

CHATHAM KENT GIRLS HOCKEY ASSOCIATION

Operating Rules & Policies Updated 2025



Approved October 12, 2020

MISSION

Chatham Kent Girls Hockey Association (CKGHA)'s mission is to provide girls an opportunity to play girls hockey for as long as they want and at a level, they are capable of, while providing opportunities to continually grow and develop.

VALUES

Passion: Our passion for the game of hockey will drive us to; help young girls develop a love of the game from an early age and nurture it throughout their hockey careers. This passion will guide those involved in this Association while providing a safe environment for young girls in Chatham Kent.

Integrity: The association will partner with Ontario Women's Hockey Association (OWHA) and all other governing bodies to work in unity to create the best quality girl's hockey program possible in the Chatham-Kent area. The association shall carefully and responsibly use the powers appointed to conduct association business and develop girl's hockey ethically and honestly

Community: As the old saying goes "it takes a village to raise a child" and those involved in this association are part of that village. The game of hockey plays a critical role in building stronger, healthier communities by building lifelong friendships, encouraging respect, fair play and sportsmanship. The association and all its volunteers recognize the importance and wide-reaching impacts hockey has on the community and will use that to guide their actions.

Contents

MISSION.....	2
VALUES.....	2
Operating Rules - Chatham Kent Girls Hockey Association.....	5
1. LOGO POLICY.....	5
2. PERMISSION TO SKATE & RELEASES.....	6
2.1. Permission to Skate.....	6
2.2. Player Releases.....	6
3. TRYOUTS.....	6
4. PLAYER MOVEMENT – EXCEPTIONAL STATUS.....	7
5. Teams.....	7
5.1. House League Teams.....	7
5.2. Travel Teams.....	8
6. DRESS CODE & UNIFORMS.....	9
6.1. Dress Code.....	9
6.2. Uniforms.....	9
7. Equipment.....	10
7.1. Distribution of Equipment.....	10
7.2. Equipment Returns.....	11
7.3. Equipment Not Returned.....	11
8. Registration.....	11
8.1. Fees.....	11
8.2. Payments.....	12
8.3. Registration Refund Policy.....	12
9. Team Fundraising.....	12
10. Injuries.....	13
11. Communication.....	13
11.1. Executive Board.....	13
11.2. Team Staff.....	13
11.3. Responding to Questions and Communicating Decisions.....	14

11.4. Complaint Process.....	14
12. Team Staff.....	15
12.1. Female Staff required.....	15
12.2. Staff Training Requirements.....	15
12.3. Staff Duties.....	15
13. Discipline.....	16
13.1. Game Misconduct or Suspension.....	16
13.2. CKGHA Suspension Policy.....	17
13.3. Appeals.....	17
14. Respect and Zero Tolerance.....	17
14.1. Respectful Behaviour.....	18
14.2. Zero Tolerance Policies.....	18
14.2.1. Zero Tolerance for Cyberbullying.....	19
14.2.2. Zero Tolerance for Alcohol, Vaping, Controlled Drugs and Substances.....	21
14.3. CKGHA Commitment.....	22
14.4. Zero Tolerance Notification.....	23
Appendix 1 – Policy declaration (Head Coaches).....	24
Appendix 2 – Player’s Code of Conduct.....	25
Appendix 3 – Parent’s Code of Conduct.....	26
Appendix 4 – Parent Contract.....	27
Appendix 5 – Code to Acceptable Online Behaviour.....	28
Appendix 6 - Procedures.....	29
1. Head Coach Selection.....	30
2. Player Movement – Exceptional Status Procedure.....	32

Operating Rules - Chatham Kent Girls Hockey Association

All members of the Executive are responsible for reading, understanding, and following everything in this Policy Manual.

All Head Coaches are responsible for reading, understanding, and following all policies in this Policy Manual. Each coach must sign the CKGHA Policy Manual Declaration for Head Coaches (see Appendix 1) prior to beginning coaching duties at the start of every season.

Approval of amendments to the Operating Rules requires a 75% majority of the votes cast at an Executive Meeting of the Association. This vote can take place via email if there are time constraints.

These policies and procedures may overlap OWHHA handbook items and in some circumstances may be more stringent. There may be policies, rules, procedures within the OWHHA handbook or website that we have not mentioned here, but are ultimately bound by, as they are the association's governing body.

1. LOGO POLICY

Use of CKGHA Logos / Trademarks or Non-Accredited Suppliers:

The Chatham Kent Girls Hockey Association (CKGHA) has certain assets which belong to the Association and exist for the collective benefit of our membership. The CKGHA's mandate is to protect our Association's assets and ensure that they are not exploited for purposes which are not to the benefit of our membership.

Among these assets are our logo: light blue and white oval behind a black CK puck that is crushing white and light blue ice as well as bubble letters CRUSH with darker blue shadow. The CKGHA Executive may occasionally permit its teams to use our logo for specific applications (e.g. equipment, fundraising activities).

The CKGHA Executive periodically requests tenders from companies interested in supplying uniforms, equipment, apparel or services to our Association. Our objective is to use our financial resources and volume purchase capability to ensure that our membership receives good value in terms of quality and reliability at a reasonable cost.

The CKGHA has certain obligations to our supplier agreements. The approved CKGHA supplier may not use our logos and trademarks or have product produced without Executive approval in advance.

We are confident that our members will understand the benefits of the above. However, to be clear: any future use of Association logos or trademarks, or the purchase of goods or services from non-accredited suppliers without the prior consent of the CKGHA Executive

will result in sanctions including team financial penalties and/or the suspension of team officials.

Information about CKGHA current clothing supplier will be kept updated on the associations website.

Any unauthorized use of our logos may result in legal action being taken by the association.

2. PERMISSION TO SKATE & RELEASES

2.1. Permission to Skate

Any player requesting a Permission to Skate (PTS) with another association, during approved OWHA tryout times, will email the CKGHA Registrar at registrar@ckgha.com a minimum of 48 hours prior to the expected tryout time. Any requests received with less than 48 hours' notice will be completed with best efforts.

