



**Guelph Girls Hockey Association**   
*Home of the THUNDER!*

**Rep Handbook  
2012/13**

**Guelph Girls Hockey Association (“GGHA”) Representative (“Rep”) Program** is to provide a safe and positive environment where girls who have demonstrated skill and desire can:

- Enjoy the great game of hockey at a more competitive level;
- Learn, practice and demonstrate the virtues of good sportsmanship and fair play;
- Improve their individual hockey skills and learn components of team play;
- Make new friends and have FUN;
- Represent the City of Guelph with pride.

GGHA rep hockey is not just about a game played on ice - its about a community of players, volunteer coaches, officials, family and friends in Guelph and in other hockey communities, sharing and enjoying the game of hockey together. The GGHA encourages everyone to consider their role in our rep 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 rep program is structured and administered, and what the responsibilities of team staff, players, parents and the GGHA Board of Directors are. 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, the GGHA Rep 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. It is the responsibility of every rep 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 Rep Convenor. The GGHA Rep Convenor and or President must be copied on any correspondence with the OWHA.

#### **LOWER LAKES FEMALE HOCKEY LEAGUE**

The GGHA Rep teams participate in the Lower Lakes Female Hockey League (LLFHL). GGHA teams will abide by the Rules and Regulations of the LLFHL. Team representatives will correspond with their respective Division Convenor and the LLFHL League Clerk on all game sheet operational matters. Any and all other communication with the League must be through the GGHA’s League Liaison who is appointed annually.

#### **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: rep@ggha.com

Website: www.ggha.com

## **1. CONVENOR**

- 1.1 The GGHA Rep Convenor is an elected member who sits on the GGHA Board of Directors and is responsible for the overall operation of the GGHA Rep Program.
- 1.2 The duties of the Rep Convenor are as follows:
  - a) Manage the operations of the Rep Program under the rules and guidelines set out by the OWHA, LLFHL and the GGHA.
  - b) Act as a liaison between GGHA Rep coaches and the Board of Directors.
  - c) Attend all OWHA and LLFHL meetings on behalf of the GGHA and communicate important information back to the teams and the Board of Directors of GGHA as appropriate.
  - d) Facilitate the yearly selection of rep coaches for the GGHA abiding by the "Coaches Selection Committee" process. Host the coaches meeting and help direct the managers meeting at the beginning of each season.
  - e) Facilitate dispute resolution.

## **2. COACHES AND TEAM STAFF**

- 2.1 Head coaches are assigned by the Board of Directors based on the decision(s) of the GGHA's independent Coach Selection Committee as established in the by-laws of GGHA. All other volunteer staff, including assistant coaches, managers, trainers and on-ice practice helpers may be appointed by the head coach.
- 2.2 Volunteer 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 Police Records Check. Currently GGHA rostered players helping out with a team are not subject to a Police Records Check.
- 2.3 Qualifications - All team staff members MUST complete Prevention Services certification. Head coaches require a minimum of NCCP Developmental 1 certification, and Trainers require a minimum of HTCP Level I certification. Information on clinics is available on the GGHA website at [www.ggha.com](http://www.ggha.com). Currently GGHA rostered players helping out with a team do not require their Prevention Services certification.
- 2.4 All team staff must be listed on an OWHA roster, including team managers. Individuals not listed on a roster are not insured and therefore not allowed to be on the bench or on the ice with the team.
- 2.5 Coaches and other members of the Team Bench Staff are required to wear a hockey helmet and hockey gloves. On-ice helpers under the age of 16 must wear full equipment, with the exception of those assisting with Fundamentals, who are required to wear hockey helmet, gloves and elbow pads.
- 2.6 All rep teams must carry a dedicated manager. The Head coach cannot be the team's manager.
- 2.7 All rep teams MUST have one female team staff member as per OWHA Regulation 5(A).
- 2.8 Coaches without exception shall be responsible to the Rep Convenor.
- 2.9 Coaches are encouraged to have open communications with parents throughout the season and 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, it is strongly recommended they wait at least 24 hours after the incident or issue then address the coach privately to arrive at a solution. If still unresolved, either party may call upon the Rep Convenor to mediate. If the concern is still unresolved, or the Rep Convenor

considers it appropriate the issue shall be brought before the Grievance Committee in accordance with section 8.01.02 of the GGHA By Law.

2.10 Season evaluation forms and/or an on line surveys will be made available to all players near the end of each season. Results from the evaluations will be used to help develop and improve GGHA programs and coach development.

