



Clarington Girls Hockey Association **House League Operations Manual**

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Section 1: Overview

This document serves as a guide for the CGHA House League Program. It outlines the responsibilities of team staff and league policies. Please read it thoroughly and keep it accessible for reference. If you have questions, contact houseleague@claringtonflames.ca.

Section 2: Communication and Scheduling

Communication:

- Keep parents informed about team activities, as they have invested significantly in their child's hockey experience.
- The registrar will provide contact details, but you're encouraged to collect additional parent/guardian email addresses.
- Use BCC when sending emails to protect privacy and CC houseleague@claringtonflames.ca.
- Share information from the house league director promptly, including scheduling, development opportunities, and sponsor offers.

Web Site Access:

- Your team will have access to a team page on the website for notifications, scheduling, and event planning.
- Ensure no private information is posted, and obtain consent for sharing pictures.

Scheduling:

- Official schedules are on the CGHA website; subscribe to team calendars for automatic updates.
- Scheduled ice time is rarely cancelled due to weather unless the facility closes.
- CGHA ice can only be used for sanctioned activities.
- Notify your team promptly of last-minute changes, preferably via email.

Section 3: Team Staff and Roles

Head Coach:

- Responsible for the team's overall management and conduct.
- Ensure equal ice time and player development.
- Select qualified team staff, complete required checks, and uphold CGHA rules.
- Maintain positive interactions with all stakeholders.
- Report rule violations to the executive.
- Adhere to policies, procedures, and OSHA rules.
- Inform the executive of player suspensions.

Assistant Coach:

- Support the head coach's objectives and assume responsibilities when necessary.
- Meet the same minimum requirements as the head coach.
- Collaborate with the head coach to define specific responsibilities.

On-ice Help:

- Assist in practices, meeting certification requirements.
- May include parents or older players.
- Up to 6 bench staff, with specific limits for different age groups.

Team Manager:

- Optional but recommended for house league.
- Liaison between parents and coaching staff.
- Manage administrative tasks, including certification checks.

Trainer:

- Every team must have a female trainer with HTCP Level 1 certification.
- Monitor the dressing room, warm up players, report injuries and maintain the first aid kit.
- Provide emergency contact numbers and ensure no recording devices in dressing rooms.

Dressing Room Help:

- In Fundamentals and U9, parents are allowed in the dressing room.
- In U11 and above, only trainers and designated female dressing room help are allowed.
- Dressing room help must have a current Criminal Record Check (CRC) with Vulnerable Sector Search (VSS).

Head Coach Certification:

- Head coaches must meet specific training requirements and have their certifications registered in Ramp, the registration system.
- The OWHA's approval of the team roster is contingent on these certifications, and teams cannot enter tournaments without an approved official roster.
- For U9 head coaches, Coach 1 - Intro to Coach 1 Trained is required. No other qualifications are accepted.
- For U11 to U18 head coaches, Coach 2 - Coach Level Trained is required.

Assistant Coach Certification:

- Assistant coaches are encouraged to obtain the same certifications as the head coach.
- Coaches are urged to continue their development by participating in available courses, with clinic listings accessible on the OWHA and OMHA websites.
- The CGHA offers partial refunds for clinic costs to those who require financial assistance.

Trainer Certification:

- Trainers in the CGHA must be females, allowing them to be present in dressing rooms and ensuring player comfort during physical examinations.
- Trainers must possess the current HTCP Level 1 certificate, which is valid for three years and can be renewed with a refresher course.

General Requirements for All Team Staff (Coaches, Assistant Coaches, On-Ice Help, Trainers, Dressing Room Help) for the 2023-24 Season:

1. Valid "Respect in Sport for Activity Leader" or "Speak Out" certification.
2. Criminal record check with Vulnerable Sector Search (VSS) if not uploaded in RAMP during

the previous season, or a signed Criminal Offence Declaration (required for two years following CRC/VSS).

3. Completion of Rowan's Law Resource Review & Acknowledgement.
4. Coaches and trainers must register in RAMP under the "Coach/Staff package" each season.

Parent Involvement:

- While not mandatory, parents are strongly encouraged to complete the "Respect in Sport" parent version.

Section 3: CGHA Staff/Volunteer Registration Process for the 2023-2024 Season

1. Registration in RAMP:

- All coaches, assistants, and trainers must register for the new season in the RAMP system. [Registration](#)

2. Certifications Check:

- Ensure all your certifications are up to date in the system. You can check the requirements [here](#).