Permission to skate forms are never valid until after the date set by the OWHA.

2.2. Player Releases

Once a player who was registered with CKGHA for their last regular hockey season registers with an OWHA association outside of CKGHA, the OWHA registration system will initiate a release to be approved by the CKGHA registrar. In order to be in a position to approve the release, the Registrar will need to confirm with the Treasurer that the player is in good standing and validate from Team report (from previous season) that player was not in arrears with team.

3. TRYOUTS

Tryouts for CKGHA travel teams will be held in the spring, except for Under-9 (formerly Novice), Under-11 (formerly Atom), and Senior teams which will be held in September.

It is expected that all players wishing to play for a CKGHA travel team attend and fully participate in all tryouts held for that team. Any player unable to attend tryouts due to injury, illness, or any other reason must contact the head coach prior to the tryout. If the coach is satisfied, the player may be excused from the tryout, but will not be eligible for a refund of the tryout fee.

A non-refundable tryout fee **MUST** be received before the first tryout. Players will not be allowed on the ice without the tryout fee being paid.

Players are guaranteed the first 2 scheduled tryouts (whether player attends, or not), at which time releases may be made and tryouts for the second-tier team may commence.

In order to qualify for a second-tier travel team, players must tryout for the top travel team and be released to the second team. Exceptions may be made but only for a valid reason with approval by both teams' head coaches and the CKGHA Executive.

Following spring tryouts, the coach must register and sign a minimum of 12 skaters and 1 goalie at the end of spring tryouts. Team lists must be supplied to the Travel Director and Registrar by May 31. Anything less than this number must be approved by the board

It is important that anyone interested in playing any level of travel hockey register for and attend the first team tryouts as the numbers that register will determine whether we will be fielding a second travel team in each age group.

4. PLAYER MOVEMENT – EXCEPTIONAL STATUS

CKGHA encourages players to participate in divisions within their registered age category. This is generally in the best interest of both the Players Skill Development and social maturity.

However, the Executive Board does recognize that there may be occasional exceptions to this standard of practice, and that a player may demonstrate a superior level of skill development for their particular age division, and shall be provided the opportunity for Players/Parents to request that consideration be given to try out for a COMPETITIVE TEAM in a higher/older age category.

This is a very sensitive and complex circumstance, much consideration will be given to the overall effects this may have on Player and Program Development, including the displacement of legitimate age Players from a Competitive Program in their age category. Decisions will be made for the overall wellbeing of the Association, and any request for such consideration shall be evaluated and determined on an individual basis by the Executive Board, in consultation with the affected coaches.

Any player wishing to try out for a Competitive Team, in a division above their registered age category, is required to request in writing, to the Travel Director and submit a nonrefundable assessment fee of \$100, to be used to compensate the independent evaluators for their time and recommendation.

Players who played above their age levels in any season must re-apply for permission to play above their age level in future seasons.

For details of the process to be followed, refer Appendix 6.

5. Teams

5.1. House League Teams

CKGHA will attempt to have a minimum of one House League team per age division. Based on registration numbers, there may be a need to combine age groups. When this occurs, based on OWHHA rules, the oldest age player on the team will dictate the age category for the team.

House League players will not step onto the ice for the season until seasonal ice begins in late to mid-September. Registrations will be expected by September 1st to allow for planning and preparation. Coaching applications will be accepted in the spring when the coaching selection process opens but may not always be filled until registrations are received September 1st.

If registration numbers allow for more than one House League team per age category, House league players will be graded and drafted to produce balanced teams and movement of players from team to team and may take place up to December 1st, if required.

House league teams will operate on the bases of EQUAL ICE TIME PER PLAYER on the following MANDATORY basis:

- a) Double shifting of any player is prohibited except that an injured player must be replaced by the player of the same position from the immediately preceding shift.
- b) FUNDAMENTAL PROGRAM will follow the guidelines set by the OWHHA.
- c) U-11 AND ABOVE HOUSE LEAGUE: No buzzer. All players are to be given ice time as close to equal ice time as is possible in any game situation including playoffs.

Registration for House League teams covers insurance for players, 5 bench staff and one 50 minute practice per week as well as one 50-minute game time (including referee fees) every other week. Any additional costs, such as tournaments or exhibition games will be the responsibility of the team.

5.2. Travel Teams

CKGHA will attempt to have a minimum of one Travel team per age division. If there are multiple travel teams in an age category, girls must tryout at the highest-level team and be released before moving to the next level team tryout. Exceptions may be granted by the coaches of the teams in question. Girls wishing to try out for the age level higher than their age group, must follow the Player Movement – Exceptional Status rules and procedures.

Players wishing to try out for a Travel team must be in good standing with the CKGHA. Players from other OWHHA associations must present a “Permission to Skate” form before being allowed on the ice. Players with a valid OWHHA player release or from non-OWHHA Associations must register prior to tryout participation.

Team assessment fees will be determined by the Head Coach and will need to include costs such as the following:

- Ice rentals for all practices and games
- Referee costs for all games
- Insurance for any staff members on the roster greater than 5
- All Tournament costs
- Any team and coach clothing – if decided the team coordinates
- Banking fees, postage, food and treats for the team
- Other miscellaneous costs
- Reference team staff duties for financial reporting duties

Travel teams choosing to compete at a higher level but subsequently recategorized down will forfeit their entry into Provincial playdowns if there exists another CKGHA team competing for Provincials at that lower level.

*All travel teams are required to have a team manager

6. DRESS CODE & UNIFORMS

To provide CKGHA teams with a consistent appearance as well as allowing all parents to benefit from group purchase rates and not having to purchase new apparel every year if the previous year's apparel still fits.

6.1. Dress Code

Teams may only purchase from current CKGHA authorized vendor(s) that will be posted on CKGHA website.

Travel teams will be expected to arrive at arenas for games in dark pants and CKGHA shirts/sweaters/jackets purchased from current authorized vendor(s) or previous years' authorized vendor(s).

Vendors have the approved apparel lists and will only sell items from that list. For a vendor to alter the team apparel list they must contact the Executive for approval.