### **3. PLAYER ELIGIBILITY**

3.1 The 2012/13 age limitations for each division, based on player's birth year, are as follows:

Novice - 2004 and younger  
Atom - 2002 & 2003  
Peewee – 2000 & 2001  
Bantam - 1998 & 1999  
Midget - 1995, 1996 and 1997

3.2 All players must be registered in GGHA and listed on an OWHA team roster kept on file with the GGHA Registrar and the Rep Convenor. A copy of the player's birth certificate must be on file with the GGHA.

3.3 In addition to the base registration fee assessed to all members, Rep players must also pay an additional team Rep fee as established each year by the Board of Directors. Teams are responsible for collecting the rep fees from each player and must submit the rep fees to the GGHA treasurer no later than December 15<sup>th</sup> of each year. The collecting of Rep fees can be done in a maximum of two installments due November 1 and December 15 but shall not jeopardize the December 15th deadline to the GGHA. Rep fees will be determined no later than October 15th, 2012.

3.4 A permission to skate (PTS) form or release form MUST be requested to the Rep Convenor in writing/email and such request must include the player's home address and the team for which the player is seeking the permission to skate for or release. Players must allow 5 business days for PTS and 10 business days for a Release form; any time less than that will not be guaranteed.

3.5 GGHA Import Policy - It is the desire of the GGHA to continue to develop the girls registered within the association and to provide them with the opportunity to play and grow within the GGHA. The Import Policy is reviewed prior to tryouts on an annual basis and updated as required, with Board approval.

### **4. TRYOUTS AND PLAYER SELECTION**

4.1 All players who played in the GGHA the previous season MUST renew their registration prior to participating in Spring tryouts. Registration shall be done online. Players who played with another OWHA centre during the previous season MUST provide a permission to skate (PTS) form at the time of registration to the Registrar or other board members in attendance. There will be NO exceptions to this rule. Should an import player be selected to a team that player must obtain a written release from their previous association.

4.3 All eligible players (as per 4.1) wishing to attend rep tryouts must pay a tryout fee, regardless of where they played the previous season. The tryout fee is incorporated into GGHA's online registration system. The fee will be announced on the website prior to spring tryouts.

4.4 All players wishing to play GGHA rep hockey should report to the first spring tryout session for their division. It is highly recommended that a player tryout for the highest level of play within their division. A player may elect not to try out for a top tier team however, in this case, she must notify the Rep Convenor prior to the try outs. First tryout sessions are open to all and subsequent tryouts may be by invitation only.

4.5 Coaches who are contacted directly by players who did not attend the first spring rep tryout must direct that player to the Rep Convenor. Through the Registrar, the Rep Convenor will first determine whether

the player is eligible and/or determine the course of action to have the player eligible through the Registrar.:

Once the player is eligible, the Rep Convenor will contact the coach of the team to determine whether the player may be invited to subsequent tryouts. If the coach extends the invitation, the player must pay the full Rep Tryout Fee, and will be invited to the next tryout. If the coach does not extend an invitation, the player will not be permitted to attend tryouts.

- 4.6 Players wishing to attend tryouts at an older level must make this request in writing to the Rep Convenor before January 31. Such movement is discouraged by the Board, and will only be considered for Bantam-aged players and older, and from one AA category to another. Any player playing an age division up must be considered exceptional and judged to be among the top five (5) players (i.e. be one of the three top forwards or one of the two top defense players) of the older AA team by decision of the members of the Coach Selection Committee (not the head coach), whose recommendation would then be voted on by the Board of Directors. Exceptions to this guideline may be made at the discretion of the Board of Directors.
- 4.7 Coaches select the players depending on their skill, attitude or what role is needed on the team. The coaches are volunteers and put a lot of time into the team and the players involved. Coach player selections are final.
- 4.8 Any player who is sick or injured and cannot attend a tryout(s) will be evaluated based on the player's past performance, and their performance-to-date for the current tryout period. Player evaluation will be at the discretion of the Head coach and Rep Convenor in possible further discussions with the Board of Directors.
- 4.9 The player release process is as follows:
  - a) The first releases at any level may be done by the coach by email, phone call, letter, or personal interview, at the coach's discretion.

Final releases at any level must be made during a personal, private interview conducted with the player. A member of the Board of Directors must be present at the interview. Peewee, Atom, and Novice players must be accompanied at this meeting by a parent or guardian.
  - b) In the interest of the player being released, coaches must carry more than one extra player above their final roster into the final tryout. Any exception requires the approval of the Rep Convenor.
- 4.10 GGHA rep teams must carry at least 15 skaters and are encouraged to carry two goalies. Any exceptions must be approved by the Board of Directors.

