

Greater Kingston Girls Hockey Association

Rep Hockey Plan

Approved By: GKGHA Executive November 2, 2018

The Greater Kingston Girls Hockey Association (GKGHA) Rep Hockey Program provides an elite level of girls' hockey that promotes the importance of work ethic, dedication, discipline, teamwork and respect of all players, parents, coaches and officials at home and while representing Kingston on the road.

The purpose of the GKGHA Representative Program is to allow for the development of female hockey players to reach the highest level of competition available and at the calibre best suited to each player. The goal of the GKGHA Rep program is to provide teams for Elite (AA/A) and Rep level (BB, B, C) teams for Novice, Atom, Peewee, Bantam, Midget, and Intermediate divisions. Additional teams (a second Novice team or a third team at other levels) may be added provided there are coaches, there is ice time available, and it doesn't affect the minimum house league requirements. Exceptions will exist where sufficient participation is not available, or where teams cannot be competitive in certain divisions.

Elite or AA programs are the highest development level and are aimed at athletes expecting to continue to compete at high level. As such, players and parents must be willing to commit to the additional practice, training and travel time and to the additional expense of such a program. Elite players and parents are expected to be dedicated to the more rigorous practice, game and tournament schedule that is required to compete at this level. Prior to being offered a place in the Elite program, parents and players will be asked to commit to these requirements.

All GKGHA Representative teams will play in the Lower Lakes Female Hockey League (LLFHL) with the exception of the Intermediate AA team which will play in the Provincial Women's Hockey League (PWHL). Both leagues fall under the umbrella of the Ontario Women's Hockey Association (OWHA). Membership in these leagues implies that all Kingston rep teams will abide by their rules and regulations posted on their respective websites.

The following positions shall oversee the GKGHA Rep Programs

1. VP Competitive Hockey
2. Competitive Convenor 1
3. Competitive Convenor 2
4. VP Intermediate AA

1. Structure

- 1.1 The VP Competitive is responsible for the overall operation of the GKGHA Rep Hockey Program. This position is a member of the GKGHA Executive.
- 1.2 The seven (7) member GKGHA Executive consists of the President, VP Administration, Treasurer, Secretary, VP House League and VP Competitive, VP Intermediate AA.
- 1.3 The VP Competitive will have two Competitive Convenors, (duties to be split between Midget, Bantam, Peewee, Atom and Novice) to act as first line respondents to rep challenges and concerns. The two Competitive Convenors are elected annually at the GKGHA Annual General Meeting each spring.
- 1.4 The VP Competitive and the Competitive Convenors have the following Rep responsibilities:

- Oversee the process for the selection of head coaches for each team. The Head Coaches must be approved by the GKGHA Executive. Due to potential conflicts of interest, the GKGHA Executive may appoint outside interviewers as required. The GKGHA Hockey Development Coordinator is responsible to Chair the selection committee and interviews and will make a recommendation for each coaching position to the Executive for approval.
- Approve the coaching staff for each team.
- Inform coaching staff about coaching meetings.
- Submit monthly ice allocation updates to each team prepared by the Ice Scheduler
- Ensure coaches know OWHA and LLFHL procedures.
- Act as the League Liaison for LLFHL. Rep coaches must go through the League Liaison for any issues they have.
- Attend LLFHL meetings (or send a designate).
- Attend GKGHA Board meetings.
- Establish a committee for a Rep tournament, if applicable.
- Assume other duties and responsibilities at the request of the Executive Committee.
- Ensure all on-ice activities, off-ice activities are in accordance with all Rules and Regulations of Hockey Canada, OWHA and GKGHA
- Assist the Executive in the promotion of better communication with the GKGHA membership
- Assist the President with the implementation of the annual evaluation, if applicable, to be completed online by members and ensure feedback is provided to coaches in a timely manner, keeping all identities of evaluators strictly confidential
- Act as the official league representative for league matters involving their program
- Be responsible for signing any and all Permission to Skate requests, after ensuring no amount owing to association
- Be responsible, along with the President, for signing any and all Player Release requests, after ensuring no amount owing to association
- Assist in identifying development requirements and provide ongoing support for all coaches in conjunction with the GKGHA Hockey Development Coordinator
- Ensuring division Convenors administer tryouts, player evaluations and team selections as per GKGHA rules
- Identifying ice requirements and approving ice schedules
- Notify the Registrar and OWHA Rep of team formations, including a list of players and team officials immediately upon notification from head coach
- Be the first point of contact for all division Convenors and provide guidance when necessary
- Act as Chair of the Discipline Committee for any matters pertaining to their program

1.5 The VP Intermediate AA shall be elected every two years at the AGM and be responsible to the Executive for all operations of the team.

