDULE</b>				
<b>March 1 – September 30</b>	<b>October 1 - October 31</b>	<b>November 1 – November 30</b>	<b>December 1 – December 31</b>	<b>January 1 – end of season</b>
100% of Paid Registration - less \$50	75% of Paid Registration	50% of Paid Registration	Reviewed by Board	No Refund

All refund requests received after November 30th shall be reviewed on an individual basis and will only be granted in exceptional circumstances as deemed by the board with no refund after December 31st.

## **4.0 TEAM RULES**

### **4.1 TEAM STAFF**

1. All team staff including coaches, assistant coaches, trainers and managers and den mothers must be 16 years of age or older and two years older than the players on the team.
2. On Ice practice helpers must be registered members of OWHA/OMHA or Hockey Canada and must be a minimum of 14 years of age, must wear gloves, helmets and skates, and may only help with divisions below their own age group.
3. Coaches are responsible to obtain board approval for all on ice practice helpers. If needed appropriate waiver forms must be completed for all non SCPGHA on ice practice helpers prior to ice time.

### **4.2. OWHA Rules**

1. All OWHA rules shall be followed, except where SCPGHA has more restrictive rules which may be adapted for league play. Eg. LLFHL or EKGIHL
2. All equipment must meet the CSA standards.
3. All players must be dressed in the approved hockey equipment when on the ice practicing or playing a game.
4. Players that have been approved to coach or assist another team shall not be required to be dressed in the full approved hockey equipment, but must adhere to the minimum equipment for coaches.
5. Coaching staff minimum equipment requirements include; helmet, gloves, and skates.
6. Official sponsored team jerseys must be worn for all league, exhibition and tournament games unless there is a direct conflict of colour.
7. Team jerseys shall only be used for games; use is prohibited during practice.

### **4.3. Local League Playing Rules**

1. All league games shall be three stop time periods of 10-10-12 or 10-10-15.
2. Games may be subject to curfew.
3. Players shall be dressed in full equipment and ready to play or practice a minimum of 10 minutes before the scheduled start time so coaches can conduct a pre-game or pre-practice meeting.
4. The home team provides the game sheet.
5. The home team manager or head coach will be responsible for submitting the white game sheet to the appropriate designated location as specified by the Division Convenor within 24 hours.
7. EKGIHL scores must be submitted by Monday following the weekend games. Loss of points may occur for nonconformance.
8. When a suspension has been issued, the OWHA, the EKGIHL president and the local league convenor must be notified within 24 hours of the infraction by the coach or a team official by email. If this is not done within 24 hours, OWHA will hand out coaching suspensions. The Head Coach will be suspended from all coaching responsibilities and duties. Teams must record the games served of the suspended player on the game sheet. Once all games have been served copies of all game sheets must be emailed to OWHA, the EKGIHL President and the local league convenor.

#### **4.4 Travel Team Playing Rules**

1. Competitive team playing rules must follow the league in which the respective team plays.
2. Games may be subject to curfew.
3. Players shall be dressed in full equipment and ready to play or practice a minimum of 10 minutes before the scheduled start time so coaches can conduct a pre-game or pre-practice meeting.
4. The home team provides the game sheet.
5. The home team manager will be responsible for submitting the game sheet.
6. When a suspension has been issued, the OWHA, the LLFHL president and the travel convenor must be notified within 24 hours of the infraction by the coach or a team official by email. If this is not done within 24 hours, OWHA will hand out coaching suspensions. The Head Coach will be suspended from all coaching responsibilities and duties. Teams must record the games served of the suspended player on the game sheet. Once all games have been served copies of all game sheets must be emailed to OWHA, the LLFHL President and the travel convenor.

#### **5.0 LOCAL LEAGUE**

##### **5.1 AGE APPROPRIATE LEVEL**

1. All local players will be required to play at their appropriate age level unless SCPGHA does not offer a team at the player's age level. SCPGHA board reserves the right to encourage player movement to balance teams.

This means that the following would apply:

U22 - 15-21 years; U15 - 13-14 years; U13 - 11-12 years; U11 - 9-10 years; and U9 - 7-8 years as of December 31.