## **5. PLAYER PICK UPS AND REASSIGNMENTS**

- 5.1 Please note the player pick up rules are different for OWHA Tournament games and LLFHL Playoff games.
- 5.2 A request for a pickup must be communicated by email from one Head Coach to another Head Coach with the Rep Convenor copied.
- 5.3 Coaches are NOT to approach the player or the player's parents without written call up approval from the Head Coach. This is considered Internal Tampering and may result in the suspension of the Head Coach.
- 5.4 If a Head Coach is having difficulty in getting call up approval or there is an urgent need he/she should contact the Rep Convenor.
- 5.5 Should a team have a roster spot come open during the season and the decision is made to permanently reassign a player, the coach will first advise the Rep Convenor and then the coach of the player to be permanently reassigned before speaking with the player or her parents. The player should be given sufficient time (suggest 24 hours) to consider the offer before being required to make a decision.

## 6. PLAYER INJURIES

Coaches, Team Trainers and Parents are encouraged to consult with one another regularly when a player is injured and not able to play hockey.

- a) **Concussion Awareness Initiative:** All Rep players aged PeeWee and up are required to take the ImPACT baseline test before stepping on the ice for the 2012-13 season. Information and a link to the assessment will be distributed via team managers and compliance tracked by the Rep Convenor.
- b) **Healthcare Provider notes:** If a player is injured while playing at a GGHA practice, game or dryland and an injury report is filed as a result, then a healthcare provider's note will be required to be submitted before that player is able to return to the ice for the GGHA. If the injury results in a concussion diagnosed by a medical professional, a specific return to play protocol must be followed.
- c) **Non-hockey injuries which prevent playing hockey:** Acknowledging that healthcare provider notes are costly and time consuming, GGHA expects parental discretion as to whether or when the child may return to the ice after an injury (whether hockey related or not).
- d) **Post injury team re-integration – Concussion:** There are specific steps and sign-offs required for return to play from a diagnosed concussion. See Appendix 6 for details.
- e) **Post injury team re-integration – Non-Concussion injury:** Coaches, trainers and parents are encouraged to communicate expectations well in advance with respect to the re-integration of the player back into regular hockey. If in the coach's reasonable discretion the player is not in physical shape so to expect 100% participation level right away, then the coach must explain this to the parents and/or child. For shorter absences due to injury, it is an expectation that a player participate in at least one practice before playing a game. For longer absences due to injury, a combination of practice and reduced game shifts may be appropriate before full time play is agreed upon by the coach and parents/player.

## 7. CONDUCT AND DISCIPLINE

- 7.1 The GGHA and its players and coaches will honour any suspensions issued by the OWHA and the LLFHL. In addition any GGHA player or team staff member or relative of parent 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:
  - a) Using profane and/or obscene language.
  - b) Smoking where prohibited or consuming alcoholic beverages.
  - c) Showing disrespect toward other players, team staff members, any member of the Board of Directors, parents, officials or arena staff either verbally or through mass email communications or other forms of communication.
  - d) Destroying, abusing or stealing someone else's property.
- 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 Rep Convenor and confirmed in writing within 48 hours. The Rep Convenor will immediately forward the matter to the Board of Directors who shall convene the Grievance Committee (as noted in section 8.01.02 of the By Laws of GGHA) for a hearing.

- 7.4 The Grievance Committee shall make its recommendations to the Board of Directors who are empowered to take such action as it deems fair and just and will notify those involved immediately. There is no appeal from the Board of Director's decision.
- 7.5 For information regarding suspensions delivered by on-ice officials, please refer to the OWHHA Handbook and the LLFHL Rules and Regulations.
- 7.6 Coaches and team staff are reminded that the "two deep" rule also applies to text messaging, web site, and emails with players. Coaches and staff are reminded that they and the team must adhere at all times to the Social Policy outlined in the Appendix 7.
- 7.7 The Code of Conduct Policy for Team Staff, Players and Parents (See Appendices 2-4) shall be presented at the first team meeting. All team staff, parents and players must sign off on these three policies. Forms are to be held by the team coaching staff until the end of the year and are to be destroyed once the team has disbanded.

