Owen Sound Girls Hockey

Operations Manual

Introduction

Owen Sound Girls Hockey (OSGH) is committed to providing opportunities for female athletes of all ages and skill levels to develop their abilities, compete, and foster a lifelong love of the game. We strive to create a supportive and inclusive environment that prioritizes skill development, sportsmanship, and integrity. By investing in grassroots player development, empowering coaches, and supporting volunteers, we aim to ensure a sustainable and thriving future for girls' hockey in our community.

As a leader in women's hockey in the Grey-Bruce area, OSGH is dedicated to expanding participation at the grassroots level while offering competitive pathways for those who seek to excel at the highest levels. We believe in fostering a culture of growth, respect, and accountability where players, coaches, and parents work collaboratively to uphold the values of fairness and inclusivity. Transparent communication and a commitment to excellence guide our decision-making, ensuring that every athlete is given the opportunity to reach their full potential.

At the core of our organization is a dedication to player-focused development, where confidence, teamwork, and leadership skills are cultivated both on and off the ice. We advocate on behalf of our athletes to create opportunities for advancement and to sustain a strong and vibrant hockey community.

The **OSGH Operations Manual** serves as a guide for the governance, policies, and procedures that support our vision and mission. It provides a framework for all stakeholders—including executives, coaches, players, parents, and volunteers—to ensure consistency, fairness, and accountability in the administration of our association. This manual is a **living document**, reviewed and updated regularly to reflect the evolving needs of our organization and its members.

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Executive Structure, Roles and Responsibilities	Policy Number: OM-01-01
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: March 2025

Objective:

To provide clear definitions and expectations for the roles and responsibilities of the Owen Sound Girls Hockey (OSGH) Executive, ensuring consistent leadership, accountability, and governance of the organization.

Organizational Structure:

In accordance with the OSGH constitution, the Executive shall include, at minimum:

- President
- Secretary
- Treasurer
- Registrar
- Ice Scheduler

Roles and Responsibilities:

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:

- Provides guidance and mentorship to the current President and Executive.
- Assists with the transition of leadership and continuity of organizational knowledge.
- Participates in Executive meetings and supports special projects as needed.
- Serve as a back up to the President role as needed

Secretary:

- Prepares and distributes agendas and minutes for all Executive and AGM meetings.
- Maintains official organizational records, including policy updates and communication archives.
- Maintains access to RAMP and provides redundancy to Registrar role
- Oversees website and social media account access.
- Coordinates team photo schedules, annual awards, and the year-end banquet.

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 expenditures less 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

Registrar:

- Maintains organizational access to RAMP.
- Ensure all registrants have required certifications and rosters are approved.
- Manages roster creation, player releases, and Permission to Tryout forms.
- Provides timely reports on registration data to facilitate planning for team structures.

Ice Scheduler:

- Allocates ice time based on team schedules, budgets, and seasonal availability.
- Coordinate with the city of Owen Sound and surrounding area for ice rental agreements.
- Coordinate schedule additions, changes and cancellations with Team Managers.
- Provide game ice template to facilitate league scheduling.
- Communicate additional team ice charges to Treasurer for Team ice time requirements beyond approved budget amounts
- Review ice time invoices for accuracy
- Coordinate referees for games

Coaching & Hockey Development Coordinator:

- Oversees the coach selection, training, and certification process.
- Oversee tryouts, and the team selection process
- Develops and implements player and coach development programs in alignment with Hockey Canada standards.
- Monitors team performance and provides guidance on player development strategies.
- Works with the Executive to support skill-building initiatives across all levels of play.

Sponsorship 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
- Organize sponsor bars on team jerseys

Fundraising Coordinator:

- Develops and implements fundraising strategies to support OSGH operations such as 50/50, raffles.
- Liaises with community partners and sponsors to secure funding and in-kind contributions.
- Coordinates fundraising events and ensures compliance with fundraising policies.
- Authorize team fundraising initiatives

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

Local League/WOAA Representative

- Represents OSGH at Local League and WOAA meetings.
- Promote new player recruitment
- Coordinate an Annual Fun Skate in the Spring and/or Fall
- Western Ontario Athletic Association (WOAA) representative

Tournament Coordinator:

- 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:

- Coordinates with team managers, officials, and volunteers to ensure smooth operations.
- Manages tournament schedules, registrations, and logistics.

- Establish tournament rules and format
- Recruit teams to participate
- Ensure required ice time, referees and timekeepers are booked,
- On-site supervision of hockey programming during tournament weekend

Social Media Coordinator:

- Manages OSGH's social media presence to promote events, achievements, and updates.
- Ensures consistent and professional communication across platforms.
- Monitors and responds to inquiries received through social media.
- Oversee all team social media accounts and monitor all accounts for the intended season.

Executives at Large:

- Assist in various initiatives or specifically designated role such as tournaments, fundraising, and event planning.
- 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.

Vacancies and Nominations:

- Executive members are encouraged to serve multi-year terms to ensure continuity.
- Open positions are advertised prior to the AGM, with nominations submitted to the Executive as outlined in OM-01-02.

Executive Meeting Management	Policy Number: OM-01-02
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: March 2025

Objective:

The Executive Meetings of the Owen Sound Girls Hockey (OSGH) Association provide a structured forum for discussion, decision-making, and the efficient management of the association's activities. This policy ensures transparency, consistency, and adherence to best governance practices. This policy applies to all Executive Committee meetings, including regularly scheduled meetings, special meetings, and the Annual General Meeting (AGM).

Frequency of Meetings:

- OSGH Executive meetings are held monthly. Additional meetings may be scheduled as necessary.
- Meetings may be held in person, virtually, or through other electronic means.

Quorum:

- A quorum is required for the OSGH Executive to conduct official business.
- A quorum is defined as fifty (50) percent plus one of the Executive Committee.
- If quorum is lost during a meeting, the meeting may continue for discussion purposes, but any matters requiring a vote will be deferred to the next meeting.

Meeting Chair:

- The President chairs each meeting or may delegate the role to another Executive member.

Agenda and Meeting Minutes:

- The Secretary distributes the agenda in advance of each meeting, with standing agenda items included.
- Executive members may propose additional agenda items prior to the meeting.
- Meeting minutes are recorded and distributed in advance of the next meeting for review and approval.
- The minutes serve as an official record and will be stored in accordance with the association's document retention policy.

Attendance Policy:

- Executive members are expected to attend all scheduled meetings.
- If an Executive member is absent from three (3) consecutive meetings or attends fewer than half of the Executive meetings in a year, their position may be deemed vacant at the discretion of the Executive Committee by majority vote.

Vacancies and Nominations:

- Executive members are encouraged to serve multi-year terms.
- If a member chooses to resign, they should notify the Executive Committee at least one month prior to the AGM.
- Open Executive positions will be advertised prior to the AGM.
- Nominations should be submitted to an Executive member in advance of the AGM.
- The President's position is only open to candidates with at least one year of prior Executive experience.
- Voting on open positions will take place at the AGM, following the OSGH Constitution.

Sub-Committees:

- **Director's Committee:** Comprised of experienced Executive members tasked with confidential matters such as coach selection, team roster approval, and disciplinary actions. The four-member committee is nominated and voted on at the first Executive meeting following the AGM. The President participates only as a tie-breaker.
- **Year-End Banquet Committee:** Consists of team volunteers led by an Executive member. The banquet is organized in accordance with OM-08-01.
- **Ad Hoc Committees:** The President, with Executive approval, may form temporary committees as needed (e.g., Social, Health & Wellness, Coaching).

Key Executive Responsibilities and Annual Timelines:

- **Team Photos:** Taken by early November.
- **Head Coach Applications:** Outlined in OM-04-01

    - **January:** Post applications.
    - **February - May:** Announce selections.
- **Year-End Banquet:** Held in April, following Provincials as outlined in OM-08-01.
- **AGM:** Conducted as outlined in OM-08-03.
- **Tryouts:** Conducted as outlined in OM-04-03.
- **Awards:**
    - Kevin Paupst Memorial Award: Presented at the Year-End Banquet.
    - Memorial Bursaries: Granted as applicable.

Governance and Documentation:

- The version of the Operations Manual posted on the OSGH website is the official reference document.
- Changes to the Operations Manual may be proposed at any time and must be reviewed by the Executive Committee.

Executive Code of Conduct	Policy Number: OM-01-03
Written by: Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: March 2025

Objective:

This policy establishes the expectations for conduct, integrity, and professionalism for all members of the Executive of the Owen Sound Girls Hockey (OSGH) Association. It outlines principles to ensure transparency, accountability, confidentiality, and ethical behavior in all executive operations and decision-making processes.

Policy Statements

1. Ethical Responsibilities

Members of the Executive Committee will:

- Act honestly, in good faith, and in the best interests of the OSGH and its participants.
- Conduct themselves in a professional and respectful manner when representing the organization.
- Ensure that their actions and decisions reflect fairness, inclusivity, and equality.
- Demonstrate a commitment to the mission and values of OSGH, prioritizing the well-being of its players and members.

2. Transparency

Executive members will:

- Ensure transparency in all actions and decisions by maintaining open and honest communication with members.
- Provide timely and accurate updates on the association's operations, policies, and finances.
- Be accountable for their decisions and provide clear reasoning when decisions are made.

3. Confidentiality

Executive members will:

- Treat all information obtained while carrying out their duties as confidential if that information is provided confidentially or would be understood by a reasonable person to be of a confidential nature.
- Use confidential information solely for its intended purpose and refrain from disclosing it

to unauthorized individuals.

- Continue to uphold confidentiality obligations even after their term on the Executive Committee has ended.

4. Conflict of Interest

Executive members will:

- Avoid any situation where a private or personal interest could appear to influence the objective exercise of their duties.
- Disclose any actual, potential, or perceived conflicts of interest to the Executive Committee promptly.
- Recuse themselves from discussions and decisions where a conflict of interest exists.

5. Anti-Bribery and Corruption

Executive members will:

- Reject and condemn all forms of bribery and corruption.
- Refrain from accepting or giving gifts, favors, or other benefits that could influence or appear to influence an act related to their duties.
- Declare and refuse any gifts or benefits offered in connection with their role unless they are of nominal value and do not create a real or perceived obligation.

6. Member Representation

Executive members will:

- Act as representatives of the membership and ensure that the views and concerns of members are heard and considered.
- Foster a culture of collaboration and inclusivity, ensuring all members are treated with respect and dignity.
- Avoid using their position for personal gain or to unfairly benefit a particular individual, group, or external organization.

Breaches of the Code of Conduct

1. Reporting Violations:
Any member of the association who believes an Executive member has breached this code of conduct may report their concerns to the Public Relations Coordinator or the President

2. Investigation:
The Executive Committee will:

- Conduct a fair and impartial investigation into all reported breaches.
- Maintain confidentiality during the investigation process.
- Provide the individual in question with an opportunity to respond to allegations.

3. Consequences:
Violations of this code of conduct may result in disciplinary actions, including:

- Verbal or written warnings.
- Suspension or removal from the Executive Committee.
- Reporting to external authorities if the violation involves illegal activity.

Sponsorship	Policy Number: OM-02-01
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: May 2025

Objective:

The Owen Sound Girls Hockey (OSGH) Sponsorship Policy establishes clear guidelines for securing, managing, and recognizing sponsorships that support OSGH teams, events, and overall association initiatives. Sponsorship plays a key role in reducing registration costs and enhancing the hockey experience for all players.

Types of Sponsorships:

1. Team-Level Sponsorship:

- Current cost: $1,500 per season.
- Sponsors at this level support an individual team's expenses and development.
- Team-level sponsorship benefits include:
    - Company logo on home and away jerseys.
    - Recognition on OSGH website.
    - Sponsor banner displayed at the arena.
    - Mentions in social media and local sports news.
    - Team visits and photo opportunities.
    - A framed team picture as a token of appreciation.
- Sponsorship funds go toward team-specific costs such as tournaments, additional ice time, or team apparel.

2. Association-Level Sponsorship:

- Current cost: $500 per season.
- Supports general association needs, benefiting all players across various divisions.
- Association-level sponsorship benefits include:
    - Recognition on OSGH website.
    - Sponsor banner displayed at the arena.
    - Name placement on the JMRRC bulletin board.

3. Event Sponsorship (Hockeyfest, Tournaments, Other Special Events):

- Event sponsors provide funding to support large-scale OSGH-hosted events.
- Sponsorship options include title sponsorship, secondary sponsorship, and in-kind contributions.
- Benefits may include:
    - Name/logo placement on event materials (banners, schedules, and programs).
    - Sponsor acknowledgment in event announcements and press releases.
    - Booth opportunities or on-site branding.
    - Social media recognition.

4. **Individual Sponsorship**
    - Individual players may receive sponsorship to help offset registration and team fees.
    - The individual player is responsible for promoting their sponsor if recognition is requested.
    - **Funding Guidelines:**
        - Sponsors may pledge **any amount** they wish.
        - A player's sponsorship cannot exceed their total registration and team fees.
        - If sponsorship exceeds fees, the player and sponsor may choose to:
            - Carry over excess funds for the next season.
            - Allocate funds to the association.
            - Return the excess amount to the sponsor.
        - Once the sponsorship maximum is reached, players may not accept additional sponsors.
    - **Payment Process:**
        - Payments must be made via e-transfer to **etransfer@owensoundgirlshockey.com**.
        - In the notes of the transfer, the player's full name and "Individual Sponsorship" must be specified.
    - **Receipts:**
        - Sponsors requiring a receipt may request one from the OSGH Treasurer.
        - Players must contact osghtreasurer@gmail.com to arrange for a receipt.
        - Note: OSGH is not a registered charity, and receipts provided are advertising/sponsorship receipts, not tax receipts.

Sponsorship Guidelines:

- Sponsorship agreements are valid for the duration of the hockey season unless otherwise specified.
- OSGH reserves the right to decline sponsorships that conflict with the values of the association, including but not limited to companies associated with tobacco, alcohol, cannabis, gambling, or other industries deemed inappropriate for youth sports.
- Sponsors must submit their logos and advertising materials in accordance with OSGH branding guidelines.
- OSGH teams may seek additional sponsorships beyond the defined levels, but any funds must be managed in accordance with OSGH financial policies.

Recruitment Process:

- The Sponsorship & Fundraising Coordinator is responsible for actively recruiting new sponsors as needed to ensure every team has a dedicated sponsor.
- Efforts may include outreach to local businesses, networking within the community, and leveraging past sponsor relationships to secure renewed commitments.

