

Barrie Women's Hockey Association



YOUTH HOUSE LEAGUE PROGRAM & ADMINISTRATION MANUAL

INTRODUCTION

On behalf of the Barrie Women's Hockey Association ("BWA") Board of Directors, the parents, and—most importantly—the players, we extend a very sincere **thank you**. Our program would not be successful without your dedication and commitment. You now have the opportunity to help create a positive and meaningful experience for both yourself and the players—one that can foster lifelong memories, lasting friendships, and a strong sense of community that is truly unique and special.

This Administration Manual is intended to guide the development and operation of the Youth House League program in a manner consistent with the BWA Bylaws, Policies, and Procedures, as well as the rules and regulations set forth by the Ontario Women's Hockey Association (OWHA) and Hockey Canada, where applicable.

Responsibility for ensuring that each team operates in accordance with this manual and BWA Policies and Procedures rests with the Coach at all times. While this manual outlines tasks, procedures, and responsibilities for various team staff positions, the Coach remains ultimately accountable for ensuring these obligations are fulfilled and for taking any necessary corrective action should they not be met.

This manual has been created to assist Coaches in their role—whether you are a new or seasoned coach, a Division Convenor, or serving in another capacity within the Youth House League. While it may not address every possible situation related to Youth House League operations, it should be viewed as a guiding framework and a living document that will continue to evolve. If a matter is not addressed within this manual, please contact the Director of Youth House League and/or your Division Convenor for guidance.

The goal of our organization is to promote fair play and the growth of the female game of hockey, while ensuring that all players and coaches have fun in a safe, respectful, and supportive environment.

BWA Youth House League participates in the Simcoe Muskoka Girls Hockey League ("**SMGHL**") which includes teams located in Collingwood, Midland, Orillia and Huntsville.

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Section 1: Coaches/Convenors

1.1 Head Coach Selection

- a. Coaches are required to submit a BWA Youth House League coach application for the current season. Applications will be available on the BWA website June. Completed Applications should be sent to youthhouseleague@bwa.ca by the deadline indicated on the application.
- b. Coaches do not need to have coaching experience or certification as long as the required certifications are obtained prior to the start of the House League season or within a reasonable time thereafter.
- c. Applications will be reviewed by the Director of Youth House League and the Director of Coach and Player Development. Coaches will be selected by end of July or early August depending on the number of applicants and interviews required.
- d. Following selection of coaches, a coach meeting will be held as early as possible prior to the start of the season.

1.2 Coaching Certification Requirements

- a. All coaches must have the required certifications prior to being on a team roster. If a coach does not have the required certification, this needs to be completed ASAP. Coaches CANNOT be on a bench until this is completed.
- b. Current OWA requirements are:
 - (i) U7/U9 – Coach 1 – Even if you have Coach 2 and did not take Coach 1 you must have completed the Coach 1 certification
 - (ii) U11 to U18 – Coach 2
- c. All coaches MUST ensure they have reviewed the SMGHL Rules every season as they may change from year to year as well as any rules of the BWA, OWA (if applicable)
- d. All coaches MUST ensure they have reviewed the BWA Code of Conduct
- e. All coaches must ensure they have reviewed the requirements of Hockey Canada for the level they are coaching
- f. In addition to coaching certification, all coaches must also have completed:
 - o Respect in Sport for Activity Leaders
 - o Police Check – Vulnerable Sector Check – Within the past 3 years. If you require a volunteer letter, you will need to obtain one from OHF via their website. BWA no longer provides these letters. Here is the link to the letter: https://bwa.ca/Pages/4790/Volunteer_Confirmation_Letter/

Note: These requirements may change each year. The Head Coach and division Convenor MUST ensure that all of your staff have the applicable requirements.

1.3 Coach & Trainer Reimbursement Policy

Trainers:

- a. All new trainers that are required for a team, will be reimbursed fully for fees incurred to obtain certification. They will not be reimbursed for any supplies they purchase for the team. Those should be included in the team budget, if necessary.
- b. All new trainers must submit their proof of completion of course and the receipt to Chief Trainer at chieftrainer@bwha.ca no later than November 15 after which you may not be eligible for reimbursement.

