



BGHC Hockey Operations Policies

(Revised 24/25)

These policies are intended to ensure equal and consistent treatment of all players annually and on a year-to-year basis. The policies as outlined below are considered as an addendum to the BGHC constitution.

Official Season

The official season begins May 1st each year and ends April 30th of the following year.

Registration

1. On-line House League ("HL") player registration will be considered open until a date determined by the Board during the August Board Meeting of each year.

Subsequent registrations will be considered by the BGHC based on openings at their respective age groups. Registration will close permanently as of a date determined annually by the Board of Directors ("the Board").

2. On-line Rep player registration will open and close on dates to be determined annually by the Board.

3. No player will be permitted to attend tryouts, or join a team after the tryouts, if monies are still owed from the previous year.

4. No player will be permitted to start the season with a team unless all fees for that season have been paid or post-dated payment is on hand as per agreed payment terms.

High Performance Team Selection

1. High performance team coaches (U13AA, U15AA, U18AA) will provide ongoing of commits and potential commits to the VP of Hockey Operations to ensure that the roster management is complying with BGHC policies and to discuss any potential exports, imports, and/or exemptions required to build the roster.

Rep AA/A Team Selection/Try-outs

U11AA and Rep A Level Team Selection/Tryouts:

1. Coaches of A level teams (U13-U18) will provide commits and potential commits to the VP of Hockey Operations to ensure that the roster management is complying with BGHC policies.
2. Coach of the U11AA team will provide a list of potential imports and potential offers to the VP of Hockey Operations before those offers go out to ensure that the roster management is complying with BGHC policies. The U11AA team is limited to 8 offers prior to try-outs. Imports must be elite (within the top 3 players on the team).
3. No U11A or U9A offers are permitted prior to tryouts.

Rep B/BB Team Selection/Tryouts:

Player Selection Committees:

The term "Player Selection Committee" where it appears in this document refers to a committee of at least (3) members approved by the Board of Directors to make approval decisions and provide feedback to coaches during the tryout process on behalf of the entire Board.

Head Coaches will have the support of a Board of Directors appointed impartial Player Selection Committee. The final choice will rest with the Head Coach, but input will be provided by the Player Selection Committee.

The Player Selection Committee will consist of a combination of non-parent coaches and hockey operations personnel.

Any member of this committee is considered to have a conflict of interest and will be replaced for any decision involving a team in their daughter's age category if their daughter is attending tryouts and has not yet been assigned to a team for which tryouts are complete.

1. All players registered with the BGHC will be eligible for Spring Rep team tryouts. All other players require properly completed "Permission to Tryout" forms before going onto the ice.
2. Initial player tryout levels. All Rep players are expected to challenge themselves and to play at the highest level they can. Therefore, each player is expected to try out based on the following criteria.

Note: AA tryouts are invite only.

- i) Minor aged players that are remaining at the same division are encouraged to start tryouts at least one level above their current level. For example:
 - a. U13BB players start at U13A
 - b. U18A players start at U18AA if provided an invite, otherwise they would return to U18A tryouts.

ii) Major aged players that are moving up a division are encouraged to start tryouts, at a minimum, at the same level they played the previous season.

a. U13BB player start at U15BB

b. U15A player start at U18A

iii) U11AA tryouts are limited to a maximum of 30 skaters.

7. Hockey Operations will ensure that tryout participants and team selections comply with BGHC policies.

- a. All tryout lists both invites and open tryouts, will be vetted by Hockey Operations prior to the first tryout for that age group/level to ensure that everyone on the ice complies with BGHC policies.

8. Under the OWHA rules, any player that wishes to tryout with another association must have valid a "Permission to Try-out" form. BGHC coaches are not permitted to sign these forms. Any Director designated by the President may sign a Permission to Skate form and will inform the coach within 48 hours of doing so.

Playing “Up” Policy for Competitive Teams

1. Underage players may try out for the top level team one age group above their category, with the permission of the Head Coach of that team and board approval.