2. Individual Rep Team Staff

2.1 A team staff can consist of seven (7) staff members, two (2) of which must be Trainers. If teams choose to exceed the seven (7) staff members there will be an additional fee per staff member as per OWHA annual fee guideline.

- Head Coach
- Assistant Coach
- Assistant Coach
- Assistant Coach
- Trainer (Female)
- Backup Trainer (Female)
- Team Manager

It is strongly recommended that a Parent Liaison be named at the beginning of the season to act as an intermediary between the parents and the coaches. Parent concerns regarding the coaches and decisions relating to their daughter can be initiated through the Parent Liaison who will discuss with the coach and a resolution issued.

- 2.2 Head Coaches will be asked to complete an application and submit by a deadline announced in January/February. Selected candidates will be interviewed in February/March and must be approved by the GKGHA Executive. In some cases the Executive may announce the Head Coach sooner. Coaching positions for Midget and Bantam tier 1 teams will be for a two-year term (reviewed after one year). All other members of the staff are appointed by the Head Coach and must be approved by the VP Competitive Hockey.
- 2.3 Each team must have at least one female bench staff member. Typically this person will be the appointed team Trainer.
- 2.4 Head Coaches for the current season and their contact information will be posted on the GKGHA website.
- 2.5 GKGHA volunteers are responsible for providing proof of qualifications or certifications as required by the OWHA and the GKGHA Policy on Team Officials available at www.gkggha.ca. Proof of qualification shall be an original, photocopy or screen shot of the volunteer's qualifications; qualification numbers alone shall not be accepted as proof of qualification. The VP Administration or designated board member shall visually verify every volunteer's qualifications. Additional information and requirements for team staff including den moms is available on the GKGHA web site under policies.
- 2.6 GKGHA Teams will not be issued their official OWHA roster until all Bench Staff qualifications and certifications have been verified.
- 2.7 Unless required by the OWHA or Hockey Canada, the GKGHA will accept CPICs that were conducted within the last 6 months, accepted CPICs are valid for 3 years.
- 2.8 Head Coaches may also appoint on-ice helpers. These helpers must be registered with the GKGHA and/or the OWHA for insurance purposes and must have Speak Out Activity Leader and a current CPIC as per 2.7.
- 2.9 All approved team staff must be registered with GKGHA by August 15th of each season.
- 2.10 All head coaches require a Development Level 1 Coaching certificate and must provide proof to the GKGHA.
- 2.11 The trainer(s) require an up-to-date Level 1 trainer's certificate and must provide proof to the GKGHA.
- 2.12 All coaches will be required to sign a Coaches Agreement, immediately following their approval by the Executive, outlining their responsibilities, duties and roles.

3. Representative Fees, Budgets and Fundraising

- 3.1 There are 2 Fees that Rep players/parents will be responsible to pay:
 - **League Registration Fee.** Established annually by the Executive based on the cost of ice for practices and games, league fees, referee and timekeeper costs, team pictures, player development and any

other reasonable cost approved by the Board. The initial estimate will be based on 17 players per team and up to 19 players for intermediate. Fees can be increased to compensate for teams not carrying a full complement of players and or any unexpected additional costs. Any increase in fees will be determined by the Executive and the reason for the increase communicated to the impacted teams. If coaches elect, and are granted approval, to not roster a full team, then registration fees will be adjusted.

