



Nepean Girls Hockey Association

Policy Manual

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1. GOVERNING BODIES

- All NGHA players and ice/bench personnel are registered with the Ontario Women's Hockey Association (OWHA).
- All NGHA players and ice/bench personnel are members of Hockey Canada (HC) and are bound by HC, OWHA and NGHA rules, regulations, policies and procedures.
- All NGHA players and personnel on teams participating in the Ottawa District Women's Hockey Association (ODWHA) league are bound by ODWHA rules, regulations, policies and procedures.
- All NGHA players and ice/bench personnel are covered by HC insurance.

2. REGISTRATION

2.1. Player Definitions

- Veteran Player - registered with the NGHA during the previous Fall/Winter season.
- Former Player - registered with the NGHA for a Fall/Winter season prior to but not during the previous Fall/Winter season.
- New Player - never registered with the NGHA for a Fall/Winter season.

2.2. Rules

2.2.1. General rules – apply to all NGHA programs/camps

- All NGHA player registrations must be submitted using the NGHA Online Registration System (NORS).
- Registration fees and required documentation must be submitted by the date indicated in the player's NORS Confirmation Email. Otherwise the registration submission will be cancelled.
- Registrations will not be processed for players who have not fulfilled their financial obligations to the NGHA or who have not returned all NGHA equipment and jerseys.
- Early registration fees apply only to veteran NGHA players.
- Cheques which are returned by the bank due to insufficient funds are subject to a \$25.00 fee and must be replaced by cash or cash equivalent (money order, certified cheque etc.) within one week.

2.2.2. Fall/Winter Season rules

- Players who indicate 'Goalie' on their registration form must be prepared to play in goal on a full time basis. The Program Committee will vet all goalies.
- An NGHA registered player may register as a player on only one NGHA Fall/Winter season team.
- OWHA and ODWHA team registrations will not include any players who have not paid their NGHA registration fees.

2.3. Priority

2.3.1. Fall/Winter Season registration priority

- Registration for AA teams is open to all players
- For all other players, registration will be on a first-come first-served basis within birth year and division with the following priority:
 1. Veteran players
 2. New and former players residing in the City of Ottawa
 3. New and former players not residing in the City of Ottawa will be accepted in mid-September only if there is space available, as defined by the Program Committee.

2.3.2. Summer Program registration priority

- Registration will be on a first-come first-served basis within division with the following priority.
 1. Veteran and former players
 2. New players residing in the City of Ottawa.
 3. New players not residing in the City of Ottawa will be accepted only if there is space available as defined by the Program Committee.

2.3.3. Camps registration priority

- Registration will be on a first-come first-served basis within division with the following priority.
 1. Veteran players
 2. New players and former players residing in the City of Ottawa.
 3. New players and former players not residing in the City of Ottawa will be accepted only if there is space available as defined by the Program Committee.

2.4. Refunds

2.4.1. General Rules – apply to all NGHA programs/camps

- A written request (email will suffice) must be submitted to the Registrar before a refund is issued.
- A \$25.00 administration fee will be charged to all withdrawing players.
- Refunds will be issued only after the player's registration cheque has cleared the NGHA bank account, all outstanding team fees and/or NGHA charges have been paid and all NGHA equipment and jerseys have been returned to the NGHA.
- OWHA fees, HC insurance fees and NGHA equipment costs (eg. socks, jerseys, goalie rental fee) are non-refundable.

2.4.2. Fall/Winter Season refunds

- Any player who accepts a spot on a AA team and then withdraws, will forfeit her entire NGHA registration fee.
- For all others, the amount of the refund will be determined as follows:

	Refund requested	Non-refundable portion *
FUN undamental	Before first ice time	\$0.00
	First ice time to November 1	\$20.00
	November 1 to December 15	\$50.00
	After December 15	Entire registration fee
House League	Before first ice time	\$0.00
	First ice time to October 1	\$20.00
	October 1 to December 15	\$50.00
	After December 15	Entire registration fee
Competitive	Before first ice time	\$0.00
	First ice time to October 1	\$25.00
	October 1 to December 15	\$70.00
	After December 15	Entire registration fee

** Note: The above non-refundable amounts are in addition to the \$25.00 administration fee, the OWHA registration fee, the HC insurance fee and NGHA equipment costs.*

2.4.3. Summer Program and Competitive Skills Camp refunds

- The amount of the refund will be at the discretion of the Registrar.
- No refunds will be issued after June 30.

2.4.4. Pre-Season Conditioning Camp refunds

- The amount of the refund will be at the discretion of the Registrar.
- No refunds will be issued after the start of the camp.

2.5. Required Documentation

2.5.1. Fall/Winter Season

- Veteran players
 1. Fair Play Code Pledges signed by the player and her parents/legal guardians, if not already on file with the NGHA
 2. Signed NGHA Waiver Form
- New and former players registered the previous season with another OWHA association (ie. non-NGHA team)

1. Fair Play Code Pledges signed by the player and her parents/legal guardians
 2. Signed NGHHA Waiver Form
 3. 3 copies of Proof of Age (e.g. copy of birth certificate)
 - o 3 copies of Permission to Skate or Release form
- New and former players not registered the previous season with any OWHA team
 1. Fair Play Code Pledges signed by the player and her parents/legal guardians
 2. Signed NGHHA Waiver Form
 3. 3 copies of Proof of Age (e.g. copy of birth certificate)