2. Players are not permitted to play/tryout for the second level team of the next older age category.

3. The player must be exceptional at the higher age category.

4. The Head Coach must confer and confirm the exceptionality of the player with the Player Selection Committee prior to offering the player a position on the higher age team.

5. It will be the responsibility of each coach to make the underage player and/or the parents aware of this policy and to implement it fully.

Residency

A resident of Burlington is a player who resides permanently in the City of Burlington AND who is enrolled at a Burlington school.

In the case of marital breakdown , a player will be considered to reside in Burlington if at least one parent/legal guardian is resident of Burlington and the player is enrolled in a Burlington school.

Players whose parents contend to the BGHC that they are moving into the City of Burlington at some time AFTER the tryout process and before August 31st will be considered resident of Burlington.

Players in these circumstances acknowledge the following condition to their tryout status as a resident of Burlington. Condition: If the resident requirements are not met by August 31st , the player will be considered an import player for the season already in progress and depending on the circumstances could lose her spot on her team in favor of a Burlington resident player.

Acceptable proof of residence will include a valid Ontario driver's license in the case of the parent(s) and a document proving enrolment at a Burlington school for the player.

1. Every other player will be considered a Non-Burlington Resident. Non-Burlington Resident players are only permitted on our AA teams unless they are 2016's and older and have been in our system prior to the 2024/25 season or were previously a AA player in our system and choose to remain after being cut from a AA team.

Note: Non-Burlington Resident players could be a combination of Non-Burlington inherited players and/or Non-Burlington imports totalling the allowable Non-Burlington Resident numbers.

2. Non-Burlington Resident Numbers for the year 25/26 season.

i) U18 - 13 Non-Burlington Residents

ii) U15 - 9 Non-Burlington Residents

iii) U13 - 8 Non-Burlington Residents

iv) U11 - 2 Non-Burlington Residents

Note 1: The two granted import players for U11AA, should be within the top 3 players on the team.

Note 2: There are no additional Non-Burlington player exemptions granted at U11 for players.

Note 3: A goalie exemption may be granted if we do not have enough in the system.

v) U9 - 0 Non-Burlington Residents

Note 1: Unless the player/s are 2017s or older who were granted access to the BGHC during the 23/24 season or before.

3. Non-Burlington Resident Numbers for the year 26/27 season.

i) U18 - 12 Non-Burlington Residents

ii) U15 - 8 Non-Burlington Residents

iii) U13 - 7 Non-Burlington Residents

iv) U11 - 0 Non-Burlington Residents

Note 1: Unless the player/s are 2017s or older who were granted access to the BGHC during the 23/24 season or before.

Note 2: A goalie exemption may be granted if we do not have enough in the system.

v) U9 - 0 Non-Burlington Residents

Note 1: Unless the player/s are 2018s or older who were granted access to the BGHC during the 23/24 season or before.

4. Non-Burlington Resident Numbers for the year 27/28 season.

i) U18 - 11 Non-Burlington Residents

ii) U15 - 7 Non-Burlington Residents

iii) U13 - 5 Non-Burlington Residents

iv) U11 - 0 Non-Burlington Residents

Note 1: There are no additional Non-Burlington player exemptions granted at U11 for players.

Note 2: A goalie exemption may be granted if we do not have enough in the system.

v) U9 - 0 Non-Burlington Residents

Note: There are no Non-Burlington Resident player import exemptions available at U9.

5. Rep teams below the AA level, will not be permitted to import Non-Burlington Resident players. Goalies may be granted an exemption.

6. Rep teams at the second level and below will not be permitted to carry Non-Burlington Resident players with the exception of 2017s and older players who were granted access to our program at U7/HL during the 2023/24 season or before.

7. All top level U22AA and Senior A teams are exempt from this policy.

8. There are no Non-Burlington Residents allowed in our HL other than those who are grandfathered from the 23/24 season or prior.