3. Criminal Offence Declaration:

- Complete the Criminal Offence Declaration and upload it in the box designated for your Criminal Record Check (CRC) on the CGHA website under Bench Staff resources.

4. Vulnerable Sector Search (VSS):

- If you did not upload a copy of your VSS last season, you will need to do so this year. VSS certifications are valid for three seasons.

5. New VSS Application:

- If you need a new VSS, download the volunteer letter from the CGHA website and take it to Durham Regional Police to obtain one.

6. NCCP# (National Coaching Certification Program):

- The NCCP# field is mandatory. If you haven't added your number before, you must do so now. Find your number [here](#).

7. Creating an NCCP# Account:

- If you don't have an NCCP#, you can create an account at the Coach Locker site mentioned above, or enter "N/A" (applies to Managers, Treasurers, and Trainers).

8. HCRID# (Hockey Canada Registry ID):

- Find your Hockey Canada Registry ID [here](#).
- Note that the Hockey Canada Registry has been updated, and you'll need to create a

new login.

9. **Respect In Sport and Coaching Clinics:**

- Find your Respect In Sport number or take the course [here](#).
- Coaching clinics can be found [here](#).
- Complete your Trainer's Certificate and refresher course [here](#).

Reporting Certification to the League:

- The head coach is responsible for ensuring all team staff have completed their certification requirements and uploaded necessary documents in RAMP.
- Uncertified staff will not be allowed on the ice, and coaches permitting uncertified staff may face sanctions or suspension.
- Failure to complete these requirements will result in the team roster not being approved, which is necessary for tournaments and gameplay.

Section 4: Policies and Code of Conduct

Code of Conduct:

- The Head Coach is responsible for ensuring appropriate behaviour among bench staff.
- No staff is permitted on the bench under the influence of alcohol or drugs.
- Team staff should not belittle players or use inappropriate language.
- They must uphold the CGHA's philosophy, the expectations of the CGHA Constitution, By-laws, and Code of Conduct.
- Team staff should maintain a positive, encouraging attitude toward players, parents/guardians, opponents, and officials.
- All bench staff, including the head coach, assistant coaches, on-ice help, and trainer, are required to take the Respect in Sport for Activity Leaders course.
- Violations may result in staff or head coach suspension, with repeated suspensions leading to further discipline or removal of the Head Coach.

Parent Conduct:

- Coaches should also encourage positive behaviour from parents, especially in younger divisions where officials may be learning.

Dressing Room:

- Provide a safe and supervised dressing room environment.
- In U11 and older divisions, no males are allowed in the dressing room until cleared by the Trainer, except for those who have completed a criminal background check.
- The Two Deep Dressing Room Policy requires at least two individuals, including one female, to be present in the dressing room when players under 19 are present. Males must remain outside.

Cameras / Recording Devices / Smartphones:

- No cameras, smartphones, or recording devices are allowed in dressing rooms. These devices must be put away or collected when entering the dressing room, applicable to players, parents, and staff.

- Violations must be reported and may result in suspension.
- Teams using speakers for music in the dressing room should do so outside the room.

Sanctions:

- Please see CGHA policy for guidance.

Section 5: Additional Policies and Guidelines

24 Hour Rule:

- CGHA has a 24-hour rule for addressing concerns to facilitate positive resolutions. Emotions may run high in hockey, but it's necessary to wait 24 hours before discussing concerns with a coach or official from the current or other team.

Fair and Equitable Ice Time:

- Equal ice time is evaluated over a three to five-game period, not on a per-game basis. Factors like penalties, stoppages, and shift changes can cause variations in a single game.
- Over several games, players in the same position should receive roughly equal ice time. However, players in different positions (e.g., defence vs. forward) cannot be compared in terms of ice time.

Coach's Authority:

- The belief that the last "few minutes" of a game belong to the coach is not applicable during any regular season, tournament, or playoff game.

Position Specialization (Younger Divisions):

- In younger divisions (U9, U11), players should have the opportunity to play every position before specializing. Preferences may arise, but players are encouraged to experience different positions. U9 may not have dedicated goaltenders.

Call-ups/Across for House League (HL):

- During the regular season, when a HL team has less than 10 skaters, the following process should be followed:
 1. Call a player with similar skills from another team in the same division.
 2. Call up from a division below (if playing on the same size ice surface).
 3. A team can only call up to a maximum of 10 skaters.
- Example: A team with 15 on the roster but only 12 in attendance cannot call up. If a team has 12 on the roster and only 9 in attendance, only one player is considered for a call-up position.
- No call-ups/across for playoff and championship weekends, and teams may choose to play with fewer than 10 skaters.

