



Policies & Procedures

Amended April 12 2022

TABLE OF CONTENTS

POLICIES

DEFINITIONS

ARTICLE 1: CODE OF CONDUCT

ARTICLE 2: RULE VIOLATIONS

ARTICLE 3: POLICE RECORDS SEARCH

ARTICLE 4: CONCUSSION POLICY

ARTICLE 5: EQUIPMENT POLICIES

ARTICLE 6: USE OF ELECTRONIC DEVICES IN FACILITIES POLICY

ARTICLE 7: PRIVACY POLICY

ARTICLE 8: FINANCIAL POLICIES

ARTICLE 9: TEAM OPERATING POLICY

ARTICLE 10: TEAM ROSTER AND COACHING POLICIES

ARTICLE 11: TEAM NAMES

ARTICLE 12: VISUAL IDENTITY - TOURNAMENT TEAMS

ARTICLE 13: LEAGUE PLAY WITH OTHER THAN SAULT FEMALE HOCKEY ASSOCIATION TEAMS

ARTICLE 14: TEAM MANAGEMENT POLICY

ARTICLE 15: DUTIES OF THE EXECUTIVE

PROCEDURES

ARTICLE 1: FINANCE

ARTICLE 2: REGISTRATION

ARTICLE 3: PLAYER ELIGIBILITY

ARTICLE 4: GENERAL TEAM SELECTION

ARTICLE 5: TIERED SOO JR GREYHOUND TEAMS

ARTICLE 6: REGISTRATION FEES

ARTICLE 7: TRANSFER OF PARTICIPANTS

ARTICLE 8: TEAM FEES

ARTICLE 9: ICE SCHEDULING ARTICLE 10: FUNDRAISING

ARTICLE 11: SPONSORSHIP

ARTICLE 12: GAMES AND PRACTICES

ARTICLE 13: TEAM FINANCIAL REPORT

ARTICLE 14: COACHING SELECTION

ARTICLE 15: COACHING STAFF SELECTION

ARTICLE 16: COURSE REQUIREMENT

ARTICLE 17: CORPORATION RULES FOR BOOKING ICE RENTALS

ARTICLE 18: TOURNAMENTS

ARTICLE 19: YEAR-END BANQUET

ARTICLE 21: LOTTERY FUNDS - 50/50

ARTICLE 22: IMPORT PLAYER PROCEDURE

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, Programmes 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 OSHA 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 Search. 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 four (4) 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. The SFHA Criminal Records Check Form is available from the Corporation. Improper forms and incomplete forms will not be accepted.

- 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 at their respective local Police Service, most likely the Ontario Provincial Police. The procedure will be the same, please contact the Director of Criminal Records Check before commencing this 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 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 Speak Out Policy.

- 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 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 for games only; using the team jerseys for practices is prohibited except for the U4, U5 divisions.

- 5.1.iii. All team jerseys are to be assigned to each participant by the coach. The coach shall ensure that the proper fitting of the jersey is paramount. 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.iv. All jerseys must have a Canada flag on the right chest.
- 5.1.v. All HL jerseys must have the Sault Female Hockey Association logo on the left shoulder.
- 5.1.vi. 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:
- 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.
 - 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.
 - 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 device 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
- 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 Development to discuss future repercussions if the issue should persist.
 - 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.
 - 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:

- i. Asking players to leave their phones at home, in the car, or with their parent(s)/guardian(s).
- ii. Collecting players’ electronics at door of dressing room, storing them, and returning them as players leave.
- 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 establish 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 First VP 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 in accordance with 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 seven years or if required to fulfill the purposes identified, unless permission is obtained from the member providing the information to hold it for a different length of time.
- 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 are 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

- No refunds in House League after the HL player steps on the ice at the first Draft Game.
- Registration fees less \$56 will be refunded to players withdrawing prior to the first Draft game.
- 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

- 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** In 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 House League Vice President.
- 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 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.
- 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.
- 9.11** A suspension to a player or member of a coaching staff may be reviewed by a Committee comprised of three (3) members of the Executive, including the appropriate League Director or Convener.
- 9.12** No player shall play for any other team without first having her Coach's permission.
- 9.13** The House League Committee, before the season starts, will work out a disciplinary process for players with excessive penalties

