



BURLINGTON GIRLS HOCKEY CLUB POLICIES

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.

For the purpose of this document, the top Competitive (“Rep”) team in each age group, regardless of OWHHA categorization, will be considered the top-level team in each category. Should there be a second or subsequent level Rep team in any age division, the same rules apply to all such teams, except where expressly stated otherwise.

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 September 1st of each year. Subsequent registrations will be considered only in person at the BGHC office 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. Returning HL players will only be guaranteed a position on a team if their registration is received before July 1st.
3. On-line Rep player registration will open and close on dates to be determined annually by the Board.
4. No player will be permitted to attend tryouts, or join a team after the tryouts, if monies are still owed from the previous year.
5. 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.

Rep Team Try-outs

Tryout Committee:

The term “Tryout Committee” where it appears in this document refers to a committee of at least four (4) members of the Board of Directors, approved by the Board of Directors to



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make approval decisions during the tryout process on behalf of the entire Board. This committee will consist of the Director of Player and Coach Development, Director of Competitive Teams and two (2) other members of the Board. Any member of this committee is considered to have a conflict of interest and will be replaced for any decision involving a team in his/her daughter's age category if his/her 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 Skate" forms before going onto the ice
2. The spring tryouts will be organized and administered by BGHC. The Board of Directors will set tryout fees, which all participants will be charged. The Board of Directors will control registration and collect all fees. Coaches will not accept registrations or fees for Rep Tryouts. Coaches will be responsible for tracking players to be evaluated and selecting the players to be called back.
3. A player who is registered for spring tryouts but is unable to attend tryouts may be released by the coach after the second scheduled tryout session. Depending on the specific circumstances a coach may decide not to release that player until later in tryouts. Coaches cannot be expected to hold up the team selection because a player is unavailable for an extended period of time.
4. *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.
 - 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. PBB player start at PA
 - b. MA player start at MAA
 - 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. PBB player start at BBB
 - b. BA player start at MA
 - iii) "AA" players are encouraged to start tryouts at "AA" of proper age group.
5. *Injured players during tryouts*

Player's injuries are an unfortunate side effect of the game; however, decisions must



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be made in a confined space of time called tryouts. To assist the coaches and players, the following policy applies.

- i) An injured player that will miss tryouts due to the injury, but wishes to be considered for a team will pay the tryout fee for her age category and register with all other players.
 - ii) A player that will miss tryouts due to an injury must supply a Doctor's note attesting to the injury. This note will be sent via email to the Director of Competitive Teams or delivered to the BGHC office PRIOR to the first skate for the player's age category. If the player is able to return to the tryout process at a later date, "Return to Skate" procedure must be followed and a second Doctor's note is provided attesting to the player's ability to return.
 - iii) If a player is missing tryouts due to an injury suffered playing hockey for the BGHC, the following will apply. In any other circumstances, the BGHC does not provide specific guidelines and any decision as to placement of the player is at the discretion of the Head Coach.
 - a) If she is a minor moving into her major year, she will be reserved a spot on the team playing at the same tier as she played in the season just ended or one tier below. If she was playing on the bottom tier team, a spot may not be reserved. The decision regarding the same tier versus lower tier spot is left to the Head Coach of the same tier team who is encouraged to speak with the player's coaches from the season just ended prior to making a decision.
 - b) If she is a major moving to a new age category, the BGHC cannot guarantee a spot, but the relevant Head Coaches are encouraged to speak with the player's coaches from the season just ended and determine whether they will reserve a spot for her.
 - c) Any player affected by the above will be advised of her status at each level of tryouts in the same manner as all other players proceeding through her age category at tryouts.
 - iv) An injured player does not have to skate during tryouts to be placed on a BGHC team. It is the coach's discretion with input from the selection committee and previous year's coaching staff.
6. Coaches are encouraged to make their selections quickly (three to four evaluations) so that all teams are confirmed by a date to be determined annually by the Board of



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Directors. The goal is to have the top Rep team in each division selected within ten (10) days of start of tryouts.

7. All player selections must be submitted by the Head Coach to the Director of Competitive teams within 24 hours of the end of the last tryout. The selections are not final and are not approved until reviewed for compliance with BGHC policies, i.e. team composition as set out below. The Head Coach will be notified once this review is complete.
8. Under the OWHHA rules, any player that wishes to tryout with another association must have valid a "Permission to Skate" 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 so doing.

