

OAKVILLE HORNETS GIRLS HOCKEY ASSOCIATION



Rep Team ManagerManual

November 2022 Revised

ABOUT THE OWHA

The Ontario Women's Hockey Association is the governing body of Female Hockey in Ontario. The OWHA is a member of the Ontario Hockey Federation and is affiliated with Hockey Canada. All local associations, including the Oakville Hornets Girls Hockey Association (OHGHA) report up to and are governed by the rules and regulations of the OWHA.

All communications to the OWHA are done through our OWHA liaison or the president of the Oakville Hornets Girls Hockey Association

Details on specific policies and procedures can be found at:

www.owha.on.ca

Key Hornet Contacts

Office Administrative Manager

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Office number 289-813-1305

President

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Director of Rep

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Timekeeper Coordinator

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Referee in Chief

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Ice Scheduler

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Director of Coaching and Player Development

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Director of Goaltender Development

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Town Facilities Contact info

Glenn Abbey Arena
905-815-5950

Joshua Creek Arena
905-815-6111

Kinoak Arena
905-338-4191

Maple Grove Arena
905-338-4193

Trafalgar Park Arena
905-338-4406

River Oaks Arena
905-338-4186

Sixteen Mile Creek Sports Complex
905-815-6117

Canlan Ice Sports Arena
905-845-6889

If a town facility is locked or an emergency exists which requires the Town's attention, please contact Town Facility Emergency (905)-637-8253, ask for the Oakville Facilities On-Call Supervisor to be paged and leave a call back phone number.

Canlan Ice Sports Arena is not a town facility and is owned by Canlan a private business who may have different procedure with respect to emergency and ice closures.

ROLES AND ACCOUNTABILITIES

Outlined below are the various roles within every competitive team. Roles may be combined under the supervision of one individual (e.g.: Manager & Treasurer, or Manager & Trainer) or may be assumed independently depending on the number of volunteers, individual preferences, and team needs.

Team Manager

Managers must have:

Respect in Sports Activity Leaders Certification (No expiration date once obtained)

Police Check including Vulnerable Sector Screening (valid for 3 years)

Primary Responsibilities:

The team manager will work with the head coach, players, and coaching staff. The managers are encouraged to assign duties to parents to help run team activities. Ex. a social committee.

- Act as team liaison between parents and head coach
- Co-ordinate dissemination of game and practice information to all team members
- Provide all players, coaches, and staff roster information to the Hornets office. Ensure all team staff certifications are up to date and are entered in Ramp. Certifications include: all coaches, staff, trainers, and team moms must have a valid police check (these expire after 3 years), Respect in Sports Activity Leaders certification, and the Head Coach must have the correct coaching certificate. Ensure that each team has appointed team moms and/or at least two female parents/coaches to be in the dressing room before and after all games and practices
- Book exhibition games and tournaments
Enter all games and scores into the Ramp system & Team portal through Hornets website
Check on refs & timekeepers' arrival no later than 15 minutes before all home games, contact Referee in Chief, Timekeeping Coordinator
- A game may proceed with only one official provided the official and

both teams agree otherwise, the game will be rescheduled

- Have each player and coaching staff (all coaches, assistant coaches, and trainer) checked off in Ramp and ensure timekeepers and refs have game codes prior to a game
- Pay timekeepers and referees for all games and play-downs (cash from Manager).
- Post-game: Enter game scores into Ramp system and team portal within 48 hours of a regular season game and 24 hours for a playoff game.
- **Suspension reporting is the same with regular games, exhibition games, tournament games and OWHA playdown games. Send to stats@owha.on.ca.**
- Manage ice allocation for the team. Each team will be provided ice times for the season prior to September. Additional ice may be available for purchase from the Town of Oakville. Should you see ice you wish to purchase, place your request through the ice scheduler as the Hornets will receive a discount on the posted rate.
- Playoff ice will be assigned closer to February. Preference will be given to teams who are in the playoffs
- All managers and coaches should have a copy of the OWHA Handbook (obtained from the Hornets office).
- Rescheduled Games: All cancelled games must be reported to the OWHA at least 48 hours prior to rescheduling
- Set up timekeepers/referees for exhibition games will go through ice scheduler

Treasurer

Required Position

- Police Check and Respect in Sports Activity Leaders Certification Required
- Manage team finances
- Create and maintain team budget and submit the team budget to the Hornets Treasurer by September
- Maintain budgetary spreadsheet that lists all revenues and expenses (standard spreadsheet provided by the OHGHA)
- Distribute an updated budget report to all team families as per Hornets' policy
- Co-ordinate with head coach and manager to manage all team expenses
- Co-ordinate with sponsorship chair the collection and tracking of all sponsorship revenue. If applicable.
- Open a team bank account at Scotiabank
- A third person shall be on the finance team to approve all transactions and also be a signing officer if needed.
- Note: two signatories are required for community bank accounts at Scotiabank. This is usually the Manager and the Treasurer
- (No spouses/partners together or the Head Coach can be signatories)

GENERAL TEAM MANAGEMENT

Requests to Re-Cat

It is the responsibility of each team to submit a request to review another team if you feel they are in the wrong category. If you see a team that you feel needs to be moved up and do not submit a request to review, then you are the ones who will face them during Provincials.

