



Clarington Girls Hockey Association **Rep/Competitive Operations Manual**

Rep/Competitive Operation Manual

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1. CGHA Policies & Governance

The Clarington Girls Hockey Association (CGHA) is governed by the Ontario Women's Hockey Association (OWHA), which oversees all-female hockey teams in Ontario and is a member partner of the Ontario Hockey Federation (OHF), Hockey Canada's largest member and governing body in amateur hockey, and is thus required to follow all overarching rules and policies established by such organizations.

To view the CGHA's governing documents, please visit the CGHA [website](#).

2. Complaint Process or Issues Resolution

2.1. Please visit the [CGHA website](#) for the procedure on issue resolution

3. Privacy Policy

3.1. Please see the [policies and administration](#) section on the CGHA website for the Privacy Policy.

4. Registration & Refunds

4.1. The Board will set registration dates and fees at least three months (90 days) before the start of the upcoming season.

4.2. The registration fee, payment details, and a description of what the registration fees will include will be posted on the CGHA website.

4.3. Payment deadlines for full payment and installments will be announced at the time of registration. Registration will be collected online by credit card. Families who are having difficulty meeting this requirement can apply for financial support.

4.4. Until a player is registered with the CGHA, they may not participate in any team activity.

4.5. Every player must be in "good standing" with the CGHA financially. Players with outstanding fees, either to the CGHA or to the team on which the player was rostered in the previous season, will be unable to participate in CGHA tryouts or register with CGHA for the upcoming season until all outstanding past-due fees are paid in full. A player who is "not in good standing" is not eligible for a Permission to Skate.

4.6. Team budget items such as tournament registration fees, nonparent staff expenses, buses, trainer kit items, additional team ice time beyond that included in registration, team functions, and so on are specifically excluded from CGHA registration costs.

4.7. For refunds, please review the [CGHA Refund Policy](#).

5. Selection of Team Officials

5.1. Please review the Constitution for full details, however;

- 5.2. Applications for Head Coach positions in the next hockey season will be made available by the third week of November, with decisions U15 AA & U18 AA (made prior to December 20th (Holiday Break).
- 5.3. Head Coach positions for U13 - U22 will be made by the first week of February
- 5.4. Head Coach positions for U9 & U11 will be made in July
- 5.5. Application information will be posted on the CGHA website.
- 5.6. Prior to making any Head Coach recommendations, the Coach Selection Committee shall perform necessary due diligence on each applicant and staff.
- 5.7. All Head Coach positions will be reviewed and selected on an annual basis.
- 5.8. Preference may be given to previous CGHA Head Coaches, provided they have met the CGHA's expectations in the prior season(s).

The Coach Selection Committee will:

- 5.9. Consider player development needs
- 5.10. Consider the capabilities, demeanour, and qualifications of the Head Coach candidate
- 5.11. Make a recommendation to the Board as to whether an existing Head Coach is put forth for another season, or whether a new Head Coach is recommended.
- 5.12. The Coach Selection Committee will consider all applications submitted. Under the circumstances where there are no submissions for a team or the Committee deems there are no suitable candidates for a particular team, the Coach Selection Committee has the flexibility to hold discussions with applicants about taking a team they did not indicate in their application and/or recruit candidates beyond the application submission deadline.

6. Assistant Coaches, Trainers and Manager

- 6.1. The Head Coach is responsible for the selection of:
 - 6.1.1. Assistant Coach(es),
 - 6.1.2. Trainer(s)
 - 6.1.3. Manager(s)
 - 6.1.4. All staff selections to be finalized must be approved by the Board.
 - 6.1.5. The Head Coach must present their slate of team officials to the VP of Rep
- 6.2. The VP of Rep must make a motion to the Board to accept the team officials for each age group before team activities begin.
- 6.3. CGHA may require interviews of any team staff if deemed in the best interest of the players, team.
- 6.4. No person can be a team official for more than one team without the approval of the Executive, there is a current by-law that restricts this.

7. Tryouts

- 7.1. Please review the Competitive Tryout Policy for comprehensive details.