Coaches are strongly advised to utilize an evaluation form that identifies only the player sweater number and colour. Two, non-partisan, off-ice evaluators are recommended. It would be preferable that the evaluators are unfamiliar with the players on ice. It is recommended that coaches contact coaches from other age divisions and work together to evaluate the player's trying-out for each other's teams.

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. Players are not permitted to play/tryout for the second level team of the next older age category.
2. The player must be exceptional at the higher age category.
3. The Head Coach must request the Tryout Committee to confirm the exceptional status of the player prior to offering the player a position on the higher age team.
4. Goalies may be an exception to this policy.
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

An "import" is defined as a non-resident of the City of Burlington; with the exception being Grandfathered players (see point 2 below).



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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 custodial parent/legal guardian is resident in 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 favour 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. The top teams will be permitted to carry up to the following number of import players without requesting specific permission of the Board of Directors. The top team must play at the top level allowed by OWH, currently "AA".

A percentage of the team composition must be a true resident of Burlington. These are players that do not fall under the import definition, are not exempted based on head coach's daughter and/ or grandfathered. (See points 2 & 3 below).

- i) Midget
 - 7 imports
 - minimum of 25% of team must be resident of Burlington
- ii) Bantam
 - 6 imports
 - minimum of 47% of team must be resident of Burlington
- iii) Peewee
 - 5 imports
 - minimum of 53% of team must be resident of Burlington
- iv) Atom
 - 2 imports
 - minimum of 75% of team must be resident of Burlington
- v) Novice
 - 0 imports
 - minimum of 88% of team must be resident of Burlington
 - could be grandfathered players from house league



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Example:

Peewee AA team

NOT ALLOWED

- 5 players categorized as import players (not grandfathered)
- 4 current players are grandfathered from previous years
- 1 player excluded as daughter of the head coach
- Total of 11 non Burlington residents on a team of 17.
- This exceeds the percent rule of a minimum 53% Burlington resident quota and will not be allowed.

ALLOWED

- 5 players categorized as import players (not grandfathered)
- 2 current players are grandfathered from previous years
- 1 player excluded as daughter of the head coach
- Total of 8 non Burlington residents on a team of 17.
- This is within the percent rule of a minimum 53% Burlington resident quota and will not be allowed.

NOTE: Standard rounding practices apply for percentages.

NOTE: The minimum resident percentages do NOT increase the number of imports allowed. These percentages address the concern that on our older teams in particular, once players are grandfathered from prior years, there is a distinct possibility that current imports plus grandfathered players could make up 100% of a team, leaving no true residents on the team. These percentages are a protective measure to always preserve spots for true residents

2. Grandfathered players

The following are NOT considered import players.

- i) Any player playing for the BGHC that has completed two consecutive seasons.
- ii) Any immediate family member of a grandfathered player.

Any grandfathered player who is released from the BGHC will no longer be granted grandfathered player status.

3. Rep teams will be allowed additional import players if they fall into the following area.

- i) Any non-resident player that is the legal child of a Head Coach appointed to a Rep team by the BGHC, for that year only.



- The Board of Directors must approve any exceptions to these Import policies. Any Head Coach desiring to have an import outside of this policy must apply to the Board of Directors in writing by a date advised annually by the Board. 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.

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.

The top level Intermediate teams is exempt from this team composition policy except as defined by the OWHA.

e.g. If a player leaves a team for personal reasons, the team may be allowed, with



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Board approval, to use an import player or continue with less than the minimum number of players; 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 play downs 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.



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Rep AP and Development policy

The following policy is effective January 2016.

Objectives:

- Promote player development across the organization by providing a standard process for all rep coaches to follow to give rep players access to practice with and potentially play games with teams at the higher level(s).
- Encourage continuous communication between rep coaches, particularly at the next level up and down, on the skills and development needs of all players with the goal of providing development opportunities for rep players and ensuring they want to stay in the Barracuda rep system.
- Provide direct feeder links from level to level so that all rep teams have a sufficient pool of players capable to step in and play at the next level when needed to replace injured or missing players and to prepare players to move up to the next level the following season.
- To promote development of house league players to prepare and encourage movement into the rep program.

