



Policies & Procedures
Amended February 10, 2025

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POLICIES

DEFINITIONS

“Coaching Staff” means all coaches, assistant coaches, trainer and manager.

“Concussion” A concussion is a brain injury and may involve loss of consciousness. However, a concussion most often occurs without a loss of consciousness.

“On Ice Official” means a referee and or linesman

“Suspension” means suspended from immediate access to all Sault Female Hockey Association sponsored event in relation to a team function.

ARTICLE 1: CODE OF CONDUCT

The Corporation recognizes the need to support our volunteers and set a minimum level of expectations for the parents of the participants involved in our system. The code of conduct is intended to establish a policy that will return a level of mutual respect to the game.

The code of conduct can be found in the Constitution, Rules and Regulations and Policies and Procedures of the Corporation.

Every parent shall register a participating member on-line, and will be asked to sign electronically, the Parent Code of Conduct Agreement. Failure to abide by the code of conduct may result in a warning or suspension. Any suspension shall be from all team sponsored events.

OWHA CODE OF CONDUCT

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Women's Hockey Association (OWHA) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones, and others. OWHA Teams, Associations, Programs and Leagues are committed to providing a sports environment in which all individuals are treated with respect. Members of the OWHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or

behaviours which are disrespectful, offensive, abusive, racist, or sexist. Behaviour which constitutes harassment, abuse, bullying or cyberbullying will not be tolerated by the OWHA. During all OWHA activities and events, members shall avoid behaviour which brings OWHA members or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs. Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods. Members of the OWHA shall not engage in activity or behaviour which endangers the safety of others. OWHA members shall always adhere to the OWHA Team, Association, Programme and League operational policies and procedures, to rules governing the OWHA events and activities and to rules governing any competition in which the member participates on behalf of the OWHA. Failure to comply with this Code of Conduct and/or the OWHA Concussion Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OWHA, including the opportunity to participate in OWHA activities and events both present and future.

ARTICLE 2: RULE VIOLATIONS

2.1 COACHING STAFF

Any coaching staff who knowingly and/or willfully fails to comply with the Code of Conduct against:

- 2.1.i. any participant,
 - 2.1.ii. any other coach, assistant coach, trainer, or manager,
 - 2.1.iii. any parent or any spectator,
 - 2.1.iv. any Sault Female Executive Members,
 - 2.1.v. any arena staff,
 - 2.1.vi. any on ice official,
- shall be in contravention of the Code of Conduct.

2.2 PARENTS AND SPECTATORS

Any parents or spectators who knowingly and/or willfully fail to comply with the Code of Conduct against:

- 2.2.i. any participant,
 - 2.2.ii. any coach, assistant coach, trainer, or manager,
 - 2.2.iii. any other parent or any spectator,
 - 2.2.iv. any Sault Female Executive Members,
 - 2.2.v. any arena staff,
 - 2.2.vi. any on ice official,
- shall be in contravention of the Code of Conduct.

2.3 PARTICIPANTS

Any participant who knowingly and/or willfully fails to comply with the Code of Conduct against:

- 2.3.i. any other participant,
- 2.3.ii. any coach, assistant coach, trainer, or manager,
- 2.3.iii. any parent or any spectator,
- 2.3.iv. any Sault Female Hockey Association Executive Members,
- 2.3.v. any arena staff,
- 2.3.vi. any on ice official,

shall be in contravention of the Code of Conduct.

2.4 INFRACTIONS

The Executive of the Sault Female Hockey Association shall have the right to discipline any coaching staff or member that disregards Playing Rules and League guidelines. Infractions shall include, but not be limited to:

2.4.i - Harassment

2.4.ii - Inappropriate touching

2.4.iii - Inappropriate language

2.4.iv - Attendance of male coach in dressing room without another adult female being present

2.4.v - Failure to wear helmet during practice as advised by OWHA and Insurance rules.

2.4.vi - Fundraising without notification to and approval from the Executive

2.4.vii - Exhibition games without notification to and approval from Executive (outside of OWHA games)

2.5 PENALTIES

Any person who contravenes the above or the Code of Conduct shall be assessed but not limited to the following penalties:

2.5.i. a two-game suspension for the first offence.

2.5.ii. a five-game suspension for the second offence.

2.5.iii. indefinitely suspended for the third offence.

Upon review by the Disciplinary Committee, in conjunction with the Executive, the committee shall have the exclusive right to censure, suspend and expel any person, for an undetermined length of time, depending on the severity of any offence.

Any rules of the OWHA, OHF and Hockey Canada shall supersede any of the rules of the Sault Female Hockey Association in relation to any contravention of the Code of Conduct.

Any suspension can be appealed to the Protest and Appeals Committee.

2.6 FAIR PLAY RULES

All members of a coaching staff shall strictly adhere to the Fair Play Rules.

Failure to comply with such rules during the regular season will result with the following:

2.6.i. First Offence: Any person failing to comply with the Fair Play Rules shall be suspended for a minimum of two (2) games.

Furthermore, if the game is won, a deduction of two (2) points from league standings, if the game is lost or tied, a deduction of one (1) point from league standings.

2.6.ii. Second Offence: Any person failing to comply for a second time shall be suspended indefinitely.

2.7 OWHA APPROVED HELMET

All Minor Hockey coaching staff, volunteers and NCCP Instructors are required to wear CSA approved helmets during all on-ice activities. Trainers or any other coaching staff who enter the ice surfaces for the purpose of attending an injured participant are exempt from this rule.

Any person found to be in violation of this rule will receive a warning for a first offence, a two (2) week suspension for a second offence, and a one (1) year suspension for a third offence.

ARTICLE 3 POLICE RECORDS SEARCH

As per Hockey Canada regulations, all coaching staff, on-ice volunteers are required to complete a Police Records Process as per current OWHA policy ¹. Those who do not meet the requirements or abide by the requirements of the Police Records Search process, may not be accepted, and may be disciplined or dismissed by the Corporation.

3.1 CRIMINAL RECORD CHECK

The following guidelines shall be followed for the Corporation Police Records Checks:

- 3.1.i. No Criminal Record Check submitted may be older than twelve (12) months.
- 3.1.ii. Criminal Records Checks are required for the first year in a position that mandates one and every two years thereafter.
- 3.1.iii. When a person requiring a Criminal Record Check, does not participate for a period of time, that individual must complete another Criminal Records Check upon return (even if he/she returns within the two-year time period of the Initial Criminal Record Check).
- 3.1.iv. At any time, the Executive may request a Criminal Record Check within the two-year period of having completed a check.
- 3.1.v. Previous offences that may exclude a person's application for a position within the Corporation include, but are not limited to, offences against persons, offences involving property or offences related to substance abuse and sexual offences.
- 3.1.vi The Criminal Records Check shall be completed on the official form only.

- 3.1.vii. For volunteers residing with the City of Sault Ste. Marie, checks will only be conducted at:

Sault Ste. Marie Police Service

580 Second Line East

Sault Ste. Marie ON P6B 4K1

*****Contact the office for hours of operation***

NOTE: Criminal Records Checks will not be accepted from any other Police Service for all residents, within the city limits of Sault Ste. Marie.