8. Equipment & Dress Code

- 8.1. Please review the Equipment Policy for more information.
- 8.2. All players are required to wear full hockey equipment meeting current CSA standards and current OWHA regulations while on the ice during any tryout, game, or practice. Coaches and trainers must advise players or parents of improperly fitted or illegal equipment. Any player not appropriately dressed must be removed from the ice.
- 8.3. Please review the annual Apparel Guide for a better understanding of what to wear off the ice to games and practices.

9. Jerseys

- 9.1. After an RFP process, the CGHA will annually provide each team with approved CGHA home and away jerseys and socks from a CGHA approved vendor.
- 9.2. Any alterations, repairs, or the addition of name bars and sponsor bars must be done by the CGHA approved vendor.
- 9.3. In the event that a jersey is required during the hockey season, the team manager must contact the CGHA-approved vendor for the purchase of a replacement or addition of a jersey. The team will be responsible for payment once the order is placed and will seek reimbursement from the player(s)' parent(s) or guardian(s).
- 9.4. If possible, players can select their own numbers. Numbers must be two digits or less. A zero cannot be the first digit of a two-digit number. Restrictions on jersey numbers include 0, 00, 69, and 99, and they may not be ordered, placed, or used on any jersey.
- 9.5. Numbers 51, 52 and 53 will be reserved for AP jerseys only.
- 9.6. In the event two players have the same number, the more senior player will have first right of refusal to keep that number.
- 9.7. In the 2023-2024 season, sponsor bars will no longer be permitted on jerseys.
- 9.8. Team staff must ensure that all players' jerseys are uniform and that all jerseys are up to standard. Previous year's name/sponsor bars which do not adhere to these standards may not be used. Practice jerseys and socks are included in registration. Players may keep the socks and practice jerseys at the end of the season.
- 9.9. Teams are not permitted to require players to purchase a third jersey.

10. Head Coach Responsibilities

- 10.1. The head coach is ultimately responsible for all aspects of the team's operational management, including the behaviour of all team officials. As an extension of the CGHA Board of Directors, whether in agreement with a CGHA rule or policy, the head coach will present a supportive and united front to their team and parents.

- 10.2. Conducting fair and objective tryouts that align with the CGHA tryout policy;
- 10.3. Teaching all players to play fairly and to respect the sport, the rules, officials, opponents, teammates, and coaches;
- 10.4. Encourage disciplined hockey.
- 10.5. Instill in all players a sense of pride in their team and the CGHA.
- 10.6. Eliminating outright any profanity from players and team officials;
- 10.7. Coordinating the delegation of responsibilities
- 10.8. The head coach is responsible for each individual player's:
 - 10.8.1. Safety
 - 10.8.2. Skill development
 - 10.8.3. Assistance with physical fitness and nutrition
 - 10.8.4. Adequate ice time
- 10.9. Conduct on-ice, in the dressing room, or at team or CGHA events; appearance (dress code).
- 10.10. Head coaches are responsible for the condition of dressing rooms, both at home and away.
- 10.11. All teams will leave their dressing rooms in a clean state when exiting any arena.
- 10.12. Teams are responsible for all damage caused to any arena property, home or away.
- 10.13. The head coach must maintain the necessary coaching accreditation for the position and age level.

11. Assistant Coach Responsibilities

- 11.1. While the head coach is ultimately responsible for all team matters, the assistant coach carries all of the same responsibilities to the players, team, and CGHA, especially in the absence of the head coach.
- 11.2. The Ethics & Disciplinary Committee may discipline assistant coaches for inappropriate behaviour.
- 11.3. The assistant coach is responsible for reinforcing all programs aimed at developing and improving the team's performance.
- 11.4. The assistant coach must keep the necessary coaching credentials for the position and age level.

12. Trainer Responsibilities

- 12.1. Please see the CGHA website for more detailed information on trainer responsibilities.
- 12.2. During team activities, the trainer is responsible for the care of all team members.
- 12.3. The trainer will protect the players from any unsafe conditions on and off the ice, as well as respond to any player injuries.
- 12.4. The trainer will make certain that all players are wearing the appropriate protective equipment.
- 12.5. Whenever possible the trainer should not be positioned on the door during games.

