

Owen Sound Girls Hockey (OSGH)

“The Ice Hawks”

Operations Manual

Introduction

Welcome to Owen Sound Girls Hockey (OSGH) where the Ice Hawks come to play!

Our vision is to continue to build and maintain an organization in which girls and women want to play, parents want to have their children participate and volunteers feel proud of the work they do.

The mission of Owen Sound Girls Hockey is to provide a place for girls to play hockey, compete and grow. We are a player focused sports organization offering hockey to all interested and registered female players, up to 21, within the City of Owen Sound and surrounding area. We will strive to keep our organization unique and focused on the development of women's hockey so that we can ensure that young women in this sport excel to their highest level.

We are committed to operating a player focused organization, fostering an environment of learning and development. We acknowledge and value innovation and contributions from all members and strive to communicate in an open, constructive and timely manner. We promote independence and dignity through respect and mutual responsibility among all players, coaches, parents and the executive team. We strive for consistency and fairness by involving players, coaches, parents and the executive in decision making processes of the organization. We will advocate on behalf of all players for the overall benefit and sustainability of the organization.

The operations manual describes how we will achieve our vision, mission and adhere to our values.

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Title: Executive Structure, Roles and Responsibilities	Policy Number: OM-01-01
Written by: Director at Large	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: 13JUN2023

In accordance with the OSGH constitution the minimum numbers of Executive roles are as follows:

President	Registrar	Treasurer
Vice-President	Secretary	Ice Scheduler

The below describes the ideal organizational structure of the Executive which is delivered as volunteers are available to fulfill all roles. Vacancies are expected to be assigned to the volunteer as agreed to and voted upon in the nomination process identified in OM-01-02, Executive Meeting Management.

The responsibilities of the various roles are as follows:

PRESIDENT

- Oversees Executive Committee and OSGH policies to ensure there is sufficient support to manage OSGH programs and that programs are efficient, effective and responsive to membership
- Preside at scheduled meetings of the Association and the Executive Officers
- Support individual tasks by other positions as required
- Mediate any issues that arise between OSGH and other parties
- Perform primary duties as Ontario Women's Hockey Association (OWHA) contact.
- Promote positive relationships with area minor hockey programs, officials, city of Owen Sound and other stakeholders
- Sign such documents as may require the President's signature in accordance with the Association's by-laws
- Have the power to suspend teams, team officials or players, subject to ratification by the Executive Officers
- President should have at least one year of experience as an Executive member

PAST PRESIDENT

- Provide guidance and input to the current Executive Committee as needed
- Participate in OSGH Executive Committees
- Serve as a back up to the President role as needed

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SECRETARY

- Oversees coordination of team photos
- Manage trophies and/or banners for display
- Manage Organization and Team passwords (e.g. RAMP, social media accounts, etc.)
- Manage scheduling and agendas of executive meetings and Annual General Meeting
- Maintain and distribute meeting minutes
- Maintain team/organization contact distribution lists
- Coordinate annual OSGH Banquet
- Maintains access to RAMP and provides redundancy to Registrar role
- Website Administration and updates

REGISTRAR

- Process player, staff and team registrations as required by OWHA
- Ensure all registrants have required certifications and rosters as approved
- Approval of player releases and/or Permission to Skate forms
- Maintains organizational access to RAMP

TREASURER

- Draft annual budget for approval by OSGH
- Review/approve Team budgets at start, middle and end of season
- Establish financial policies to ensure financial accuracy, compliance and to mitigate risk
- Report financial status to OSGH Executive on a quarterly basis
- Produce annual Financial Statement for review at OSGH Annual General Meeting
- Provide accounts receivable summary to identify non-payment of player and sponsorship fees
- Approval of major expenditures (greater than \$2,500)
- Manage bookkeeper when contracted by OSGH
- Bookkeeper duties (or Treasurer) are to manage all Financial transactions of the association including:
 - Collection of all player registration, team fees and miscellaneous items
 - Disbursement of team fees at the direction of Team Managers per approved Team budgets
 - Payment of ice rental contracts
 - Payment of referee fees

COACHING & HOCKEY DEVELOPMENT COORDINATOR

- Manage coach selection
- Manage coach Certification/training
- Manage team assessments and coach reviews – performed near end of season to help project team needs for the following season
- Review registration projections to forecast team levels, sizes and divisions

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- Oversee tryout evaluations, team selection process
- Facilitate control for team size selection to provide the best team distributions for the organization
- Adhere to Hockey Canada Player Development standards
- Coordinate and oversee coaches, host coach's kick-off and year-end meetings
- Develop and manage skills clinics – includes coordination of coaches, manage registration, work within budget approved by OSGH
- Develop and maintain working relationships with female skills coaches and ensure coaches have resources to support player development
- Host mid and end season coaches meeting for feedback on programming, bring any recommendations to executive for review
- Participate in hockey development initiatives to recruit and retain new players to hockey