2.5.2. Summer Program and Camps

- Veteran players
 - None
- New and former players registered the previous season with another OWHA team/association (ie. non-NGHHA team)
 1. Fair Play Code Pledges signed by the player and her parents/legal guardians
 2. Signed NGHHA Waiver Form
 3. 2 copies of Proof of Age (e.g. copy of birth certificate)
 4. 2 copies of Permission to Skate or Release form
- New and former players not registered the previous season with any OWHA team (eg. boy's team)
 1. Fair Play Code Pledges signed by the player and her parents/legal guardians
 2. NGHHA Waiver Form
 3. 2 copies of Proof of Age (e.g. copy of birth certificate)

3. PERMISSIONS TO SKATE AND RELEASES

- A Permission to Skate and/or Release will not be issued to a player who has not fulfilled her financial obligations to the NGHHA or who has not returned all NGHHA equipment and jerseys.
- A Permission to Skate will be given to a player for competitive team tryouts with another OWHA team only for teams at the AA level (first team only in one Association) in those divisions where the NGHHA does not have a AA team. If the player has registered with the NGHHA, her registration will remain in effect.
- A Release will be given to a player who has been accepted onto a competitive team with another OWHA Association at the AA level and has previously been given a Permission to Skate.
- A Release will be given to a player wishing to try out or play for a team with another OWHA Association at a level other than AA.
- A player who has been selected for or placed on an NGHHA team for a fall/winter season and receives a Release at any time during that season or before the start of the next fall/winter season will not be eligible to tryout for A to C competitive teams or to be placed on an NGHHA house league team at her age level for the next fall/winter season.
- A Permission to Skate will be issued to an NGHHA player wishing to play elsewhere in a summer program.

4. TEAM STAFF

4.1. General

- All OWHA and ODWHA registered team staff and all other team volunteers must consent to a Police Record Check.
- All OWHA and ODWHA registered team staff and any other team volunteers who have direct contact with the players must attend or have attended a Speak Out! Against Abuse and Harassment session.
- The deadline for team staff and volunteers to acquire the NGHHA minimum requirements is December 1 for coach and Speak Out certification and November 15 for trainer certification. Failure to do so will result in the removal of the individual from the relevant team staff position on the team.
- The cost to team staff of acquiring the necessary trainer certification (maximum 2 per team), coach certification for Coach to Intermediate level and Speak Out certification will be paid by the NGHHA upon receipt by the Treasurer of a copy of the appropriate certificate and proof of payment. The Board of Directors will consider reimbursement for Advanced level coaching certification on an individual basis.
- Males under the age of 16 may be registered on an NGHHA team only with permission from the NGHHA Program Committee.

4.2. Head Coach

4.2.1. General

- The NGHHA will attempt to recruit the best possible head coaches for all teams, seeking the most qualified candidates.
- Individuals wishing to be considered for a head coaching position or FUNdamental instructor position must submit a coaching application to the Vice-President and be willing to attend an interview by the Coach Selection Committee.
- The coaching term is for one season only. All coach candidates must reapply each season for selection.
- The Board of Directors must ratify the appointment of all head coaches.
- To avoid a conflict of interest, potential parents and/or coaches at a given division on the Coach Selection Committee and on the Board of Directors will not be allowed to vote on coach selection specific to that division and may be asked to absent themselves for any relevant discussion.

4.2.2. Selection Criteria

4.2.2.1. Training

- Training qualification is based on the National Coaching Certification Program (NCCP) standard coach certifications. All prospective head coaches in the NGHHA program must have the minimum NCCP designation, or have committed to obtaining the minimum designation before December 1st. Preference will generally be given to coach candidates with higher levels of NCCP training.
- Minimum certifications required
 - Fundamental, Novice Initiation or Coach Level
 - Other House League Coach Level
 - Competitive Intermediate Level

4.2.2.2. Experience

- Relevant experience includes the number of years as a head coach, the number of years as an assistant coach, the category and level of the teams coached and the association of the teams coached.
- Background experience includes the number of years playing hockey and the category and level of the teams played on.

4.2.2.3. Evaluations

- At the discretion of the Program Committee, coaching evaluations by both parents and players will be carried out and tabulated by the Competitive and House League Convenors midway and at the end of the season.
- Evaluation results will be shared with individual coaches and the Program Committee and used by the Coach Selection Committee when recommending coaches for ensuing seasons. The greater emphasis shall be placed on the player evaluations.
- While players have the option of not signing, parents will be strongly encouraged to sign their evaluation.
- Each season the coach evaluation process produces a rating of each incumbent Coach in one of three categories:
 1. Acceptable to continue coaching
 2. Conditionally acceptable to continue coaching subject to certain conditions: (e.g. more training, identified areas for improvement, probationary basis, assistant coach only etc.)
 3. Unacceptable for continued coaching (extreme cases only).
- Preference will be given to coach candidates that have a successful category 1 coach rating.
- Candidates in category 2 will be assessed by the Coach Selection Committee and may result in the disqualification or lowering of preference for the coach candidate.

4.2.2.4. Other Commitments

- Preference will be given to coach candidates who are relatively free of other commitments. Specifically, coaching another team, extensive job related travel or volunteer time in non-hockey organizations are items that would be considered here. The Coach Selection Committee will evaluate the level of these other commitments and may include them as a factor in the selection process.

4.2.2.5. Other Criteria

- Other attributes that will be assessed include, but are not limited to, coaching philosophy and style, organizational abilities, adherence to fair play, and conduct with officials.

4.3. Other Team Staff

- Once teams are formed, both House League and Competitive Head Coaches will choose their own Assistant Coach(es), Manager(s) and Trainer(s), subject to Program Committee approval. The following minimum certifications are required:
 - Competitive Assistant Coaches NCCP Coach Level
 - Trainers Trainer Level (I)
- House League Assistant Coaches are encouraged to acquire their NCCP Coach Level.
- It is strongly recommended that each team have a female Trainer.
- It is strongly recommended that spouses do not serve as staff on the same team.