ARTICLE 10: TEAM ROSTER AND COACHING POLICIES

- 10.1** Coaches will be selected annually by a Committee appointed by the Executive.
- 10.2** Rep coach selection process will be consistent with the best practices of other local minor hockey associations.
- 10.3** House League coach selection process will be appointed by the Executive.
- 10.4** Coaches shall be selected based on criteria approved by the Executive.
- The minimum being a Developmental Level 1 Certification (or obtain a Level 1 by December of the year applied for) and,
 - SFHA approved criminal record check.
 - The Selection Committee will advertise for all coaching positions for the upcoming season on the SFHA website. All coaching applications, once received by the Association, must go directly to the Director of Player and Coach Development.
 - All qualified coaching applicants will have an interview with the Committee as part of the selection process.
 - Teams must always have a Canadian Hockey Association Certified Trainer behind the bench. Jr Greyhound Girls Rep teams should have two CHA Certified Trainers, one of which must be a female on the coaching staff.
 - All teams must have one female staff member. A female staff member must be present at all team practices and games including exhibition games.

- Prior to coaching interviews, all Bantam AA and Midget AA coaching applicants must submit their proposed coaching staff along with their application.
- Once assigned the AA team, the selected coach at tryouts can designate 1 (one) player as protected from her or his coaching staff. If other members of the coaching staff have players trying out for that AA team, those players must be listed and evaluated at tryouts by the Director of Player and Coaching Development. Furthermore, those players must be determined by the Director to be in the top 9 forwards, top 6 defence players and top 2 goalies of the players attending the tryout to be rostered on the respective AA team.
- Further to this, before the roster is posted by the AA coach, the coach must meet to discuss the roster and it must be approved by the Director of Players and Coach Development.
- If the Director of Player and Coach Development has a direct conflict of interest (meaning they have a child trying out for the respective AA team), a qualified designate assigned by the Vice-President of Rep will step into this role.
- House League teams will be drafted based on age, ability and numbers of players registered. The Executive, in consultation with the League Director, 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. All players who play less than 2/3 of draft games are not eligible for consideration for the House League draft. They will instead be treated as late registrants.
- Every player that is trying out for Jr greyhounds Girls hockey must attend the highest level at the tryouts in their age groups.
- Soo Jr. Greyhound Girls Rep teams will be selected at annual tryouts operated by Sault Female Hockey. Selection of each team will be done by the respective coaching staffs. Additional Jr. Greyhound Rep teams may be added if sufficient numbers exist at first team tryouts.
- All new applicants to Sault Female Hockey must provide a copy of their birth certificate at the time of registration.
- Out of country applicants may need to have signed documents and paid fees to meet OWHHA and Hockey Canada requirements.

ARTICLE 11: TEAM NAMES

11.1 House League (U12 to U21)

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 Purvis Marine).

11.2 Jr. Greyhounds

Locally, tournament teams will be referred to as Soo Jr. Greyhounds Girls Hockey. For out-of-town tournaments, teams will be registered as the Sault Ste. Marie Jr. Greyhounds.

ARTICLE 12: VISUAL IDENTITY - TOURNAMENT TEAMS

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) All teams will use the approved Jr. Greyhound Girls Hockey jacket and/or tracksuit apparel.

12.5 Team visual ID must receive approval from the Executive prior to purchase. 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 Teams will be allowed to play in our house league program, under Sault Female Hockey Association rules and regulations, with standings to count for Sault Female Hockey Association house league teams but will not be included in play-offs.

13.3 Games, ice time, referees, scheduling, and any costs associated with these to be worked out with our ice manager, 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 year-end Financial Statement to the VP of House league or 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 League Director.

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 Speak Out must be present behind the bench during games.

14.6 Coaches and Managers may meet with the Executive to discuss Association operations.

14.6.1 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.

14.7 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.

14.8 Team management guidelines will be provided to each Coach. It will be the responsibility of the Coaching Staff to implement the guidelines as stated. Guidelines will be developed jointly between the Coaching Selection Committee and the Coaching Staff. Guidelines will include:

- Codes of Conduct for players, parents, coaches, spectators, and officials.
- Promotion of fair play and good sportsmanship.

14.9 Equal ice time for exhibition games.

14.10 Fair ice time but not necessarily equal ice time for Jr Greyhound Girls Hockey Rep tournament or sanctioned league play.

14.11 HL teams have equal ice time for tournaments.

14.12 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.

14.13 OWHHA 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 OWHHA recommends at least one of the individuals supervising a dressing room be a female.

14.14 Dispute Resolution Guidelines for players and parents. Every team (House League and Jr Greyhound Girls Rep hockey) will be given a copy of the most recent and up-to-date version of the Constitution/Operating Guidelines at the beginning of the hockey season.