Logos can only be affixed to approved apparel. Team sponsored uniforms must come from the approved list from an authorized vendor. If pants are not from an authorized vendor, they CANNOT be logoed.

If it is determined that a team has used an unauthorized vendor for apparel and/or logos, the head coach will be suspended for two (2) games, regardless of who made or organized the purchase. A fine may also be levied against the team.

Coaches are encouraged to dress business-casual on the bench.

6.2. Uniforms

At the beginning of the season, the equipment manager will provide the coach the appropriate amount of jerseys.

Travel Teams are expected to purchase their own jerseys. Jerseys are expected to be returned at the end of the season in the same or similar shape as they were provided.

Players on travel teams are expected to wear black hockey pants and black helmet, that meet OWHHA equipment rules.

Players on House League teams are encouraged to wear black hockey pants and black helmet. Regardless of colour, equipment must meet rules outlined in the OWHHA equipment rules.

7. Equipment

Any players registered in the CKGHA playing hockey or practicing under the direction of the CKGHA must be dressed in accordance with Section 3 of the Hockey Canada Rule Book. Mouthguards are strongly recommended.

All team officials participating in on-ice activities must wear a CSA hockey approved helmet. Trainers or other team officials attending to an injured player are considered exempt from this rule. Chinstraps on the helmet must be fastened.

7.1. Distribution of Equipment

At the beginning of the season each Head Coach will be provided with team equipment. It is the responsibility of the Head Coach to ensure the proper use and care of the equipment.

All equipment is the responsibility of the Head Coach.

Items include:

- team jerseys (House League ONLY)
- Trainers kit
- 20 Game pucks
- Pylons
- Coaching Board

**** Access to goalie equipment:** The Association has goalie equipment for players to borrow and be used for team practices and games. If a team requires the use of such

equipment the Equipment Manager should be contacted. A sign-out and deposit may be required.

7.2. Equipment Returns

At the end of the hockey season (before spring try-outs) the Equipment Manager will complete an inventory of the team equipment and will contact the Head Coach if there are any discrepancies.

Jerseys should be washed and placed in numerical order. (House League Teams)

The Equipment Manager will assess the condition of the equipment and determine if repairs or replacement will be required. Damage as a result of normal wear and tear of equipment is expected and will be at the expense of the CKGHA.

7.3. Equipment Not Returned

The CKGHA will levy a fine of 100% of replacement cost to any coach who does not return equipment at the end of the season.

For borrowed Goalie equipment, a fine of 100% of replacement cost will be levied to the parents of any player who does not return goalie equipment. In addition, the Association will not grant a Permission to Skate or Release and will not allow that player to register for the following season until that fine has been collected.

8. Registration

8.1. Fees

Fees due to the CKGHA consist of a Registration Fee. There will also be Team Fees due to the Team Manager for all travel teams.

Team fees for Under-13 to Under-18 are collected by the team manager after Spring registration and may be requested as a lump sum or installments. Team fees for Under-9 and Under-11 are collected once the team has been selected in the Fall.

All fees must be paid in full or with all post-dated cheques submitted before a player is allowed on the ice.

Late Fees – can be applied at the discretion of the board in the amount of \$100 for registrations completed after the date specified in registration announcements. There may be different dates for different programs depending on their start and duration, for example if the association decides to run a FUNdamentals program, or for the programs that start in the Fall such as Under-9 and Under-11, House League.

The person who registered the player will be the CKGHA's only contact person for that player for matters relating to collection and/or refund of fees.

8.2. Payments

Payments are accepted either by e-transfer or by cheque. The player's spot on a team will not be guaranteed until payment is received. NSF Charge is \$50.

If financial assistance or an alternate payment plan is required, the Registrar must be notified. It is the responsibility of the parent to find and apply for such funding and to notify and update the Registrar on the process.

If any payment is not received by the CKGHA by the relevant due date, the player will be suspended until payment is received.

The payment deadline for players selected to travel teams in the spring shall be July 1st. Any payment received after this date is subject to an up to \$100.00 late fee. Any player with outstanding fees will not be placed on a roster and will be unable to participate in CKGHA on ice activities until fees have been received.

8.3. Registration Refund Policy

For House League

If a refund is requested up to September 30, a full refund will be granted.

If requested from October 1 to 31: 80% refund (less an admin fee of \$75). If requested in November: 65%, less the admin fee. After November no refunds will be granted

Any exceptions to this will be at the discretion of the Board of Directors.

For Travel players

If a refund is requested before September 1, a \$300.00 refund administration fee will be applied.

1. If a player sustains a season-ending injury up to December 31, a refund, prorated based on when the injury was sustained, will be provided if requested. The player / parents must supply a doctor's note stating that this player will not be able to return to play for

the duration of the season in order to receive this refund. Non-season-ending injuries do not qualify for any refund.

2. If a player receives a suspension for the duration of the season, there will be no refunds provided.

The CKGHA Executive reserves the right to deny or grant a refund, and set the amount of the refund, depending on the circumstances of the refund request.

9. Team Fundraising

All team sponsorships must be approved by the CKGHA Fundraising Director.

All team fundraising activities must be approved by the CKGHA Fundraising Director before a fundraising activity can be started. There will be a limit of the number of teams able to do a certain type of fundraiser on a first-come, first-served basis.

Funds raised by the individual, group or team must be tracked by the team manager. Team Manager must be able to provide to the CKGHA Treasurer a team summary of funds raised within 7 days of a request. Team Coach and Manager must communicate to their team parents, at the onset of the season, how fundraising dollars will be tracked and allocated – i.e. by player or equally as a group.

If there are excess funds in the team account, a refund may be given for each player up to the maximum amount that the player's family paid to the team account. Parents / players cannot receive more money back at the end of the year than they paid in combined 'registration', 'team' and 'travel' fees. Any funds over and above will be reviewed by the Executive in conjunction with the team for disbursement. Excess funds are not to be disbursed until the closing of the team bank account at the end of the season

10. Injuries

When injury prevents a player or team official from continuing in a game or practice, the Trainer will fill out an OWHA injury report form and return it to their respective Director within seventy-two (72) hours who will forward it to the Secretary of the Board. The Trainer will be responsible for notifying the player's parents/guardians.