All requests for re-cats need to be submitted to the Hornets Executive for approval prior to any submissions to the OWHA.

Helmets, Concussions and Medical

All team officials participating in on-ice activities must wear a properly fastened CSA hockey approved helmet at all times on the ice. Failure to do so will result in immediate suspension. Private company instructors must be properly registered with the OWHA and as such must wear helmets when on the ice.

A concussion is a serious event, but you can fully recover from such an injury if the brain is given enough time to rest and recuperate. A physician's authorization is required before participation on the ice resumes.

This is a must and is the responsibility of the individual. Hockey Canada insurance is a secondary coverage. Travelling to the U.S. for any number of games requires primary medical coverage.

Please refer to Safety Requires Teamwork or the OWHA website for insurance questions.

The two-page form must be completed for each case where an injury is sustained by a player, spectator, or any other person at a sanctioned hockey activity.

Forms are on the OWHA website

REP APPAREL AND EQUIPMENT

No use of the OHGHA logo or "Oakville Hornets Hockey" can be used, except by an OHGHA authorized supplier or with approval by the designated board member. All Hornets apparel and Hornets' equipment must be purchased through our current supplier, Corbett's.

REP REQUIRED UNIFORM

Players

All Hornet Rep players will be required to wear a consistent uniform to and from all games and on the ice. This includes regular season, exhibition, tournament, play offs and playdowns.

All Rep players must wear the approved off ice uniform for the present season. This consists of a Hornets jacket, pants, warm up shirt and sweatshirt.

Bench Staff

All OHGHA bench staff (coaches, assistant coaches, and trainers) must be wearing Hornets approved apparel during all games and practices with their teams.

Please note that our OHGHA supplier (currently Corbett's) will have Oakville Hornets on ice equipment and off ice apparel available to order during our annual REP fitting dates. All players should be aware that these items are not necessarily stocked or available to order all year round. Purchasing will be done directly through Corbett's' Online Store.

ON ICE REQUIRED EQUIPMENT

All Rep players are required to wear: -

- Black helmets. Helmets must have the official Hornets logo stickers and player number stickers affixed. **No other stickers are to be affixed to the Helmet.** Official helmet stickers are available at Corbett's.
- Black gloves. Gloves must be predominantly black. They may have red and/or white on them but must not be the primary colour. Players can but are not required to wear the Hornets hockey glove.
- Oakville Hornets Hockey Pant

All Rep players are required to use an Oakville Hornets Hockey Bag.

Team Jerseys/Socks

All teams will use the jerseys/socks that are provided by the chosen supplier of the OHGHA.

Each REP player must purchase both HOME and AWAY (black and white) game jerseys and socks.

Returning REP players are not required to purchase new jerseys if their jerseys will fit for the entire season and if there are no number conflicts.

If two players on the same team have the same, or would like the same jersey number, the process to resolve is as follows: -

1. Player who has played REP with the Hornets with the number the longest
2. If played with the Hornets the same length of time, then the major will get the number
3. Players must flip a coin

When a player needs a new jersey strictly due to a number conflict, the cost of the new jersey (set of HOME and AWAY) can be covered by the team.

*The OHGHA allows players to wear any jersey number EXCEPT 00, 69, or 99.

Captains and Assistant captains start from U15 and upwards re all levels.

Teams should order a set of AP jerseys (to be covered by the team budget) for call ups throughout the season.

BUDGET OVERVIEW

Teams must prepare an estimated budget to be distributed to the team shortly after the tryouts. A budget template is available on the Hornets website under the Coaches/Managers page. The budget must be constantly maintained throughout the season and submitted to the OHGHA Executive/the Treasurer on September 1st, November 30th, and February 28th. Changes to the original budget will require approval from all parents. Significant changes to the budget will also require OHGHA Executive approval.

Your financial statements may be subject to the disclosure of the OGHA at any time during the season. It is important to maintain good records.