Coaches:

- a. New Coaches will receive reimbursement for expenses related to mandatory coaching courses
- b. Information regarding eligibility and the reimbursement process go to this link: page: https://bwha.ca/Pages/3259/Coach_Course_Reimbursement/ There are key deadlines in this policy so ensure that you have reviewed and comply with those requirements.
- c. BWAH does not reimburse the costs for Respect in Sport or the Police Report/Vulnerable Sector Searches

1.4 Division Convenors

- a. Each division should have a Division Convenor who will be chosen at the beginning of each season
- b. Head Coaches/Managers should direct any questions/concerns to their Division Convenor **PRIOR** to reaching out to the Director of Youth House League
- c. All Division Convenors are also required to have an up-to-date Police and Vulnerable Sector check, Respect in Sport for Activity Leaders
- d. All Division Convenors must register in RAMP with BWAH as staff in addition to any additional requirements by the BWAH/OWHA/Hockey Canada
- e. A Division Convenors meeting may take place prior to the start of the season
- f. **Primary Duties of Division Convenor**
 - Act as a liaison between coaches, players, parents and Director of Youth House League by being the first line of contact and attempt to resolve issues if possible. Parents should be reminded, if appropriate, to reach out to their coaching staff prior to reaching out directly to the Division Convenor or Director of Youth House League. There may be circumstances where this may not be appropriate.
 - Attend coach meetings and assist Director of Youth House League
 - Attend and assist Director of Youth House League with player evaluations including handing out and collection of Jersey's, etc.
 - Assist the coaches/evaluators with evaluations – handing out and explaining the evaluation process
 - Attend and assist Director of Youth House League with team draft which will take place after the evaluation skates
 - Assist teams with their budgets, review budgets at the beginning of the season and the end of the season.

- Assist Director of Youth House League and teams to ensure that all team staff have all the required certification
- Assist Director of House League to ensure that each team has at least one (preferably 2) female Trainers
- Assist team staff with registering in RAMP and any other required items for a staff member to appear on team roster
- Assist Director of Youth House League to provide all teams with SMGHL schedule
- Attend division games (if possible) at beginning of season to review teams for team balance and to continue to monitor games as season progresses, when able.
- Review and be familiar with the BWA, SMGHL and OWHA rules and Codes of Conduct
- Ensure that all teams in your division follow all the rules and protocols in place and if not to address the issue immediately either by speaking with the party involved and advising the Director of House League of issue and steps taken to resolve.
- Review games played each weekend to ensure they are complete in RAMP
- Manage the administration, information, activities of players, teams and coaches within your division
- Administer the player call up process (detailed below)

Section 2: Players/Evaluations

2.0 PLAYERS

- a. All players will have development skates in early September followed by evaluation skates. Shortly after the completion of the evaluation skates the player draft will take place.
- b. Standardized development and evaluation skates will be in place for all divisions. Head Coaches will work together with the Division Convenor to create an on ice plan for both the development and evaluation skates.
- c. BWA does not accept friend requests. A player has the best opportunity for fun and development when they are playing amongst a team that is balanced. BWA encourages families to participate on new teams with new coaches as this provides a wonderful opportunity to make new friends from year to year. Having friends on an opposing team can be equally as fun as having friends on the same team. Having said that they may still end up on the same team naturally during the player selection process. Requests may be considered in very exceptional circumstances and are dealt with on a case-by-case basis.

2.1 Evaluations/Pre-Skates

- a. There will be two pre-skates for all players prior to evaluation skates with the exception of U18 who will only have one pre-skate
- b. Team draft will be governed by the Director of House League (or designate), Division Convenor and/or the Director of Coach and Player Development (or designate) referred herein as the **"Draft Coordinators"**
- c. At the beginning of each season, an evaluation of players' overall skill level will be conducted
- d. Head Coaches will **not** be on the ice for evaluations and will conduct an evaluation of all players

- e. Coaches are required to coordinate their on-ice volunteers who will run the drills during both the pre-skates and evaluation skates with the assistance of the Division Convenor and/or Director of House League
- f. Coaches are required to coordinate with all coaches in their respective division and prepare a standard on-ice plan for both the pre-skate and evaluation skates. This needs to be provided at **least 5 days prior** to the first pre-skate to the Division Convenor and/or Director of House League
- g. In addition to Head Coaches evaluating, there will be independent evaluators (these may be coaches from other divisions or non-coaches or those who have been authorized by the Director of House League or the Director of Coach and Player Development)
- h. Independent evaluators will be selected prior to the commencement of player evaluations
- i. Coaches may be asked to act as an independent evaluator in a different division than their team (i.e. U9 coaches can assist with U11 evaluations etc.)