##### **5.2 LEAGUE PLAY**

1. It is recommended that all local league teams play in the Essex Kent Girls Interlock Hockey League (EKGIHL). The Board shall have final approval for placement of all teams into appropriate leagues.

##### **5.3 TEAM FINANCES**

1. Teams are allowed to raise additional monies through team sponsorship or fundraising. All fundraising must be pre-approved by the Sponsorship/Fundraising Convenor prior to fundraising event. Fundraising activities may be subject to insurance approvals.
2. All fundraising activities must be discussed and approved by a majority at a team parents meeting.
3. Team levies will not be permitted at local league teams.
3. Teams may have separate bank accounts but operated under the charter of SCPGHA.
4. All monetary transactions relating to fundraising are to be documented in accordance with basic accounting principles and are subject to review by the board.
5. A statement of financial accounting must be kept up to date at all times and submitted to the board by May 1 of seasons end. These statements must also be made available to the parents of the team.
7. The Board reserves the right to place a limit on the amount raised by any team.

9. It is prohibited to distribute or otherwise make available any funds for personal benefit or gain to players, parents or other members of the association.
10. All monies raised through fundraising are the property of SCPGHA.
11. Unused funds at the end of the season must be turned over to the board

### **Prohibited Activities**

1. Teams are not permitted to raise funds through bingos, raffles, 50/50 draws, hockey pools or any fantasy leagues.
2. Breweries, wineries and distilleries shall not sponsor any team.
3. Alcoholic beverages are not permitted as prizes.
4. Monies raised through fundraising cannot be dispersed to parents.
5. Teams may not pay for rooms, food or transportation for parents.
6. Association sponsors cannot be approached or solicited for donations.
7. The Board can add prohibited activities at their discretion.

### **Permitted Fundraising Expenses**

1. Tournament Registration fees;
2. Additional Ice time for practices/exhibition games;
3. Player skill development;
4. Referee Fees;
5. Administrative team expenses (paper, fax, phone, etc.);
6. Team off ice attire and equipment;
7. Transportation of players by bus (subject to board approval);
8. All other activities are subject to board approval.

## **5.4 PLAYER DRAFT IN LOCAL LEAGUE**

When there are 2 or more same aged teams within the same arena, the players will be graded and drafted to produce evenly skilled teams with an even number of players.

### **Graded Process**

1. All players will be provided with 1 or 2 ice practices in which the affected division coaches, along with the convenor will collectively observe and provide a rating between 1 and 5. 1 meaning the strongest level of experience and 5 meaning the need for most improvement. All individuals present must agree to each player's logged rating.
2. Upon completion of the ice practice(s), coaches along with the convenor will privately meet to select the teams.

### **Team Selection Process**

1. Each team can protect/choose 3 girls to remain on their team. ie. Coaching staff own daughters

2. Each team should have the same amount of rated players (from 1 to 5) as is available.
3. Each team's final team athlete count must be the same unless there is an odd number of players
4. Same team requests may not be accommodated unless the players are sisters
5. Goalies- if there are fewer goalies than teams, the goalie can be given to the team with one less #1 rated player. If there are more goalies than teams, goalies can be rostered accordingly to each team, and the remaining additional goalies can be split across the teams. Coaching staff can help ensure games are scheduled fairly across all goalies involved.
6. All coaches and convenor must be in agreement to the selection of the teams. Should there be a conflict; a resolution must exist where the convenor will take lead to such.
7. Only upon the confirmed selection of teams as approved by coaches and convenor can parents and athletes be notified
8. The Board reserves the right to move players until October 15th

### **5.5 TEAM APPAREL**

1. All clothing must be approved by the Board.
2. The SCPGHA team uniform shall be purchased from Board approved vendors.