The Board of Directors must approve any exceptions to these Non-Burlington Resident policies. Any Head Coach desiring to have a Non-Burlington Resident outside of this policy must apply to the Board of Directors in writing prior to tryouts. Any Head Coach who finds himself/herself in a position of needing to make this request during the tryout process will do so to the Director of Player and Coach Development and the decision will be made by the Tryout Committee.

Team Composition

Any coach wishing to play using less than the number of players listed below, must have approval from the Board of Directors to do so. The coach should request this approval PRIOR to the last Board meeting before tryouts. If a coach finds himself/herself in a position of wanting to make this request after that time, the request must be made PRIOR to the second to last tryout skate for the team and should be made in writing with justification, to the Director of Player and

Coach Development. The Tryout Committee will approve or deny a request made at this later date.

For all teams:

Minimum – 15 skaters and 2 goalies

The head coach must conform to the Team Composition policy pertaining to Non-Burlington Residents and player and goalie numbers as set out by the BGHC.

If unusual situations arise after tryouts that cannot be avoided, the Board may allow the Team Composition to be altered. e.g. If a player leaves a team for personal reasons, the team may be allowed, with Board approval, to use an additional import player but only when all other means of replacing that player with a resident player have been exhausted.

Team Categorization

1. The BGHC will register all Rep teams with the OWHA. The top level team will be registered at the top playing level. Teams below the top tier will be registered at the same level as teams in the prior year.

2. Any Head Coach desiring to move his/her team to a different category should obtain approval from the Director of Rep prior to the appropriate deadline as set by the applicable league, except as follows: i) A top tier team requesting to categorize to a lower level requires approval as set out in (3) below. ii) A team requesting a move to a category where another BGHC team is already registered requires approval as set out in (3) below.

3. Approval for the above two exceptions will be granted by a Committee consisting of the Director of Player and Coach Development and Director of Competitive Teams provided neither of these has a daughter on the team requesting the move or a team in the category to which a team is requesting a move. This committee will inform the President prior to granting approval.

Player Movement

The Board of Directors reserves the right to move players if it is deemed in the best interest of the club and the players. Coaches may not request the movement of a player after a date that will result in that player not being eligible for both league playoffs and OWHA playdowns as per the rules and deadlines set out by the applicable league and/or OWHA. The Board of Directors of the BGHC must approve all player movements. If a player is moved to the team below, the coach of the team above must bring up a player from the team below to replace that player. The coach below must accept this.

Rep AP and Development Policy

Coaches have full discretion to call up players to practices or games. Although we encourage this practice as it is in the spirit of the BGHC Values, there are no specific policy requirements mandating this action.

In the spirit of our core values coaches should:

- Promote player development across the organization by providing players access to practice

with and potentially play games with teams at the higher level(s).

- Coaches should make every reasonable attempt to have a minimum of 15 skaters and 2 goalies at every practice and game and to call up players when they are below the minimum.
- Coaches of B teams are encouraged to invite additional skaters to practices, not just to fill in for absent players but to exceed the usual 17-player limit when it won't interfere with practice plans. This is especially recommended for U9, U11, and U13 teams. Additionally, B team coaches should maintain communication with HL and DS coaches throughout the season to ensure that players who show improvement over the year are given opportunities, in addition to those who stood out at the beginning of the year.

When it comes to calling up AP's, coaches need to:

- Advance notice of contacting a player/family should be given to the player's head coach and that head coach must be copied on any correspondence with their players/families.
- Coaches that have been requested to provide player(s) to another team cannot stand in the way of the request or discourage the player from accepting the call up.
- Each time an AP is called up, the coach/manager of the team making the call needs to report it to Hockey Operations by filling out the AP form.
- Coaches do have the discretion in exceptional circumstances (critical playoff implications) to decline the call up by emailing the requesting coach and copying their Rep Director explaining the rationale.