- **Team Fee.** Established by the team and approved by the parents. Team fees include tournament entry fees, Provincials, coach bus transportation, specialized coaching, team bank account fees, team website, dry-land training, sponsor gifts, postage, office supplies, social outings, trainer supplies, expenses for attending scheduling meeting, pucks, pylons, and additional ice time secured for exhibition games including referees and timekeepers. Any questions on whether an expense should be considered a Team Fee can be directed to the VP Competitive Hockey for decision. At the last tryout, players will be required to provide a cheque for \$500 as a non-refundable commitment fee. If the player is not selected the cheque will be returned.

- 3.2 Each team will have a team budget. The team budget will be presented to the parents by the Team Manager at the first team meeting after final team selection with an estimated Team Fee for each player for the season and due dates for Team Fees. The Team Manager shall maintain the budget and cash flow position of the team and must be able to supply this information to the GKGHA upon request.
- 3.3 The team budget will be considered approved by a minimum of 2/3 votes in favour where one parent per player has a vote. A copy of the approved budget must be submitted to the VP Competitive and GKGHA Treasurer by September 1st for Midget to Atom and by November 1st for Novice.
- 3.4 A Bank Account shall be established for the team by the Team Manager and a second co-signer shall be named on the account. All team expenses shall be paid for by cheque where possible. The team bank account must have 2 co-signers for every cheque and withdrawal.
- 3.5 Proceeds from fundraising events must be used to offset approved budget expenditures. Fundraising is not mandatory, however only those players that participate in the fundraising event shall receive direct financial benefit. Parents wishing to pay their full share of team fees may opt out of fundraising plans.
- 3.6 Individual corporate sponsorship money (generally \$500.00 or less) shall be credited to the player's Team Fee account that secured the sponsorship.
- 3.7 Major corporate sponsorship money for the team (a minimum of \$1500.00) with no ties to any player shall be divided equally amongst all players. Major corporate sponsorship money with a tie to a player entitles that player to 100% of the financial sponsorship for their team fees and the remaining monies divided amongst the balance of the team.
- 3.8 Team budgets and bank accounts must be closed out, refunds issued (where applicable) and a final financial report provided to the GKGHA Treasurer by May 15 after the season ends.

4. Communication with Parents

- 4.1 The Head Coach is ultimately responsible for keeping parents informed. This communication may be accomplished by a team web page, email, newsletters and parent meetings.
- 4.2 Each Head Coach should appoint a Parent Liaison to act as an intermediary between the coaching staff and the parents. The Parent Liaison must have Speak out and a CPIC completed.

- 4.3 Except where timely intervention is required, parents and coaches must exercise and respect the “24 hour rule” after an incident before confronting each other with concerns or complaints. Initial communication should be through the Parent Liaison and only after the 24-hour cooling off period has been observed.

5. Player Eligibility

- 5.1 The age limitations for each division are determined by the OWHA.
- 5.2 Players are expected to sign the OWHA team waiver form in a timely manner once they have completed their registration and paid the non-refundable deposit amount.

6. Tryouts and Player Selections

- 6.1 Players who are registered with another OWHA association must provide a signed Permission to Skate form before attending a tryout. All other players must be registered with GKGHA for the current season in order to attend a tryout. If a player was most recently registered with another OWHA association and relocated to the area she must have a Player Release form signed before she can register with GKGHA.
- 6.2 A player selection panel consisting of neutral evaluators shall be convened for each age category tryout. Responsibility for recruitment and assignment of evaluators rests with the Head Coach, and will normally involve consultation within the organization. Head coaches are to submit their evaluators for approval by VP Competitive. Evaluators must have appropriate hockey background and every attempt must be made to secure evaluators who are at “arm’s length” from players. A qualified goaltending evaluator approved by the VP Competitive Hockey shall be used for all tryouts.
- 6.3 During the evaluation process, player names are not to be revealed to evaluators; players are to be identified by number or jersey colour only. The VP Competitive Hockey will adjudicate (convene a council if necessary) any concerns that may arise as a result of the player selection process and tryouts.
- 6.4 The final selection of the team will be the responsibility of the Head Coach with appropriate input from the evaluators. Evaluator rankings are the property of the GKGHA and must be turned over to the Secretary for filing and be made available for review in cases of dispute as requested by the VP Competitive Hockey or President.
- 6.5 Each player shall be given the opportunity for two on-ice evaluations before being released from tryouts.
- 6.6 Each player shall pay a set fee to try out for each level.
- 6.7 (A) Each rep team will be expected to carry two (2) goaltenders and fifteen (15) non-goaltenders, unless approved by the Executive, as per section 23.3 of the constitution.
- (B) Intermediate A can have up to (17) non-goaltender positions. All teams picking players in tryouts will be required to pick a minimum of (12) players and (1) goalie. All teams wanting to carry less than the numbers above will require approval from the Executive as per section 6.7 (A) above.
- 6.8 Each rep team will strive to roster at least three (3) players from the “minor” year of its age category, unless special permission is given by the VP Competitive Hockey.
- 6.9 Each coach's daughter may be evaluated by independent evaluators, as assigned by the VP Competitive Hockey.