2.2 Evaluations

- a. Prior to evaluations, each player will be assigned a jersey number by the Division Convenor and/or Director of Youth House League
- b. Evaluators will be provided with an evaluation work sheet with the names of the players and jersey numbers
- c. Players will be ranked using a numbering system of 1 through 5 (1 being the lowest skill level and 5 being the highest skill level) Half number scoring will be allowed
- d. Following completion of all evaluation skates the Draft Coordinators will determine the average ranking of each player by adding each players rank per evaluator together and dividing it by the number of evaluators. Anomalies (vast differences) for any player on the evaluations will be reviewed by the Draft Coordinators to determine an appropriate average ranking for that player
- e. Coaches will be provided with a list of players with their average rankings once compiled

Section 3: Team Draft

3.0 Player Draft

- a. Following the completion of each division's evaluation skates, the Draft Coordinators and head coaches will meet to conduct the team draft
- b. Location and time for the team draft will be provided prior to the start of player evaluations but typically will take place immediately following completion of evaluations at the arena. Note in some circumstances this may not take place the same day as the evaluations but may take place within 48 hours after the completion of the evaluations
- c. Teams may consist of a maximum number of 16 players including a goalie
- d. Only the head coach, or a designate, for each team shall attend the team draft in addition to the Draft Coordinators

- e. Coaches are **NOT** permitted to recruit players to play in advance except for their **ONE** protected player
- f. Coaches can protect their daughter as well as **ONE** additional player prior to the commencement of the player draft. Team balance must be ensured
- g. Any additional coaching staff will be chosen **AFTER** the team draft has been completed
- h. Siblings in same age group shall be kept together and drafted together but team balance must be ensured
- i. Teams should be balanced by skill and year of birth (if possible)
- j. During the Team Draft, there shall be no Player/Parent requests taken into consideration. Balanced teams take precedent over requests. Any exceptional circumstance requests will be reviewed after the Team Draft is complete
- k. Each coach selects one player at a time. During the Team Draft, no coach may choose two players at a time (except in the case of siblings)
- l. During or after the Team Draft, no coach may interfere with the selection of another coach's pick

3.1 Draft Process

- a. Protected players (2) shall be placed first on the team first. Protected players are the head coach player and ONE additional player ONLY
- b. Director of Youth House League will maintain a draft spreadsheet that calculates the averages for teams as the draft progresses and will monitor that average throughout the process
- c. Players are then selected starting with 5.0 to 4.5, 4.4 to 4, 3.9 to 3.5, 3.4 to 3, 2.9 to 2.5, 2.4 to 1, .9 to 0, until all players have been placed on a team
- d. Goalies are selected last. Consideration may be afforded a team who receives a lower skill ranked goalie than another team, i.e. the team with the lower skilled goalie may receive one additional strong ranked skater over a team with a higher skilled ranked goalie
- e. After the completion of the draft, any player trade requests will be at the discretion of the Draft Coordinators and approval by the Director of House League and is limited to 2 trades per team (outgoing and incoming). Team balance takes priority to any requests
- f. Within 48 hours after the completion of the player draft, one final review of the teams will be conducted by the Draft Coordinators and final approval will be provided to the coaches together with contact details for their respective players

Section 4: Post Team Selection

4.0 Post Team Selection

- a. After confirmation of the player draft from the Director of Youth House League, Coaches will need to immediately reach out to the team and determine their team staff.