Criminal Record checks for volunteers residing outside the city of Sault Ste. Marie must be conducted by the police agency having jurisdiction over the volunteer's place of residence (see Members Residing Outside of the City of Sault Ste. Marie).

- 3.1.viii. The cost for the CRC will be reimbursed by SFHA

3.2 MEMBERS RESIDING OUTSIDE OF CITY OF SAULT STE. MARIE

Any member who resides outside of the City of Sault Ste. Marie shall complete and fulfill all requirements of the Criminal Record Check/Vulnerable sector check at their respective local Police Service, most likely the Ontario Provincial Police. Members can contact the SFHA Registrar if additional documentation is required to complete the process.

3.3 CONDITIONS FOR REFUSAL

Individuals with outstanding Criminal Code convictions or who have been charged with such offences that have not yet gone to trial, but which continue to be prosecuted, shall not be eligible

¹<https://cloud.rampinteractive.com/whaontario/files/Coaches/2024-25/Updated%20-%20How%20to%20Submit%20your%20VSC%20Document%20%28updated%20July%2019%29.pdf>

to hold the above positions or those Association positions determined by the Risk Assessment Tool. These offences include, but are not limited to, the following offences which deem the individual ineligible to participate in any capacity as determined by the Respect in Sport module.

- Assault with a Weapon
- Assault Cause Bodily Harm
- Aggravated Assault
- Sexual Assault
- Sexual Interference
- Sexual Exploitation
- Invitation to Sexual Touching
- Making, distributing, or possessing child pornography
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Indictable criminal offences for child abuse
- Luring a Child
- Voyeurism
- Possession for the Purpose of Trafficking
- Production of a Substance (as defined in the C.D.S.A.)
- Robbery
- Any other offences pertaining to violence, whether involving weapons or not.

ARTICLE 4: CONCUSSION POLICY

Any participant who has been diagnosed by a physician to have any degree of concussion from any activity shall *not* be permitted to return to playing status in the Corporation, including practices or dry land training, without the written authorization from that physician, with a copy of the authorization being supplied to the President of SFHA and the VP Jr Greyhounds / VP House League.

4.1 CONCUSSION PROTOCOL:

As per OWHA concussion regulations, please see:

[http://pointstreaksites.com/files/uploaded_documents/3323/ROWAN'S_LAW_Document_\(FINAL_June_27\)_small.pdf](http://pointstreaksites.com/files/uploaded_documents/3323/ROWAN'S_LAW_Document_(FINAL_June_27)_small.pdf)

All members must review and sign each year as a condition of participation with SFHA and OWHA.

4.2 CONCUSSION AWARENESS – HOCKEY CANADA

Because of the contact nature of the game and the speed with which it is played, the brain is vulnerable to injury. Trauma may occur through direct contact to the head or face or indirectly through a whiplash effect. Injuries to the brain are characterized by an altered state of consciousness. It is the altered state of consciousness that is the key thing to look for with any head injury.

ARTICLE 5: EQUIPMENT POLICIES

5.1 TEAM JERSEYS

5.1.i. It is the responsibility of the coach, to ensure the proper care of team jerseys.

5.1.ii. All team jerseys are to be assigned to each participant by the team manager or coach. If a problem arises with the fitting of team jerseys, the Equipment Manager will

attend upon request to evaluate the issue at hand.

5.1.iii. All jerseys must have a Canada flag on the right chest.

5.1.iv. All HL jerseys must have the Sault Female Hockey Association logo on the left shoulder.

5.1.v. All jerseys must have a stop sign on the back.

5.2 THE “STOP” PROGRAM

The STOP Program teaches participants about the dangers of checking from behind and other safety tips as well as values such as sportsmanship. The STOP Patch is the focal point of the program. It is a three-inch-wide patch that is applied on the back of the jersey, centered just above the numbers and below the name patch. It is a reminder for participants to “STOP” when they see the patch to avoid a dangerous check from behind.

The STOP patch is 3" in diameter and applied to the jersey, centered on the back of the shirt, just above the numbers and below the name patch.

5.3 CANADIAN FLAG REQUIREMENTS

All participants registered on competitive teams and all on-ice Officials within the OWHA shall be required to wear or have embossed on their jerseys a standard Canadian Flag patch either on their left sleeve or on their upper right chest.

ARTICLE 6: USE OF ELECTRONIC DEVICES IN FACILITIES POLICY

6.1 OVERVIEW

Cellphones and other electronic devices with recording capabilities (audio or video), have increased the risk of bullying, abuse, and misconduct. The ability to take and share photos and videos without others' knowledge has raised concerns from the Sault Female Hockey Association.

6.1.a This policy refers to the use of “Electronic Devices”, which can include, but is not limited to:

- i. Cell phone
- ii. Mobile device
- iii. Camera
- iv. Voice Recorder
- v. Tablet

6.1.b This policy must be reviewed by coaches and team officials with their respective teams prior to beginning on-ice activities.

6.2 USAGE PROHIBITED

The use of any Electronic Device by Sault Female Hockey members is prohibited in any recreational facility change room, washroom, or shower, during any practice, game, or event that is sanctioned by Sault Female Hockey Association unless otherwise stated herein.

6.3 EXCEPTIONS

6.3.a - Although the use of Electronic Devices is prohibited as stated above, Sault Female Hockey Association recognizes that there are special circumstances where the use of an

Electronic Device may be practical:

6.3.a.i - It may be acceptable to take photographs or recordings in a change room in such unique circumstances as a victory celebration, team party, etc., where all persons in the change room are appropriately dressed, have been advised that photographs or recordings are being taken, and consent.

6.3.a.ii - It may be acceptable for a team to have a designated coach or player to operate an Electronic Device for music playing purposes in the dressing room. The Electronic Device must be on airplane mode, if applicable, and only used for this purpose.

6.3.a.iii. In the event of an emergency.

6.4 DISCIPLINE

6.4.a - The privacy and dignity of our players is priority. Any incident involving the violation of another's personal privacy (e.g., the taking of unauthorized photos or videos) using such devices will result in immediate discipline to any persons involved.

6.4.b - For 1st or 2nd violations that are considered "Minor" (e.g., using Electronic Device for text messaging, social media, etc.) as determined by Sault Female Hockey Association will have the jurisdiction to enforce the discipline as outlined in Section 6.5.

6.4.c - For 3rd or "Major" violations (e.g., bullying, harassment, crude photography, or videotaping, etc.) as determined by the Discipline Committee upon request for review by Sault Female Hockey Association, the Discipline Committee shall have jurisdiction.

6.5. VIOLATIONS

6.5.a - Athletes/Players

6.5.a.i - 1st Minor Violation: After confirmation, the player shall be suspended from team activities such as regular season games, tournament and exhibition play for the next two (2) consecutive games or two (2) weeks of a season, whichever is greater. The player may not be in the dressing room or on the bench for these missed games during this time. The player and their parents will meet with the Sault Female Hockey Association Vice President Operations and Director of Development to discuss future repercussions if the issue should persist.

6.5.a.ii - 2nd Minor Violation: After confirmation, the player shall be suspended from team activities such as regular season games, tournament and exhibition play for the next four (4) consecutive games or three (3) weeks of a season, whichever is greater. The player may not be in the dressing room or on the bench for these missed games during this time. The player and their parents will meet with the Sault Female Hockey Association President, Vice president Operations, Director Development.

