

*WEST  
NORTHUMBERLAND*



**POLICY MANUAL**

**&**

**JOB DESCRIPTIONS**

# West Northumberland Girls Hockey Association

## Policy Manual and Job Descriptions

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*Failure to comply with WNGHA policies and procedures may result in disciplinary action, up to a maximum of expulsion from the organization.*

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### **HOUSE AND LADIES LEAGUE RULES**

#### *Teams*

Teams will be set at the beginning of each season.

The Division Convener will set the number of teams based on the total number of players registered. The players will then be evaluated and distributed equally amongst the teams (Ladies Division to be exempt from this process). The Division Convener will do their best to create teams of equal ability and reserves the right to move players from team to team up to December 31<sup>st</sup>, to help balance the teams.

Each House League division shall comprise a sufficient number of teams as are necessary to accommodate the registered players for each division. Such numbers of teams are to be of a quantity to permit equal scheduling of games during the playing season.

Players are eligible to play in one division only, unless otherwise approved by WNGHA executive. A latecomer to the House League will be placed on a neutral team, if possible, for evaluation and before being placed on her final team.

In the event that the House League Coordinator is unable to create a sufficient number of teams of registered WNGHA house league players, the House League Coordinator is allowed to work with other OWHA organizations (within a 100km radius of the WNGHA office) in order to find other house league teams for our teams to play during the season.

All registered players must have paid their WNGHA registration fees prior to the commencement of the WNGHA season. Any player who has not paid her registration fees by the commencement of the regular season will not be permitted to play until the outstanding fees are paid.

#### *Player Eligibility/Age Groupings*

The WNGHA will follow the same age categories as set out in the OWHA Handbook. Birth dates for playing seasons will be designated as of December 31<sup>st</sup>

Tyke, Novice, Atom, Peewee, Bantam, Midget, Intermediate and Senior (ladies).

#### *Alcohol/Drugs*

**YOU CANNOT STEP ON THE ICE IF YOU HAVE BEEN DRINKING ALCOHOLIC BEVERAGES OR UNDER THE INFLUENCE OF ILLEGAL OR NON-PRESCRIPTION DRUGS. WE ARE UNDER THE OWHA SANCTIONING, THEY ARE INSURING YOU. IF ALCOHOL /DRUGS ARE INVOLVED YOU WILL NOT BE COVERED BY THE OWHA INSURANCE. ANY OFFICIAL (TRAINER, REF OR COACH) HAS THE RIGHT TO ASK YOU TO LEAVE THE ICE IF YOU HAVE CONSUMED ALCOHOL/DRUGS.**

#### *Coach/Bench Staff*

Please refer to Coaching Staff Policy

All WNGHA bench staff be 'age appropriate' - depending on division - ie. Minimum 18 years old.

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### WNGHA FAIR PLAY

#### *Slap Shots*

Slap shots are permitted for Tyke through to Intermediate. **NO SLAP SHOTS** in Ladies House League. This is a recreation house league for ladies. Any player that takes a slap shot or Pretends to will receive a 2 minute penalty for unsportsmanlike conduct.

#### *Body Checking*

This is a No Body Checking league and Body Checking is prohibited for all age levels.

#### *Multiple Penalties in a Game/Suspensions*

Players that get 3 penalties in one game will be ejected from the game. If a player is ejected from 3 games in a season they will be suspended for 3 games. Any intentional hit or intent to injure (as given by a referee) another player will result in suspension as outlined in the OWHA handbook.

This is a recreational league for all players. The players are here to have fun and enjoy the sport. Most players do have to work or attend school in the morning and injuries received through intent are not acceptable.

Fair Play, Fun, Excellence, Good Citizenship, Integrity & Honesty, Equity

#### *Pick up players*

Pick Up players are not allowed under any circumstances. An exemption may be granted for GOALIES only and must be pre-approved by the Division Convener. Teams must have six (6) players to have a legitimate game. Any team having fewer than six (6) players will forfeit the game by a score of 6 - 0. As per CHA Rules

#### *Playoff Games*

All House League teams will qualify for playoffs and Championship Day. The Division Convener will set the playoff format each year. In the event of ties, we will use the same tie breaking rules as set out in the OWHA handbook. Teams will NOT be allowed to use call-ups. Teams that show up with six (6) or less players will forfeit the game by a score of 6-0.

#### *Ice Time*

WNGHA will provide sufficient ice for each house league team aged Tyke to Midget. The House League Coordinator will work to provide approximately a 1-hour practice and a 1-hour game per week shared with another team. Ladies House league team will receive 1 hour per week, shared with another team.

Players are not allowed to remove any equipment prior to returning to the dressing room at the completion of the game or practice. Players are not allowed to step on the ice until the Zamboni is off the ice and the doors are closed. At the completion of the game, teams must exit the ice promptly under the direction of the referees.

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House League is to be a fun recreational sport and all players pay the same fees, with the exception of Novice players, whose registration fees may be set at a lower rate, in order to generate an interest in the game.

All house league coaches and players are to do their very best to ensure that ALL players receive an equal amount of ice time. Teams must play their players in rotation. When a violation of this rule is noted, the proper rotation will immediately be re-established. For repeated violations, the coach will be referred to the Division Convener / 2<sup>nd</sup> Vice-President.

### *Game Sheets*

The game sheet is a legal document and requires that all players sign it prior to each game. If a player is absent, injured or under suspension it must be marked beside their name. The OWHA may request a copy of the game sheets at any time especially in the case of suspensions or injuries. All Players are insured by Hockey Canada and again they may request a copy of the game sheet in respect to all insurance claims. Under NO circumstances is anyone to sign for another player.

### *Referees*

Referees are to be assigned by the referee scheduler when notified by the Division Convener. All attempts will be made to use OWHA certified Referees.

### *Game Length*

All house league games will be stop time with period lengths of 10 -10 - 12. The home teams will be responsible for the timekeepers. Ladies Division exception - If a timekeeper is not available they may use period lengths of 10-15-15 running time.

### *Goalies*

If a goaltender is injured or becomes sick during the game and is unable to continue, the team is allowed fifteen (15) minutes to dress a player and resume the game. As per CHA rules.

## **COACHING STAFF POLICY**

### *House League Teams*

The Coaching will be separated into two different parts - Bench Staff and Dressing Room Staff

#### *a) Bench Staff:*

The Bench Staff will consist of a head coach, 2 Assistant Coaches and a trainer.

The Division Convener will choose the Head Coach. The Head Coach will select the two Assistant coaches and a trainer. One member of the bench staff must be FEMALE.

#### *b) Dressing Room Staff:*

Dressing Room Staff will consist of two room moms. The room moms may or may not be part of the Bench Staff.

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All Staff must have a minimum of Speak Out. The Trainer must have a VALID Level 1 Trainer Certificate. The Head Coach must have either a Coach Level or D1 Coaching Certificate.

Staff must follow the 2 deep rule at all times.

All Coaching Staff (Bench and Dressing Room Staff) must have a police check on file, November 1<sup>st</sup>, with WNGHA. The Police check will be renewed every three years. If there is a delay, a confirmation letter stating that the process has started must be submitted. In the event that a volunteer is asked to do the supplementary police check as part of the screening (fingerprint test), WNGHA will reimburse the cost of this supplementary police check.

### ***Rep Teams***

The Coaching will be separated into two different parts - Bench Staff and Dressing Room Staff

#### ***a) Bench Staff:***

The Bench Staff will consist of a head coach, 2 Assistant Coaches and a trainer.

The Head Coach will be chosen by the Coach Selection Committee and approved by the executive.

The Head Coach will select the two Assistant coaches, trainer and manager. One member of the bench staff must be FEMALE and on the bench during all games.

At no time, will spouses be permitted to be part of the same Bench Staff.