### **5.6 COACH APPLICATIONS/SELECTION**

1. Coaches evaluation forms are completed annually.
2. Coach applications will be made available online all season. The date will be posted for the deadline in which the applications will be accepted. That date will be determined annually by the Board.
3. Applicants will be reviewed by a coach selection committee which will be made up of board members or peers of our SCPGHA. A minimum of three (3) people chosen by the Board will make up that committee. Substitute committee members may be required if any coach selection would be considered conflict of interest for the parties involved.
4. The appointment of the Head Coach of each team shall be made by the Board. The Coach selection Committee shall present their recommendations to the Board.
5. Upon approval, coaches must supply the SCPGHA with a valid copy of their coaching certificate, and coaching requirements as defined by OWHA. A volunteer vulnerable sector check police clearance is required and must be submitted if it has not been updated in the past three years.
6. The selected team staff is required to disclose any criminal history or outstanding warrants in and out of Canada.
7. All coaching staff (assistant coaches, trainers, managers etc.) as recommended by the head coach must be approved by the board prior to being allowed to represent SCPGHA on their team roster.
8. Once the full coaching staff is approved, a copy of their documentation is to be provided to the registrar. Documentation includes coaches' certification, trainer's certification, Respect in Sport for Activity Leader and an up to date police clearance. A den mother is part of the coaching staff, even though they may not be rostered staff and need Respect in Sport for Activity Leader and an up to date police clearance.

### **5.7 FEES**

1. The association will pay league fees for local league teams.

## **6.0 TRAVEL TEAMS**

### **6.1 AGE APPROPRIATE LEVEL**

1. All Travel players will be required to play at their appropriate age level unless SCPGHA does not offer a travel team at the player's age level. This player would be allowed to try out for the travel team which is the next division up.

This means that the following ages would apply:

U22 - 15-21 years; U15 - 13-14 years; U13 - 11-12 years; U11 - 9-10 years; and U9 - 7-8 years as of December 31.

### **6.2 LEAGUE PLAY**

1. It is recommended that all travel teams play in the Lower Lakes Female Hockey League (LLFHL). The Board shall have final approval for placement of all teams into appropriate leagues.

### **6.3 TEAM FINANCES**

1. Teams are allowed to raise additional monies through team sponsorship or fundraising. All fundraising must be pre-approved by the Sponsorship/Fundraising Convenor prior to fundraising event. Fundraising activities may be subject to insurance approvals.

2. All fundraising activities/levy must be discussed and approved by a majority at a team parents meeting.

3. Teams may have separate bank accounts but operated under the charter of SCPGHA.

4. All monetary transactions relating to fundraising are to be documented in accordance with basic accounting principles and are subject to review by the board.

5. A statement of financial accounting must be kept up to date at all times and submitted to the board by May 1 of seasons end. These statements must also be made available to the parents of the team.

6. Teams are permitted to assess a levy to players to start their bank accounts and cover any permitted expenses not covered by fundraising. This levy can be later reimbursed if funds permit but this reimbursement cannot exceed the amount of the levy assessed. Any levy is to be assessed evenly to all players.

7. The Board reserves the right to place a limit on the amount raised by any team.

8. It is prohibited to distribute or otherwise make available any funds for personal benefit or gain to players, parents or other members of the association.

9. All monies raised through fundraising are the property of SCPGHA.

10. Unused funds at the end of the season must be turned over to the board.

### **Prohibited Activities**

1. Teams are not permitted to raise funds through bingos, raffles, 50/50 draws, hockey pools or any fantasy leagues.

2. Breweries, wineries and distilleries shall not sponsor any team.

3. Alcoholic beverages are not permitted as prizes.

4. Monies raised through fundraising cannot be dispersed to parents except to cover previous team levy.

5. Teams may not pay for rooms, food or transportation for parents.



6. Association sponsors cannot be approached or solicited for donations.
7. The Board can add prohibited activities at their discretion.

### **Permitted Fundraising Expenses**

1. Tournament Registration fees;
2. Additional Ice time for practices/exhibition games;
3. Player skill development;
4. Referee Fees;
5. Administrative team expenses (paper, fax, phone, etc.);
6. Team off ice attire and equipment;
7. Transportation of players by bus (subject to board approval);
8. All other activities are subject to board approval.

### **6.4 TEAM APPAREL**

1. All clothing must be approved by the Board.
2. The SCPGHA team uniform shall be purchased from Board approved vendors.