Recognition & Acknowledgment:

- OSGH will publicly recognize sponsors through website features, social media callouts, and event signage.
- Sponsors may be invited to participate in team events, photo opportunities, and ceremonial puck drops.
- A formal thank-you letter and sponsorship summary will be provided at the end of the season.

Fundraising	Policy Number: OM-02-02
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: October 2023

Objective:

To ensures that all fundraising efforts are conducted fairly, transparently, and in alignment with the organization's values. Fundraising plays an essential role in reducing registration costs, supporting teams, and enhancing the overall hockey experience.

Types of Fundraising:

1. Association-Level Fundraising:

- Association-wide fundraising efforts support general operations, development programs, and ice rental costs.
- Examples include:
    - Raffles and 50/50 draws
    - Corporate sponsorship programs
    - OSGH-hosted events such as Hockeyfest and tournaments
    - Merchandise sales
- Association-wide fundraising initiatives must be coordinated through the Sponsorship & Fundraising Coordinator and approved by the Executive Committee.

2. Team-Level Fundraising:

1. Teams may conduct independent fundraising to offset costs for tournaments, travel, team-building activities, and apparel.
2. Only quality items should be considered when choosing a fundraising initiative.
3. Use of the OSGH logo on products requires approval.
4. **Team Fundraising Request Approval Process:**
    - A written Fundraising Request Form must be submitted to the Sponsorship & Fundraising Coordinator for approval before initiating any team fundraising activity.
    - The request must include:
        1. Description of the fundraiser

2. Anticipated revenue
3. Intended expenses

- Teams must submit an Expense and Income Report once fundraising is completed.
- If a team requires upfront costs to be covered, they may request OSGH to cover expenses, which will be reimbursed once fundraising is complete.
- All team fundraising profits must be allocated to the team account and used solely for team-related expenses.

5. Any unused funds at the end of the season must be reported to OSGH. Excess funds may either:
    - Be used for additional team expenses (with Executive approval); or
    - Be returned to the association level for future OSGH initiatives.
6. All fundraising inquiries and submissions should be directed to the Fundraising Coordinator at fundraising@owensoundgirlshockey.com

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Fundraising Guidelines:

7. Fundraising efforts must align with the OSGH's values and policies.

- All fundraising must be conducted ethically and in compliance with municipal, provincial, and federal regulations.
- Fundraising activities involving alcohol, cannabis, gambling, or any other potentially inappropriate products for youth sports must be approved by the Executive Committee.
- Teams are prohibited from conducting fundraising activities that directly compete with association-level fundraising initiatives.
- Any funds raised must be documented and managed transparently, with financial records available for review upon request by OSGH.
- Any unused funds at the end of the season must be allocated in accordance with OSGH financial policies.

Use of Funds:

- Funds raised at the association level will be used to:
    - Support ice rental costs
    - Reduce registration fees

    - Fund development programs
    - Provide financial assistance for families in need (subject to Executive approval)
- Team-level funds must be used for direct team expenses and may not be used for personal gain.

Transparency & Accountability:

- Teams must maintain clear financial records of all fundraising revenue and expenses.
- Upon request, financial statements may be reviewed by the OSGH Executive Committee.
- Failure to comply with financial reporting requirements may result in restrictions on future fundraising activities.
- Banking for the fundraiser shall be in accordance with OM-02-08 Team Banking.

Team Fees	Policy Number: OM-02-03
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: October 2024

Objective:

To provide clear guidelines and fairness in the administration of team fees and refunds, ensuring transparency, consistency, and support for all players and families.

Team Fees

i. **Fee Structure:**

- Team players are required to pay additional fees beyond the registration amount to cover the costs of tournament entries and other incidentals.
- Incidentals may include but are not limited to:
  - Player and coach gifts.
  - Timekeepers.
  - Exhibition games.
  - Other team expenses as determined by the team.

ii. **Team Budget & Payment Schedule:**

- The Team Manager is responsible for assembling the team budget at the beginning of the season.
- The budget must be approved by team parents/guardians and the OSGH Treasurer before implementation.
- Team fees must be communicated to parents no later than the end of October.
- Payment options:
  - Fees may be paid in full or in installments as set by the Treasurer (typically in three installments).
  - Accommodated payment plans are available by working directly with the OSGH Treasurer (contact: treasurer@owensoundgirlshockey.com).

Refund Policy

a. **Registration Refund Requests:**

- All refund requests must be submitted in writing to the Registrar at registrar@owensoundgirlshockey.com.
- Refunds will be processed as follows:
  - Before team rosters are approved: Full refund minus a $50.00 administration fee.
  - Between September 1st and November 1st: 50% refund minus a $50.00 administration fee.
  - After November 1st: No refunds will be provided unless approved by the OSGH Executive.

b. **Special Considerations:**

- Refunds after November 1st may be considered for the following reasons:
  - Relocation.
  - Medical reasons.
  - Compassionate grounds.
- The OSGH Executive Committee will determine if a refund is granted on a case-by-case basis.

c. **Refund Payment Method:**

Refunds will be processed via the original payment method (e.g., refunds for credit card payments will be returned to the same credit card)

Registration	Policy Number: OM-02-04
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective

To provide clear guidelines for the registration process, ensuring fairness, accessibility, and transparency for all participants within the Owen Sound Girls Hockey (OSGH) Association.

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1. Registration Process

a. **Registration Platform:**

- OSGH uses RAMP Registration for online registration.
- Registration can be accessed via the OSGH website at **https://owensoundgirlshockey.com/**
- All players must be registered through RAMP before participating in any OSGH activities, including tryouts and evaluations.

b. **Payment & Fees:**

- Registration fees are paid via credit card through the RAMP system.
- Payment plans may be available for families requiring financial assistance; requests must be directed to the OSGH Treasurer at **treasurer@owensoundgirlshockey.com**.
- A late fee may apply for registrations submitted after the deadline as determined annually by the OSGH Executive.

c. **Registration Deadlines:**

- Registration deadlines will be posted on the OSGH website and communicated via OSGH social media channels.
- Players who register after the deadline may be placed on a waitlist and are not guaranteed a spot.

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2. Player Placement & Tryouts

a. **Representative Team Tryouts:**

- Players interested in playing for Rep teams must register before tryouts.
- Tryout fees are non-refundable and must be paid before stepping on the ice.

b. **House League & Local League Placement:**

- Players who do not participate in tryouts will be placed in House League or Local League divisions based on age and skill level.
- Team placement will be finalized following the evaluation skates.

c. **Registration for Affiliated Players:**

- Players who wish to affiliate with a higher-level team must be registered with OSGH and follow OWHA affiliation guidelines.

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3. Special Considerations

- The OSGH Executive reserves the right to adjust registration deadlines, fees, and policies as necessary.
- All registrants must adhere to OWHA regulations and OSGH policies.
- Registration details, deadlines, and updates will be communicated via the OSGH website and social media channels.

Insurance Policy	Policy Number: OM-02-05
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:

This policy ensures that the Owen Sound Girls Hockey (OSGH) maintains appropriate insurance coverage for players, bench staff, executive members, and team operations, in alignment with Ontario Women's Hockey Association (OWHA) and Hockey Canada guidelines.

Directors' and Officers' Insurance:

- The Board of Directors will annually review and purchase adequate Directors and Officers (D&O) Liability Insurance.
- This insurance provides protection for board members against claims arising from actions or decisions made in their official capacities.
- Coverage may include legal defense costs and settlements related to governance decisions, financial management, and policy enforcement.

Player and Bench Staff Insurance:

Player Insurance:

- Player insurance is provided through the Ontario Women's Hockey Association (OWHA) and is included in the cost of registration.
- This insurance covers injuries sustained during sanctioned hockey activities, including practices, games, and tournaments.
- Any claims related to injuries or incidents must be reported through the OWHA injury reporting process.

Bench Staff Insurance:

- Insurance coverage is provided for up to five (5) bench staff members per team.
- Additional bench staff beyond this limit may be added at the team's expense.
- Coverage includes injuries or liabilities incurred by coaches, trainers, and team managers while carrying out their duties at sanctioned hockey events.

Event and Facility Insurance:

- OSGH ensures that all scheduled hockey activities, including practices, games, and tryouts, are covered under OWHA's insurance policies.
- Non-traditional hockey activities such as dryland training, fundraising events, and off-ice team-building activities may require additional insurance.
- Teams planning off-ice events must notify the Executive Committee in advance to confirm insurance requirements.

Third-Party and Volunteer Insurance:

- Any third-party instructors or volunteers participating in OSGH events must provide proof of appropriate liability insurance before engaging in activities.
- Guest coaches or skill instructors must be approved by the Coaching & Hockey Development Coordinator and meet insurance requirements set by OWHA.

Insurance for Non-Registered Participants:

- Any event involving non-registered players (e.g., open skates, promotional events, or non-rostered guests at practices) requires additional insurance coverage.
- Requests for insurance must be submitted to the OSGH Executive Committee at least 48 hours before the event.

Adherence to Governing Body Standards:

- OSGH adheres to all insurance standards and guidelines set by OWHA and Hockey Canada.
- Compliance with governing body policies ensures OSGH follows best practices and maintains appropriate risk management procedures.

Claims and Incident Reporting:

- All injuries, property damage, or liability incidents occurring during OSGH-sanctioned events must be reported immediately to the designated safety officer or team manager.
- Insurance claims must follow the OWHA injury reporting and claims process.
- OSGH will provide guidance on completing the necessary forms and submitting claims to the appropriate insurance providers.

Financial Support for Players	Policy Number: OM-02-06
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:

Owen Sound Girls Hockey (OSGH) is committed to ensuring that financial constraints do not prevent any player from participating in hockey. This policy outlines available financial support options and provides guidelines for families seeking assistance. This policy applies to all OSGH-registered players and prospective players who require financial assistance to cover the costs of registration, equipment, and other hockey-related expenses.

Available Financial Support Programs:

OSGH recognizes that hockey can be a costly sport, and we work with various organizations to ensure all players have access to financial assistance when needed. Families in need of support may apply for one or more of the following programs:

1. OSGH Financial Assistance Program

- OSGH provides a limited amount of financial support to families experiencing extreme financial hardship.
- Families may apply for assistance toward registration fees by submitting a confidential request to the **OSGH Treasurer**.
- Requests will be reviewed by the **OSGH Executive Committee**, and decisions will be made based on available funding.
- Payment plans may be arranged as an alternative option.

2. Canadian Tire Jumpstart

- Jumpstart provides financial support to help cover registration fees for children from low-income families.
- Families must apply directly through the **Jumpstart website**: https://jumpstart.canadiantire.ca/
- Proof of financial need may be required.

3. Kidsport Ontario – Grey Bruce Chapter

- Kidsport provides grants to help cover registration fees and equipment costs for eligible families.

- Families must apply directly through the **Kidsport Grey Bruce website**: https://kidsportcanada.ca/ontario/grey-bruce/
- Applicants must demonstrate financial need.

4. YMCA Owen Sound Assistance Program

- The YMCA offers financial assistance to families in need, which may be used toward sports programs, including hockey.
- More details are available at: https://www.ymcaowensound.on.ca/

5. Other Local & Community Support Programs

- Families are encouraged to explore other funding sources, including local service clubs (e.g., Rotary, Lions Club, Optimist Club), municipal recreation grants, and charitable organizations.
- The OSGH Executive can assist families in identifying additional support resources if needed.

Equipment Assistance & Loaner Programs:

- OSGH works with community partners to help provide equipment to players in need.
- Families in need of equipment support should contact the **OSGH Equipment Coordinator**.
- Equipment swaps and donation programs are available throughout the season.

Confidentiality & Privacy:

- All financial assistance requests and related information will remain confidential.
- The identity of applicants will not be disclosed beyond the necessary review committee members.
- Personal financial information provided by applicants will not be shared or retained beyond the purpose of the application process.

Financial Policy for Non-Parent Bench Staff	Policy Number: OM-02-07
Written by: Coaching & Hockey Development Coordinator	Reviewed by: Treasurer
Approved by: OSGH Executive	Date approved: February 2025

Objective:
To outline the financial support provided to non-parent bench staff within the OSGH organization to ensure consistency, transparency, and fairness in stipend distribution.

Eligibility:

- Non-parent Head Coaches are eligible for a stipend provided by the OSGH organization.
- The stipend is intended for teams U11 and up or for any tiered teams.
- They must have completed all required certifications and background screening as mandated by OWHA and Hockey Canada.

Stipend Amount and Payment Schedule:

- The stipend amount is set by the Executive Committee and is currently **$1200 per season**.
- Payments will be made in two installments:
    - **Early September** at the start of the season.
    - **Early January** at the mid-season point.
- The Treasurer is responsible for ensuring the stipend is paid upon request from the teams Manager and approved by the Coaching and Hockey Development Coordinator.
- Payments may be adjusted based on a prorated basis if a coach does not complete a full season.

Additional Financial Support:

- Further financial support for non-parent bench staff is at the discretion of the team.
- Any additional support should be stipulated at the season start as part of the approved team budget and team fees.
- Teams may offer to cover travel, accommodations, and other expenses for non-parent bench staff, provided these expenses are outlined in the team's financial plan and approved by the Treasurer.

Commitment Expectations:

- Non-parent bench staff receiving a stipend are expected to remain committed to the team for the entirety of the season.
- If a non-parent coach or bench staff member leaves mid-season, they will only be eligible for the prorated amount of the stipend based on the time served.

Insurance and Liability Coverage:

- Non-parent bench staff will be covered under the OWHA insurance policy for liability and injury protection while carrying out their coaching duties.
- Additional liability coverage may be available through team budgets if approved by the Executive Committee.

Financial Oversight	Policy Number: OM-02-09
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved:

Training Certification Reimbursement	Policy Number: OM-02-10
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: January 2025

Objective:

The Owen Sound Girls Hockey (OSGH) is committed to to supporting the development of qualified, well-trained team staff to ensure player safety and uphold the organization's high standards. This policy outlines the reimbursement process for training and certification expenses incurred by team staff.

Reimbursement for Required Certifications

- Full Reimbursement for Mandatory Courses:
  - The Association reimburses 100% of the cost for the Speak Out/Respect in Sport for Hockey Canada Activity Leaders course for all team staff required to complete it.
- Partial Reimbursement for Coaching or Trainer Clinics:
  - The Association reimburses 50% of the cost for other approved Coaching or Trainer Clinics for team staff who are required to complete these courses.
- Pre-Approval for Courses Over $200:
  - Any course costing over $200 must receive pre-approval from the Association Executive to qualify for reimbursement.