Where suspected or confirmed concussion occurs, trainer is responsible for completing the Concussion Follow-up and Communication form that is Appendix 2 of the OWHA injury report.

11. Communication

For the purpose of this policy, "communication" refers to both verbal and electronic communication (e.g. email, text, social media such as Twitter, Instagram, Facebook etc.).

When communicating with others, especially when dealing with decisions or contentious issues, there should always be a second person included in the communication for everyone's protection and to help avoid misunderstandings.

11.1. Executive Board

When communicating with coaches, team staff, parents, or other members of the CKGHA there must be at least one other Executive member included in the communication.

11.2. Team Staff

When communicating with parents or players there must be at least one other staff member included in the communication.

There must be at least 2 adults present when meeting with individual players or small groups of players.

There must always be 2 adults supervising the dressing room, either in the room or immediately outside the room with the door ajar, as per OWHA Policy.

An adult staff member must be included in any team chat group to monitor the appropriateness of the dialogue.

11.3. Responding to Questions and Communicating Decisions

No single person should be assumed or held responsible for making a decision alone. No individual should bear the burden of making a contentious decision. Decisions and responsibility should come on behalf of the Executive, relevant committee or Team Staff, not just one person.

If a question is being answered, when communicating, refer to the supporting document if relevant.

E.g. "according to policy #5..." "the CKGHA Bylaws state that ..."

"our team rules say..." "our Code of Conduct includes..."

If a decision is being communicated, refer to the relevant group who would hold responsibility for the decision.

E.g. "based on the decision of the Executive..." "the Discipline Committee has decided..." "the coaching staff has decided that..."

11.4. Complaint Process

- 1) Wait 24 hours.
- 2) Parent discusses the concern with the player and pursues only if the player feels it is a concern worth addressing.

- 3) Parent contacts the Parent Liaison for the team to discuss the concern. If necessary, the Parent Liaison will arrange a meeting with Coaching Staff.
- 4) If unresolved, Parent Liaison will notify the Grievance Director.
- 5) If unresolved, the Grievance Director will review the complaint and meet with the affected parties.
- 6) If the Grievance Director is unable to resolve matters, the case will be brought to the Board for further assessing and determination of next steps.
- 7) Please see the CKGHA Conflict Resolution / Mediation Process document for further information.

12. Team Staff

12.1. Female Staff required

Head Coaches will be selected by the association. Head coaches will need to select a staff; assistant coaches, trainer, manager and den moms. At least one of the bench staff roles must be filled by a non playing female. Her duties are:

- a) to act as liaison between the girls in the dressing room and fathers or coaches
- b) to endeavor to be at or near the dressing room for all games and practices
- c) to endeavor to participate in all practice situations with the team
- d) if the trainer is a male, assist the trainer in player assessments

Any team participating in the Essex Kent Girl Interlock Hockey League will require a female trainer.

12.2. Staff Training Requirements

Anyone required to be on the bench at any time during the hockey season, must be listed on an official OWHHA approved roster. CKGHA will cover the cost of up to 5 bench staff. Any team with greater than 5 bench staff will be responsible for the added cost of insurance.

All coaches, assistant coaches, trainers, managers and den moms are required to submit;

- a) Police check (Vulnerable Sector) as requested by the board and submit them to the Registrar.
- b) Complete Respect in Sport Leader and submit their Certificate number to the Registrar upon receipt
- c) Trainers must complete the Hockey Canada Trainer's course and receive their trainers' certificate number and submit the number to the Registrar
- d) Plus any additional training identified by OWHHA

The association will reimburse team staff for costs to complete the above requirements along with coaching certification/training. Receipts must be submitted to the Treasurer with your name, email and team.

Team Staff should also be familiar with all OWHA Policies, CKGHA operating rules and procedures and agree to the code of conduct

12.3. Staff Duties

Staff duties may be distributed as the coach sees fit, but some items to consider:

- a) Travelling to and participating in applicable league scheduling meetings
- b) Submitting all scheduled home games to Scheduler and Referee Liaison
- c) For home games, coordinating timekeepers and scorekeepers.
- d) Enter all game scores on CKGHA website
- e) Enter all home game scores and stats, as required by applicable league and OWHA in appropriate system
- f) Staff must observe OWHA (and CKGHA) guideline of two deep at all times when dealing with players, parents and officials
- g) No individual may be head coach of more than one team at any one time unless given Board approval
- h) recommended that each CKGHA team appoint at least one non staff person to serve as liaison between parents and team staff
- i) Coach and staff will all need to sign Coaching Code of conduct (see Appendix ##)
- j) Coach or Manager will submit team finance information to Treasurer at the following times:
 - a. Initial budget submitted for approval by September 15th
 - b. Mid-year statement to their parent liaison and CKGHA Treasurer by December 31st
 - c. Year-end financial statement by April 30th, including any outstanding fees from players
 - d. Team bank accounts are expected to be wrapped up and closed out by May 15th, unless given Board approval for extension

13. Discipline

CKGHA has steps to follow to ensure that our players and coaches are protected in event of discipline or a suspension during an OWHA sanctioned game.

13.1. Game Misconduct or Suspension

Please follow the following steps when a game misconduct or a suspension is stated on the game sheet.

STEP 1 – If a player or a coach is suspended in any OWHA league, tournament, exhibition, playoff or provincial championship game it must be reported to OWHA within 24 hours or prior to their next game, whichever comes first.

STEP 2 – You must email a copy of the game sheet to stats@owha.on.ca and president@ckgha.com within 24 hours or prior to their next game, whichever comes first.

STEP 3 – Leave the player or coaches name on the game sheets for their suspended games. Instead of a signature mark them as suspended. These game sheets must be emailed to stats@owha.on.ca and president@ckgha.com within 24 hours or prior to their next game, whichever comes first until their suspension has been completed.