At no time, will one person be allowed to coach more than one competitive team.

#### ***b) Dressing Room Staff:***

Dressing Room Staff will consist of two room moms. The room moms may or may not be part of the Bench Staff.

All Staff must have a minimum of Speak Out. The Trainer must have a VALID Level 1 Trainer Certificate. The Head Coach must have either a Coach Level or D1 Coaching Certificate.

Staff must follow the 2 deep rule at all times.

All Coaching Staff (Bench and Dressing Room Staff) must have a police check on file, by November 1<sup>st</sup>, with WNGHA. The Police check will be renewed every three years. If there is a delay, a confirmation letter stating that the process has started must be submitted. In the event that a volunteer is asked to do the supplementary police check as part of the screening (fingerprint test), WNGHA will reimburse the cost of this supplementary police check.

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### COACHING SELECTION PROCESS

#### *Notification (Call for Coaches)*

When the Executive of the WNGHA approves the call for coaches, they then must notify all members of the association via an email from the Registrar. The public will be notified by either an ad in the local newspapers or a news bulletin on the WNGHA web site. It must contain application deadline and interview dates.

#### *Coaching Selection Committee*

The 2<sup>nd</sup> Vice-president will chair the committee and co-ordinate the entire process. The other committee members will be members of the WNGHA executive, or have either coached in our organization or another hockey organization at a high Rep level, or been involved and have a strong knowledge of the WNGHA Rep program and its intricacies.

Each candidate for a specific position will be interviewed by a *Coaching Selection Team* comprised of, at least three members of the coaching selection committee.

**Application Deadline** - The application deadline must be stated in all notifications.

Candidates must complete:

- WNGHA Coaching Application Form
- Coaching Resume
- Yearly Plan
- Budget Estimate
- Potential Tournament Listing

Candidates should have a minimum of NCCP Coach Level certification, and have a good understanding of the WNGHA Constitution and Policies are required.

Coaching applications will be submitted through the organization website to the 2<sup>nd</sup> Vice-President who will chair the committee. Applications will also be submitted to the President; hence having two points of contact versus one.

E-mail applications will be accepted only if received before the deadline and complete with all of the required information.

Only candidates with a complete application will be considered for an interview.

Preference will be given to those candidates with the total number of years as a head coach, level coached (i.e. Peewee AA, Peewee C). Consideration may be granted to those that have coached in the WNGHA before.

New candidates are strongly recommended to serve one year as an assistant coach to help get a better understanding of the West Northumberland Organization.

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### *Interviews*

The 2<sup>nd</sup> Vice-president will organize and co-ordinate the interview process and will be present for all interviews. The 2<sup>nd</sup> Vice-president will not necessarily be a voting member for all interviews but will be present to organize the interviews and ensure consistency.

Each candidate for a specific position will be interviewed by a coaching selection team comprised of members of the coaching selection committee. The team will ideally consist of the same members for all candidates. However, if due to unforeseen circumstances a team member cannot attend an interview, the interview will proceed with one less member. Interview times will not be re-scheduled unless dire unforeseen circumstances warrant it.

Any committee member that has a daughter playing in the age category of the applicant will not be a member of that coaching selection team.

Applicants will be allotted twenty minutes. The first component will be a five-minute or less presentation by the candidate followed by a "Question and Answer" period. Questions will not be standardized. They will be applicant and division specific, and may be based on the data accumulated from the various stages of the process.

### *Final Selection*

Once the interview process is complete, the committee will make its final recommendations, based on all of the data gathered on the applicants through the interview process and on any further discussion that may arise during the process.

No one person be allowed to be the head coach of more than one **competitive** team with the association and that the Committee involved in the Coaching Selection bring selection(s) to the Executive for a majority vote via a live meeting.

Any executive members that have a daughter playing in the age category of the recommended candidate will declare themselves ineligible for that vote.

### *Announcement*

Once approved, all candidates will be advised, successful or not, immediately following, the executives approval. Successful applicants will be called first.

Successful applicants will be announced on the WNGHA website.

## **STAFF TRAINING REIMBURSEMENT POLICY**

The Association reimburses 100% for the Speak Out/Respect in Sport course, and 50% of the cost of other Coaching or Trainer Clinics for those team staff that are required to take the respective course. However, the one exception is that any course taken by a team staff must have pre-approval by the WNGHA executive, if it is over \$200.



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### COACH EVALUATION POLICY

Coach Evaluation' forms be circulated at least once (1 per family); possibly two times per season. These forms may be online; on our WNGHA website - access codes may be granted by the manager or webmaster; or paper forms completed.

All forms will be held by the 2<sup>nd</sup> Vice President; who presides over the Coach Selection Committee. These forms will be utilized at the appropriate time, i.e. when coach interviews are being completed for posted positions.

### PLAYER IMPORT AND ELIGIBILITY POLICY

#### *Players*

A player is eligible to play for a West Northumberland Girls' Hockey team if they are a current player within the WNGHA or a new player within the boundaries of the WNGHA catchment area. Import players are welcome.

#### *Forms*

Any new player joining WNGHA from another organization must have a permission to skate form to attend tryouts (no exceptions). If the new player is selected to a Rep/House League team, they will require a player release form (no exceptions).

#### *Import Players*

WNGHA allows three (3) import players per team from outside our catchment area, with the exception of the Midget AA team, which are subject to the import rules below:

No more than ten (10) imports are allowed on the Midget AA team. Midget AA age group shall be allowed the latitude to increase this number upon presentation by the coach to the three members of a tryout committee agreeable by the executive council. Factors include talent level, competitiveness, and number of players attending. Two out of three members would need to support a decision to increase the allowable number of imports. This would be reviewable annually.

After a deemed "import" player has played with the WNGHA for **TWO** consecutive years (Bantam and below) or **ONE** year for Midget, that she no longer be referred to as an import. This amendment will be retroactive to players who played on the 2015-16 rep teams.

The WNGHA catchment area includes all of Northumberland County (Municipality of Brighton, Township of Cramahe, Township of Alnwick/Haldimand, Township of Hamilton, Town of Cobourg, Municipality of Port Hope, and Municipality of Trent Hills).

**Imports will not be grandfathered.**

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### *Out of Province*

1. If a player did not play within the OWHA last season and has participated in hockey in another province or country, she may require approval, a release and a transfer. In many cases, this is required before the player is involved in any activity with a team.
2. If a player lives in another province or country and / or played ice hockey in another country, she may require approval, a release and/or a transfer on an annual basis. In many cases, this is required before the player is involved in any activity with a team.

### *Underage Players*

Players must play within their age category. The WNGHA does not allow underage players to play full time for a higher age category with the exception of:

- **Goalies**  
If the higher age group has no goalies available, then the goalies in the lower age bracket may try out for the higher age bracket, providing it does not leave the goalies' own age group short of goalies. If there is a surplus of goalies at a particular age group, then selected goalies may move up an age bracket, if the higher age group can accommodate the move.
- **Novice**  
If the WNGHA does not ice a full-time rep team playing in the LLFHL then novice age players may try out for the Atom Rep team.

A maximum of two novice age players may be selected.

### **PERMISSION TO SKATE POLICY**

Permission to skate (PTS) forms will be issued once a player has contacted the WNGHA President or Registrar. A PTS will not be issued on tryout nights. Only one form per level, per association will be issued at a time.

### **RELEASE POLICY**

All requests for releases need to be in writing and presented to WNGHA executive for vote at our next scheduled monthly meeting (currently the second Tuesday of every month). A player moving to a higher level, which WNGHA does not provide will be, granted a release only if she makes the higher-level team. ALL lateral requests (players requesting to move to a level that the WNGHA does offer) will be denied, unless the player has moved out of our catchment area or has been cut from a WNGHA team at the same level. Player releases will not be issued to players who have not fulfilled their financial obligations or have not returned WNGHA equipment.