5. FORMATION OF TEAMS

5.1. General

- Generally, teams will be restricted to a maximum of 15 players, excluding goalies. The Program Committee must approve any exceptions.

5.2. Competitive Teams

- The NGHHA shall form a competitive team for a given division and category as long as there is sufficient interest and talent among its players to do so, as determined by the Program Committee in consultation with the coaches.
- The selection of the team shall be monitored by the team's Convenor.
- All players attending competitive tryouts will pay a fee, as determined each season by the Board of Directors.
- AA team tryouts are open to all female players of the appropriate age.
- Other than at the AA level, only registered players and players on the waiting list as of 48 hours before the first NGHHA competitive team tryout may try out for competitive teams. Players added to the waiting list less than 48 hours before or after the first NGHHA competitive team tryout can try out for a competitive team only if there is space available, as defined by the Program Committee.
- Other than for those situations described in the Permissions to Skate and Release Policy, for each OWHA division, a pre-determined number of players from the waiting list, as of 48 hours before the first NGHHA competitive team tryout, may be selected for competitive teams ranked below AA. The higher category team(s) will have first choice of these waiting list players. Thus, if the higher ranked team selects the maximum allowable number of waiting list players for that OWHA division, the lower ranked team(s) may not select any players from the waiting list. The maximum number of waiting list players that may be selected will depend on the number of NGHHA teams ranked below AA, as follows:
 - 1 team ranked below AA – 3 waiting list players
 - 2 teams ranked below AA - 4 waiting list players
 - 3 teams ranked below AA - 5 waiting list players
 - 4 teams ranked below AA – 6 waiting list players
- To be eligible for a competitive team, players must attend a minimum number of competitive tryouts as determined by the Program Committee.
- Players chosen for competitive teams who are related to that team's potential coaches, assistants, trainers or managers will be assessed by the Program Committee to ensure they belong on the team for which they have been chosen.
- Players who try out for a competitive team, are offered a position on the team and turn down that offer may not try out for a lower level competitive team or play on a House League team.
- Players are expected to play within their age level. A request to play in a higher division will be considered only if the following criteria are met:
 - The NGHHA does not have a AA team at that level.
 - The player and/or player's parent has made the request in writing.
 - Following consultation with the coaches of the two affected teams, permission to attend tryouts at the highest-level team of the next higher age group has been given in writing by the Program Committee.
 - The player is selected by the coach of the highest-level team of the next division up and is in the top third of the team. Program Committee must ratify such selection.

5.3. House League Teams

- Only registered players will be assigned to house league teams.
- Players will be assigned to teams such that the balancing of the teams in terms of skill shall be the first priority. The process to determine the equal balancing of players on teams will include rating of players' skills at on-ice stations by three independent evaluators, and a controlled scrimmage.
- Player requests will not be considered.
- Players are expected to play within their age level. A request to play in a higher division will be considered only if the following criteria are met:
 - The player and/or player's parent has made the request in writing.
 - The higher division team needs additional players.
 - The player is capable of playing at the higher division.

6. TEAM/PLAYER COMMITMENT

6.1. General – applies to all teams

- At the Board of Directors discretion, all NGHHA players will be asked to sign a statement at the beginning of the season agreeing to abide by all rules, regulations, policies and procedures of the NGHHA, the ODWHA, the OWHA and HC and agreeing to accept the consequences of failing to do so.
- All players must notify their coach in advance when unable to attend a team function. This includes games, practices and all other team activities such as social functions and fundraising efforts.
- Players who regularly miss practices, games or tournaments may, at the Coach's discretion, be given less ice time than other players on her team.

6.2. Competitive teams/players

- All competitive teams are expected to go through the qualification process for the Provincial championships.
- All competitive teams that qualify are expected to participate in the Provincial championships.
- A competitive team coach may exercise reasonable discretion in limiting a player's activities outside hockey and enforcing required levels of attendance at practices and games.
- Other than for reasons of illness, injury, family commitments or school activities, a competitive player is expected to attend all team activities.
- All competitive players, unless ill, injured or attending a family emergency, must be available for all league playoff games, provincial play down games and tournaments.

7. USE OF AFFILIATE PLAYERS

- A player's first commitment is to the team on which she is registered.
- An NGHHA registered player may play as an affiliate on a non-NGHHA team only under exceptional circumstances and only with the permission of the Competitive or House League Director.
- Prior to using an affiliate player, the Coach must receive permission from the affiliate player's Coach.
- To foster the development of all players, teams are encouraged to use NGHHA players as affiliates whenever allowed by ODWHA and OWHA rules.

8. PLAYER ICE TIME

8.1. General

- Coaches are encouraged to develop all players for specialty units such as power play and penalty killing since each team will be only as strong as its weakest players.

8.2. AA Teams – Fair Ice

- To a reasonable extent, coaches may use ice time as a motivational tool.
- The flow of the game, penalties, power plays and penalty killing may occasionally result in unequal playing times.
- Teams that carry two lines of defense and three lines of forwards will obviously result in different playing times between defensemen and forwards.
- Coaches may choose to use certain players in key games or during the last few minutes of a close game to give the team its best chance to win. This could result in some players finishing games with more ice time than others - but only on a limited basis.

- Players' ice time may not be equal in each and every game, but should be roughly equal over the course of the season.

