



Cambridge roadrunners Girls' Hockey Association

POLICIES

1—FINANCIAL MANAGEMENT OF TEAMS.....	2
2—PLAYER CALL-UP POLICY	3
3—TRYOUT POLICY.....	4
4—PLAYER MOVEMENT POLICY	5
5—GOALIE EQUIPMENT POLICY	6
6—EQUIPMENT POLICY	7
7—DRESS CODE POLICY.....	8
8—PERMISSION TO SKATE and RELEASE POLICY.....	9
9—ROSTER REQUIREMENTS POLICY	10
10—EXTRA ICE POLICY	11
11—POLICE CHECK POLICY.....	12
12—RESPECT IN SPORT CERTIFICATION (RIS).....	13
13—COACHES AND TRAINERS QUALIFICATION POLICY	13
14—TEAM VOLUNTEERING REQUIREMENTS POLICY	15
15—CELL PHONE POLICY	15

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1—FINANCIAL MANAGEMENT OF TEAMS

1.1. Each family of a Travel team may fund-raise or sponsor up to the amount which offsets their individual 'Team' fees. 'Team' fees are not personal costs and may include the following hockey costs:

- 1.1.1. Tournament entry fees, including ~~L.L.F.H.L.~~ **OWHA** Championship weekend / Provincial Championship.
- 1.1.2. Added ice costs or referee costs over and above those allotted by the CrGHA.
- 1.1.3. Practice Jerseys, water bottles, first aid supplies
- 1.1.4. Any hockey skill development items
- 1.1.5. Timekeeper expenses
- 1.1.6. Non-parent coach expenses
- 1.1.7. Team functions
- 1.1.8. Any other fees previously approved by the ~~Executive~~ **Association Treasurer**

~~1.2. Once a player has fundraised or sponsored up to their cost to participate, any leftover funds will be split equally amongst the rest of the players on their team.~~

1.3. The Team Treasurer shall:

- 1.3.1. Open and maintain a separate bank account for the team. The account shall have ~~three signing authorities~~, **two signing authorities** of which two shall sign any cheque issued from the team account. **Etransfers will have one signing authority and team treasurers cannot etransfer to themselves.**
- 1.3.2. Issue a receipt to any sponsor, parent or player of legal age for all payments. Provide interim statements of income and expenses to the parents, guardians and players of legal age ~~and to the Treasurer of the Association~~ on or before December 1st and February 1st of each hockey season.
- 1.3.3. Provide the final statement of income and expenses showing zero balance and that the account has been closed to the parents, guardians and players of legal age and to the Treasurer of the Association no later than May 15th of each hockey season.
- 1.3.4. If at the end of the season 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. Any funds over and above will be reviewed by the **CrGHA Board** ~~of Directors~~ in conjunction with the team for disbursement.

2—PLAYER CALL-UP POLICY

Please Note: For the purposes of this policy the following applies:

Category	=	“AA”, “A”, “BB”, “B” or “C” classification within the specific division.
Division	=	U9, U11, U13, U15, U18, U22, Senior

2.1. As per the O.W.H.A ~~and L.L.F.H.L.~~ rules, Cambridge teams may call up players from other teams within the ~~organization~~ **association** when needed in case of injury or absence of a regular member of your team up to the maximum number of registered players for that team.

For example: if your team has a roster of 15 players plus 2 goalies, and you will be missing one girl for a game, you may only call up one girl as a replacement for that player. This will bring your roster back up to its original 15 + 2 players. ~~If you are missing two girls then you are allowed two girls as replacements, bring your team back up to its full compliment.~~

~~2.2. For Tournaments, governing body rules will apply. O.W.H.A rules apply only. The team maximum is 15 players only, regardless of roster size.~~

2.3. Teams are permitted to call up from an equal or lower category and division only. For example:

- U18 “A” can call up from U18 “B”, U18 “C”, U15 “A”, U15 “B” etc.
- U18 “B” cannot call from U18 “A” or U15 “A”. This applies for all Divisions.
- House League Players can be called up to any team of the same Division or higher.
- In the event a girl is playing in a higher division than her age represents, that girl is considered to be in that division regardless of her age. ~~In other words, a midget-U18 aged girl playing Intermediate-U22 cannot be called to play for a midget-U18 team.~~

In other words, a U18 aged girl playing U22 cannot be called to play for a U18 team.

