



Guelph Girls Hockey Association

House League Handbook 2009/10

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 of convenors, 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, 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 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@gggha.com

Website: www.gggha.com

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.
- 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 be present at all of 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 newspaper.
 - 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 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. 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.
- 2.3. Qualifications - All team staff members must complete Prevention Services certification. 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 are encouraged to include female team staff members whenever possible.
- 2.6. Coaches without exception shall be responsible to their Division Convenor.
- 2.7. 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, 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.

- 2.8. 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.
- 2.9. 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 2009-10 House League consists of the following divisions, which are based on the year each player was born:
 - Novice Division (2003 & 2004)
 - Atom Division (1999 to 2002)
 - PeeWee Division (1997 & 1998)
 - Bantam Division (1995 & 1996)
 - Senior Division (1989-1994)

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 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.
- 4.3. 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 FUNdamentals 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.

- 4.4. Coaches and team staff are reminded to have another adult present in the dressing room at all times, following the Prevention Services "Two Deep Rule".
- 4.5. 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.
- 4.6. 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.
- 4.7. 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 players protection. 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.
- 4.8. 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.
- 4.9. 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.
- 4.10. For insurance reasons, all on-ice practice personnel must wear a helmet and gloves.
- 4.11. 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.
- 4.12. 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.
- 4.13. 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.
- 4.14. The head coach is responsible for ensuring that players and team staff represent the GGHA in a respectful and appropriate manner.
- 4.15. 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.
- 4.16. 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.

- 4.17. 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.
- 4.18. Game lengths are as follows:
Atom/PeeWee/Bantam/Senior: 10-10-12 stop time with 50 minute curfew
- 4.19. 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.
- 4.20. Coaches and trainers are not allowed on the ice during games unless requested by the referee to assist an injured player.
- 4.21. 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).
- 4.22. It is a policy of the GGHA House League for players to shake hands after each game.
- 4.23. 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.
- 4.24. In the event a team has too few players, the head coach may contact the same colour team in the division immediately below. This may only occur during the regular season.
- 4.25. In the event that a team has still very few players for a game, they should consult their Division Convenor, the opposing coach and the referees for a solution.

5. HOUSE LEAGUE TOURNAMENTS

- 5.1. All teams, at their discretion, can enter into an OWHA sanctioned House League Tournament.
- 5.2. Fees for entry into the tournament are payable to the GGHA who in turn will pay the host association the entry fee.

6. PLAYOFFS

- 6.1. 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 seasonal ice schedule. If no semi-final is played, the top two teams from the round robin playoffs would advance to the championship final.

- 6.2. 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:
 - 6.2.1. Number of wins;
 - 6.2.2. Record against other tied teams;
 - 6.2.3. Goals scored minus the goals against in round robin games;
 - 6.2.4. Fewest goals allowed in round robin play;
 - 6.2.5. Most periods won in round robin play;
 - 6.2.6. Fewest penalty minutes in round robin play;
 - 6.2.7. First goal scored in series;
 - 6.2.8. Flip of a coin.
- 6.3. 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.
- 6.4. If a Semi-final game ends in a tie, the team that placed higher during the round robin (see 5.2) will be victorious.
- 6.5. The length of Final games will be the same as during the regular season.
- 6.6. If Final Atom, Peewee, Bantam or Senior games end in a tie, they will be decided as follows:
 - 6.6.1. A 4-minute stop-time sudden victory overtime period will be played, with the first team to score being the winner.
 - 6.6.2. 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.

7. EQUIPMENT

- 7.1. 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.
- 7.2. GGHA will not be responsible for broken, lost or stolen equipment not owned by GGHA.
- 7.3. 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 participate in any game without a GGHA sweater (goaltenders are exempt from this rule when allocated sweaters are too small).
- 7.4. 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.

7.5. No jewellery is to be worn on the ice, with the exception of Medic Alert bracelets and Medic Alert necklaces.

8. SUSPENSIONS AND APPEALS

8.1. 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:

8.1.1. Using profane and/or obscene language.

8.1.2. Smoking where prohibited or consuming alcoholic beverages.

8.1.3. Showing disrespect toward other players, team staff members, board members, parents, officials or arena staff.

8.1.4. Destroying, abusing or stealing someone else's property.

8.2. Coaches cannot directly issue player suspensions for disciplinary reasons without approval from the Board of Directors.

8.3. 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.

8.4. 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.

8.5. 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.

8.6. 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.

8.7. 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.

8.8. For information regarding suspensions delivered by on-ice officials, please refer to the OWHA Handbook.

9. PROTESTS

9.1. 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.

9.2. Protests involving a referee's rulings will not be considered.

10. SPONSORSHIP AND PUBLICITY

- 10.1. 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.
- 10.2. 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.
- 10.3. 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.
- 10.4. Division Convenors are required to submit game scores and write-ups to the local newspaper on a weekly basis. The information must be emailed to the Guelph Mercury (sports@guelphmercury.com) by Wednesday evenings in order to appear in the Saturday paper.

11. FUNDamentals DIVISION

- 11.1. The goal of the FUNDamentals division is to teach our youngest players the basic hockey skills in a fun environment. FUNDamentals 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.
- 11.2. The first month of the season will focus heavily on skill development. During the second month, players will split the time between practice 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.
- 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 half ice pond hockey 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. Coaches are allowed on the ice to assist their players determine their positions.