- 6.10 Players that are released from tryouts will be notified via the GKGHA website using an alpha-numeric system issued to each player that registered at tryouts. Players may request a meeting with the Head Coach to discuss the details of why they were released.
- 6.11 The Head Coach and evaluators shall rank the remaining players from the final tryout in order. The coach will contact the top 15 players to offer them spots on the (AA/A), teams. Players and parents must commit to the demands of the Rep program. Should players decline to play for the top team, the next ranked player may receive this offer.
- 6.12 Players who require a release from another organization must produce the release within 15 days of being offered a position on the team. If a release is not produced, the offer shall be rescinded and the next ranked player offered the position, unless an extension is granted by the VP Competitive Hockey.
- 6.13 Any player who is sick or injured during tryouts will be evaluated on her past performance and on her performance to date in any tryouts she was able to attend. Injuries/sickness must be confirmed in writing by a player's doctor. Players missing tryouts for other reasons may be reassigned to the next team at the discretion of the VP Competitive Hockey.
- 6.14 All rep teams, except for Novice and Intermediate A, will have their tryouts in the spring. Novice, and if offered, Intermediate A will have their tryouts in the fall.

7. Competitive Playing Up Policy

Novice to Midget Levels

- 7.1 This policy is intended to enable the GKGHA to field AA/A teams at every level while also ensuring that the "special" player who is able to have an impact to a higher aged Tier 1 team has the opportunity to do so. This policy allows a younger aged player to play up on an equal or higher calibre (i.e: Peewee AA to Bantam AA or Atom AA to Peewee AA, etc.) team of a higher aged Tier 1 team if they meet the criteria established below.
- 7.2.1 It is recognized that this policy may result in a player not being able to play on the team of her choice or may even result in the GKGHA having to lose a highly skilled player to another Association. In administering this policy the fact that the player has stated that they will leave the organization or will not play for the lower aged team should not be a factor in rendering a decision. We need to be prepared to allow players to leave to play elsewhere if they feel they are too good to play for the GKGHA AA program for their age group.
- 7.3 Before a player can play at the level above their age category they must be evaluated by qualified evaluators as the number one player at their level. The GKGHA believes it is not appropriate to significantly weaken a lower aged group Tier 1 team by having a highly skilled player seeing limited duty playing for a higher aged group Tier 1 team, thus impeding her hockey skill development while significantly weakening the lower aged team that is striving to compete at its best at the AA/A level. If the lower aged team is to be significantly weakened by a player playing up then the higher aged team must be significantly strengthened by the player playing up. Otherwise a player of similar skill level has been displaced to a lower tier team when they could have had a similar impact on the higher aged team as the younger aged player. In addition, a player playing up ultimately displaces an older aged player to House League assuming that player would have made a Tier 2 or Tier 3 rep team.

Procedures

- 7.3.1 Players are not permitted to play up to a higher aged Tier 2 or Tier 3 team. This would permit players to choose teams rather than teams choosing players. The only exception to this is if there is no competitive team in that age group. (Ex: If a Novice competitive team cannot be fielded, then those Novice aged players would be allowed to try out for a Tier 2 Atom Competitive team.)

