



Guelph Girls Hockey Association

Home of the THUNDER!

"The GGHA is dedicated to providing a fun environment for females to develop self esteem and confidence through hockey, by promoting team work a strong work ethic and athletic commitment and which develops all members to be the best they can be as players, team mates, and leaders for now and for the future."



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House League Handbook 2012/13



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HOUSE LEAGUE HOCKEY IS ABOUT COMMUNITY

The goal of the Guelph Girls' Hockey Association ("GGHA") House League Program is to provide a safe and positive environment where girls can:

1. Enjoy the great game of hockey in a recreational manner;
2. Learn, practice and demonstrate the virtues of good sportsmanship and fair play;
3. Improve their individual hockey skills and learn components of team play;
4. Make new friends and have FUN!

But House League hockey is not just about a game played on ice - it's about a community of players, volunteer coaches, officials, family and friends in Guelph sharing and enjoying the game of hockey together. The GGHA encourages everyone to consider their role in our House League hockey community and help keep the environment safe and positive for our girls.

Have a great season!

PURPOSE OF THIS HANDBOOK

The GGHA recognizes the importance of communication. The purpose of this handbook is to provide players, parents and volunteers with information on how the GGHA House League program is structured and administered, and what the responsibilities are for: convenors, team staff, players, parents and the GGHA Board of Directors.

Should you have questions or concerns about any aspect of the hockey program that are not covered in this handbook, please do not hesitate to speak with your coach, convenor, or any member of the GGHA Board of Directors.

ONTARIO WOMEN'S HOCKEY ASSOCIATION

The Ontario Women's Hockey Association ("OWHA") is the governing body of female hockey in Ontario. It set the rules and regulations that we must abide by. Many of the items in this Handbook simply refer to rules and regulations that are included in the OWHA Handbook which can be downloaded from www.owha.on.ca . It is the responsibility of every House League head coach to understand the OWHA Handbook insofar as it affects decisions they may make. If you have any questions about the OWHA Handbook, please contact the GGHA House League Convenor.

HOW TO REACH US

Mail: Guelph Girls Hockey Association
100 Crimea Street, Unit B2
Guelph ON N1H 2Y6
Phone: 519 836-4484 (answering machine)
Email: house@ggha.com
Website: www.ggha.com



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1. CONVENORS

- 1.1. The GGHA House League Convenor is an elected member who sits on the GGHA Board of Directors and is responsible for the overall operation of the GGHA House League. For the 2012/13 season Frank Cain is the elected House League Convenor.
- 1.2. League Program - Division Convenors will be selected by the House League Convenor and approved by the Board of Directors, and their duties are as follows:
 - 1.2.1. To manage the operations of their respective House League divisions under the rules and guidelines set out by the Board of Directors, and communicate ad hoc information to coaches.
 - 1.2.2. To ensure that all coaches are aware of the season schedules, and House League rules and regulations.
 - 1.2.3. To ensure that all coaches have a game sheet available prior to the official start of the game.
 - 1.2.4. To regularly attend their division's games and practices to help ensure a smooth delivery of the House League program.
 - 1.2.5. To report game results each week to the local newspapers: The Guelph Mercury and the Guelph Tribune.
 - 1.2.6. To report any problems or issues related to their Division to the House League Convenor.

2. COACHES AND TEAM STAFF

- 2.1. Head coaches are assigned by the Board of Directors based on the recommendations of the House League Convenor and/or the GGHA's independent Coach Selection Committee. All other volunteer staff, including assistant coaches, managers, trainers and on-ice practice helpers may be appointed by the head coach.
- 2.2. Volunteers Screening Policy – In accordance with the GGHA Volunteer Screening Policy, all team staff, including coaches, trainers, managers, on-ice helpers, and anyone who will be in a position of trust with the players, **must submit a completed Team Staff Application form and are subject to a Vulnerable Sector Search and Police Records Check.**
- 2.3. Qualifications - All team staff members **must complete Prevention Services certification, the OWHA "Speak Out" / Hockey Canada's Respect in Sport program** (see www.owha.on.ca for details). Head coaches require a minimum of NCCP Coach Stream certification, and Trainers require a minimum of HTCP Level I certification. Information on clinics is available on the GGHA website at www.ggha.com.
- 2.4. All team staff must be listed on an OWHA roster. Individuals not listed on a roster are not insured and jeopardize the insurance provisions for the entire team.
- 2.5. All House League teams must have a female team staff member.
- 2.6. All team staff, Players and Parents must sign and return the Codes of Conduct and Team Fair Play forms located in the Appendix section of this handbook to the convenor.
- 2.7. Coaches, without exception, shall be responsible to their Division Convenor.



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- 2.8. Head Coaches will be responsible for picking up, signing out and returning the following items during the season: Goalie Equipment, First aid kits and a coaches "bucket" to include a whiteboard, helmet kit, pylons, pucks, GGHA handbook and other items deemed necessary.
- 2.9. Coaches are encouraged to have open communications with parents throughout the season; an open-air policy that encourages parents and players to freely discuss their concerns is recommended. If a parent or player has a concern or question, they must first address the coach to arrive at a solution, and either party may call upon the Division Convenor to mediate. If the concern is still unresolved, the parent or player should put their issue in writing and direct it to the House League Convenor, who will bring the issue forward to the Board of Directors.
- 2.10. Coach Evaluation forms will be distributed to all players near the end of the season. Players and/or parents are strongly advised to provide an honest evaluation of the head coach and their staff. Evaluations may be submitted anonymously, and the generalized results may be considered when head coaches and/or other team staff apply for positions in our association in the future. After the evaluations are received, the Coach Selection Committee will provide each coach with a summary of the results, in confidence.
- 2.11. Head coaches are responsible for their teams. Incidents resulting from ignorance or disregard of any GGHA policy or procedure outlined in this handbook will be documented and included in the volunteer file of the Head coach of the team for which the incident took place. Along with the coach evaluations provided by players and parents noted above, this information is made available to the Coach Selection Committee when future Head coaches are being considered.