8.3. House League and Competitive teams ranked below AA – Equal Ice

- The only exception to the rules below is when a player is denied equal ice for disciplinary reasons. These may include, but are not necessarily limited to, violations to the NGHA Code of Conduct, non-compliance with team rules or repeated absences from team activities. The team's Convenor will monitor such a denial of equal ice time.
 - All players on House League teams will receive equal ice time.
 - All players on Competitive teams will receive equal ice time with the exception of the last two minutes of close games or the last minute of close periods in cases where continuation in tournament play is dependant upon successful allocation of points for each period.

9. TEAM FINANCES

- All teams are required to open a team account at an accredited financial institution for the current season, with signing authority for the account requiring two signatures.
- A team budget is to be presented to and approved by the team players/parents and the team's Convenor at the beginning of the season.
- Both a mid-season and year-end financial report is to be distributed to all team players/parents and to the team's Convenor.
- Financial statements and/or team budgets must be produced to the Board of Directors upon request.
- All player team fees must be collected by December 31st of the current season.
- Bingo credits may be used for individual player team fees.
- If a player leaves the team after the start of the season, her team fees must be pro-rated and refunded to her.
- If a player joins the team after the start of the season, her team fees must be pro-rated and charged to her.
- Player team fee refunds must be issued in a timely fashion at the end of the season.
- The NGHA registration fee covers the ODWHA league play portion of a team's on-ice activity. The length and number of games played in the different divisions of the ODWHA league may vary from season to season (e.g. longer games in higher competitive levels, more games in competitive than in house league). To address this discrepancy and balance the ODWHA league costs for all players, some teams will be assessed a surcharge to cover the extra costs incurred by the NGHA. This will depend, each season, on the format of the ODWHA league, including both regular season and playoff games.
- Competitive teams must pay all costs, including ice time, referees and timekeepers, associated with Provincial play down games.
- Allowable team budget expenses (requiring majority consent of the players/parents)
 - Team jersey deposit
 - Goalie equipment deposit & rental fee for teams with no full time goalie
 - NGHA surcharge for ODWHA league play
 - OWHA fees for extra team staff the NGHA pays for up to five (5) team staff
 - Practice Ice
 - Exhibition Games Ice, referees, timekeepers
 - Tournaments entry fees
 - Coaches Hotel Accommodations for out-of-town tournaments, only if they don't have a child on the team
 - Team Supplies pucks, pylons, first aid kit, nametags etc
 - Administration telephone, postage, photocopying etc
 - Social Expenses year-end party, player awards
 - Provincial Play Down Games competitive teams only
 - Provincial Bond competitive teams only
 - Provincial Championships competitive teams only
- Team expenses not listed above (e.g. items of clothing) require unanimous approval of the players/parents and cannot be a mandatory requirement of any player on the team.

10. FUNDRAISING

10.1. By the NGHA

- The NGHA may, at the Board of Directors discretion, initiate an association wide fundraising effort. Teams will be required to participate as determined by the Board of Directors.

10.2. By an NGHA team

- Teams are encouraged to organize fundraisers to ease the financial burden for parents.
- Improper fundraising activities could violate Ontario Lottery and Licensing Laws and jeopardize the NGHA Bingo license, which is an important source of revenue to the Association. Teams are not to create any raffles or ticket draws without checking first with the Treasurer.
- If agreed to by all the parents, minimum family quotas can be established. Otherwise, individual family results should be allocated against their respective expenses.
- Fundraising must be conducted in such a manner, and at such a time, as to cover actual or anticipated team and player expenses only.

10.3. By an NGHA player

- Parents and/or players may work the NGHA Bingo to offset their hockey expenses.

11. SPONSORSHIPS

11.1. General

- Sponsorship opportunities may be pursued for either a team or an individual player.
- All sponsorship amounts received must be deposited directly into the team account.
- The Treasurer will provide receipts for sponsors as necessary.

11.2. Team Sponsorships

- All team names should include the name of the team's sponsor when externally publicized.
- Sponsor tags may be attached to the team jerseys by hand stitching only - no iron-on or machine stitching.
- Sponsors should be recognized by the team for their contribution (e.g. thank-you letter, year-end appreciation plaque, team photo).
- Total amounts received from team sponsors shall not exceed the actual or anticipated total team expenses.

11.3. Player Sponsorships

- Sponsor tags may be attached to the player's jersey by hand stitching only - no iron-on or machine stitching
- Sponsors should be recognized by the player for their contribution (e.g. thank-you letter).
- Total amounts received from player sponsors shall not exceed the actual or anticipated total player expenses. If the sponsorship amount is greater than the player's team fees, receipts for additional expenses (e.g. travel, hotel accommodation) must be submitted to the team manager, who will then reimburse the player/parent from the team account.

12. ICE ALLOCATION AND SCHEDULING

- Each team must specify someone, be it a coach, manager or parent, with an address, phone number, fax number and email address, as the contact for the team's ice allocation. All communication on ice allocation and scheduling will be between this contact person and the Ice Director.
- The Ice Director will allocate all NGHA ice, including ice for ODWHA league play and team practice ice.
- All teams will be allocated their fair share of the less attractive ice times.
- The per hour amount charged to teams for practice ice will be set each season by the Board of Directors and will be based on the average per hour ice cost to the NGHA.
- Depending on the total NGHA ice allocation and monitored by the Ice Director, teams will generally be allocated practice ice as follows:
 - AA teams
 - Full ice practices, with up to 1 shared ice practice per month
 - 6-8 practices per month