2.4. Call-up Procedure:

2.4.1. The coach or manager from the team requesting the use of a call-up player must contact the coach and/or manager of the team you wish to call from for each time you call a player up. Once permission is granted to use a player, her own coach and /or manager should contact the girl to ascertain if she is willing and available

- 2.4.2. Once the girl is confirmed available to play, the requesting coach/manager is to contact the player to give particulars as to the date, time and place of the game.

~~2.4.3. For travel teams, a player pick up consent form, available on the O.W.H.A website, must be filled out and signed by the coach or official from the association. This form must accompany the game sheet and the player marked with the initials "AP" beside her name on the game sheet.~~ The coach or manager from the team requesting **must submit a RAMP game portal request and be approved by the players coach/manager.**

2.4.4. The CrGHA fully supports, and strongly encourages the movement of players using the call-up policy, as an effective and beneficial aspect of player development. In the event of a conflict, the player's team games will take precedence over the call-up team's game. The CrGHA does permit a call-up player to miss her practice with her team, but must have the permission of her coach.

2.4.5. The CrGHA encourages, through the call up policy, the cooperation of all coaches and managers throughout the Association.

2.4.6. Coaches are encouraged to utilize the services of different girls as much as possible to enable the development of, and to provide the experience to, as many players as possible.

3—TRYOUT POLICY

3.1. It is mandatory for all players interested in playing travel hockey to attend Tryouts. Any player refusing to attend will be placed in House League.

Tryouts for all travel teams in each division, except U9, ~~U11~~, U22 and potential additional travel teams, will be held each Spring. U9, ~~U11~~, U22, and potential additional teams' tryouts will commence in the Fall.

3.2. A 1-hour CrGHA ~~Pre-tryout Development/Assessment~~ **Preparation** skate will be offered for current CrGHA players, specific to each YOB, ~~the week~~ prior to Spring tryouts. This skate is not included in the teams' tryout times count.

3.3. Tryouts will be governed by the following rules:

3.3.1. Each team will be provided a minimum of:

- ☆ 1st teams – 4 tryout times
- ☆ 2nd teams – 3 tryout times
- ☆ 3rd teams – 2 tryout times
- ☆ 4th + teams – 1 tryout time

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- 3.3.2. Players can be released after 1 tryout ~~or assessment skate~~. Missed tryouts/assessments will only be made up at coach's discretion.
- 3.3.3. Teams will be finalized to 15 skaters plus 2 goalies.

- 3.3.4. Permission to Skate forms must be presented, prior to participating, for any non-resident players, or local players who were registered with any other female hockey Association (not required from those playing ringette or boys hockey).
- 3.3.5. There will be absolutely no mandatory “team” functions; including practice, dryland training, power skating, meetings etc. **During OWHA blackout period.** ~~until Fall ice is assigned.~~
- 3.3.6. The CrGHA Player Movement Policy will be in effect.
- 3.3.7. If a player for a specific reason, injury, illness etc. cannot take part in the tryouts and still wishes to try out for a travel team, she must request, in writing, to the Executive, outlining her reasons for missing tryouts, and be granted approval by the Executive.
- 3.4. All players will be charged a nominal fee for tryout ice times. The fee will be determined and posted each year prior to tryouts.

4—PLAYER MOVEMENT POLICY

- 4.1. At the start of each season, a Player may be eligible to skate with the highest competitive category team at an older age level, depending on her ability, physical stature and maturity. Prior to the Player skating with the aforementioned team, the Player and her parent(s) or legal guardian will be required to request, in writing to the Executive, that she be given permission to skate with the aforementioned team.
- 4.2. The Player will be required to skate with both teams until the ~~Board of Directors~~ **CrGHA Executive** makes a decision.
- 4.3. An Evaluation Committee consisting of the Director of Player Development, the coach of the team at the older age level, and a third person (TBD), will assess each player requesting permission. The Director of Player Development, with agreement from the Executive, will nominate the third person, who is both knowledgeable and experienced in the evaluation of hockey players, to the committee. The Director of Player Development will chair the Evaluation Committee.
- 4.4. A player is eligible for movement if she is ranked in talent, ability and maturity as being among the top six (6) forwards or top four (4) defensemen in her division, goaltenders will be at the discretion of the Board of Directors. She also must make the top team in that division. Player movement will not be allowed on second or third teams.
- 4.5. If a Player is evaluated as being eligible for movement, the Evaluation committee will

recommend to the Executive that the Player be elevated to the aforementioned team

in the older category. The Executive must approve the recommendation before the player can continue to skate with the aforementioned team in the older age category.