3. PLAYER ELIGIBILITY

- 3.1. All players must be duly registered with the Registrar and listed on an OWHA team roster kept on file with the House League Convenor. A copy of the player's birth certificate must be on file with the GGHA.
- 3.2. The GGHA 2012-13 House League consists of the following divisions, which are based on the year each player was born:
 - Novice Division (2004 to 2007)
 - Atom Division (2002 - 2004)
 - PeeWee Division (2000 & 2001)
 - Bantam Division (1998 & 1999)
 - Senior Division (1991-1997)

4. PRACTICES AND GAMES

- 4.1. Playing rules governing Hockey Canada and the OWHA shall be recognized by the GGHA, with the exceptions noted in this handbook.
- 4.2. Coaches in Novice and Atom will be provided with a 24 week practice plan that will be followed over the course of the season.



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- 4.3. Coaches must be on hand at least 15 minutes prior to any practice and 20 minutes prior to game time and must remain after the practice or game until all players are clear of the dressing room. In the event the coach cannot be present, they must assign a member of their team staff to be present. Before leaving the arena, the coach or designated staff person must inspect the empty dressing room to ensure it has been left in a tidy and respectful manner.
- 4.4. No males are allowed in dressing rooms when the possibility exists that a player is changing. All teams must have a female designate (team staff or parent) who will supervise the dressing room at all times and identify when male coaches or, if necessary, other males can or cannot be present. Skate tightening and other external equipment adjustments can be made outside the dressing room once the player is fully dressed. In the Novice Division, male family members are exempt from this rule. To further mitigate the risk of perceived harassment, males are also encouraged to stand well clear of dressing room doors while players are changing.
- 4.5. Coaches and team staff and parents are reminded to have another adult present in the dressing room at all times, following the Prevention Services "Two Deep Rule".
- 4.6. House League players may be placed on a House League team of a higher or lower age category as dictated by registrations in each division, upon approval of the Board of Directors and in consultation/ with approval from the player's parent.
- 4.7. All players will have their skill levels assessed before the season begins and then randomly assigned to teams to ensure that, as best as possible, each team has an equal number of players at each of the assessed skill levels. **After three games have been played, a balancing meeting involving the head coaches of each division, the Division Convenor and the House League Convenor, will take place and possible adjustments to team rosters (i.e., trading players to balance teams) will be discussed.** This is to ensure that all players enjoy their experience in the House League program.
- 4.8. Players must not remove any protective equipment after leaving the dressing room and until returning to the dressing room. This is a safety rule for the player's protection. Injured players, who wish to sit on the bench with their team must receive permission from the referee to do so and must wear all of their equipment.
- 4.9. Players and staff waiting to go on the ice must allow the safe exit and passage of previous users of the ice. Please be especially respectful of all ice users.
- 4.10. Players and staff may not go on the ice until the ice resurfacing is completed and the Zamboni door is closed. Furthermore, no players are allowed on the ice until a team staff member is present either on the ice or on the bench.
- 4.11. For insurance reasons, all on-ice practice personnel must wear a helmet and gloves.
- 4.12. For insurance reasons, GGHA ice times cannot be used for parent/child or family skates. Only rostered players and team staff can use GGHA ice. On-ice helpers under the age of 16 years must be on an official OWHA or OMHA roster, and must wear full protective hockey equipment per OWHA insurance rules.
- 4.13. Parents, guardians and spectators must remain in their designated viewing areas, and are not permitted in areas of the rink where safety glass does not exist.



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- 4.14. During the season, the Director of Hockey Operations or designate may monitor and evaluate House League team practices and/or games to ensure that the GGHA is developing players equally and to the best of our ability. Practices must stress fundamentals and skill development, and all players must be played equally in games.
- 4.15. The head coach is responsible for ensuring that players and team staff represent the GGHA in a respectful and appropriate manner.
- 4.16. Teams must be ready to start practices and games on time as indicated on the season schedule. Coaches are responsible for ensuring that their players know the scheduled game and practice times during the season.
- 4.17. Home teams designated on the season schedule must provide a completed game sheet to the visiting coach 15 minutes prior to game time, and a volunteer time/scorekeeper is to be designated by the home team coach. The time/scorekeeper is responsible to submit completed game sheets to the home team coach. The home team coach keeps the yellow (home) copy, delivers the pink (visitor) copy to the visiting team coach, and delivers the white copy to the Division Convenor.
- 4.18. At the beginning of games, the timekeepers will start a 3-minute warm-up clock as soon as the nets have been pegged by the referees. The game will start immediately after the 3-minute warm-up has expired.
- 4.19. Game lengths are as follows:
 - Novice: 15-15-15 running time with 3-minute buzzer and 50 minute curfews (see House League Policy 10 for more information on Novice division)
 - Atom/PeeWee/Bantam/Senior: 10-10-12 stop time with 50 minute curfew
- 4.20. All games are subject to curfew at the discretion of arena staff, and it is the responsibility of the referee to signal the end of a game due to curfew. Under no circumstances will coaches or timekeepers decide that a game should end due to curfew.
- 4.21. Coaches and trainers are not allowed on the ice during games unless requested by the referee to assist an injured player.
- 4.22. All injuries must be reported immediately to the Division Convenor using the standard OWHA Injury Report (trainers and convenors should have these forms on hand at all games and practices). Significant injuries, such as broken limbs, serious concussions or use of an ambulance should also be reported to the House League Convenor.
- 4.23. It is a policy of the GGHA House League for players to shake hands after each game.
- 4.24. All players must be properly equipped with full protective equipment for all games and practices, as per the Equipment rule (Rule One - II) of the OWHA Handbook.
- 4.25. In the event that a team has very few players for a game, they should consult their Division Convenor, the opposing coach and the referees for a solution.