### **INTENT TO REGISTER (ITR) POLICY**

When ITR's are being considered, and/or team dissolution; that full disclosure to appropriate parties be made (ie. Existing Coach and staff). That WNGHA discuss their recommendations with the existing staff.

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### **SPRING TRYOUT POLICY**

Spring tryouts for representative teams in the divisions of Novice, Atom, Peewee, Bantam and Midget will be held no sooner than 72 hours following the OWHHA Provincial Tournament.

Spring tryouts will provide an excellent opportunity for WNGHA teams to prepare and evaluate the talent pool prior to the fall ice schedules. Spring tryouts are governed by the following rules:

- Each team will be provided with sufficient tryout/ice time for selection purposes.
- Tryouts are open to all players currently registered with WNGHA, and any other player who can provide a proof of insurance showing they are currently registered with another Hockey Canada Association (i.e. boys' team)
- Permission to skate forms must be presented prior to participating, for all out of area players who are or were registered with to any other female hockey association other than WNGHA.
- Players must attend a minimum of 3 out of 4 tryouts, or 2 out of 3 tryouts, whichever is deemed necessary in order to be eligible for a roster spot. If any player cannot attend the minimum required tryouts, they must make a written submission to the executive at least 24 hours prior to the first tryout.
- If a player, for a specific reason, injury or illness, cannot take part in the tryouts and still wishes to be considered for a roster spot on the team, they must make a request in writing to the Executive prior to the first tryout. The request will outline the reasons for missing tryouts and may be granted approval by the Executive to tryout at an alternatively scheduled time.
- All players will be charged a nominal fee for each session or a fee for a yearly try-out card. The fee will be determined and posted each year prior to tryouts.
- After 3 or 4 tryouts/ice sessions as per requirement, a roster will be set and submitted.

**Exceptions:** Any player wishing for an exemption from tryouts must make a written submission to the executive by March 1<sup>st</sup> (special circumstances will be considered).

### **FALL TRYOUT POLICY**

Fall tryouts are open to all players currently registered with WNGHA, and any other player who can provide a proof of insurance that they are currently registered with another Hockey Canada Association (i.e. boys' team)

- Permission to skate forms must be presented prior to participating for all out of area players who are or were registered with any other female hockey association other than West Northumberland Girls' Hockey Association.
- As of the 2016/ 2017 season, all tryouts will take place in the spring (see Spring Tryout Policy).
- An additional Fall Tryout for the Novice team may be deemed necessary, depending on the numbers present at the Spring tryout.

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- The Novice team will be provided with sufficient tryouts/ice times for selection purposes.
- All players will be charged a nominal fee for each session or a fee for a yearly try-out card. The fee will be determined and posted each year prior to tryouts.

**Exceptions:** Any player wishing for an exemption from tryouts must make a written submission to the executive by March 1<sup>st</sup> (special circumstances will be considered).

### **TRYOUT EXEMPTION FOR NEW PLAYERS**

- A player requesting to move up an age group, or a player requesting to tryout for a team that has already had tryouts may apply for an exemption to be considered for a team. The player MUST be a skilled player and fall within the top 5 (see \* below) for skill as compared to the entire team.
- A player may apply for a special exemption to try out for a WNGHA team after the team's tryouts if the player is NOT an import. The player must be moving to the WNGHA catchment? If she is moving then the parent(s) or guardian(s) will provide proof of address prior to tryouts.
- The player must show valid birth certificate to make sure she is trying out for appropriate age group.
- The player must pay all the tryout fees before the assessment.
- The coach must hold a full roster practice / tryout so the player can be assessed against the whole team, including existing top players. This may be done as early as, but not before Aug 15th.
- The player will NOT be identified to the evaluators prior to evaluation. Also, it is recommended that the player not wear any jersey or special colour equipment, where possible, to allow for fair evaluation.
- The coach must hold a combined practice of skills and drills and scrimmage for proper assessment.
- The evaluation process will be coordinated by the Director of Coach and Player Development. Evaluators will consist of no less than 3 Board members, including the Director of Coach and Player Development, to represent WNGHA. Up to 2 outside evaluators may be chosen to assist in the process. These 2 outside evaluators will be approved by the Director of Coach and Player Development.
- The evaluators will score the top 5 players on the team during the practice / tryout and they will be evaluated on a set of criteria that will consist of the Hockey Canada skills check list form for the appropriate age level. Top 5 players will be given a score to provide a tangible number rather than an opinion on whether this player falls in top 5.
- Final decision will be brought to the executive for approval before any decision is made. After the decision of the board is made, the decision is final and the coach will deliver the final results to the player and parents.

\* Top 5 means top 5 based on skill of player for the entire team. Top 5 will not apply to a specific position the player is trying out for example: Not "top 5 defense".

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### WNGHA (OWHA) PLAYER AND REP FEES

Payment for the cost of competitive (rep) hockey is broken into three parts:

1. WNGHA registration fees;
2. Rep team fees; and
3. Individual team fees.

#### *WNGHA registration fees*

WNGHA will set the registration fees for the upcoming season at the April meeting of the Executive each year (the meeting before the AGM).

These fees are paid directly to WNGHA, and are to be paid at the beginning of the season. These fees pay for the benefits that are received by all teams (rep, house league and ladies league). These fees may differ between the level of hockey played and whether the player will be playing for a competitive, house or ladies league team.

The registration fees for competitive (rep) teams received after August 1<sup>st</sup>, will be subject to a \$50 late fee, with the exception of the Novice competitive (rep) team, if fall tryouts are held.

The registration fees for house and ladies league players received after September 15<sup>th</sup>, will be subject to a \$50 late fee.

Any delinquent WNGHA registration fees will be subject to a \$50 late fee and may result in a letter from the WNGHA stating if arrangements for payment are not made to the satisfaction of the executive, the child will not be allowed to participate in any team activities, which would include both on and off-ice team activities until payment arrangements have been made with the organization.

#### *Rep Team Fees*

Rep team fees cover the additional costs that are not required by either house league or ladies league, and which are incurred by the rep teams. These costs typically include the additional ice rentals, Lower Lakes League fees and other related costs.

The rep team fees are paid by a player to their respective rep team, and collection of these amounts from the player, is the responsible of the rep team manager.

These additional fees are communicated by the WNGHA executive and charged to the respective rep teams, with these amounts being paid by the following dates:

- 50% of these fees are owed by the team no later than December 15<sup>th</sup>; and
- Remaining 50% payment is due no later than January 15<sup>th</sup>.

Late payment of these fees to WNGHA, by the rep team may result in a \$250 team fine.

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### ***Individual Team Fees***

These fees are set and managed by each individual team. These fees would typically cover the cost of tournaments and other costs associated with the team directly. These additional costs would have been reviewed by the Executive as part of the team budget that is approved by the Executive.

The individual team fees are paid by a player to their respective rep team, and collection of these amounts from the player, is the responsible of the rep team manager.

### ***Payment of Rep and Individual Team Fees***

Although the collection of the rep and individual team fees is the responsibility of the team, the Association recommends to the teams that they obtain a deposit equal to 20% of the proposed budget from the parent of each player, prior to May 15<sup>th</sup> for the upcoming hockey season, in order to accomplish the following:

- Limit the out-of-pocket costs of the coach for equipment, practice jerseys etc.
- Have funds to pay registration costs for tournaments, early in the season

The Association also recommends to the teams that the remaining team fees be collected from the parents in four remaining instalments (approximately 20% for each of the instalments), with the final instalment being paid prior to November 30<sup>th</sup>.