REVENUE

Overview

- The funds required to operate a Rep hockey team can come from three sources:
 - Parent Levy
 - Fundraising
 - Sponsorship
- Teams in the OHGHA are free to use any combination of the above sources to fund their operating expenses. Teams may have one sponsor on home jerseys and another on Away (or the same on both). Sponsor logos may also be placed on team bags and apparel. The following are two possible approaches to Sponsorship and Fundraising
- Parents pay an initial parent levy to seed the team with funds.
- All money raised through fundraising, or a sponsorship campaign is applied equally to all families.
- Any funds remaining at the end of the year can be:
 - Refunded to the parents, but only up to the amount of all parent levies collected.
 - Donated to charity.
 - Returned to sponsors if they requested this in advance.
- Individual Approach
- All parents are accountable for funding their own child equally, i.e., 1/17 per child
- Fundraising activities can be team organized, but revenue is distributed equally amongst all players

Fundraising Guidelines

All fundraising events require approval from the OHGHA Executive. Failure to do so will result in a fine of \$1000. No alcohol related sales, fundraising outside LCBO or age-inappropriate fundraising is permitted (ex. a bar)

Sponsorship

Overview

As a member organization, the Oakville Hornets Girls Hockey Association (OHGHA) policies will always be in accordance with the policies of the OWHA.

The objective of the OHGHA is to foster the enjoyment of, and development within, the game of hockey for our players and their families. The goal of our sponsorship and fundraising activities is to assist with the sometimes-onerous cost of playing hockey, especially at the Rep level. By imposing some guidelines, the policies will promote consistency, team, and association unity, while preserving the valuable Oakville Hornets brand.

Money should never be a hindrance to any girl who has the ability and desire to play hockey. Therefore, the fundraising program has two purposes:

To make hockey affordable for families/players.

To provide financial assistance, as required, to teams and individual members of teams.

Member Responsibility: By agreeing on the budget presented by the Club and coaches, each family has accepted the obligation to pay Association, Club and Team Fees. Paying the combined fees fully out of pocket could be a challenge for some. Therefore, fundraising/sponsorship is critical to the success of each team. Team Fees is set with budget guidelines of the Oakville Hornets Treasurer and presented by the team manager to all player's guardians and players before the start of the season.

The OHGHA has developed a fundraising program to help teams garner the financial support they require to be successful, while providing structure and guidelines that are in accordance with the OHGHA's objectives. Teams are not necessarily limited to this program, but any additional fundraising projects are to be reported to, and subject to approval by, the OHGHA Board of Directors.

The Board may reject, or require additional information, if any activity is perceived to conflict with the spirit of the OHGHA or existing sponsors. This fundraising program is administered by the Executive and Operations with a Sponsorship / Fundraising Committee, which is made up of a minimum of two representatives (non-executive) from the membership body (who may include board members) Director of Marketing and the Club Treasurer. The Fundraising Committee will be Chaired by the Director of Marketing who will oversee the fundraising operations and who will report to the Board of Directors.

OHGHA Sponsorship/Fundraising Policies

Sponsorship

Definition: An individual or company will provide funds to a beneficiary (Association, team) in exchange for the right to be expressly associated with the beneficiary, for a specific period (e.g., season).

Provision is made for three types of sponsorships: Association (OHGHA), Team (with a differential between Rep Team and House League Teams) and Individuals.

a) Oakville Hornets teams or individuals shall NOT accept sponsorships, IF the sponsors insist on conditions which are contrary to OWHA or OHGHA policies and/or detrimental to the Oakville Hornets. b) Oakville Hornets teams or individuals shall NOT accept sponsorships, IF the sponsor is for the promotion of any activity or product which would be unsuitable for a minor or has implied adult orientation, detrimental to, or contrary to OHGHA policies and/or objectives.

Any use of the Oakville Hornet's logos by a sponsor or outside company must be approved by the Board (or Executive member on behalf of the Board) in writing. Any potential conflicts regarding sponsors will be reviewed by the Board for a decision.

Teams must forward sponsorship applications to the OHGHA Treasurer via the team fundraising representative. All sponsorships received must have a Sponsorship Form completed to ensure appropriate processing and credit to each team. The Treasurer shall keep track of, and deposit cheques, and confirmation forms to be reconciled monthly and a report given to each team and the Chairperson. All sponsorships are subject to Board Approval.