## **8. EQUIPMENT**

- 8.1 Coaches and Trainers are responsible for ensuring that their players are properly equipped with full protective equipment for all games and practices, as per OWHHA Equipment Rule ONE II (A) (see Handbook).
- 8.2 All Rep players must purchase and wear a black helmet, black hockey pants, and predominantly black gloves. Together with the Guelph Thunder jersey and socks, this presents a consistent and professional appearance while representing the GGHA, the City of Guelph, and our sponsors.
- 8.3 Coaches are responsible for any 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 GGHA at the end of the season. Any lost, stolen or worn equipment needing repair or replacement must be reported in writing to the Rep Convenor.
- 8.4 GGHA will not be responsible for broken, lost or stolen equipment not owned by GGHA.
- 8.5 GGHA team jerseys are only to be used during games or sanctioned team event. No player may participate in any game without a Guelph Thunder jersey and accompanying socks, coordinated with home and away jerseys.
- 8.6 Each rep team must provide a \$500 deposit for their set of rep jerseys, required at the time rep team fees are due. This deposit will be refunded to the team when the complete set of jerseys is returned to the GGHA in good condition at the end of the season. If the jerseys are not returned by the assigned date, the deposit will be kept and the balance of the cost to replace the jerseys will be billed to the team.
- 8.7 Teams or players will not attach anything to the jerseys other than the name bars, sponsor bars, 'C' or 'As' without the expressed permission of the GGHA Equipment manager and the Sponsorship Director.
- 8.8 The GGHA will not supply goalie equipment at the Rep level except during tryouts.

## **9. PRACTICES AND GAMES**

- 9.1 Playing rules governing Hockey Canada, the OWHHA and LLFHL shall be recognized by the GGHA.
- 9.2 It is strongly recommended that coaches be on hand at least 30 minutes prior to any practice or 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 (home and away), this team staff member must inspect the empty dressing room to ensure it has been left in a tidy and respectful manner.

- 9.3 Parents should not drop younger children off at the rink or pick them up from the rink outside the time during which the coaching staff is expected to be at the rink.
- 9.4 All teams must have a female designate (team staff or parent) supervise the dressing room at all times. Coaching staff are allowed in the room at designated times before and after games – all players must be dressed. Coaches and team staff are reminded to follow Prevention Services “Two Deep Rule” at all times. Skate tightening and other external equipment adjustments can be made outside the dressing room once the player is fully dressed. To further mitigate the risk of perceived harassment, males are also encouraged to stand well clear of dressing room doors while players are changing.
- 9.5 Injured players, who wish to sit on the bench with their team and receive permission from the referee to do so, must wear their helmet.
- 9.6 Players and staff may not go on the ice before home or away games, or practices, until the ice resurfacing is completed AND all gates leading to the ice surface are closed.
- 9.7 Players and staff may not be on the ice before or after a scheduled time slot, even if the ice appears unused. This practice jeopardizes the good standing our association enjoys with the City of Guelph.
- 9.8 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 non-GGHA ice users.
- 9.9 For insurance reasons, GGHA ice times cannot be used for parent/child or family skates.
- 9.10 Rep Teams must adhere to the GGHA Ice Policy. See Appendix 5.
- 9.11 Rep teams may rent extra ice time for practice and games by assessing individual team members an amount to cover the costs of the ice and/or referees. Approval to participate in extra ice time must first be obtained by the parents.
- 9.12 During the season the Coach and Player Development Board member may monitor and evaluate Rep team practices and/or games to ensure that the GGHA is developing players equally and to the best of our ability.
- 9.13 During the season the Rep Convenor and Hockey Operations Director may monitor and evaluate Rep team practices and/or games to ensure appropriate team attendance and participation on GGHA ice.
- 9.14 To play exhibition games with out of town teams, teams must notify the Ice Scheduler so referees can be made available. The GGHA will cover the officiating cost of up to four exhibition games throughout the season. The Guelph Hockey Referees Association will bill additional officiating costs to the team at the current rate as set.
- 9.15 All Guelph Thunder players must adhere to the off-ice dress code when attending home and away games: yoga pant, Thunder athletic shirt plus track jacket or Thunder winter jacket. Thunder hooded sweatshirts are optional but are considered an acceptable part of the uniform.
- 9.16 Coaching staff and should be dressed in attire appropriate for representative hockey.
- 9.17 Rep hockey is a major commitment by everyone on the team. This commitment extends to both practices and games. The GGHA firmly requests that all players attend all team functions, games, social functions and practices where possible. Please see GGHA Code of Conduct Policies – Appendices 1-4.

