
	GGHA POLICIES AND PROCEDURES	
	<b>Policy #:</b> <b>HB.08.01</b>	<b>Policy Name:</b> <b>Pickup Player Policy and Procedures</b>
	<b>Effective Date:</b> <b>September 17, 2025</b>	<b>Last Reviewed Date:</b> <b>September 17, 2025</b>

## 1.0 OBJECTIVES


- 1.1. Promote player development across the organization by providing a standard process for all rep coaches to follow and give all players access to practice with and potentially play games with teams at the higher level(s). An integral part of the financial health of the GGHA is maintained by engaging in a yearly budget process.
- 1.2. Encourage continuous communication between coaches, particularly at the next level up and down, on the skills and development needs of all players to provide development opportunities for all players and ensure they want to stay in the Guelph Girls Hockey Program.
- 1.3. Provide direct feeder links from level to level so that all rep teams have a sufficient pool of players capable to step in and play at the next level when needed to replace injured or missing players and to prepare players to move up to the next level the following season.
- 1.4. To promote the development of house league players to prepare and encourage movement into the rep program.

## 2.0 POLICY AND PROCEDURES

- 2.1. A Pick-Up Player is defined as EITHER from:
  - a lower age level and the same classification or lower
  - the same age level and lower classification:
    - (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
- 2.2. When player(s) are needed as call-ups for games, the selection of the player(s) to be called up is at the discretion of the coach. The selection of a call-up player is based on the needs of the team that is calling her up. The player(s) who are called up are the player(s) whom the selecting coaches deem to be best suited to perform at the higher level and meet the needs of the team. Coaches are encouraged to utilize different players as the opportunities arise. Coaches are encouraged to have open discussions during the season, on the skills & abilities of the players on their teams.
- 2.3. Coaches should make every reasonable attempt to have a minimum of 15 skaters and 2 goalies at all practices and games, whenever below the minimum.
- 2.4. Call-ups are not required for off-ice development activities but can be offered to players at lower levels and divisions at the discretion of the selecting coach. The decision to participate in off-ice activity is the player's decision.
- 2.5. Call-ups will not be charged a fee for on or off-ice activity unless there is an additional cost for adding that player to a session (i.e. where the cost of the session is on a per-player basis).

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- 2.6. Advance notice of contacting a player/family should be given to the player's head coach. The head coach must be copied on any correspondence with their players/families. Advance notice may be waived if the call-up is needed within 24 hours of an upcoming game or practice. The player's coach must still be contacted.
- 2.7. Players have the right to turn down the request to be called up at any time for a practice or game. The request can then be offered to another player(s) from that team or another at the discretion of the selecting coach. Advance notice may be waived if the call-up is needed within 24 hours of an upcoming game or practice. The player's coach must always be copied on correspondence.
- 2.8. Coaches that have been requested to provide player(s) to another team cannot stand in the way of the request or discourage the player from accepting the call-up. If the providing team has a conflict with either a game or practice, they call up a player from a team below, and so on. The lone exception is if the request directly conflicts with an important regular season, tournament, or playoff game for their team; in this situation, the providing coach can request that their player not be called up. Any conflict in this situation that cannot be agreed to by both teams will be decided by the Rep Director. Providing development opportunities to play-up at the next level is the prime objective of this policy, as well as to assist all rep teams in having available call-up players at their disposal. Each rep team has teams below them (including house league) to call up players, if they are missing players due to call-ups above them.
- 2.9. The selecting coach should contact the player and/or family being requested as a callup, copying the providing coach on the email and provide a cell phone number so that the player's parents can communicate and ask questions of the requesting coach.
- 2.10. Each rep team will submit an Affiliated Player (AP) report on November 30th and January 31st outlining the players that they have called up for practices and games.
- 2.11. Each coach is encouraged to provide feedback to the call-up player(s) regarding the player's strengths and areas of development as observed by the coaching staff. The feedback and assessment also needs to be shared with the call-ups current head coach.
- 2.12. Coaches should consider building practice plans to include call-ups regularly. An idea is to occasionally call up a 4th line, an extra line of 3 forwards, and 2 defense (and an extra goalie when possible), once a month and/or more in an effort to call up as many players as possible during the season. If the providing team has a conflict they can call up a 4th line from a team below them.

 <b>GUELPH GIRLS</b> HOCKEY ASSOCIATION	<b>GGHA POLICIES AND PROCEDURES</b>	
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- 2.13. Coaches should identify at least 3 (or more) AP players from the team directly below their own, in the same age division (ie, U15AA to identify 3 players from U15A) and from the team directly below theirs in the next age division down (U15AA to identify 3 players from U13AA) that could best play in games at the next level based on needs to replace players for injuries, sickness, and absences. The list could change during the year based on the selecting coach's observations in practices and games and should take into account the AP players' attitudes and willingness to be called up to practices and games when asked.
  - 2.14. Coaches at the lowest rep level in each division should identify players in house league who are capable and have the desire to develop and improve their skills and to incorporate these players into practices and games as call-ups whenever possible, even on a permanent call-up basis for practices. Communicating with a house league player is to be done in the same manner as a rep player. The player's house league coach must be consulted for conflicts with games. In this case, the providing house league team has no players to call up to replace the call-up from their team. The coach cannot refuse to send players unless the house league team has a conflicting game and, in that case, it is the discretion of the house league coach if they can play the house league game without the requested player.
- 3.0 OTHER ASSOCIATIONS**
- 3.1. The GGHA may allow a GGHA team to request a call-up/player to attend a game from another association. In such cases, the above procedure needs to be followed PLUS any requirements of the other association need to be met before contacting the player. The Presidents of both associations need to agree to the call-up. The GGHA may allow a GGHA player to be a call-up for a team from another association provided that the President is notified and agrees to the request and the above procedure is followed by the coach from the other association.
  - 3.2. There are OWHHA rules that govern the eligibility of players for call-ups. Head Coaches are responsible for knowing these rules.
- 4.0 MONITORING AND REVIEW**
- 4.1. This policy is to be reviewed and approved annually by the Board of Directors at the first Board meeting immediately following the Annual General Meeting.