All Association Fundraising/Sponsorship cheques, and House League Team Sponsor cheques, must be made payable to: Oakville Hornets Girls Hockey Association. Rep Team cheques must be payable to the team's name (where the team manager/treasurer has opened a bank account under the team's name

which requires two signatures for withdrawal from the account) No HL Sponsor can make a cheque payable directly to a team individual (player or parent). It is the team fundraising rep's responsibility to deliver the sponsorship benefits that were promised to the sponsor (i.e., sponsor plaques, sponsor banners, etc.) in collaboration with the OHGHA. It is strongly recommended that the fundraising rep keep a copy of the Sponsorship Form to ensure that all deliverables have been fulfilled. Each team will provide the Director of Marketing with a copy of the confirmation form to confirm that all tasks have been fulfilled.

- All Team sponsorship funds must be spent by the end of the season or April 30, with any unspent funds being returned to the players' families. Funds returned cannot exceed funds spent by a player's family i.e., returned funds cannot result in a net gain. Unspent funds not distributed to families become the property of the OHGHA.
- No portion of any team sponsorship commitment can be credited against a player's individual assessment.

The Oakville Hornets Commitment to the Sponsors and ROI for the Sponsorship
All teams should be mindful of their sponsors and should actively seek to support them throughout the season, to give them the best return on their investment. Teams and players should be always mindful that they represent the Oakville Hornets and their sponsors and should govern themselves accordingly. The Oakville Hornets will do all they can to support the sponsors and a return on their investment with the organization.

Fundraising

Definition: Activities arranged by a beneficiary (Association, team) to raise funds for the beneficiary to offset costs (e.g., tournament fees) borne by the beneficiary throughout a specific period (e.g., hockey season)

An effective fundraising group is a critical part of a team's success throughout the season. In addition to the prescribed sponsorship program, teams may select to raise funds through other means. Some common ways to raise funds could include but are not limited to: Bottle drives; Car washes; Garage sales; Bake sales; Walk-a-thon (or other variation); Product sales (i.e., chocolates); 50/50 Draw; Ticket sales, Group events or parties with silent auctions or gift draws. All activities, once decided upon by individual teams, are subject to OHGHA Board approval as described above, and must comply with all federal, provincial and municipal laws and bylaws (e.g., lottery license is required to sell 50/50 tickets to the public).

Fundraising total proceeds shall not exceed the annual team budget. If the team's operating fund balance is not depleted at the end of the season, the surplus will be transferred either back to the player's families or to the OHGHA and placed in an association Development Fund. This fund will be used to offset development activities across the Association. House League teams can fundraise for the individual team and all funds raised can be used directly by the team.

No team shall be in direct competition with one another at any fundraising event within the OHGHA. Team and individual fundraising at OHGHA tournaments are not permitted.

Any fundraising activities outside the scope of this policy must first be presented directly to the Director of Operations, who will then seek Board approval.

OHGHA Sponsorship/Fundraising Program

Provision is made for two types of sponsorships: Association (OHGHA) and Teams.

The Oakville Hornets Girls Hockey Association will post Association sponsors on our website in accordance with our sponsorship structure, or in alphabetical order as an overall thank you. Sponsors may be associated with Association events such as Tournaments, Golf Day, Volunteer Appreciation, etc. as determined by the Sponsorship & Fundraising Committee. Sponsors may also be advertised on other items such as banners or game jerseys. They shall not be

displayed on visible playing equipment such as socks, skates, helmets, pants, sticks, etc.

Team sponsors will be posted on our website in accordance with our sponsorship structure, or in alphabetical order as an overall thank you. Team Sponsors may be associated with Team events such as team parties, or fundraising activities, etc. Team sponsors may be associated with OHGHA events such as Golf Day, Volunteer Appreciation, etc. as determined by the Sponsorship & Fundraising Committee.

Team jersey sponsor bars: Team sponsors name and/or logos may be affixed to the back of

game jerseys ONLY, bottom portion above first stripe edge. Sponsor name and/or logo must fit within a space eight" high by twenty-four" wide. Multiple sponsors may be shared amongst team jerseys within the guidelines above.

This is the only location sponsors can be displayed on game wear, and shall not be displayed on other visible playing equipment such as, socks, skates, helmets, pants, sticks, etc.

Sponsor names and/or logo may be affixed to team apparel (e.g., track suits, hats) or equipment (e.g., bags, water bottles) in accordance with the OHGHA Apparel and Merchandise Policy.

Teams may not offer benefits to sponsors outside of these above defined program benefits without express written permission from the Board of Directors or the VP Marketing.

EXPENSES

Rep Assessments

Sample Rep Assessments from the previous year will be provided upon request to team managers and head coaches in May.