If there is ever any question on a game sheet, please send it to both stats@owha.on.ca and president@ckgha.com as soon as possible. If a possible suspension is not reported this will affect the player and the coach's eligibility for future games. Remember the board is here to help and guide you if there are any issues with OWHA.

13.2. CKGHA Suspension Policy

Player Suspensions

A player may be suspended for infractions committed during or immediately before or after any game or practice.

Examples:

- For destroying or mishandling of property belonging to others of the Association
- Disrespect to any Executive Member, fellow association members, parents or players
- For unsuitable conduct on or off the ice
- For stealing property belonging to others of the Association
- Abuse to any members of the Association and officials
- All suspensions in the Association must be reported to the Executive and OWHA Discipline Chair.
- All members suspended in the Association have the right to appeal using the appeal rule.
- Abuse or player or coach from another Association
- Cyber Bullying. Please refer to cyber bullying policy

Coaching Staff Suspension

A member of the coaching staff can be suspended at the discretion of the Executive for any cause.

Suspensions can be completed by:

- the Board
- coaches may suspend players, with the approval of the Executive, with appeal permitted.

13.3. Appeals

Should a suspended player or coach wish to appeal their suspension, they must provide a written request to the Board within 48 hours of being given the suspension. The Board will pull together a minimum of 3 Board members to hear the concerns of both parties and decide whether the suspension stands or if it will be overturned. A decision will be made prior to their next regularly scheduled game, where possible, but allowing the Board 24 hours to accommodate the appeal.

14. Respect and Zero Tolerance

CKGHA is committed to cultivating a safe and productive sports environment and a culture of respect. We expect the highest standards from our players, coaches, team officials, parents and volunteers when representing CKGHA, we take pride in being ambassadors for our organization and our community whenever we are at a rink — home or away.

14.1. Respectful Behaviour

We expect all our players and coaches to demonstrate respect for:

- Themselves;
- Their teammates;
- Their coaches;
- Parents;
- Volunteers;
- The game and all of its rules;
- Opponents;
- Referees;
- Any facility we occupy, especially our arenas;
- Our equipment (both personal and association equipment);
- Guests in our arena;
- Our neighbours in the community.

Examples of respectful behaviour expected of CKGHA members include (but are not limited to):

- Players picking up garbage in the dressing rooms and being respectful towards arena staff;
- Players not complaining about penalty calls either verbally or via body language;
- Parents and players demonstrated moderation in celebrating goals in blowout games;
- Parents, coaches and players not cheering opposing team injuries;
- Coaches not yelling at or berating players or referees;
- Players “taking a knee” in practice when summoned by coaches and not engaging in distracting/unsafe behaviour.

14.2. Zero Tolerance Policies

There is zero tolerance for drugs, alcohol, bullying, abuse or vandalism. Zero tolerance means that behaviour involving any of the above will not be tolerated at any event related to CKGHA and will be immediately addressed.

Zero Tolerance for Bullying, Harassment and Abuse

Bullying, Harassment and Abuse: any player, team official, parent or volunteer caught or suspected of bullying, harassment or abuse of any member or guest of CKGHA will be asked to cease participation in the CKGHA activity and the matter will be referred to the CKGHA Board of Directors. Any infraction may cause the Board to expel a player, team official, parent or volunteer from the association with no refund of fees or remuneration.

The following is a non-exhaustive list of bullying behaviours that are used to intimidate, distress, or control others:

- Unwarranted yelling and screaming
- Continually criticizing someone’s abilities
- Blaming and humiliating another person for mistakes
- Making unreasonable demands related to performance
- Repeated insults or put downs
- Repeated threats to remove or restrict opportunities or privileges
- Denying or discounting someone’s accomplishment
- Threats of and actual physical violence

14.2.1. Zero Tolerance for Cyberbullying

Statement of Purpose

CKGHA is committed to providing a positive sport environment free from cyberbullying. CKGHA supports the right of all its members, whether athletes, volunteers or employees, to participate in all CKGHA activities free from any form of cyberbullying. Further, CKGHA emphasizes the importance of eliminating cyberbullying in hockey as a key element in ensuring the safety of young participants. A sports environment which actively discourages cyberbullying and builds relationships based on trust and mutual respect, is an environment which encourages the overall development of the individual.

In order to further these objectives, CKGHA will make every reasonable effort to promote awareness of cyberbullying among all its members, and to respond quickly and effectively to complaints or disclosures of cyberbullying.

Policy

It is the policy of CKGHA that cyberbullying in all its forms will not be tolerated during any CKGHA activity or program. Accordingly, all CKGHA personnel (staff, volunteers, team or onice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from cyberbullying behavior, responding promptly and informally to minor incidents of cyberbullying and following CKGHA policy guidelines for reporting or responding to more serious complaints of cyberbullying. Players and other participants are expected to refrain from cyberbullying behavior and are encouraged to report incidents of cyberbullying. Players must adhere to the Code of Acceptable Online Behaviour.

Definition of Cyberbullying

Cyberbullying involves the use of information and communication technologies, including, but not limited to, email, cell phone and text messages, camera phones, instant message, or defamatory personal websites, to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others. It involves using technology to spread gossip, secrets or rumors about another person that will damage that person's reputation. By its nature, the technology itself creates a power imbalance between the person who is behaving in a hostile manner online, and the one who is targeted. The power imbalance and harm caused by cyberbullying is greater when the individual who is targeted is vulnerable due to disability, gender, gender identity, sexual orientation, religion, ethnicity, or culture. Examples of cyberbullying

Email

- Sending nasty or threatening emails to a player, coach or parent
- Including the entire team in a message to someone that is insulting or nasty
- Sending out or posting unsuitable images or videos

- Breaking into an email account and sending hurtful materials to others under an assumed identity
- Deliberately excluding others from email contact lists

Social Networks (Facebook, Twitter, LinkedIn, etc.)