- 7.3.2 Therefore, all intended play-up players must be in the top team Tier 1 or Elite level only (Ex: Atom aged players may not play up to Tier 2 or Tier 3 Peewee teams).
- 7.3.3 Players interested in playing up must apply in writing to the VP Competitive Hockey before March 1 of the current year. This will allow the GKGHA ample time for the head Coach of the higher age group for the following year to evaluate the player's skill level during the current year.
- 7.3.4 The player must receive an invitation from the Head Coach of the higher aged Tier 1 team to attend the higher age group tryouts and pay for tryouts of the next level age category. The GKGHA Board will appoint a neutral evaluator to attend and assess the player's skills at tryouts.
- 7.3.5 The player must be, in the opinion of the independent evaluators, Head Coach of the higher aged team and the GKGHA Board appointed evaluator regarded as an **Impact Player** for the higher aged Tier 1 team. She must be rated as one of the top forwards, defence, or the top goalie among all players selected to the higher aged Tier 1 team. If not, the player will not be allowed to play up and the player will be placed on the Tier 1 team in their age group. If released prior to the end of the tryouts, the player must return to their own age group tryouts and finish tryouts with their own age group. If the player does not wish to play for the Tier 1 team in her age group, she will be given an OWHHA Release form from the GKGHA Board. No more than 3 players including a goalie can be moved up at one time to any team.
- 7.3.6 If the player meets the criteria above, then the Head Coach will inform the VP Competitive Hockey of his/her decision along with copies of the evaluator's notes which show the rankings. If the decision of the Head Coach is to invite the player to play up for the season, the VP Competitive will then present the case of each individual to the association's Board of Directors for final approval.

Intermediate Level

- 7.3.7 Intermediate aged players can be up to 21 years of age as of December 31st of the playing year. There is no limit on age for players trying out for Intermediate teams. No bantam aged or lower players will be allowed to play Intermediate A, but can play Intermediate AA with the following provisions:
 - 7.3.7.1 All players turning 15 years of age in the year the team is selected will be eligible to play on the Intermediate AA team.
 - 7.3.7.2 Any player that does not meet the age requirements above, must apply, in writing (email acceptable) to the VP Competitive Hockey no later than March 1st to try out for the Intermediate AA team for the following season.
- 7.3.8 If there is an application as noted above, the VP Competitive Hockey will report the request to the GKGHA Executive. The GKGHA Executive based on observations during at least 2 meaningful games at the subsequent to the request, will then either grant the request to try out or deny the request to try out for the Intermediate AA team. This ruling will be made no later than 24 hours after the end of Provincials Championships for the current season.
- 7.3.9 If permission to tryout is granted, the player will be eligible to play Intermediate AA if the Head Coach of the Intermediate AA selects the player to play. The player does not need to be the top player or goalie.
- 7.3.10 The VP Competitive Hockey and VP IAA are responsible for the implementation of this policy. In the case of either a conflict of interest (daughter playing on either effected team) or perceived conflict of interest (family member involved in either team) then that individual shall declare their conflict and not be involved in the decision. The President shall intervene and shall either administer the policy or appoint a neutral party (with no conflict) to administer the policy and to make a recommendation to the Board.
- 7.3.11 The decision of the Board of Directors is final.
- 7.3.12 Notwithstanding the above, the GKGHA reserves the right to request any player play up if that player is needed to ensure a team is able to be formed.

8. Permissions to Skate and Releases

- 8.1 Any player wishing to attend tryouts or practice with a team from another association must request Permission to Skate from the VP Competitive Hockey. Permission to Skate forms are valid only for the team and the dates recorded on the form. A separate form is required for each team/association for which the player wishes to try out. **Please allow five (5) business days for this form to be processed.**
- 8.2 Players wishing to move to a team in another association must request a Release form signed by the VP Competitive Hockey and a second member of the GKGHA Executive. Releases are evaluated by members of the GKGHA Executive. All releases must indicate the reason for leaving GKGHA. **Please allow ten (10) business days for this form to be processed.**
- 8.3 Releases will not be issued to any player that has outstanding monies owing to the GKGHA.