6.5.a.iii - 3rd Minor or Any Major Violation: After confirmation, the player shall be suspended from team activities such as regular season games, tournament and exhibition play for no less than a period of sixty (60) days. The player may not be in the dressing room or on the bench for games missed during this time. The matter will be directed to the Sault Female Hockey Association Discipline Committee.

6.5.b - Coaches/Parents/ "Adult(s)" Considering the vulnerability of minors and the seriousness of an adult (parent, volunteer, etc.) using an Electronic Device which can take photos and recordings inside a dressing room, any violation of this Policy by an adult shall result in an indefinite suspension pending a hearing with the Sault Female Hockey Association Discipline Committee to determine disciplinary action.

6.6. RECOMMENDED PRACTICES FOR COACHES AND TEAMS

6.6.a - This policy greatly relies on the cooperation of Sault Female Hockey Association coaches and team management, and it will be the responsibility of each team's coaches and management to decide how they will enforce this policy in the dressing room, whether it be:

6.6.a.i - Asking players to leave their phones at home, in the car, or with their parent(s)/guardian(s).

6.6.a.ii - Collecting players' electronics at door of dressing room, storing them, and returning them as players leave.

6.6.a.iii - Assigning one coach or player (e.g., captain, assistant captain, rotating player each week, etc.) to oversee the designated "music phone".

ARTICLE 7: PRIVACY POLICY

Hockey Programming involves making all arrangements for amateur hockey leagues, teams and games including selection and training of coaches and referees, deciding which participants may participate at which level, and establishing appropriate rules and regulations for amateur hockey. As a result of programming, information is collected by the Corporation or its partners, for the purposes of determining if transfer regulations may apply, monitoring scouting, gauging the success of certain programs to improve upon them, facilitating emergency contact, providing educational opportunities and/or career opportunities, researching and facilitating electronic updates/contacts.

7.1 PURPOSE

The Corporation has developed this Privacy Policy for implementation upon ratification of these Policies and Procedures. The Policy describes the way in which the Corporation collects, uses, retains, safeguards, discloses, and disposes of the personal information of prospective members, members, and others including participants, parents, trainers, coaches, referees, managers, volunteers, and employees.

This Policy describes the way that the Corporation will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The Policy follows the 10 Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). The Policy describes each principle and the method of implementing each. The Corporation will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws. All changes will immediately be posted to the Corporation website.

7.2 ACCOUNTABILITY

7.2.i - The Corporation shall designate the President and VP Operations as the Privacy Officer(s) for the Corporation and they are jointly accountable to the Executive for compliance with this Policy. The Privacy Officer(s) will be responsible for the Corporation's compliance with PIPEDA privacy principles and for responding to access requests in accordance with this Policy.

7.2.ii - The Corporation's Privacy Officer(s) will ensure that the Corporation is accountable for all personal information in its possession including that which may be transferred to a third party. Third party organizations that handle information on behalf of the Corporation shall be contractually obligated to adhere to the standards of the Corporation Privacy Policy.

7.2.iii - The Corporation will implement internal policies which will facilitate adherence to the Privacy Policies including but not limited to the following:

- Security measures at all levels designed to protect personal information in its possession.
- Procedures designed to respond to complaints and/or inquiries

- Staff training in all facets of information management, including awareness of the Corporation's Privacy Policy and subsequent policies and procedures developed according to the Policy.

7.3 IDENTIFYING PURPOSES

7.3.i The Corporation shall only collect information necessary to conduct hockey programming. Access to our Privacy Policies and procedures will be readily available. Similarly, the process by which challenges may be made to the Corporation's compliance and/or adherence to the legislation in question shall be readily available.

7.3.ii - The Corporation collects personal information for the purpose of providing hockey programming, which endeavors to meet the individual needs of each participant.

7.3.iii - The Corporation recognizes that hockey by its nature is a contact sport and injuries are to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency and as such may be requested. While participants are under no obligation whatsoever to supply this information and may refuse to do so without penalty, the Corporation will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

7.3.iv - The Corporation will request individual permission for the use of any data collected which is extraneous to that which has been identified above, unless said usage is authorized by law.

7.3.v - The information will be collected via an oral and/or written agreement to allow the individual submitting information an opportunity to opt-out of the use of personal information for third parties.

7.3.vi - All information is kept for the duration of a minimum of seven years within the current SFHA owned electronic cloud system. Specifically, financial and disciplinary records will be held indefinitely.

7.3.vii - The Corporation will endeavor to advise potential registration candidates of the purpose for the collection of their data at the time of registration. This information will be made available by reference to the Corporation website.

7.3.viii - The Corporation will further endeavor to ensure that all collectors of the personal information is familiar with the potential use of the data. Any other purpose of collection will be stated at time of collection.

7.3.ix - All data collected by the Corporation shall be maintained in the Corporation, OWHA, OHF and Hockey Canada office.

7.3.x - The Corporation may also use information about user access to secure areas of the Corporation website.

7.3.xi - Information you are asked to provide during your use of the Corporation web site may include your name, address, e-mail address, age, sex and will be treated within the same parameters as other personal information collected by Hockey Canada through other means.

ARTICLE 8: FINANCIAL POLICIES

8.1 REFUND POLICY

8.1i.No refunds in House League after the HL player steps on the ice at the first Draft Game.

8.1ii. No refunds for Wildcats Development Stream after the player steps on the ice at the first practice after the team has been selected.

8.1iii Registration fees less the current OWHA registration fee and an additional \$30 SFHA processing fee.will be refunded to players withdrawing prior to the first Draft game.

8.1iv. No refunds to Jr Greyhounds players after accepting a position on the team and/or after the full payment deadline. All requests for withdrawal must be made to the Registrar.

8.2 NO PAY – NO PLAY POLICY

8.2i. Will be in effect in accordance with all payment deadlines, Team managers are responsible for enforcing and reporting to their respective executive VP.

ARTICLE 9: TEAM OPERATING POLICY

- 9.1 House League and Jr. Greyhound games will be conducted in accordance with the CHA, OHF and OWHA rules and regulations.
- 9.2 House League play, all players will receive their fair share of ice time, regardless of ability.
- 9.3 House League players will receive fair ice time in exhibition games.
- 9.4 Notwithstanding 9.1 or 9.2, coaches have the right to discipline players for violation of team rules. The appropriate Vice President must be provided with a copy of each team's rules and notified of disciplinary action taken by a team.
- 9.5 House League coaches will always follow the directions of the VP House League.
- 9.6 Any team wishing to engage in a fundraising activity must have approval of the Executive before commencing this activity. Teams that fundraise without the Executive's pre-approval will pay a \$200 penalty to the Association.
SEE PROCEDURES – ARTICLE 10 FUNDRAISING for further guidance.
- 9.7 Alcoholic beverages and banned substances are not permitted in dressing rooms.
- 9.8 No male coaching staff is allowed in the dressing rooms without an adult female present. It is always mandatory that a female adult be present in the dressing room
SEE PROCEDURES - ARTICLE 14.3 for additional information
- 9.9 Coaches are responsible and accountable for all activities of his/her team.
- 9.10 Coaches, in consultation with parents, shall determine at the earliest opportunity which tournaments they will attend and provide a potential list to the Executive.
- 9.12 No player shall play for any other team without following the process outlined in the PLAYER PICK UP POLICY(TO BE DEVELOPED)