- b. A shared spread sheet will be created by the Director of Youth House League and will be shared with the appropriate coach/manager for completion.
- c. Coaches/managers MUST complete their team staff in this shared document as soon as possible.
- d. Coaches/Managers must confirm that all team staff has the necessary requirements to be on a team roster. See below for all that will be required.
- e. At minimum all teams require a Head Coach, Manager and Trainer to obtain an initial Roster. Other bench staff can be added later however, there will be a deadline for Roster completion. Only staff members whose names appear on a team roster are allowed to participate with the team.
- f. We are trying to limit the number of submissions of team rosters so teams will be limited to one initial submission with as many staff as possible within 1 week after the player draft, and a second submission within 2 weeks after the completion of player draft. If a team is struggling getting staff, please reach out to the Director of Youth House League to discuss.
- g. A team is NOT eligible to play a game until the team has an official roster from the OWHA.
- h. **Failure to have an official roster prior to first game could result in a game forfeit.**
- i. Once player draft is complete and approved, coaches will be provided with all contact information for their players and should immediately contact all players/families and provide at minimum the following (and any other relevant information). Coaches should do this right away as you will likely need to fill in staff positions immediately:
 - Introduce yourself and provide your contact information
 - Provide schedule of upcoming practices and games that is available at that time
 - Recruiting for missing staff:
 - Assistant coach
 - Trainer – maybe a back up as well
 - Manager/Treasurer
 - On ice helpers
 - Changeroom parents (limit of 4)
- j. In addition to those items parents/families will also need to be advised of the following:
 - Ensure all families know where to find the schedule
 - Provide all rules SMGHL, BWAH, OWHA (if applicable - or direct them where they can find them)
 - Ensure parents are all aware of the BWAH Code of Conduct (can be found on website)
 - Establish the team rules and what is required from each player and parent
 - Advise families of a date for a team meeting
 - Advise ALL parents of changerroom protocol – new information will be coming out regarding the changes being implemented by Hockey Canada/OHF regarding change room policies – details will be shared once available
 - All teams must follow the two deep rule – there must always be at least two rostered adults (**minimum of one female**) in the room at all times there are any adults in the changerroom.
 - When possible, skates should be tied **outside** of the changerroom
 - Siblings of players not on the team should not be in the changerroom

- No cell phones are allowed in changeroom. Parents and players are not to use cell phones in the change rooms. If cell phones are used in the change rooms, coaching staff and players can be suspended and/or may forfeit the game
- Remind parents that players should be dressed and ready to play at least 15 minutes before the start of each game
- Provide parents with medical form which will be provided to the trainer upon completion
- If known advise parents of anticipated team fees (see information below regarding budgets)
- All families must be advised that the teams shall remain in a state of flux until final re-balancing has been completed. They must be made aware that players may be required to be moved to another team to ensure balanced teams

k. Teams should not have player names put on Jersey's until all player movement has been completed. Anticipated to be by end of October but could go into November - Coaches will be notified

l. New players signed on after the distribution of teams will be evaluated by the Division Convenor and Director of House League and will be added to the team with the lowest number of players, keeping in mind that team total rank should remain as equal as possible. Coaches should ensure that any new members are welcomed to the team immediately.

m. Communications with teams should be done using the bcc in your emails

m. Jerseys, socks and goalie equipment are to be picked up at the office once you have been advised they are available

4.1 Re-Balancing

a. The Director of House League and/or Director of Coach and Player Development, Division Convenor (or other designate) will attend early season games/practices to conduct a review of team structure

b. If it is determined that changes may need to be made the Director of House League will review the situation and discuss with the head coaches of that division to determine what changes may be required to re-balance the teams

c. Re-balancing is dependant on the season schedule and coaches will be advised once that date has passed. It should be finalized within the first two months of the season

d. If changes are necessary, the Division Convenor and coaches will reach out to the players/parents involved to advise of the changes

Section 5: Team Staff

5.0 Team Staff

a. All teams must have a Head Coach, Trainer(s), Manager, Assistant Coach(s), on ice helpers and changeroom parents

b. Minimum requirements to obtain a roster is Head Coach, Trainer and Manager

- c. All positions need to be filled as soon as possible after teams have been chosen
- d. All trainers must be female. You must have a trainer present for all on-ice activities. Back up trainers are highly recommended
- e. Staff Requirements:

(i) RAMP REGISTRATION (ALL STAFF)

All staff members must register through the OWHA's RAMP registration system. [Click here for instructions, and a link to the registration system](#). Screen shots of registration must be provided to the coach/manager before individual can be added to a team roster.