If a player fails to submit these fees to their team in a timely manner, the team manager may ask that the Executive become involved. If arrangements for payment are not made to the satisfaction of the President, the child will not be allowed to participate in any rep team activities, which would include both on and off-ice rep team activities after December 1<sup>st</sup>.

### ***Senior C rep team***

The Senior C rep team is exempt from the late fee policies of WNGHA.

### ***Rep Team Refunds***

If at the end of a season, the rep team has not spent all of the rep monies collected, or has fundraised (see fundraising policy), resulting in funds remaining at the end of a season, these funds may be returned to the parents.

None of these funds may be given to any member of the coaching or training staff or team manager, as consideration for the work completed during the season.

All funds must be returned to the parents no later than the competitive (rep) team banquet.

If funds have not been paid by the rep team by the competitive (rep) team banquet, these monies become the property of WNGHA.

Refunds are to be given back to the parents in cash, in order that the bank account and the records can be effectively closed (ie. leaving \$20 in the account) as soon as the season is essentially complete. A bank statement with the closing balance along with a final financial report must be handed into the Treasurer of the Association, no later than 5 days after the competitive (rep) team banquet.

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### **WNGHA TOURNAMENT POLICY**

Each team may enter up to 5 tournaments per year not including league playoff, Provincials or Home Tournaments. A maximum of two of these tournaments may be overnight (Min. 175km Max. 375km drive).

Exceptions to this rule must be requested in writing 6 weeks in advance of the proposed exception. The OWHA contact and the Vice President of girls' rep hockey must consider the rationale for the extra tournament, additional cost to the parents and level of parents support for entering extra tournament.

Any team wanting to enter a NON-OWHA sanctioned tournament must seek approval 6 weeks in advance, with proper OWHA documentation completed in full

Out of Province, tournaments must be approved by the full WNGHA executive and a travel permit from OWHA (for insurance purposes) must be obtained.

The intent of this policy is to protect parents and players from excessive financial burdens. When traveling out of province. We must review the insurance policies covering players and coaches.

### **PLAYERS EQUIPMENT, UNIFORMS AND CLOTHING POLICY**

#### ***Rep Team Jerseys:***

Competitive (rep) players will be responsible for the purchase and maintenance of their own jerseys. Only WNGHA approved jerseys will be worn for games.

Sponsor bars approved to be put on WNGHA rep team jerseys must remain on the jerseys for the duration of the season, and would be located under the numbers on the back of the jersey.

Playing jerseys are NOT permitted to be worn for practices.

WNGHA Representative Team colours are blue and white.

#### ***House League and Ladies League Jerseys***

Playing jerseys are the property of WNGHA. Any alteration to the players' jerseys can only be done by WNGHA.

#### ***Refundable Jersey Deposits***

All House and Ladies League participants will be required to pay \$40 as a "refundable jersey deposit fee," at the time of registration, with the exception of the Atom HL division if jerseys are provided by McDonalds (the atoMc Hockey program).

Refundable jersey deposits will be shown separately on the registration form and will not be embedded in the cost of the annual hockey registration.

If the jersey is returned to the Equipment Manager prior to March 20<sup>th</sup> of that season, the participant will be eligible to receive the \$40 deposit back.

If the jersey is returned after March 20<sup>th</sup>, this deposit will NOT be returned.

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### *Hockey Equipment*

All players will have the following mandatory pieces of equipment:

- Black helmet - goalies are excluded
- Black pants - goalies are excluded
- Predominantly black gloves - goalies are excluded
- BNQ certified neck guard
- WNGHA coloured hockey socks

House League is exempt from having to have black pants, gloves and helmets.

### Optional but strongly recommended

- Mouth guard

### *Game Day Clothing*

All Representative players will have the choice of two approved game day outfits, consisting of either:

1. WNGHA approved KEWL warm up suit or
2. Black flared bottom yoga pants worn with the approved navy coloured soft-shelled Wild jacket.

To wear for games and tournaments, with the stipulation that all players will be dressed the same.

The Senior C Rep team is exempt from the off-ice clothing policy (game day clothing) of WNGHA.

### **BENCH STAFF DRESS CODE POLICY**

That ALL rep bench staff (coaches, assistant coaches, and trainers) wear appropriate WNGHA apparel (jackets, shirt/tie for men, and head wear (optional) for all staff), for all games and tournaments whereby WNGHA is being represented. If head wear is worn, it must be approved WNGHA apparel. Failure to do so may result in repercussions.

The above criteria also applies to house league staff when attending away games or tournaments.

The Senior C Rep team is exempt from the bench staff dress code policy of WNGHA.

### **BASELINE CONCUSSION TESTING**

In order to assist in the health and well-being of the players, in the event of a concussion, all WNGHA registered players aged 10 - 18, inclusive, must have a baseline concussion testing done prior to their first game, at the parent's expense.

- *This policy is effective beginning with the start of the 2016/2017 hockey season.*

In order to return to the ice, after a concussion, WNGHA follows those policies adopted by the OWHA.



# West Northumberland Girls Hockey Association

## Policy Manual and Job Descriptions

### TEAM SPONSORSHIPS

Team sponsorship monies will be allocated, by WNGHA, between Development and general WNGHA purposes in the following manner:

#### *Rep Team Sponsorship:*

WNGHA will keep 75% of the Team Sponsorship money in trust. When the teams provide receipts to the Director of Coach and Player Development, the team will be reimbursed for these development costs up to the 75% maximum.

There will be a time limit that 75% of the Team Sponsorship held in trust (75% of the 75% held in trust or 56.25% of the total Team Sponsorship monies), must be used prior to December 1<sup>st</sup> of each year.

The remaining 25% is to be used for the development of the rest of the Association.

#### *House League Team Sponsorship:*

WNGHA will utilize \$80 of the House League Team Sponsorship money for general WNGHA purposes. All of the remaining monies from the House League Team Sponsorship are to be used for development purposes.

### FUNDRAISING POLICY

Fundraising is defined as any funds raised by a group to assist a WNGHA team or the WNGHA as a whole.

Fundraising activities cannot include 50/50 draws, raffles or Bingos, until after WNGHA has been approved as an eligible lottery licensee. Once WNGHA is approved, the team will be required to obtain a lottery licence, and would be subject to the respective lottery licence policies.

All fundraising events of a team must be communicated to the fundraising director of WNGHA prior to the fundraising activity occurring.

The proceeds resulting from all fundraising events must be communicated to the fundraising director of WNGHA within 5 days of the conclusion of the event.

#### *House and Ladies League*

House and Ladies League teams are allowed to fundraise. Fundraising done by a house or ladies league team, can only be used to offset the costs of attending tournaments.

Any excess funds raised are to be given back to WNGHA, and can be used by the Association at the discretion of the Executive. For example,

- If a House League team enters a tournament at a cost of \$900, and is able to fundraise \$1,100, then \$900 of the \$1,100 goes to pay for the tournament, and the remaining \$200 is given to WNGHA

# West Northumberland Girls Hockey Association

## Policy Manual and Job Descriptions

### *Competitive (Rep) Team*

Competitive (Rep) Teams are allowed to do fundraising, in order to offset some of the cost of the competitive (rep) team, but the funds raised are not allowed to exceed the value of the fundraising cap. The fundraising cap is defined later in this policy.

### *Sponsorships*

No team (competitive, house league, or ladies league) is allowed to obtain sponsorships or donations as a form of fundraising.

All team or individual sponsorship must flow through the Association, and do not flow through the team bank accounts. If a team receives a team or individual sponsorship, these funds are to be given to the Association.

The only exception to this rule, is if an unsolicited donation is received, by the team, during a fundraising event. An example of this would be:

- A team is completing a bottle drive, and when they are asking for bottles, someone provides the team with a donation of \$10 in lieu of bottles or in addition to the bottles requested.