SPONSORSHIP & FUNDRAISING COORDINATOR

- Develop and manage individual, team and association sponsorship programs
- Maintain working relationships with team/association sponsors and ensure value is provided to support their investment
- Coordinate association fundraising initiatives such as 50/50, raffles, annual Owen Sound Attack night fundraiser
- Authority to approve team fundraising initiatives, with support from other executive members, as needed
- Organize sponsor bars on team jerseys

APPAREL/EQUIPMENT COORDINATOR

- Maintain equipment inventory
- Manage working relationships with Apparel suppliers to ensure Ice Hawks apparel is readily available to the OSGH membership
- Review apparel offering and pricing on an ongoing basis
- Coordinate association hockey sock order in advance of each season start
- Notify team managers of apparel/equipment purchasing availability
- Determine equipment requirements for each team (e.g. Pucks, jerseys, water bottles, trainer's kits)
- Evaluate condition of equipment
- Ensure equipment is returned at end of season

PUBLIC RELATIONS COORDINATOR

- Oversees management of all team staff positions
 - Ensure all team staff are properly certified and approved in their roles
 - Mediates any conflicts that arise between players, team staff, or OSGH Executive
- Oversees social media policy and social media account usage

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- Risk Management Reviews – develop policies to protect the interests of OSGH and integrity of our programming
- Coordinate for player financial assistance programs
- OSGH representative to mediate any issues that arise between players, parents and team staff.

ICE SCHEDULER

- Ice allocation to teams based on approved budgets
- Coordinate rental agreements with City of Owen Sound
- Coordinate schedule additions, changes and cancellations with Team Managers
- Provide game ice template to facilitate league scheduling
- Communicate additional team ice charges to Treasurer/Bookkeeper for Team ice time requirements beyond approved budget amounts
- Review ice time invoices for accuracy
- Coordinate referees for games

SOCIAL COMMITTEE CHAIRPERSON

- Coordinate annual fundraiser with Owen Sound Attack on/around Girls Hockey Day
- Reserve Attack mini-game date for U7 team(s) and notify Team Managers -typically a Saturday in December or January
- Coordinate community events such as championship parades, etc.
- Maintain OSGHG bulletin board at the Julie McArthur Regional Rec Centre
- Coordinate Rogers Cable hockey day at the Bayshore
- Coordinate with managers to assign volunteer requirements to each team
- Coordinate for the Santa Clause Parade

LOCAL LEAGUE/WOAA REPRESENTATIVE & TOURNAMENT COORDINATOR

- Promote new player recruitment
- Coordinate an Annual Fun Skate in the Spring and/or Fall
- Western Ontario Athletic Association (WOAA) representative
- Establish and coordinate Tournament Committee to plan and deliver OSGH tournaments
- Manage registration and communication with participating teams
- Coordinate with OSGH teams for team fundraising and volunteer requirements
- Coordinate with local hotels, restaurants and sponsors
- Generally responsible for all non-hockey requirements

TOURNAMENT CONVENOR

- Accountable to Tournament Coordinator
- Establish tournament rules and format
- Book and manage required ice time, referees and timekeepers
- Recruit teams to participate

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- On-site supervision of hockey programming during tournament weekend

EXECUTIVES AT LARGE

- Volunteer helpers without a specifically designated role
- Position to be added to OSGH Executive on an as-needed bases in cases where all other positions are filled

GENERAL STAFF

- Volunteers for helping Executive roles, once all other positions are filled, not a voting member of the Executive

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Title: Executive Meeting Management	Policy Number: OM-01-02
Written by: Director at Large	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: 20Jun2023

The Executive Meetings are intended to allow dialogue for decisions to be made and to ensure required activities for the running of the OSGH are adhered to by required timelines. The meetings are managed in accordance with the following.

Frequency:

Meetings are held monthly

Chair:

The president chairs each meeting or as delegated to another executive member

Agenda and Meeting Minutes:

The agenda for each meeting is sent out in advance by the Secretary. Standing agenda items are listed on the agenda and any new items may be identified by an executive member. The meeting minutes are drafted and sent out by the Secretary in advance of the next meeting and accepted by the executive.

Vacancies:

Executive members are encouraged to serve multi-year terms. When an Executive member chooses to leave they should notify the Executive team at least *one month* prior to the Annual General Meeting.

The OSGH Executive will advertise open Executive positions in the month prior to the AGM.

If an Executive member is not meeting the attendance policy or code of conduct then their position may be deemed vacant by the Executive Committee by majority vote during an Executive Committee Meeting.

Attendance Policy:

Executive members are expected to make an effort to attend all required meetings. An executive member shall attend at least 3 meetings per year or the position may be considered vacant.

Nominations for Vacancies:

The President's position is the only position where someone should have at least one year's experience on the OSGH Executive.

The Executive should make available the open positions in advance of the AGM. Expressions of interest in open positions should be made to an Executive member. Nominations of interested parties are made by an Executive member.

Ideally, nominations are made known a week before the AGM.