(ii) POLICE CHECKS – VULNERABLE SECTOR SCREENINGS (ALL STAFF)

All staff who will be on the ice, behind bench, or in a dressing room at any time will require a Vulnerable Sector Screening to be completed by the local police agency where they reside. [Click here for more information on Vulnerable Sector Screenings and how to obtain one.](#)

If you require a "volunteer letter" in order to obtain a Vulnerable Sector Check, you must use the [OHF's Letter Requesting a Vulnerable Sector Check](#). The BWA no longer issues volunteer letters.

(iii) SCREENING & DECLARATION SUBMISSION (ALL STAFF)

All staff members must complete the OHF's Screening & Declaration Submission process. [Click here for instructions and a link to the OHF's Submission Portal.](#)

Once the OHF's Screening and Declaration Submission process, and everything has been approved, staff members must send a screen shot to their team manager - of the Background Checks page from your Hockey Canada profile showing approval for both the screening and declaration. [Click here for instructions on how to access the background checks page of your Hockey Canada Profile](#)

(iv) RESPECT IN SPORT (ALL STAFF)

All staff who will be on the ice, behind bench, or in a dressing room at any time are required to complete the [Respect In Sport for Hockey Activity Leaders](#). Once the course has been completed, your Respect in Sport Certificate will be automatically uploaded to your [Hockey Canada profile](#). All staff must send a copy of their Respect in Sport Certificate, or screenshot of their [Hockey Canada profile](#) showing the certification, to their team manager. Please also keep an electronic copy of your certification for future seasons.

(v) HOCKEY TRAINER CERTIFICATION PROGRAM (TRAINERS ONLY)

All trainers are required to complete the [Hockey Trainers Certification Program](#). Once the course has been completed, your HTCP will be automatically uploaded to your [Hockey Canada profile](#). All trainers must send a copy of their HTCP, or screenshot of their [Hockey Canada profile](#) showing the certification, to their team manager. Please also keep an electronic copy of your certification for future seasons. [Click here for the OWHA's Trainer Information Page.](#)

(vi) COACH CERTIFICATION REQUIREMENTS (COACHES & ASSISTANT COACHES ONLY)

The OWHA defines the minimum certification requirements for coaches and assistant coaches, for each age group and competitive level. Please review the [OWHA's Coaching Requirements](#). Please visit the [OWHA's Coaching Clinic page](#) for information on clinics provided by the OWHA, including registration links and instructions. All coaches must send a copy of their HTCP, or screenshot of their [Hockey Canada profile](#) showing the certification, to their team manager. Please also keep an electronic copy of your certification for future seasons.

- f. No staff is allowed to be on the bench/ice until they appear on an accepted OWHA team Roster.
- g. **YOUR TEAM CANNOT PLAY A GAME UNTIL THEY HAVE A VALID ROSTER**
- h. Head coach should hold a coach/staff meeting shortly after your staff selection to advise them of what is expected for the upcoming season
- i. Maximum coaching staff allowed on the bench including trainer is four (4)
- j. All on ice staff must wear a CSA approved helmet during practices properly fastened including goalie coaches. For U7 and U9 while setting up the half ice boards, anyone on the ice setting these up must also be wearing a helmet. U7/U9 coaches must familiarize themselves with the half ice boards (a date will be scheduled to team coaches how to install and remove the half ice boards)
- k. If you find yourself without a trainer, you must advise the Division Convenor and/or Director of Youth House League, reach out to the opposing team's trainer to see if they will assist if necessary or you can reach out to another qualified and rostered trainer from another BWA team to assist. Trainers and coaching staff are required to ensure that all players are wearing mandatory equipment all the time while on the ice.
- l. Trainers will be required to collect all medical forms and also have a properly stocked trainer bag. there will be a trainers meeting held shortly after the teams are made
- m. Every staff member must enter their certifications into RAMP. Failing to do this WILL prevent your staff from being added to the team rosters. It is the coaches responsibility to ensure their staff has completed this properly.
- n. Multiple positions require multiple registrations. Information entered under your profile should be saved from previous seasons and should appear. If it does not you are required to upload the information again. **Please note that we do not have access to information previously submitted and are unable to obtain copies**
- o. Staff must select the position as follows depending on their position:
 - i. Assistant Coach/bench staff (register as Assistant Coach)
 - ii. Assistant Coach/on-ice staff (as Staff)
 - iii. Changeroom (as Staff)
 - iv. Trainer (as Trainer)
 - v. Back-Up Trainer (as Trainer)
 - vi. Manager
 - vii. Head Coach (as Coach)