14.15 All coaching staff, managers and trainers of all teams shall supply the Registrar with a Criminal Record Check by the deadline date as stated in the Constitution, Section 3 – Abuse – C These Criminal Record Checks should not be more than 4 months old when accepted by the

Association. Once an individual has been permitted to act as a volunteer or staff person these Criminal Record Checks will be required every 4 years. Receipts for reimbursement must be submitted to the Treasurer by October 31st of the playing season.

14.16 The consumption of alcohol, by those of legal age to do so at any location where the players are present at the sole discretion of the coaching staff.

14.17 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/or the Finance Committee.

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.

Special consideration may be given by the Executive and/or Player Evaluation Committee to a player to move to a lower division to permit the improvement of skills.

No player shall be permitted to play in two divisions simultaneously.

Note: If a player tries out and is selected by a team in a higher division, the Association Executive may authorize her to move up to that division for a Soo Jr. Girls Greyhound team and/or House League participation. The deadline for changes is October 14th. See procedure in Article 4.

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 DEVELOPMENT TEAM STRUCTURE

- i. SFHA development teams will adhere to Hockey Canada Development Program guidelines for each division. No regular games, focus on development, exhibition games will be added upon coach's discretion with an option of playing in local tournaments – Steel Blades/Extravaganza.
- ii. Development teams carded as "C" Wildcat teams. Teams will receive 2 hours of development ice per week as well as 1 hour of power skating bi-weekly. Option to attend provincials in April as well as various OWHA tournaments.
- iii. SFHA development players MAY register in both SPWHL and SFHA. Schedules between leagues will be coordinated to allow for additional ice time for SFHA players. However, girls do NOT have to register in SPWHL to play on SFHA development teams.
- iv. Development teams: U13, U11, U9 (previously peewee, atom, novice)
- v. U7 initiation will register at SPWHL for Initiation (Tyke or Timbits 4/5)
- vi. Sharing of resources between SPWHL and SFHA and support of girls' hockey in Sault Ste Marie. Collaboration to provide young girls with exposure to the game of hockey and a development program that is progressive in nature and meets their needs with appropriate programming.

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.

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 players(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 Vice Jr. Greyhounds and Coach and Player 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, 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 Coach and Player 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 AA and U18 AA coaching applicants must submit their proposed coaching staff along with their application. Once assigned the AA 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 AA team, those players must be listed and evaluated at tryouts by the Director of Player and Coach 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 AA team.

4.12 Further to this, before the roster is posted by the AA coach, the coach must meet to discuss the roster and it must be approved by the Director of Players and Coach 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 AA team), a qualified designate assigned by the Vice President Rep will fill in this role.

ARTICLE 5: TIERED SOO JR. GREYHOUND TEAMS

5.1 There shall be a minimum of two Soo Junior Greyhound Girls Hockey teams in U15, U18 divisions, if the following criteria are met:

- A coach has applied for the position and,
- There are enough girls wanting to play at that level.

5.2 The Sault Female Hockey Association Executive along with the Development Committee and the VP Jr. Greyhounds has deemed there are enough skilled players to field a higher carded team then house league.

5.3 All other (U9, U11, U13) second Soo Junior Greyhound Girls Hockey teams will be offered based off whether enough exist at the first teams' tryout.

5.4 The coaching applications and selection process shall be the same as the first Soo Junior Greyhound Girls Hockey teams.

5.5 All Soo Junior Greyhound Girls Hockey team tryouts will be decided annually by the Association Executive.

5.6 The primary Soo Junior Greyhound Girls Hockey team will inform the Vice President of Jr. Greyhounds Girls Hockey at what level they intend to play A/AA, no later than August 1 of that season.

5.7 The second team must be a minimum of one division lower than the first categorized team.

5.8 Any considerations for reclassifications for any teams registered with the OWHA shall be submitted in writing to the Vice President of Jr. Greyhounds for approval and submissions, and the Vice President of 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, player may be rostered, but family will pay 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 family will pay 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 Coaching & Player Management, 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 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 developmental 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 participating member 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
- OWHF fees
- team supplies
- trainer and manager supplies
- travel costs

ARTICLE 9: ICE SCHEDULING

9.1 All Association divisions must cover the cost of ice scheduled (excluding initiation).

9.1.i Ice time will be provided at Sault Area arenas (John Rhodes, McMeeken, Rankin & Essar Centre, Big Bear, Pullar, Norris Centre, Echo Bay).