### *Fundraising Cap:*

Each competitive (rep) team is subject to an annual fundraising cap, which is defined as:

- 25% of the value of the approved competitive (rep) team budget, up to a maximum of the fees paid to the Association by the players on registration.
  - *This part of the fundraising cap becomes effective with the 2017/2018 season*
- The maximum fundraising cap is defined as the number of rostered players on the competitive (rep) team multiplied by the amount paid by player at the time of registration to WNGHA (WNGHA registration fees).

The purpose of the fundraising cap as a percentage is to give consideration to the lower costs incurred by some of the younger ages such as referee costs and ice costs (For example, only allowed 1 hr. on the ice vs 1.5 hrs. for the older teams). The use of the percentage works to create a more even cost structure between the age groups when playing for competitive (rep) hockey.

Any funds that are earned in excess of the annual fundraising cap must be given to WNGHA, and can be used by the Association at the discretion of the Executive.

# West Northumberland Girls Hockey Association

## Policy Manual and Job Descriptions

### LOTTERY LICENCE POLICY

This policy becomes effective at the time that the West Northumberland Girls Hockey Association is approved as an eligible lottery licensee by the Town of Cobourg, in conjunction with the Alcohol & Gaming Commission of Ontario.

WNGHA has obtained a lottery licence for the entire Association. The one exception is that a lottery licence is **NOT AVAILABLE** for any fundraising undertaken by any of the following teams:

- Intermediate
- Senior C
- Teams in the Ladies League

The only time the above teams are allowed to be issued a lottery licence is if 100% of the lottery event proceeds are given back to WNGHA for use with the female hockey players under the age of 18.

The primary purpose of the lottery licence is to allow the Association or the individual teams to operate the following type of events:

- 50 / 50 draws
- Raffles
- Bingo type events
- Poker runs
- \$ 2.00 / \$ 1.00 / \$ 0.25 boards

The Association became an eligible licensee in order to protect the Association and the teams from potential criminal prosecution if an event was run without obtaining a lottery licence. WNGHA Executive communicates this policy on a yearly basis to the team managers and coaches about the need for the lottery licence.

If a team is not fully transparent regarding the operation of the lottery event or does not follow this policy and operates such an event without obtaining a licence, the team will be subject to discipline, which could include one or all of the following:

- Forfeiture of the funds raised by the team (funds would be paid to WNGHA);
- No team refund at the end of the season, if eligible (effectively a fine paid to WNGHA)
- Suspension and / or removal of the Coach;
- Suspension and / or removal of the Team Manager;
- Suspension of the Team as a whole (ie. WNGHA no longer approves the operation of the team and it forfeits the remaining of the season)

The above disciplinary action would be in addition to any charges that may be brought under the Criminal Code of Canada, by either the Alcohol & Gaming Commission of Ontario or the Town of Cobourg.

If an event is operated under the terms of a lottery licence, there are a specific set of procedures that need to be followed, which are outlined in the Lottery Event Operations Policy.

# West Northumberland Girls Hockey Association

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### LOTTERY EVENT OPERATIONS POLICY

This policy becomes effective at the time that the West Northumberland Girls Hockey Association is approved as an eligible lottery licensee by the Town of Cobourg, in conjunction with the Alcohol & Gaming Commission of Ontario.

This operational policy must be adhered to, in the event that WNGHA or a team of WNGHA wishes to operate one of the following type of events:

- 50 / 50 draws
- Raffles
- Bingo type events
- Poker runs
- \$ 2.00 / \$ 1.00 / \$ 0.25 boards

All of the above events would require a lottery licence that is issued by the Town of Cobourg. In the event that the funds raised may exceed \$50,000 from a single event then the lottery licence must be obtained from the Alcohol & Gaming Commission of Ontario.

#### RESTRICTIONS:

A team may not operate more than one lottery type event at any one time. The Town of Cobourg and the Alcohol & Gaming Commission only allow one (1) active lottery licence per team to be active at any given time.

Typically, 50 / 50 draws occur during the hockey games, and it is possible that multiple rep teams may have obtained a lottery licence for 50 / 50 draws. These teams cannot operate a 50 / 50 draw at the same time. For example,

- The Peewee and the Bantam team both play at 7pm on Wednesday. Both teams have a lottery licence for a 50 / 50 draw.
- Only one of those teams will be allowed to operate a 50 / 50 draw on Wednesday at 7pm

#### PROCEDURES:

The lottery licence must be applied for to either the Town of Cobourg or the Alcohol & Gaming Commission of Ontario (licence provider) approximately 4 to 6 weeks prior to the event, in order to allow for the licence provider to approve and issue the lottery licence, as there is usually a minimum of a 2 week turnaround.

Any promotion material, tickets or other event related material, must include the lottery licence number that was issued by the licence provider.

All funds raised at the lottery type event must be given to the treasurer, as the funds must be deposited into the designated "WNGHA Lottery Account." After the related financial information and lottery fee (typically 3% of the prize value) is filed and paid to the respective lottery provider, the WNGHA treasurer will issue a cheque to the respective team for the net funds raised.

No new lottery licence can be obtained by the team or WNGHA, until the financial information and fee from the previous lottery type event of that team or WNGHA has been paid and submitted.

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### INFORMATION TO BE PROVIDED ON THE LOTTERY LICENCE APPLICATION:

When applying for a lottery licence, the licence provider will need to know the following information, but may still request additional information, if needed:

- Who is applying for the lottery licence (ie. what team of WNGHA)
- Date and time period that the event will operate
- Estimated funds that are expected to be raised
- Prizes that will be offered, if a raffle
- What the funds raised will be used for

### TEAM FINANCES AND BOOKKEEPING POLICY

The WNGHA is a non-profit organization under law and is primarily staffed by volunteers. Although we pay our Referees, no Executive member, Coach, Trainer, Manager, Bench Staff or Participant may receive a personal use benefit, cash or otherwise, without the written consent of the Executive.

**THE BEST WAY TO PROTECT THE INTEGRITY OF THE ASSOCIATION, COACHING STAFF, PLAYERS, MANAGERS AND THE RESPECTIVE TEAMS IS TO ALWAYS OPERATE IN AN OPEN AND WELL-DOCUMENTED MANNER.**

All persons associated in any way with WNGHA activities are to follow uniform procedures for the control of all cash revenues and collections. It is therefore appropriate and necessary to expect the following of those responsible for the team finances:

#### *Independence of the Team Manager:*

- The team manager must not be related to any member of the team Bench staff. If there is no suitable person, approval must be sought by the Executive in writing, prior to the appointment of the team manager.

#### *Team Transparency with Rep Players and Parents*

- The proposed budget of the team, will be provided to the parents of those individuals that are trying out, on the day of the first try-out
- Upon selection of the team, a parent meeting will be held within two weeks of the final roster being selected to review the proposed budget.
- Upon approval of the team budget by the President, Treasurer and OWHA Contact, a copy of the final budget is to be provided to the parents, along with the modifications to the team fees being charged to the parents, if any occurred.
- Although the team is responsible for the collection of the Rep Team Fees and Individual Team fees, the Executive recommends that the team obtain a deposit equal to 20% of the proposed budget from the parent of each player, prior to May 15<sup>th</sup>. This accomplishes two items:
  - Limit the out-of-pocket costs of the coach for equipment, practice jerseys etc.
  - Have funds to pay the registration costs for tournaments that are entered into, early in the season

# **West Northumberland Girls Hockey Association**

## **Policy Manual and Job Descriptions**

- The Executive further recommends that the remaining team fees be collected from the parents in four instalments, with the final instalment being paid prior to November 30<sup>th</sup>, in order that the team has collected all funds, prior to the due date of the first rep team fee that is owed to WNGHA.
- A financial report is to be given to the parents at least twice during each season, preferably after all team fees have been collected, and again at the end of the season.
- A reconciliation must be provided to the parents, of the player, at the end of the season or when the rep team refunds are issued to the parents (date of year-end banquet at the latest), in order that there is full transparency with the parents.