5. PLAYOFFS

- 5.1. House League playoffs will consist of a round robin format and if coaches are in agreement prior to the start of the season, a semi-final game can be made available by starting the round robin format one week earlier. This would mean teams would eliminate the final week of league play in order to finish the season within the GGHA



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seasonal ice schedule. If no semi-final is played, the top two teams from the round robin playoffs would advance to the championship final. If no semi-final games are not played, then the Consolation Final will involve the 3rd and 4th place teams after round robin play.

- 5.2. Following the round robin, teams will be ranked based on the number of points accumulated (2 for a win, 1 for a tie, 0 for a loss). If tied in points, the following tiebreakers will be followed:
 - 5.2.1. Number of wins;
 - 5.2.2. Record against other tied teams;
 - 5.2.3. Goals scored minus the goals against in round robin games;
 - 5.2.4. Fewest goals allowed in round robin play;
 - 5.2.5. Most periods won in round robin play;
 - 5.2.6. Fewest penalty minutes in round robin play;
 - 5.2.7. First goal scored in series;
 - 5.2.8. Flip of a coin.
- 5.3. Semi-final games will take place between the 1st vs 4th, and 2nd vs 3rd place finishers following round robin play. The winner of these games will compete in the Championship Final, and the losers will compete in the Consolation Final.
- 5.4. If a Semi-final game ends in a tie, the team that placed higher during the round robin (see 5.2) will be victorious.
- 5.5. The length of Final games will be the same as during the regular season.
- 5.6. If Novice Final games end in a tie, both teams will be declared co-winners.
- 5.7. If Final Atom, Peewee, Bantam or Senior games end in a tie, they will be decided as follows:
 - 5.7.1. A 4-minute stop-time sudden victory overtime period will be played, with the first team to score being the winner.
 - 5.7.2. If the game is still tied, a three player shootout will take place. These players will be chosen prior to the start of the game and numbered on the game sheet one (1), two (2) and three (3). Opposing shooters will start simultaneously from center ice until all three players have taken their shots. If still tied, subsequent shots will be sudden victory using shooters from the bench. Players are allowed to be used once in the overtime shootout until the entire bench has been used. Players still serving a penalty at the end of the 4-minute overtime cannot take part in the shootout.

6. EQUIPMENT

- 6.1. Coaches are responsible for GGHA equipment assigned to their team. This includes ensuring that the equipment is available for use by their players and stored properly between games and practices, and returned to the House League Convenor at the end of the season. **GGHA-provided goalie equipment is only to be used for GGHA-related activities.**
- 6.2. GGHA will not be responsible for broken, lost or stolen equipment not owned by GGHA.
- 6.3. GGHA team sweaters are to be used only during sanctioned team events, such as games, practices and official team outings (e.g., to a Storm game). No player may



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participate in any game without a GGHA sweater (goaltenders are exempt from this rule when allocated sweaters are too small).

- 6.4. Coaches are responsible for returning to the House League Convenor all assigned team equipment one week following House League Championship Day, or as specified annually by the GGHA. This includes a list of lost or worn equipment needing repair or replacement. **Coaches may be financially responsible for damaged equipment or items not returned by the specified time.**
- 6.5. No jewellery is to be worn on the ice, with the exception of Medic Alert bracelets and Medic Alert necklaces, as per the Equipment rule (Rule One - II) of the OWHA Handbook.

7. SUSPENSIONS AND APPEALS

- 7.1. Any GGHA player or team staff member may be suspended by the Board of Directors for infractions occurring before, during or after any sanctioned team event. This includes, but is not limited to:
 - 7.1.1. Using profane and/or obscene language.
 - 7.1.2. Smoking where prohibited or consuming alcoholic beverages.
 - 7.1.3. Showing disrespect toward other players, team staff members, board members, parents, officials or arena staff.
 - 7.1.4. Destroying, abusing or stealing someone else's property.
 - 7.1.5. Failing to comply with the OWHA's policy on social media (see appendix).
- 7.2. Coaches cannot directly issue player suspensions for disciplinary reasons without approval from the Board of Directors.
- 7.3. Incidents that may result in suspension must be verbally reported to the House League Convenor and confirmed in writing within 48 hours. The House League Convenor will immediately forward the matter to the Board of Directors.
- 7.4. The House League Convenor shall make every possible effort to notify the persons involved regarding the allegation, the possible actions that may be taken against them, and their right to an appeal.
- 7.5. The Board of Directors is empowered to take such disciplinary action as it deems fair and just based on a substantiated claim and will notify those involved immediately.
- 7.6. Persons who have received such a suspension (not including suspensions delivered by on-ice officials) may issue a written appeal to the President within 48 hours of the decision. During this time the suspension will be withheld while the appeal is considered. The decision of the Board of Directors regarding the appeal is final.
- 7.7. Parents that verbally abuse coaches, players, officials or board members will be asked to attend a hearing by the President. At the discretion of the association, such parents may be asked to attend Prevention Services training.
- 7.8. For information regarding suspensions delivered by on-ice officials, please refer to the OWHA Handbook.