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Open positions are voted on at the AGM by all members in attendance. Voting is in accordance with the OSGH Constitution.

Sub-Committees:

Director’s Committee: The intention is for this committee to be made up of Executive members with tenure who can make decisions in accordance with the constitution, vision and operations manual for the OSGH organization but which are of a confidential nature. Examples include sign off on coach selection, team roster approval, refund policy disbursements, complaint reviews, suspensions and expulsions.

The Director’s Committee is by nomination of four Executive Members charged with making decisions that are required in daily operations. The voting process for the four member’s of the director’s committee should take place at the first scheduled Executive Meeting following the AGM. Nominations for this Committee should be made at the AGM.

The President is not part of this Committee unless needed to make tie-breaker decisions.

Year End Banquet Committee: The year-end banquet committee is made up of team volunteers led by one member of the Executive (i.e. Secretary). The Year-End Banquet is conducted in accordance with OM-08-01.

Ad Hoc Committees: The President may, with the approval of the Executive, establish any other committees at any time as are deemed necessary, i.e. Social, Health and Wellness, Coaching and others as needed.

Timelines for Major Executive Activities:

The Executive ensures the following activities are planned and conducted each year, in general as per the below timelines:

- Team photos – taken late September or early October but no later than November 1st
- Head Coach Applications:
 - Post - January
 - Interview-February
 - Announce Selections - March
- Year- End Banquet – April the first weekend after all provincials tournaments are complete
- AGM – Between April and June following the Year-End Banquet
- Tryouts – Refer to [QM-04-03](#) for more information on tryouts.

Age	Spring	Fall
U7	N/A	N/A

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U9	N/A	Tier 1/2
U11	Tier 1	Tier 2/3
U13	Tier 1	Tier 2/3
U15	Tier 1	Tier 2/3
U18	Tier 1	Tier 2/3
U21	Tier 1	Tier 2/3

Awards:

The Executive ensures the following awards are presented:

The Kevin Paupst Memorial award – presented at Year-End Banquet annually

Memorial Bursaries – as applicable following memorial donations

Operations Manual:

The version of the Operations Manual posted on the OSGH website shall be considered the standard operation procedures of the organization. Changes to the Operations Manual may be considered at any time as brought forward to the Executive Committee.

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Title: Fundraising	Policy Number: OM-02-02
Written by: Director at Large	Reviewed by: Treasurer
Approved by: OSGH Executive	Date approved: 11OCT2023

Policy Overview

Fundraising will be used by the OSGH to keep hockey as affordable as possible for its players and families. Players and families may be asked to participate in fundraisers that benefit both individual teams and the entire OSGH.

Fundraising – Association Level

The OSGH Executive team will ensure fundraising executed at the association level is to support cost management of registration fees. Association level fundraising examples are, but not limited to, tournaments, 50/50, prize raffles, etc. All profits (Monies Raised – Incurred Expenses) for any association level fundraiser will be directly applied to registration fee reduction across all teams.

Fundraising – Team Level

Individual teams may wish to fundraise in order to offset team fees which are based on tournament registration costs. The OSGH is a non-profit organization and team fundraising must remain within the limits of the team fees (e.g. tournament registration costs, fall team budget).

Prior to beginning team fundraising the manager shall indicate to parents the goal of the fundraising initiative and acknowledge that fundraising is as a team for the team.

A team must consider when fundraising that they are in the eye of the public and therefore must conduct themselves with the knowledge they are representing the OSGH. Only quality items should be considered when choosing a fundraising initiative. Use of the OSGH logo on products requires approval.

Once a team has determined that they would like to fundraise, a written request must be submitted to the OSGH fundraising@owensoundgirlshockey.com for approval prior to the start of any fundraising activities.

The request should include:

1. Information on the fundraiser itself
2. Anticipated income
3. Intended expenses

Teams must submit the expenses and income once the fundraising is completed. Teams can choose to fund the expenses up front or where the expense is significant request expenses paid by OSGH. If expenses are paid by OSGH these expenses will be repaid from monies raised. Profits (Monies Raised – Incurred Expenses) will be allocated to the team account.

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Once each player's team fees based on the final submitted budget have been covered by funds raised any excess funds will be returned to the association level. Teams will have the opportunity to submit a revised mid-season budget, which will need to be approved by the OSGH executive. This revised budget will allow them to use unanticipated excess funds for additional team expenses, subject to approval.

Banking for the fundraiser shall be in accordance with OM-02-08 Team Banking.

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Title: Coaching Staff Selection	Policy Number: OM-04-01
Written by: Director at Large	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: 20Jun2023

Objective:

To provide guidance and consistency in the Coach Selection Process and to encourage the selection of the best possible coaches for OSGH teams.