Bench Staff Certification Coverage Limits

- The Association will cover training certification costs for up 2 coaches and 2 trainers per team roster.
- If additional certifications are needed this will be covered by the association on a case-by-case bases.

This policy ensures fair and consistent support for team staff training while maintaining financial transparency and accountability within the organization.

Code of Conduct	Policy Number: OM-03-01
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:

The Owen Sound Girls Hockey (OSGH) is committed to providing a sports environment in which all individuals are treated with respect. This Code of Conduct identifies the standard of behavior expected of all OSGH Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones, and others.

General Principles:

All members of OSGH shall:

- OSGH adheres to the OWHA Code of Conduct policy and will ensure that all members- including athletes, coaches, parents, directors, volunteers, staff, chaperones, and others – comply with its standards and expectations.
- Agree to abide by the principles of the **FAIR PLAY CODE** as set by Hockey Canada and supported by OSGH.
- Conduct themselves at all times in a fair and responsible manner.
- Refrain from comments or behaviors which are disrespectful, offensive, abusive, racist, or sexist. In particular, behavior which constitutes harassment, abuse, bullying, or cyber-bullying will not be tolerated.
- Avoid behavior which brings members or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs during the course of all OSGH activities and events.
- Not engage in activity or behavior which endangers the safety of others.

FAIR PLAY CODE:

Players will agree to:

- Treat others as they wish to be treated. Respect teammates, coaches, officials, and opponents.
- Play hockey because they want to, not because others want them to.
- Play by the rules of hockey and in the spirit of the game.

- Remember that they are representing themselves, their parents, their team, and their community.
- Not use unlawful or unauthorized drugs/narcotics or performance-enhancing drugs or methods.

Coaches will agree to:

- Teach athletes to play fairly and to respect the rules, officials, opponents, and teammates.
- Ensure all athletes receive equal instruction, discipline, support, and appropriate, fair playing time.
- Not ridicule or yell at athletes for making mistakes or for performing poorly.
- Remember that children play to have fun and must be encouraged to have confidence in themselves.
- Remember that children need a coach they can respect. Be generous with praise and set a good example.
- Obtain proper training and continue to upgrade coaching skills.
- Be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.

Parents will agree to:

- Remember that children play sports for their enjoyment, not for the parent's expectations. They are not professional athletes.
- Never ridicule or yell at their child for making a mistake or losing a game.
- Encourage their child to play by the rules and to resolve conflict without resorting to hostility or violence.
- Support all efforts to remove verbal and physical abuse from children's hockey games.
- Never yell at the officials or question their judgment and integrity.
- Respect and show appreciation for the volunteers who give their time to hockey for their child.
- Pay any player fees on time as directed by the team.

Expectations for Spectators:

- Support all players, regardless of skill level or team.
- Cheer positively and avoid criticizing players, referees, or coaches.
- Refrain from interfering with coaching decisions during games and practices.
- Follow all arena rules and respect facility staff.

Social Media & Online Conduct:

- All members must conduct themselves professionally and respectfully on social media and online forums.
- Cyberbullying, harassment, or negative comments about players, coaches, referees, or the association will not be tolerated.
- Confidential team or association matters should not be discussed publicly.
- Any violations may result in disciplinary action, including suspension from OSGH activities.

Disciplinary Actions for Violations:

Breaches of this Code of Conduct may result in:

- Verbal or written warnings.
- Temporary or permanent suspension from games, practices, or events.
- Expulsion from the OSGH association in severe cases.
- Any disciplinary decisions will be made by the OSGH Executive Committee.

Team Volunteer Roles and Responsibilities	Policy Number: OM-03-02
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:

Owen Sound Girls Hockey (OSGH) recognizes the essential role of team volunteers in fostering a positive, safe, and development-focused hockey environment. This policy defines the roles and responsibilities of team volunteers, ensuring compliance with Ontario Women's Hockey Association (OWHA) and Hockey Canada regulations.

Roles and Responsibilities:

1. Head Coach

Responsibilities:

- Oversee all aspects of team operations, including practices, games, and player development.
- Develop and implement structured practice plans that align with Hockey Canada's player development model.
- Promote fair play, respect for officials, opponents, and the rules of the game.
- Communicate effectively with players, parents, and team staff regarding expectations, schedules, and team goals.
- Ensure compliance with all OWHA and Hockey Canada regulations, including certification and training requirements.

Qualifications:

- Completion of required coaching certifications as mandated by OWHA and Hockey Canada.
- Valid Police Record Check (PRC) with Vulnerable Sector Screening.
- Completion of the Respect in Sport Activity Leader Program.

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2. Assistant Coach

Responsibilities:

- Support the Head Coach in all team activities, including practices and games.
- Assist in developing and implementing practice drills and game strategies.

- Provide individual feedback and support to players to enhance skill development.
- Uphold and promote the principles of fair play and respect.

Qualifications:

- Completion of required coaching certifications as mandated by OWHA and Hockey Canada.
- Valid Police Record Check (PRC) with Vulnerable Sector Screening.
- Completion of the Respect in Sport Activity Leader Program.

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3. Team Manager

Responsibilities:

- Serve as the primary liaison between the coaching staff, parents, and the OSGH executive.
- Organize and manage team logistics, including scheduling practices, games, and tournaments.
- Handle team communications, ensuring timely dissemination of information to all stakeholders.
- Manage team finances, including collection of fees and budgeting for team activities.
- Ensure all team documentation is completed and submitted as required by OSGH and OWHA.

Qualifications:

- Strong organizational and communication skills.
- Valid Police Record Check (PRC) with Vulnerable Sector Screening.
- Completion of the Respect in Sport Activity Leader Program.

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4. Trainer

Responsibilities:

- Ensure the health and safety of players during all team activities.
- Maintain accurate medical information for each player and ensure availability during all team events.
- Provide immediate care in the event of player injury and manage return-to-play protocols.
- Conduct regular checks of equipment and facilities to ensure safety standards are met.
- Educate players and parents on injury prevention and safety practices.

Eligibility & Qualifications:

- The role of trainer must be filled by a female
- Completion of the Hockey Trainers Certification Program (HTCP) as required by OWHA.
- Valid Police Record Check (PRC) with Vulnerable Sector Screening.
- Completion of the Respect in Sport Activity Leader Program.

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5. Den Mom (Dressing Room Monitor)

Responsibilities:

- A minimum of two (2) Den Moms are required to supervise a dressing room until such time as the team staff are permitted in the dressing room before the scheduled ice time or until the last players have left the dressing room.
- Assist players with equipment needs and preparation for on-ice activities.
- Ensure adherence to OSGH policies regarding dressing room conduct and safety.
- Report any incidents or concerns to the coaching staff or Team Manager.

Eligibility & Qualifications:

- The role of Den Mom must be filled by a female
- Valid Police Record Check (PRC) with Vulnerable Sector Screening.
- Completion of the Respect in Sport Activity Leader Program.

Compliance and Expectations:

- All team volunteers must adhere to the **OSGH Code of Conduct** and uphold the values of respect, integrity, and sportsmanship.
- Compliance with **OWHA and Hockey Canada regulations** is mandatory for all roles.
- Certification and screening requirements must be completed before participating in team activities.
- Failure to meet role expectations may result in removal from team staff positions.

Bench Staff Holding Multiple Positions	Policy Number: OM-03-03
Written by: OSGH Secretary	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: March 2025

Purpose:
This policy ensures that all teams have a well-distributed and effective coaching and support staff while promoting volunteer participation and minimizing conflicts of interest.

Policy Statement:

1. **Single Role Expectation** – Wherever possible, bench staff members (including head coaches, assistant coaches, trainers, and team managers) should hold only one position per team to maintain clear role responsibilities and effective team operations.

2. **Exceptions** – In cases where volunteer availability is limited, a staff member may hold multiple roles, provided they can effectively fulfill their duties in each capacity without compromising the team's development, safety, or operational efficiency.

3. **Approval Process** – Any exceptions to this policy must be reviewed and approved by OSGH Executive Committee, ensuring compliance with Ontario Women's Hockey Association (OWHA), Ontario Hockey Federation (OHF), and Hockey Canada regulations.

4. **Conflict of Interest & Workload Considerations** – Individuals assuming multiple roles must avoid conflicts of interest (e.g., a head coach also serving as team manager) and ensure their workload does not negatively impact team performance or player development.

5. **Encouraging Volunteer Engagement** – Teams should actively recruit and train new volunteers to expand the available pool of qualified personnel, reducing the need for staff members to take on multiple roles.

Coaching Staff Selection	Policy Number: OM-04-01
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: February 2025

Objective:

To ensure the selection of qualified and experienced coaches who align with the organization's commitment to fairness, player development, and inclusivity. By prioritizing transparency and consistency, the policy aims to support the recruitment of the best possible coaching candidates, fostering a positive environment for players at all tiers and age groups.

Overview:

The organization recognizes the critical role coaches play in shaping the experience of players both on and off the ice. This policy outlines the process for selecting coaches, emphasizing the recruitment of individuals who uphold the organization's values, demonstrate a strong commitment to player development, and bring diverse perspectives to the coaching staff. Special consideration is given to encouraging non-parent applicants and qualified female candidates, while maintaining flexibility to fill roles as needed through targeted recruitment if necessary. This policy applies to coaches of all tiers and age groups within the organization.

Timeline:

Month	Activity
January	• Coach Application period open for all positions • Coach Selection Committee Established
February	• Tier 1 Coach appointments
March	• Tier 2 Coach appointments
May	• Tier 3 Coach appointments

- In the first **week of January**, a formal Call for Applications will be posted on the organization's website and social media platforms at least one month before the submission deadline.
- Coach Selection Committee to be established by **January 15** and approved by Executive prior to the commencement of interviews.

- 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, if required, should be completed within a 2-week period following the application deadline.
- Selection Committee will make recommendations for Coaches to the Executive within 1 week of the completion of any interviews. Pending Approval, coach and team assignments will be posted on OSGH Website.

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 of interviews if required, 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 selection. The CSC's role will be to 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.

Selection Process:

- The **Coach Selection Committee** will review all submitted applications based on the criteria of qualifications, experience, and alignment with OSGH's values.
- **No Automatic Appointments**: A single candidate for a team is not automatically selected. All applications must go through the selection process to ensure the best fit for the team.
- **Interviews**: Interviews will only be conducted if additional information is needed beyond what is provided in the application. If required, the interview will focus on clarifying the coach's philosophy, experience, and approach to player development.
- **Final Decision**: After reviewing applications and conducting any necessary interviews, the

committee will make recommendations for coach appointments.

- If the selection committee determines that none of the applicants meet the organization's standards or requirements, the committee reserves the right to seek and recruit suitable candidates through external outreach or targeted recruitment efforts.
- Unsuccessful applicants will be promptly notified 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.

While Head coaches will select their coaching staff, the Committee/Executive, however, 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 behaviour issues.

Non-parent Coaches	Policy Number: OM-04-02
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: February 2025

The Non-Parent Coaches Policy aims to establish guidelines for recruiting, selecting, and supporting non-parent coaches within Owen Sound Girls Hockey. This policy prioritizes the development of players and the reduction of potential conflicts of interest while promoting diversity and inclusion within coaching ranks. Additionally, this policy encourages assistant coaching opportunities and on-ice mentorship roles for graduates and current players.

Objective:

To encourage the recruitment of qualified and experienced non-parent coaches, with an emphasis on fostering the development of female coaches and providing opportunities for graduates and current players to contribute to the organization. Non-parent coaches contribute to a balanced and unbiased environment for player development and team management.

Recruitment and Assignment Process:

1. **Recruitment:**
    - Opportunities for non-parent assistant coaches and on-ice helpers will be advertised through OSGH's website and, social media.
    - Graduated players and alumni are strongly encouraged to return and assist as coaches or on-ice helpers for younger age groups. OSGH values the contributions of graduates and will prioritize creating opportunities for them to stay involved.
    - Coaches of the U15, U18 and U22 teams will gather interest from their players about assisting with younger groups (e.g. U5, U7, U9) and share contact information with younger teams' coaches to facilitate collaboration. This mentorship program allows older players to give back to the organization while gaining valuable leadership experience.
2. **Assignment by Directors Committee:**
    - Non-parent assistant coaches, particularly young female graduates, may be assigned to teams by the Directors Committee to ensure they have a coaching role. Assignments will prioritize teams where these young coaches can develop their skills and contribute meaningfully to player development.

3. **Encouraging Participation from Graduates:**
    - Former players who have recently aged out of the program are invited to serve as assistant coaches or on-ice helpers for younger teams. OSGH will actively work to match these individuals with teams where their experience can benefit both the players and the graduate.

Support and Development Opportunities:

1. OSGH will provide ongoing development opportunities, including access to coaching clinics, mentorship programs, and resources.
2. Graduated players and young coaches will have access to mentorship from experienced head coaches and support from the Coaching & Hockey Development Coordinator to build their skills and confidence.

Performance and Conduct:

All non-parent coaches are expected to:

- Demonstrate professionalism and respect towards players, parents, officials, and fellow coaches.
- Foster a positive, inclusive, and safe environment for all participants.

Tryouts and Team Selection	Policy Number: OM-04-03
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: February 2025

Objective:

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. This policy is to provide a clear, fair, and transparent process for tryouts and team selection within the organization. The policy ensures that all registered players have an opportunity to play while supporting player development and creating competitive and balanced teams across all tiers and age groups.

Roles & Responsibilities:

- **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.
- **Director of Development**
    - Work with Ice Scheduler, to ensure ice times for each tryout
    - Coordinate an OSGH volunteer for check-in players
    - Ensure Evaluators for each tryout, and assign if required
    - Provide guideline to coach on number of players eligible for selection
    - Review Coach player selections prior to final Executive Approval
- **Head Coach**
    - Provide on-ice staff and Evaluators to complete tryout evaluation process
    - Ensure a certified trainer is present at all ice times
    - Communicate directly with all registered players and families.
    - Proactively collaborate with Evaluators for team player selections.