- Posting nasty comments or embarrassing or offensive photos of a teammate, coach or volunteer
- Hacking into someone's account and sending unpleasant messages
- Rejecting or excluding teammates

Cell Phones/Smart Phones

- Nasty or threatening calls or texts between players, parents, coaches or officials
- Taking humiliating pictures or videos and sharing them with others
- Starting rumours about another person through texting or phone calls
- Using apps inappropriately

Live Chats, Websites and Blogs

- Deliberately excluding others from instant messaging contact lists
- Sending or posting negative comments about a coach or player
- Having negative discussions about your team on a public forum
- Threatening others
- Creating blogs or websites that have stories, cartoons, pictures or jokes ridiculing others
- Creating polling websites where visitors are asked to rate individuals' attributes in a negative manner
- Engaging someone in instant messaging, tricking them into revealing personal information and then forwarding that information to others
- Using someone else's password in order to change their profile to reflect sexual, racist and other content that may offend others
- Posting false or hurtful messages on online bulletin boards or in chat rooms

Responses and Remedies

It is the position of CKGHA that cyberbullying cannot and should not be tolerated in any environment, including hockey. Cyberbullying is unacceptable and harmful. CKGHA recognizes the serious negative impact of all types of cyberbullying on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.

At the same time, CKGHA recognizes that not all incidents of cyberbullying are equally serious in their consequences. Cyberbullying covers a wide spectrum of behaviors, and the response must be equally broad in range, appropriate to the behavior in question and capable of providing a constructive remedy. The process of investigation and settlement of any complaint of cyberbullying must be fair to all parties, allowing adequate opportunity for the presentation of a response to the allegations.

Minor incidents of cyberbullying should be corrected promptly and informally, taking a constructive approach and with the goal of bringing about a change in negative attitudes and behavior. More serious incidents should be handled in a timely, sensitive, responsible and confidential manner. A serious incident of cyberbullying may lead to the suspension of the player at the discretion of CKGHA board in consultation with team staff, taking into consideration past behaviour. The board's decision can range from a suspension of between 1-5 games up to and including removal from the team with no refund or release for the season. There should be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures. Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous may be subject to discipline.

14.2.2. Zero Tolerance for Alcohol, Vaping, Controlled Drugs and Substances

CKGHA is unequivocally opposed to illegal drug and alcohol and tobacco use. CKGHA is similarly unequivocally opposed to the use of banned and restricted substances for the purpose of performance enhancement.

Provincial and municipal laws pertaining to smoking, use of cannabis or vaping are applicable at all CKGHA facilities and sanctioned events. Under no circumstances are any of these activities allowed to take place by anyone in the dressing rooms, washrooms or showers. Any person caught engaging in this type of activity will be asked to cease the CKGHA activity and may receive a suspension from CKGHA Board as outlined below and the appropriate authorities will be notified.

Players

There is NO tolerance for vaping, drugs and or/alcohol usage by CKGHA Players.

1. Vaping or smoking: any player caught or suspected of vaping or smoking of tobacco, cannabis, or any other combustible substance in or around our arena and opponent's arenas or in any public facility frequented by the team will be immediately asked to cease participation in the activity.

2. Alcohol: any player caught or suspected of drinking alcohol in or around our arena and opponent's arenas or in any public facility frequented by the team will be immediately asked to cease participation in the CKGHA activity.
3. Any player attending a team practice, event or game suspected of being under the influence of alcohol, marijuana or other drugs will be immediately asked to cease participation in the CKGHA activity.

Consequences of above actions;

Within 24 hours of being asked to cease participation in CKGHA activities due to above behaviour, the head coach will notify the President of CKGHA and provide all necessary information for the board to perform an investigation. The President will bring together a minimum of 3 other board members to complete a review and recommend to the board the consequences to the participant for the behaviour which can range from 1 to 5 game suspension (not to include exhibitions) to removal from team with no release until completion of the season with no refund of fees.

The board will not take these behaviours lightly but will also be very thoughtful in their distribution of punishments.

14.3. CKGHA Commitment

CKGHA fully supports and enforces Respect in Sport and Zero Tolerance Policies.

- All players must make a personal commitment to the principles of Fair Play, Respect and Integrity and are required to abide by the Player Code of Conduct available on our website.
- CKGHA fully adopts zero tolerance of harassment and abuse in hockey both on and off the ice. Anyone involved in bullying, abuse or harassment will be asked to cease

the CKGHA activity they are participating in. The player may face suspension or in the most serious cases, expelled from the Association. This includes cyberbullying and misuse of social media.

- All parents/guardians must make a personal commitment to the principles of Fair Play, Respect and Integrity and agree to respect all Association volunteers. Parents must follow all the behavioural guidelines outlined in the Parent Code of Conduct and must complete the "Parent Contract" on our website.

14.4. Zero Tolerance Notification

Any occurrence must be immediately reported and the President of CKGHA must be immediately advised should incidents occur involving drugs, alcohol, bullying, abuse or vandalism. See Reporting Procedures below.

Reporting Procedures Expectations:

- Any person witnessing the above contraventions has a duty to report.

Incidents involving players:

- The Association President is informed of the incident.
- The coach informs the parent of the incident and asks direction from the parent on the removal of the player from the coach's care.
- The coach has the authority to remove a player from team activities.
- Regardless of removal from activity, the coach continues supervisory duties until the player is released from the coach's care by the parent or guardian.
- The coach informs the authorities should the incident warrant criminal investigation.
- The coach documents the incident.
- The coach forwards this documentation for filing/action with the Association.
- The coach ensures that reports and specific circumstances are kept within the parent and Association-constituted process. At no time are any proceedings made public.
- One or more members of the coaching staff shall meet, as soon as practical, with the player and a parent to review the reasons for the removal from activity.
- Suspension of the athlete is at the direction of the CKGHA.
- If the decision is to seek suspension, the coaching staff, as soon as practical, informs the player and a parent and refers the matter to the CKGHA.
- Should this happen, the process follows the suspension procedure of the CKGHA

Appendix 1 – Policy declaration (Head Coaches)

CKGHA POLICY MANUAL DECLARATION FOR HEAD COACHES

All Head Coaches are responsible for reading, understanding, and following all policies in the CKGHA Policy Manual.