Penalties and Suspensions:

- The CGHA House League program aims to provide a safe, developmental, and fun environment with equal ice time for players in U13 and older divisions (not DS).
- Rules affecting U13 and older divisions include:
 - Ejection for the remainder of the game if a player receives three penalties in the same game; additional occurrences result in increased suspensions.
 - Review of Game Misconduct penalties by the Executive, with possible additional

- game suspensions.
- Teams with 60 or more penalty minutes in the regular season (18 minutes in preseason and 36 minutes in playoffs) may lead to the Head Coach receiving a one-game suspension.
- Reporting all game ejections and suspensions to suspensions@claringtonflames.ca failure to do so may result in coach discipline.

Senior House League Division (Additional Rules):

- Rules specific to this division include:
 - A player receiving 15 or more penalty minutes during any three consecutive games will receive a one-game suspension.
 - A player receiving a second suspension may be removed from the league without reimbursement.
 - A team with 90 penalty minutes may be removed from the league without reimbursement, subject to case-by-case consideration.
- Players or their parent/guardian may appeal removal from the league to the Executive within 48 hours of notification.

Section 6: Discipline

Addressing Concerns:

- For guidance on addressing concerns, please visit the CGHA website's Issue Resolution section for next steps.

Executive Authority:

- The CGHA can remove a coach or player from a team at any point in the season, and they may add to any OWHHA-imposed suspension.

Suspension Count:

- Regardless of where a suspension is received (DS or HL), all sanctioned games (HL, DS, Tournament) count toward the suspension.
- HL exhibition games are excluded; however, the suspended player remains ineligible for these games until the suspension is served.
- Injured players can still participate in practices.

Injuries:

- Trainers handle on-ice injuries and ensure a proper return-to-play protocol.
- Serious injuries that require a player's removal from the game should be reported to both wellness@claringtonflames.ca and the OWHHA using the injury report form.
- The form helps track injuries and is required for insurance claims.

Concussions:

- Parents and coaching staff must annually review and acknowledge concussion awareness resources.
- Trainers are responsible for removing a player from play if they suspect a concussion and following return-to-play guidelines.

- Coaches or parents cannot override the trainer's decision.
- Regular review of concussion guidelines from the OWHA website is necessary.

Use of CGHA Logo:

- The CGHA logo is a registered trademark for official CGHA use only.
- Teams cannot use the logo without advance written permission from the CGHA.
- Only the company awarded the clothing contract is permitted to apply the logo.
- Requests to use the logo should be submitted via email to the Clothing Director and forwarded to the CGHA executive.
- If granted, the email serves as proof of authorization and should be filed with team documents.
- Other companies are not allowed to use the logo without CGHA executive permission.

Practice Philosophy for All HL Divisions:

- In divisions with shared practices (U9 through U15), coaches are encouraged to collaborate on a combined practice plan based on skill development and stations.
- Stations allow drills to be modified to suit players' skill levels, ensuring suitable challenges.
- While encouraged for the entire year, deviations may occur during playoffs.
- Newer coaches are supported in this model to develop coaching skills for future opportunities.

Section 5: U9 (formerly Novice) Program

U9 Half-Ice Hockey:

- Coaches must read the Hockey Canada U9 pathway guidelines on the OWHA website.
- Evaluation of players during the first 4 ice sessions to balance teams based on skill level.
- Skill development sessions until October 31.
- Introduction of games after November 15, 2022, with only 1 half-ice game.
- Coaches responsible for setting up and tearing down half-ice boards.
- No flood between games.
- Teams alternate which half of the ice is used in each session.
- Two coaches at each game, one from each team, responsible for keeping the game moving.
- Referees present on the ice.
- 48-minute clock with a 2-minute buzzer for player changes.
- Transition to full-ice after January 15.

Game – Half Ice:

- Use of a black puck.
- 4-on-4 plus a goaltender in full goalie equipment.
- Game format: 2-minute warm-up, 2 periods with a run-time clock (22 minutes run time) not to exceed 60 minutes total. No warm-up for the start of the second half.
- Minimum of one official per half-ice game.
- Timed buzzer/whistle (2 minutes).
- Face-offs to start each half.
- If there are fewer than four players on the bench, the active player designated to stay out for

the following shift must return to the bench area before continuing play.

- Players must relinquish control of the puck and vacate the ice on the buzzer/whistle. The Ref will move the puck 3 meters or 10 feet away from the boards if necessary.
- Continuous play with officials signalling attackers to back off three meters for changes in puck possession.
- The goaltender freezes the puck - the attacking team backs off three meters.
- Puck shot out of play - the offending team backs off three meters.