### **6.5 TRAVEL TRYOUTS**

1. Only registered players will be eligible to try out for travel teams.
2. Players from other OWHA centers must present a permission to skate prior to skating in any travel tryout.
3. The tryout dates will be made available two (2) weeks prior to tryouts.
4. The cost of the tryout is to be set as a result of ice costs and will be a onetime set fee. This fee will give each player a minimum of 2 hours of ice which starts at the first available ice time set for her division.

Example: If the ice is set for Friday and Saturday and the following Wednesday and Thursday, no cuts will be made until after Saturday's skate (the 2nd tryout). If you miss the first or second ice time, you are not guaranteed two skates but can be cut after the Saturday (or second scheduled ice time) and you also have to pay the full 'tryout' fee that is set.

### **6.6 PLAYER SELECTION – Travel Teams**

1. Team make up will be a minimum of thirteen (13) skaters and a maximum of fifteen (15) skaters and two (2) goalies providing the number of girls trying out exceed these numbers.
2. Teams are to be selected in its entirety following the last tryout. This does not matter if it is a spring tryout or a fall tryout. This means thirteen (13) to fifteen (15) skaters and two (2) goalies are to be chosen (goalies may be exception).
3. The coach will provide the SCPGHA board of directors a list of players which they have selected as members of their team. This will be known as the official roster.
4. The official roster cannot be changed without the board of directors' approval. Any changes, the coach of the said team and the parents of the affected player and at least two (2) board members (one must be Travel Convenor unless there is a conflict) must meet to discuss this move. The board members

at this meeting will report back to the board of directors and the board of directors will vote to accept or deny any roster changes.

5. Once a player accepts a position on one of our travel teams, a release from their center (if other than South County) must be presented to the registrar within 48 hours. There will be a \$50.00 cancellation fee if that player chooses not to play on said team after accepting a position. This fee applies from the time they accept until September 1 of the current season start. Then the refund schedule as laid out will apply in addition to this cancellation fee.

6. If a player cannot fulfill their commitment to travel hockey, this player can only be replaced with a registered member of the SCPGHA. This change has to be made by the end of September, unless there are circumstances such as a geographical move, extended medical condition or such that the board would approve replacement of a player at any other time.

### **6.7 TRAVEL TEAM OPERATION**

1. If early tryouts occur, a team may not practice throughout the summer. SCPGHA will provide ice time from the beginning of the hockey season (September 1) until the end of their playoff run and will support some ice time passed the regular season for any travel team going to Provincials up to the weekend of Provincials. No team is allowed to purchase ice before August 15.

2. Travel fees will be set at the beginning of each season and will represent the additional cost travel adds above the normal local league costs.

3. Travel players must supply a postdated cheque for one hundred and fifty dollars (\$150.00) for the use of the travel jerseys which will be given back to them once the jerseys are returned in good condition at the end of each season.

### **6.8 COACH APPLICATIONS/SELECTION**

1. Coaches evaluation forms are completed annually.

2. Coach applications will be made available online all season. The date will be posted for the deadline in which the applications will be accepted. That date will be determined annually by the Board.

3. Applicants will be reviewed by a coach selection committee which will be made up of board members or peers of our SCPGHA. A minimum of three (3) people chosen by the Board will make up that committee. Substitute committee members may be required if any coach selection would be considered conflict of interest for the parties involved.

4. The appointment of the Head Coach of each team shall be made by the Board. The Coach selection Committee shall present their recommendations to the Board.

5. Upon approval, coaches must supply the SCPGHA with a valid copy of their coaching certificate, and coaching requirements as defined by OWHA. A volunteer vulnerable sector check police clearance is required and must be submitted if it has not been updated in the past three years.

6. The selected team staff is required to disclose any criminal history or outstanding warrants in and out of Canada.

7. All coaching staff (assistant coaches, trainers, managers etc.) as recommended by the head coach must be approved by the board prior to being allowed to represent SCPGHA on their team roster.

8. Once the full coaching staff is approved, a copy of their documentation is to be provided to the registrar. Documentation includes coaches' certification, trainer's certification, Respect in Sport for

Activity Leader and an up to date police clearance. A den mother is part of the coaching staff, even though they may not be rostered staff and need Respect in Sport for Activity Leader and an up to date police clearance.

