



## CYGHA Rep Policy Document – 2022/2023

Failure to comply with any of the policies as outlined can result in a sanction, the level and length of which will be based on the recommendation by the Discipline Chair and appointed committee, with approval by the Executive.

- 1) All members must abide by:
  - a) All OWSA and relevant league rules and policies.
  - b) The OWSA and CYGHA code of conduct.
  - c) All current COVID-19 protocols and procedures.
  
- 2) CYGHA Rep Team Player Eligibility:
  - a) The CYGHA is committed to players who reside within the CYGHA residential boundaries. Beginning in the 2013/2014 playing year the CYGHA implemented residency restrictions in line with this commitment to CYGHA residents. For the purposes of this section 'import' is defined as a player not currently residing within Bradford/West-Gwillimbury or York Region (excluding the City of Markham), and who was not an active member of the CYGHA during the previous hockey season.
  - b) Residency Restrictions:
    - i) All players joining a rep team in the CYGHA must reside within the CYGHA residential boundaries as defined above. Proof of residency may be required for any player.
    - ii) It is the responsibility of the parents or guardians to ensure that the Head Coach has complete and accurate residency information.
    - iii) Based on the information supplied by the parents or guardians, Head Coaches must ensure that players being signed to a team are eligible under the residency rule.
    - iv) If information contrary to the eligibility restrictions becomes evident, the CYGHA maintains the right to remove a player from the roster.
  - c) Exceptions and Exemptions to the CYGHA Residency Restrictions:
    - i) Players joining the U22 AA team are exempt from any residency restriction.
    - ii) All other 'AA' programs are permitted three (3) import players to be signed to their teams.
    - iii) An exception case can be made by any team's Head Coach to the VP Rep, for approval by the executive, to sign a non-resident goalie where there is a clear indication of need at the division in question.
    - iv) In special circumstances, an application can be made for relief from the residency rules to the VP Rep, for approval by the executive. Circumstances include, but are not limited to, players where a program (e.g., 'AA' or 'A') is not offered by their home association.
    - v) The CYGHA has in place an agreement with the Georgina Golden Hawks exempting any players in the Georgina residency area from the CYGHA Residency Policy. CYGHA players that elect to sign with a Georgina team after being released from the last CYGHA rep team tryout will not be considered as an import the following season, regardless of residency.
  - d) Permission to skate: All players that were signed to a team represented by an OWSA association other than the CYGHA for the prior season, **regardless of residency**, must present a signed PTS (Permission To Skate) form issued by that association before they are eligible to attend tryouts. This does **NOT** apply to players coming from boy's hockey associations.

**Please note that, other than noted in the exception conditions above, an active member currently residing outside of the current CYGHA boundaries should be aware that leaving the CYGHA for an upcoming season will automatically classify the player as an import if she intends on returning in a subsequent season.**

- 3) Rep Team Tryouts:
  - a) Team tryouts are open to any player that meets the CYGHA Rep Team Player Eligibility rules.
  - b) All U9 and U11 tryouts must follow the OWSA Season Pathway requirements for the Prep/Tryout Phase.
  - c) All players must pre-register for tryouts and pay the "tryout passport" fee.