9.1.ii The Ice Manager for the Association 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 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 Development 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) to (2) hours per week (1.5 hours average per week) for a total of 56 hours.

9.4 Jr. Greyhounds

9.4.i. “A” 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 team 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

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.

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.

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 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:

- a) Harassment
- b) Inappropriate touching
- c) Inappropriate language
- d) Attendance of male coach in dressing room without another adult female being present
- e) Failure to wear helmet during practice as advised by OWHA and Insurance rules
- f) Fundraising without notification to and approval from the Executive**
- g) Exhibition games without notification to and approval from Executive (outside of OWHA games).

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/>

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 Presidents, Rep, House league Senior and Junior: 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 Vice President Junior and Senior House League 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 sweater 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 player, they are encouraged to do so.

11.2 The House League Team Sponsor (\$700/year)

- i. Funds are used towards sweater costs.
- ii. Sponsor name is identified with the House League team
- iii. Sponsor will receive a House League Team Sponsor plaque of appreciation with team picture.
- 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. Greyhounds Team Sponsor (\$3500 minimum)

- i. Sponsorship funds are applied to the individual Jr. Greyhound team to offset team expenses.
- ii. Each player on the team will wear a Team Sponsor patch on all home and away jerseys on the back of the jersey.
- iii. Teams are encouraged to provide the sponsor with a framed team picture.
- iv. Teams are encouraged to invite the sponsor to the year-end banquet.

11.4 Jr. Greyhounds Tier 2 Team Sponsor (\$1500 minimum)

- i. Sponsorship funds are applied to the individual Jr. Greyhound team to offset team expenses.
- ii. Teams are encouraged to provide the sponsor with a framed team picture.
- iii. Teams are encouraged to invite the sponsor to the year-end banquet.

11.5 Jr. Greyhound Player Sponsorship Program

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.

- i. Sponsorship cost for one name bar per sweater is \$250.00.
- ii. This gives player a sponsor bar at the bottom of one sweater (white or red)
Provides Sponsor with advertising in publications and newsletters.

- 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 House League Directors must follow the rules and guidelines as set out in the House League Director's Handbook.

12.3 All game sheets must be handed in to the House League Parent Convenor or Jr. Greyhounds Convenor after each game.

12.4 Suspensions must be reported to the respective executive VP who shall notify the President. These game sheets must be submitted to the Vice-President to submit to the Secretary for submission to the OWHA.

12.5 Jr. Greyhound games may be arranged with Sault Area teams as outlined in agreements with other Associations. Games will also be scheduled within the Association with Development teams being charged 1/2 of cost to cover ice costs and referees when interlocking with SFHA House League Teams.

ARTICLE 13: TEAM FINANCIAL REPORT

13.1 RESPONSIBILITIES

The Team Manager shall be responsible for keeping a current Financial Report.

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 Administrator and all associate members of their respective teams.

13.3 REPORTING TIME

The Financial Reports shall be provided in December 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 filed in the coaching files.

ARTICLE 14: COACHING SELECTION

14.1 Coaching Selection Committee

They will conduct interviews with coaching applicants and appoint the coaches for the Jr. Greyhounds Girls Hockey Rep and House League programs. Jr. Greyhound Girls Hockey Rep coaches for the upcoming season will be announced as soon as possible after Provincial Championships. The respective VP's shall be Chairperson for the Coaching Selection Committee and shall oversee the selection of all coaches for the Corporation.

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

14.2 Coaching Selection Panel

The Coaching Selection Committee as selected by Sault Female Hockey Association executives, 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.

14.2.1 - 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 Hockey Rep 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 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 will be scored and evaluated based upon:

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 candidate 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 Coaches and Player 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.

- OWHHA 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.

ARTICLE 15: COACHING STAFF SELECTION

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 Speak Out 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 (2) certified trainers, where (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 rentals.

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

17.2ii - 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.

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 7 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 travelling 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.

ARTICLE 19: YEAR-END BANQUET

19.1 The Association will host three year-end banquets to honour the volunteers, players, and sponsors. There will be a cost of \$20 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 in late April each season.

19.4 It is the responsibility of the 1st VP (Jr. Greyhound) and the 2nd VP (House League) 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.

17.1 See ARTICLE 10, section 10.1 for AGCO fundraising policy and procedures.

17.2 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 for at least 2 home games throughout the season. If a team chooses not to participate, they will be assessing 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 Midget 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 OWHHA 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 OWHHA 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.

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.