- 12.6. Every CGHA trainer is required to keep an adequate first aid kit on hand at all times in case of an emergency.
- 12.7. The trainer must also keep track of the players' health and injury records.
- 12.8. The trainer can also advise the players on proper diet, fitness, and nutrition programs.
- 12.9. Following any hockey-related injury, the trainer is responsible for completing and forwarding a copy of the "Hockey Canada Injury Report." If a player is removed from a game or practice due to injury or serious illness and does not return, the player must obtain a note from a physician before being allowed to play again.
- 12.10. Before participating in any game, practice, or team activity, any player who has suffered a concussion or other head injury must follow Hockey Canada protocol and provide a doctor's note identifying a return to play plan. Other injuries, depending on their severity, may also necessitate a doctor's approval before returning to play. If more information is required, the trainer may contact the Director of Wellness and Safety at wellness@claringtonflames.ca.
- 12.11. The trainer must maintain the necessary trainer accreditation for the position and age level.

13. Team Rules and Player Discipline

- 13.1. It is the head coach's responsibility to establish and enforce all team rules. Any team rules must be presented verbally as well as in writing.
- 13.2. Every player must be treated equally under team rules.
- 13.3. Discipline must be administered appropriately and in a controlled manner by the head coach and all team officials, with the clear goal of teaching appropriate behaviour. Discipline should not be used rashly or in anger, or to embarrass or humiliate players.
- 13.4. No player will get in trouble because of something their parents did or didn't do.
- 13.5. Head coaches may discipline a player for the entirety or a portion of a game or practice. The need for, and extent of, discipline is at the discretion of the head coach, but any decision or action taken by the head coach is subject to review by the Ethics & Discipline Committee and the Board as a whole.
- 13.6. Any suspension for major incidents or violations of the CGHA or OWHA Code of Conduct must be accompanied by a written explanation to the player, parent(s), and the Chair of the Ethics & Discipline Committee.
- 13.7. Every team-imposed suspension of a player for one full game or more must be reported to the Chair of the Ethics & Discipline Committee by the head coach.
- 13.8. A player cannot be suspended for a "hockey error." Only conduct by a player deemed egregious and detrimental to the team and the CGHA by the Head Coach, including but not limited to bullying of team players, disrespect of a player toward a coach, any team staff, parent, or competing team's players, parents, or coaching staff. Suspension will be used only as a "last resort" form of discipline. The Head Coach will implement progressive discipline.

14. Coach Discipline

- 14.1. A coach shall never, under any circumstances, shame or direct foul or inappropriate language at a player or players.
- 14.2. Under no circumstances shall a head coach physically discipline a player. "Physical discipline" is defined as hitting, pushing, touching, or grabbing a player or any part of his equipment, but is not limited to this.
- 14.3. During, before, or after a game, a coach shall never engage an opposing team player, bench staff, or parent verbally or otherwise.
- 14.4. The coach must understand that the behaviours listed in Sections 14.1, 14.2, and 14.3 are completely unacceptable to the CGHA and violate the principles upon which it is founded. Coaches who violate these rules will face disciplinary action from the Ethics & Disciplinary Committee.

15. Equalized Ice Time

- 15.1. Hockey Canada has mandated pathways for the U9 and U11 age groups that include rules around equitable ice time.
- 15.2. Players on any team are never of equal ability. In many situations, the concept of equitable ice time is incongruous with competitive hockey. However, every player, regardless of ability, should receive ice time that is not significantly less than the average of all players on the team.
- 15.3. "Equitable" is defined as equal over a maximum of five games.
- 15.4. For the benefit of the team, players of lesser ability may be used less frequently in games of special importance when the outcome of the game is in doubt. Examples of games considered to be of special importance are the OWHA playoffs and finals in tournament play. The head coach can try to enhance the team's performance in these games without regard to whether every player has equal ice time, but all players must be used for a reasonable portion of such games. Games considered not to be of special importance could include league games, preliminary rounds in tournaments where the team is expected to move on, exhibition games, and "second season" playoffs.
- 15.5. Equitable ice time rules do not apply to affiliated players.
- 15.6. In all cases, the amount of ice time can be reduced for discipline reasons. However, no player's ice time may be reduced for disciplinary reasons unless the head coach or assistant coach first informs the player in clear language why the ice time is being reduced. Player development requires that players understand clearly why ice time may be reduced, and is not in any way advanced by having ice time taken away without explanation. Progressive discipline should be used at all times.