- **Evaluators**
    - Observe tryouts to provide feedback to Head Coach and Director of Development on player selection

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Number of Players:

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

- **Team Formation Objectives:**
    - All registered players should have a team to play on.
    - The number of teams and players per team shall be projected based on expected registration, ensuring the lowest-tier team at each level has sufficient players to form a minimum roster.
- **Projected Registration Considerations:**
    - Players registered with the organization in the previous season and expected to return.
    - New players registered for tryouts.
    - New players expected to join non-tryout teams, particularly at U9 and U11 levels.
- **Player Distribution:**
    - Player numbers will not necessarily be divided equally between teams at a given age level.
    - Players trying out for higher-tier teams demonstrate a desire to play at a more competitive level. Larger rosters shall be permitted for higher-tier teams to encourage player retention and development.
- **Team Size Guidelines:**
    - Teams expected to play U13AA, U15A/AA, and U18BB/A/AA shall be permitted a full roster of 15 skaters due to longer game formats. Coaches at these levels may take smaller rosters if all available players are not suitable for the expected competitive level.
    - Minimum team size: 9 skaters + 1 goalie. Exceptions may be made if additional players are expected to join the team mid-season.
    - Maximum team size:

        - U11-U18: 15 skaters + 2 goalies (per OWHA rules).
        - U9: 12 skaters due to half-ice requirements (4v4 format).
- **Goalies:**
    - Goalies are critical to team formation and should be assigned on a 1-per-team basis unless there are more goalies than the expected number of teams at a given age level.
    - When more goalies are available than expected teams, they will be selected through the tryout process to match each player to the appropriate competitive level.
- **Approval:**
    - Team selection during tryouts will be approved by the Directors Committee based on projected registration. This may vary as teams are formed and players commit to teams/associations.
    - The Coaching and Hockey Development Coordinator shall guide head coaches regarding the number of players available at each level until all teams are formed.

Tryout Process:

1. **Eligibility:**
    - 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.
    - Players must attend all tryout sessions unless otherwise approved due to extenuating circumstances, such as injury or illness.

      Player Illness or Injury:

        - Players unable to participate in tryouts due to injury or illness must provide written documentation from a medical professional confirming their condition.
        - Players who are unable to fully participate may still be considered for team selection based on previous performance, coach evaluations from prior seasons, and their potential to contribute at the desired competitive

level.

- Final decisions regarding players unable to participate in tryouts due to injury or illness will rest with the Directors Committee in consultation with the Coaching and Hockey Development Coordinator.

2. Tryouts

- 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.
- 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 website. Where any information in this policy contradicts governing bodies' directions, the governing bodies' policies or rules shall take precedence.
- Each team will be provided tryout ice times and exhibition games to pick their teams by an association-determined selection date.
- 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.
- 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.

3. Evaluation:

- A standard evaluation form will be used by evaluators to ensure consistency and fairness in assessing players.
- 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.
- 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 two (2) evaluators can be appointed by OSGH if the Head Coach cannot secure evaluators without a conflict of interest.
- Independent evaluators, free of conflicts of interest, will assess players during tryouts.
- Evaluations will prioritize:
  - Technical skills.
  - Game sense and situational awareness.
  - Work ethic and attitude.
  - Team fit and potential for development.

4. **Feedback, Communication and Releases:**
   - 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.
   - Upon request to the Coaching & Hockey Development Coordinator, players released from tryouts can be provided with constructive feedback to support their development.
   - Communication regarding team selection will occur promptly and be posted to the organization's website.

Team Selection & Player Placement:

- No team shall have more than four (4) new players without approval from the Director's Committee.
- Players will be placed on teams that best match their skill level, attitude, and potential for growth.
- Coaches are encouraged to consider team balance and dynamics during the selection process.
- 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.

  - Team selection should include notes on why players were selected/released and include final Evaluation reports from evaluators.

- 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.
- Once team selection has been approved, final selection will be posted on the team's OSGH team page.

Player Eligibility	Policy Number: OM-04-04
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:

The purpose of this policy is to outline eligibility requirements for players registering with Owen Sound Girls Hockey (OSGH). This policy ensures fairness in team formation while maintaining a competitive program that prioritizes player development and retention.

General Eligibility Requirements:

- OSGH does not have an "Import Rule" restricting new players from joining.
- Players must be registered in accordance with Ontario Women's Hockey Association (OWHA) regulations.
- All registered players should have a team to play on within the OSGH structure, provided there are available roster spots and appropriate skill-level placement.
- Players may not be rostered on another OWHA team while playing for OSGH unless under an approved affiliation agreement.

Definition of New vs. Returning Players:

- 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.
- Residency is not a determining factor for eligibility, as many OSGH players reside outside the City of Owen Sound.

Guidelines for Team Placement:

- **High Performance (AA/A):**
    - Competitive teams should expect to attract new players to OSGH, as a broader talent pool strengthens these teams.

- Teams should be formed based on skill, and players should expect to compete for roster spots.
- OSGH will not form an AA/A/BB team unless a core of returning players is sufficient to support the program.

- **Rep Teams (BB/B):**
  - Typically formed primarily with returning players.
  - OSGH does not expect to attract large numbers of new players for these teams, but spots may be available depending on registration.
- **Developmental Teams (C/House League):**
  - House League (C/HL) teams will be structured to maximize participation for all players.
- **New Registrants:**
  - No team shall have more than four (4) new players without approval from the Director's Committee.
  - If two players are deemed generally equal in skill based on tryout evaluations, preference should be given to the returning player.
  - "Generally equal" is determined by relative ranking based on tryout evaluation scores.

Mid-Season Roster Adjustments:

- Roster changes are not typically allowed once teams have been selected following tryouts.
- Exceptions may be considered in cases of:
  - Players moving out of the area.
  - Players discontinuing hockey participation.
  - Long-term injuries.
- Requests for mid-season roster changes must be submitted to the Coaching and Hockey Development Coordinator for review and approval by the Director's Committee.

Player Releases and Transfers:

- OSGH aims to retain players but recognizes that families may make decisions in their

best interest.

- Players must be in **"**good standing" to be eligible for a release.
- **Good standing** is defined as:
    - Being current with all financial obligations (registration and team fees).
    - Not having engaged in conduct detrimental to the OSGH organization, volunteers, or programming.
- Player releases for those seeking to play at the same or lower level elsewhere will be subject to review by the Director's Committee before approval by the Registrar.
- All player releases must be processed through RAMP per OWHA guidelines.

Registration Considerations for Goalies:

- Goalies are crucial to team formation and will be assigned on a 1-per-team basis unless more goalies are available than the expected number of teams for a given age level.
- Where there are more goalies than teams, goalie selection will be based on tryouts and competitive level fit.
- Goalies requesting releases will be evaluated on a case-by-case basis to ensure all OSGH teams maintain adequate goaltending.

Special Circumstances:

- Players wishing to play up in a higher division must follow **OM-04-05 Players Playing Up Policy**.
- Players requesting movement between teams mid-season must follow **OM-04-06 Player Movement and Releases Policy**.

Playing Up in a Higher Division	Policy Number: OM-04-05
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:

To provide a clear and consistent process for players wishing to "play up" in a higher age division, ensuring fair and transparent decision-making for all participants.

Policy Overview

A player may request to play at a higher age division by attending tryouts for both their appropriate age level and the higher division. The intent is to allow for player development while ensuring fair team composition at all levels.

Player Intent:

- A player wishing to "play-up" must communicate their intent by email to both their current age-level coach, the higher-division coach, and the Director of Development.
- The player must register for both the appropriate age-level tryout and the higher-age team tryout, paying the tryout fee for both levels.

Evaluation Criteria:

- To be selected for the higher-division team, the player must be ranked in the **top 50**% of the players during tryouts.
- For example, if the higher-division team is expected to have 12 skaters, the player must be ranked within the top 6 skaters based on performance.

Goalie Exception:

- Goalies are exempt from the 50% ranking requirement due to the specific needs for goalie positions within teams. Goalies wishing to play up will be evaluated on a case-by-case basis by the Director's Committee.

Special Exceptions:

- In cases where additional players are required to complete a higher-division roster or where lower-division teams have too many players for one team, the Director's Committee may identify players who are capable of playing up and approach them directly.
- These players may be invited to attend tryouts for the higher-division team regardless of their performance ranking during regular tryouts.

Outcome of Tryouts:

- If the player does not meet the top 50% ranking for the higher-division team, they will remain in their age-appropriate division for the season.

Parent/Player Communication:

- The decision to move up is not guaranteed, and the Director's Committee will communicate with the player and family directly regarding any outcome, particularly if the player does not make the higher-division team.

Approval and Final Decisions:

- The Director's Committee will review all "play-up" requests and the resulting player selections. Final decisions on "play-up" eligibility will be made based on the evaluation process and team requirements.

Player Movement and Releases	Policy Number: OM-04-06
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:

To provide clear guidelines and procedures for player movement between teams within the Owen Sound Girls Hockey (OSGH) association and for the process of player releases, ensuring fairness and consistency across the organization.

Policy Overview

OSGH seeks to manage player movement efficiently while ensuring that players are placed in teams that best align with their skill level and developmental needs. Additionally, this policy outlines the procedure for releasing players who seek to play for other associations or at different levels.

Mid-Season Roster Changes

- Skaters are typically not allowed to move to a higher-ranked team within the same division once rosters have been finalized after tryouts. Exceptions may be made in cases where permanent vacancies arise, such as:
    - Players moving out of the area
    - Players discontinuing hockey for the season
    - Injuries that cause a player to be unavailable for the remainder of the season
- Any requests for mid-season changes should be submitted by the affected coaches to the Coaching and Hockey Development Coordinator. A review will follow, and a recommendation will be presented to the Director's Committee for approval.
- Players who have been registered with OSGH after tryouts may be placed on the lowest age-appropriate team initially but can be moved to a higher skill-level team after evaluation by the head coach, typically within a few weeks of joining.

Player Releases

General Policy:
It is OSGH's goal to provide the best possible hockey programming and to retain players year after year. However, players or families may decide that another hockey program is a better fit for their needs. Player releases will be processed as follows:

- Players in "good standing" (i.e., no outstanding fees or conduct issues) may be released to another team.
- "Good faith" is defined as players who have not acted in any way that could be detrimental to the organization.

Release to a Higher Level:

- If a player wishes to play at a higher competitive level than is available at OSGH, a release will be automatically granted by the Registrar.

Release to the Same or Lower Level:

- Requests to play at a team of the same or lower level will be reviewed by the Director's Committee. If approved, the Registrar will process the release accordingly.
- All releases will be processed through RAMP following the OWHA guidelines.

Requesting a Release

- Players requesting a release must submit a formal request in writing to the OSGH Registrar (registrar@owensoundgirlshockey.com).
- The request will be reviewed by the Director's Committee, which will make a final decision based on the player's standing within OSGH.

Exceptions and Special Considerations

- In some cases, the Director's Committee may approve a release even if the player does not meet the usual criteria. These exceptions are typically based on unique situations that serve the best interests of the player and the organization.

Impact on Team Composition

- Player releases may affect the team's competitive balance. OSGH will make every effort to ensure that such releases are in the best interest of both the player and the team.

Team Categorization	Policy Number: OM-04-07
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: March 2025

Objective:

To ensure that all teams within the organization are categorized appropriately to provide players with a competitive and developmentally appropriate environment. This policy outlines the guidelines for competitive fit, and recategorization, emphasizing fairness, transparency, and the best interests of the players.

Competitive Fit:

The organization is committed to ensuring that all teams are placed in divisions that reflect their collective skill level and foster healthy competition. This approach promotes player development and enjoyment.

1. **Initial Categorization**:
    - Team categorization 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.
2. **Approval for Changes**:
    - Changes in posted team categorization require approval from the Directors Committee, through the Coaching & Hockey Development Coordinator **hockeydevelopment@owesoundgirlshockey.com**
    - Coaches requesting such a change must email the Directors Committee with a rationale for the change, including feedback from the parent group.
3. **Pre-Season Assessments:**
    - Teams are highly encouraged to play pre-season exhibition games and tournaments prior to the OWHA deadline to confirm team categorization.
    - These games will help determine if the intended categorization should be revised up or down before committing to a division for league play.
4. **Competitive Balance:**

- The goal of every team shall be to find the appropriate competitive fit for their group of players.
- 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.

5. **Ice Time and Fee Adjust:**
    - If a team recategorizes teams fee will be adjusted to reflect the change, which could result in either a balance owing or a refund to be issued.
    - If a team recategorizes ice allocation will be adjusted in accordance with the Ice Allocation Policy **OM-04-10**

Recategorization:

1. **Downward Recategorization:**
    - If a team is recategorized to a lower level and this results in two teams at the same level, the lower-tiered team may also be recategorized to a lower level.
    - If recategorization of the lower-tiered team is not feasible, the Director's Committee will work with both coaches to ensure parity among the team to maintain competitive balance.
        - Player movement between teams may occur as part of the parity process, ensuring both teams remain competitive.
        - Parents of players on both teams will be informed of potential movement ahead of their decisions to ensure transparency and understanding.
2. **Recategorization for Provincials:**
    - Teams can request Recategorization for OWHA Provincials per OWHA's Recategorization policies. Recategorization requests shall be approved by OSGH prior to submittal to OWHA.

Coach Evaluation	Policy Number: OM-04-08
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved:

Alternate Players & Player Pickup	Policy Number: OM-04-09
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: March 2025

Objective:

To provide clear and consistent guidelines for the selection, usage, and management of Affiliate Players (APs) and Player Pick ups within the organization. This policy ensures adherence to OWHA and OMHA regulations while prioritizing player development, team needs, and fair opportunities.

Definitions:

1. **Affiliate Player (AP):** A player rostered on a lower-tier or lower-aged team who is eligible to play for a higher-tier or older-aged team under specific conditions.
2. **Player pickup:** A player temporarily added to a team's roster for exhibition games, tournaments, or other approved events to address short-term roster shortages.

Guidelines:

1. **Selection and Usage:**
    - APs and Pickup Players must meet OWHA and/or OMHA eligibility requirements and deadlines.
    - Players must fulfill commitments to their primary team before participating as an AP.
    - Players have the right to decline AP opportunities for any reason.
    - Coaches are encouraged to select APs based on skill, potential, and team needs while fostering development opportunities.
    - Coaches are encouraged to utilize different players when possible, to enable the development of, and to provide the experience to, as many players as possible.
2. **Communication and Approval:**
    - A Requesting Coach must obtain permission from the player's Head Coach before contacting the player or their family.
    - If the Head Coach does not respond within 24 hours (or 6 hours before the AP requirement), the Requesting Coach may seek approval from the Coaching &

Hockey Development Coordinator.

- Coaches that have been requested to provide a player to another OSGH team can only deny the request if fulfilling the AP requirement would interfere with a commitment to the player's primary team (games, practices, etc.).