## **6.9 FEES**

1. The association will pay league fees for travel teams.
2. The association will cover the cost of Provincial Bonds.

## **7.0 CODE OF ETHICS, COMPLAINTS & DISCIPLINE**

### **7.01 CODE OF ETHICS**

1. Abide by the constitution of the SCPGHA, EKGIHL , OWHA and LLFHL or any other league currently enrolled in.
2. Exemplify the highest moral character, behavior and leadership. Never ridicule or yell at players for making mistakes or for performing poorly.
3. Respect the integrity and personality of each individual athlete.
4. Abide by the rules of the game in letter and in spirit.
5. Respect the Integrity and judgment of the officials.
6. Demonstrate a continuing interest in coaching principles and techniques through professional growth and improvement.
7. Encourage athletic participation that is free of violence.
8. Display modesty in victory and graciousness in defeat.
9. Promote ethical relationships among coaches.
10. Encourage the highest standards of conduct among all players and staff.
11. Strive to develop in each athlete the qualities of leadership and good judgment.

### **7.02 CODE OF CONDUCT**

1. To foster reasonable behavior, to enhance Sportsmanship and to make competition a developmental experience, the corporation requires its players and parents to meet minimum standards of behavior.
2. The members of this corporation will not condone nor encourage violence, bad manners or bad language on or off the ice.
3. Failure of a game official to call an otherwise obvious infraction does not absolve the coach or manager from enforcing the penalties. It is the responsibility of the coach, manager or other Board member to bring such incidents to the attention of the Director. In any team situation, in or around ice surface, dressing rooms or arenas, proper behavior is expected of all corporation players, parents and coaching staff. Acts of violence, use of offensive language and/or the consumption of alcoholic beverages or drugs are not acceptable behavior.
4. Coaches are expected to discourage improper player language by means of immediate verbal reprimand followed in case of repeated or serious occurrences, by loss of shift or shift suspension for a period, or removal from the hockey game or practice. Continuous infractions are to be brought to the Director and the board where suspensions would be encouraged. Coaches and managers are expected to strongly enforce this guideline in each category from Novice to Intermediate (The standard of what is acceptable is what is deemed acceptable in the presence of anyone)

5. Consumption of alcoholic beverages or drugs, by players, coaching staff or parents in a game or practice situation, or arriving inebriated in such a situation, is grounds for discipline. Players, parents or members of the Corporation who do not meet these standards will be encouraged not to attend games. Failure to comply could result in suspension or expulsion from the hockey program.

### **7.03 CONFLICT RESOLUTION**

1. Any member of the Corporation who has a complaint, objection or advice, must go through the following route;

A. Speak to or email your coach or member of bench staff after the mandatory 24-hour waiting period. If not resolved,

B. Speak to or email your Division Convenor. If still not resolved,

C. Contact the appropriate Local League (Vice President) or Travel Convenor (Vice President), if still not resolved,

D. Contact the Past President or President by email,

If the above steps are not taken in order the complaint/issue will not be dealt with.

### **7.04 DISCIPLINE**

1. Failure to comply with any of SCPGHA Code of Ethics will result in discipline as seen fit by the board.

#### **Procedure**

A. Follow conflict resolution 7.03

B. Upon receipt of such registered concern the Convener & Vice President will determine if a meeting is deemed necessary with the board or designated discipline committee.

C. The committee board upon review may dismiss the complaint and if so, inform the complainer in writing or email. Begin a formal investigation and interview all parties involved. Upon conclusion of the investigation, issue discipline if the findings warrant it.

## **8.0 EQUIPMENT**

### **8.01 MOUTH GUARDS**

1. SCPGHA strongly suggests the use of mouth guards but will not make them mandatory in accordance with OWHA regulations.

### **8.02 DEPOSITS**

1. Any goalie equipment or jersey supplied by the SCPGHA will require a refundable deposit cheque made payable to South County Predators Girls Hockey Association. The equipment convenor will retain the cheque until the equipment or jersey is returned in good condition at the end of the season.