ARTICLE 10: TEAM ROSTER AND COACHING POLICIES

- 10.1 Coaches will be selected annually by the Coaching Selection Committee as defined in ARTICLE 22.01 of the SFHA Constitution.
- 10.2 Selected coaches must obtain the required coaching certifications(as specified by OWHA) by November 1 of the current season.
- 10.3 All coaching positions for the upcoming season will be posted on the SFHA website. All coaching applications, once received by the Association, must go directly to the Director of Development. All qualified coaching applicants will have an interview with the Committee as part of the selection process.
- 10.4 As per OWHA policy all SFHA teams must have a registered trainer with a minimum of HCTP Level 1 certification at all sanctioned team events.
- 10.5 As per OWHA policy all SFHA teams must have at least one female staff registered and present at sanctioned team events.
- 10.6 Head coaches must provide a finalized coaching staff roster within 48 hours of the team being selected.

- 10.7 House League teams will be drafted based on age, ability and numbers of players registered. The Executive, in consultation with the VP House League, reserves the right to alter House League teams after the Draft to achieve balance. House League players may be moved to a higher or lower level than their age dictates if it is in the best interest of the player and league to do so.
- 10.8 Every player that is trying out for Jr greyhounds Girls hockey must register for the highest level at the tryouts in their age groups.
- 10.9 Soo Jr. Greyhound Girls Rep teams will be selected at annual tryouts operated by Sault Female Hockey Association. Selection of each team will be done by the respective coaching staffs.
- 10.10 Once the selected rosters are posted if a Greyhound Rep team roster falls below a minimum of 15 skaters and 2 goalies, the coach must approach the executive and collaborate with the VP Greyhounds and Director of Development to determine options to fill positions up to 15 skaters and 2 goalies.
- 10.11 All new applicants to Sault Female Hockey must provide a copy of their birth certificate at the time of registration.
- 10.12 Out of country applicants may need to have signed documents and paid fees to meet OWHA and Hockey Canada requirements.

ARTICLE 11: TEAM NAMES

- 11.1 HOUSE LEAGUE (Timbits – U22)
Team Sponsors will determine House League team names for local play. For out of town tournaments, teams will be registered as Sault Ste. Marie along with the Team Sponsor Name. (Ex: Sault Ste Marie SIMS Countertops).
- 11.2 SOO JR GREYHOUNDS GIRLS
Locally, tournament teams will be referred to as Soo Jr. Greyhounds Girls Hockey. For out-of-town tournaments, teams will be registered as the Soo Jr. Greyhounds Girls Hockey.

ARTICLE 12: VISUAL IDENTITY FOR SFHA

- 12.1 Visual Identity (jackets/hats) for players and coaches will be consistent across all teams.
- 12.2 All teams will use the Greyhound approved jersey colour scheme, Red pants and Red helmet and Red Gloves.
- 12.3 Team sweaters will display one Player Sponsor Bar on the back at the bottom of the sweater (Red sweaters = Red Name Bar/White Letters; White sweaters = White Name Bar/Red Letters).
- 12.4 Game jerseys may display one name bar on the back at the top of the sweater for corporate sponsor (Red game jerseys = Red Name Bar/White Letters; White game jerseys = White Name Bar/Red Letters)
- 12.5 The Equipment Manager for the Association will organize visual identity, as approved by the Executive.

ARTICLE 13: LEAGUE PLAY VS. NON-SFHA TEAMS

- 13.1 Any city/town/community that wishes to participate in the Sault Female Hockey Association, with their own selected team, may do so on an exhibition basis only, at the discretion of the Executive.
- 13.2 Games, ice time, referees, scheduling, and any costs associated with these to be worked out with our ice scheduler, Executive and out of town Association.

ARTICLE 14: TEAM MANAGEMENT POLICY

- 14.1 Each team will appoint a Team Manager. The Team Manager will be responsible for team funds and accounting, transportation requirements, tournament information, distribution of team and association handouts, and general interface with the coaching staff and parents.
- 14.2 Each team account will require a 2-signature system.
- 14.3 Each team will submit a December 15th and year-end Financial Statement to the VP Operations, Treasurer and VP House League/VP Jr Greyhounds.
- 14.4 Each Team Manager is responsible for preparing and distributing a financial budget to be given to parents and league directors at the beginning of the season. In addition, financial statements are to be prepared twice per season (January and year end). A copy must be given to all parents and the VP Operations, Treasurer and VP House League/VP Jr Greyhounds.
- 14.5 Coaching Staff will include a certified Coach, one or two Assistants, Manager, and a certified Trainer, one of whom must be female. Jr Hounds Girls Hockey rep teams should have two certified trainers. A woman must be present in the dressing room with players when a male coach is present. Also, at least one female with Respect in Sport must be present behind the bench during games.
- 14.6 Coaches and Managers are encouraged to hold regular team meetings with players/parents to discuss team operations and collectively decide on fundraising, transportation, tournaments, special events, and outstanding issues.
- 14.7 -It will be the responsibility of the Coaching Staff to implement the guidelines as stated. Guidelines will include:
 - Codes of Conduct for players, parents, coaches, spectators, and officials.
 - Promotion of fair play and good sportsmanship.
- 14.8 Equal and fair ice time for exhibition games.
- 14.9 Fair ice time but not necessarily equal ice time for Jr Greyhound Girls Hockey Rep tournament or sanctioned league play.
- 14.10 House League teams have equal ice time for tournaments.
- 14.11 Two deep always with players – including text messages and emails. All communication or interaction with players must be two deep. Two members of the coaching staff that have a valid police record check and respect in sport, or the players' parents and a member of the coaching staff.
- 14.12 **OWHA TWO DEEP DRESSING ROOM POLICY**

It will be the Policy of the Ontario Women's Hockey Association that, when any player under the age of 18 is in the team dressing room(s) before, during and after a game, tryout or practice, a minimum of two of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar. Two team or association officials, properly screened or one such official and an adult person, 18 years or older, associated with the team. The OWHA recommends at least one of the individuals supervising a dressing room be a female.
- 14.13 Dispute Resolution Guidelines for players and parents. This will be available online.
- 14.14 Each team will appoint a parent representative who is not a member of the coaching staff.

ARTICLE 15: DUTIES OF THE EXECUTIVE

If an Executive Committee member is neglecting his/her duties or absent for more than 3 meetings within the year (June 15th to the following June 14th), the SFHA Executive Committee reserves the right to declare that seat vacant. The Board can also decide to appoint or designate a support person to assist that Executive member in the interim.

PROCEDURES

ARTICLE 1: FINANCE

1.1 TREASURER RESPONSIBILITY

The Treasurer shall maintain a detailed, up-to-date, summary of all financial transactions in a Financial Report to the Corporation.

The Treasurer shall oversee all Financial Report and shall approve such report, prior to the monthly presentation to the Executive.

1.2 MONTHLY REPORTING

A Monthly Financial Report shall be presented by the Treasurer to the Executive, at the first executive meeting of every month.