3. **Priority of AP Opportunities:**
    - OSGH players should have priority for AP opportunities before players from outside the organization are considered.
    - Requests to use non-OSGH players must be approved by the Coaching & Hockey Development Coordinator.
    - In cases of multiple AP requests for the same player, the next-tier OSGH team takes precedence.
    - Players requested to AP with multiple teams must follow OWHA and OMHA guidelines and may require additional approval.
4. **Game and Practice AP Guidelines:**
    - Game APs must comply with OWHA regulations, including submission via the RAMP Game Portal.
    - Practice APs are considered a development opportunity for both the player and the hosting team. Coaches are encouraged to ensure balanced participation.
    - Coaches are encouraged to call up players from lower-tier teams to attend practices to provide development opportunities and to address gaps (e.g., goalies, even line combinations).
5. **Special Considerations for Non-OSGH Players:**
    - Non-OSGH players may AP for up to five sessions (games or practices). Beyond this, they will be considered Part-Time Players and may be subject to registration or team fees.
    - Coaches inviting non-OSGH players to practices must ensure compliance with OWHA regulations and secure appropriate approvals from the Coaching & Hockey Development Coordinator and the players' home centre.

Player Commitment and Oversight:

1. **Primary Team Priority:**
    - AP participation must not interfere with the player's primary team practices,

games, or other commitments.

- Players must meet all commitments to their primary team before participating as an AP.

2. **Workload and Safety:**
    - Coaches must monitor AP player workloads to avoid excessive strain or increased risk of injury. Players should not participate in more than four games in seven days across all teams.
3. **Conflict Resolution:**
    - Any disputes regarding AP usage or decisions will be escalated to the Coaching & Hockey Development Coordinator and resolved by a panel of three Executive Members.

Part-Time Players:

A part-time player is defined as:

- A player whose primary team is an OMHA team and affiliates regularly with OSGH.
- A lower-tier OWHA player expected to regularly AP with an OSGH team (more than five games).

- Part-time players may be added to an OSGH roster if the player meets requirements of OWHA and there is no negative impact on other OSGH players.
- Part-Time Players may be subject to pro-rated registration and team fees, determined by the Treasurer and the Head Coach.

Key Compliance Points:

OWHA Regulations:

- AP participation must follow OWHA Rules & Regulations, including:
    - Maximum of three AP players per game.
    - APs must come from lower age levels or lower classifications.
        - (E.g.): 1 – U15 A team can call from U13 A team
        - (E.g.): 2 – U15 A team can call from U13 BB team
        - (E.g.): 3 - U15 A team can call from U15 BB team

        - (E.g.): 4 – U15 A team can NOT call from U13 AA team
    - APs are ineligible for playoffs unless special permission is granted (e.g., goalies).
    - U9 players cannot AP to U11 teams until U9 teams have transitioned to full ice play.

OMHA Regulations:

- OMHA AP agreements apply only from OWHA to OMHA and not vice versa. OMHA teams must use the approved affiliation process.

Cost:

- There shall be no cost for an OSGH player to AP for a game or practice with another OSGH team.
- Non-OSGH players may AP for games/practices up to a maximum of five ice times, after which they would be considered a Part-Time Player and may be required to cover pro-rated registration and/or team fees.

Appeal Process:

1. Resolution of Concerns:
    - If any stakeholder in the AP process has a concern with an AP decision made within OSGH, they should contact the Coaching & Hockey Development Coordinator by email.
2. Appeals Panel:
    - Appeals will be reviewed by a panel of three Executive Members determined by the Coaching & Hockey Development Coordinator.

Ice Allocation and Scheduling	Policy Number: OM-04-10
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:
To provide a consistent guideline from year to year on how ice time will be budgeted and assigned to OSGH teams.

Policy Statement:
Budgets and registration fees will generally follow these ice allocation guidelines. OSGH will use these to provide the appropriate allocation of available ice to the teams registered.

League / Team Ice Allocation

WOAA Teams:

- Start mid-September and are provided with practice ice time up to the latter of their WOAA year-end tournament and OWHA Provincials.

OWHL & WOGHL Teams:

- Start the first week of September and are provided with practice ice time until their last scheduled OWHL or WOGHL games. This includes the latter of their league schedule, Tournament of Champions, and OWHA Provincials.

U7 Division:

- Runs from early October to mid-March.
- Start and end should coincide with Owen Sound Minor Hockey (OSMH).
- Two full-ice practices per week, with one on a weeknight and one on a weekend.
- Weeknight ice time may be shared with U9 based on registration numbers.

U9 Division:

- Two practices per week with one shared and one full-ice practice.
- U9 practices may be all shared ice prior to mid-year, with some full-ice practices incorporated after January 1.
- Teams are encouraged to share all ice time to maximize skill development at this level.

U11 to U18 Ice Allocation:

Division	High Performance Programs	Rep Programs	Developmental Stream Programs
	(AA/A)	(BB/B)	(C/LL)
U11	2 hrs (1 full-ice, 1 shared)	2 hrs (1 full-ice, 1 shared)	2 hrs (1 full-ice, 1 shared)
U13	2.5 – 3 hrs (2 full-ice)	2 hrs (1 full-ice, 1 shared)	2 hrs (1 full-ice, 1 shared)
U15	2.5 – 3 hrs (2 full-ice)	2 hrs (1 full-ice, 1 shared)	1 hr (1 practice)
U18	2.5 – 3 hrs (2 full-ice)	2 hrs (1 full-ice, 1 shared)	1 hr (1 practice)

General Ice Allocation Guidelines

- No practices will be scheduled between December 24 and January 1, inclusive.
- Practice schedules are forecasted at the start of each season to reflect association budgets as accurately as possible.
- OSGH will make reasonable efforts to replace ice time lost due to scheduling conflicts or weather cancellations, but refunds will not be granted to teams unable to use their allotted practice times.
- If a team cannot use its scheduled ice time, it must be canceled with as much notice as possible 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.
- Ice time canceled with penalty (where OSGH still incurs the cost) will be made available to other teams on a first-come, first-served basis.
- OSGH will prioritize Owen Sound ice for all teams. If additional arenas are required outside Owen Sound, they will be assigned to teams based on highest age and highest competitive level.
- Younger and lower-tier teams shall have priority for ice time in Owen Sound.
- Morning ice times may be scheduled where the coach and 80% of players support a 6:30 AM practice; this is a team decision. U11 to U13 are the prime age groups for this time slot.

Shared Ice Practices

- Shared ice practices are used to maximize ice utilization and reduce overall registration costs.
- Shared ice practices may include fully shared practices or overlapping sessions where each team has a mix of shared and full-ice usage.
- Shared ice practices should not exceed 35 players to ensure sufficient ice space and dressing room availability.

Tryouts

- Competitive teams will be provided up to **five (5) 75-minute** ice times to complete tryouts, funded through Tryout Registration fees.
- All tryout ice times must be scheduled with city insurance coverage to allow non-resident coaches and players to participate.

Schedule Adjustments

- The OSGH Ice Scheduler may adjust ice schedules as necessary to support the best interests of the overall program.
- Any significant deviations from the registration budget and ice allocation must be reviewed and approved by the Executive.

Team Reclassification and Ice Allocation Adjustments

- If a team is reclassified, its ice allocation will be reviewed.
- OSGH will attempt to align the ice allocation to the new classification.
- If ice allocation changes, the team may incur additional fees or receive a refund based on the updated allocation.

Non-Resident Fees

- As per the City of Owen Sound's Ice Allocation Policy, minor hockey teams receive discounted ice rental rates if all participants are residents of Owen Sound or have purchased a Non-Resident Card from the city.
- U22 and Senior teams do not qualify for discounted rental rates, and thus, non-resident cards do not apply to these teams.

- Additional ice rental fees for non-resident teams will be reflected in registration budgets.

Game Officials	Policy Number: OM-04-11
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: February 2025

Objective:

To establish the standards, expectations, and responsibilities of game officials within the Owen Sound Girls Hockey (OSGH) organization. It ensures compliance with OWHA and Hockey Canada guidelines while maintaining a fair, safe, and respectful playing environment.

OSGH recognizes that officials play a critical role in the game of hockey and are essential to ensuring a fair and safe competition. The organization is committed to fostering a culture of respect toward officials at all levels. As part of this commitment, OSGH supports initiatives such as the Green Armband Program, which identifies and protects young and developing officials from abuse or intimidation. Coaches, players, and spectators are expected to uphold the values of sportsmanship and fair play in all interactions with officials.

Certification and Eligibility:

- All game officials must be certified through the appropriate Hockey Canada or OWHA officiating programs.
- Officials must provide their OWHA or Hockey Canada referee number upon request.

Game Assignment and Payment:

- The OSGH Ice Scheduler is responsible for communicating the organization's game dates, times, and locations to the designated local referee assignor.
- The referee assignor, who is not part of OSGH, ensures the proper number and qualifications of officials for each game.
- The assignor invoices OSGH for officiating services, and payment is made to the assignor directly rather than to individual referees.
- Officiating costs are covered by the organization and do not need to be included in team budgets unless it is an exhibition game beyond what is covered in other policies. In such cases, the organization processes the payment, and the cost is passed on to the teams.

Minor Officials (Timekeepers):

- Minor officials (timekeepers) are scheduled and paid for by individual teams, typically coordinated by the team manager.
- OSGH maintains a list of potential timekeepers that teams may use.
- Parents may act as timekeepers if they have been trained on the RAMP Electronic Gamesheet system, and the score clock.

Respect and Conduct:

- Any incidents of abuse or harassment directed at officials will be reviewed by the OSGH Executive, with potential disciplinary actions imposed.

Game Procedures and Responsibilities:

- All officials must use the RAMP Electronic Gamesheet system for OSGH games.
- Officials must sign off on game reports within 24 hours of game completion.
- In divisions U15 AA, U15 A, U18 AA, U18 A, U18 BB, and U22 A, a three-official system is recommended. In all other divisions, a two-official system is preferred.
- Officials will enforce Hockey Canada and OWHA rules, ensuring fair play and player safety.

Rules of Competition	Policy Number: OM-04-12
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:

The Rules of Competition ensure that all games played within the Owen Sound Girls Hockey organization (OSGH) adhere to standardized regulations. This policy aims to maintain fairness, promote safety, and ensure compliance with OWHA. This policy applies to all OSGH-sanctioned games, including regular season, exhibition, tournament, and playoff games, at all age levels and tiers.

Team and Player Eligibility:

1. All players and team staff must be registered and approved on official OWHA rosters before participating in any OSGH games.
2. To be eligible for playoffs, players must participate in a minimum of five (5) regular-season games with their registered team prior to the OWHA guidelines.
3. Players or teams with unresolved issues with the OWHA or OMHA may not be eligible to participate in league play until resolved.

Game Play Regulations:

1. **Game Timing:**
    - All regular-season games must follow proper guidelines for game durations based on division and tier (e.g., U15 A: 15-15-flood-15).
    - Running time is not permitted unless specified for special events or curfew constraints.
2. **Equipment and Uniforms:**
    - All players must wear CSA-approved equipment, and teams must ensure jerseys are numbered and distinguishable.
3. **Curfew Rules:**
    - Games may be curfewed only if explicitly stated on the electronic game sheet and communicated to both teams prior to game start.
4. **Officials and Game Sheets:**

- All games must use the RAMP electronic game sheet system. The home team is responsible for providing access codes to the visiting team and officials.
- Game officials must verify and sign off on the electronic game sheet immediately after the game.

Team Responsibilities:

1. Coaches and team staff must ensure all players meet OWHA eligibility requirements.
2. Home teams are responsible for ensuring ice availability, and submitting game results within 24 hours.

Suspensions and Discipline:

1. All suspensions issued during games must be reported to the OWHA within 24 hours.
2. Players serving suspensions must not participate in any games until the suspension has been fully served, including OWHA-sanctioned events.
3. Coaches and team staff are responsible for ensuring suspended players are not rostered during games.

Uniforms and Protective Equipment	Policy Number: OM-04-13
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: January 2025

Objective:

To outline the requirements and standards for uniforms and protective equipment within the Owen Sound Girls Hockey (OSGH) organization. It ensures player safety, compliance with Hockey Canada and OWHA regulations, and the proper handling of association-owned team apparel.

Protective Equipment Standards:

- All players are required to wear CSA-approved protective equipment at all times during games and practices, including but not limited to:
    - Helmet with full-face protection (cage or visor) and valid CSA certification. Helmets must not be expired or modified in any way. The CSA certification sticker must remain visible and intact on all helmets during play.
        - Helmets sold in Canada may also display a HECC certification sticker with an expiration date. Note that the HECC expiration date applies only to USA Hockey jurisdiction and does not affect eligibility for play in Canada. The date on the CSA sticker reflects the helmet's manufacturing year, and the CSA certification does not expire.
    - Neck guard certified by **Bureau de normalisation du Québec (BNQ)**.
    - Shoulder pads, elbow pads, gloves, shin guards, and hockey pants that fit properly and provide full coverage.
    - Players are recommended to wear a **cut-proof base layer** to minimize the risk of skate blade injuries.
    - Goaltenders must wear all required goalie-specific protective gear, including a CSA-certified helmet with full cage, throat protector. Goaltender must also wear base layer to ensure bare legs are not exposed.
    - Players using roller skate guards are required to wear helmets.

Equipment Colours:

- High Performance players are required to use black helmets, gloves, and pants.
- Rep and Developmental Stream players are encouraged to use black helmets, gloves, and pants for uniformity across teams and the association.

Application of Stickers on Helmets:

- Players should consult helmet manufacturer instructions and sticker specifications before applying anything to the helmet, including stickers, to ensure the adhesive will not jeopardize the helmet's CSA certification or manufacturer's warranty.
- It is the responsibility of the player to avoid using adhesives or materials that might damage the helmet or void the CSA certification.
- New stickers must not cover the CSA certification sticker, which must always remain visible and intact.

Equipment Maintenance and Modification:

- Players and parents are responsible for ensuring all equipment is in good working condition and free from damage.
- Any modification to protective equipment (e.g., cutting chin straps, altering cages, or taping equipment in a way that impacts its function) is prohibited.
- Coaches and trainers have the authority to inspect equipment and request replacements if safety concerns arise.