16. Team Parent Meetings

After a team is selected, the head coach must hold a team parent meeting. At a minimum, the following matters should be discussed at the first parent meeting in-person or virtually, if in-person is not possible.

16.1.1. **Coaching Philosophy**

16.1.1.1. The head coach should outline his basic method of operation and any other specific topics related to the players' development. (e.g., ice time)

16.1.2. **Team Guidelines**

16.1.2.1. Any team rules regarding matters such as punctuality, dress code, conduct of players, player discipline, sports conflicts, and communications with officials (i.e., 24 hour rule) should be thoroughly explained to the parents.

16.1.3. **Budget**

16.1.3.1. A budget must be presented and discussed. Parents are entitled to know approximately what amount of money will be required to sustain the team and at what intervals the funds will be collected.

16.2. Team Fundraising goals and commitment.

16.3. CGHA rules and players' dress code.

16.4. Tournament plans (number, dates, and locations) should be discussed.

16.5. Make time for any questions.

16.6. Each parent should be provided with a list of all players as well as proposed team officials, as well as contact information. It should be noted that the selection of all team officials is subject to board approval.

16.7. Throughout the season, the head coach should endeavour to communicate at an appropriate level with players and parents with regard to expectations and team updates.

17. **Fundraising**

Every team is permitted to raise funds to cover operating expenses. While the head coach is ultimately responsible for the team's administration, the manager is responsible for all financial activities, including fundraising.

17.1. All fundraising requires approval prior to starting. Please submit your request [online](#).

17.2. The CGHA must approve all fundraising activities via the online submission form. This approval shall not be withheld unreasonably. Please read the Fundraising and Sponsorship Policy carefully, however in summary;

17.2.1. The Board of Directors reserves the right to cancel any fundraising activity that is harmful to the CGHA's image or reputation.

17.2.2. All teams serving alcohol at a dance must be licensed and have liability insurance. SmartServe qualified servers are advised to be used at these events.

17.2.3. All funds raised must be clearly itemized in the team's financial records.

17.2.4. Any lottery, game of chance, or draw requires a municipal license.

17.2.5. Fundraising is only permitted at CGHA tournaments with the approval of the tournament director.

- 17.3. The CGHA will not be held liable for any losses or liabilities incurred by any team as a result of their fundraising efforts.

18. Sponsorship

Please review the Fundraising and Sponsorship Policy carefully, however in summary;

- 18.1. Every team is responsible for their own sponsorship.
- 18.2. Teams can ask for sponsorship from anyone other than current CGHA sponsors. For a list of current sponsors, check the CGHA website or contact the Director of Fund Development.
- 18.3. Tobacco companies, breweries, distilleries, and wineries are not allowed.
- 18.4. Only main sponsors' names may appear on any team wear, including jackets, hats, warm-up clothing, practice jerseys, and other similar team clothing, but this requires approval.
- 18.5. No secondary sponsors' names or business logos may appear on team apparel.
- 18.6. The CGHA logo can only be used with permission from communications@claringtonflames.ca including the creation of a banner.

19. Dress Code for Players, Coaches, Manager and Trainer

- 19.1. Please review the Uniform and Apparel Guide for 2022/2023

20. Ice Scheduling

- 20.1. Until the team roster has been approved, no team may play exhibition games.
- 20.2. Each team will be given a preliminary ice allocation for the entire regular season prior to the league scheduling meeting.
- 20.3. Teams can return ice to the ice scheduler that conflicts with tournaments or away games scheduled after its September 30 scheduling meeting and prior to September 30.
- 20.4. After September 30, teams may only request that ice be reassigned or exchanged with the ice scheduler's approval.
- 20.5. Teams are not permitted to request reassignment or exchange ice prior to September 30.
- 20.6. If a team needs to change a game, they must contact the ice scheduler.
- 20.7. The Ice Scheduler will make every effort to reschedule games while keeping the team's commitments in mind, but teams must be aware that league games take precedence over practices, tournaments, team fundraising events, and other similar commitments.