1.2 SUSPICIOUS TRANSACTION

Any suspicious activities or concerns with any transaction within the Financial Report, the Treasurer shall forthwith, notify the President and VP Ops

ARTICLE 2: REGISTRATION

All girls must register within their age group. Notwithstanding, the Sault Female Hockey Association Executive may authorize a girl to move up one division when there is either insufficient registration in the higher division or the player's skill level is deemed to be vastly superior.

2.1 MINIMUM AGE

The minimum age requirement to be registered in the Timbits ~~Four~~ Hockey Division shall be four (4) years of age, as of December 31 of the hockey year.

2.2 WILDCAT TEAM STRUCTURE

2.2.i - Please refer to the OWHA DS policy.

2.2.ii - Development teams carded as DS Wildcat teams. Teams will receive 20 hours of development ice per season. They can attend a maximum of three OWHA DS tournaments per season.

2.3 PROOF OF AGE

All *initial registration* with the Corporation, in any division, every participating member shall provide proof of age to the Registrar.

2.4 ACCEPTABLE DOCUMENTS

Proof of identity deemed acceptable are as follow:

Birth Certificate, Passport, Status card, Nexus card.

ARTICLE 3: PLAYER ELIGIBILITY

3.1 Movement in all divisions must only be permitted for players in their major year. Players will only be permitted to jump one division.

3.2 There are not to be more than two (2) players playing above their appropriate age group on any Soo Jr. Girls Greyhound team, except for Intermediate or Senior categories.

3.3 The Association strongly recommends that all skilled players strive to play on the highest-level

team within their own age group. In order to ensure these players, the opportunity to participate at their appropriate level, the Sault Female Hockey Association has adopted a general “team selection” process. See Article 4 for further information.

- 3.4 A player who does not report to their team by November 30th without a projected return to skate date/medical note will be de-rostered.

ARTICLE 4: GENERAL TEAM SELECTION

Each year, team selection takes on an importance in the late spring before the Annual General Meeting. Spring Tryouts allow designated head coaches the opportunity to conduct “player selection” while the players are at their peak playing ability after a full season of competition. To help Soo Jr. Greyhound Girls Rep Hockey teams conduct proper evaluation during tryouts, the Association has put in place certain guidelines to define issues that are important for the well-being of the players, coaches, parents and the Association. Above all, the Association wants their teams to play at the top of the skill categories to allow maximum learning and development.

- 4.1 All team rosters should be picked with the objective of selecting the best team with the best players available, with the greatest amount of fairness.
- 4.2 The Association encourages players to participate in divisions that are within their age range. For example, if a player is 11-12 years old, she should be participating in the U13 age category.
- 4.3 The Association, however, recognizes RARE exceptions to the selection criteria. Decisions regarding this, will be made for the well-being and development of the player(s) involved and the Association as a whole.
- 4.4 Sault Female Hockey Association policy governs that any players, parents, or coaches who intend to place or include under-aged players on an older team must follow the established policy. Intermediate and Senior players are exempted.
- 4.5 All intended “play-up” players must be of the “AA” level or highest level of their own age group and at an age no earlier than U15.
- 4.6 The intended player(s) must attend “tryouts” of her own age category.
- 4.7 The intended player(s) must receive an invitation from the coach of the higher age category to attend the “tryouts” of the higher age category. If the intended player(s) is/are invited to a higher-level tryout, the VP Jr. Greyhounds and Director of Development must be advised prior to March 1st of the respective season to allow for the arrangement of the Development Committee to attend and to assess the intended player(s) skill level for further recommendation.
- 4.8 The intended player(s) can be given exceptional status and shall be in the opinion of the coach of the team of the higher age category, must be regarded as an impact player(s). The Sault Female Hockey Association stipulates that the player(s) must be regarded to be impact players using the following progressive formula (1-3-5);
- 4.8.i - Number 1 goalie among the goalies in the higher age category team (50%)
- 4.8.ii - Among the top 2 defence in the higher age category team (50%)
- 4.8.iii - Among the top 3 forwards in the higher age category team (55%)
- 4.9 Upon successful progression of the above policy, the VP Jr Greyhounds, Director of Development and the Development Committee may then present the case of each individual player(s) to the Association Executive for the final approval. This procedure will be strictly enforced by the Association to facilitate player(s) competing at an appropriate skill level.
- 4.10 It should be however noted that a player(s) should not be restricted from attending the tryouts of the higher age category team if they have approval from that team’s coach.
- 4.11 Prior to coaching interviews, all U15 Tier 1 and U18 Tier 1 coaching applicants must submit their proposed coaching staff along with their application. Once assigned the Tier 1 team, the selected coach at tryouts can designate 1 (one) player as protected from his or her coaching staff. If other

members of the coaching staff have players trying out for that Tier 1 team, those players must be listed and evaluated at tryouts by the Director of Development. Furthermore, those players must be determined by the Director to be in the top 9 forwards, top 6 defensemen and top 2 goalies of the players attending tryouts to be rostered on the respective Tier 1 team.

- 4.12 Further to this, before the roster is posted by the Tier 1 coach, the coach must meet to discuss the / roster and it must be approved by the Director of Development.
- 4.13 If the Director of Player and Coaches has a direct conflict of interest (meaning they have a child trying out for the respective Tier 1 team), a qualified designate assigned by the VP Jr Greyhounds will fill in this role.

ARTICLE 5: TIERED SOO JR. GREYHOUND TEAMS

- 5.1 There shall be two Soo Junior Greyhound Girls Hockey teams at the U18 level, if the following criteria are met:
 - A coach has been selected for the position and,
 - There are enough girls to support two rep teams and a DS team wanting to play at that level.
- 5.2 (U11, U13, U15) Will have one Soo Junior Greyhound Girls Hockey team. Tier two teams will be considered once until there are three (3) House League teams with a minimum of 12 players on each team. Three (3) House League teams with a minimum of 12 players must be maintained for a Tier 2 team to be considered at these levels. Wildcats Selects will be offered at U11, U13 and U15.
- 5.3 The coaching applications and selection process shall be the same as the first Soo Junior Greyhound Girls Hockey teams.
- 5.4 All Soo Junior Greyhound Girls Hockey team tryouts will be decided annually by the Association Executive.
- 5.5 The primary Soo Junior Greyhound Girls Hockey team will inform the VP Jr. Greyhounds at what level they intend to play A/AA, no later than August 1 of that season. If it is decided that the team will play AA, they will have time to play a minimum of two sanction games before October.
- 5.6 The second team must be a minimum of one division lower than the first categorized team.
- 5.7 Any considerations for reclassifications for any teams registered with the OWHA shall be submitted in writing to the Vice President Jr. Greyhounds for approval and submissions, and the Vice President Jr. Greyhounds will inform the Registrar.