- d) The tryout process must be free from all conflict of interest. Volunteers assisting a Head Coach with player sign-in, on-ice activities, trainers, or as part of the player evaluation panel, must not be a parent of a player currently in tryouts for that division, unless that player has already accepted a position with a higher team.
  - e) To ensure that all players are placed at the appropriate level, and in the spirit of cooperation, the player evaluation panel is not limited in number but must include the coach for the level below the level of the tryout being held. (Example, AA team panel must include A team coach).
  - f) Each coach will be required to submit the names of their player evaluation panel members to the VP Rep at least 24 hours BEFORE their first tryout session.
  - g) All players must attend a minimum of one tryout to be eligible for signing to a team unless special consideration is given. If a player is unable to attend a tryout due to injury or an extenuating circumstance, relief from this rule can be granted by the VP Rep if documentation is provided to the coach and the VP Rep detailing the circumstances.
  - h) The Intermediate AA team is exempt from Rep Team Tryout Rules.
- 4) Team Financial Requirements:
- a) All players must register with the CYGHA and pay the required registration fee as a deposit.
  - b) All teams must meet the financial payment dates required by the CYGHA as follows:
    - i) Payment of CYGHA Team Fees by teams are due in five (5) installments: One (1) week after team formation / October 15 / November 15 / December 15 / January 15.
    - ii) Non-compliance in meeting the above dates could result in ice suspension for teams or players.
  - c) A draft team fee estimate will be provided prior to tryouts for the purposes of a draft budget for parent review. The estimate of team fees is not considered final.
  - d) The financial position of the team must be reported to the Executive Treasurer and must be distributed to any/all members of the team at a minimum of every two (2) months starting from team formation. The report to the Executive Treasurer must be in the standard format requested by the Executive Treasurer.
  - e) Team Bank accounts must be opened in compliance with the current policies of the Executive Treasurer.
  - f) All team bank accounts must have a minimum of three (3) signing officers. All cheques written from the team bank account require two (2) of the three signing officers. If EFT/e-Transfer is enabled, it must allow for a second approval before processing.
  - g) The Head Coach shall be accountable for the financial matters of the team; therefore, a separation of duties is required.
    - i) The Head Coach may not act as Manager or Team Treasurer.
    - ii) If the Head Coach appoints their spouse to the Manager or Team Treasurer position, the relationship must be disclosed to the team parents, and both cannot be signing officers.
    - iii) To eliminate any conflict of interest, each of the signing officers must be parents of three separate players.
  - h) All fees and team income collected by members of the team must be made payable to the team's name on the bank account and may not be made payable to any individual or team staff member.
  - i) Team accounts must be settled and closed by April 15<sup>th</sup> of any given season, or at a date requested by the Executive Treasurer.
  - j) Additional requests by the Executive Treasurer for any budget or team financial information, must be submitted within five (5) business days following the request.
  - k) All supporting receipts and documentation must be kept by the Team Treasurer and be made available upon request from a team parent or the Executive Treasurer.
- 5) Player Refund Policy:
- a) A player cannot be released by a coach from a team after the player has signed the offer letter and the deposit is paid. Any exception request, which does not relate to a discipline matter, must be made in writing to the VP Rep to be approved by the executive.
  - b) Upon the release of a player from the team, the date of release is used to calculate the pro-rated refund to the departing player. The Team Manager must get executive approval by submitting the proposed refund calculation to the Executive Treasurer and VP Rep.



- 6) Discipline and Appeals:
  - a) Head Coaches must follow the OWHHA and league processes regarding player or staff suspensions. All suspensions must be reported to the VP Rep, the CYGHA Discipline Chair, the OWHHA and the relevant league within 24 hours of the incident.
  - b) Any incident requiring additional disciplinary measures must be sent to the Discipline Chair for review and investigation. The Discipline Chair will make a recommendation, approved by the executive, on applying a penalty, sanction, or release that all parties involved must follow.
  - c) Any OWHHA suspension can only be appealed with approval of the CYGHA Executive, following the OWHHA appeal process.
  - d) Suspensions handed down by the CYGHA Discipline Chair may be appealed following the process in the CYGHA Constitution.
  