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8. PROTESTS

- 8.1. Protests for House League games will be entered on the game sheets and a letter submitted to the House League Convenor within 24 hours. Following consultation with the Board of Directors, the House League Convenor will render a final decision within 48 hours of receiving the letter.
- 8.2. Protests involving a referee's rulings will not be considered.

9. SPONSORSHIP AND PUBLICITY

- 9.1. The Director of Sponsorship is responsible for securing sponsorships for every House League team and ensuring that the sponsor is properly displayed on team jerseys. Team jerseys cannot be modified in any manner without the approval of the Director of Sponsorship.
- 9.2. Coaches, team officials and convenors are prohibited from approaching and/or soliciting further sponsorship support (e.g. money, hats or other clothing) from their team or other potential sponsors.
- 9.3. No team jackets, crests, trophies, pennants or other articles shall be purchased, presented or displayed in any manner in the name of or bearing the name of GGHA without first receiving approval and authorization from the Board of Directors.
- 9.4. Division Convenors are required to submit game scores and write-ups to the local newspaper on a weekly basis. For the 2012/13 season, the information must be emailed to the Guelph Mercury (sports@guelphmercury.com) and Guelph Tribune (www.guelphtribune.ca) by Wednesday evenings in order to appear in the Saturday paper.

10. FUNDamentals FORMAT AND RULES

Who Is This Program For?

Hockey Canada developed the Initiation Program to make children's first contact with hockey a safe and positive experience. It's a structured, learn-to-play hockey program designed to introduce beginners to the game's basic skills. It enables participants to become contributing members of a team effort, develop self-confidence, and experience a sense of personal achievement. These goals are achieved in an atmosphere of fun and fair play. Just as the future of Canadian society lies with our youth, so too does the future of hockey. Hockey Canada and the OWHA understand the important role it plays in helping beginning hockey players to develop playing attitudes and foster an enjoyment of hockey as a lifetime sport and hobby.

Goals for the OWHA Hockey FUNDamentals Programme are:

- ⊗ Fun
- ⊗ Introduction of basic skills
- ⊗ Reviewing of basic skills
- ⊗ Refining of basic skills



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The Philosophy of the Hockey FUNdamentals Program is:

- ☺ To have fun while playing hockey and engaging in physical activity.
- ☺ To learn the basic skills required to play the game of hockey.
- ☺ To develop an understanding of basic team work through participation in a variety of activities and adapted game situations.
- ☺ To create and refine basic motor patterns.
- ☺ To be introduced to the concepts of cooperation and fair play.

The OWHa Hockey FUNdamentals Programme (HCIP) recommends the following practice time allotment.

- 85% Technical Skills
- 15% Individual Tactics
- 0% Team Tactics
- 0% Team Play
- 0% Strategy

FUNdamental development should be built on practicing individual technical skills 85% of total practice time.

Program Focus

Developing basic hockey skills: ☺Skating

- ☺ Puck Handling
- ☺ Stopping
- ☺ Passing
- ☺ Turning
- ☺ Shooting

The HCIP Teaches Hockey skills and much more!

The OWHa Makes Your Hockey FUNdamentals Programme (HCIP) Easy

The overall success of the program relies on the leadership from each individual Girls Hockey Association in Ontario. To assist with this leadership, the best resources are available to assist in the implementation of the program. These resources include:

- ☺ Promotional Video
- ☺ Administrators Guide
- ☺ Instructors Clinic
- ☺ Lesson Manuals
- ☺ Festival / Jam boree Guide

11. NOVICE DIVISION FORMAT AND RULES

11.1. The goal of the Novice division is to teach our youngest players the basic hockey skills in a fun environment. Novice coaches will follow standard practice plans from Hockey Canada's Initiation Program manual. Following Hockey Canada guidelines, this is to ensure that 85% of total practice time is spent on individual technical skills.



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- 11.2. The first month of the season will focus heavily on skill development, with practice sessions occurring twice per week. During the second month, players will practice once per week and migrate to half ice pond hockey. Studies indicate that the half-ice game model greatly increases the amount of puck possession that young players receive. More puck possession translates into better skill development, confidence and enjoyment of the game. From the third month until the end of the season, players will practice once per week and play in full-ice games according to the rules below.
- 11.3. Coaches will design their player lines according to their skill level and only lines of the same level will play against each other during games.
- 11.4. Coaches are allowed to move a player to a line at a higher level but not to a lower level during a game.
- 11.5. A three-minute buzzer will signal a change in lines of players. The entire line must leave the ice maintain the matched skill line system.
- 11.6. Coaches are allowed on the ice to assist their players determining their positions during the first three games of the regular season schedule.
- 11.7. Players receiving a minor penalty will sit out only the remainder of their three-minute shift.
- 11.8. There is no stop time in this division unless directed by a game official for an injured player. A normal game consists of three 15 minute continuous time periods (the last period may be shortened or lengthened to make up for lost time or extra time in the timeslot).

12. TOURNAMENTS

- 12.1. All House League teams are encouraged to participate in a **MAXIMUM** of 2 tournaments per year. It is a very important part of the team building experience and it is suggested to attempt at least one House League tournament per year.
- 12.2. The OWHA has very specific eligibility and participation rules governing OWHA sanctioned tournaments, and it is the responsibility of the Head coach to comply with these rules. If you are unsure, please contact the HL Convenor.
- 12.3. The OWHA posts all sanctioned tournaments by category on their website and it is a good idea to find a tournament at the start of the season and register as soon as possible to secure a spot. Pay attention to the tournament categories and stay within the House League divisions. Also provide as much time and notice for your parents to be able to co-ordinate the event.
- 12.4. All tournament registration fees must be collected at least 2 weeks before the start of the tournament and submitted to the GGHA and House League Convenor. The GGHA will pay the fees on behalf of your team; this will insure you are properly covered by the association for any tournament you choose to enter. **You may not enter a tournament without paying the fees to the association (GGHA) 2 weeks prior to the tournament.**
- 12.5. Attempt to **not** schedule a tournament during the last 6 weeks of the season as it may impact the playoff rounds.