ARTICLE 6: REGISTRATION FEES

- 6.1 RESPONSIBILITY
The Executive shall review yearly, in early February, the registration fees deemed appropriate for the next hockey season.
- 6.2 REGISTRATION FEE FOR CURRENT YEAR
The registration fees shall be set yearly by the executive in consultation with the Treasurer.
- 6.3 DREAMCATCHER FUNDING
 - 6.3.i - Dreamcatcher funds MUST be received by OCTOBER 1 (if funding is not in place, families must pay outstanding registration and team fees themselves after the Registrar calls Dream catcher to confirm that funding is on its way). Otherwise, players are not entered onto the roster with OWHA.
 - 6.3.ii - For Jr. Greyhounds teams, once Dreamcatcher funding is received after October 1st, A player may be rostered, but the family will pay a late rostering fee to OWHA.
 - 6.3.iii - For House league teams, Dream catcher funds must be received by NOVEMBER 1 (if

funding is not in place, families must pay outstanding registration after the Registrar calls Dream catcher to confirm that funding is on its way) Otherwise players are not entered onto the roster with OWHA. Once Dream catcher funding is received after November 1st, player may be rostered, but the family will pay a late rostering fee to OWHA.

ARTICLE 7: TRANSFER OF PARTICIPANTS

7.1 PARTICIPANT TRANSFERRED FOR ONE GAME

No participant shall be allowed to play on any other team without the prior approval of the Director of Development, the Responsible VP and the knowledge of the coaches involved. All participants picked up shall follow the applicable OWHA player affiliation rules.

7.2 REGISTRATION AFTER THE DRAFT

Participants registering after the house league draft shall be placed on a team requiring a participant.

7.3 APPROVAL

The Director of Coaching & Player Management and the Responsible VP shall coordinate the participant registering after the draft. The Executive shall make the final approval.

ARTICLE 8: TEAM FEES

8.1 REVIEW OF TEAM FEES

The Executive shall review, from time to time, the prescribed team fees and shall make the appropriate changes when deemed necessary for House League and Wildcat teams.

8.2 JR GREYHOUND GIRLS HOCKEY

The fees shall be set by the respective coaching staff to reflect the current cost of playing with SFHA for that season.

8.3 RESPONSIBILITY

All team fees shall be paid to the Team Manager.

8.4 FAILING TO PAY TEAM FEES

The team manager shall report forthwith to the responsible VP when any participating member is failing or avoiding paying team fees.

8.5 SUSPENSION

All participating members shall pay team fees to the team fund. Failure to pay the team fees prior November 30 will result with the immediate suspension of the Player until such fees are paid in full.

8.6 DISBURSEMENT OF TEAM FEES

The disbursement of team fees can be used:

- extra practices
- tournament fees
- OWHA fees
- team supplies
- trainer and manager supplies
- Travel costs: No more than 15% of the budget can be allocated to travel costs for coaching staff.

ARTICLE 9: ICE SCHEDULING

9.1 All Association divisions must cover the cost of ice scheduled:

9.1.i - Ice time will be provided at Sault Area arenas (John Rhodes, Northern Community Centre,

Essar Centre, Big Bear Arena, Pullar, Norris Centre, Echo Bay Sports Complex).

9.1.ii - The Ice Scheduler will arrange ice for all games, practices, and skills sessions.

9.1.iii - A Master Ice Time Schedule will be provided to team coaches and managers. For House League – Every effort will be made to see that schedules will be set for the same days and times during the regular season and playoffs.

9.1.iv - Teams wishing to arrange additional ice may do so, with the understanding that they are financially responsible for such additional ice.

9.2 HOUSE LEAGUE

9.2.i - Regular ice times will be provided within Sault Ste. Marie. House League practice times may be held at other arenas

9.2.ii - House League teams will receive (1) to (2) hours per week (1.5 hours average per week) for a total of 48 hours.

9.3 WILDCAT DS TEAMS

9.3.i - Regular ice times will be provided within Sault Ste. Marie. Development team practice times may be held at other arenas

9.2.ii - Development teams will receive 1 hour per week for a total of 20 hours.

9.4 JR GREYHOUND GIRLS

9.4.i - Carded Rep teams will receive (2) to (3) hrs per week (2.5 hours average per week) for a total of 65 hours.

9.4.ii - “AA” Rep teams will receive (3) hours of ice each week for a total of 78 hours.

9.5 PRACTICES

Practice times will be scheduled to not exceed an allotted time of 1.5hrs per practice.

ARTICLE 10: FUNDRAISING

Teams may fundraise if agreed to by majority vote with the parents, or if recommended by the team appointed fundraising committee. These funds may be used for tournaments, transportation, team gatherings, and/or other team expenses.

The Executive must approve all team fundraising prior to the event taking place. Teams that fundraise without the Executive’s pre-approval will pay a \$200 penalty to the Association.

10.1 SFHA is responsible for ensuring that all fundraising activities meets the standards as set out by the Alcohol and Gaming Commission of Ontario’s (AGCO) Standards for Gaming: Lottery Sector. April 2017

https://www.agco.ca/sites/default/files/lottery_standards_apr-2017_en.pdf

10.2 SFHA is committed to the discontinuation of and participation with all unlicensed events and as such will require all SFHA teams to complete and submit a Team Fundraiser Plan for all fundraising activities to the executive prior to the start of each new season.

Lottery license numbers of vendors (if the vendor says they have one) such as Silver Creek, Grand Gardens etc. will be required as part of the team plan if they intend to use raffles, 50/50,

or other gaming activities as part of the fundraising event.

Furthermore, it will be investigated and confirmed with our local AGCO representatives that the license follows the AGCO regulations.

Once the Team Fundraiser Plan has been received and reviewed by the executive members in charge (president and treasurer) the team will receive permission to go ahead or revise their plan.

- 10.3 No team shall fundraise without prior executives' approval or participate in any lottery type activities without proper approval and licensing through AGCO.
Once the plan is approved, the coach and team manager must sign off on the plan indicating their understanding and commitment to comply.
- 10.4 Teams or team members (parents or coaching staff) found to be in noncompliance of the lottery licensing terms and conditions, as well as the conduct of unlicensed events are subject to the section of the SFHA Policies and Procedures (SECTION 3.1. INFRACTIONS AND PENALTIES) that states the following:
3.1 Infractions and Penalties
The Executive of the Sault Female Hockey Association shall have the right to discipline any coaching staff or member that disregards Playing Rules and League guidelines.
Infractions shall include, but not be limited to:
Fundraising without notification to and approval from the Executive
Any person who contravenes the above or the Code of Conduct shall be assessed but not limited to the following penalties:
I. a two-game suspension for the first offence.
II. a five-game suspension for the second offence.
III. indefinitely suspended for the third offence.
Upon review by the Disciplinary Committee, in conjunction with the Executive, the committee shall have the exclusive right to censure, suspend and expel any person, for an undetermined length of time, depending on the severity of any offence. Any rules of the OWHA, OHF and Hockey Canada shall supersede any of the rules of the Sault Female Hockey Association in relation to any contravention of the Code of Conduct. Any suspension can be appealed to the Protest and Appeals Committee. (all governance documents can be located on SFHA website)
<https://saultgirlshockey.ca/Pages/1362/Governance/>
- 10.5 Responsibilities of executive with regards to fundraising and AGCO standards for gaming and lottery:
President: jointly responsible with the Treasurer for the overall approval of the Team Fundraising Plan and ensuring compliance as outlined in SHFA Policies and Procedures and the AGCO's Standards for Gaming: Lottery Sector April 2017.
Treasurer: jointly responsible for the overall approval of the Team Fundraising Plan and ensuring compliance as outlined in SHFA Policies and Procedures and the AGCO's Standards for Gaming: Lottery Sector April 2017. V
Vice President Jr Greyhounds & Vice President House League: responsible for receiving Fundraising Plans from teams prior to the start of each new season and submitting them to the President and Treasurer for approval.
Team Head Coach: jointly responsible with the Team Manager to ensure all Team fundraising activities comply with SHFA Policies and Procedures and the AGCO's Standards for Gaming: Lottery Sector April 2017.
Team Manager: jointly responsible with the Team Head Coach to ensure all Team fundraising activities comply with SHFA Policies and Procedures and the AGCO's Standards for Gaming: Lottery Sector April 2017.

