



Guelph Girls Hockey Association 
Home of the THUNDER!

Rep Handbook 2009/10

Last updated: September 15, 2009

REPRESENTATIVE HOCKEY IS ABOUT COMMUNITY

The goal of the 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.

But rep 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 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.

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:
 - 1.2.1. Manage the operations of the Rep Program under the rules and guidelines set out by the OWHA, the Lower Lakes Female Hockey League (“LLFHL”), and the GGHA.
 - 1.2.2. Act as a liaison between GGHA Rep coaches and the Board of Directors.
 - 1.2.3. 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.
 - 1.2.4. Conduct a coaches meeting and managers meeting at the beginning of each season.
 - 1.2.5. 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.
- 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.
- 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 jeopardize the insurance provisions for the entire team.
- 2.5. All rep teams must carry a dedicated manager. The Head coach cannot be the team's manager.
- 2.6. All rep teams are encouraged to include female team staff members whenever possible.
- 2.7. Coaches without exception shall be responsible to the Rep Convenor.
- 2.8. 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 first giving rise to the concern arose, and 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 Laws.

- 2.9. Injuries: Coaches and Parents are encouraged to consult with one another regularly when a player is injured and not able to play hockey.

With respect to doctors notes: if a player is injured while playing a GGHA practice or game, and an injury report is filed as a result, then a doctor's note will be required to be submitted before that player is able to return to the ice for GGHA. Otherwise, and acknowledging that doctor's notes are costly and time consuming, GGHA requests that parental discretion as to whether when the child may return to the ice after an injury (whether hockey related or not) should be the norm and coaches should not require a doctor's notes in the circumstances.

With respect to integration to the team: coaches 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 but on the other hand the coach must not allow the re-integration process to linger on. 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.

- 2.10. Coach Evaluation forms and/or a on line surveys will be made available to all players near the end of each 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 GGHA in the future. After the evaluations are received, the Rep Convenor will provide each coach with a summary of the results, in confidence.
- 2.11. Head coaches are responsible for their teams. Incidents involving 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.
- 2.12. Head coaches are encouraged to call upon GGHA's Mentor Coach, Rachel Flanigan for any help or advice during the season. Rachel is the head coach of the University of Guelph Gryphon Women's varsity hockey team, and is dedicated to helping the development of our Rep Program in any way she can.

3. PLAYER ELIGIBILITY

- 3.1. The 200/10 age limitations for each division, based on player's birth year, are as follows:

Novice - 2001 and younger
Atom - 2000 & 1999
PeeWee - 1998 & 1997
Bantam - 1996 & 1995
Midget - 1992, 1993 and 1994
- 3.2. All players must be registered in GGHA and listed on an OWHHA team roster kept on file with 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 a 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 total rep fees in the form of a single cheque to the Rep Convenor no later than October 31 of each year. The 2009/10 Rep Fee is will be determined no later than September 30, 2009.
- 3.4. A Permission to Skate form or Release form must be requested to the Rep Convenor in writing 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 a Permission to Skate and 10 business days for a Release; any time lines less than that will not be guaranteed..

4. TRYOUTS AND PLAYER SELECTION

- 4.1. Players who were registered with the GGHA during the previous season must be fully registered with the GGHA for the current season in order to attend rep tryouts. This means the following year registration form and cheques (even if post dated) must be received by the Registrar before a player may attend spring try outs.
- 4.2. Players who played with another OWHHA centre during the previous season must provide a Permission to Skate form to the Rep Convenor before attending rep tryouts.
- 4.3. All eligible players (as per 4.1) wishing to attend rep tryouts must pay a Rep Tryout Fee, regardless of where they played the previous season. The Tryout Fee is incorporated into GGHA's on line registration system.. The Tryout 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. A player may elect not to try out for the top tier team however, if such player elects, she must notify the Rep Convenor of this fact prior to the try outs and if a player so elects she waives her right to a 3 try out guarantee. The first tryout session is open to everyone, and all 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 registered for the current season, then:

- 4.5.1. If the player is already registered, 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.
- 4.5.2. If the player is not registered, the Rep Convenor will determine through the Registrar if there are registration openings in that division. If openings do not exist in that division, the player will not be permitted to attend tryouts. If openings do exist, 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 register with the association and 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. All players are guaranteed at least three (3) on ice tryout sessions, subject to their waiver of such guarantee under section 4.4 above.
- 4.7. Players wishing to attend tryouts at an older level must make this request in writing to the Rep Convenor before spring rep tryouts begin and at least ten (10) business days before the first try out date. 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 defence 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.
- 4.8. 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. The coaches need your support during the selection process and during the season.
- 4.9. 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.
- 4.10. The Coach Selection Committee will evaluate the general skill level of each Head or assistant coach's daughter, and of the daughters of parents who provide on- or off-ice assistance during rep tryouts for that team (whether the persons providing assistance are official members of the team staff or not) to determine whether such player has the skill level to play at the level of the team. The Coach Selection Committee will then provide recommendation\comment to the Board who will advise the Head Coach accordingly. If at all possible, the Coach Selection Committee shall conduct such evaluation before coach selection is made or interviews are held.
- 4.11. The player release process is as follows:

- 4.11.1. The first releases from a team at any level may be done by the coach of that team by email, a telephone phone call, letter, or personal interview, at the coach's discretion.
 - 4.11.2. The second wave of releases from a team at any level shall be made during a personal, private interview conducted with the player. A member of the Board of Directors will also be present. PeeWee players and younger must be accompanied at this meeting by a parent or guardian. The coach must explain, in a concise and constructive manner, how the player was evaluated and why the player is being released on the basis of this evaluation.
 - 4.11.3. 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.
- 4.12. 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. UNDESIRABLE BEHAVIOUR; SUSPENSIONS , ETC.

- 5.1 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:
- 5.1.1 Using profane and/or obscene language.
 - 5.1.2 Smoking where prohibited or consuming alcoholic beverages.
 - 5.1.3 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.
 - 5.1.4 Destroying, abusing or stealing someone else's property.
- 5.2 Coaches cannot directly issue player suspensions for disciplinary reasons without approval from the Board of Directors.
- 5.3 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.
- 5.4 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.
- 5.5 For information regarding suspensions delivered by on-ice officials, please refer to the OWHA Handbook.
- 5.6 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 or the team may be held responsible for any bullying or other adverse activities done through GGHA mechanisms (web sites, face book, emails, chat rooms and the like).

6 EQUIPMENT

- 6.1 Coaches and Trainers are responsible for ensuring that their players are properly equipped with full protective equipment for all games and practices, as per OWHA Equipment rule (see Handbook).
- 6.2 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.
- 6.3 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.
- 6.4 GGHA will not be responsible for broken, lost or stolen equipment not owned by GGHA.
- 6.5 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.
- 6.6 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.
- 6.7 The GGHA will not supply goalie equipment at the Rep level except during tryouts.

7 PRACTICES AND GAMES

- 7.1 Playing rules governing Hockey Canada, the OWHA and LLFHL shall be recognized by the GGHA.
- 7.2 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.
- 7.3 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.
- 7.4 No males are allowed in dressing rooms (home or away) when the possibility exists that a player is changing. All teams must have a female designate (team staff or parent) who will monitor the dressing room 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. To further mitigate the risk of perceived harassment, males are also encouraged to stand well clear of dressing room doors while players are changing.

- 7.5 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.
- 7.6 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.
- 7.7 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.
- 7.8 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.
- 7.9 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".
- 7.10 For insurance reasons, all on-ice practice personnel must wear a helmet and gloves.
- 7.11 For insurance reasons, GGHA ice times cannot be used for parent/child or family skates.
- 7.12 If a rep team cannot use an ice slot allocated to them, they must notify the Ice Scheduler at least 5 days in advance. If they do not and the ice cannot be re-allocated, they will be penalized the full cost of that ice by the Ice Scheduler. Unused ice jeopardizes the good standing our association enjoys with the City of Guelph. Also, no ice may be traded or in any way moved from one team to another. It is the sole responsibility of the Ice Scheduler to allocate and manage the GGHA's ice contracts. Teams unable to use ice which has been allocated to them are not automatically entitled to replacement ice at a time that is convenient to them. Ice is our most valuable commodity so please use it wisely.
- 7.13 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, and the Rep Convenor must be notified..
- 7.14 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.
- 7.15 Permission to play exhibition games with out of town teams must be obtained by the Rep Convenor, and then the Ice Scheduler must be notified 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.

- 7.16 The head coach is responsible for ensuring that players, parents and team staff representing Guelph to other communities do so in a respectful and appropriate manner.
- 7.17 Every two years the Board of Directors, through consultation with our Midget-aged girls, will develop a consistent off-ice dress code that all Guelph Thunder players must adhere to when attending home and away games..
- 7.18 Coaching staff may wear any approved GGHA jacket, and should be dressed in attire appropriate for representative hockey.
- 7.19 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.

8 TOURNAMENTS

- 8.1 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.
- 8.2 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.
- 8.3 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.
- 8.4 Rep teams must seek prior written permission from the Rep Convenor for any tournament they wish to participate in after February 5, as LLFHL play offs and OWHA play downs are held in February. It is rare that permission will be granted,

9 FUNDRAISING AND SPONSORSHIP

- 9.1 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.
- 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 sponsor.
- 9.3 Rep team managers must provide the Treasurer with a team budget prior by October 31 for approval by the Board of Directors.
- 9.4 Rep team managers are responsible for keeping a complete record of any monies raised and spent and a copy returned to the Treasurer and the end of each hockey season (April 30)..