21. Scheduling Meeting

- 21.1. The OWHA leads the details pertaining to the scheduling meeting, lately they have been virtual using a google sheet.
- 21.2. The ice scheduler will be available to assist with ice conflicts. Following the scheduling of games, any conflict ice will be resolved by the ice scheduler and the final schedule will be released. Until this time, please know that ice times

could possibly change to accommodate other teams. Please be aware that league games take precedence over practices, tournaments, team fundraising events, and other similar commitments.

22. Budget Items for Team Fees

22.1. Referees and Timekeeper Fees

- 22.1.1. The rates are posted on our website [here](#), annually.
- 22.1.2. The fees are paid in cash at each game by the manager.
- 22.1.3. Please include the game code on the envelope for the timekeeper and the official code on the envelope for referees.

22.2. Tournament Fees

- 22.2.1. Will vary from approximately \$1200.00 to \$2000.00 (each tournament is different).
- 22.2.2. Visit the OWHHA website for a list of tournaments or visit other organizations' websites to gauge the cost of tournaments in your division.

22.3. Team Photos

- 22.3.1. Rep teams are responsible for booking their own team and player photos, and must provide each player with a player photo and a team photo. This cost should be covered and budgeted for in the team fees.
- 22.3.2. Depending on the company you hire, photos can range between \$500.00 and \$1,300.00.
- 22.3.3. Any additional photos or specialized gift packages will be the player's responsibility.

22.4. Water Bottles

- 22.4.1. It is an OWHHA rule that each player has their own water bottle, clearly marked with their name.
- 22.4.2. Either the team must supply them or the team must ensure each player has their own.

22.5. Other Expenses to Consider

- 22.5.1. Team building events, we encourage you to be mindful of team expenses and ask - does this event promote a healthy active lifestyle with your athletes?
- 22.5.2. First-aid kits
- 22.5.3. Extra bench staff insurance (CGHA pays for five)
- 22.5.4. Sponsor plaques
- 22.5.5. Sponsor banners
- 22.5.6. Team supplies (pucks, pylons, equipment repair items, tape, etc.)

22.6. Additional Ice

- 22.6.1. Each team has a set number of ice hours included in the fee.
- 22.6.2. If your team booked extra ice and you require a Certificate of Insurance, you can apply online. To apply for a COI, you do not require a contract, all

you require to submit is the terms and conditions of the rental. This could also be the code of conduct given to you from the facility.

22.6.3. You will have to apply for new COIs for the facilities that the teams are renting that don't fall under the COIs Clarington GHA currently has.

22.6.4. Please see below for details on how to submit a Certificate of Insurance Request.

- **Association:** In this field you must put the name of your Association. Please do not put OWHA. Put *Clarington GHA*
- **Team/Club:** You need to put the same information this field as well: Clarington GHA (Team division/number)
- **Certify To:** must have the name of the City/Township/Municipality of the facility you will be using
- You must also put the address for the City/Township/Municipality. If you refer to the document you will be attaching (terms and conditions) this information is usually outlined there, so that the certificate comes back the way they need it to. This field cannot be made out to an individual person, your association, a team or the OWHA or any other member partner.
- For Dryland Training, please ensure that you enter in all the activities that the team will be doing during this dryland training activity. There is a comment box under there for you to put information in. Please ensure that you describe all the activities taking place.
- **Locations:** You need to put the name of the facility that you will be using. If you are using multiple arenas in the City/Town/Municipality then you can put: All arenas in Town of XXX
- Additional Insured, you will need to put the same information that you put in for the "Certify To" field.
- Most of the cities do not accept the Certificate of Insurance unless they are also listed in the Additional Insured field. You do not need to put the address here, just the name of the City/Municipality/Township or facility.
- **Terms & Conditions:** You must attach a copy of the terms and conditions of rental from the facility/school/arena/city that you will be having the dryland training in. This document outlines the rules that you have to follow when on the property. This document is required for your request to be processed. You can also attach the form that the City/Municipality/Township or facility is requesting you to complete.
- It takes approximately 2-5 business days to process the request, depending on how many they have in que, it could take longer.