Overview:

This procedure is intended to provide a fair, open and objective coaching evaluation process and should be evaluated yearly by the Executive prior to the commencement of Coach Selection each year. One of our priorities in selecting coaches is to ensure their philosophy is primarily “fair play” and “development”. Development applies to the players, the team, and the association. Coaches need to put their efforts towards getting the kids to play the game, have fun, develop their skills, be competitive and play to the best of their ability. Competitiveness is an important part of sports, but it is not the only part – and “competitiveness” will apply differently across ages and divisions (Rep vs. HL).

General objectives of OSGH Coach Selection:

- Positive role model, good communicator, committed to the team and the association.
- Good fit for the age and team: Must be able to teach/coach at the level the team will play for that season.
- Accountable to the players – Make decisions and conduct themselves in a way that is in support of each player and the team.
- Ensure positive experience and nurture player’s love of the game.
- Balance continuity and growth: Players benefit from having multiple coaches over their career, but also from stability and continuity. Maintaining the same coach for multiple seasons will encourage the long-term development of the team and players, but a group of players should not have the same coach indefinitely.
- A coach needs to combine teaching fundamental skills and teach life lessons at the same time. They must encourage, support and challenge the kids and the team.
- Coaches must have strong self-discipline.
- A coach will discipline in private and reward in public. A coach will never bruise the dignity of the child and work to build self-esteem and confidence. Constructive criticism should be given but coaches must be aware of how each child reacts to criticism and address appropriately.
- Engage and develop female coaches wherever possible.

Coach Selection Committee:

- The Director of Hockey Development will chair the Coach Selection Committee.
- The Director of Hockey Development will oversee the Coach Selection Process, including the development of a Coach Selection Committee (CSC), posting for applications, and coordination

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of interviews, and communication with candidates. In the absence of this position, or where there is a Conflict of Interest, this responsibility will be assigned to the President, or their designate.

- The Committee will be comprised of a minimum of 3 members which must include one Executive Member the remaining members could be Executive Members or Independent Consultants (non-parents, non-Executive).
- The CSC shall be approved by the Executive Committee prior to the commencement of coaching interviews. The CSC’s role will be to conduct interviews and provide recommendations for approval by the Executive Committee. Final Coach Selections shall be approved by the Executive Committee (or Director’s Committee on behalf of the Executive Committee) by majority vote.
- A minimum of 2 representatives of the committee should be present for all interviews. If there is a conflict of interest at a specific division/team, the Executive Committee will appoint a suitable replacement.

Timeline:

Month	Activity
January	<ul style="list-style-type: none"> • Coach Selection Committee Established
February	<ul style="list-style-type: none"> • Coach Application period open for all positions
March	<ul style="list-style-type: none"> • Tier 1 Coach interviews, appointments
April - May	<ul style="list-style-type: none"> • Tier 2/3 Coach interviews, appointments

- Coach Selection Committee to be established by January 15 and approved by Executive prior to the commencement of interviews.
- Coaches for teams with Spring Tryouts to be announced by March 15. The application period for Tier 2/3 teams will remain open during Spring tryouts with the goal of announcing coaches by June 1. Dates may be impacted by unforeseen circumstances, but our goal is to provide enough time for coaches and players to prepare for the upcoming season while minimizing potential disruption to the current season.
- The application period should be a minimum of 3 weeks. Tier 1 Application periods should be open Feb 1 to Feb 28. Tier 2/3 Application Period should be open Feb 1 to May 1.
- Applications will be shared with the Selection Committee as they are received.
- At the end of the application period, the Director of Hockey Development will summarize the applicants based on expected teams for the following season and provide a report to the Coach Selection Committee.
- Coach interviews should be completed within a 2-week period following the application deadline.

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- Selection Committee will make recommendations for Coaches to the Executive within 1 week of the completion of interviews. Pending Approval, coach and team assignments will be posted on OSGH Website.
- Unsuccessful applicants shall be advised by the Director of Hockey Development ahead of any public announcement.

Note: Assistant Coaches will be appointed by Head Coaches and approved as part of a team's bench staff. Assistant Coaches do not need to apply through the Coach Selection Process and will not be interviewed. Candidates interested in Assistant Coach positions should contact the applicable Head Coach to express their interest.

- Head coaches will select their coaching staff, however the Committee reserves the right to recommend and or refuse an individual's inclusion on a team based on previous coaching evaluations, transgressions, related to fair play or behavior issues.

Selection Process:

- The CSC should start with an understanding of each team, expected registration, expected competitive levels for the following season, and player and team dynamics.
- In preparation for Coach Applications, The Director of Hockey Development should consult with each coach in January and provide a summary of each team to the CSC. This would include the demographics of the team, expected competitive levels of players moving forward, development objectives, etc.
- All Coach positions will be reviewed on an annual basis. The Committee will consider an existing coach (returning coach) application based on their most recent year completed with OSGH.