- Competitive teams other than AA
 - Full ice practices, with up to 1 shared ice practice per month
 - 4-6 practices per month
- House League teams
 - Shared ice practices
 - For Novice to Bantam, 4 practices per month
 - For Midget and Intermediate, 1-2 practices per month
- FUNDamental Program
 - October through December – 1 ice time per week
 - January through March – 6 to 8 ice times per month
- Senior team
 - 1 full ice practice per month, only if such ice is not required for minor teams
- The Ice Director will not assign any practice ice times that conflict with the team's schedule provided that he/she has been informed by the team well in advance of all rescheduled ODWHA league and playoff games as well as any additions to the team schedule, such as ice time procured directly by the team, tournaments the team has entered and exhibition games.
- The Ice Director may appropriate any previously allocated ice time as necessary.
- Teams will receive an invoice for each block of ice time allocated by the Ice Director with a payment date clearly stated.
- Teams will not receive their ice allocation if there are any outstanding amounts owing to the NGHA.
- So as not to jeopardize attempts to get more ice from the City of Ottawa, no NGHA ice may go unused. The Ice Director and team Convenors will closely monitor the use of NGHA allocated ice.
- Teams are responsible for ensuring that none of their assigned ice goes unused.
- If a team cannot use an assigned ice allotment (e.g. tournament, rescheduled game), the following procedure applies:
 - The team must notify the Ice Director at least 10 working days for City ice, 30 working days for City ice used for Special Events, 20 working days for Carleton U and 30 days for Ottawa U, prior to the ice time.
 - Within 24 hours, the Ice Director will notify the team whether or not the ice time can be returned to the NGHA.
 - If so, the team's invoice will be adjusted accordingly and the team has no further responsibilities regarding that ice time.
 - If not, the ice time remains allocated to the team, for which the team will be billed, and it then becomes the team's responsibility to ensure that the ice time is used
 - City-assigned ice may be sold, traded, or given only to other NGHA teams.
 - Private ice (Carleton, Ottawa University, Bell Sensplex, Kemptville etc.) may also be sold, traded, or given to another team from a female association, providing all NGHA teams have declined and the Supplier consents. It may be sold to a boy's team only as a last resort.
 - A team can set the price for any sold ice but the team's invoice will reflect the full retail cost if it is sold outside NGHA. For example, in 2006/07, selling a Carleton University or Sensplex sheet to an NMHA boy's team would cost the team \$228.00 (\$211.00 for Ottawa U).
- Sanctions will be imposed on any team failing to ensure that its allotted ice is used or failing to follow the procedure described above for NGHA allocated ice that a team is unable to use. Such sanctions will take the form of, but are not necessarily limited to:
 - The team will be charged for the ice costs, including the cost of referees and timekeepers, if applicable. The team will be fined an amount equivalent to the cost of the ice e.g. City ice \$118 x 2 = \$236, Carleton U ice \$228 x 2 = \$456
 - Failure to pay the above costs and the associated fine within fourteen (14) days of notification by the Ice Director may result in suspension of the Coach, Manager or team.
 - The amount of further ice allocations to that team will be reduced.

13. EXHIBITION GAMES

- Teams are responsible for organizing the referees and timekeepers for an exhibition game.
- Teams must pay the referees and timekeepers in cash at the conclusion of an exhibition game.
- NGHA may play exhibition games against any OWHA registered team.
- NGHA may play exhibition games against teams not registered with the OWHA only if sanctioned by the OWHA (i.e. OWHA Request for Sanction submitted and approved).

14. TOURNAMENTS

14.1. General

- Decisions regarding a team's entry into tournaments will be made at the parents meeting held at the beginning of the season. Both the team staff and the players/parents will have input into these decisions.

14.2. NGHA Tournament

- At least one volunteer from every NGHA team participating in the tournament must serve actively on the NGHA tournament committee.

14.3. Other local tournaments

- Teams may enter as many local tournaments as agreed to by the majority of the team players/parents.

14.4. Out of town tournaments, including the Provincial Championships

- Competitive teams ranked below AA may enter more than 4 out of town tournaments only with the unanimous agreement of the players/parents.
- House League teams may enter more than 2 out of town tournaments only with the unanimous agreement of the players/parents.

15. EQUIPMENT

15.1. General

- All NGHA players, while participating in game play, should present a consistent look, anchored by the Nepean Wildcats jerseys. Players are encouraged to wear black helmets and pants. Hockey gloves should be consistent with the Wildcats colour scheme, the predominant colour being black.

15.2. Purchase of Equipment

15.2.1. General

- The Equipment Director will present to the Board of Directors quotes from a minimum of three (3) different suppliers for the purchase of new equipment.
- The recommendation of the Equipment Director and authorization of the Board of Directors will precipitate the purchase of all equipment.

15.2.2. Goalie Equipment

- New: The NGHA will purchase what is deemed "association" type equipment, which is essentially base model equipment that is safe and adequate for the level of hockey for which it is being used.
- Used: Used equipment must be in very good to excellent condition and at a fair price. When purchasing used equipment a comparison will be made between comparable new equipment and the used equipment in question.

15.3. Provision of Equipment

15.3.1. General

- Players, their parents or guardians, may be held fiscally responsible for any damage caused to any NGHA equipment.

15.3.2. Goalie Equipment

- The provision of goalie equipment by the NGHA is restricted to leg pads, blocker, trapper, body armour and throat protectors.
- Goalie sticks will be provided to Fall/Winter season House League teams that do not have a dedicated full time goalie.
- Full-time goalies are expected to purchase their own sticks.