I declare that:

I have read and I understand everything in the most recent version of the CKGHA Policy Manual.

I agree to follow all CKGHA policies.

I agree to ensure, to the best of my ability, that all my team staff, parents, and players follow all CKGHA policies.

I agree that failure to abide by the above may result in disciplinary action and/or penalty which will be assessed subject to the discretion of the CKGHA Board or designated Committee.

Coach's name (print): _____

Coach's signature: _____ Date: _____

Appendix 2 – Player's Code of Conduct

Player's Code of Conduct

As a Chatham Kent Girls Hockey Association player, I will:

1. Abide by the rules of hockey, the policies of CKGHA and principles of good sportsmanship
2. Respect my teammates, coaches, team officials, referees, opponents, opposing coaches, opposing team officials and other participants in CKGHA games, practices and other CKGHA activities.
3. Not make any derogatory comments as to another individual's race, ethnic origin, colour, religion, gender, and or sexual orientation
4. Not put anyone down or say or do anything that could hurt someone else physically or emotionally.
5. Work hard to improve my skills both as an individual and as a team player.
6. Act in a safe and responsible manner at games, practices and all CKGHA activities.
7. Support my teammates including those who are less skillful both on and off the ice.

8. Attend all practices and games and in the event that I am unable to, I will provide my coach with as much notice as possible of my anticipated absence.
9. Be on time and prepared to start a game or practice in keeping with the schedule established by the coach.
10. Play whatever position I am assigned by my coach to the best of my ability.
11. Not lose my temper at games, practices or CKGHA activities.
12. Not behave in a manner or engage in any activity that would cause embarrassment or disrespect to my team or the CKGHA including bullying, tobacco use, drinking alcohol or using drugs.

Player's name (print): _____

Player's signature: _____ Date: _____

Appendix 3 – Parent's Code of Conduct

Parent's Code of Conduct

Online form submitted by one parent or guardian of each player prior to them stepping on the ice for the first team practice. If Online form isn't available – a printed copied, signed and returned will suffice.

As a parent or guardian of a Chatham Kent Girls Hockey Association player, you have the responsibility to:

1. Ensure to the best of your ability that your child abides by the rules of hockey, the policies of CKGHA and principles of good sportsmanship.
2. Ensure to the best of your ability that your child respects her teammates, coaches, team officials, referees, opponents, opposing coaches, opposing team officials and other participants in CKGHA games, practices and other CKGHA activities.
3. Ensure to the best of your ability that your child conducts herself in a manner that minimizes the risk of injury, both physical and psychological, to herself and others which includes refraining from making derogatory comments as to another individual's race, ethnic origin, colour, religion, gender and/or sexual orientation
4. Refrain from criticism of coaches, team officials, referees, teammates, opponents, opposing coaches, opposing team officials and other participants in CKGHA games and other association activities, and when you feel that criticism is warranted, you shall offer it in a manner that is fully respectful, through proper channels and away from the arena or event.
5. Refrain from directing comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to players, team officials, referees and association volunteers. If you feel that criticism is warranted, you shall offer it in a manner that is fully respectful, through proper channels and away from the arena or event.
6. Refrain from discussing the weaknesses of other team players and/or coaching staff with your child.
7. Familiarize yourself and abide by the policies and procedures of the CKGHA.

Parent's name (print): _____

Parent's signature: _____ Date: _____

Appendix 4 – Parent Contract

Online form: *Please Review and Complete:*

Parent Contract:

It is the intention of the contract to promote fair play and respect for all participants within CKGHA. All parents must agree to this pledge before being allowed to participate in CKGHA hockey and must continue to observe the principles of Fair Play.

Fair Play Code:

- I will not force my daughter to participate in hockey.
- I will remember that my daughter plays hockey for her enjoyment, not mine.
- I will encourage my daughter to play by the rules and to resolve conflict without resorting to hostility or violence.
- I will support my daughter by encouraging and praising her for competing fairly and playing her best.
- I will never ridicule or yell at any participant for making a mistake or losing a game.
- I will remember that children and youth learn by example. I will applaud good plays and performances by both my child's team and their opponents.
- I will support all efforts to remove verbal and physical abuse from hockey games.
- I will respect and show appreciation for the FAIR PLAY CODE, rules and regulations as set by Hockey Canada, OWHHA, and the CKGHA.

By clicking submit, I understand and accept that violation of this code may result in disciplinary action. I also agree to abide by the rules, regulations and decisions for CKGHA.

Parent Name (required)

Your Email

Telephone Number	<input type="text"/>
Player Name(s)	<input type="text"/>
Player Birth Year	<input type="text"/>
Player Division	<input type="text"/>
<input type="text"/>	<input type="text"/>
	<input type="button" value="Submit"/>

Appendix 5 – Code to Acceptable Online Behaviour

The Code to Acceptable Online Behaviour

- Never treat someone online in a way that you wouldn't feel comfortable doing face to face. As a team/association we will not tolerate negative treatment of others especially on-line.
- Participants are asked to respect that the dressing room and bus are a time to spend with their teammates - use of mobile devices that isolate you from this interaction are not recommended – any uncertainty regarding this area should be discussed with your Coach
- Similarly, the dressing room and any off-ice training venue are team specific. Devices that take the athletes focus away from the task at hand are NOT allowed.
- Never share your passwords with anyone other than a trusted adult.
- Never share your cell phone numbers or email addresses unless you know and trust the person.
- Never share your personal information or photos in a chat room.
- Never post, email or forward naked photos of yourself - or anyone else – to anyone.
- Always stand up to bullying behaviour you see online
- Always talk to a trusted adult about your online relationships and what you see online. If you are being cyberbullied or concerned that someone else is, you don't have to deal with it alone.

Always protect yourself. If you think you or someone else is being harassed or threatened, make a copy of the message before you delete it. Internet service providers, cell phone service providers, and social networking websites like FaceBook have terms of use that forbid bullying, harassing, malicious or illegal behaviour. Contact them so they can investigate the issue or remove the offending material. Approach the police when physical threats are involved, or a crime has possibly been committed.