## **10. TOURNAMENTS**

- 10.1 All rep teams must participate in the Guelph ThunderStorm tournament, and must designate a parent to represent the team on the Tournament Committee. In addition, each team will be expected to provide a minimum level of volunteer support to the tournament as set by the Tournament Committee. In return, GGHA rep teams will play in the tournament at no monetary cost.



- 10.2 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 Rep Convenor.
- 10.3 Rep teams must notify the Rep Convenor if they plan on attending more than five (5) tournaments (including the Guelph Tournament) between October and February.
- 10.4 So that teams may be able to appropriately schedule LLFHL Playoff games and OWHA Playdown games, teams are discouraged from attending tournaments during the months of February and March.

## **11. GGHA TEAM SPONSORSHIP**

- 11.1 The Director of Sponsorship is responsible for securing sponsorships for every Rep team and ensuring that the sponsor is properly displayed on team jerseys. Sponsor bars must be sewn onto the back of each jersey. No other sponsor logos will appear on the Rep jerseys.
- 11.2 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 sponsor.
- 11.3 Rep team managers are expected to contact and update team sponsors of upcoming events such as tournaments, playoffs and social events.
- 11.4 Rep teams are required to submit game scores and write-ups to the local newspaper on a weekly basis. The sponsors name shall be included in your team name. (e.g. "Guelph Thunder <sponsor name> Midget AA").

## **12. TEAM FINANCES**

- 12.1 Team financial transactions require 2 signatures.
- 12.2 Rep team managers must provide the Treasurer and Rep Convenor with a team budget prior by September 30 for approval by the Board of Directors.
- 12.3 Rep team managers must submit to the Treasurer and the Rep Convenor a team revenue and expense statement twice a year by December 31 and on April 30. Team bank accounts should be closed by May 31.
- 12.4 All proposed fundraising activities must be pre-approved by the Director of Fundraising. No Rep team shall engage in any sponsorship activity that may reflect unfavorably on the good name of Guelph Girls Hockey Association or conflict with general fundraising efforts of GGHA.



# **Rep Handbook 2012/13**

## **Appendices**

*Appendix 1 - Code of Conduct & Grievance Procedure*

*Appendix 2 - Code of Conduct – Team Staff*

*Appendix 3 - Code of Conduct – Parents*

*Appendix 4 - Code of Conduct – Players*

*Appendix 5 - Ice Policy*

*Appendix 6 - GGHA Concussion Management Initiative*

*Appendix 7 – Social Networking Policy*



## **Appendix 1**

### **Code of Conduct & Grievance Procedure**

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 OWSA Social Media Policy (See Appendix 7).

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 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 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.

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
- 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.

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.
- 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.





# Guelph Girls Hockey Association *Home of the THUNDER!*

## Appendix 2 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:** \_\_\_\_\_



# Guelph Girls Hockey Association

*Home of the THUNDER!*

## Appendix 3

### PARENTS - FAIR PLAY PLEDGE

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.).

\*\*\*\*\*

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:** \_\_\_\_\_

**PARENT/GUARDIAN Signature:** \_\_\_\_\_

**PARENT/GUARDIAN Signature:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



# 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."*

## Appendix 4 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:** \_\_\_\_\_



# Guelph Girls Hockey Association

*Home of the THUNDER!*

## Appendix 5 GGHA 2012/13 Ice Allocation Policy

### Purpose:

1. Provide all members with transparency of ice availability to facilitate equitable use of ice and maximum use of ice throughout the hockey season.
2. To track our use of ice to ensure accurate information for future discussions with the City of Guelph and the University of Guelph with regard to ice allocation.

### Information:

- Each year the City of Guelph provides a subsidized rate, for youth associations, for use of city ice rinks for a 30 week period starting in September and ending in April.
- The GGHA, along with all other associations requiring ice, submit a request for ice annually. For the last several years the GGHA has received the same allocation (similar to the other associations). The city intends to re-visit how ice is allocated but this review has not occurred yet.
- Once the GGHA receives its ice schedule it is fixed, under contract, for the hockey season and we are invoiced for all ice allocated. Ice can be returned, and the fee waived, if the ice is returned 15 calendar days prior to the designated time.
- Similarly, the GGHA receives ice from University of Guelph. This ice is under contract for the season and the rate is not subsidized. The University is more flexible with ice returns. Generally 7 days notice is required to ensure a full refund.
- During the hockey season ice can be returned, by any association, and picked up by another association. The city has a web site for searching facility availability: [regexpress.guelph.ca](http://regexpress.guelph.ca), click on the facilities tab.
- The University does not have an open process for viewing and booking additional ice. Ice, at the U of G, can be obtained by contacting the GGHA Ice Scheduler who will request the list of available ice.