- For the Fall/Winter season a deposit and rental fee, set by the Board of Directors, is required for each set of NGHA goalie equipment. This deposit and rental fee will cover one Fall/Winter season.
 - For full time goalies, the deposit and rental fee will be paid by the individual player/parents.
 - In cases where a team does not have a full time goalie, the team shall pay the deposit and rental fee.
- Registered NGHA goalies can arrange with the Equipment Director for the rental of NGHA goalie equipment for the NGHA summer hockey program and/or camps. The player/parents must provide a refundable deposit and rental fee for the equipment. This deposit and rental fee will cover all summer programs/camps.
- Goalie equipment must be returned promptly at the end of each season/program for inventory. For example, even if a player has played in the Fall/Winter session and is registered to participate in the following summer program, the goalie equipment must be returned immediately following the Fall/Winter session.
- The association will not reimburse players who provide their own goalie equipment for all or part of the cost of the equipment. Parents of full-time goalies may apply for financial assistance for the purchase of goalie specific equipment not provided by the NGHA such as pants, helmets, skates, and masks.

15.3.3. Team Jerseys

- Each team will be provided with two sets of team jerseys.
- A team jersey deposit is required from each team. The Board of Directors will determine the amount of the deposit.
- Team jerseys are to be returned clean, on hangers and with all nametags, sponsor tags and “C” and “A” symbols removed.
- Teams will be refunded their deposit only if all jerseys are returned in acceptable condition and there are no outstanding amounts due by the team to the NGHA.
- Jerseys are to be worn for games only, not for practices or scrimmages.
- Jerseys may not be altered in any manner, except for hand stitching of nametags, “C” and “A” symbols, sponsors tags or for emergency player number clarification. Sewing machines or any form of glue (including iron-on items) are not be used as they damage the jerseys.
- Jerseys must not be placed in an automatic dryer.

15.3.4. Team Socks

- The NGHA provides one pair of hockey socks per player, per year. Teams may order a second set of socks through the association and reimburse the NGHA the total dollar amount of the socks.

16. FINANCIAL ASSISTANCE

16.1. General

- Financial assistance is limited to NGHA Fall/Winter season registered players.
- Players/families requesting financial assistance must submit an application form to the Treasurer with a signature attesting to complete and accurate disclosure.
- Applications must be submitted by October 15th.
- Financial assistance applicants’ names will be kept confidential to the members of the Finance Committee.
- The Board of Directors will ratify decisions regarding financial assistance, with recommendations from the Finance Committee.

16.2. Eligibility

- Financial assistance is limited to minor aged players (Fundamental through Midget inclusive). Intermediates and Seniors are not eligible.
- Players/families must maximize utilization of additional fund raising opportunities, by providing commitment to:
 - NGHA Bingos
 - Pursuit of sponsorships
 - Team fund raising
- Players who have been NGHA members for at least one previous year are given a higher priority for financial assistance, than new registrants.
- Players/families must assist at NGHA activities at either the team (e.g. manager, coach) or association (e.g. board member, tournament committee) level.

16.3. Degree of Assistance

- The Board of Directors will fix a yearly maximum amount available for financial assistance.
- Individual assistance limits, **per player**, are as follows:
 - Registration fees up to the full amount
 - Team Fees for Fall/Winter season
 - House League up to \$350
 - Competitive (regardless of team category) up to \$450

16.4. Criteria for assistance

- Exceptional circumstances e.g. death in family, marital breakdown, job loss
- Number of children
- Number of children playing hockey and other sports
- Family income below \$60,000

17. CONCERNS/QUESTIONS/COMPLAINTS

17.1. Team Issues

- The manner in which to address issues concerning the operation of a team shall be to communicate with the following in the order specified.
 1. The Manager or Coach, as appropriate
 2. The team's Convenor
 3. The Vice-President;
 4. The President
 5. The Board of Directors as a whole.

17.2. Non-team Issues

- The manner in which to address issues that do not concern the operation of a team shall be to communicate with the following in the order specified.
 1. The Board member who has responsibility for the issue
 2. The President
 3. The Board of Directors as a whole

18. RISK AND SAFETY

18.1. General

- The Nepean Girls Hockey Association is committed to creating and maintaining a safe environment for its participants.
- All NGHA participants must adhere to the policies and procedures outlined in the HC publications "Fair Play Means Safety for All" and "Safety Requires Teamwork".
- No one, other than OWHA registered players and OWHA registered ice/bench personnel, may go on the ice or the bench for any of the team's ice activities.
- With the exception of assisting an injured player, no team personnel may go on the ice without wearing a properly secured CSA approved helmet. This includes crossing the ice surface before or after a game or going on the ice to shake hands before or after a game.
- Any illness or injury, which causes a player to miss any team ice activity, must be reported to the team trainer. Any player who has been absent from team ice activities for fourteen (14) or more consecutive days due to injury or illness must have a doctor's written permission before she will be allowed to return to the ice.

18.2. Police Record Check (PRC)

- An integral part of the NGHA's screening process for volunteers is the use of Police Record Checks to identify any person who may harm children or vulnerable adults.
- All volunteers working closely with players and holding positions of authority must be screened utilizing Police Record Checks.
- PRC's are required for each volunteer once every two years.