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13. TEAM FINANCES

- 13.1. House League Team accounts are not allowed. There is no need for a house league coach or team representatives to be soliciting funds or collecting funds from players.
- 13.2. All tournament registration fees should be made out to the GGHA and submitted to the GGHA at least 2 weeks before the start of the tournament. Cheques (preferred) or cash are acceptable forms of payment.
- 13.3. All sponsorship opportunities are to be forwarded to the GGHA Director of Sponsorship and should not be negotiated or handled by any House League coach or representative.
- 13.4. **DO NOT ACCEPT FUNDS AS A HOUSE LEAGUE REPRESENTATIVE!** If you have any questions or fundraising opportunities, Please forward all opportunities to the GGHA board and more specifically the Director of Sponsorship and Fundraising at sponsorship@ggha.com.

14. HOUSE LEAGUE DEVELOPMENT STREAM- "DS"

PROCESS AND REQUIREMENTS

On January 21, 2011, the OWHHA implemented a pilot project in response to a number of suggestions and requests from the members of the OWHHA to come up with a solution to bridge the gap between house league players and rep players. This project was implemented immediately for the duration of the 2011 season. At the 2011 OWHHA AGM, it was announced that the pilot project will be extended.

Who can play?

Any player currently registered with the GGHA playing on a house league team can tryout. For the upcoming 2012/2013 season, we are planning to ice a DS team at the Atom age group. One very important factor that the players and parents have to keep in mind is that this program does not replace or supersede the house league program, it merely supplements it. The players must always remember that their house league team takes precedence over the DS team. Even if the DS team holds a practice on Saturday afternoon/evening, the player must attend their Saturday morning practice with their house league team. This being said, the DS teams will not schedule any practices, games, or tournaments that would interfere with the house league schedule.

How will teams be selected?

In order to play on a DS team, the player must attend the tryouts for her age group. The number of tryout sessions will be determined by the head coach and will be based on the number of players attending the tryouts. Each team will consist of a maximum of 15 skaters and 2 goalies. The players will be selected based on skills and abilities shown during the tryout process. The head coach, along with independent evaluators will be evaluating the players. The coach is responsible for selecting the best players for each position. Tryout dates for late fall, location and times will be posted on the GGHA website.



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How many games and practices will there be?

The OWHA has stipulated that DS teams can play a maximum of 8 exhibition games against other DS teams and enter a maximum of 3 tournaments. With regards to tournaments, the team can only enter into DS designated tournaments (not competitive or house league) and will have to be scheduled on weekends when house league games are not being played. The number of practices largely depends on ice availability and will be determined in partnership with the coaching staff and GGHA ice scheduler.

IMPORTANT FACTS

- 14.1. DS teams cannot be registered prior to December 1st of each season.
- 14.2. DS teams may be formed in any age group and will be determined by their oldest player. The GGHA has committed to a DS team in the Atom age group for 2012/2013 season.
- 14.3. DS teams may only be formed from a registered OWHA House League or FUNdamentals Programme. All players must be registered within the House League or FUNdamentals Programme.
- 14.4. DS teams may be formed at any time during the hockey season. There is a \$25.00 team fee.
- 14.5. Players may be rostered to a DS team at any time.
- 14.6. DS players who are rostered from a FUNdamentals are required to pay the player registration fee.
- 14.7. Pick up players are not permitted for a DS team.
- 14.8. Special permission for goaltenders is possible as per OWHA policies.
- 14.9. A DS team will not be permitted to register as a competitive team.
- 14.10. DS teams may participate ONLY in DS divisions of sanctioned tournaments.
- 14.11. DS teams are permitted to play a maximum of 8 exhibition games against other DS teams and attend a maximum of 3 DS tournaments each season.
- 14.12. Schedules of exhibition games and tournaments must be given to their respective Regional Director prior to any games being played.
- 14.13. DS teams are not permitted to play in a league.
- 14.14. Players playing on a DS team may also fully participate on their house league team and in house league tournaments.
- 14.15. If a DS team is found to be in violation of this process and requirements, the staff will be suspended and the players will be deemed to be members of the house league only.
- 14.16. There is an additional GGHA fee for playing DS (TBD) to cover the additional ice time, referees, socks, use of uniforms and other expenses. This additional fee does not cover the cost of tournament fees, which will be collected on an ad hoc basis. There is an additional GGHA fee for playing DS (TBD) to cover the additional ice time, referees, socks, use of uniforms and other expenses. This additional fee does **not** cover the cost of tournament fees, which will be collected on an ad hoc basis.



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Appendices

Code of Conduct & Grievance Procedure

Code of Conduct – Team Staff

Code of Conduct – Parents

Code of Conduct – Players

OWHA Social Media Policy

Safety is a collective responsibility, one that GGHA takes very seriously. A keystone guiding principle of GGHA is that every member of our association, and all people who interact with our Association, be provided a safe environment. Creating a safe environment is the product of every member taking responsibility for, and being proactive in taking action or reporting, potential risks to or created by our membership.