Uniforms:

- OSGH owns and provides team jerseys for all players.
- Players are issued a set of home and away socks at the beginning of every season, which they keep.
- Jerseys must be returned in clean condition at the end of the season. Failure to return jerseys in good condition may result in a replacement fee.
- Teams must wear official OSGH jerseys and socks during all games. Alternate jerseys or non-standard socks are not permitted unless approved by the OSGH Executive.
- Jersey numbers will be assigned by team managers

Responsibilities:

- Players are responsible for maintaining their equipment and following safety guidelines.
- Coaches and trainers will enforce equipment compliance before players participate in games or practices.
- Team managers will oversee the distribution and collection of jerseys and provide a final inventory report at the end of the season.
- The OSGH Apparel/Equipment Coordinator will maintain an inventory of team jerseys and assist with replacements as needed.

Goalie Incentive Program	Policy Number: OM-04-14
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: October 2024

Purpose:
To ensure all teams within OSGH have a designated goalie and to provide an incentive for players to fill this crucial position.

Policy Statement:
In the event that a team does not have a registered goalie by August 15, the Owen Sound Girls Hockey will offer a 25% discount on the registration fee to any player who registers as a goalie for that team. This incentive is designed to encourage participation in the goalie position and to ensure all teams are adequately staffed.

Procedure:

1. **Eligibility:**
    - The incentive is available to any player who registers as a full-time goalie for a team that does not have a designated goalie
        - For teams subject to Spring tryouts, players would be eligible for this subsidy immediately following team formation. This would only apply in a case where a goalie was not secured to the team during the tryout process
        - This program is not available to U9 teams to align with Hockey Canada's Player Pathway model.
        - For all other teams, the program is available if no goalie has registered for a particular team by August 15.
    - The player must commit to playing as a goalie for the entirety of the season.
    - This program is only available for one goalie per team, specifically in the cases where a team would be without a goalie. This includes players who were already registered for another position and commit to the goalie position.

2. **Approval Process:**
    - The incentive must be approved by the Executive Committee
    - The team's coach or manager must submit a request to the Executive Committee, indicating the need for a goalie and the interest of the player in filling this position.

3. **Incentive Details:**
    - Upon approval, the player who registers as the goalie will receive a 25% reduction in their registration fee.
    - The discount will be applied at the time of registration or refunded if the registration has already been paid in full.
4. **Review and Monitoring:**
    - The Executive Committee will review the applications and ensure the incentive is applied appropriately.

Trainers	Policy Number: OM-05-01
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

This policy establishes guidelines for team trainers to ensure player safety, injury management, and adherence to best practices in health and safety of all Owen Sound Girls Hockey teams across all tiers and age levels.

Objectives:

1. To prioritize the health and safety of all players during practices, games, and team activities.
2. To ensure trainers are properly certified and equipped to respond to emergencies.
3. To standardize injury reporting and return-to-play protocols across all teams.
4. To promote an inclusive and supportive environment for players recovering from injuries.

Eligibility and Certification Requirements:

1. All trainers must hold a valid Hockey Trainer Certification Program (HTCP) Level 1 or higher certification, as required by Hockey Canada and the OWHA.
2. Trainers must complete any additional training modules mandated by Hockey Canada, such as concussion awareness and return-to-play protocols.
3. Trainers must submit a Vulnerable Sector Check (VSC) before assuming their role.
4. The role of trainer must be filled by a female.

Roles and Responsibilities:

1. **Injury Prevention:**
    - Conduct regular inspections of equipment and facilities to identify potential hazards.
    - Educate players on proper warm-up, stretching techniques, and hydration to reduce injury risks.

- Ensure the team first aid kit is well-stocked and accessible at all times.

2. **Injury Management:**
    - Respond promptly and appropriately to injuries sustained during practices or games.
    - Follow standardized injury documentation protocols, including completing and submitting injury reports to the Head Trainer and the Coaching & Hockey Development Coordinator.
    - Communicate with parents/guardians about injuries, treatments, and recommended next steps.
3. **Return-to-Play Protocol:**
    - Require a medical clearance note from a licensed healthcare professional for players returning after serious injuries or concussions.
    - Work collaboratively with coaches, the Head Trainer, and parents to ease players back into activities safely and progressively.
4. **Coordination with Team Staff:**
    - Collaborate with coaches to manage ice time and workloads for injured or recovering players.
    - Assist in creating an inclusive environment for players returning from injuries, emphasizing their well-being over competitive performance.

Head Trainer Role

Position Purpose

Reporting directly to the **OSGH Executive**, the **Head Trainer** oversees safety and risk management across the association, ensuring alignment with **OWHA safety and risk management guidelines**. This role provides support to all team trainers and acts as a resource to promote best practices in injury prevention, documentation, and return-to-play protocols.

Responsibilities & Qualifications

- Hold a **current HTCP Level 1 certification** (Level 2 preferred).
- Have a minimum of **two years of experience** as a hockey trainer.
- Be on an **at-large or team roster** within the association.
- Demonstrate a strong commitment to promoting safety in hockey.

- Act as a **mentor and resource** for all trainers in the association.
- Provide **timely responses** to questions or requests from team trainers and association members.
- Liaise with the **OWHA** regarding safety and injury management practices.
- Maintain awareness of association activities, including **tournament dates and key events**.
- Prepare a **safety briefing** for distribution to team trainers, including emergency phone locations, AEDs, and venue-specific protocols.
- Attend **association board and coaches' meetings** to promote the role of the **team trainer and Head Trainer position**.
- Identify available **resources** to support team trainers.
- Facilitate **regular communication** with all active trainers.
- Collect, monitor, and ensure the **secure handling of injury reports and incident documentation**.
- Organize a **pre-season safety meeting** with all trainers to review best practices and injury protocols.
- Ensure the **Head Trainer's contact information is up-to-date** with the **OWHA**.

Assignment and Oversight:

1. Trainers will be assigned to teams by the Head coach in collaboration with the Head Trainer
2. The Head Trainer will oversee all team trainers, acting as a mentor and resource to ensure consistency in safety protocols across the organization.
3. Trainers are accountable to their team's head coach and must also report to the Head Trainer on matters of safety and compliance.

Player Safety Standards:

1. Trainers must enforce all safety standards outlined by Hockey Canada and the OWHA, including equipment checks and on-ice safety protocols.
2. Trainers should advocate for player well-being and are encouraged to act as a neutral party in decisions concerning injury management.

Injury and Illness Reporting:

1. Trainers are required to document all injuries using the standard OWHA injury report form.
2. Reports must be submitted to the Head Trainer within 48 hours of the incident.
3. The Head Trainer will maintain confidential records of injury reports for the duration of the season and ensure proper security and disposition of these records at year-end.

Support and Development:

1. OSGH will provide trainers with access to certification programs and professional development opportunities.
2. The Head Trainer will organize a pre-season safety meeting to provide updates, resources, and guidance to all team trainers.

Health and Nutrition	Policy Number: OM-05-02
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective

This policy is designed to promote the physical, mental, and emotional well-being of all participants within the Owen Sound Girls Hockey (OSGH) Association. It emphasizes the importance of mental health support and sports nutrition, ensuring athletes maintain a balanced and healthy approach to training and competition. Additionally, OSGH is committed to fostering an environment that is inclusive, safe, and mindful of the unique health needs of all players, including allergies and dietary restrictions.

Mental Health Support

Commitment

- OSGH recognizes the significant role mental health plays in the overall well-being and performance of athletes and staff. We are committed to creating a supportive environment that prioritizes mental health and encourages open communication.

Guidelines

1. **Awareness and Training**:
    - Resources and information on mental health services will be made available to all participants and their families.
2. **Safe Spaces**:
    - Teams will foster an inclusive and psychologically safe environment, where athletes feel valued and respected.
    - Athletes are encouraged to discuss mental health concerns with coaches or designated staff without fear of stigma or judgment.
3. **Intervention and Referrals**:
    - While coaches and staff are not mental health professionals, they will act as a bridge by referring athletes to appropriate resources when necessary.
    - The Head Trainer will act as primary points of contact for guidance on mental health-related issues and referrals to licensed professionals.

4. **Self-Care for Coaches and Staff**:
    - Staff are encouraged to prioritize their own mental well-being by accessing resources for stress management and personal support.
5. **Education and Awareness**:
    - OSGH will provide educational workshops or resources on mental health topics for players and families to foster understanding and reduce stigma.

Sports Nutrition

Commitment

- OSGH is dedicated to promoting healthy eating habits that enhance performance and overall well-being while fostering a positive body image among athletes. Proper nutrition plays a critical role in athletic performance and long-term health.
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Guidelines

1. **Balanced Nutrition**:
    - Athletes are encouraged to consume a balanced diet that includes carbohydrates, proteins, fruits, vegetables, and healthy fats to fuel training and recovery effectively.
    - Teams will provide resources, such as nutrition guides, to educate players and parents about the importance of healthy eating and meal planning for athletes.
2. **Hydration**:
    - Proper hydration before, during, and after practices and games is critical. Athletes should aim to drink water regularly and consider electrolyte replenishment during intense activities or games.
3. **Promoting Positive Body Image**:
    - Coaches and staff will avoid comments or behaviors that focus on body weight, size, or appearance. Instead, they will emphasize strength, health, and skill development as measures of success.
    - Any signs of disordered eating or unhealthy body image concerns will be addressed with sensitivity, and appropriate resources will be provided to athletes

and their families.

4. **Pre- and Post-Game Nutrition**:
    - Athletes should eat carbohydrate-rich meals before games and practices to fuel performance and consume a mix of carbohydrates and protein post-activity to aid recovery.
    - Coaches are encouraged to model and promote healthy eating habits for their teams.
5. **Allergy Awareness**:
    - OSGH is committed to ensuring a safe environment for athletes with allergies, such as peanut or other food allergies.
    - All team events and meals will take allergies into account, with clear labeling and the exclusion of high-risk foods when required.
    - City of Owen Sound Facilities policy can be found Policy: CS83

Safe Return to Play	Policy Number: OM-05-03
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

The Safe Return to Play Policy ensures a consistent and evidence-based approach to managing player recovery from injuries, including concussions. This policy prioritizes player safety, long-term health, and proper reintegration into team activities.

General Principles

1. **Player Safety First**: Player health and safety will always take precedence over performance or competition.
2. **Collaborative Approach**: Coaches, trainers, parents, and medical professionals will work together to ensure players return to play safely.

Injury Management

1. **Immediate Action**:
    - Any player showing signs of injury must be removed from play immediately and evaluated by the team trainer or a qualified medical professional.
    - For serious injuries, including suspected concussions, the player will not be permitted to return to play on the same day.
2. **Injury Documentation**:
    - For injuries that require medical attention, the trainer must document the injury and submit it to the Head Trainer within 48 hours.

Concussion Protocol

Identification:

1. **Signs and Symptoms**: Trainers, coaches, and staff must watch for concussion symptoms, including but not limited to:
    - Headache
    - Nausea or vomiting
    - Dizziness or balance issues
    - Blurred or double vision

- Sensitivity to light or noise
- Memory loss or confusion
- Difficulty concentrating

2. **Immediate Removal**:
    - Players suspected of having a concussion must be removed from play immediately and not return on the same day.
    - The trainer must notify the parents and recommend that the player see a licensed healthcare professional for assessment.

Return-to-Play Process:

1. **Step 1: Rest**:
    - The player must rest completely, avoiding physical and cognitive activities (e.g., screen time, schoolwork) until symptoms subside.
2. **Step 2: Medical Clearance**:
    - A licensed healthcare professional must provide written clearance before the player begins the gradual return-to-play process.
3. **Step 3: Gradual Return-to-Play Stages**:
    - **Stage 1**: Light aerobic activity (e.g., walking or stationary cycling) to increase heart rate without symptom exacerbation.
    - **Stage 2**: Moderate-intensity exercises, such as skating drills without contact.
    - **Stage 3**: Sport-specific drills, including puck handling and passing, but still no contact.
    - **Stage 4**: Full practice participation, including contact drills if symptom-free.
    - **Stage 5**: Return to competition if symptom-free and cleared by a healthcare professional.
4. **Monitoring**:
    - If symptoms return at any stage, the player must stop activity immediately and return to the previous step for at least 24 hours before attempting to progress again.

Return from Non-Concussion Injuries

1. **Assessment and Clearance**:
    - Players recovering from non-concussion injuries must be evaluated by a licensed

healthcare professional, who will provide written clearance for their return to play.

2. **Reintegration Plan**:
    - Trainers will work with coaches to create a gradual reintegration plan tailored to the player's specific injury and recovery timeline.
3. **Modified Participation**:
    - Players may participate in non-contact drills and conditioning activities before returning to full practices and games.
4. **Monitoring Progress**:
    - Trainers will monitor the player's progress and report any setbacks to the Head Trainer and the Coaching & Hockey Development Coordinator.

Communication and Oversight

1. **Parent and Player Communication**:
    - Parents will be kept informed throughout the recovery and return-to-play process. They will receive guidelines and updates from the trainer.
2. **Head Trainer Oversight**:
    - The Head Trainer will oversee the implementation of this policy, ensure adherence to protocols, and act as a resource for trainers and coaches.
3. **Compliance with Governing Bodies**:
    - OSGH will ensure that all return-to-play decisions align with Hockey Canada, OWHA, and medical guidelines.

Education and Training

1. Coaches, trainers, and staff will receive annual training on:
    - Recognizing and managing injuries and concussions.
    - Proper documentation and communication protocols.
    - Supporting players during recovery and reintegration.
2. Educational resources on concussions and injury prevention will be provided to players and parents at the start of each season.

Den Moms	Policy Number: OM-05-04
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:
To provide guidance on the role and responsibilities of Den Moms in ensuring a safe, inclusive, and supportive environment for players during team activities, particularly in dressing rooms.

Role of the Den Moms

- Den Moms are volunteers who assist with team activities, particularly in providing a safe and supportive environment in the dressing room. They act as a liaison between the coaching staff and players and ensuring safety and privacy.
- Ensure the 2 deep rule is maintained at all times during games and practices. This rule requires a minimum of two (2) Den Moms available to supervise a dressing room until such time as the team staff are permitted in the dressing room before the scheduled ice time or until the last players have left the dressing room. Should a den mom not be able to attend they are responsible to arrange for coverage to ensure the 2 deep rule is maintained.

Responsibilities of Den Moms

1. **Supervision in the Dressing Room:**
    - Ensure that dressing room activities are conducted in a safe and respectful manner.
    - Maintain a positive and inclusive atmosphere where players feel comfortable and respected.
    - Address any conflicts or inappropriate behaviors promptly and inform the Head Coach or Team Manager as necessary.
2. **Player Safety:**
    - Monitor and address any safety concerns in the dressing room, including ensuring clear paths and proper equipment handling.
    - Assist players with their equipment as needed, ensuring it fits correctly and is safe for use.
3. **Privacy and Respect:**

- Respect players' privacy in the dressing room and ensure that all players' personal boundaries are observed.
- Prohibit any unauthorized individuals from entering the dressing room and enforce strict rules around the use of electronic devices in this space.