- NGHA Directors must complete a PRC consent form within two months following the Annual General Meeting. Coaches, assistant coaches, managers and trainers must complete a PRC consent form within one month after assuming their respective role. Individuals failing to complete the form within the required time frame will relinquish their role on the team or Board of Directors.
- PRC's that result in a positive hit indicate that the individual has a conviction for a criminal offence and/or has a pardon for a sexual offence.
- Any individual who receives a positive hit will be required to provide a confidential, written disclosure of their criminal record to a committee consisting of the President, Vice President and, if applicable, the team's Convenor. Such an individual must also submit his/her fingerprints and any other information required, to the RCMP in order to obtain a complete disclosure of their criminal record. The Committee will determine whether the individual may continue as an NGHA volunteer pending a full report from the RCMP as well as on receipt of the RCMP report, taking into consideration the position held by the individual, the nature of the offence and the time frame of the conviction. Where appropriate, the Committee will utilize the services of the local police community to provide advice. The Committee will determine an appropriate course of action, including, but not limited to, the suspension and/or release of the individual from their NGHA responsibilities. The individual will be informed of the results within twenty-four (24) hours of any decision having been made. Decisions that result in the release of individuals from their NGHA responsibilities will be forwarded to the ODHWA in the interest of preventing high risk individuals from involvement in another girls hockey association within the Ottawa area.
- Refusal to provide written disclosure of a criminal record or any record of a sexual offence (including a pardoned sexual offence) or to submit fingerprints to the RCMP for a complete criminal record check will cause the individual to be ineligible for a volunteer position within the NGHA. In addition, the ODHWA will be advised accordingly.

18.3. Speak Out! Against Abuse and Harassment

- If they have not already done so, all volunteers working closely with players, including head coaches, assistant coaches, and trainers, must have attended an accredited HC Speak Out! session by December 1st of the current hockey season.

19. CODE OF CONDUCT

19.1. General

- This Code of Conduct identifies the standard of behaviour that is expected of all Nepean Girls Hockey Association (NGHA) members, including players, coaches, parents, volunteers and Board members.
- The NGHA is committed to providing and maintaining an athlete-centred minor hockey environment where all individuals are treated with respect. During the course of all NGHA activities and events, members of the NGHA shall conduct themselves at all times in a fair and responsible manner. They are expected to refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behaviour that constitutes harassment or abuse (as defined by Canadian hockey governing bodies) will not be tolerated by the NGHA.
- Members shall avoid behaviour that brings the NGHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medicinal use of drugs, or that endangers the safety of others. NGHA members shall at all times adhere to NGHA operational policies and procedures, to rules governing NGHA events and activities and to rules governing any events and activities that the member participates on behalf of the NGHA.
- Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the policy and guidelines of the NGHA. Such action may result in the member losing the privileges that come with membership in the Association, including the opportunity to participate in NGHA activities.
- All NGHA players and parents must sign and agree to abide by the ODHWA Fair Play Code Pledge.

19.2. Guidelines for Parents

- Do not force your daughters to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your daughters to play by the rules. Remember that children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your daughter by yelling at players, coaches, or officials. By exhibiting a positive attitude toward the game and all of its participants, your child will benefit.
- Should you wish to talk your daughter's coach about a practice or game-related issue, wait 24 hours. Emotions can cause miscommunication and misunderstandings.

- Emphasize skill development, team play, and the value of practice as the key attributes for young athletes.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Sustained criticism of the officials only hurts the game and your daughter's development.
- Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell at or physically abuse your child after a game or practice -- it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They devote more time than you realize and are important to the development of your daughter and the sport.

19.3. Guidelines for Players

- Set realistic goals and play for the fun of it.
- Practice regularly and work hard to improve your skills.
- Be a team player – get along with your teammates and lead by example.
- Learn teamwork, sportsmanship and discipline. Be generous with your praise and avoid negative comments.
- Learn the rules and play by them. Always be a good sport.
- Play safe. Ensure that your equipment is in good working order.
- Respect your coach, your teammates, your parents, opponents and officials.
- Avoid profanity. Do not direct derogatory remarks or ethnic comments towards other individuals.
- Discuss an official's decision calmly and express your opinion clearly and without profanity or disrespect.
- Be on time and ready to go. Never appear for a game or practice while intoxicated by drugs or alcohol.

19.4. Guidelines for Spectators

- Display good sportsmanship. Always respect players, coaches, and officials.
- Act appropriately; don't taunt or disturb other fans; enjoy the game together.
- Cheer the good play of all participants; avoid booing or jeering opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive and will not be tolerated.
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety -- be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches, and officials.
- Never appear for a game while intoxicated by drugs or alcohol.
- Be supportive after the game . . . win or lose.
- Recognize good effort, teamwork and sportsmanship.

19.5. Guidelines for Coaches

- Winning is always a consideration, but it is neither the only one nor the most important. Care more about the girls than winning the game. Remember players are involved in hockey for fun and enjoyment.
- Familiarize yourself with NGHA policies and guidelines on selecting and releasing players, tournaments, ice time, and team discipline.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players. Do not appear for games or practices while intoxicated by alcohol or drugs. Show respect for on-ice and off-ice officials at all times. Deal with opposing teams respectfully. Resolve potential conflicts in a calm and rationale manner.
- Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.

- Maintain an open line of communication with your players' parents. Schedule regular meetings. Put things in writing where possible. Be consistent in your decisions and ensure that they are in keeping with the goals and objectives of the association. Resolve potential conflicts before they combust.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- Do not approach an on-ice official after the game. Note that such action may result in a suspension.

19.6. Guidelines for Officials

- Act in a professional and businesslike manner at all times. Take your role seriously.
- Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- Know all playing rules, their interpretations and their proper application.
- Remember that good officials are teachers as much as anything else. Set a good example.
- Make your calls with quiet confidence, never with arrogance. Be consistent in the manner in which you direct the flow of the game.
- Control games only to the extent that is necessary to provide a positive and safe experience for all participants.
- Violence must never be tolerated.
- Be fair and impartial at all times.
- Answer all reasonable questions and requests with patience and a friendly approach.
- Adopt a "zero tolerance" attitude toward verbal or physical abuse.
- Never use foul or vulgar language when speaking with a player, coach or parent.
- Use honesty and integrity when answering questions.
- Admit your mistakes when you make them.
- Never openly criticize a coach, player or other official.
- Keep your emotions under control.
- Use only Hockey Canada-approved officiating techniques and policies.
- Maintain your health through a physical conditioning program.
- Dedicate yourself to personal improvement and maintenance of officiating skills.
- Respect your supervisor and his/her critique of your performance.