Appendix 6 - Procedures

Procedures are guidelines that the CKGHA follows.

For the sake of transparency, these procedures are readily available and visible to the entire membership.

The Procedures are controlled by the relevant CKGHA Director or Committee. Any modifications should be submitted to the Vice President to update this manual.

PROCEDURE #	TITLE
1	HEAD COACH SELECTION Procedure
2	PLAYER MOVEMENT – EXCEPTIONAL STATUS
3	<i>TBD</i>

1. Head Coach Selection

Responsibility: Travel Director and House League Director

Reasons for procedure:

- To have a selection process in accordance with Hockey Canada Coach Development Model.
- To provide transparency for the members of the CKGHA.
- To provide a conflict-of-interest-free process.

STEP 1:

Coach Selection Committee established which includes Executive members and various volunteers to sit on Interview Panel and at least one female.

**NOTE: No Executive or Interviewer on the Committee is involved in assessment, interviews, and recommendations or voting for a team their child could play for. This includes all teams at that player's age level.*

STEP 2:

Coaching Applications are received and reviewed by the Committee.

STEP 3:

Feedback from the Coach Feedback Survey is compiled and reviewed.

STEP 4:

Assessment of Coaches who have applied to retain a team for a second season is done using feedback from the surveys, unsolicited feedback, team results and the Coach application/philosophy and perhaps an interview would be required.

Formal feedback sessions are held with each of these returning Coaches to provide them an overview of feedback, ensuring anonymity.

**NOTE: If there is a situation where that Coach may wish to retain the team for a second season and there is another applicant, that applicant will be granted an interview for this season, as the second-year term is not a certainty.*

STEP 5:

Interviews are scheduled with all other qualified applicants. Interview Panels consist of three (3) volunteers.

Interview questions, scoring scale and weighting of questions are determined by the selection committee prior to the first interview and are used for all interviews. Each participant in the interview must score each question and provide their scores to the Travel Director or House League for summation and comparison. The Interview Panel makes a recommendation based on their interview scoring. Committee should consider the following areas as they develop interview questions and evaluation criteria; coaches Experience, Evaluating Talent, Coaching Tactics, Ethics and Communication. These criteria are evaluated through the written application, written philosophy, coaching resume and answers to questions in the interview itself.

References may be checked for the recommended applicant.

STEP 6:

The Interviewer's recommendations are presented to the Selection Committee and then in a closed and confidential meeting the Executive votes to approve the Selection Committee decisions. This includes new coaches and those possibly returning for a second season.

STEP 7:

All applicants are called to inform them of the decisions and feedback is provided to all. The coach selections are then posted on the website.

2. Player Movement – Exceptional Status Procedure

Responsibility: Travel Director

Reasons for procedure:

- To have a consistent and transparent approach to handling the assessment of those players requesting exceptional status within CKGHA
- Players/ Parents who would like such consideration must comply with the following procedures.

Eligibility

Any Player requesting to tryout for a Competitive Team in a higher/older age category may only tryout at the highest level of the next age group. If they are unsuccessful at this highest level, they must go back to their appropriate age level.

Players in the lower age range of their Primary Competitive team are not eligible to be considered for a position in a higher/older age category.

No Player is permitted to attend a tryout for a Competitive Team in a higher/older age category without receiving prior approval/permission from the Executive Board.

Steps

1. All requests for exceptional status must be for the highest-level team at the next age bracket and that player must also play for the highest-level team at their current age bracket. This applies to all CKGHA players and those players coming into CKGHA from another OWHHA association.
2. Players coming from boys or co-ed hockey will be considered for exceptional status only if they are playing AA or AAA rep hockey or for the highest-level team in their age bracket.
3. All requests for consideration of Player Movement are required to be submitted in writing to the Travel Director by January 31 for consideration for the following season. This will allow ample time for the association to evaluate the player's skill level.
4. The Travel Director will meet with the coaches of the impacted teams (current age coach and higher age coach), for both teams in consultation with each other to agree the player is

exceptional and deserves the chance to tryout at the higher age group the following season. If agreed upon, the Travel Director will submit this request to the Board of Directors.

5. Should there not be agreement between the coaches, and independent assessment as determined by the Board of Directors to evaluate if the player will be permitted to attend the higher age tryout.
6. Once all the above is satisfied, the player requesting player movement must attend all tryout sessions for the Competitive Team in the higher age category and must also attend Primary Competitive tryout for their own age group until the coach decisions have occurred.
7. The Travel Director or designate will gather a minimum of 3 independent evaluators to attend a minimum of 2 tryouts of the higher age category team. The independent evaluators may be coaches of other teams or external consultants. It is the view of CKGHA that coaches should not be placed in awkward positions either by over-zealous parents or by their own perception of what is best for their team.
8. The independent evaluators will need to determine if they believe the player being assessed in the higher age category meets one of the following:
 - As a forward, the player's skill would be ranked within the top three forwards on the higher-level team they are trying out for
 - As a defense, the player's skill would be ranked within the top two defense players on the higher-level team they are trying out for
 - As a goalie, the player's skill would be ranked as the number one goalie in the higherlevel team they are trying out for
9. Should the evaluators agree the player's ability would meet the criteria, the Travel Director or designate will schedule and attend an interview with the player requesting the assessment, her parents and the Head coach of the higher age team. This interview will be an opportunity for the coach to review the expectations of players on their team and for coach or Director/designate to ask questions to assess the players readiness to handle these expectations at a younger age than the other girls on the team.
10. After this interview the Travel Director will provide their recommendation with reason to the coaches involved who will need to concur. Once they agree, the Travel Director will forward the recommendation with reason to the Board of Directors for final approval.
11. Should the affected coaches not agree to recommendation of the evaluators, the Travel Director or designate will facilitate a discussion between the parties and should the parties

still not come to agreement the Travel Director or Designate will take the facts to the board for the board to vote on a path forward.

12. There may be situations where players may be asked to play in a higher Division to ensure a team can be Rostered. This Player is not deemed to have Exceptional Status. Ex. No goalie available.