### Ice Allocation to the GGHA Teams:

- Each team will be provided with a scheduled 2 - 3 ice times per week, on average.
- Not all contracted ice will be scheduled out and the remainder of the ice will be made available to all teams (see below for explanation on obtaining this ice).
- Attempt will be made to distribute the ice evenly throughout the hockey season i.e., teams will generally have weekend and weekday ice.
- After the LLFHL scheduling meeting, all teams are to report their home and away game schedule and the practice ice schedule may be adjusted.
- Teams are to return any ice they cannot use and this ice will be made available to all GGHA teams.
- All teams will have 6:00 am practices, though not necessarily the same number.
- For a given team, an evening ice time will not immediately precede a 6:00 am practice.

### Returning Ice & Acquiring Additional Ice:

- If a team cannot use scheduled ice, they are to notify the Ice Scheduler ([ice@ggha.com](mailto:ice@ggha.com)) and Hockey Operations ([hockey@ggha.com](mailto:hockey@ggha.com)) as early as possible so ice can be made available or returned for a full refund.
- In an effort to give all teams opportunity to pick up additional GGHA ice, the association will, generally, follow a consistent process of distributing the list of available GGHA ice to all teams. This list will be sent out at the end of each month and will cover the subsequent two months. For example, at the end of October the available ice for November and December will be distributed. Teams will have 1 week to make

their requests then the ice will be allocated and revised schedules distributed. If any ice remains available, a listing of such will be distributed and teams will have a final 48 hours to make a request. –

- There may be occasions where ice is returned on short notice and this ice will be made available to all teams but the time to respond with a request for use will be limited. Thus, we encourage all managers & coaches to check their emails daily for notice of “last minute” ice.
- Any team may pick up additional open ice from the City (returned by other associations). For the ice to be granted at the subsidized rate, and be possibly covered by the rep fees the following actions are required:
- Identify the ice and contact the City (dale.moore@guelph.ca or 519-837-5678) to put the ice on hold for your team. Inform the City that you are part of the GGHA.
- Notify the Ice Scheduler (ice@gggha.com) and Hockey Operations (hockey@gggha.com) of the arena and time of the ice.
- The ice scheduler will confirm the ice time with the city and have the GGHA contract, with the city, amended accordingly.
- An email will be sent to the team confirming the ice is booked.

**Important Notes:**

- It is imperative that all teams cooperate and submit ice that they cannot use as early as possible to make the resource available to other teams or give the option of the GGHA to recover the ice fee.
- Teams are welcome to book ice at their own expense, at whatever facility they wish. However, we strongly encourage teams to maximize the use of City of Guelph ice as that will put the GGHA in the best position to obtain ice allocations in the future. Also, please report any added ice to the Ice Scheduler (ice@gggha.com) and hockey operations (hockey@gggha.com) regardless of the facility used, so that we can track ice rentals in preparation for lobbying the city for more ice time/ more facilities.
- The Ice Scheduler will maintain the authority to change the ice schedule, without prior permission from GGHA teams. Generally, this would only be done for the purposes of ensuring all GGHA games are completed within regulatory guidelines.

If you have any questions, contact [hockey@gggha.com](mailto:hockey@gggha.com).



## Appendix 6 The GGHA Concussion Management Initiative

The Guelph Girls Hockey Association is pleased to be working with the Guelph Concussion Medical Panel and their Concussion Management Initiative. Last season this program was successfully implemented with the Guelph Minor Hockey Association, and the GGHA and its members are fortunate to have such a resource to help deal with this important issue.

The GGHA is implementing mandatory baseline concussion testing for all Midget, Bantam and Peewee rep players (including any house league players called up to play in a rep game). Baseline testing is not recommended for younger players in Atom and Novice due to the rapid brain development during these years, which could lead to false results in the event of a concussion incident. House league players are not currently required to undergo baseline testing, but have the option to do the testing at their own cost. Please contact the GGHA House Convenor for more information.

Baseline testing, using the ImPACT online program, is required before starting any GGHA-related on-ice activities. There is no cost for the initial pre-season baseline testing for Midget, Bantam and Peewee rep players. Subsequent testing after an incident is available at a discounted price, and in most cases will be covered by OHIP or reimbursed through personal insurance plans, including Hockey Canada insurance (which covers all players registered with the GGHA).