CODE OF CONDUCT

This Code of Conduct identifies the standard of behaviour expected of all Guelph Girls Hockey Association (GGHA) members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others. GGHA is committed to providing a sport environment in which all individuals are treated with respect.

Members of this association shall conduct themselves at all times in a fair and responsible manner. During the course of all activities and events when representing this association members shall avoid behaviour that brings GGHA or the sport of hockey into disrepute including, but not limited to:

- Comments or behaviour that is disrespectful, offensive, abusive, racist or sexist.
- Condone, participate or encourage instances of "bullying", "hazing" or "initiation".
- Engage in activity or behaviour which endangers the safety of others or brings the game and GGHA into disrepute.
- Behaviour constituting harassment or abuse.
- Abusive use of alcohol and the non-medical use of prescription drugs.
- Using unlawful or unauthorized narcotics, or performance enhancing drugs.

As a basis of protecting our environment, GGHA advocates and enforces the following Codes of Conduct for:

- Coaches & Staff
- Players
- Parents

In addition, the GGHA supports the OWHA Social Media Policy.

During the registration and selection process, every person recognizes these codes and acknowledges their agreement to abide by them. Any GGHA member, who subsequently fails to comply with the rules and regulations of the Association, and this code of conduct, is



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subject to disciplinary action by the Officers of the Association. These Officers are empowered to suspend the any member from activities of the association following a Disciplinary Hearing.

Failure to comply with the terms of the suspension that is determined by the Association may be required to withdraw his/her membership from the Association and may include the cancellation of the membership of all registered players of the parent.

SUSPECTING OR WITNESSING HARASSMENT OR ABUSE

Harassment is defined as conduct that is insulting, intimidating, humiliating, offensive, or physically harmful. Types of behaviour that constitute harassment and abuse include, but are not limited to the following:

- Unwelcome jokes, innuendo, or teasing about a person's looks, body, attire, age, race, religion, sex, or sexual orientation
- Condescending, patronizing, threatening, or punishing actions that undermine self-esteem or diminish performance
- Practical jokes that cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- Unwanted or unnecessary physical contact, including touching, patting, or pinching
- Unwelcome flirtation, sexual advances, requests, or invitations
- Any form of hazing
- Any form of physical assault
- Any sexual offence, including sexual assault

Behaviours such as those described above that are not directed toward individuals or groups but that have the effect of creating a negative or hostile environment. In the case of minors, abuse and neglect are as defined in Provincial/Territory child protection legislation.

Any person who experiences, witnesses or has reason to believe that harassment has occurred is encouraged to make it known that the behaviour is unwelcome, offensive and contrary to the values of GGHA policy. Although the complainant may disclose/report to any official of GGHA immediately, it is recommended for suspected minor cases of harassment, i.e., inappropriate jokes or unwelcome remarks that the initial level of intervention be at the complainant's Team. If this fails to stop the harassment, then you should contact the Disciplinary Chair by filing a formal complaint.

Any person having reasonable grounds, through the course of Association business, activities or events, to believe that a child/youth/participant is being abused or neglected or who has reason to believe a major incident has occurred, such as inappropriate touching, fondling, kissing, solicitations of a physical nature, physical mistreatment, sexual mistreatment, inadequate moral guidance or emotional mistreatment, or repeated taunting, must document and report this belief/incident to their local Child Protection Agency and/or



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the Police as well as the GGHA board of directors. By filing with GGHA, your concerns become the official business of the Association who will involve the appropriate authorities as required by law. We strongly encourage that you carefully consider all the factors before lodging any complaint to avoid opening yourself up to the process. False claims will result in possible disciplinary and/or legal action

RECEIVING A COMPLAINT

A person who experiences harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behaviour is unwelcome, offensive, and contrary to this policy. If confronting the harasser is not possible or if, after confronting the harasser, the behaviour continues, the person who has experienced the harassment, who has witnessed the harassment, or who believes that harassment has occurred should report the matter to an official of GGHA. For the purposes of this policy, an official is any person in a responsible staff or volunteer position with the organization. Once an incident is reported, the role of the official is to serve in a neutral, unbiased capacity in receiving the report of the incident, advising the parents or guardians of the incident (if the person who has experienced the harassment is a minor), and assisting in an informal resolution of the complaint, where this is appropriate. If the official considers that he or she is unable to act in this capacity, the complaint shall be referred to the Vice-President.

FACT FINDING

If informal resolution of the complaint is not appropriate or possible, and if the person who has experienced or witnessed the harassment or who believes that harassment has occurred decides to pursue a formal complaint, the official shall receive this complaint and shall provide a copy to the Vice President of the GGHA.

Once the complaint has been reported to the Vice President, the Vice President shall then gather facts surrounding the incident by speaking directly with the complainant and the person against whom the complaint (the "respondent") is made, and any witnesses who, in the opinion of the official, might have relevant facts or observations about the incident.

In addition to providing information to the Vice President, the respondent shall have the opportunity to provide a written statement to the official, if he or she wishes.

PROCEDURES FOR REVIEWING COMPLAINTS

Within 48 hours of acknowledged receipt of these documents, the Vice President shall decide if the complaint should be dealt with informally, in which case it shall direct the appropriate response and the matter shall then be concluded.

If the Vice President determines that the complaint should be dealt with by means of a hearing, they shall appoint three individuals to serve as a Panel, and shall appoint one of these individuals to serve as the Chairperson of the Panel.



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The Chairperson shall then, at its sole discretion and having regard to the nature of the complaint and the potential seriousness of the outcome, determine which of the following procedures shall be used by the Panel to review the complaint: The Panel shall review the statement of the complainant, the documentation provided by the official, and the statement of the respondent, and shall render a decision.