- 4.6. The Evaluation Committee will also assess the movement of a goaltender to a team in an older age category. In addition to the ability, stature and maturity of the goaltender, the Board of Directors will consider the goaltending needs of other teams in the Association. The Board of Directors will approve the movement of a goaltender before the player can skate with the older age category team.
- 4.7. The ~~Board of Directors~~ **VP of House League** will continue to maintain the right to move House League players to a different age level where it is deemed to be a benefit for all the parties involved.
- 4.8. The approval for a Player to play with the highest competitive category team at an older age level will only apply to the season in which such approval is granted.
- 4.9. All Players participating with the Cambridge Rivulettes will be exempt from this policy.

5—GOALIE EQUIPMENT POLICY

Goal Equipment User Agreements do not apply to U9, or any team that does not have an elected Goalie. Where there is no dedicated Goalie the head coach is responsible.

- 5.1. All equipment is owned by the CrGHA and is loaned out for the season. Goalie equipment is to be handed out in sets that are the same size. There will be no interchanging of equipment until all Goalies have a complete set that fits.
- 5.2. Equipment i.e. trappers, blockers will not be interchanged unless necessary, as decided by the equipment manager.
- 5.3. There will be a \$500.00 post-dated cheque (post-dated to first Tuesday after OWHHA Provincials) required to sign Goalie equipment out. This cheque will not be cashed and will be returned when the equipment is returned at the end of the season in the same condition that it was handed out.
- 5.4. All parents, players must adhere to the user agreement.

6—EQUIPMENT POLICY

6.1. Duties of the Equipment Manager

As a member of the CrGHA Executive, the Equipment Manager shall be responsible for establishing an annual budget and acquiring, maintaining and storing all association equipment, in accordance with the approved budget.

6.2. Equipment Allocation

At the beginning of the season each coach/manager will be provided with team equipment. Each coach/manager will be required to sign for their allocated equipment. All equipment is the responsibility of the team coach/manager.

☆ Note: Parents will be responsible for sweaters where teams agree that players will care for their own jerseys.

- Items include:

- Team Uniforms: (Sweater & Socks)
 - 2 sets (home and away) for Travel Teams
 - 1 set for House League Teams
- Goalie Equipment: (Some goalies use their own goalie equipment)
 - Pads, Chest/Arm Protector, Blocker, Trapper
- Other Items available include:
 - Team Sweater Bag(s) – does not include individual garment bags
 - Pucks
 - Pylons
 - First-Aid Kit

6.3. Equipment Damage

6.3.1. It is the responsibility of the team coach/manager to ensure the proper use and care of the equipment (parents are responsible for their child's jersey where players take them home).

6.3.2. As required during the year, repairs may be needed. All requests for equipment repairs are to be brought to the attention of the CrGHA Equipment Manager, who will assess the extent of the repairs required, and determine if repair or replacement is necessary.

6.4. Equipment Returns

6.4.1. At the end of the hockey season each coach/manager will be required to contact the Equipment Manager by email to set up an equipment drop off time and location. Players are permitted to keep their socks.

6.4.2. Upon return of all equipment, the Equipment Manager will assess the condition of the equipment and determine if repairs will be required. Damage from normal wear & tear of equipment is expected and will be at the expense of the CrGHA. The CrGHA equipment manager will also determine if any equipment is missing from which was issued and signed for at the beginning of the season.

6.5. Equipment Not Returned

6.5.1. A fine will be levied to the parents of any player who does not return a loaned jersey or goalie equipment (where players take jersey's home). 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.

6.5.2. The CrGHA will levy a fine to any coach who does not return equipment at the end of the season (excludes loaned Jerseys, where players take them home, and Goalie Equipment, see above).

6.5.3. The fine for missing equipment, in both cases, is 100% of replacement cost.

7—DRESS CODE POLICY

This Policy ensures the Cambridge roadrunners Girls' Hockey Association is presented in a manner fitting the talent level, skill and attitude for success that our girls have achieved through their hard work and dedication to this sport. CrGHA girls have achieved great success province wide, and their adherence to our dress code will reinforce this success, as well as the effort and the professionalism of each team and player, and the CrGHA as a whole. The following items are to be worn:

7.1. All Travel Coaches, Trainers, Bench Staff:

7.1.1. CrGHA approved jacket at games

7.1.2. Business casual attire (no jeans) at games

7.1.3. All bench staff are strongly encouraged to maintain as much continuity in their dress as possible; i.e., all coaches on the bench should wear the same jacket. This will provide for good CrGHA and team representation, as well as provide the best results for team photos in the event of tournament/championship wins and ultimately, any submissions to the media of team photos.