### The Process

#### 1. Pre-season ImPACT Neurocognitive Baseline Testing:

ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) is the first, most widely used, and most scientifically validated computerized concussion evaluation system.

Developed in the early 1990s by Drs. Mark Lovell and Joseph Maroon, ImPACT is a 20-minute test that has become a standard tool used in concussion management for athletes of all ages.

- The initial test is done at home under *parent supervision*.
- It has been our experience that it is beneficial to have parents supervise the test directly.
- Parents **should not** assist. This could result in a higher baseline score which, in the event of an incident, would make it more difficult for the athlete to achieve that baseline score again.

(for more information visit <https://www.impacttestcanada.ca/about.html>)

#### 2. Additional Optional Baseline Testing

It is *NOT* necessary for every team and player to consider additional (optional) comprehensive baseline evaluation. For players who have had a previous injury, or who know that they have challenges with balance and coordination this may be of benefit for future comparison.

Such testing includes a comprehensive upper body scan, additional cognitive testing, as well as balance and agility testing. It has been our experience that for some athletes it is difficult to determine post-incident if poor results on various tests are *as a result of the incident*, or if the athlete generally did not have great scores prior to the incident. Establishing baseline scores for these various measurements gives us a better idea whether or not the player has returned to normal function prior to returning to play.

- Additional Baseline Testing is available through the Health and Performance Centre at the University of Guelph or through your preferred provider.

### 3. Post Incident

- Everyone involved needs to understand how to recognize and manage an initial incident.
- Players and parents need to leave the rink with clear direction.
- Our panel has developed the **Concussion Passport** that will walk each player through the necessary steps for safely managing a concussion and will be provided to players and parents when a concussion is suspected.

### Summary of the Concussion Passport

Below is a brief summary of the Concussion Passport and the return to play steps. More detailed information will be provided to parents in the event of a suspected concussion.

1. If the athlete's symptoms are not improving, or worsening, then they should be immediately seen by a medical professional (Emergency Room\*).  
*\*It should be noted that the emergency room physician is there to assess for and rule out any serious complications that may have arisen as a result of the injury and is not meant to be used as the primary physician in the management of the athlete's concussion.*
2. The first step in managing concussions is REST, therefore, waiting 1-2 days to see an ImPACT certified physician is a necessary part of the process.
  - **You may contact any of the ImPACT doctors listed below.**
  - Our ImPACT doctors are generally seeing people within 48 hours.
  - Typically, the physicians will manage the athlete's return to play progression once symptoms decrease. Therefore, same-day referral to a doctor is neither necessary nor beneficial in most cases.
3. The ImPACT doctor will assess the injured athlete and determine the appropriate next steps.
  - When the doctor determines that there are *no residual symptoms*, the athlete will repeat the ImPACT test (different from the baseline test) *in their clinic and under medical supervision.*
  - Further ImPACT testing may also be used during the return to play process to rule out regressions as the athlete proceeds through the stages of the Concussion Passport.
4. If the athlete has returned to their baseline they are likely ready to *return to school* and move through the *physical exertion stages* which further determines their *return to sport*.



- There are 5 physical exertion stages and each stage requires at least a **24-hour period without a return or increase of symptoms** prior to moving to the next stage
- The doctors may refer some athletes for physiotherapy in order to have each step thoroughly tested and supervised by a health professional\*.
- *In most cases*, the athlete will be asked to complete the stages independently under their parents' supervision.

### **The Guelph Concussion Medical Panel:**

The Guelph Concussion Medical Panel is a group of medical providers who have a history and an interest in the management of concussions. Our goal is to provide a medically driven process that can be used within the whole city of Guelph and surrounding areas, and across many youth sports. We feel that it is necessary to give parents, coaches and athletes a consistent process for managing concussions. Our goal is to act as a resource for any medical provider who may also be involved with any rehabilitation or the management of youth athletes.