9. Equipment

- 9.1 All Rep players must purchase and wear a black helmet and black pants. Gloves should be primarily black and can include white and/or yellow accents. Teams may elect to wear pant shells. These are not mandatory, and it is up to the Head Coach to implement. If pant shells are mandated by the Head Coach, all pant shells shall match and bear the Ice Wolves colours.
- 9.2 Players must wear their team socks, both of the same colour, in all games.
- 9.3 Ice Wolves jerseys may only be worn in games and at team functions as directed by the Head Coach.
- 9.4 Team sets or individual jerseys shall be carried in a sweater or garment bag bearing the Ice Wolves Logo.
- 9.5 GKGHA does not provide rep jerseys. Each player shall purchase their own jerseys from GKGHA's approved vendor. Players are allowed to have a jersey sponsor bar sewn on the bottom of the jersey. All last names must be a sewn on name bar on the top of the jersey. Heat pressed names are not permitted. In the event that two players have the same jersey number, the major (older) or more senior player shall keep her jersey number and the minor must select a new number. The Head Coach is responsible to deem whether a jersey is in need of replacing due to holes, rips, marked-up, or in general just worn out. Coaches must ensure that the jerseys do not reflect poorly on the City or the GKGHA.
- 9.6 Gloves and CSA approved helmets are to be worn on the ice at all times by players, coaches, team staff, external coaches, and any other persons participating in or facilitating a practice session. Trainers are exempt from this policy in the course of attending to an injured player.
- 9.7 Any player registered with GKGHA and participating in any GKGHA practice session must wear full equipment.

10. Scheduling Meetings

- 10.1 Each rep Head Coach (or designate) must attend the scheduling meeting for their league. Information about the dates for these meetings may be found on that league's website.
- 10.2 Prior to the scheduling meeting, each team will be provided with its practice times and home game schedule times.

- 10.3 Schedules and practices for all rep teams must be immediately submitted to the GKGHA scheduler for entry into the master schedule.

11. Rep Coach Meetings

- 11.1 Each rep Head Coach (or designate) must attend coaches meetings as called by the VP Competitive Hockey **even if these meetings conflict with a team event**. These will be intended to assist with the professional development of our coaches.
- 11.2 Every Head Coach will receive a binder at the first coaches meeting. This binder contains sample forms and other valuable information the coach may require during the season.

12. Practices and Games

- 12.1 Rep hockey requires a strong commitment from everyone involved. Players who miss a practice without a valid reason should expect to miss playing time in the next game.
- 12.2 All coaching staff and on-ice helpers must wear a helmet and gloves.
- 12.3 Rep teams will receive the ice allocation hours provided in the City of Kingston Ice Allocation Policy. The GKGHA reserves the right to reallocate these hours among the entire rep program to facilitate player and team development and to ensure that all ice assigned to the GKGHA is utilized to its fullest extent.
- 12.4 Under the direction of the VP Competitive Hockey and GKGHA Hockey Development Coordinator, rep teams will be expected to dedicate a specific amount of time to individual skill development using established practice ice times. The GKGHA may consult and retain an outside provider to deliver these programs to the players.
- 12.5 No males are allowed in the dressing room when the possibility exists that a player is changing. Each team must have a female parent supervise the dressing room and notify male staff members when they may enter the dressing room.
- 12.6 Players must provide the coaching staff with their full attention for a specified period of time before and following each game and practice. During this period, players will be expected to wear full equipment with the exception of helmets, gloves and neck protectors.
- 12.7 Players must not remove any protective equipment after leaving the dressing room and until returning to the dressing room, unless required to do so by a trainer, official, or other responsible individual.
- 12.8 The Head Coach is responsible for developing players equally and to the best of each player's ability.
- 12.9 Head coaches are responsible for ensuring that players and staff members represent the City of Kingston to other communities in a respectful and appropriate manner.
- 12.10 After the GKGHA ice allocation has been distributed to the teams listed in 23.2 and 23.3 of the constitution according to the City of Kingston's Ice Allocation Policy, if there is additional ice available, representative teams may request that they be allocated additional regular ice from the GKGHA ice allocation. The VP Competitive will determine the best way to allocate any additional ice to the rep stream to ensure that all ice assigned to the GKGHA is utilized to its fullest extent. If available this additional ice would be allocated to Tier 1 teams first and Tier 2 teams second on a first come first serve basis. Teams receiving additional ice from the GKGHA allotment shall be invoiced in advance for the season and shall be expected to pay for this ice from their team funds. Additional ice cannot be added to GKGHA registration fees. Additional ice shall not carry forward from season to season and teams

receiving additional ice in the previous season shall not be entitled to additional ice nor shall they have the first right of refusal should additional ice be available the following season. Once ice has been assigned to a team, original allotment and any additional regular ice requested, it is the team's responsibility to use. There will be no refunds of unused ice.