Considerations will include:

- Team or staff performance during the previous season
- Player and team development for current season as well as expected requirements for following season.
- Commitment to the organization
- Conduct during team events such as games, practices and tournaments
- Based on the coach's current performance and the expected requirements for the subsequent year, the Committee can decide to extend, or not, an existing Coach for another year as a Coach at the same or next level.
- The same selection/interview process should apply to new applicants as to returning applicants.
- The Committee will consider all applications submitted. Under circumstances where there are no submissions for a team, or the Committee determines there are no suitable candidates, the Committee has the flexibility to select and hold discussions with applicants about taking a team they did not indicate in their application and/or recruit candidates beyond the application submission date.

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- If an applicant has a child or potential relative trying out for the team, the skill level of the child/relative will be a factor considered when determining whether the applicant should be selected as a Coach and or denied a Coach interview.
- There is no set time limit or number of years for the tenure of a Coach. A coach may coach more than two years but is not guaranteed more than one.
- All applications should be considered confidential by the Selection Committee until final decisions are posted on the association website.

Coach Interviews:

Coach interviews should be an open transparent discussion about the requirements of the team, objectives of the organization, and the qualifications of the coach. For consistency between candidates, questions should be similar, but the interview should not be a formal “question and answer” process. Coach interviews should be documented and maintained by the Director of Hockey Development.

General topics that should be discussed:

- Why has the applicant applied for this team at this time?
- What does the applicant feel are the development requirements of the players and the team? How will the coach address these needs?
- What competitive level does the coach expect for this group?
- What does the coach expect will be the greatest challenges with the given team and how will this be addressed?
- How will the coach develop and encourage a positive team culture?
- Who does the applicant expect to have as team staff? How will these people contribute to the success of the team?
- How can the coach attract new players to the program?
- What is the coach’s philosophy for practices? What is the format, objectives, focus? How do they change over the course of the season?
- How does the coach manage the overall team? Ie – establish positions, line combinations, do they use special teams?
- How does the coach encourage productive communication with players, parents, and bench staff?
- What are the coaches’ strengths and weaknesses in all aspects of the position (practices & skill development, game management, communication, etc.)? How will the coach address their weaknesses for the upcoming season?

Title: Tryouts and Team Selection	Policy Number: OM-04-03
Written by: Director at Large	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: 20Jun2023

Objective:

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To provide a guideline for tryout and team selection that is consistent from year-to-year and transparent to coaches, players, and parents. This policy should provide a guideline to all participants as to how the evaluation process will be managed for all OSGH competitive teams. Team selection shall be in accordance with Hockey Canada and Ontario Women's Hockey Association guidance for all age categories and division levels.

Note: Where any information in this policy contradicts with governing bodies direction, the governing bodies policies or rules shall be used.

Overview:

As a General rule, the Tryout process will be managed by the Coaching and Hockey Coordinator in collaboration with the Head Coach per OSGH Tryout & Team Selection Policy. Responsibilities will be:

- **Registrar:**
 - Post Tryout packages for each eligible team and provide a list of registered players to the Head Coach and Director of Development prior to the commencement of tryouts.
- **Head Coach:**
 - Provide Pinnies and Pinny number assignments to the sign-in staff
 - Provide on-ice staff to complete tryout evaluation process
 - Ensure a certified trainer is present at all icetimes
 - Communicate directly with all registered players and families.
 - Proactively collaborate with Evaluators for team player selections.
- **Director of Development:**
 - Assign icetimes for each tryout
 - Assign an OSGH volunteer to check-in players
 - Assign Evaluators for each tryout
 - Provide guideline to coach on number of players eligible for selection
 - Review Coach player selections prior to final Executive Approval
- **Tryout Evaluators:**
 - Observe tryouts to provide feedback to Head Coach and Director of Development on player selections.

Policy:

Tryouts typically start in April or the beginning of September. Tier 1 teams U11 – U18 can be selected in April/May per OWHA guidelines. Most Tier 2/3 teams and U9 teams will be selected in September. Hockey Canada / OWHA rules may dictate specific timing by division, and this will be communicated on the OSGH web site.

The team selection process will be managed by the Head Coach in consultation/approval from the Director's Committee. If there is a conflict of interest at a specific division/team, the Executive Committee will appoint a suitable replacement.

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OSGH encourages all players to attend tryouts at the highest level they are eligible for. Even if the player doesn't make the highest level team, the experience gained from the additional ice time and tryout process should be a positive one.

Players must register for tryouts online through the OSGH website. There will be a fee for tryouts for each player to be set by the Association. Any players required to submit a Permission to Tryout form must do so through the registration process. Players should not show up at the rink without completing registration online.

There will be a registration table at each tryout. Players will check-in to confirm their attendance and will be provided with a colour/numbered pinny to wear during their ice time. This pinny will facilitate the player evaluation process. All families should also receive an information package on the team, which includes expected ice times, tournaments, and financial commitment. This information should also include an outline of the expected lower tier teams at the same age group so families are aware of what options will exist if the player does not make the intended team. This can be emailed to players in advance of the first tryout, but should also be made available in hardcopy at the registration desk.