### **Our Physicians:**

#### **Dr. Margo Lynn Mountjoy**

MD, CCFP, FCFP, Dip Sport Med.  
IOC Medical Commission-Games Group  
Assistant Clinical Professor, McMaster University School of Medicine

Dr. Mountjoy is a Sport and Exercise Medicine specialist in Guelph. She teaches at the McMaster University School of Medicine and practices sports and exercise medicine at the Health & Performance Centre at the University of Guelph. She is a member of the IOC Medical Commission (Games Group) and the Bureau Liaison of the FINA Sports Medicine Committee. She is a member of the ASOIF (Association of Summer Olympic International Federations), Medical Consultative Group and the US Anti-Doping Association Review Board. Dr. Mountjoy is the Vice Chair of the Canadian Therapeutic Use Exemption Committee and a member of the WADA Therapeutic Use Exemption Committee. She is a member of the editorial board of the Clinical Journal of Sports Medicine, is an international speaker and has numerous publications in the scientific literature. Dr. Mountjoy is a retired international level synchronized swimmer.

#### **Dr. Carol Thomson**

Dr. Carol Thomson is a Guelph girl who graduated from Centennial CVI and the University of Guelph for both her BSc. and MSc. She did her medical and family medicine training at McMaster then returned to Guelph and has been practicing here for over 16 years. Her hockey career got a late start but she played Senior A hockey and now plays in the Guelph Women's Rec. league. She has been a coach and a Level II trainer for both her son's house league teams and her daughter's rep teams for many years. She did her ImpACT training after experiencing that patients, team mates, team staff and players and their families often had an incorrect or incomplete understanding of concussions and treatment management was not standardized or following appropriate guidelines. She has also seen the long term devastating sequelae of post concussive syndrome. She currently promotes concussion education and management in Guelph in many sports including hockey, rugby, softball, football and golf. With her medical training and her experience on the bench and on the ice, she has the ability to help develop practical management of concussions for the GGHA.



### **Dr. Patti A. Galvin, MD, FRCP (C)**

Diplomate American Board of P.M. & R. - Subspecialty Sports Medicine  
ABIME-Certified Independent Medical Examiner  
Dip. Sport Med. (CASM)  
Physical Medicine and Rehabilitation – Electromyography - Sports Medicine

As a consultant in the internal medicine specialty of Physical Medicine and Rehabilitation, Dr. Galvin treats a variety of medical problems in pediatric and adult populations, particularly acute and chronic sport injuries of both elite and recreational athletes. Her goal is to restore and optimize patient function. While her scope of practice extends beyond the area of sport and includes many areas such as myofascial pain, trauma, overuse, stroke, cancer, radiation, neuropathy and specific pain syndromes such as complex regional pain syndromes, she has dedicated specific clinical time for athletes.

### **Our Registered Rehabilitative Professionals:**

#### **Jackie Sinkeldam, Physiotherapist**

Jackie Sinkeldam is a Registered Physiotherapist and a senior partner of Eramosa Physiotherapy Associates, who represents the physiotherapy division at the Health and Performance Centre. She has over 16 years of clinical experience, holding her Advanced Certification and Fellowship in Manual and Manipulative Therapy. Through the University of Guelph's Health and Performance Centre, she is able to carry out her passion for researching and developing evidence based programs specific to preventing injuries and increasing every athlete's performance. Our Concussion Initiative adds to GRIPP (Groin Injury Prevention Program), which are both designed to keep hockey players healthy all season. At the Health and Performance Centre, physiotherapists join the skilled team of Sports Physicians, Mental Performance Trainers, Chiropractors, Massage Therapists, Dieticians and Pedorthics to provide athletes with timely care from skilled medical providers.

#### **Brett Lyons, Physiotherapist**

Brett is a Registered Physiotherapist who manages the physiotherapy division at the Health and Performance Centre. He has over 11 years of clinical experience drawing from his experience working abroad while he attained his Masters of Manual Therapy from the University of Western Australia.

Brett has developed an extensive list of clinical skills including manual therapy, acupuncture, manipulation, myofascial techniques and exercise prescription. He has taken the clinical lead in a variety of research projects that have led to the development of the KLIPP and GRIPP, pioneered out of the Health and Performance Centre site. He is a clinical instructor in the physiotherapy program at McMaster University, and continues to research and take the initiative in driving the Health and Performance Centre's Concussion Management Program.

#### **Shane Maybe, Athletic Therapist**

Shane completed a degree in Kinesiology from the University of New Brunswick and a Master's degree in Kinesiology from the University of Western Ontario. He has a diploma in Sports Injury Management from Sheridan College and is a certified Athletic Therapist. Shane has been head trainer for the Guelph Storm Hockey Club since 1996 and an owner of Wellington Physiotherapy Associates since 2001. Originally from Saint John, New Brunswick, Shane now lives in Guelph with his wife, Cherie, and their two children.

## Appendix 7 OWHA 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