- 7) Ice Allocation:
  - a) The CYGHA home ice allocation includes arenas in Bradford, East Gwillimbury, Richmond Hill, Newmarket, and Aurora. Team officials, volunteers, parents, and players joining a team in the CYGHA must be prepared to participate in practices and games in any/all arenas in the CYGHA home centres.
  - b) Weeknight ice allocations provided by the towns within the CYGHA operate between 5:00 PM-11:00 PM.
  - c) CYGHA ice is the priority for calendar scheduling during the playing season. Outside contracts for on/off ice development or any other team commitments preventing assigning of CYGHA ice appropriately will not be granted relief by the association.
  - d) Working with the ice the CYGHA has been assigned by the towns, the relevant league requirements for start and end times, assignment of ice times appropriate to age of divisions, and sharing of prime-time slots as best as possible, are the priorities that are factored into allocations to ensure fairness and equality for the entire CYGHA.
  - e) Each team is assigned sufficient ice for all home games and practices, to a target average number of hours each week based on the team's category (i.e., AA gets more ice than A, etc.) The number of weekly hours will be communicated to coaches before tryouts each season.
  - f) The cost of ice allocations assigned to each team are included in the team fees. Each team is rated by a pre-determined weekly ice allotment for a 28-week season. Some weeks will be higher (early/late season) and some will be lower (regular season).
  - g) Neither refunds nor supplemental invoices for any portion of the team fees will be granted or charged to the teams within a 10% discrepancy. Any request for exception to this rule should be brought to the attention of the CYGHA Executive.
  - h) Teams will not get credit for unused ice due to being away for tournaments, cancelling practice or refusing to skate.
  
- 8) Insurance:
  - a) Only rostered CYGHA players and team officials can participate on the ice as insured by the OWHHA. Full equipment is required for all players while participating in on-ice events. On-ice staff equipment must include a helmet, stick, skates, and gloves.
  - b) All participants must complete COVID-19 health screening and follow the current Return-To-Play protocols as published on the CYGHA web site.
  - c) Exceptions can be made for non-rostered vendors or volunteers for training or special events if they carry their own liability insurance. They will not be covered by Hockey Canada unless registered with the OWHHA. They should be asked to produce a certificate of liability.
  
- 9) Dress Code:
  - a) For all game and tournament events representing the CYGHA, players must be dressed uniformly in one of the approved Panther Wear outfits.
  - b) Jerseys are ordered from the CYGHA approved supplier and cannot be altered except for the addition of name bars, sponsor bars and crests. All alterations are to be completed by the approved supplier.
  - c) Team wear is ordered from the CYGHA approved supplier.



10) Player Registration:

- a) All players must complete registration through the OWHHA Registration Portal (RAMP).
- b) Selecting more or less than fifteen (15) skaters or taking less than two (2) goalies requires permission from the VP Rep.
- c) The completed roster template and all player commitment letters are to be submitted to the office within 4 days of team selection.

11) Selection and Registration of Team Staff:

- a) A Team Staff member is a volunteer that is carrying out the role of Coach, Assistant Coach, Trainer, Manager, and Team Treasurer. All staff members, including trainers, must be a minimum of 18 years of age, and there must be a minimum of a two-year age difference between the staff members and the oldest player on the team.
- b) CYGHA players between the ages of 16 and 18 that are helping with younger age groups (U13 and below) may be rostered as team staff, subject to OWHHA regulations.
- c) Staff consists of a minimum of the following positions:
  - i) Head Coach
  - ii) Two Assistant Coaches
  - iii) One Female Trainer (additional trainers recommended)
  - iv) Manager/Team Treasurer/Statistician (can be the same person)
  - v) On-ice Assistants
- d) All staff volunteers must be complete the Staff Registration Form in RAMP. All requirements and details can be found on the CYGHA web site under Staff Registration.
- e) All staff must be approved by the CYGHA Executive. Only approved staff will be rostered to the team.
- f) Staff can be selected immediately following tryouts and begin working for the team (e.g., setting up the team, including banking/budgeting, summer activities).
- g) No staff member or player will be allowed to participate in any OWHHA sanctioned activities prior to being registered.

12) On-ice Assistants only need to be rostered with one team. Staff Certification Requirements:

- a) All head coaches and assistant coaches must have the minimum coaching certification as required by the OWHHA prior to rostering the team. Proof of certification is required (using NCCP # at coach.ca web site).
- b) Each team must roster at least one female trainer. All trainers must have a current HTCP certificate (valid for 3 years).
- c) All staff must have completed a Respect in Sport or Speak Out course.
- d) Volunteer Sector Screening is mandatory for all volunteers and staff. It is recommended that a six-week window be allowed to complete this due to the timing requirements of the issuing police force.
  - i) Checks must not be more than four months old
  - ii) VSS is required every four years
- e) A Criminal Offence Declaration must be submitted each subsequent year until the VSS expires.