Penalties:

- Minor penalties noted with a raised arm by the official.
- The offending player sits out the next shift, but the teams play even strength.
- Serious infractions result in the player being removed for the remainder of that game, with teams still playing even strength, and no game incident report required.

Playoffs:

- U9 hockey does not have playoffs.
- On championship weekend, teams match up and play a best-of-2 series.
- Players receive awards after the last game.

Section 6: U11 and up

Evaluations / Team Formation:

- U11 will have evaluation skates in the 2022-23 season to help convenors make teams. The U11 rep program will have tryouts in the fall, delaying the formation of house league teams.
- U13 and older divisions may or may not have evaluation skates, and the first few games are considered exhibition games. Convenors may rebalance teams before these games.

Goaltenders:

- Starting in U11, players may specialize in the goaltending role.
- Coaches should provide opportunities for any player interested in trying the goaltender position.
- U13 and older divisions typically have dedicated goaltenders.
- If there are not enough goaltenders for a division, teams may share goaltenders or call up a goaltender from a lower house league division.
- The CGHA offers free goalie development sessions for any house league player to **attend**.

Playoffs:

- Playoffs begin in late January/early February.
- 6-team divisions have a 5-game round-robin leading up to championship weekend. Each team plays every other team once. No games during the March break. Championship weekend features the 5th and 6th place teams playing for the 'C' championship, 3rd and 4th place teams playing for 'B,' and 1st and 2nd place teams playing for 'A.'
- 4-team divisions have a 6-game round-robin. Each team plays every other team twice. No games during the March break. Championship weekend features the 3rd and 4th place teams playing for the 'B' championship and the 1st and 2nd place teams playing for 'A.'
- Medals are awarded after the 2nd game.

Section 7: Equipment

Required Equipment: Players must have the following equipment in proper working condition:

- Shin pads
- Pants
- Shoulder pads
- Elbow pads
- BNQ-certified neck guard (integrated into undergarment accepted if BNQ certified)
- CSA-approved helmet
- CSA-approved face mask
- Gloves
- Hockey skates

A mouthguard is strongly recommended. Only ice hockey equipment is allowed; no Ringette or street hockey gear should be used. All equipment must be worn properly during on-ice activities.

Goaltenders: The CGHA will provide goalie equipment and a stick to teams that require it. Teams with dedicated goaltenders using their equipment may decline borrowed gear. Borrowed equipment must be returned after the season for cleaning and storage.

Jerseys and Socks: Players will receive a jersey and a pair of socks, which they keep at the end of the season. Name bars are allowed, but no nicknames are permitted. Name bars should not cover the number or sponsor logos.

Sponsorship:

Fundraising and sponsorship for regular activities, name bars, tournaments, or team activities are not allowed.

If someone wishes to sponsor a team, they should contact the Director of Sponsorship for more information.

Section 8: Attending Tournaments

Tournament Preparation:

- Plan your team's tournament participation early, as tournaments fill up quickly. Decide in advance which tournaments your team will enter.
- Inform the ice scheduler about the tournaments you plan to enter so that they can be added to the CGHA website.
- Request payment from parents approximately two weeks before the tournament registration deadline to ensure you have enough time to cover fees and request call-up players if needed.
- Be aware of tournament rules regarding pick-up players and goalies. You cannot exceed your HL roster number with pick-up players.
- Consider the DS team's tournament schedule when planning your tournaments to avoid scheduling conflicts or missing key players.
- Remember that you cannot miss house league games to attend a tournament. If a practice is missed, notify the other coach so they can plan accordingly.
- Keep in mind the HL Championship weekend when entering tournaments.
- To enter a tournament, you'll need an approved roster from the registrar. Notify the registrar and secretary when you decide to enter a tournament and ensure you do not enter any tournaments before the third week of November.

Section 9: Important Links

CGHA

www.claringtonflames.ca

Updates on CGHA-related events, development, practice and game schedules, and announcements. It is strongly recommended that all members subscribe to the page to be notified immediately of any new events or development opportunities

OWHA

www.owha.on.ca

Complete access to all clinic dates and locations, house league tournaments, tournament forms, call-up forms, Proof of Insurance Forms, etc.

The U7, U9, and U11 pathways are also posted here and should be reviewed by all coaches. Coaching requirements are also posted here

OMHA

www.omha.net

Additional clinics are posted here. Coaching clinics offered by OMHA member organizations can be attended by our coaches.

HOCKEY CANADA

www.hockeycanada.ca