### ***Budgets***

- Budgets must be submitted to the Treasurer, OWHA Contact (1<sup>st</sup> Vice-president) and the President of WNGHA prior to August 1<sup>st</sup>, and will require their approval.
- The budgets will be reviewed by the Executive for reasonability and comments will be provided by the Executive, if required as part of the approval process
- The Treasurer, OWHA Contact and the President have the right to request a meeting with the coach and team manager prior to the approval of the team budget to obtain clarification on certain expenses, or to discuss the proposed budget.
- The 2<sup>nd</sup> Vice-president will assist new team managers in setting their team budgets, to assist the manager in determining the various expenses that need to be included in the budget, and what types of expenses are not allowed.

### ***Financial Record Keeping***

- A financial statement is to be provided to the Executive, as follows:
  - August 1<sup>st</sup> - Team Budget
  - December 15<sup>th</sup> - The time when 50% of the Rep Team fees are paid to WNGHA
  - No later than 5 days after the year-end rep team banquet - End of each season.
- Monthly financial statements are to be available to the Executive, within 7 days of a request.
- The executive can review the financial and bank records of any team. The team records must be provided within seven days of request, verbal or written.
- The year-end records of the team are to be provided to the Executive treasurer no later than 5 days after the year-end rep team banquet, of each year. If an extension is required, it will be reviewed by the Executive on a case-by-case basis. The extension must be submitted in writing to the Executive no later than the day of the rep team banquet, and must include the following:
  - Why the records will not be submitted on time
  - Expected date that the records will be available

# **West Northumberland Girls Hockey Association**

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### ***Banking and General Bookkeeping***

- Bank accounts are to be used for Team, Committee and other funds and the bank accounts are to be set-up to provide monthly bank statements with either the cheques returned or scanned as part of the monthly bank statement.
- All funds, statements and cancelled cheques as well as recipients, invoices and other financial records are to be held in Trust for the WNGHA by a Team, Committee, or Event Treasurer. These documents are to be kept safely and be made available upon request by the WNGHA executive, within 7 days of a request, verbal or written.
- All accounts must be opened "In Trust", or in the name of the Team, Committee, or Event, etc., with cheques signed by two adults, one whom must be the team manager, treasurer or event chair.
- A receipt in writing must evidence all cash transactions.

### ***Fundraising***

- As WNGHA is NOT a charitable organization, no individual or team is allowed to issue a donation receipt for any funds received.
- When funds are raised through ANY form of public solicitation made in the name of WNGHA girl's hockey, the maximum allowable refund is not to exceed the amounts outlined in the Fundraising Policy. All funds in excess of this amount are to be RETURNED to the WNGHA EXECUTIVE. (See fundraising policy)

### ***Sponsors***

- Each team is allowed to have 1 (One) team sponsor, which is obtained and communicated to the team by the Sponsorship Director of WNGHA.
- Teams are NOT allowed to obtain individual sponsorships.
- Teams are NOT allowed to solicit sponsors to pay for certain costs of the rep team (ie. practice jerseys, development)

### ***Restrictions on Use of Team Funds:***

- Under NO circumstances can the excess funds be used in ways that personally benefit a player, coach, trainer, manager or other bench staff, other than in those situations, which are allowed under the WNGHA policies (ie. Rep Team Refunds). On and off-ice development is excluded from this restriction, if the development was provided to the entire team, as a whole.
- Hotel rooms for Tournaments are the responsibility of the parents, and cannot be paid for through the use of team funds.
- Transportation costs are the responsibility of the parents, and cannot be paid or reimbursed by the team, through the use of the team funds.
- Team funds cannot be used for gifts to the players or coaching staff on the team. Additional trophies or photos paid for by the team are excluded from the definition of a player or coach gift.

# **West Northumberland Girls Hockey Association**

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### ***Disciplinary Action:***

- If a team is found to be in violation of any of these policies, the following process will commence:
  1. The team manager will be asked to explain the situation and the reason for the violation in writing to the President
  2. The situation will be discussed with Executive, who may take, one or any of the following actions:
    - a) Suspension and / or removal of the Team Manager;
    - b) Suspension and / or removal of the Coach or Bench staff (if they are responsible)
    - c) Suspension and / or removal of the player (if player responsible)
    - d) Suspension of the Team as a whole (ie. WNGHA no longer approves the operation of the team and it forfeits the remaining of the season)

### ***Other Items:***

- All efforts must be made to shop locally, but it must be kept in mind that the interests of WNGHA are most important when considering cost, delivery, and customer satisfaction.



# West Northumberland Girls Hockey Association

## Policy Manual and Job Descriptions

### E-MAIL COMMUNICATION POLICY

#### *Purpose*

This policy and procedure provides direction on how WNGHA Executive and general members will communicate via email. This policy will ensure the privacy of our Executive and General Members email addresses.

#### *Policy*

The WNGHA Executive and General members shall blind carbon copy (BCC) all emails going out to more than one person unless otherwise stated below:

- Emails to members of the Executive committee are exempt from this policy for the purpose of executive committee business.

This policy is designed to restrict knowledge and access to general members email addresses.

#### *Scope*

This policy applies to all WNGHA Executive members and General members, including managers, coaches, assistants and trainers.

#### *Definitions*

**Executive Committee Business** includes all communications between the Executive members for the purpose of the executive business; this includes monthly meeting communications, general communication emails and decision emails.

#### *Procedures*

In general, when sending an email out follow the outlined procedure:

- enter your email address in the TO box
- enter all other email addresses in the BCC box
- send the email out

**Managers, coaches, assistants and trainers:** please follow the above procedure, with the following exception:

- Team communication: you have each been provided a list of contact information for your specific team. You may use this list at your our discretion for the strict purpose of team communication
- Outside your team: when contacting any other teams, within WNGHA, please follow the above procedure.

# **West Northumberland Girls Hockey Association**

## **Policy Manual and Job Descriptions**

### **CONFLICT OF INTEREST POLICY**

Members will avoid real or perceived conflicts of interest.

- a) A conflict of interest would occur when an individual's private interest and/or personal or financial benefit interferes, or even appears to interfere, with the interests of the Association as a whole.
- b) When any issue arises that may present an actual or apparent conflict the Executive member must disclose that issue to the members of the Executive as soon as the issue arises.
- c) Executive members are considered to be in a "conflict of interest" whenever they themselves, business partners, family members or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Executive.
- d) If the Executive member is not certain he / she is in a conflict of interest position, the matter may be brought before the President for advice and guidance.
- e) It is the responsibility of other Executive members who are aware of a real, potential or perceived conflict of interest on the part of a fellow Executive member to raise the issue for clarification, first with the Executive member and, if still unresolved, with the President.
- f) The Executive member must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and unless otherwise decided by the Executive, must leave the meeting room for the duration of any such discussion or vote.
- g) The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.
- h) If there is any question or doubt about the existence of a real or perceived conflict, the Executive will determine by vote if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.
- i) There will be no conflict of interest designated when setting fees.

### **HARASSMENT AND ABUSE POLICY**

#### *Policy Statement*

It is the policy of the WNGHA that there shall be no abuse or neglect, whether physical, emotional or sexual of any participant in any of its programs. The WNGHA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of mal-treatment.

The WNGHA is committed to providing a sport and work environment that promotes equal opportunities and prohibits discriminatory practices.

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

# **West Northumberland Girls Hockey Association**

## **Policy Manual and Job Descriptions**

### ***Application and Scope***

This policy applies to all categories of members in the WNGHA, as well as to all individuals participating in activities of or employed by the WNGHA but not limited to, players, parents, coaches, officials, volunteers, directors, officers, convenors, statisticians, committee members, team managers, trainers, administrators, and employees.