Rep Assessments will be billed as follows:

August 1st

Dec 1st

May 1st

Remainder of assessment will be billed, or a refund cheque will be available for pickup. (*subject to all Rep teams submitting their final ice allocation to the Manager, Rep Ice Scheduling)

Payment is due within 30 days of invoice or a penalty or a 4% per annum will be applied to the unpaid portion.

Insurance

Staff Insurance: The OHGHA Rep Assessment will include insurance for three on-ice personnel per year. Insurance for additional on-ice personnel will be billed to the Rep team as part of the final assessment. Parents and player assistants who are currently playing for the Hornets have existing insurance coverage; and therefore, do not need additional insurance.

Event insurance:

All team events (parties, etc.) require additional insurance. Insurance forms from the OWHA are available at:

www.owha.on.ca

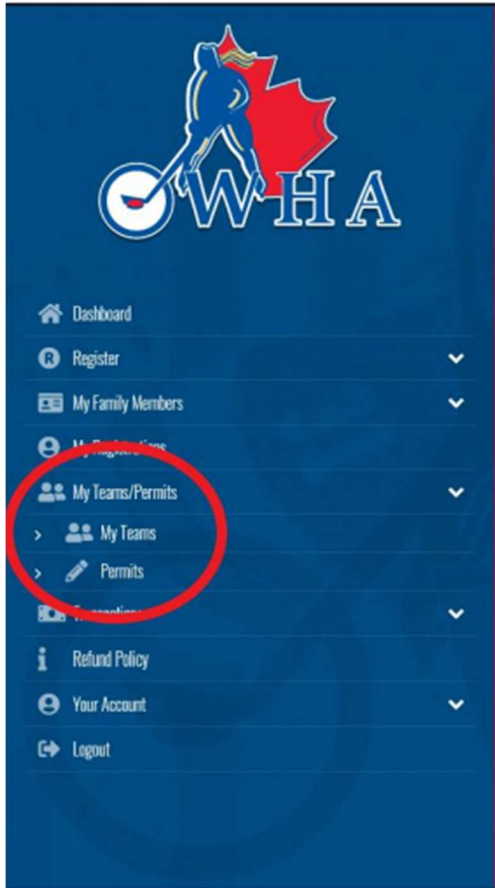
HOW TO create and submit Sanction Permits for exhibition games, tournaments, and leagues:

Teams wishing to travel outside Ontario OR to play against any eligible non-OWHA teams must receive approval. You must have approval to play games against Ontario university teams.

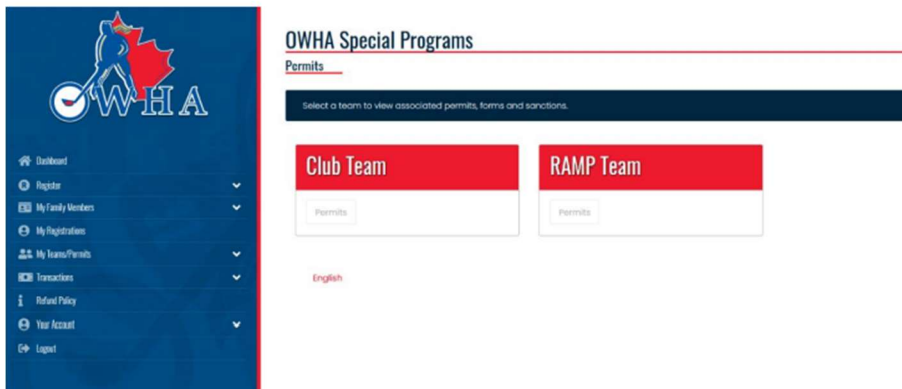
IMPORTANT: OWHA teams may ONLY play against teams properly registered within their hockey governing bodies. Please be advised that the Sanction Permit requests WILL ONLY be reviewed for teams with OWHA approved team rosters. The processing time of approval of Sanction Permits is 7-14 days OR longer pending Hockey Canada or USA Hockey approval.

You must be assigned on a team roster to have access to the PERMITS section on RAMP and log into RAMP using the front-end registration link. From: My Teams/Permits > Permits

From: My Teams/Permits > Permits



Select the team for which you required the sanction permit



Select the type of permit required > **MANAGE** > complete the mandatory questions > submit



The screenshot shows the OWHA Special Programs website interface. On the left is a dark blue sidebar with the OWHA logo and a list of navigation options: Dashboard, Register, My Family Members, My Registrations, My Teams/Permits, Transactions, Federal Policy, Your Account, and Logout. The main content area is titled 'OWHA Special Programs' and contains a 'Permits' section. Below this is a table with the following data:

Season	Permit Name	Status	Manage	Add Response
RAMP Master Season	Coach Permit 2021	Multiple	Manage	Add Response
RAMP Master Season	Acknowledgment	Pending	Manage	
RAMP Master Season	Transfer Form	Pending (Submitted)	Manage	
RAMP Master Season	Team Travel 2021	Pending (Submitted)	Manage	

Below the table, there is a language selection option for 'English'.