4. **Support to Coaches:**
   - Act as a communication bridge between players, parents, and coaches when needed.
   - Assist with player check-ins and ensure players are prepared and on time for practices and games.

Eligibility Requirements:

1. **Gender Requirement:**
   - Den Moms must be female to ensure alignment with Hockey Canada and OWHA privacy and supervision standards for female dressing rooms.
2. **Background Checks:**
   - All Den Moms must complete a Vulnerable Sector Check (VSC) before assuming their role and update it every three years.

Allergy Awareness:

- Den Moms must ensure that the dressing room is an allergy-safe environment, particularly for players with severe allergies (e.g., peanuts). Team parents will be informed of any restrictions, and all food brought into the dressing room must comply with allergy guidelines.

Opportunities for Graduated and Senior Players:

OSGH encourages recently graduated players and current U18/U22 players to act as Den Moms or assist as on-ice helpers for younger teams (U5, U7, U9). Their involvement provides mentorship opportunities and fosters a sense of community within the organization.

1. **Assignment Process:**
   - Coaches of U18/U22 teams will gather interest from players and communicate this information to younger teams' coaches.
   - The Directors Committee may assist in assigning these volunteers to teams to

ensure every team has adequate support.

2. **Mentorship Development:**
    - These roles are designed to encourage young women to remain involved in the organization and develop leadership skills.

Vulnerable Sector Checks	Policy Number: OM-05-05
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:

This policy ensures that all volunteers, staff, and individuals working with or supervising OSGH participants comply with safety requirements by completing a Vulnerable Sector Check (VSC). This is to protect participants and foster a safe and supportive environment. This policy applies to all OSGH volunteers and staff who are in a position of trust or authority over participants, including but not limited to coaches, assistant coaches, trainers, team managers, Den Moms, and on-ice helpers.

Policy Statement

OSGH is committed to safeguarding the welfare of its participants by requiring all individuals in roles of authority or direct interaction with players to obtain and maintain an updated Vulnerable Sector Check (VSC). Centralized screening conducted by the Ontario Hockey Federation (OHF) ensures compliance, reduces redundancy, and provides a safe hockey environment.

Eligibility and Requirements

1. **Who Requires a VSC?**
    - All executive committee members
    - All team officials, including but not limited to head coaches, assistant coaches, trainers, managers, and at-large team officials.
    - Den Moms and other designated dressing room or team helpers.
    - On-ice volunteers.
    - Skills coaches, third-party coaches, and anyone with duties involving direct player contact.
2. **Timing of Submission:**
    - VSCs must be submitted before an individual begins their role within OSGH.
    - VSCs are valid for three (2) years, after which a new check must be submitted.
3. **Responsibility for Costs:**
    - OSGH may provide assistance or reimbursement at the discretion of the Executive Committee.

4. **Submission to OHF:**
    - All completed VSCs must be uploaded to the Ontario Hockey Federation (OHF) website for verification and compliance. Individuals will receive instructions on how to complete this process upon starting their role.
5. **Letter of Intent:**
    - If required by the issuing agency, the OSGH Registrar can provide a letter of intent confirming the individual's role within the organization. This letter will facilitate the process of obtaining a VSC.
6. **Screening Process:**
    - Individuals must adhere to the OHF's comprehensive screening process, which includes submission of VSCs and participation in training such as Respect in Sport Activity Leader and Gender Identity and Expression courses, as applicable.
7. **Position-Specific Screening:**
    - The OHF requires screening for all individuals with direct player contact, including coaches, trainers, managers, dressing room supervisors, and on-ice helpers.

Procedure for Obtaining a VSC

1. Volunteers must obtain a VSC from their local police service or equivalent agency.
2. OSGH will provide a letter of intent, if required, to confirm the individual's role within the organization.
3. Once obtained, the VSC must be uploaded directly to the OHF website by the individual.

Exemptions and Special Cases

1. **Returning Volunteers:**
    - Returning volunteers with a valid VSC on file may complete a signed declaration of no changes for up to two years after the initial check.
2. **Youth Volunteers:**
    - Players under the age of 18 (e.g. U18 players assisting as on-ice helpers) are exempt from VSC requirements but must always be supervised by an adult with a valid VSC when working with younger teams.

Compliance and Enforcement

1. Individuals who fail to submit a VSC or who provide false information will be removed from their position within the organization.
2. OSGH will also adhere to the OHF Screening Policy, which includes requirements for on-ice volunteers, skills coaches, dressing room supervisors, and others in similar capacities.

Anti-bullying and Harassment	Policy Number: OM-05-06
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:

To provide a safe, respectful, and inclusive environment for all players, coaches, volunteers, and families within the OSGH. This policy addresses bullying, harassment, abuse, and misconduct, fostering a culture of respect and fairness. This policy applies to all individuals involved with OSGH, including but not limited to players, coaches, assistant coaches, trainers, managers, Den Moms, on-ice volunteers, officials, parents, spectators, and Executive members.

Policy Statement

1. OSGH does not tolerate harassment, abuse, bullying, or misconduct in any form, whether verbal, physical, emotional, or online.
2. All participants are entitled to an environment that promotes respect, equity, and safety.
3. The organization is committed to creating awareness about these issues and providing appropriate channels for reporting and addressing concerns.

Definitions

1. Bullying:

Bullying involves harmful behaviors intended to insult, humiliate, or exclude someone. It can include:

- Physical: Hitting, shoving, spitting, or damaging property.
- Verbal: Name-calling, teasing, or humiliating remarks.
- Relational: Social exclusion, spreading rumors, or giving the silent treatment.
- Cyberbullying: Use of social media, text messages, or other online platforms to harass or embarrass.

2. Harassment:

Harassment includes unwelcome conduct, gestures, or comments that create a hostile or intimidating environment. Examples include:

- Derogatory remarks about someone's race, religion, gender, or sexual orientation.
- Unwanted physical contact or advances.
- Threats or patronizing actions that undermine confidence.

3. Abuse:

Abuse refers to any form of mistreatment or neglect that causes harm, including:

- Emotional: Name-calling, intimidation, or isolation.
- Physical: Any intentional injury or threat of injury.
- Sexual: Any form of unwanted sexual activity or exploitation.
- Neglect: Failing to meet basic needs, such as safety or medical care.

4. Misconduct:

Misconduct refers to behavior contrary to the OSGH Code of Conduct that does not qualify as bullying, harassment, or abuse but negatively impacts the environment.

Reporting and Resolution

1. Reporting Procedures:

- Complaints should be submitted to the OSGH Public Relations Coordinator
- Reports can be verbal or written but must provide details, including dates, individuals involved, and specific incidents.
- All complaints will be handled confidentially and professionally.

2. Investigation:

- The Executive Committee will review complaints.
- For severe allegations, OSGH may involve external investigators or refer the matter to local authorities, particularly for cases of abuse or criminal behavior.

3. Outcomes and Discipline:

- Affected players will not face retaliation for reporting incidents.
- Depending on the findings, actions may range from education and mediation to suspension or removal from the organization.
- False or malicious complaints will result in appropriate disciplinary action against the complainant.

Two-Deep Rule

- The Two-Deep Rule is a mandatory supervision guideline that ensures at least two responsible adults are present during all team activities to protect the safety and well-being of players and to safeguard adults from allegations of misconduct. This rule applies to all OSGH practices, games, team events, and dressing room activities.

Guidelines for Implementation:

1. **Dressing Rooms:**
    - At least two screened, gender-appropriate adults must be present outside or within the dressing room area whenever players are present.
    - Adults should avoid being alone with a single player to maintain transparency and accountability.
2. **Practices and Games:**
    - Two adults, such as coaches, trainers, or Den Moms, must be present on or around the bench or rink area to supervise team activities.
3. **Travel and Tournaments:**
    - During travel, accommodations must ensure no adult is alone in a room with a player who is not their child.
    - Team officials must coordinate to ensure two adults supervise group activities or transportation arrangements.

Alcohol and Drugs	Policy Number: OM-05-07
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:

To ensure a safe, respectful, and substance-free environment for all participants in Owen Sound Girls Hockey (OSGH). This policy outlines expectations, responsibilities, and disciplinary procedures concerning alcohol, drugs, cannabis, and other prohibited substances.

Policy Statements:

1. **Zero Tolerance:**
   OSGH prohibits the possession, use, or distribution of alcohol, cannabis, tobacco, e-cigarettes, and illegal substances during all OSGH-related activities. Impairment during participation in OSGH events is strictly prohibited.
2. **Compliance with Governing Laws:**
   Participants must adhere to federal, provincial, and municipal laws regarding the possession and use of alcohol, cannabis, and other substances.
3. **Performance-Enhancing Substances (PEDs):**
   The use of PEDs or any substances prohibited by Hockey Canada or the World Anti-Doping Agency (WADA) is strictly prohibited.
4. **Tobacco and Vaping:**
   - Smoking, vaping, and the use of tobacco products are prohibited during all OSGH events and within facilities hosting OSGH activities.
   - This includes arenas, dressing rooms, players' benches, and spectator areas.
5. **Alcohol-Free Environments:**
   - All team events, including fundraising and celebrations, will be alcohol-free unless specifically approved by the Executive for adult-only functions.
6. **Cannabis in Competition:**
   - Cannabis remains classified as prohibited “In Competition” by WADA and Hockey Canada. Its use for recovery or stress management during events is not permitted and may result in disciplinary action.

Guidelines for Enforcement:

1. **Prohibited Activities:**
   Alcohol, cannabis, and drugs are strictly prohibited in the following scenarios:
   - On the ice, at the bench, or in dressing rooms.
   - In public, non-licensed areas during OSGH events.
   - By individuals responsible for transporting participants to and from activities.
2. **Incident Management:**
   - Any use or suspicion of substance use must be reported immediately to the Head Coach, Team Manager, or the OSGH Public Relations Coordinator.
   - Coaches and team officials have the authority to remove individuals violating this policy from team activities.
3. **Investigations:**
   - The OSGH Public Relations Coordinator will investigate all reported incidents promptly.
   - Investigations may involve interviews, documentation, and consultations with governing bodies or legal authorities if necessary.
4. **Disciplinary Actions:**
   - Disciplinary actions may include suspension, expulsion, or reporting to local authorities, depending on the severity of the violation.
   - Team officials must document incidents and report them to the Public Relations Coordinator

Discipline and Investigations	Policy Number: OM-06-01
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: May 2025

Objective

To define the process for addressing complaints, misconduct, and violations within the Owen Sound Girls Hockey Association, ensuring fairness and transparency in all investigations and disciplinary actions.

Roles and Responsibilities

1. **Complaint and Incident Reporting**
    - Complaints or allegations of misconduct should be submitted in writing to the Public Relations Coordinator (PRC), public_relations@owensoundgirlshockey.com
    - The PRC will acknowledge receipt and begin the investigation within 48 hours.
    - Implement a **24-hour rule**, requiring complainants to wait at least 24 hours before submitting a complaint, ensuring time for reflection and constructive communication.
2. **Investigation Process**
    - The PRC will conduct impartial investigations by gathering evidence, interviewing involved parties, and reviewing applicable policies.
    - Investigations should be completed within 10 business days, or an explanation for delays will be provided.
    - **Any serious allegations, including but not limited to harassment, abuse, or criminal activity, may be referred to the appropriate authorities for further investigation.**
3. **Disciplinary Action**
    - If the investigation reveals policy violations, the PRC will recommend appropriate disciplinary actions, such as warnings, suspensions, or other measures.
    - Actions will align with the OSGH Code of Conduct and ensure consistency across all cases.
4. **Appeals Process**
    - Parties dissatisfied with the outcome may appeal to the OSGH Executive within 7 days of the decision.
    - The Executive will review the findings and decide whether to uphold, modify, or revisit the decision.

5. **Confidentiality**
    - All investigations and related proceedings will be confidential to protect the privacy of involved parties.
    - Information will only be disclosed as necessary to ensure fairness and transparency in the process.
6. **Documentation and Record Keeping**
    - All investigation records, including reports, disciplinary actions, and appeals, will be maintained by the PRC.
    - The PRC will provide a summary report to the OSGH Executive annually, detailing trends or areas for improvement.

Social Media Policy	Policy Number: OM-07-01
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: June 2023

Objective:

To provide guidance on managing OSGH social media accounts to ensure that the organization's values are upheld and reflected in online forums. This policy aims to regulate social media engagement while promoting a positive and inclusive hockey community.

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1. Social Media Account Management

a. **Account Access & Security:**

- The **Secretary** maintains all login credentials and passwords for OSGH social media accounts, emails, and websites.
- The **Social Media Coordinator** manages access to these accounts and reports directly to the OSGH Executive.
- Account access should be reviewed annually, with passwords updated as needed to ensure security.

b. **Role of the Social Media Coordinator:**

- The **Social Media Coordinator** is responsible for curating and posting content across all official OSGH social platforms (e.g., Instagram, Facebook, YouTube).
- They should be well-versed in content creation, including video editing, writing web features, and promoting OSGH programs in alignment with Hockey Canada's safety protocols.
- The Coordinator will ensure equal and fair representation of all OSGH teams in social media content.

c. **Team Contributions & Posting Guidelines:**

- **Team Managers** can draft content and provide photos for uploading to OSGH social media. However, only the Social Media Coordinator may post content to maintain consistency and adherence to guidelines.
- Tagging sponsors is encouraged to recognize their contributions to OSGH and its teams.
- In general, the organization will post on social media bi-weekly or as deemed necessary for announcements.

d. **Team-Specific Social Media Accounts:**

- Individual teams may maintain their own social media accounts with approval from the Social Media Coordinator.
- Team accounts will be monitored by the Social Media Coordinator to ensure they align with OSGH's policies and values.
- A typical posting frequency for team accounts is weekly, and all content must reflect a positive, respectful, and inclusive representation of OSGH.