Each team will be provided tryout ice times and exhibition games to pick their teams by an association-determined selection date. Player selection will be based on each player's ability, knowledge of the game, and attitude. Tryouts will be comprised of 3-5 ice times of 60-90 minutes. The first 1-2 ice times should be skill based formats and the remainder should include inter-squad and exhibition games.

It is recommended that all players should be at all tryouts to have the best opportunity to make the team. If a player has a conflict and cannot attend a tryout session, discussion with the Head Coach prior to the ice time is necessary and it is then up to the Head Coach whether the player is still eligible for tryouts if they miss.

Head Coaches will arrange for on-ice coaches, trainers, and dressing room staff. These positions should not be held by parents of players participating in tryouts for that team. If it is necessary to involve a parent, a request must be made to the Director's Committee in advance of the tryout. Head Coaches are encouraged to work together to accommodate tryouts for each respective team.

Head Coaches are required to use a minimum of two (2) evaluators who do not have a direct conflict of interest with that team. Evaluators are meant to provide feedback and independent assessment to help the Head Coach make team selections. Coaches should collaborate with Evaluators before and after each tryout to ensure each player receives a thorough review.

Up to 2 Evaluators will be appointed by OSGH. The coach can have an additional evaluator present, but must use the standard OSGH Evaluation process. All evaluators should be able to attend all tryouts to ensure consistency. Evaluators selected by the Head Coach must be identified to the Director's Committee at least 48 hours prior to the first Tryout so they can be provided with instructions and

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evaluation templates. Wherever possible, Head Coaches from other age groups will assist as Evaluators. The legend of player names and pinnies should be maintained by the Head Coach and not shared with the Evaluators. Evaluations are to be completed based on the OSGH standard Evaluation template.

For consistency across teams, players who are expected to be in the top of the team selection should be provided with lower numbers. This allows Evaluators to focus on players who should be given a more thorough evaluation. This is intended help the coach with the player selection process and to provide the best possible feedback to the player for their future development.

At the discretion of the Head Coach, and with approval of the Director's Committee, a player may be granted a spot on a team based on a Head Coach's prior evaluation of the player. Such a decision should be communicated to Director's Committee during tryouts at the earliest opportunity. Examples of situations in which this may be used include:

1. Injury / Illness. If a player is unable to attend tryouts due to health reasons, they must register for tryouts citing their expected absence and inform the Head Coach.
2. Planned Absence. In certain circumstances players may need to be absent from tryouts for Head Coach and Director's Committee approved reasons.

Permission to miss tryouts does not guarantee a position on a team. Team selection cannot be confirmed until after all tryouts are completed and the coach is able to evaluate all eligible players.

Player releases for U13 and above can be made after a player has attended a minimum of two tryouts. Player selection for U11 and below will be based on Hockey Canada guidelines. Releases may be done by email/phone, or in person at the Head Coach's discretion. Any in person meetings should be held discretely to ensure player decisions are not made public to the rest of the group. It is recommended that coaches communicate directly with each player by phone/email and be able to provide feedback for the players ongoing development. Notes from Tryout evaluators may be shared with the player.

Final player selections and team rosters must be approved by the Director's Committee prior to communication with any players or posting of notices. The Head Coach should submit their team selection by email to the Director's Committee within 24 hours of the final tryout evaluation skate. This submission should include notes on why players were selected/released, and include final Evaluation reports from each evaluator. The Director's Committee may ask for a meeting to review, which should be held within 48 hours of receiving the final submission from the Head Coach. Team approval should be granted within the same time period and posted on the team's OSGH team page.

Prior to the commencement of tryouts, the Head Coach will be permitted to name one member of their bench staff who is directly related to players trying out for the team. This appointment is subject to approval from the Director Committee who will consider the skill level of the related players in the same manner as is done for Head Coaching applicants. Additional non-related bench staff can be named at any time with Director Committee approval. This is intended to allow assistance for the coach to

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manage the tryout and player selection process. All other bench staff shall be named following the completion of tryouts.

Number of Players:

The number of players available for team selection during the tryout process should reflect the following objectives:

- All registered players should have a team to play on. Lowest tier teams shall have an expected roster of 10 skaters and 1 goalie based on what is known of returning and new players for that team.
- Players trying out for higher-tier teams have a desire to play at the higher-tier level. Larger rosters shall be permitted for higher-tier teams to encourage player development and allow teams to compete at higher levels.
- Team selection during tryouts will be approved by the Directors Committee based on expected registration. Actual registration will vary as teams are formed and players commit to teams/associations.
- Minimum team size for U9 and U11 tier 1 teams shall be 10 skaters and 1 goalie. Minimum team sizes for tier 1 teams U13, U15, and U18 shall be 13 skaters + 1 goalie.
- Wherever possible, Teams playing at A level shall have a full roster of 15 skaters plus 1 goalie, but only in cases where a larger roster does not negatively impact the ability to provide a team for every player at that age level.