Policy and Procedures:

- All players from the team in the next age division down but in the same category (ie BAA is the next age division down but same category as MAA) should each be given the opportunity to practice at least twice during the season with the higher team. (ie all BA players practice at least twice with MA; all PAA players practice at least twice with BAA, etc).
- All players from the team directly below but within the same age division (ie BA is the next team directly below BAA in the Bantam age division) should be given the opportunity to skate with the higher level team at least once during the season. (ie all BA players practice at least once with BAA; AB players practice at least once with ABB, etc).
- When player(s) are needed as call-ups for games, the selection of the player(s) to be called up is at the total discretion of the coach selecting. The selection of a call-up player is based on the needs of the team that is calling her up. Player(s) who are



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called up are the player(s) whom the selecting coaches deem to be best suited to perform at the higher level to meet the needs of the selecting team. Coaches are encouraged to utilize different players as the opportunities arise. Coaches are encouraged to have open discussions during the season on the skills & abilities of the players on their teams.

- 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.
- Call-ups are not required for off-ice development activities but can be offered to players at lower levels and division at the discretion of the selecting coach. The decision to participate in off-ice activity is the player's decision.
- No fee can be charged to a call-up for on or off ice activity unless there is an additional cost for adding that player to a session (i.e. where the cost of the session is on a per player basis).
- Advance notice of contacting a player/family should be given to the player's head coach and the head coach must be copied on any correspondence with their players/families. Advance notice may be waived if the call-up is needed within 24 hours of an upcoming game or practice but the player's coach must always be copied on correspondence.
- 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. If the providing team has a conflict with either a game or practice, they call up a player from a team below them, and so on. The lone exception is if the request directly conflicts with an important regular season, tournament, or playoff game for their own team; in this situation the providing coach can request that their player not be called up. Any conflicts in this situation that cannot be agreed to by both teams will be decided by the Director of Competitive Teams. Providing development opportunities to play-up at the next level is the prime objective of the policy as well as to assist all rep teams in having available call-up players at their disposal. Each rep team has teams below them (including house league) to call up players if they are missing players due to call-ups above them.
- The selecting coach should contact the player and/or family being requested as a call-up, copying the providing coach on the email and provide a cell # so that the players/parents can then communicate and ask questions of the requesting coach.



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- Players have the right to turn down the request to be called up at any time for a practice or game, and the request can then be offered to another player(s) from that team or another team at the discretion of the selecting coach.
- Each rep team will submit an AP report on Nov 30th and January 31st outlining the players that they have called up for practices and games.
- Each coach should provide feedback from time to time to the player(s) they call up, on the player's strengths and areas of development as observed by the coaching staff and also provide that assessment to their current head coach.
- Coaches should consider building practice plans to include call-ups on a regular basis. An idea is to occasionally call up a 4th line, an extra line of 3 forwards and 2 defenseman (and an extra goalie when possible) once a month or more in order to call up as many players as possible during the season. If the providing team has a conflict they can call up a 4th line from a team below them.
- Coaches should identify at least 3 (or more) AP players from the team directly below them in the same age division (ie, BAA to identify 3 players from BA) and from the team directly below them in the next age division down (BAA to identify 3 players from PAA) that could best play in games at the next level based on needs to replace players for injuries, sickness and absences. The list could change during the year based on the selecting coach's observations in practices and games, and on the AP players' attitudes and willingness to be called up to practices and games when asked.
- Coaches at the lowest rep level in each division should identify players' in house league that are capable and have the desire to develop and improve their skills in order to play on a rep team in the future, and to incorporate these players into practices and games as call-ups whenever possible, even on a permanent call-up basis for practices. Communicating with a house league player is the same as a rep player. The player's house league coach must be consulted for conflicts with games because the providing house league team has no players to call up to replace any player called up. The coach cannot refuse to send players unless the house league team has a conflicting game and in that case it is the discretion of the house league coach if they can play the house league game without the requested player.

League Rules:

There are league (not BGHC) rules and OWHHA rules that govern the eligibility of players for call-up. Head Coaches are responsible to know these rules.



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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 Appendix C 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.

Team Officials

1. All OWSA policies regarding staff are applicable.
2. All youth (17 and under) Head coaches and bench coaches must be female and at least sixteen years of age as well as three years older than the age group they are coaching for Midget and below teams.