- 12.11 Each rep team is entitled to enough ice times to schedule its regular season home games. The GKGHA may reclaim home game times that are not required for home games. Each team retains its original practice ice time from October to the end of March. April ice is not included in a team's allotment or player registration fees. Any April ice will be at the team's expense and is expected to be paid back at the end of the season. All ice times are subject to change, at the discretion of the ice scheduler in order to accommodate other ice requirements; however, no team should see its ice time reduced as a result of such rescheduling.
- 12.12 Any rental agreement(s) from outside of The City of Kingston, Loyalist Township, Gananoque, Frontenac and The Town of Greater Napanee must be reviewed by the VP Competitive or the VP Administration for compliance with the OWHA insurance guide prior to signing. If the agreements are acceptable to the GKGHA, GKGHA's ice scheduler will book the ice and the Treasurer will issue payment. Failure to comply with this policy will result in disciplinary action up to and including termination of the Head Coach.

13. Tournaments

- 13.1 Each rep team may participate in up to five (5) OWHA sanctioned tournaments (including tournaments based in the US). Tournament registration fees must be included in the approved team budget.
- 13.2 Rep teams need permission from the VP Competitive Hockey to participate in more than five tournaments.

14. Provincials

- 14.1 The Kingston Ice Wolves are in Region A-1 for qualifications to Ontario Provincials.
- 14.2 Most teams must qualify for Provincials in a provincial playdown series against teams in Region A-1. Some Kingston teams may be selected by the OWHA Regional Director to participate in Provincials without having to qualify. Generally this only happens when there are no other teams in the Region at the same level.
- 14.3 Rep teams must follow the established protocol issued by the OWHA Regional Director to schedule playdown games.
- 14.4 The OWHA team fee/bond of \$200 for attending Provincials Championship Weekend is not included in league registration fees and must be paid back to the league for those teams that attend.

15. Apparel

- 15.1 All Rep players, in divisions Novice to Midget, must wear approved Ice Wolves apparel for all league games, exhibition games, tournaments, playoffs and playdowns from an approved GKGHA vendor. All rep teams must submit their team's choice of apparel to the Executive for approval prior to the teams purchase. If teams purchase Ice Wolves apparel before Executive approval, they do so at their own risk and cost should it not be approved. The overall goal of the mandatory purchase of clothing is to have a uniform, professional and consistent look for each competitive team representing GKGHA. Please ensure that the attire of the players do not reflect poorly on the City or the GKGHA.

- 15.2 The Kewl black track suit (matching top and bottom) complete with Ice Wolves Logo and colours is a pre-approved apparel selection and therefore does not need further Executive approval. Player name and jersey number is optional. Kewl insulated Ice Wolves jackets are an acceptable alternative to the Kewl track suit jacket.
- 15.3 Coaching staff shall wear Ice Wolves apparel and are not permitted to wear blue jeans in game situations. Coaching staff are encouraged to wear dress shirts, ties, dress pants and dress shoes while representing the team at all games. Coaches must ensure that the attire of the staff members does not reflect poorly on the City or the GKGHA.
- 15.4 The Head Coach is ultimately responsible for the implementation of the entire apparel policy for both their players and coaching staff. If players and/or coaching staff are found to be in violation of the apparel policy, the player, coach, or coaching staff member, suspensions may result at the discretion of the disciplinary committee.

16. Photography

- 16.1 An authorized photographer will be selected by the GKGHA for team and individual photos.

17. Accommodations

- 17.1 Team Managers are free to book hotels for their teams at any hotel. However it is expected that rep teams follow accommodation guidelines that may be posted as a condition of participating in an out of town tournament.