Based on the response from OWHA, you can select 'ADD RESPONSE' and resubmit.

TRAVEL

Travel Outside Ontario

If you are planning to travel outside of Ontario, strongly recommend that you get additional insurance coverage especially traveling to the USA.

Travel by Bus

If you are planning to travel to a tournament or other team function by bus, an itinerary outlining the details of the trip must be submitted to the Hornets Administrative Manager (Elsie) prior to departure. This must include a list of names and contact numbers for all passengers.

External Development Coaches

For insurance purposes, external coaches must be pre-approved by the OHGHA Executive prior to participating in team events. Police check along with a vulnerable sector check

Payments to Coaches

Teams can elect to include some coach's travel-related expenses in their budget. Parents must be made aware of any coaching expenses covered by the team. Approval for payment of coach's expenses is also required by the OHGHA Executive.

Non-parent coaches can also be paid an honorarium to recognize the commitment they are making to the OHGHA. Parents must be made aware of this honorarium and the honorarium must be approved by the OHGHA Executive. The funding for the honorarium is to come from the team's operating budget. The Hornets organization could cover up to 50% of the honorarium if a REP tournament takes place in the hockey season.

ICE SCHEDULING AND ALLOCATION

Overview

- Teams will be assigned practice ice and game ice by the Ice Scheduler based on pre-season consultation with the Ice Scheduler and team coach. The Ice Scheduler will attempt to balance the needs of all teams taking into account (as much as possible) the following variables:
- Regular season game ice requirements
- Age of Players (i.e.: no 9:30pm ice for U9 teams)
- Planned Tournaments
- Ice times will be as consistent as possible on days of the week, but times will move to be fair to all teams.
- Regular season or Provincial Games will always take priority over practice ice or exhibition games. Particularly in the early part of the season, and during playoffs, teams will see their practice schedules change to meet Game schedules.
- If you cannot attend a scheduled practice, please attempt to trade with another team. "Selling" (you may only sell your ice to another Hornet team), trading, and buying additional ice may be done via the Hornets website under the Open Ice tab on the web site.
- The team Manager or designated ice scheduler is required to track ice usage throughout the year. At year end you will be asked to submit an audit to the Hornets that will be used to confirm your actual ice usage and to compare it to the ice your team has been assessed for.

External Ice

Teams are required to request additional ice through the OHGHA Ice Scheduler before purchasing ice independently. Additional ice is often available through the Town of Oakville. However, it is recommended to request booking this ice via the Hornets Ice Scheduler as the Hornets can procure ice at a discounted rate to the public.

ARRANGING PLAYDOWN GAMES

Playdowns for this season will run beginning of **February to middle of March**. Region K which represents teams from Oakville, Burlington and Mississauga play off in a playdown series to determine who represents the region in the provincial championships which are normally played in April depending on where Easter lands.

Depending on numbers determined by the OWHA a second team may also qualify for provincial championships.

Rules and regulations of playdowns can be viewed on the Owha web site.

TEAM BANK ACCOUNT

Two signatures are required for all team bank accounts. The two designated signors cannot include the Head Coach or any relative of the Head Coach. One of the signors must not be registered with the OHGHA as the Team Manager, Treasurer, preferably not a Head Coach, or an Assistant Coach. Accounts must be opened at Scotiabank only.

MARKETING

Social media

- Submit pictures of tournaments, practices, celebrations, etc...to media@oakvillehornets.com to be posted on social media. No pictures in the dressing rooms.
- Encourage parents to follow our social media accounts (Facebook, Twitter, and Instagram)
- Parents should be encouraged to post/buy via Oakville Hornets Used Equipment site

Logo/Printed Material

- Unless permission is granted by the Director of Marketing the use of the logo is not allowed
- Printed materials (i.e., banners, door signs, etc...) for teams must be ordered via our designated printers, for more details visit – [Printed Material](#)

DRESSING ROOM PROTOCOLS

- All non-players must have a valid Respect in Sports Activity Leaders certification and Policy Check registered with the OHGHA office in order to enter the dressing room
- No males are allowed in the dressing room when the possibility exists that a player (of U11 age or older) is changing. Each team must have a female supervise the dressing room and notify male staff members when they may enter the dressing room.
- No cameras, cell phone etc. in the dressing room.
- A trainer must be present in the arena at all practices.
- Players must provide the coaching staff with their full attention for a specified period of time before and following each game and practice. During this period, players will be expected to wear full equipment with the exception of helmets, gloves and neck protectors.
- Players must not remove any protective equipment after leaving the dressing room and until returning to the dressing room, unless required to do so by a trainer, official, or other responsible individual.
- Head coaches and team managers are responsible for ensuring that players and staff members represent the Town of Oakville to other

communities in a respectful and appropriate manner. A member of the coaching staff should inspect the dressing room before and after every game and practice and report issues to the arena staff. Failure to do so may result in fines from the Town if any acts of vandalism have been found.