All youth on-ice help (non-bench staff) must be female and three years older than the age group they are assisting for Midget and below teams.

All adult coaches (18 and older) must be three years older than the age group they are coaching for Midget and below teams.

The Board must approve any exceptions to the above.

3. A Head Coach's tenure appointment is for one season, unless re-appointed. 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



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playoffs, provincial play-downs or participation in the Provincial Tournament.

4. 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.
 5. 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 OWHA 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.
 6. Only female HTCP registered trainers are acceptable – exceptions need to be approved by the Board of Directors.
 7. The OWHA requires all team officials on the ice during practices to wear a properly fastened CSA approved helmet.
 8. The BGHC requires all rostered staff and all dressing room monitors to obtain a Police Security Clearance and complete a Speak Out/Respect-In-Sport ("RIS") course, by October 31st 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 admin@bghc.ca PRIOR to an individual being added to any team roster.
 9. BGHC will reimburse the cost of a Police Security Clearance and/or Respect In Sport course with the provision of a proper receipt. All receipts should be delivered to the BGHC Registrar either in person at the BGHC office or via email to admin@bghc.ca
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Jersey Numbers

The BGHC players and teams represent the city of Burlington and the BGHC while playing competitive and while playing house league hockey, either in league play or in tournaments. With this in mind, the BGHC Jersey Number Policy will restrict specific jersey numbers for two 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. "69" – under reason 1.
2. "00", "01", "02", ... "09" – single digit numbers with a preceding zero, under reason 2.
3. "123" – three digit numbers, under reason 2.

This policy will be implemented starting in 2014/2015 season. For Rep players that currently wear restricted numbers, they will be allowed to continue until the next Rep jersey replacement program in 2015/2016 season.

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 him/her or related to any rostered assistant coach as Parent Rep. [The purpose of this is to ensure that there cannot be a conflict of interest between parents and the Parent Rep if an issue arises with any coach].
3. The Parent/Player Rep will be the point person on the organizational front for the annual BGHC tournament, which is critical to BGHC fund raising.
4. The Parent/Player Rep will be the point person on the organizational front for the annual Gift of Giving Back food drive.



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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.

Rep Teams:

1. For Rep Teams, a proposed budget should be submitted to parents by May 31st.
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 annual meeting in May.
3. Each team should conclude the session with a zero balance.
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. BGHC Rep teams should not have more than \$2,000 allocated to items that are of a social, gift or other non-hockey nature. This includes team parties, both formal and informal, team dinners and player and volunteer gifts. Approval of 100% of the parents on the team is required if a team intends to exceed this amount for any reason.



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Trial for 2014-15

Non-parent Rep coach reimbursement policy:

A Rep team may include up to the annual Board-approved maximum in its team budget for reimbursement to a non-parent Head Coach and/or Assistant Coaches for out-of-pocket expenses for accommodation and meals at tournaments and gas to attend tournaments. Multiple non-parent coaches on the same team are expected to share accommodation (within reason) and travel together or with other team members to minimize these costs to the team.

Player Transportation and Safety

Transportation to and from the arena is the responsibility of the parents/players (where age appropriate) and not the coaches. Coaches and trainers should ensure that no player under the age of 15 is left at the arena unattended (Bantam and younger). Coaches and trainers are strongly advised to adhere to the “two deep” rule when remaining at the arena with a player.

Communication with Players and Parents (For Midget and below)

1. A parent/player meeting is required at the beginning of the season to clarify expectations, the Emergency Action Plan (EAP), and other team functions and issues. For Rep teams, tournaments and a budget should be outlined.
2. Coaches should communicate formally with the players and parents (for Midget & below) at least three times during the season. This may be done through subsequent parent/player meetings, by means of a newsletter, or by a general email message if everyone has email. How well the team is meeting the coach's expectations and a detailed interim financial statement should be provided.

Dressing Room Policies

1. No locked doors except when the teams are on the ice.
2. No male coaches are permitted in the dressing room without a female adult being present. An adult is considered to be 18 years or older.
3. Dressing room monitors need to be appointed for Midget and below as per existing OWHA policy.
4. Coaches should restrict their time in the room to approximately five minutes



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before and after games.