7.2. All Travel Players:

7.2.1. ON ICE Uniform

- current Cambridge roadrunners approved Game Uniform consisting of: Home and Away Game Jerseys, Home and Away Game Socks (you must wear White Socks with White Jerseys, Teal Socks with Teal Jerseys, NOT one of each)
- Association approved Cambridge roadrunner Game Hockey Pants or Pant Shell
- Black Helmet
- Team coloured Hockey Gloves (i.e. Black, Black/White, Black/Teal)

☆ NOTE: Current year game socks are NOT permitted during practices.

7.2.2. OFF ICE Apparel (to and from games and tournaments, or while representing the Association in any way):

- Approved Cambridge roadrunners track suits OR Association approved team jackets. To unify the look of the team for the season, team Coaches may select which Association approved apparel their team will wear.

7.3. ALL other off-ice clothing, using any form of the Cambridge roadrunners logo, may be selected from the list of approved apparel items. These items are selected by the Equipment Manager to make available a range of products, prices, and approved uses of the logo by authorized suppliers (only), while maintaining the integrity and uniform look of the Cambridge roadrunners.

7.4. All Association approved items are available through our official supplier:

Cambridge Source for Sports – Team Store
7-1710 Bishop Street North
Cambridge, Ontario (519) 622-3777

TRAVEL JERSEY NUMER POLICY

Sweater numbers assigned to travel team players are based on seniority in the following order:

1. Initial registration date that the player joined CrGHA (Continuous registration)
2. Age Group U18, U15, U13, U11, U9
3. Category AA, A, BB, B, C

During Tryouts, travel team Coaches/Managers will be given a notification of available sweater numbers and will have three (3) days to advise the CrGHA Equipment Manager of the selected numbers.

Age group travel team tryouts run concurrently, and are held in Spring and Fall, so the order of opportunity for a team to offer numbers to players will be in the following order:

Spring Tryouts

1. U18AA, U15AA, U13AA, U11AA
2. U18A, U15A, U13A, U11A, U9A
3. U18BB, U15BB, U13BB, U11BB
4. U18B, U15B, U13B, U11B, U9B
5. U18C, U15C, U13C, U11C, U9C

Fall Tryouts

1. U18AA, U15AA, U13AA, U11AA
2. U18A, U15A, U13A, U11A, U9A
3. U18BB, U15BB, U13BB, U11BB
4. U18B, U15B, U13B, U11B, U9B
5. U18C, U15C, U13C, U11C, U9C

Players may select a sweater number currently held by a player on a different team, with a two (2) year difference in birth year without caveat.

eg. 2010 can select a sweater number currently held by a player in 2008 and 2012.

Players **CAN** select a sweater number currently held by a player on a different team with the same birth year, or a one year difference **with the following caveat:**

1. The date a shared sweater number is selected becomes the selecting players registration date in regards to sweater number selection.

If players are ever rostered to the same team, the player with the later registration date, must change their sweater number, and therefore are responsible for the purchase of their new sweaters.

8—PERMISSION TO SKATE and RELEASE POLICY

- 8.1. CrGHA will provide a "Permission to Skate" as per OWHA regulation, requests are to be made to the V.P. of Travel.
- 8.2. CrGHA will provide a "Player Release" at the discretion of the President, upon written request.
- 8.3. Players must be in good standing with the Association to be granted a "Permission to Skate" or "Player Release".

9—ROSTER REQUIREMENTS POLICY

- 9.1. For the **2025/2026** season, the following number of roster spots are reserved for Cambridge Players*:

U9 A	13	U15 AA	4
U9 B	13	U15 A	8
U11 AA	0	U15 A	8
U11 A	10	U15 BB	10
U11 BB	13	U 15 B	10
U11 BB	13	U18 AA	0
U13 AA	0	U18 A	5
U13 A	8	U18BB	10
U13 BB	12	U18B	10
U13 B	12	U22	0

All other roster spots, including Fundamentals and House League, are open to all residents of Ontario

- 9.2. Cambridge Players are defined as

- residing in: Cambridge or Puslinch. Proof of residential tax payment to one of the cities/townships listed will be required to qualify for reserved roster spots.
- Or have been grandfathered into the Cambridge system under the previous import rule.
- And have registered and are in good standing with CrGHA.