The Coaching and Hockey Development Coordinator shall provide guidance to the head coach at each level as to the number of players that can be selected prior to the commencement of tryouts.

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Title: Player Eligibility	Policy Number: OM-04-04
Written by: Director at Large	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: 20Jun2023

Generally, OSGH does not have an “Import Rule” regarding new players joining OSGH. The following is a guideline to balance the benefits of increasing registration with the ongoing development of returning players.

For the purpose of this guideline a “new” player is defined as a player who has never before registered with an OSGH team, regardless of where they live or their previous team/association. A “returning” player is defined as a player who has previously been registered with OSGH, regardless of whether that was the previous season. This guideline does not consider the location of residency as we recognize many OSGH players reside outside the city of Owen Sound.

Objective:

Generally, OSGH seeks to maximize registration in order to provide the greatest opportunity to the largest number of players across our association. We seek to retain competitive players by attracting new players to allow OSGH to offer regionally competitive programs (A/BB). The addition of players to our program should complement returning players and generally not displace them to other associations. Overall, we seek to offer multiple competitive teams at each age level as well as a WOAA team at the C/HL level. We do not wish to turn away players who want to play with OSGH, regardless of level.

Guideline:

- Teams expected to play at the A/BB level should expect to attract new players to OSGH and these players will be required for OSGH teams to compete at this level. Teams should be formed based on skill and players should expect to compete for a spot on these teams. By projecting teams/divisions for the following season, OSGH would not expect to run an A/BB level program unless there was a core of returning players able to support that decision.
- Teams expected to play at the B level should expect to be formed primarily with returning players. Since this level of hockey is offered by area associations, OSGH should not expect to attract large numbers of new registrants for these teams.
- New Registrants should not exceed more than 4 players on any given team without approval from the Director’s Committee.
- Where two players are generally equal based on tryout evaluations, the returning player should be selected over a new player. “Generally equal” should be defined as the players relative ranking based on Tryout Evaluation scores.

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Title: Players Playing Up in a Higher Division	Policy Number: OM-04-05
Written by: Director at Large	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: 20Jun2023

A player may seek to “play-up” at a higher age by attending tryouts for the higher-age team. The player/parent should communicate this intention by email to both coaches as well as the Director of Development and register the player for both tryouts.

The player must try-out for both her “age appropriate” level and the higher-age team and will be responsible for paying a tryout fee for both levels.

In order to be selected to the higher-age team, the coach and tryout evaluators must rank the player in the top 50% of players to be selected for that team. For example, if the team is expected to have 12 skaters, the player would have to be evaluated in the top 6 of those players. If the player is not ranked through the tryout process as one of the top half of eligible players for the higher-age team, then they must remain at the age appropriate level.

Goalies are excluded from this requirement. Since goalie availability is closely linked to team formation, any goalies requesting to play at a higher age level must be evaluated on a case-by-case basis by the Director’s Committee.

Exceptions may be made in cases where additional players are needed to fill a higher-age roster and/or where lower age teams have too many players for one team, but not enough to form a 2nd team. In such cases, the Director’s Committee will identify players who they feel are capable to play at a higher age and approach each player/family directly.

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Title: Player Movement and Releases	Policy Number: OM-04-06
Written by: Director at Large	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: 20Jun2023

Mid-Season Roster Changes:

Skaters are typically not allowed to move up to a higher ranked team within a level once rosters are selected following tryouts. This includes situations when permanent vacancies arise, because roster sizes will often cover these infrequent situations. Examples of permanent vacancies include:

- Skaters moving out of the area
- Skaters discontinuing hockey play
- Skaters injured and out for the season

In cases where a mid-season Roster change is warranted/required, the affected coaches should submit a request to the Coaching and Hockey Development Coordinator who will evaluate the situation and provide a recommendation for approval by the Director's Committee. Cases that may qualify for consideration:

- Multiple roster depletions for a team.
- Clear player misplacements identified and substantiated by the head coach.
- New Skaters Adjustments: Players registered with OSGH after tryouts are complete are immediately placed on the lowest age appropriate leveled team. After a couple of weeks of evaluation, the head coach may request that the player be moved to a higher skill level team within that age bracket.

As a strict rule, players who have been selected to a team should never be moved to a lower level team once Rosters have been approved. Moving down to a lower-level team shall only be considered based on a written request by the player/parent to their coach and or the OSGH Executive committee.

Player Releases:

It is the goal of OSGH to deliver the best possible hockey programming and to retain all players from year-to-year. We also acknowledge that players/families will make decisions in the best interest of their player given their individual circumstances and may determine that the best fit for a particular season is outside of OSGH. As such, OSGH will not withhold player releases so long as players have acted in good faith as members of OSGH and are in good standing.

"Good Standing" should be defined as players who are current with all amounts owing for registration and team fees.

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“Good faith” should be defined as members who have not acted in any way that could be detrimental to OSGH membership, volunteers, or programming.

Players releases for players playing at a higher competitive level than is available to them at OSGH shall be granted automatically by the Registrar.