ARTICLE 11: SPONSORSHIP

All members are encouraged to actively pursue sponsorships on behalf of their daughter and/or team. If members have ideas or association sponsorship leads, they are welcome to pursue them on their own or provide information to the Program Convener.

The Director at large of Sponsorship and Special Events is responsible for acquiring House League Team Sponsors.

11.1 PLAYER SPONSORSHIP

Representative/House League player sponsorship will help offset player registration or team costs. One name bar per Jersey at a cost of \$250.00. All members are encouraged to actively pursue Player Sponsorships. If members can acquire Player Sponsorships for more than one players, they are encouraged to do so.

11.2 HOUSE LEAGUE TEAM SPONSOR (1200/year)

11.2.i - Funds are used towards Jersey costs.

11.2.ii - Sponsor name is identified with the House League team

11.2.iii - Sponsor will receive a House League Team Sponsor plaque of appreciation with team picture.

11.2.iv - Advertising in all newsletters and publications as a House League Team Sponsor v. Teams are encouraged to invite the sponsor to the year-end banquet.

11.3 JR. GREYHOUND GIRLS TEAM SPONSOR – LEVEL 1 (\$3500 minimum)

11.3.i - Sponsorship funds are applied to the individual Jr. Greyhound team to offset team expenses.

11.3.ii - Teams are encouraged to provide the sponsor with a framed team picture.

11.3.iii - Teams are encouraged to invite the sponsor to the year-end banquet.

11.4 JR. GREYHOUNDS GIRLS TEAM SPONSOR – LEVEL 2 (\$1500 minimum)

11.4.i - Sponsorship funds are applied to the individual Jr. Greyhound team to offset team expenses.

11.4.ii - Teams are encouraged to provide the sponsor with a framed team picture.

11.4.iii - Teams are encouraged to invite the sponsor to the year-end banquet.

11.5 JR. GREYHOUND GIRLS INDIVIDUAL SPONSORS

There is one level of player sponsorship for Jr. Greyhound players. These sponsorship funds are used to help cover registration fees, tournaments, uniforms, ice time costs, cost of officials, Provincial Championship fees, etc.

11.5.i - Sponsorship cost for one name bar per sweater is \$250.00.

11.5.ii - This gives the player a sponsor bar at the bottom of one sweater (white or red). Provides Sponsor with advertising in publications and newsletters.

11.5.iii - Players are encouraged to invite the Player Sponsor to the annual year-end Banquet

ARTICLE 12: GAMES AND PRACTICES

12.1 Qualified officials will referee all games.

12.2 All official games must be recorded in the OWHA RAMP system.

- 12.3 Suspensions must be reported to the respective executive VP who shall notify the President. Coaches should send these to the VP to notify.

ARTICLE 13: TEAM FINANCIAL REPORT

13.1 RESPONSIBILITIES

The Team Manager shall be responsible for keeping a current Financial Report. The financial report must be presented to the player parents/guardians, VP Operations, Treasurer and President by December 15 of the season for review and at any request made by parents/guardians or the executive throughout the season.

13.2 DISTRIBUTION

All team financial reports shall be completed using the Team Financial Report found on the website. The Financial Report (copy) shall be provided to the VP OPS and Treasurer-and all associate members of their respective teams.

13.3 REPORTING TIME

The Financial Reports shall be provided by December 15 and prior to year-end.

13.4 TRUST ACCOUNTS

All team trust accounts shall be terminated prior to year-end.

13.5 FILING OF REPORTS

All Financial Reports shall be housed in the Knowledge management system

ARTICLE 14: COACHING SELECTION

14.1 COACHING SELECTION COMMITTEE

The Committee will conduct interviews with coaching applicants and recommend the coaches for Soo Jr. Greyhounds Girls Hockey Rep and Wildcats Selects DS teams. Jr. Greyhound Girls Hockey Rep coaches for the upcoming season will be announced as soon as possible after Provincial Championships. VP of Jr Greyhounds shall be Chairperson for the Coaching Selection Committee and shall oversee the selection of Soo Jr Greyhounds Girls Rep coaches for the Corporation.

14.1.i - Coaching selection committee will utilize the executive approved coaching selection application forms for the respective programs.

14.2 COACHING SELECTION PANEL

The Soo Jr. Greyhounds Girls Rep Coaching Selection Committee as selected by Sault Female Hockey Association executive, will consist of a 4-person selection committee with a 3 person interview panel, where at least 2 members are an outside party vetted by the executive.

14.2.i - The house league coaching selection committee as selected by Sault Female Hockey Association, will consist of a 2 person panel.

14.3 SUCCESSFUL JR. GREYHOUND GIRLS COACHES

They will be required to submit the names of Assistants, Trainers and Managers at the coaching application stage for Executive approval.

14.4 RECORD SCREENING

All Coaching Staff will be required to obtain record screening in accordance with OWHA guidelines.

14.5 OVERSEEING THE SELECTION PROCESS

The Vice President of Jr. Greyhounds Girls Hockey Rep or VP House League will oversee their respective coaching selection process. If the coaching selection process is behind schedule, the respective Vice President will take over or appoint a representative to take over the Coaching Selection process to maintain deadlines.

14.6 COACHING SELECTION SCORING AND EVALUATION

14.6.i - Elements included in coaching evaluation and included in the application:

- 20% executive evaluation from previous year(s), including the Director of Players and Coaches and the applicable Vice-President.
- 25% application scoring
- 50% interview scoring (maximum 3 candidates, structure as currently set out in policies and procedures)
- 5% parent evaluations

14.6.ii - Details regarding the applicants for the Head Coach positions:

- Maximum 3 years coaching the same group of players/team, unless no suitable candidates can be selected.
- Head Coach previously selected must take 1 year break if they have reached the maximum 3-year coaching threshold.
- Ability for the coaching selection committee to declare a “failed search” if none of the candidates meet the required and desired qualifications.
- Ability to repost the advertisement for the head coach position and carry out the coaching selection process a second time.
- Two (2) external members, vetted by the executive, applicable Vice President, Director of Development must vote. In the event of a tie, the President will be the tie breaker vote. This is barring any conflict of interest.
- Coaching staff must be presented by the Head Coach applicant and will be approved at the application phase. Executive approval is required should changes be made to the coaching staff after the selection process has been completed.
- Spouses of the head coach are not permitted to be team managers.

14.6.iii - Yearly contract between Head Coach and executive will be provided to the Coaches at the interview. Objections will be noted at this time.