9.3.

Special Notes:

**If there is only one U9 travel team, import numbers are to be determined and approved by the Board.

- 9.4.1. Cambridge or Puslinch residents who leave the Association after the new policy is effective, to play elsewhere at the same level or lower than what would have been offered in Cambridge, are welcome to return to the Association at any time, but will not qualify for a Cambridge Player reserved spot for 1 year following their return.

9.4.2. Cambridge or Puslinch residents who left the Association prior to the policy change, are welcome to return for the 2017/2018 season without penalty.

9.4.3. Non-residents who leave the Association lose their grandfathered status.

9.4.4. Import players that are not currently in our Association need approval by Evaluation Committee.

10—EXTRA ICE POLICY

The CrGHA Ice Scheduler will follow the following criteria for offering extra ice during any given month. Extra ice can only be offered once all house league and travel teams have their games scheduled, and their required practice ice scheduled, after the Development Stream ice has been scheduled and any special programs offered by the Association such as the development program etc. has been scheduled.

10.1. Procedure for assigning extra ice:

10.1.1. The Ice scheduler will post any extra ice for that current month on the team web site labeled “extra ice” and send out an email to all coaches and managers of the travel teams informing them of the posting.

10.1.2. Teams will be given 48 hrs. from the time of the email to decide if they want to purchase extra ice. If they do, they will respond with the quantity of ice times they’d like with a 1st, 2nd or 3rd ice time list.

10.1.3. The Ice Scheduler will allot ice based on availability, sharing it equally throughout the month and the season.

10.1.4. Teams will pay the city rate for the ice immediately upon receipt of the invoice from the CrGHA. No ice will be allotted the following month if a team has not paid the previous month.

10.1.5. Extra Ice will be offered to teams in the following order:

- 1) Travel teams
- 2) DS teams
- 3) Other associations/organizations within the city

10.1.6. If ice is unable to be sold as per the criteria above, house league teams will be offered the ice free of charge following the procedure outlined in point 10.1.2.

10.1.7. No free ice will be allotted other than what is covered in the policy.

10.2. No later than 1 week from the end of the month, the Ice Scheduler will submit the “Ice Usage Report” from the website to the CrGHA Executive, showing total ice usage/team and defining what is paid for ice, what was free ice to house league, what was sold to other associations and what was unused ice. At the same time, the Ice

Scheduler will submit to the treasurer, a detailed list of ice sold to roadrunner teams, the Rivulettes, or other Associations for invoicing.

11—POLICE CHECK POLICY

It is the policy of the CrGHA that all coaches, trainers, managers, officials, dressing room helpers, and anyone else determined by CrGHA Board of Directors, shall be subject to certain Criminal Record Checks which includes Vulnerable Sector and Sex Offender Checks.

11.1. Individuals with outstanding Criminal Code convictions or charges pending for certain offences shall not be eligible to hold the above positions in the association.

11.2. Offenses include:

- Part VIII Criminal Code-Offences against Persons (3 yrs.).
- All forms of assault including sexual assault, assault with a weapon, threats to a third party or causing bodily harm and aggravated sexual assault (3yrs).
- Sexual Exploitation (No Time Limit).
- Sexual Interference (No Time Limit).
- Sexual Touching (No Time Limit).
- Child Pornography (No Time Limit).
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14.
- Using firearms in the commission of any offence (3yrs).
- Possession, possession for purpose of trafficking or production of drugs, robbery theft and related offenses (position of treasurer).
- Impaired driving and included offenses (while license suspended) (3yrs).

11.3. It is the responsibility of any person required to produce a Criminal Record Check by virtue of this policy to advise the CrGHA President of a charge or conviction of any offence listed in this Policy.

11.4. The CrGHA's President will be responsible for the collection and retention of criminal record checks, and secure them in a safe storage area separate from Association files and control.

11.5. All individuals as outlined in the CrGHA Police Check Policy will obtain a Police Record Check through their local Police Service using a letter provided by the CrGHA. A copy of that CrGHA specific letter can be found on the website.

11.6. Non-residents wishing to use their local police services to obtain a Police Record Check should go to local Police Service in the community in which they live.