Player Releases requested to play at the same or lower level than is available to them at OSGH shall be subject to review by Director’s Committee. Upon approval, this committee will authorize the release to be approved by the Registrar.

All Player releases will be processed through RAMP per OWHA guidelines.

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Title: Team Categorization	Policy Number: OM-04-07
Written by: Director at Large	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: 20Jun2023

Objective:

To provide clear direction to all stakeholders on expected divisions with as much notice as possible.

Policy:

OSGH shall review current registration in January of each year and project registration for the following season. Expected registration and current competitive levels shall be used to project team categorizations for the upcoming season. These levels shall be posted with coaching applications and be used as the basis for coach selection, player registration, and tryouts.

Actual team categorizations cannot be confirmed until teams are selected. In some cases teams should be moved up or down to ensure a suitable competitive fit with the group of players. Changes in “posted” team categorization require approval from the Directors Committee. Coaches shall request approval for such a change through email to the committee stating the reason for change and feedback from the parent group.

The goal of every team shall be to find the appropriate competitive fit for their group of players. It is highly recommended that teams play pre-season Exhibition games and tournaments prior to the OWHA deadline to confirm team categorization. These games will help the team determine if the intended categorization should be revised up or down before committing to a division for league play. As a general rule, teams should play at a level that provides appropriate competition where they are not at the extreme top or bottom and where most games are within a 3-goal spread.

Teams can request Recategorization for OWHA Provincials per OWHA’s Recat policies. Recat Requests shall be approved by OSGH prior to submittal to OWHA.

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Title: Ice Allocation and Scheduling	Policy Number: OM-04-10
Written by: Director at Large	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: 20Jun2023

Objective:

To provide a consistent guideline from year-to-year as to how ice time will be budgeted and assigned to OSGH teams.

Policy:

Budgets and Registration Fees will generally follow the following ice allocation:

- WOAA teams will start mid-September and be provided with practice ice time up to the latter of their WOAA year-end tournament and OWHA Provincials.
- OWHA teams will start the first week of September and be provided with practice ice time until their last scheduled OWHA games. This will be the latter of their league schedule, Tournament of Champions, and OWHA Provincials.
- U7 will run from early October to mid-March. Start and end dates should coincide with OSMH.
- No practices will be scheduled for the period between Dec 24 and Jan 1 inclusive.
- Practice schedules are forecasted at the start of each season to reflect association budgets as best as possible. OSGH will make reasonable efforts to replace ice time that is lost due to scheduling conflicts or weather cancelations. Refunds will not be granted to teams who are unable to use their allotted practice times.
- Practice ice that cannot be used by a team should be cancelled with as much notice as possible provided to the OSGH Ice Scheduler. Per the City of Owen Sound's rental contract, up to 30 days notice is required for cancellation without penalty. If Ice time is being cancelled with penalty (OSGH has to pay for it), it will be made available to other teams on a first-come first-serve basis.
- OSGH will make every effort to secure ice time in Owen Sound for all teams. If additional arenas are required (outside Owen Sound), it be assigned to teams based on highest age and highest competitive level. Youngest and lowest tier teams shall have priority for ice time in Owen Sound.
- U7 to U11 as well as all C/HL teams will have two 1-hour practices per week, one 1 full ice and 1 shared with another team.
- U13 A/BB/B, U15, U18 teams will have 2 full-ice practices per week consisting of 2.5 hours of practice time.
- Competitive teams will be provided with up to (5) 75minute ice times to complete tryouts which will be player-funded through Tryout Registration fees.
- All tryout ice times shall be scheduled inclusive of city insurance coverage to allow non-resident coaches and players to participate.
- Morning ice times may be applied to teams where the coach and 80% of players are supportive of a 6:30 ice time, it is a team decision. U11 to U13 are the prime age groups to use this time slot.

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Title: Social Media Policy	Policy Number: OM-07-01
Written by: Director at Large	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: 20Jun2023

Objective:

To provide guidance to managing the social media accounts so the OSGH organization values are represented in online forums.

Policy:

The Public Relations Coordinator manages access to the OSGH organization’s social media accounts.

The Secretary maintains login information and passwords for any OSGH organization social media accounts, emails and websites.

The Public Relations Coordinator grants access to OSGH members that post team activities on social media accounts in support of the sponsorship program. Tagging sponsors on social media is a means to recognize sponsors for their contribution to the OSGH organization and their teams.

Team Managers can draft content and provide photos for uploading on social media platforms. Only Executive members with access to social media accounts will be responsible for posting content. This method of controlled posting permits the Executives responsible for posting to filter content and ensure all teams get as much or close to equal social media time.

Posting on social media should be non-political and appropriate for a youth organization.

Posting on social media should be measured in frequency so as not to inundate users newsfeeds. A typical frequency for team manager’s to post is weekly.

In general, the organization posts on social media on a bi-weekly frequency or as deemed necessary for announcements.