5. Parents of Tyke, Novice and Atom age players should assist their children in getting ready for their games and practices, but must allow coaches five minutes before and after games to address the team.
6. Male parents and siblings of Atom and older players should remain outside the dressing room.
7. Coaches will not allow players of Peewee and below to leave the dressing room and occupy the bench areas unsupervised during ice resurfacing.
8. No Midget or below player is allowed on the ice without being supervised.

Dressing Room Policies for Digital Photographic Devices

1. No device capable of taking pictures shall be allowed in any dressing room.
2. The restricted area for use of cameras and other digital photographic devices includes the dressing room and the area immediately outside the dressing room door.

Complaints

1. Any objections, complaints, or advice should be communicated to the Board of Directors by means of a signed email on any matter pertaining to the BGHC.
 2. The Board of Directors shall have the authority to suspend or discipline any coach, manager, player, parent, official or Board of Director member for conduct prejudicial to the aims of the BGHC.
 3. The BGHC supports the “no tolerance” policy adopted by Hockey Canada and the “Zero Tolerance” policy adopted by the City of Burlington.
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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.



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APPENDIX A

BGHC Privacy Statement

We collect personal information from our members in the regular course of league administration. This document answers some of your most frequently asked questions, and lets you know exactly how we are protecting the information you entrust to us.

What personal information do we collect from our members?

We collect the following information about our members:

1. Player name, date of birth, address, postal code, telephone number and email address;
2. Parent names;
3. Invoice history.

How do we use this information?

The main reasons we collect personal information are:

1. To register players with BGHC teams;
2. To register players with the OWHHA;
3. To communicate league business with our members.

We do not share member information with any secondary parties, with the exception of the OWHHA as described above.

We will also disclose your personal information if we are required by law to do so.

How do you get my consent?

When you provide us with personal information for registration purposes, we assume you consent to our collecting it and using it for the reasons given above.

How do I get more information?

We will be happy to answer any questions you may have about your personal information. If you would like more information about our policies, or you would like to see exactly what personal information we have about you in our records, or you wish to register a complaint, please contact the BGHC office at admin@bghc.ca or by phone at 905-631-7409.



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APPENDIX B

Social Media

This policy encompasses public communications through such Internet mediums and websites as Twitter, LinkedIn, Facebook, and any other social media network. It is applicable to all individuals involved in the operations of the BGHC. All players should act in a respectful manner at all times since they represent the BGHC and are accountable for their comments. Once comments are published online, which could be detrimental to the BGHC and its members, these are on record and cannot be retracted.

The following are examples of conduct through social media and networking mediums that are considered violations of this policy and which may be subject to disciplinary action by the BGHC, at the discretion of the Board.

- Statements, which the Board deems to be of a critical, derogatory, racist or sexist nature.
- Harassment or bullying.
- Divulging confidential information that may include, but is not limited to the following: Board discussions, player movement, medical history (injuries or other), game plans or strategies and any other information that is deemed confidential.
- Sharing or divulging photos, videos or comments which promote negative influences or criminal behaviour, including but not limited to: drug use, alcohol abuse, public intoxication, sexual exploitation, etc.
- Online activity that contradicts the current policies of the BGHC.

Disciplinary action by the Board can include warnings, suspensions or expulsion from the BGHC at the discretion of the Board as determined to be warranted in the circumstances.

Social media networks, chats, groups etc. that are initiated by players on a BGHC team or that include players on a BGHC team or group of teams are not encouraged or endorsed by the BGHC. As such, parents of players involved in such groups are expected to monitor their daughter's participation and all of the above rules will apply. No BGHC officials shall participate in such groups where players are included. This includes any and all rostered staff of a BGHC team or any member of the BGHC Board. Groups formed by parents on a single team or teams for the sole purpose of relaying information from time-to-time should not include players and are also subject to the above rules.



BURLINGTON GIRLS HOCKEY CLUB POLICIES

APPENDIX C

INTERPRETATION OF FAIR PLAY FOR REP AND HOUSE LEAGUE TEAMS

Fair Play – Hockey Canada's Perspective

Fair play is a universal concept that forms the foundation for all sport. Fair play does not change the rules of the game. Fair play goes beyond scoring and winning. It's about the development of skills and character on and off the ice that will lead to a lifelong enjoyment of sport and recreation. Fair play allows all athletes the same opportunity to develop skills, the chance to display those skills in an atmosphere of respect and to develop an appreciation for the efforts of all participants. Integrity, fairness and respect are the principles of fair play and are demonstrated through the five basic principles of fair play.