11.7. Police Record Check Process:

- The local police service will require you to produce two pieces of identification and ask you to sign a consent form to complete the check.
- Depending on the volume of Police Record Checks being processed, your local police service may take anywhere from 2-6 weeks. A fee will be charged by police.
- You will be required to pick up your Police Record Check at your local police services once the check has been completed.
- Upon receipt of your Police Record Check, place the completed forms in a sealed envelope, marking your name and "Police Record Check" on the outside of the envelope. Deliver the envelope to the CrGHA President.
- Submit the payment receipt to the Treasurer for reimbursement. Please note only those checks that utilized the CrGHA specific letter will be eligible for reimbursement.

12—RESPECT IN SPORT CERTIFICATION (RIS)/RETURN TO HOCKEY VIDEO/ROWAN'S LAW

- 12.1. It is the policy of the CrGHA that all coaches, trainers, managers, officials, dressing room helpers, and anyone else determined by CrGHA Board of Directors, shall complete the Respect in Sport online course and certification program for Hockey Canada Activity Leaders.
- 12.2. The resulting certification number shall be reported in the individuals RAMP profile. (to the CrGHA Secretary.) Unless otherwise requested by the CrGHA Board, this is a one-time certification requirement.
- 12.3. Respect In Sport offers many similar courses. A link to the specific course required is available on the CrGHA website. Individuals without RIS certification are not eligible to hold the above positions in the association.
- 12.4. It is required by OWSA to complete the watching of the Hockey University – Planning a Safe Return to Hockey video and Rowan's Law Resource Review & Acknowledgement. It is the responsibility of the coaching staff and volunteers to complete this before assisting on a team. This will be reported in the individuals RAMP profile.

13—COACHES AND TRAINERS QUALIFICATION POLICY

13.1. COACHING STAFF

- 13.1.1. Each team's coaching staff should consist of a designated Head Coach,

Assistant Coach or Coaches, and Trainer.

13.1.2. In accordance with OWHA requirements, at a **minimum**, bench staff must achieve the following and all qualifications must be registered with the OWHA:

Division	Category	Head Coach	Assistant Coach Recommended	Trainer
Fundamentals U7, U8, U9	All	ALL Team Officials in these divisions MUST have Coach 1 – Intro to Coach Trained 1. No other qualifications are accepted. HTCP Level 1 U7, U8 & U9		HTCP Level 1
U11	House & DS	Coach 2 -Coach Level Trained 2	Coach 2 -Coach Level Trained 2	HTCP Level 1
U11	Travel	Development 1 Trained 3	Coach 2 -Coach Level Trained 2	HTCP Level 1
U13	House & DS	Coach 2 -Coach Level Trained 2	Coach 2 -Coach Level Trained 2	HTCP Level 1
U13	BB, B, C	Development 1 Trained 3	Development 1 Trained 3	HTCP Level 1
U13	AA, A	Development 1 Certified 4	Development 1 Trained 3	HTCP Level 1
U15	House & DS	Coach 2 -Coach Level Trained 2	Coach 2 -Coach Level Trained 2	HTCP Level 1
U15	BB, B, C	Development 1 Trained 3	Development 1 Trained 3	HTCP Level 1
U15	A	Development 1 Certified 4	Development 1 Trained 3	HTCP Level 1
U15	AA	HP1 Certified 5	Development 1 Trained 3	HTCP Level 1
U18	House & DS	Coach 2 -Coach Level Trained 2	Coach 2 -Coach Level Trained 2	HTCP Level 1
U18	BB, B, C	Development 1 Trained 3	Development 1 Trained 3	HTCP Level 1
U18	A,	Development 1 Certified 4	Development 1 Trained 3	HTCP Level 1
U18	AA	HP1 Certified 5	Development 1 Trained 3	HTCP Level 1
U22	House & DS	Coach 2 -Coach Level Trained 2	Coach 2 -Coach Level Trained 2	HTCP Level 1
U22	A, B, C	Development 1 Certified 4	Development 1 Trained 3	HTCP Level 1
U22	AA	HP1 Certified 5	Development 1 Trained 3	HTCP Level 1
Senior	All	Coach 2 -Coach Level Trained 2 (Head coach and Assistance Coach is recommended at this division). It is not Mandatory to have a Head Coach or Assistant Coach for Senior teams		HTCP Level 1

- All OWHA teams must have at least one female staff on their roster
- A valid Trainer certification number must appear on all game sheets as proof of attendance at the OWHA sanctioned event.