- The dressing room should be inspected before and after every game by the team manager, trainer, or another member of the coaching staff. If there is a problem with the dressing room before a team is about to use it, the rink attendant should be notified. The dressing room should be left neat and tidy for the rink attendant and the next team.

BEHIND THE BENCH

- For insurance reasons anyone on the ice or bench during any game or practice must be:
 - A registered Oakville Hornets Hockey player.
 - A registered coach, assistant coach, or trainer. (Registration may be on another team or organization and be included the necessary information on that team's registration form.)
 - A registered external coach who has been pre-approved by the OHGHA Executive. Everyone who will be going onto the ice surface must PROPERLY wear a current CSA approved protective helmet made for hockey. This includes coaches, trainers, players, volunteers, other instructors (for example, skating coaches, paid or otherwise) etc. Trainers are not required to wear a protective helmet ONLY when they are being escorted onto the ice by on-ice personnel to attend to an injured person.
- Siblings can help on the ice if:
 - They are more than three years older than the oldest age of the players on the team.
 - They are listed on the team's OWHHA roster unless under 16 years of age but must be rostered on a team with the league as a player.
 - High school students working on volunteer hours and parents filling in behind the bench are **not** allowed on ice or behind the player's bench unless they are listed on a team's OWHHA roster.

Staff Certification Requirements

In Sports Activity Leaders certification registered with the OHGHA prior to participating in any on-ice session, participate behind the bench, or entering a dressing room.

The penalty for each occurrence of a violation of this policy is \$100. The person who is lacking the appropriate credentials will be immediately suspended from participating in any activities associated with the OHGHA or the teams until the above requirements are met. On each subsequent occurrence, the Head Coach will be suspended for the next game or practice, whichever comes first.

Volunteer Requirements

Thank you for considering volunteering with us this season. Running one of the largest girls' hockey associations in the world would not be possible without our volunteers. We are eternally grateful for the time and effort our volunteers invest in making sure our Hornets have fun, develop and, at the end of the day, love hockey. To volunteer with the Oakville Hornets Girls Hockey Association there are several certifications and safety precautions in place to ensure the safety and development of our players. Please carefully review the mandatory registration/certifications and additional pertinent information below.

RAMP Registration (Applies to all Bench Staff members, Trainers, Team Managers and Parents entering the dressing room)

The Ontario Women's Hockey Association (OWHA) requires all Team Staff members (Coaches, Assistant Coaches, Practice Staff, Trainers and Team Managers) to register themselves in RAMP ([RAMP LINK](#)) So, they can be rostered on your team. Members who are not rostered on a team are NOT INSURED and therefore cannot be on the bench or ice.

All parents entering the dressing room must also be registered in Ramp (Coach/Staff tab and choose "Staff"), although they do not get rostered. The reason for this is because they must have credentials on file (no males allowed in dressing room at the U11 and above levels).

Police Checks (Applies to all Bench Staff members, Trainers, Team Managers and Parents entering the dressing room)

The Hornets no longer accept hard copies of Police Checks at the office. Vulnerable Sector Checks (including Criminal Record Checks) are valid for 3 years from date of issue (2019 or newer) and staff members must upload them in their profile in Ramp. If waiting for a Police Check to arrive, you may upload a note indicating "Police Check pending" so you are able to continue your Ramp staff registration. Please log back into Ramp to upload your police check when you receive it. VSC's applications are on Halton Police website (<https://www.haltonpolice.ca/>) or where staff members reside's police station. Our Security Volunteer will check all staff members police checks in Ramp for verification and we will remove members from their team roster if they have not complied.

If you have any questions regarding this, please email Kevin Hamilton, our Security Volunteer at security@oakvillehornets.com.