The Panel shall convene a hearing with the complainant and respondent present, may ask questions of the complainant and respondent, and may allow the complainant and respondent to ask questions of each other. Following the hearing, the panel shall render its decision.

The Panel shall convene a hearing involving the complainant, respondent, and witnesses. The parties shall have an opportunity to present evidence and to cross-examine each other and witnesses. At the conclusion of the hearing, the panel shall render its decision. In holding a hearing, the Panel shall govern the hearing by such procedures as it may decide.

If, at any point in these proceedings, the complainant becomes reluctant to continue, it shall be at the sole discretion of the Vice President to continue the review of the complaint in accordance with this policy.

After reviewing and deciding any harassment matter, the Panel shall present its findings in a report to the Executive with a copy provided to both the complainant and respondent. This report shall contain the following:

- A summary of the relevant facts;
- A determination as to whether the acts complained of constitute harassment or abuse as defined in this policy;
- Disciplinary action to be taken, if the acts constitute harassment or abuse; and
- Measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment or abuse.

IMPOSING DISCIPLINARY SANCTIONS

The following circumstances and other factors should be considered while determining the appropriate sanction:

- The nature and severity of the harassment or abuse
- Whether the harassment or abuse involved any physical contact
- Whether the harassment or abuse was an isolated incident or part of an ongoing pattern of behaviour
- The nature of the relationship between the complainant and harasser
- The age of the complainant
- Whether the perpetrator had been involved in previous harassment incidents



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- Whether the perpetrator admitted responsibility and expressed a willingness to change
- Whether the perpetrator retaliated against the complainant

In recommending disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment or abuse:

- Verbal apology
- Written apology
- Letter of reprimand from the organization
- A fine or levy
- Referral to counseling
- Removal of certain privileges of membership or employment
- Expulsion from membership
- Publication of the details of the sanction
- Any other sanction that the Panel considers appropriate

The Executive of GGHA may determine that the alleged offence is of such seriousness as to warrant suspension of the member from GGHA, pending a review of the complaint.

APPEAL MECHANISM

Both the complainant and respondent shall have the right to appeal the decision of the Panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the Executive within 14 days of the complainant's or respondent's receiving the Panel's decision.

A permissible ground for an appeal is:

- The Panel did not follow the procedures laid out in this policy;
- Members of the Panel were influenced by bias; or
- The Panel reached a decision that could not be supported by the evidence, or that was grossly unfair or unreasonable.

The appeal shall be heard by the Executive, who shall base its decision on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the report of the official, the report of the investigator and/or the report to the Panel, and the notice of appeal.

In deciding the Appeal, the Executive shall have the authority to uphold the decision of the Panel, to reverse the decision of the Panel, and/or to modify any of the Panel's recommendations from disciplinary action or remedial measures.



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The decision of the Appeal Body shall be final and binding, and not open to any further intervention by any court within exception of a review in accordance of the rules of arbitration set out in Alternate Dispute Resolution Program for Amateur Sport. In extraordinary circumstances, and at its sole discretion, the Panel may abridge or extend the timelines in this policy.

GGHA recognizes the sensitive and serious nature of harassment and abuse, and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, GGHA will do so. It is also the policy of GGHA to allow publication of the decision of the Panel, where the acts complained of constitute harassment.

OFF-ICE SAFETY

Off-ice activities can vary greatly in scope and risk, from fundraisers to dryland training to tournaments. This section is not an exhaustive list to account for every possibility, but a series of best practices that GGHA uses to mitigate most risks. During any sanctioned event that includes off-ice activities teams **must**:

- Have a certified team coach and qualified trainer attend all activities.
- Employ the two-adult rule for supervision. Should the team be split into separate groups, each group must have qualified adult supervision.
- Ensure that all off-ice activities are related to the sport or team with a hockey purpose (improve fitness, team-building, fundraising).
- Be run by qualified people, using accepted techniques that minimize the chance of injury.
- Discourage and eliminate horseplay at any time.
- Secure OWHA Sanctions where appropriate.

Dressing Room Conduct

To minimize the risk that can occur in the dressing room, the following guidelines **must** be followed:

- A "No Males" poster shall be affixed to the dressing room door on arrival at the rink. This is to provide notice to males outside the team "family" that they are not to enter the room
- Two-adult supervision. There must always be two adults in the dressing room at all times, both of which **MUST BE FEMALE** while the girls are changing.
- Players will not undress if any males are present in the room, regardless of the male's age.
- Players should not walk around the dressing room with their skates on.
- Throwing of tape balls, snow, or any other items is prohibited.
- No wrestling or roughhousing, especially in the shower area.
- No mobile phones are allowed into dressing rooms including for text messaging purposes.



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- Up to 10 minutes before and after ice-time, on confirmation that the girls are dressed by the locker moms, is designated as coaching staff only time. No changing is to occur during this time.

Males in the dressing room

The following policy shall be applied at all times:

- At the Fundamentals & Novice level, it is understood that Dad's may be needed in the dressing room to help the player(s) get ready. These ages usually don't have the ability to dress themselves, especially tying skates. Having said this, males should only help their child, especially with next-to-skin and more "personal" items.
- For Atom, at the beginning of the season the need for Dad's may still exist, but this should be reduced over the season. This may be decided by the head coach and agreed upon by ALL parents. It is recommended that players change into and out of street clothes in the washroom if a male is in the room.
- For Peewee and up, any time a female is in any state of undress, the locker room shall be considered a **NO GO ZONE** for all males, no exceptions. This includes dad(s), any brothers and/or other male family members.
- Starting as soon as possible but no later than Peewee, any skate tying shall be done outside the dressing room or by the coaching staff.