This policy applies to harassment and abuse which may occur during the course of all WNGHA business, activities and events, including but not limited to competitions, team practices, training camps, exhibitions, meetings and travel associated with these activities.

### ***Definition of Abuse***

#### ***a) Child Abuse***

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care that causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust. In the Province of Ontario the definition of a child is any person under eighteen (18) years of age, as per the Child and Services Act - Subsection 37(2).

#### ***b) Emotional Abuse***

Emotional abuse is a persistent, repeated attack on a child's self-esteem. It is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs.

#### ***c) Physical Abuse***

Physical abuse is when a person in a position of trust or power purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling of hair and ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

#### ***d) Sexual Abuse***

Sexual abuse is when an adolescent or adult uses a young person for his or her own sexual stimulation or gratification. There are two categories: contact and non-contact.

#### ***e) Neglect***

Neglect is chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe; no one intervenes when team members are persistently harassing another player, or road trips are not properly supervised.

# **West Northumberland Girls Hockey Association**

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### *Abuse and Neglect of Minor*

When any person in authority has a reasonable belief that in the course of WNGHA business, activities or events, a minor is being abused or neglected, he or she shall report this belief to Ontario child protection authorities or Police and shall advise an official at the WNGHA of having made this report. The WNGHA shall take no further action until such time as the authorities and/or police have concluded their investigation.

This matter shall be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence under these proceedings.

### *Definition of Harassment*

Harassment is defined as conduct, which is insulting, intimidating, humiliating, offensive or physically harmful. Types of behaviour which constitutes harassment include, but are not limited to:

- Unwelcome jokes, innuendo or teasing about a person's looks, body (size or weight), attire, age, race, religion, gender or sexual orientation, national or ethnic background, colour, disability, marital status, family status.
- Condescending, patronizing, threatening or punishing actions which under-mine self-esteem or diminish performance.
- Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching.
- Any form of hazing.
- Any form of physical assault or abuse.
- Any sexual offence.
- Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.
- In general terms certain actions that would fall under the definition of 1.3 could become harassment with players over the age of sixteen.

### *Confidentiality*

The WNGHA recognizes the sensitive and serious nature of harassment and abuse and will strive to keep all matters relating to a complaint confidential adhering to the provisions of the Freedom of Information and Protection to privacy legislation unless other legislation takes precedence and warrants disclosure. However, if required by law to disclose information, the WNGHA will do so. This shall not preclude publication of the final outcome of any matter, where a sanction imposed under this policy includes publication and in either case the provisions of the Freedom of Information and Protection to Privacy Act legislation shall be used as a guideline only if warranted.

# **West Northumberland Girls Hockey Association**

## **Policy Manual and Job Descriptions**

### ***Complaint***

A person who experiences harassment, any person who witness's harassment or any person who believes that harassment has occurred is encouraged to make it known to the offender that the behaviour is unwelcome, offensive and contrary to the values of WNGHA and this policy.

If confronting the harasser is not possible, or after confronting the harasser the harassment continues, the matter should be reported to an official of the WNGHA either in written form or verbally. For the purposes of this policy, an official may be a Director, Convenor, President, Officer, Prevention Services Co-ordinator, Prevention Services Appointees or Chairperson of any WNGHA Standing Committee.

Once the incident is reported, the role of the official is to serve in a neutral, unbiased capacity in receiving the report of the incident, advising the parents/ guardians if the person who has experienced the harassment is a minor, and assisting with an informal resolution of the complaint, where this is appropriate.

If the official considers that he or she is unable to act in this capacity, the complaint shall be referred to another WNGHA official.

If informal resolution of the complaint is not appropriate or possible, the person who has experienced or witnessed the harassment may make a formal written complaint to the WNGHA or contact the WNGHA personally. Third party complaints will also be accepted.

### ***Investigation***

An official who receives a formal written complaint shall advise the President of the WNGHA who shall appoint an individual to conduct an investigation of the complaint. For serious matters, the investigator should be experienced in harassment matters and investigation techniques, and may be an outside professional.

The investigator shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the President.

Within seven days of receiving the written report of the investigator, the President shall decide if the complaint should be dealt with directly, without a hearing, in which case he shall direct the appropriate response and the matter shall then be concluded, provided the subject of the complaint is fully informed and given the opportunity to respond to the complaint.

### ***Incidents Requiring Immediate Response***

This policy shall not prevent a person in authority from taking immediate, informal, corrective and appropriate disciplinary action in response to behaviour that, in his or her view constitutes a minor instance of harassment.

Harassment complaints arising during competitions may be dealt with immediately, if necessary by a WNGHA representative in a position of authority, provided the individual being disciplined is told of the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, sanctions shall be for the duration of the competition only. Further sanctions may be applied, but only after review of the matter in accordance with this policy.

# **West Northumberland Girls Hockey Association**

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In the event that an alleged offence is so serious it possibly jeopardizes the safety of others, the official may immediately remove the alleged offender from WNGHA activities, pending an investigation of the complaint in accordance with this policy.

### *Hearing*

If the President decides that the complaint shall be dealt with by means of a hearing, he shall appoint three individuals to serve as a panel, and shall appoint one of these persons to serve as the Chairperson of the Panel.

The Panel shall govern the hearing by such procedures as it may decide, provided that:

- The Complainant and the Respondent shall be given written notice of the day, time and place of the hearing
- All parties shall receive a copy of the investigator's report
- Both Complainant and Respondent shall be present at the hearing
- The Panel may request that witnesses to the incident be present or submit their recorded response transcribed as written evidence or written evidence which is certified by a Notary Public. If at any point in the proceedings, the Complainant becomes reluctant to continue, it shall be the sole discretion of the Panel whether or not to continue the review in accordance with this policy. After reviewing and deciding the harassment matter, the Panel shall present its findings in a written report to the President, with a copy both to the Complainant and Respondent.

This report shall contain:

- A summary of relevant facts
- A determination as to whether the acts complained of, constitutes harassment as defined in this policy
- Disciplinary action to be taken, if the acts constitutes harassment

### *Sanctions*

When directing appropriate sanction, the panel shall consider factors such as:

- the nature and severity of the harassment
- whether the harassment involved any physical contact
- whether the harassment was an isolated incident or part of an ongoing pattern
- the nature of the relationship between the complainant and harasser
- the age of the Complainant
- whether the harasser admitted responsibility and expressed a willingness to change
- whether the harasser retaliated against the complainant

# **West Northumberland Girls Hockey Association**

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In directing disciplinary sanctions, the Panel may consider the following options, singularly or in combination, depending on the nature and severity of the harassment:

- verbal apology
- written apology
- letter of reprimand from the WNGHA.
- a fine or levy
- referral to counselling
- removal of certain privileges of membership or employment
- temporary suspension with or without pay
- termination of employment contract
- suspension of membership
- expulsion from membership
- publication of details of the sanctions (7.5.1 if required by legislation)
- any other which the Panel feels appropriate

Failure to comply with a sanction as determined by the Panel shall result in automatic suspension of membership in the WNGHA until such time the sanction is fulfilled.

Notwithstanding the procedures set out in this policy, any individual participating in WNGHA business, activities or events who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from participating in any activities of the WNGHA until such time as an application is made or reinstatement and a hearing is held.

### ***Appeal Procedure***

Both the Complainant and Respondent shall have the right to appeal the decision and sanctions of the Panel in accordance with the WNGHA. Appeal Policy and Procedure.