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2. Acceptable & Unacceptable Use of Social Media

a. **Appropriate Use:**

- Social media should be used to promote positive engagement, including celebrating achievements, recognizing sponsors, and sharing OSGH initiatives.
- Posts should align with OSGH's core values, including sportsmanship, respect, and inclusivity.

b. **Inappropriate Use:**

- The following actions on social media are **strictly prohibited**:
  - Posting inappropriate, political, derogatory, racist, or sexist comments of any kind.
  - Sharing demeaning statements about OSGH, OWHA volunteers, programs, officials, players, members, coaches, or sponsors.
  - Disclosing confidential information related to OSGH or its members.
  - Sharing content that promotes criminal behavior, violence, substance abuse, or other negative influences.
  - Engaging in online harassment, bullying, or threats toward any individual associated with OSGH.

c. **Enforcement & Consequences:**

- Any member found to be violating this policy will be subject to disciplinary action, which may include warnings, suspensions, or removal from OSGH activities.
- Complaints regarding social media violations should be reported to the Public Relations Coordinator, who will review the issue and take appropriate action.
- In cases of severe misconduct, OSGH reserves the right to refer incidents to OWHA or legal authorities as necessary.

Year-end banquet	Policy Number: OM-08-01
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective

To establish guidelines for the organization and execution of the OSGH Year-End Banquet, ensuring an inclusive and celebratory event that recognizes the achievements and contributions of players, coaches, volunteers, and sponsors.

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1. Event Overview & Purpose

a. The Year-End Banquet is an annual event hosted by OSGH to celebrate the conclusion of the hockey season.

b. The event recognizes players, coaches, team staff, volunteers, and sponsors for their contributions and achievements throughout the season.

c. The banquet aims to foster community spirit, player development recognition, and engagement among OSGH families.

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2. Event Planning & Organization

a. **Event Date & Venue:**

- The banquet will be scheduled at the end of the hockey season, with the date and venue determined by the OSGH Executive.
- The venue should accommodate all teams and their families while ensuring accessibility.

b. **Organizing Committee:**

- The Banquet Committee, appointed by the OSGH Executive, will oversee planning and execution.
- The committee may include executive members, coaches, team representatives, and volunteers.
- Responsibilities include venue booking, catering arrangements, award preparation, sponsorship coordination, and event programming.

c. **Budget:**

- The banquet will be funded through OSGH operational funds, and sponsorships.

3. Sponsor Appreciation

- Sponsors will be acknowledged for their support, with formal recognition during the banquet.

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4. Event Activities & Program

a. **Event Guidelines:**

- The banquet will be a family-friendly, alcohol-free event.
- Teams are encouraged to participate in the celebration and bring photos, videos, or memorabilia to highlight the season's successes.

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5. Special Considerations

a. The OSGH Executive reserves the right to modify or adjust the event structure based on financial, logistical, or participation factors.

b. Any disputes or concerns regarding the banquet will be addressed by the Banquet Committee and OSGH Executive.

Organizational displays, trophies and banners	Policy Number: OM-08-02
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:

To establish guidelines for the display, maintenance, and approval of organizational trophies, banners, and other memorabilia within OSGH-designated spaces at the Julie McArthur Regional Recreation Centre (JMRRC) and the Harry Lumley Bayshore Community Centre (Bayshore).

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1. Display Cases & Organizational Memorabilia

a. **Display Locations:**

- OSGH maintains designated display cases at both the JMRRC and Bayshore to showcase organizational achievements, historical memorabilia, and team awards.
- Displays should reflect OSGH's history, player achievements, and team success, while ensuring inclusivity across all age groups and divisions.

b. **Content Approval & Management:**

- The OSGH Executive, in consultation with the Facilities Manager, will oversee all content placed in display cases.
- Display items may include, but are not limited to:
  - Trophies and plaques from tournaments or championships.
  - Historic memorabilia related to OSGH.
  - Team and individual player recognitions.
  - Photographs or framed team accomplishments.
- **Items will be rotated periodically to ensure fair representation of all teams.**
- **Requests to display specific memorabilia must be submitted to the OSGH Executive for approval.**

c. **Maintenance & Removal:**

- Display cases will be maintained regularly, and any damaged or outdated items will be removed at the discretion of the OSGH Executive.
- Items removed will be returned to the team or individual who originally submitted them.

2. Banner Displays

a. **Banner Eligibility & Locations:**

- Banners must meet the **City of Owen Sound's Banner Display Policy (CS82)** requirements.

b. **Approval Process:**

- All banners must be approved by the OSGH Executive before submission to the City of Owen Sound for installation.
- A request must be submitted to the OSGH Executive, who will then coordinate with the City of Owen Sound's Recreation and Parks Advisory Committee (RPAC) for approval.

AGM scheduling/hosting	Policy Number: OM-08-03
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: April 2025

Objective:

To establish clear guidelines for the scheduling, organization, and hosting of the Annual General Meeting (AGM) for Owen Sound Girls Hockey (OSGH), ensuring transparency, accessibility, and adherence to constitutional requirements.

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1. AGM Scheduling & Notification

1. The AGM will be held annually, typically in **June**, unless otherwise determined by the OSGH Executive.
2. The AGM must be **advertised** to all members via an online forum (website, email, and social media) at **least two weeks** in advance.
3. The AGM date, time, and location (or virtual meeting details) will be determined by the OSGH Executive and communicated accordingly.
4. If a special AGM or rescheduling is required, notification must follow the same two-week advance notice period.

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2. Meeting Format & Participation

1. The AGM will be open to all registered OSGH members, including players' parents/guardians, volunteers, and team staff.
2. The meeting may be held in-person, virtually, or in a hybrid format to accommodate all members.
3. Copies of the Operations Manual and Constitution will be available for review during the AGM.
4. The President (or designate) will chair the meeting and oversee proceedings.

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3. AGM Agenda & Reports

1. The AGM agenda will include, but is not limited to:
    - Call to Order & Welcome
    - Approval of Previous AGM Minutes

- President's Report
- Treasurer's Financial Report & Budget Overview
- Executive Reports (Registrar, Ice Scheduler, etc.)
- Election of Executive Positions (if applicable)
- New Business & Member Questions
- Adjournment

2. Reports will be prepared and presented by Executive Members, with copies made available to members upon request.
3. The Treasurer will provide a detailed financial report, including revenue, expenses, and the financial outlook for the upcoming season.

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4. Voting & Elections

1. **Voting Eligibility & Process:**
   - Voting will be conducted by a show of hands for in-person attendees and by electronic means for virtual participants.
   - Each registered player in good standing is entitled to one vote, which may be cast by a parent/guardian.
   - Executive members do not receive additional votes beyond their role as a voting member.
2. **Executive Elections:**
   - Elections will be held for vacant or expiring executive positions as per the OSGH Constitution.
   - Nominations must be submitted prior to or during the AGM, following the procedures set by the Executive.
   - If multiple candidates are running for a position, voting will be conducted via anonymous ballot.

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5. Special Considerations & Amendments

1. **Amendments to Policies & Constitution:**
   - The Operations Manual may be amended with the approval of members at any Executive monthly meeting.
   - The Constitution may only be amended by a majority vote (50% +1) of AGM attendees.

- Any proposed amendments must be submitted in writing prior to the AGM for review and discussion.

2. Any disputes or concerns regarding the AGM process will be reviewed by the OSGH Executive Committee.
3. The OSGH Executive reserves the right to adjust scheduling and hosting methods based on unforeseen circumstances, ensuring compliance with governance requirements.

Rep League Overview	Policy Number: OM-10-01
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: May 2025

Objective:

To provide an overview of Owen Sound Girls Hockey (OSGH) Representative (Rep) teams, including league participation, game times, playoffs, and division categorization. The goal is to ensure consistency, clarity, and alignment with the Ontario Women's Hockey League (OWHL) and Western Ontario Girls Hockey League (WOGHL) guidelines.

This policy is subject to change based on league regulations. Teams must consult the official OWHL and WOGHL websites for the most up-to-date rules and requirements.

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1. League Participation

1. **BB Teams:**
    - OSGH teams at the **BB levels** will play in the **Ontario Women's Hockey League (OWHL)**, following the structure and guidelines set by the OWHA.
2. **B Teams:**
    - B-level teams may choose to play in either the **OWHL or WOGHL**, depending on factors such as competitive balance, travel requirements, and team preference.
    - A decision on league placement must be made prior to the start of the season in consultation with the OSGH Executive and Coaching & Hockey Development Coordinator.
    - Once a league is chosen for a given season, teams are expected to remain in that league for the duration of the year.

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2. Game Times & Scheduling

1. **Game Lengths:**
    - Game lengths will adhere to league rules:
        - **OWHL:**
            - **U9-U13, U15B/BB, U18B/BB :** 3 x 10-10-12-minute periods.
            - **U15A/AA-U18A/AA:** 3 x 15-15-Flood-15-minute periods.

- **WOGHL:**
    - **U9-U18 (exception of BB):** 3 x 10-10-12-minute periods, with a maximum of 10-15-15 if additional ice is available.
    - **U15BB-U18BB:** 3 x 15-15-Flood-15-minute periods.
- Overtime and shootout rules will follow league regulations.

2. **Home Game Scheduling:**
    - Home games time will be made available by the **OSGH Ice Scheduler** in accordance with league requirements.
3. **Travel Considerations:**
    - Teams should expect travel to other member associations within their designated league.
    - Start times should align with league rules to allow reasonable return times for visiting teams.

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3. Playoffs & League Championships

1. **OWHL Playoffs:**
    - Teams in the **OWHL** will follow the league's established **playoff structure**, which is determined annually by the OWHA.
    - Playoff eligibility is subject to player participation requirements as outlined by the OWHL.
2. **WOGHL Playoffs:**
    - If an OSGH **B-level team** opts to play in **WOGHL**, they will follow that league's designated **playoff format**.
    - WOGHL teams will be placed into **geographic loops** to ensure balanced competition.
3. **Provincial Championships:**
    - Teams that qualify for **OWHA Provincials** will follow the OWHA's championship structure.

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4. Division Categorization & Team Placement

1. **Initial Categorization:**
    - Team categorization will be determined before the start of each season based on

registration numbers, player development needs, and competitive balance.

- The **Directors Committee** will review team formation and make final recommendations to the Executive for approval.

2. **League Adjustment Requests:**
    - If a team wishes to **change its categorization** (e.g., from B to BB, a formal request must be submitted to the **Coaching & Hockey Development Coordinator** for review in accordance with **OM-04-07.**
    - League applications must be submitted within the **OWHA and league-mandated deadlines** for approval.
3. **Monitoring & Competitive Balance:**
    - Throughout the season, OSGH will monitor team performance to ensure teams are appropriately categorized.

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5. Special Considerations

- Any exceptions to league placement, playoff structure, or division categorization must be approved by the OSGH Executive.
- The Coaching & Hockey Development Coordinator will work with coaching staff to ensure competitive and developmentally appropriate placement for all teams.
- OSGH reserves the right to **adjust team categorization policies annually** based on league changes, player development trends, and association needs.

House League Overview	Policy Number: OM-11-01
Written by: Coaching & Hockey Development Coordinator	Reviewed by: OSGH President
Approved by: OSGH Executive	Date approved: May 2025

Objective

This policy outlines the operational guidelines for OSGH C and Local League teams, including scheduling procedures, player eligibility, and roster management for teams participating in the Western Ontario Athletic Association (WOAA). The goal is to ensure clarity, fairness, and compliance with the WOAA Manual of Operations.

This policy is subject to change based on league regulations. Teams must consult the official WOAA website for the most up-to-date rules and requirements.

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1. League Participation & Scheduling

i. **League Structure:**

a. C Level and Local League Teams play in the WOAA and follow its policies and regulations.

ii. **Scheduling Responsibilities:**

a. Home game slots must be submitted prior to the WOAA league scheduling meetings.

b. Teams are responsible for ensuring all scheduled games are completed before the league deadlines.

c. Game rescheduling requires mutual agreement and must be approved by the WOAA convenor.

iii. **Game Start Times & Travel Considerations:**

a. **Monday-Friday:** No games may start before **5:00 PM**.

b. **Sunday-Thursday:** Games must be scheduled to allow visiting teams to return home by:

i. **U9:** 10:00 PM

ii. **U11/U13:** 10:30 PM

iii. **U15/U18:** 11:30 PM

c. Weekday travel should be minimized where possible.

iv. **Curfews & Game Lengths:**

a. **WOAA Curfews:** Curfews are permitted and must be communicated to the visiting team and officials before the game begins.

b. **WOAA Game Lengths:**

i. Minimum of 50 minutes ice time for league games.

ii. No overtime during regular-season play unless specified by the WOAA.

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2. Player Eligibility & Roster Management

i. **Roster Rules:**

a. All OSGH C and Local League players must be registered with OWHA and appear on an approved roster.

b. Players must play at least five (5) WOAA league games before January 20th to be eligible for playoffs.

ii. **Affiliated Players:**

a. Affiliated players may be used to bring a team up to 15 players.

b. Pick-up players must be approved by the WOAA convenor and must come from a lower division or category within the same center.

c. Pick-up players may not replace suspended players.

iii. Suspensions & Discipline:

a. Any suspended player or coach must be reported to the WOAA within 24 hours.

b. Teams using ineligible players (including suspended players) will forfeit the game.

iv. Roster Adjustments & League Reclassification:

a. Teams requesting mid-season reclassification must submit a formal request to the WOAA Women's Hockey Committee for review.

b. League decisions will be based on team competitiveness, standings, and development factors.

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3. Playoff & Championship Rules

i. **WOAA Playoffs:**

a. All teams must compete in the **WOAA Championship Tournament**, unless an exemption is granted by the WOAA Women's Hockey Committee.

b. Failure to participate may result in **forfeiture of performance bond and suspension from future competition**.

c. **Minimum Playoff Game Lengths:**

i. **U9-U13:** 10-10-10 periods (stop time).

ii. **U15-U18:** 10-10-15 periods (stop time).

ii. **Provincial Championships:**

a. Teams qualifying for **OWHA Provincials** must adhere to OWHA policies.

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4. Protests, Appeals & Special Considerations

i. **Game Protests:**

a. Protests may only be filed for:

i. Rule misinterpretations affecting the game outcome.

ii. Use of an ineligible player or suspended player.

b. Protests must be submitted within 48 hours following WOAA procedures.

ii. **Appeals Process:**

a. Teams have 7 days to appeal any league decision regarding suspensions or rule violations.

b. Appeals are reviewed by the OSGH Executive and the WOAA Women's Hockey Committee.

iii. **Special Considerations:**

a. OSGH reserves the right to adjust policies annually based on league changes and development needs.

b. All league rules are subject to change. Teams must refer to WOAA's official website for current regulations.