Respect In Sports Activity Leaders Certificate (Applies to all Bench Staff members, Trainers, Team Managers and Parents entering the dressing room)

It is mandatory that ALL OWHA Team Officials including parents entering the dressing room complete the OWHA's Respect in Sports Activity Leaders certification. This certification does not currently expire. To access the link, click here: <https://owha.respectgroupinc.com/>

Planning a Safe Return to Hockey Certificate (Applies to all Bench Staff members, Trainers, Team Managers and Parents entering the dressing room)

It is mandatory that ALL OWHA Team Officials including entering the dressing room complete the Hockey Canada *HU-Planning a Safe Return to Hockey. To access the new Planning a safe Return to Hockey link click here: [Safe Return to Hockey](#)

Coaching Certification (Applies to Head Coaches and recommended for Assistant Coaches)

Please see OWHA Coaching Requirement here and refer to your division: [Team Official Qualification Requirements](#). Information and registering for a clinic are posted on the OWHA website here: <https://www.owha.on.ca/content/coaching-clinics> or [Hockey Canada](#).

NCCP is Coaches Certification number. If you do not have it yet or it is not required, please enter Pending or N/A to be able to continue your Ramp registration. When obtained, please log back in and enter it so the OWHA can approve you on your team's roster.

Trainer Certification (Applies to all Trainers)

Trainer certifications are valid for three years (2019 or newer). Here is the Trainer (re)certification link: <https://htohockey.ca/>

Certification Submission (Applies to all Bench Staff members, Trainers, Team Managers and Parents entering the dressing room)

Please forward ALL obtained certifications to the OWHA at registrar@owha.on.ca. You may take a screenshot of your certification and forward it to them with your name. The OWHA will verify your required certifications according to your role with your team and remove members from rosters who do not have the required certifications. Bench staff cannot participate with the team if not listed on a roster. Information on hockey programs, coaching, trainers, player development and protocols including updates and bulletins can be found on our governing body, the OWHA. Their website is www.owha.on.ca.

To review your certifications, please see your Hockey Canada Registry profile here - [Hockey Canada Profile](#).

Log into your Spordle account and select “Link a member” from your dashboard panel. You must then search for yourself using your first name, last name, and date of birth. If you choose you can also search for yourself by your HCR # if you have that. If not, simply your name and date of birth would be enough for the system to search the HCR database to find your profile. Once your profile is found, you have to link it to your Spordle account. After this, when you go back into your Spordle account, you will see two circles at the top with your initials in them. The one that has a golden crown is your Spordle account, the other would be your HCR profile. Under the member tab, click on this profile, and you will see the Qualification tab. This is where you will see all your qualifications. You will not see your qualifications if you look under your Spordle account.

If you require further assistance, please follow the directions outlined in the

document via the link below. It will walk you through the process.

<https://cloud.rampinteractive.com/whaontario/files/Coaches/Create%20a%20Spordle%20Account%20%28Aug%205%29.pdf>

For any questions on how to obtain or locate your certifications, please contact clinics@owha.on.ca.

Team Banking (Applies to Treasurer)

To open a team bank account, please contact Susan Tam below or Gurpreet Heer gurpreet.heer@scotiabank.com to set up an appointment. You MUST open your account at this bank. Once you have your account open, you may do your banking at any Scotiabank location. Please bring with you the [New Account Checklist](#). Hornets accounts must have two team co-signatories. They cannot be related and not the Coach. Please provide me your team's name and the two treasurer co-signatories and I will send you a letter for the bank.

Susan Tam, BA, PFP

Branch Manager and Mutual Funds Representative*

Scotiabank | Dundas & Neyagawa

489 Dundas Street West, unit 1, Oakville, Ontario L6M 1L9

T 1. 289.725.0689 Ext 4000 F1.289.725.0088

susan.tam@scotiabank.com

scotiabank.com

TeamSnap

As in previous years, all House League teams are provided a TeamSnap team under the Hornets association umbrella to be used for scheduling and communication with players and their families. This TeamSnap team is synchronized to the association ice map so all Hornets practice and game ice will be added and, if necessary, updated automatically. The use of your TeamSnap team is mandatory, please do not create your own TeamSnap teams outside the Hornets association umbrella.

Please reach out to Ian Howe, our TeamSnap coordinator, at

teamsnap@oakvillehornets.com with any questions or issues regarding TeamSnap.

Health Services Officer

Any questions you may have on Covid-19 protocols you may email our Health Services officer, Fiona Hutchison at healthservices@oakvillehornets.com

League Trainer

Any Trainer related questions please email her at hornetsleaguetrainer@oakvillehornets.com

Marketing/social media

The best content is news direct from our teams. If you have any photos, news, or updates to share, please send them to media@oakvillehornets.com with details and your photos and we will share via our various accounts.

Please refer to this page regularly to find the most up-to-date information.