OWHA AP Rules:

There are OWHA rules that govern the eligibility of players. Head Coaches are responsible to know these rules.

Other Associations:

The BGHC may allow a BGHC team to request a call-up/player to attend practice from another association. In such cases, the above procedure needs to be followed PLUS any requirements of the other association need to be met, prior to contacting the player. In most cases, the Presidents of both associations need to agree to the call-up. The BGHC may allow a BGHC player to be a call-up for a team from another association provided that the President first is notified and agrees to the request and the above procedure is followed by the coach from the other association.

Fair Play Policy

The BGHC follows the Hockey Canada Fair Play code. All coaches, other team staff, parents and players are expected to adhere to this code.

Please refer to ([BGHC Fair Play Policy](#)) for guidance as to how the BGHC interprets this code for house league and Rep teams with respect to ice time during games.

Please refer to the BGHC Player, Parent and Coach codes of conduct for how this code is

interpreted to these specific roles within the association ([BGHC Codes of Conduct](#)).

Team Officials

1. All OSHA policies regarding staff are applicable.

2. All youth **coaches must be female and at least** 18 years of age as well as three years older than the age group they are working with. All youth on-ice help (non-bench staff) must be female and 16 years old and two years older than the age group they are assisting for U18 and below.

Note: Board members are not permitted to serve as Head Coaches but may be granted exemptions to serve in other team official roles.

Note: The BGHC has been granted an exemption for U13/U11 players to be on ice helpers for Fundamentals.

2. All trainers must be female and 18 years of age as well as three years older than the age group they are working with. All youth on-ice help (non-bench staff) must be 16 years old and two years older than the age group they are assisting for U18 and below.

3. All High Performance coaches must be non-parents. A level teams directly below High Performance should be non-parent coaches unless it is not possible.

4. A Head Coach's tenure appointment is for one year, unless re-appointed. Non-parent coaches can be granted a two year term in our program, but can be reassigned by the Board. A Head Coach's tenure begins when the previous Head Coach completes the previous season, whether the season is completed at a final tournament, league playoffs, provincial play-downs or participation in the Provincial Tournament.

Note: U22 Coaching Hire is exempt from this policy and can be granted longer coaching terms by the Board.

5. A team Manager will be appointed by the Head Coach. This person will not be the Head Coach. For Rep teams, the Head Coach will not appoint any individual related to him/her or related to any rostered assistant coach as Manager. [The purpose of this is to ensure that there cannot be a conflict of interest between parents and the Manager if an issue arises with any coach and also to protect the team with respect to financial transactions since both the Head Coach and Manager are signing authorities on the team bank account]. For house league, the above is highly recommended, but it is recognized that this is not always possible. For house league, at a minimum either the Manager or Parent Rep needs to be independent of the Head Coach and rostered assistant coaches.

6. Each team is required to have certified Head Coaches and certified trainers on the bench and registered with the team. An individual cannot fulfill a dual role for a game, that is, the trainer cannot also be acting as a bench coach. [The purpose of this is to ensure that the trainer is focused only on the safety of the players during the game]. Certification levels must be as per OSHA requirements. Head Coaches will be given until December 30th to achieve their certification. The Board of Directors has final approval of all team staff and the right to remove a staff member.

7. Only female HTCP registered trainers are acceptable – exceptions need to be approved by the Board of Directors.

8. The OWHA requires all team officials on the ice during practices to wear a properly fastened CSA approved helmet.

9. The BGHC requires all rostered staff and all dressing room monitors to obtain a Police Security Clearance and complete a Respect-In-Sport (“RIS”) course, by September 1st for Rep team personnel and November 15th for house league team personnel. Police Security Clearances and RIS certificates for all of the above are to be forwarded to the BGHC Registrar either in person at the BGHC office or via email to office@bghc.ca PRIOR to an individual being added to any team roster.