22.7. Reimbursements for Coaching Certifications

- 22.7.1. Are submitted to the CGHA treasurer by the team manager.

23. Logo Use

- 23.1. To use the CGHA logo, permission is required before an item is printed or posted (this includes fundraising promotions).
- 23.2. To obtain permission, please email communications@claringtonflames.ca

24. Team Apparel

- 24.1. For the 2022-2024 seasons, the CGHA will be working with GSW Sportswear. Please visit our website and contact Shawn Mackie if you have any questions.

25. Provincials

- 25.1. Your team will be responsible for fees that are associated with the OWHA Provincials.
- 25.2. The fee for Provincials in the 2021/2022 season was:
 - 25.2.1. U18 AA & U22 AA \$1200.00
 - 25.2.2. All other divisions \$1000.00
- 25.3. You only pay for OWHA Provincials, if your team qualifies.
- 25.4. U9 does not attend Provincials.

26. Tournaments

- 26.1. A listing of all 2022-2023 OWHA sanctioned tournaments can be located at: <https://www.owha.on.ca/content/competitive-listing>
- 26.2. Most early season tournaments book quickly, it is not unreasonable to be booking September tournaments in June.

27. Hotel Accommodations

- 27.1. For away tournaments, please ensure you book hotel rooms as early as possible to ensure your needs align with your tournament.

28. Rostering Your Team

- 28.1. Confirm your bench staff, manager, co-manager (signer), trainer and on-ice helpers ASAP.
- 28.2. Submit a list of your team staff to the Registrar and President for approval.
- 28.3. It is the manager and coaches' responsibility to send all NCCP/Coaching Numbers, Trainer Certification Numbers and Respect in Sport Numbers to the Registrar and ensure everyone has registered in RAMP in order to submit your team to the OWHA for approval.
- 28.4. Teams finalized in the fall will roster in September.
- 28.5. Your team cannot play games (exhibition or other) until they have received an approved Roster from the OWHA, this can take up to two weeks from submission to the Registrar, please plan accordingly to avoid the disappointment of not being able to play.

29. Criminal Reference Check (CRC), Insurance, Respect in Sport

- 29.1. All team staff must obtain a criminal reference check (CRC) with the vulnerable sector every two years.
- 29.2. Offence declarations may be used the following two years.
- 29.3. All staff MUST submit a copy of their CRC online via RAMP.
- 29.4. All CRC's and declarations are due within 45 days of team staff being named.
- 29.5. Anyone who does not have a CRC/Offence Declaration after 60 days will be removed from your staff.
- 29.6. Youth under age 18 are not required to obtain a CRC per DRPS guidelines.

30. Team Registration & OWHA Rosters

- 30.1. Every member of your team (staff and players) must register and pay the registration fee on the CGHA website.
- 30.2. Your OWHA official roster will be submitted for approval once every player and staff on your team has registered (This can take up to 10 business days).
- 30.3. You must have an approved Roster to play in any sort of game, failure to do so will result in team disciplinary action.
- 30.4. It is a good idea to laminate a copy of your OWHA Roster for safekeeping.
- 30.5. At all games, you must have the OWHA roster available for inspection if requested.
- 30.6. When you register for a tournament, you must bring a copy of your roster with you.
- 30.7. It is recommended that you keep a copy in your trainer's kit and another with the manager.
- 30.8. Double and triple check the names and birthdates.
- 30.9. Player number selections need to be included.

31. Important Dates & Team Recategorization

- 31.1. Any request to change your team's OWHA category (to go from U11 A to U11 BB) must be submitted and approved by the CGHA executive.