Participants learn best by seeing and doing. Therefore sport offers an excellent opportunity for us to teach the lifetime values of fair play in a way that's both effective and fun. As participants interact with one another they learn ethical choices that shape their character as they mature. While we're developing the hockey players of today, we're building the citizens of tomorrow. If participants see all members of the team being given a turn, they'll learn to treat people equally and fairly. If participants learn the importance of the rules in the game, they'll learn to respect and value the rules of society. If participants are rewarded for playing fairly they'll learn to respect the values of honesty and integrity. If participants are recognized for their efforts, they'll learn to respect themselves and their opponents in victory and defeat. When all those involved in amateur hockey understand, accept and abide by the rules of fair play, it leads to the development of attitudes that lead to the development of all. Fair play is everyone's call.

Five Basic Principles of Fair Play

1. Respect the rules
2. Respect the officials and their decisions.
3. Respect your opponent.
4. Give everyone an opportunity to participate
5. Maintain your self-control at all times

[The above is a direct quote from the Hockey Development Centre for Ontario – Hockey University Safety Course as developed by Hockey Canada].



BURLINGTON GIRLS HOCKEY CLUB POLICIES

Fair Play Guidance re: Ice Time – Rep Teams

All Coaches shall strive to ensure fair and equal ice time for each player on his/her team over the course of the entire season (which includes exhibition, regular season, tournament, playdown and playoff games). It is also the responsibility of the Coach to ensure that each player receives equal development opportunity and raises the skill level of all players on their team.

The flow of the game may occasionally result in unequal playing times in a particular game due to factors such as penalties. Coaches are not expected to make up playing time to a player that receives a penalty(ies) during a game. Coaches may choose to use certain players in key game situations in a ***close critical game*** or during the last few minutes of a ***close critical game*** to give the team its best chance to win. This could result in some players finishing games with slightly more or less ice time than others – ***but only on a limited basis***. While players' ice time may not be equal in each and every game, coaches should strive to ensure that it is roughly equal over the course of the season.

Any player absences from games due to injuries, sickness, suspensions and vacations (but not limited to the foregoing examples) will not require the coach to provide additional playing time to that player(s) to make up for the imbalance caused by any such absence. In addition, any ice time lost as a result of the coach imposing reasonable discipline on a player will not require the coach to provide additional playing time to that player to make up for the imbalance caused by any such disciplinary action.



BURLINGTON GIRLS HOCKEY CLUB POLICIES

Fair Play Guidance re: Ice Time – House league and Development Stream (DS)

When Does This Policy Apply

- All house league and development stream (DS) teams in all divisions
- All games including regular season, DS exhibition, playoff games
- All tournaments
- All parts of a game including the first minute of the game to the last and including any over time
- Even if the other team is not following the fair play policy

Specific Rules

1. Forward and defensive lines/pairings will be rotated at all times, without exception. Not all shifts will be equal within any specific period of time within the game but overall, there should be no consistently short shifts and no consistently long shifts for the same players. The flow of the game may occasionally result in a disruption to the lines, such as penalties. Coaches are not expected to make up playing time to a player that receives a penalty(ies) during a game. Coaches are expected to make every effort to ensure that other players on the team do not lose ice time as a result of teammates receiving penalties.
2. When the goalie is pulled, the player replacing the goalie must come from the next forward or defensive line/pairing.
3. When there is a penalty kill or power play, the players on the ice must come from the players already on the ice or from the next forward and defensive line when changing the lines.

The following guide is provided to coaches to assist them with the task of ensuring lines are rolled properly and with the goal to fair and equal ice time within a given game.

# Skaters	#Forwards	#Defense
15	9 (3 lines) - rotate	6 (3 pairings) - rotate
14	9 (3 lines) - rotate	5 (rotate in sequence)
13	9 (3 lines) - rotate	4 (2 pairings) - rotate
12	8 (rotate in sequence)	4 (2 pairings) - rotate
11	7 or 6 - rotate	4 or 5 - rotate
10	6 (2 lines) – rotate	4 (2 pairings) - rotate
9	6 (2 lines) - rotate	3 (rotate in sequence)
8	5 (rotate in sequence)	3 (rotate in sequence)