10. Keeping Girls In Sport is a mandatory course for all BGHC Volunteers and Staff.

11. BGHC will reimburse the cost of a Vulnerable Sector Screening and/or Respect In Sport course with the provision of a proper receipt. All receipts should be delivered to the BGHC Register via email to office@bghc.ca

Dressing Room Policies

Please refer to the [OWHA Dressing Room Policy](#).

Parent/Player Representative

1. Each team must appoint a parent, or in the case of Intermediate and above, a Player Representative (Rep). This is a key communication role between the parents/ players and coaches, the team and BGHC. Issues and concerns should flow freely through these volunteers.

2. The Head Coach will not appoint any individual related to the coach or related to any rostered assistant coach as Parent Rep. The Coach will also not appoint a current Board member to this position. [The purpose of this is to ensure that there cannot be a conflict of interest between parents and the Parent Rep or the Board, if an issue arises with any coach].

Team Finances

All teams (Rep and House League):

The Head Coach is responsible for all team debts/ charges. No coach will be permitted continued participation in BGHC if any monies are owed by the team to the BGHC after the end of the season.

Rep Teams:

Note: Team staff should be sensitive to the overall cost of team operations and the impact on families of items that are included in a team budget. While parents are consulted on the team budget, it is understandable that a parent does not wish to explain their personal financial situation and as a result may not speak up during the budget approval process. Team budgets should be limited to costs that are necessary for the on-ice operation of the team and related

off-ice training, tournament attendance and team administration. While it is understood that team building is facilitated by certain social events, team budgets should minimize costs related to personal expenses such as team meals while at tournaments and gifts to players. Teams should avoid mandating hotel stays for families where tournaments are within driving distance, and that determination should be left to families.

1. For Rep Teams, a proposed budget should be submitted to parents by the deadline communicated by the BGHC Treasurer.
2. Each team is required to submit an accurate and thorough financial statement to the players' parents at the conclusion of the season and prior to the BGHC Annual General Meeting.
3. Each team should conclude the session with a zero balance in the team bank account.
4. BGHC policy regarding the use of sponsorship funds is mandated to all Rep teams. Teams can reimburse a maximum of 50% of sponsorship funds brought in by a player to that player's account with the team, but in no case shall that reimbursement exceed the player's actual total fees owing to the team. Individual Rep teams may choose to reimburse less than this amount but cannot reimburse any more.
5. The BGHC Treasurer will provide a standard excel spreadsheet for use by all teams for creating the Rep team budget. This spreadsheet will be the required format in which the Rep team budget will be submitted to the BGHC as and when required by policy.
6. In keeping with the note (above), BGHC Rep teams should minimize amounts allocated to items that are of a social, gift or other non-hockey nature. This includes team parties, both formal and informal, team dinners, player gifts and volunteer gifts. Approval of 100% of the parents on the team is required for this portion of the team budget. This approval process should be done in a manner that allows for full privacy of all parents.

Timekeeper Positions

Any eligible player within our organization can serve as a timekeeper. However, if a player chooses to leave our organization to join another, they will no longer be eligible to timekeep for BGHC.

Exemption - For U18 and U22.

Jersey Numbers

The BGHC players and teams represent the city of Burlington and the BGHC while playing hockey in the organization.

With this in mind, the BGHC Jersey Number Policy will restrict specific jersey numbers for three reasons.

1. Double meaning of the number, ie: sexual.
2. Technical restrictions. Ability to enter and to sort the numbers i.e. computer applications.

Numbers that are restricted include:

1. "00", "01", "02", ... "09" – single digit numbers with a preceding zero, under reason 2.
2. "123" – three digit numbers, under reason 2.

Privacy Policy

The BGHC Privacy Policy is set out in Appendix A to this document. Social Media Policy The BGHC Social Media Policy and related disciplinary action are set out in Appendix B to this document.

Cyber Bullying Policy

The OWHA has a published cyber-bullying policy. The BGHC will forward any incidences of such to the OWHA for discipline as per the OWHA rules.