- TBD – First Day of Regular Season
- January XX, 2022 - Player & Team Playoff Exemption Requests Due

** Dates as per previous seasons, subject to change with introduction of OWHL Southern **

- January 2022 – March 2022 – Provincial Playdowns Occur (exact date TBD)
- January 2022 - Regular Season Ends (exact date TBD)
- January 2022 - Round 1 of Playoffs Begins (exact date TBD)
- February 2022 - Round 2 of Playoffs Begins (exact date TBD)
- March 2022 - Round 3 of Playoffs Begins (exact date TBD)
- End of March – OWHL Southern Championships (Location: GTA)
- Beginning of April – OWHA Provincials

32. RAMP

- 32.1. Information tutorials are available [here](#).
- 32.2. All games are recorded through RAMP.
- 32.3. RAMP Game Sheet [Video Tutorial](#)

33. Game Results

- 33.1. All game results will populate from RAMP to the OWHL Southern Stats page.

34. Regular Season Games

- 34.1. After the scheduling games, teams must enter all regular season games on RAMP.
- 34.2. You are only responsible for entering HOME games.
- 34.3. Please be sure to have all your home games entered by the deadline set out at the scheduling meeting.
- 34.4. Failure to input your games will result in a fine to your team/association.

35. Exhibition and Tournament Games

- 35.1. All exhibition or tournament games must be logged into RAMP.
- 35.2. Paper game sheets are no longer permitted.
- 35.3. You must have an approved Roster to play in any sort of game, failure to do so will result in team disciplinary action.

36. Suspensions

- 36.1. If there is a suspension assessed to a player or member of the team staff during any game, it is the managers responsibility to submit the following to suspensions@claringtonflames.ca and stats@owha.on.ca
- 36.1.1. An email that provides the team's name with division and category, the name of the suspended individual and the penalty that was received.
- 36.2. If the suspension was issued during a tournament game, please also provide us with the name of the tournament. (ie: Manitoulin U11 C #1234, full name of suspended individual, GM50) – XYZ Tournament.
- 36.3. The OWHA will assess the suspension and reply with the number of games the player or staff member is expected to serve before returning.
- 36.4. If the suspension does not get submitted to the OWHA within 24 hours, the coach will serve a suspension as well.
- 36.5. All served suspensions must be reported to suspensions@claringtonflames.ca and stats@owha.on.ca immediately after the served game has been served.
- 36.5.1. The email must provide the team's name with division and category, the name of the suspended individual. See below for an example (ie: Manitoulin U11 C #1234, full name of suspended individual, 1 of 1 served)
- 36.5.2. Exhibition games do not count towards games served. However, the suspended individual cannot participate in games of any kind, until the suspension has been served in full in regular season or sanction tournaments by the OWHA.

37. Clarington Flames Website Updates

- 37.1. Please update your team's section with team scores, sponsor information and more
- 37.2. Please see the SportsHeadz team set up instructions online.

38. Social Media

- 38.1. We love to highlight our Flames both on and off the ice. Please send us a DM with your team or player photos with a caption and we will do our best to post it as soon as possible.

39. Scope

- 39.1. The affairs of the CGHA are governed according to its Constitution, and the constitutions, by-laws, rules, regulations and policies of the OWHA, Ontario Hockey Federation and Hockey Canada applicable to it.
- 39.2. This Operations Guide must be read and applied in conjunction with all such rules and regulations

40. Interpretation

- 40.1. In this guide, "CCHA members and participants" includes all players, parents, guardians, coaches, officials, volunteers, directors, committee members, convenors, team managers, trainers and administrators involved in any CGHA business, activities or events.
- 40.2. (a) "team" means a team in the CGHA; and
- 40.3. (b) "team official" means a head coach, assistant coach, trainer, assistant trainer, manager and/or assistant manager.
41. There will be situations where a CGHA rule or policy appropriate in most situations would not be fair or just in a specific case. In such situations, the CGHA rule or policy may be waived or varied, or exceptions to the rule or policy may be granted, in order to ensure that the objectives of the CGHA are respected and/or promoted.
42. If there is a conflict between this guide and any CGHA, OWHA, OHF or Hockey Canada rule or regulation, the OWHA, OHF or Hockey Canada rule or regulation shall prevail.
43. This guide will be interpreted broadly in a manner that respects and promotes the objectives of the CGHA as set out in the Constitution.

Latest update: Nov 14, 2022