The above policy shall be strictly enforced for all GGHA events, without exception. Violators shall be provided one warning by the team staff.

Any subsequent infractions **must** be referred to the GGHA Disciplinary Committee by following the discipline and grievance reporting procedure.



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Players – Code of Conduct

It is the intention of this pledge to promote fair play and respect for all participants within the Guelph Girls Hockey Association. All players must sign this pledge stating that they will observe the principles of the Fair Play Code before being allowed to participate in hockey.

- ✓ I will commit 100% to this team. I will attend all practices, games and team events.
- ✓ I will be a good listener and will learn as much as I can about how to become a better hockey player.
- ✓ I will ignore any remarks from other teams if they are behaving in an unsportsmanlike manner. I will control my temper - fighting or "mouthing-off" is not appropriate.
- ✓ I will be a good sport. I will respect my teammates, my coaches, my parents and players from other teams.
- ✓ I will do my best to be a true team player and do what is best in the interest of the team.
- ✓ I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- ✓ I will acknowledge all good plays and performances - those of my team and my opponents. I will encourage my teammates because encouragement is better than criticism
- ✓ I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- ✓ I will be fully dressed and ready for the start of all practices and games as requested by the coaching staff. Proper preparation and consideration for all teammates and coaches is part of being a team player.
- ✓ I will follow the team dress code for both practices and games.
- ✓ I will play hard and have fun and I will give my full effort at all times.
- ✓ I will always think of other players' safety – on other teams and my own. I will not ever try to purposely hurt another player, but I will play hard. I will not participate in horseplay that could injure me or one of my teammates.
- ✓ I will not bully other teammates or opponents. I will not use an electronic application to send content which is bullying, harassing, abusive or found to be conduct unbecoming.

I agree to abide by the principles of the FAIR PLAY CODE as set by the Hockey Canada and supported by the Guelph Girls Hockey Association. Failure to abide by this Code of Conduct may result in disciplinary action, suspension or release from membership.

PRINT PLAYER'S NAME: _____

PLAYER'S SIGNATURE: _____

Parent/Guardian SIGNATURE(S): _____

DATE: _____



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TEAM STAFF - FAIR PLAY PLEDGE

It is the intention of this pledge to promote fair play and respect for all participants within the Guelph Girls Hockey Association.

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
- Show respect for on-ice and off-ice officials at all times. Deal with opposing teams respectfully. Resolve potential conflicts in a calm and rationale manner
- Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Schedule regular meetings and resolve conflicts as they arise. Explain the goals and objectives of your team and the association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- I will not use an electronic application to send content which is bullying, harassing abusive or found to be conduct unbecoming (text, email, Myspace, Facebook etc. – see Risk and Safety Policy).

I agree to abide by the principles of the FAIR PLAY CODE as set by the Hockey Canada and supported by the Guelph Girls Hockey Association. Failure to abide by this Code of Conduct may result in disciplinary action, suspension or release from membership.

PRINT TEAM STAFF'S NAME: _____

SIGNATURE: _____

DATE: _____



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Parents – Code of Conduct

It is the intention of this pledge to promote fair play and respect for all participants within the Association. All parents must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

1. I will not force my daughter to participate in hockey.
2. I will support my daughters' 100% commitment to the team and will ensure that she is able to attend all practices, games and team events.
3. I will remember that my daughter plays hockey for her enjoyment, not mine.
4. I will encourage my daughter to play by the rules and to resolve conflict without resorting to hostility or violence.
5. I will not speak poorly of other players, coaches or officials.
6. I will teach my daughter that doing one's best is as important as winning so that my daughter will never feel defeated by the outcome of the game.
7. I will make my daughter feel like a winner every time by offering praise for competing fairly and hard.
8. I will never ridicule or yell at my daughter for making a mistake or losing a game.
9. I will remember that children learn by example. I will acknowledge good plays and performances by both my daughter's team and their opponents.
10. I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
11. I will support all efforts to remove verbal and physical abuse from children's hockey games.
12. I will respect and show appreciation for the volunteers who give their time to hockey for my daughter.
13. I will not use an electronic application to send content which is bullying, harassing abusive or found to be conduct unbecoming (text, email, Myspace, Facebook etc. – see Risk and Safety Policy).

I agree to abide by the principles of the FAIR PLAY CODE as set by the Hockey Canada and supported by the Guelph Girls Hockey Association. Failure to abide by this Code of Conduct may result in disciplinary action, suspension or release from membership.

PRINT PLAYER'S NAME: _____ **DATE:** _____

PARENT/GUARDIAN Signature: _____

PARENT/GUARDIAN Signature: _____



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SOCIAL NETWORKING POLICY

SOCIAL NETWORKING is defined as communicating through on-line communities of people such as, but not limited to, Facebook, Twitter, You Tube, blogging, etc.

The Ontario Women's Hockey Association understands the importance of **SOCIAL NETWORKING**, however, it also allows for inappropriate unsupervised conduct which may be detrimental to the welfare of the OWHA, and the future of OWHA players.

The OWHA holds the entire OWHA community, including Executive Members, Managers, Coaches, Trainers, Players, Scouts, Support Staff, on/off-ice Officials and others who participate in **SOCIAL NETWORKING** to the same standards as it would with all forms of media, including television, radio and print.

Inappropriate behaviour over **SOCIAL NETWORKING** media will not be tolerated and may result in disciplinary action being taken by the OWHA.

Fran Rider, President
Ontario Women's Hockey Association