13.1.3. All Bench and on-ice Staff must be insured with the OWHA. CrGHA will cover the cost of insurance for up to 5 bench and/or on-ice staff members. Payment for all others will be the responsibility of the team. In addition, it is mandatory that any members of a coaching staff obtain their Speak Out/Respect in Sport Certification, Hockey University – Planning a Safe Return to Hockey and Rowan’s Law Resource Review & Acknowledgement before assuming any bench or dressing room duties.

13.2. excerpt from the OWHA Constitution:

“All OWHA teams must have registered, at least one coach with a minimum certification of National Coaching Certification Program (NCCP) "Coach" Level [or Hockey FUNdamentals Program (Canadian Hockey Initiation Program -CHIP). The OWHA recommends that OWHA competitive teams encourage at least one member of their coaching staff achieve NCCP "Intermediate" Level certification.

13.3. COACHING & TRAINER CLINICS

CrGHA will reimburse the costs of clinics to CrGHA coaches and trainers up to a maximum of the cost of the course per year. CrGHA will reimburse costs of High Performance-1 clinics on an amount for reimbursement on a case to case basis. Reimbursement for ANY Clinic will only happen with prior approval from CrGHA on a case to case basis and with presentation of a receipt. There will be a maximum of two High Performance-1 participants per season.

Payment for High Performance-1 clinics shall be in two installments: December 1st of year one and December 1st of year two provided they hold a Head Coach or Assistant Coach position with CrGHA. A coach in good standing not offered a second year with CrGHA shall be reimbursed the full amount as long as they are still a member of CrGHA. A coach not wishing to return to CrGHA for a second season, or who are not offered a position due to suspensions or policy violations shall not be reimbursed.

14—TEAM VOLUNTEERING REQUIREMENTS POLICY

14.1. The CrGHA is entirely volunteer run. Every position, right from Board President to tournament sign-in person, is vital to the success of the Organization, and is only possible thanks to the generosity and dedication of parents and community members. Association level volunteer opportunities are listed in the CrGHA Constitution. This policy outlines volunteering requirements on a Team level.

14.1.1. MANDATORY VOLUNTEERING REQUIREMENTS

14.1.1.1. BENCH STAFF

- HEAD COACHES are chosen by committee, and approved by the Board. Further information about coaching selection can be found in the By-Laws. Qualification requirements are detailed in Policies 11-13.
- BENCH AND ON-ICE COACHING STAFF are chosen by the Head Coach, and subject to Board approval. Qualifications are detailed in Policies 11-13.
- A Certified TRAINER should be present at every game and on-ice practice. This role can be shared by 2 volunteers. Qualifications are detailed in Policies 11-13.

14.1.1.2. NON- BENCH ROLES

- MANAGER – responsibilities are assigned by the Head Coach. Generally, the main functions of this role are communication, record keeping, and off-ice

organization.

- TREASURER – mandatory for Rep teams, optional for House teams. This volunteer collects and manages money for the team.
- TIME/SCOREKEEPER – teams time/score keep every home game. This task can be rotated among volunteers.
- BINGO - 2 Trained volunteers must attend one Bingo session on behalf of their team.

- **TOURNAMENT VOLUNTEER** – during the CrGHA tournament weekend, each team is responsible for 1 volunteer hour per rostered player. Tasks include sign-in desk and time/scorekeeping.

14.1.2. OPTIONAL ROLES

- **VOLUNTEER COORDINATOR** – schedule help for the tasks that do not require a specific volunteer.
- **PARENT REP** – liaison between parents and coaches.
- **DRESSING ROOM HELPER** – assist all players, and the trainer, in the dressing room. Tasks might include filling water bottles, tying skates, fastening helmets. For U11 and up, this volunteer must be female. Additional qualification requirements are detailed above.
- **OTHER** – Coaches, Managers, and Volunteer Coordinators will likely also need help with smaller tasks throughout the season.

Each team that fulfills its mandatory volunteering obligations will receive a 50% discount on their Cambridge tournament entry fee. Teams unable to play in the Cambridge tournament, because there isn't a division for them to play in, will receive the same amount, as they would have received, to be used towards entry fees to another tournament.

15—CELL PHONE POLICY

DIGITAL DEVICES IN THE DRESSING ROOM

15. 1 The use of cell phones or other image taking devices are prohibited in all dressing rooms with the following exceptions:

For the sole purpose of playing music

For emergency purposes only by a team staff member

- 15.2 It is the team responsibility to monitor and control the uses of such devices.