13) Team Roster:

- a) An OWHHA Team Waiver will be emailed to the Team Manager after team formation, to be signed by all players, parents, and staff.
- b) The signed waiver must be returned to the office five (5) business days prior to the team's first game.
- c) The official OWHHA approved roster will be emailed to the Team Manager.



14) Addition of players and staff after roster approval:

- a) Players and staff can be added to the roster after roster approval with submission of required documentation, subject to the deadlines set by the OWHA and the relevant league for player additions. Refer to the OWHA Handbook and relevant league rules for details.
- b) Rules regarding player eligibility for OWHA Provincial Play-downs and league playoffs are detailed in the OWHA Handbook and the relevant league rules.
- c) If a team wishes to add a player from a lower team or from House League on a permanent basis due to season-ending injury or other issue, the following process MUST be followed:
  - i) a request must be submitted to the VP Rep before October 15th of any given season by the coach requesting to add a player.
  - ii) if the player involved is from House League, the VP House must also be contacted.
  - iii) the coach is not to approach the parents or the player until the CYGHA executive decides.
  - iv) financial details of the transaction will be determined by the executive if the move is approved.

15) Player Call Ups:

- a) There will be occasions during a season where a team will need players to fill in for those that are unable to participate due to injury or scheduling conflicts. The process for this is as follows:
- b) The Coach from the team requiring players will contact the Coach of the team at the next level below (ex. U15AA would contact U15A) and state his/her needs (i.e., Defense, Forward, Goalie / Game, Practice, Tournament / Duration).
- c) The Coach receiving the request will assess if he/she can assist and provide the requesting Coach with player recommendations.
- d) Once agreed on the commitment of players and duration, the Coach of the lower-level team will approach the player(s) with the offer to play up and clearly identify the level of commitment.
- e) A Coach reserves the right to play with a short bench but in the interest of player development and opportunity, the Association encourages Coaches to request alternates.
- f) There is no obligation on behalf of the Coach from the lower-level team to provide alternate players as they may have conflicts within their own schedule and activities.
- g) The only Rep team that can approach the House League for players is the lowest level team in that division. Proper protocol would be for the Coach to contact the HL convenor of the appropriate division stating his/her requirements. Note: The lowest level Rep Coaches would approach the DS Team Coach directly once these teams are in place.

16) Playing Up Policy:

- a) The CYGHA strongly encourages players to play within their own age category.
- b) In exceptional situations, players interested in playing a division higher than their age category must apply in writing to the VP Rep before team selections are complete.
- c) The player shall be, in the opinion of the current and incoming coaches of both age categories, regarded as an impact player and be in the top 5 skaters in the older age category. Goaltenders wishing to play at an older age category will be evaluated on a case-by-case basis depending on the need in the older division.

17) Team Captains/Alternates:

- a) The CYGHA advises against selecting Captains and Alternate Captains for teams U13 or younger.



Tournaments:

- b) Unless express permission is granted by the VP Rep, CYGHA Rep teams must abide by the following policies related to tournaments.
  - i) A team may only register for **one** tournament during the month of September. This limit does not include any mandatory Showcase tournaments (applies to U15AA, U18AA, or U22 AA only) or “exhibition series” defined as an organized set of exhibition games that may or may not be recognized by the OWHA as a sanctioned tournament.
  - ii) During the Regular Season (beginning of October to end of January), teams may only register for **three** tournaments.
  - iii) After the regular season concludes, teams may register for any number of tournaments, subject to team parent approval and any team budget restrictions.
- c) U9 and U11 teams must follow the published OWHA limits for tournaments in each phase of the season structure.
- d) CYGHA teams may not host any “exhibition series” type tournaments without consent from the VP Rep at least 60 days in advance, and the hosting team must prepare all necessary OWHA paperwork.
- e) All CYGHA teams are expected to participate in the CYGHA Silver Stick tournament (if their division/level is offered in any given season).