19.7. Guidelines for Administrators, Directors and other Volunteers

- Understand and support the rules and regulations of Hockey Canada, the Ontario Womens Hockey Association, the Ottawa District Womens Hockey Association and the Nepean Girls Hockey Association to ensure that the philosophy and objectives of these organizations are promoted.
- Work with on-ice officials, coaches, parents, and other administrators to provide a positive and safe experience for all participants.
- Support programs that train and educate players, coaches, parents, officials and volunteers.
- Promote and publicize your programs effectively and in a fair manner.
- Never appear for an Association event while intoxicated by drugs or alcohol.
- Communicate with parents by attending parent/player orientation meetings and/or by being available to answer questions and address problems throughout the season.
- Treat all players, coaches and other volunteers with fairness, to promote fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- Perform your duties impartially, in furtherance of the aims of the NGHHA. Do not use your position or influence to further purely personal objectives.

20. DISCIPLINE

20.1. General

- All bench staff and player suspensions must be reported to the team's Convenor immediately following the relevant game.
- A disciplinary committee will be formed to deal with player/parent/official/team discipline problems that cannot be handled by the team's Head Coach or by ODWHA or OWHHA Officials. The Committee will consist of the Vice-President, acting as Chairperson; the President, acting as a non-voting observer; and two NGHHA Convenors; provided that these individuals are not directly associated with the matter in question. Alternates will be drawn from members of the NGHHA Board of Directors as necessary.
- Such discipline may take the form of, but is not limited to:

- A verbal reprimand
- A written reprimand
- A demand for an apology, either written or verbal, to any affected party
- A suspension from participation in or at Association activities
- An expulsion from the Association
- A combination of two or more of the above
- Should it be necessary for NGHA to conduct a disciplinary hearing, the following procedures will go into effect:
 - The hearing will be conducted within three (3) days of the event.
 - A parent or legal guardian shall accompany minor aged players appearing at NGHA Disciplinary hearings.
 - Following completion of the hearing, the Committee will have 24 hours to consider their decision pertaining to the matter.
 - The Chairman of the Committee will be responsible for contacting the parties and advising them of the decision and following up with a written summary.
- The Committee's decision can be appealed within two (2) days, only if the President receives a written request, which must contain some information that was not previously known or some reason why the matter should be reviewed further. The President will then decide if such an appeal might be granted. His or her decision will be considered final.

20.2. Player Conduct and Suspensions

- Team officials are responsible for supervising and controlling the conduct of their players, before during and after each game or practice. Failure by team officials to control the conduct of their team (i.e. vandalism, lobby or parking lot altercations etc.) may result in suspensions or other disciplinary action with the cost of any damages being paid by those involved.
- Fighting anywhere in the arena complex or during a game will result in an interim suspension of two games, pending further review at the discretion of the team's Convenor.
- Any player who is under the influence or in possession of alcohol or drugs while participating in a minor hockey game or practice will be suspended. This includes arriving at or leaving the arena. Smoking, swearing and verbal harassment in dressing rooms, hallways or players' benches are also offences liable for suspension.
- A Coach may suspend, for disciplinary reasons, any player for up to one game at his or her discretion. NGHA, through the team's Convener, will be advised of all such suspensions. Suspensions of more than one game must have the approval of the Disciplinary Committee.

20.3. Players with excess penalty minute patterns

- Coaches will ensure that all match and gross penalties and suspensions are reported to the appropriate NGHA Convenor, without exception. In addition, where an undesirable penalty pattern or attitude is deemed to be developing in any hockey player, the Coach and Manager will discuss the problem with the appropriate NGHA Convenor to correct the matter. If the problem is considered to be of a serious nature, the Convenor will, after consultation with the Coach, have the player referred to the Disciplinary Committee for corrective action.
- The first review will take place with player, parent or guardian for minor age players, and Head Coach of the team. A written summary of this review will be filed with the team's Convenor.
- The second review will take place with the player, parent, Head Coach, and the team's Convenor. A written summary of this review will be filed with the Vice-President.
- Players that continue to show excess patterns of penalty minutes and disregard for the Code of Conduct after having been reviewed will be called before the Disciplinary Committee for review.
- After a review, action may be taken in accordance with NGHA Disciplinary Committee guidelines. A written summary of this review will be filed with the Vice-President for future reference.

20.4. Players receiving penalties under HC rules 33, 34, 49, 50, 53 and 71

- NGHA will not tolerate abuses under these HC rules. Players taking penalties under these HC rules will be subject to review.
- This review will take place in the following manner:
 - First offense
 - The first review will take place with the player, parent and the team's Head Coach. A written summary of this review will be filed with the team's Convenor.
 - Second offense

- The second review will take place with the player, parent, the team's Head Coach and the team's Convenor. A written summary of this review will be filed with the Vice-President.
- Third offense
 - The third offence review will involve the NGHA Disciplinary Committee. This review will be conducted with the team's Head Coach, Manager, and Assistant Coaches. After this disciplinary hearing has been conducted, action may be taken in accordance with NGHA Disciplinary Committee guidelines.

21. CHANGES TO NGHA POLICIES

- Changes to NGHA policies and procedures may be enacted by majority vote of the NGHA Board of Directors or by majority vote at an NGHA General Meeting.
- All changes to NGHA policies and procedures will be publicized to the membership via email, posting on the NGHA website and/or notification to team Managers and Coaches.