18. Player and Coach Suspensions

- 18.1 The Head Coach is responsible for reporting any player or coach suspension to the GKGHA's OWHA Representative immediately. This information will be forwarded to the OWHA Regional Director.
- 18.2 The Head Coach or Team Manager will ensure that game sheets are completed properly to properly reflect the serving of a suspension.
- 18.3 Once a suspension has been served the Head Coach will notify the GKGHA's OWHA Representative and permission will be granted to play by the OWHA Regional Director.
- 18.4 Please refer to the OWHA handbook for all guidelines relating to player and coach suspensions. Additional information can also be found at www.gkggha.ca.

19. Travel and Permits

- 19.1 All GKGHA teams travelling more than a two (2) hours drive for league, exhibition, playoff or playdown game must travel by coach bus during the period of December 1 to February 28. For purposes of determining a start point, the Kinsmen/Cataraqui Arena shall be used. The Intermediate teams are exempt from this policy. The bus charter fees will be paid directly out of team funds.
- 19.2 GKGHA may provide contacts to teams for bus travel upon request, but selection of a bus charter and payment for the charter is the responsibility of the team.
- 19.3 Travel to tournament games, or "double header" games spread out over multiple days does not require bussing, but it is recommended that teams consider this option if economically feasible.

- 19.4 The team trainer, in consultation with the coach, has the final decision on whether travel is permitted based on weather conditions. This decision will be made with only the safety of the team participants in mind, not the ramifications of not travelling.
- 19.5 Exceptions to this policy must be approved by the Executive.
- 19.6 Travel to the US to play games or to host games with US teams requires an OWHA Sanction Permit to be completed and authorized by the OWHA. This form can be found on the OWHA website.

20. Use of the Internet by Players, Parents and Coaches

- 20.1 Use of Facebook, Twitter, MSN, email or any other social media electronic communication in a negative manner will not be tolerated. Evidence of any such communication should be provided to the VP Competitive Hockey or the President. A meeting will be arranged for all parties involved, and suspensions may result

21. Team Rules

- 21.1 Head coaches are free to implement reasonable rules and regulations for players to follow prior to games and practices, during bus trips and while away at tournaments. These rules will be in the Head Coach's letter issued at tryouts, approved by the VP Competitive Hockey and expected to be followed as a condition of accepting a roster position on the team.

22. Affiliated and Pickup Players

- 22.1 An affiliated player is one who has consented with the agreement of both teams to play for a higher calibre and/or older aged category team within the GKGHA for the purposes of assisting that team when necessary. Pickup players are as defined in the OWHA Rules and Regulations and are permitted for tournaments only, not for Regional Playdowns and Provincial Championships.
- 22.2 Within the GKGHA, an affiliated player can be used to provide for a quick response for teams requiring a Pickup Player. The affiliation can happen at any time throughout the season as long as all 3 parties including both teams' Head Coaches and the parents of the player are informed of and agree to the affiliation. Player affiliation offers the players, the teams and the association flexibility. In addition it offers the opportunity for affiliated players to occasionally experience a higher level of play. Affiliated and Pickup players must be registered with OWHA.
- 22.3 Players can also be signed up any time during the season to fill a roster for a short bench, injuries, adding a goalie, etc, up to the maximum allowable players per team. All OWHA rules for playing must be followed. Player additions must be approved by executive. Fees will be determined by the VP Competitive Rep and the Treasurer.
- 22.4 Coaches are expected to affiliate players when possible. If players or goalies are missing from practices, the head coach shall make every attempt to call up players to fill those spots from a lower level, younger age group or from House League. For practices, league games and exhibition games the choice of Pick-up player shall be solely at the coaches' discretion. All GKGHA, OWHA and LLFHL Pick-Up rules must be followed.
- 22.5 The coach or any team official of the player being picked up is responsible to fill out and sign the consent form. The form can be used for a specific date or a range of dates at the discretion of the coach of the player being picked up. The OWHA requires the GKGHA keep a record of pick up player consents, the

completed forms are to be submitted to the VP Administration by the coach or team official picking up the player and are to be kept on file for the remainder of the current season. Completed forms may be scanned and emailed to the VP Administration or dropped off in the GKGHA mailbox located at the Invista Centre. Additional information on Pick up player forms is available at www.gkggha.ca.