### ***Duty to Report***

Abuse and neglect are community problems requiring urgent attention. The C.H.A./WNGHA is committed to help reduce and prevent the abuse and neglect of participants. The C.H.A./WNGHA realizes that persons working closely with children and youth have a special awareness of abusive situations. Therefore these people have a particular reporting responsibility to ensure the safety of Canada's young, by knowing their provincial protection acts and following through as required. Every province and territory in Canada, except the Yukon, has mandatory reporting laws regarding the abuse and neglect of children and youth; the Yukon requests that concerns be reported. Consequently, it is the policy of the Canadian Hockey Association and the Ontario Hockey Association that any C.H.A./WNGHA personnel (part-time and full-time staff, volunteer, participant, team official, on ice official) or C.H.A./WNGHA. partner (parent, guardian) who, has reasonable grounds to suspect that a participant is or may be suffering or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. Across Canada a person is considered a child up to the age of 16 to 19 years depending on provincial legislation. Those involved with the C.H.A./WNGHA in providing hockey opportunities for participants understand and agree that abuse or neglect, as defined above, may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report an offence and thereby, failure to provide safety for participants may render the adult who keeps silent legally liable for conviction under the provincial child protection acts.

# **West Northumberland Girls Hockey Association**

## **Policy Manual and Job Descriptions**

### *Hazing*

The Association takes a strong stand as it relates to initiations and hazing of players. Any player, team official, executive member of a team, club or association having been party to or having had knowledge of any degrading Hazing or Initiation, rite shall be automatically suspended for a period of not less than one year from playing or holding office with any team, club or association affiliated with the WNGHA./C.H.A.

### *Use of Alcohol*

The Association in no way condones the use of alcohol before, during, or after games. Given the sensitivity to issues which give rise to questions of liability, executives of hockey clubs must be aware of the presence of minors with their teams and their ability to provide adequate supervision on a constant basis. We therefore forbid alcohol in any form where a member team is ultimately responsible for the safety of their players. The Association does not support the use of non-prescription drugs in any form.



# West Northumberland Girls Hockey Association

## Policy Manual and Job Descriptions

### JOB DESCRIPTIONS

#### *President*

- Will preside at full meetings of WNGHA
- Report to the executive committee of the WNGHA any matters that are required to be brought to their attention
- Will be an ex-officio member on all appointed committees, except the nominating committee
- Will represent and promote the WNGHA within the community.
- Sign as an officer of the WNGHA
- Will serve for a minimum of 2 of the previous 5 years on the executive board before holding this position
- Sign as one of two officer of the WNGHA for releases and permission to skate forms
- Will set the first meeting date immediately after the close of each AGM.

#### *1<sup>st</sup> Vice President*

- Attend regular meetings of the WNGHA
- In the absence of the President has the authority to perform the duties of the President
- Sign as officer of the WNGHA
- Shall be the OWHA liaison and shall be the official representative of the WNGHA to the OWHA Annual General Meeting and the OWHA General Meeting

#### *2<sup>nd</sup> Vice President*

- Attend regular meetings of the WNGHA
- In the absence of the 1st Vice President has the authority to perform the duties of the 1<sup>st</sup> Vice President
- Responsible for the co-ordination, development and monitoring of representative teams

#### *Secretary*

- Attend regular meetings of the WNGHA
- Will deal with all correspondence of the association as instructed by the President or the Executive Board
- The Secretary will record and preserve the minutes of all meetings of the Executive Board
- The Secretary will forward the minutes of each meeting, together with the agenda for the following meeting, to the Executive Board prior to the next meeting, where time permits.
- The Secretary will maintain the policies and the constitution, and update these documents for any related changes from the AGM or the monthly Executive meetings.

#### *Treasurer*

- Attend regular meetings of the WNGHA
- Will have the ability to maintain and run financial records
- Will provide an up to date accurate budget at each meeting
- Will provide a full financial statement at any time required
- Will work with the registrar to ensure all players' fees are paid
- Will work with each rep team rep to go over a working budget for each season
- Will make bank deposits in a timely fashion
- Transfer all Statements, records and material to his/her successor immediately after elections

#### *Immediate Past President*

- Attend regular meetings of the WNGHA
- Will only hold this title for one year

# West Northumberland Girls Hockey Association

## Policy Manual and Job Descriptions

### *Registrar*

- Attend regular meetings of the WNGHA
- Registering all new players into the IT Sports System
- Assigning of players to Rep and House league rosters
- Submission of teams required to OWHA
- Work with the treasurer to be sure all fees have been paid

### *Director of Coach and Player Development*

- Attend regular meetings of the WNGHA
- Provide development information to all players/coaches within the WNGHA
- Organize, schedule and provide development opportunities to our house league and rep. programs
- Organize, schedule and provide development opportunities to our coaches
- Shall coordinate all player/coach or trainer certification clinics hosted by the league
- Submit a budget (if required) to the WNGHA executive for approval

### *Ice Scheduler*

- Attend regular meetings of the WNGHA
- Create yearly, month and weekly ice schedules
- Will be the only contact for the WNGHA involving ice times/scheduling
- Will submit a budget to treasurer/Executive for approval
- Organize ice times for WNGHA with various arenas in the West Northumberland area
- Only Contact for teams regarding Ice and Schedules
- Will work with each team representative (Rep and House league) for the ice allocations
- Work with Director of Coach and Player Development to schedule all on ice development programs

### *Equipment Manager*

- Attend regular meetings of the WNGHA
- Will coordinate, catalog and store all equipment and uniforms in the storage area of WNGHA
- Must ensure all sweaters/jerseys/uniforms are laundered before storing
- Obtain price quotes from local merchants for all WNGHA owned jerseys and equipment
- Will provide a budget for executive approval
- Will work with sponsorship director to ensure proper jerseys are obtained, if necessary.
- Will hand out and collect all house league equipment and jerseys
- Will arrange for the repayment of the house league and ladies league refundable jersey deposits, which were paid at registration.
- Will ensure that a team representative signs off when returning and receiving WNGHA owned equipment and jerseys

### *House League Director*

- Attend regular meetings of the WNGHA
- Will submit a budget for executive approval
- Will work with the sponsorship director to ensure all teams are sponsored
- Will select all coaches and appoint conveners for each level of house league
- Will have regular contact with all conveners and provide the executive with a monthly report
- Will ensure all house league rules are followed and will take action if they are not

# **West Northumberland Girls Hockey Association**

## **Policy Manual and Job Descriptions**

### *Tournament Director*

- Attend regular meetings of the WNGHA
- Will contact and coordinate teams needed for the tournament
- Will create and foster positive relationships with other associations to ensure the tournament will increase each year
- Will create a committee of approx. 10 - 12 people to organize volunteers, schedule ice, fundraise etc.
- Will submit monthly reports to the executive
- Will submit report to the OWHA and the WNGHA executive post tournament
- Will register the WNGHA tournament with the OWHA
- Will work with the paid tournament convener to ensure the tournaments are successful (assuming a tournament convener is hired).
- Will submit the necessary paperwork to the OWHA, in order to obtain sanction refunds, if such refunds are available.

### *Sponsorship Director*

- Attend regular meetings of the WNGHA
- Secure sponsors for all teams with the WNGHA House league and Rep programs
- Creating positive relations with other organizations and local businesses
- Will provide/organize acknowledgement program for recognizing our sponsors at the end of each hockey season
- Will work with Treasurer for billing purposes
- Will submit a sponsorship budget for executive approval
- Work with the equipment manager for jerseys and equipment

### *Member At Large*

- Attend regular meetings of the WNGHA
- A member that can contribute another angle of opinion
- An extra helping hand for the executive
- A way to join the Executive to learn how the organization is run with the potential to continue with the WNGHA

### *Committee Leaders and Members may be needed for the following:*

- Dance committee
- Parade committee
- Registration committee (for night of registrations for spring and fall tryouts)
- Tryout committee