- OWHA code of conduct
- Role of the Head Coach according to and as defined by Hockey Canada.
- Supportive of the Sault Female Hockey Association
- For U9, U11 and U13 – these teams will be following the Hockey Canada developmental pathway.
- Willingness to assist with the evaluation of players throughout the season.
- Consequences of non-compliance

14.6.iv - Investigations will be triggered by the discipline committee for the following reasons:

- Complaint from a governing body such as another hockey association, referees, tournament committee.
- Multiple complaints from parents identifying a pattern.

- Written complaint submitted to the executive.
- Any complaint that is a breach of the Code of Conduct
- Breach of contract provided to head coach at the time of the selection interview.

14.7 COACHING SELECTION PROCESS ACCOUNTABILITY

The coaching selection committee shall provide a summary of each candidate's scores from the coaching selection process for the executive to approve or not approve. Candidates' names will remain anonymous to the executive.

14.7.i - Should an applicant apply from outside the association, the executive reserves the right to amend the weighting of the scoring elements to reflect a fair selection process.

ARTICLE 15: COACHING STAFF INFORMATION

15.1 RESPONSIBILITIES OF THE HEAD COACH

The coach may select any person deemed appropriate to assist in the coaching of his/her team.

15.2 REQUIREMENTS OF COACHING STAFF

All coaching staff shall be in good standing with the Corporation.

15.3 APPROVAL OF COACHING STAFF

As soon as practicable, all coaching staff shall be approved by the Director of Development, then the Executive. As stated in the *Policies and Procedures under section 14.6.ii.*

15.4 COACHING POSITION DENIED

The Director of Development shall advise the Executive forthwith when a member of the coaching staff is not approved.

15.5 MAXIMUM NUMBER OF OWHA CARDS

The Corporation includes five (5) OWHA staff cards per team. Additional staff cards can be purchased upon request. The manager shall also be carded.

ARTICLE 16: COURSE REQUIREMENTS

16.1 CERTIFICATION / REIMBURSEMENT

All coaching staff shall be required to obtain proper certification from the OWHA and Hockey Canada. All mandatory clinics and courses, except for Respect In Sport are reimbursed through team fees.

16.2 RESPONSIBILITY OF COACHING STAFF

It is the sole responsibility of all coaching staff to attend the course(s) scheduled.

16.3 FAILURE TO BE CERTIFIED

Failure to attend courses and obtain proper certification may result in suspension of coaching staff. Any suspension from the OWHA shall be final.

16.4 CERTIFIED TRAINER COURSE

Every team shall have one (1) certified trainer. The Trainer Certificate is valid for a period of three (3) years. It is recommended that Jr Greyhound Girls Hockey teams have two (2) certified

trainers, where one (1) must be female.

ARTICLE 17: CORPORATION RULES FOR BOOKING ICE RENTALS

17.1 BOOKING EXTRA ICE TIMES

All teams are responsible for booking all extra ice on their own.

17.2 RULES FOR ACCIDENTAL DOUBLE BOOKING OF ICE TIMES

17.2.i - A game shall take precedence over a practice.

17.2.ii - If two (2) different organizations attend for the ice rental, please verify with the rink attendant. The rink schedule shall be honored, on which team shall make use of the ice.

17.2.iii - If two (2) corporate teams are booked, and the website is available the team listed on the website shall make use of the ice.

17.2.iv - If two (2) corporate teams are booked for practice, the most senior team shall make use of the ice.

17.2.v - Please contact the Ice Scheduler after a double booking has occurred.

17.2.vi - All extra ice from another agency, designated for the use by the Corporation, not booked by any teams of the Corporation, shall be returned within 30 days prior to the possible booking date, to the appropriate agency.

ARTICLE 18: TOURNAMENTS

18.1 All teams are expected to cover their own tournament costs, including Provincial Championships.

18.2 Team Managers are responsible for tournament registrations and accommodations.

18.3 Teams must advise the Executive of all tournaments they plan to attend ahead of time.

18.4 House League players are encouraged to “sign up” with teams of their own age group to participate in House League tournaments.

18.5 SFHA coaching staff (maximum 5) will be provided remuneration for their traveling costs while with their respective Jr. Greyhound Girls Hockey Rep team as set out in their respective team budgets and agreed upon by a majority vote by the parents on the team. No more than 15% of the budget can be allocated to travel costs for coaching staff.

ARTICLE 19: YEAR-END BANQUET

19.1 The Association will host year-end banquets to honour the volunteers, players, and sponsors. There will be a cost for players and coaches to be paid through team fees.

19.2 The House League Banquet will be held in early April each season.

19.3 The Jr. Greyhound Banquet will be held the week after Provincials

19.4 It is the responsibility of the Director at Large of Special Events with assistance to respective VP's to organize and finalize arrangements for the respective year-end banquets.

ARTICLE 20: LOTTERY FUNDS – 50/50

In accordance with all AGCO rules and regulations as per funding distribution and use.

- 20.1** See ARTICLE 10, section 10.1 for AGCO fundraising policy and procedures.
- 20.2** As the fund from the ACGO fundraising of the 50/50 lottery funds at the Soo Greyhounds Games goes towards ice time for all teams in SFHA, it is the expectation that ALL teams provide volunteers as required throughout the season. If a team chooses not to participate, they will be assessed the cost of ice time from those games that would have covered their ice costs during the season.

ARTICLE 21: IMPORT PLAYER

20.1 PURPOSE

The purpose of allowing restricted numbers of import players is to recognize player loyalty within the Sault Female Hockey Association. This policy also coincides with supporting a developmental feeder system that will encourage and promote new registration, while also retaining current registrants to maintain the growth of the association and ensure that the girls of the Algoma District will always be able to play hockey in a local setting at the highest level possible to suit their desires and abilities. The geographic area of the Sault Female Hockey Association shall consist of the municipal boundaries of the Algoma District. This policy will be applicable to the top rep team for the U18 division only. In the interest of the development of Sault Ste. Marie's female players, no other teams are permitted imports as defined.

20.2 CONSIDERATION

A player will be considered an import if any one of the following conditions is satisfied:

- 20.2.i - The player's parents/guardians pay taxes to the Algoma District, and they have been released from the Sault Female Hockey Association unless they have previously played for Sault Female Hockey Association for at least two years (does not have to be a consecutive 2 years).
- 20.2.ii - The player resides in a city/town where there is no female representative hockey program for their age category, and they were registered with another OWHA centre in the previous season.
- 20.2.iii - The player resides in a city/town outside of the Algoma District where there is a Female representative hockey program for their age category and were registered with another OWHA centre in the previous season.

20.3 SELECTION

For an import player to be selected to a team, they must be observed by at least two neutral observers appointed by the Sault Female Hockey Association Executive.

20.4 MAXIMUM NUMBERS

The number of such players that will be allowed on the team will be up to a maximum of (2) two players (maximum one goalie) at the head coach's discretion on the top rep team for U18.

20.5 REQUEST AND APPROVAL

The head coach must request and get approval from the Vice President of Jr. Greyhounds and President for any other imports. (In accordance with the the OWHA Tampering Policy)

20.6 REVIEW

For the purposes of the import policy, the top rep team is the highest category team offered at the U18 division within the Sault Female Hockey Association. The Board Executive will review and approve all import players being selected prior to them being placed on the Rep team roster. See Pick Up Policy.