5.2 Managers

- a. Managers are chosen by the Head Coach and typically assist the Head Coach with the background organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development.
- b. Coaches may find it helpful to have your managers be responsible to ensure that everyone is informed of what is happening throughout the season. This includes communicating with players and parents, division convenor and coaching staff.
- c. Below are suggested items that a manager may assist with: Head Coach and manager can discuss how they wish to handle this position. This is by no means a complete listing however these are items of importance to ensure the smooth operation of a team.
 - Keep master contact list of all players and parents
 - Assist the head trainer in the completion of the required medical forms
 - Assist the head coach in ensuring the bench staff have all required certifications and have registered in RAMP – This is very important – Team cannot play without a Roster
 - Ensure the completion of the game sheets (electronic) and be prepared with a list of players and numbers in circumstances if game sheet app is not working
 - Ensuring timekeeper has required game sheet codes (if applicable) for all Home Games
 - Ensure that after the completion of each game that the correct information shows in RAMP and the games shows as complete.
 - Assisting player call ups with the Division Convenor
 - Communicate with your Division Convenor with issues or concerns
 - Assist coach with registration for tournaments (register, enter team info, provide payment, be a point of contact, provide rosters)
 - Work with the head coach to create a budget (see information below)
 - Team Budget will need to be prepared and provided to the Division Convenor/Director of House League for review and approval.
 - End of Season budget are also required and provided to Division Convenor/Director of House League.
 - Assist head coach in collecting all team funds and ensure that they be properly recorded.
 - Both Head coach and Manager are required to keep proper records of any money received or paid out by the team.
 - Responsible to set up & communicate to team members regularly based on requirements by the Head Coach
 - Responsible to maintain your team roster with the Head Coach any requests and updates to be provided to the Division Convenor/Director of House League. Teams should not be reaching out directly to the Registrar unless previously advised to do so
 - Assist Head Coach in ensuring that all required major penalties are reported to OWHA following the proper reporting process.

Section 6: Finances/Budgets

6.0 TEAM FINANCES/BUDGETS

- a. Coach and manager MUST prepare a team budget to ensure that all funds received from parents are accounted for and proper records are kept
- b. Draft Budgets must be completed and delivered to the Division Convenor by the **first Sunday of October**

- c. Within one week after approval has been provided, Teams must forward a copy of the Budget to parents for their approval
- d. Teams must report to Division Convenor and Director of Youth House League that Budget has been approved by parents within two weeks from receipt of approval
- e. If changes are necessary after the initial submission, teams **MUST** submit a revised budget to Division Convenor and Director of Youth House League, and it will require approval and delivery to parents
- f. Teams **MUST** provide an Accounting/Budget in September/October (initial submission), in January and March (end of season)
- g. Teams **MUST** provide a Final Accounting/Budget at the end of the season that provides a full accounting of all funds received and paid by **April 5**
- h. If you receive cash payments you must provide a receipt to ensure accountability

6.1 Fundraising/Sponsorship

- a. Fundraising may be done to off-set the costs of tournament fees or other items in your team budget such as team parties **up to a maximum of \$2,500.00**
- b. Any funds raised over and above \$2,500.00 will be payable to BWAH and allocated towards House League. This may include a donation to the BWAH Assist Fund or other House League specific programming
- c. All Fundraising activities **MUST** be submitted to the Director of Youth House League and/or Division Convenor as well as the Director of Sponsorship for review and approval.
- d. Below is a list of items that need to be considered regarding any fundraising:
 - majority of parents must approve any fundraising, and it must be made clear to all parents what the money will be used for
 - Fundraising must be done in a manner that ensures that it is done fairly
 - All funds must be properly recorded
 - Funds raised must be for the benefit of **ALL** team members regardless of how much someone raises: *For example if player A raises \$20.00 and player B raises \$10.00 the \$30.00 goes in the pool and is used for everyone to cover pizza at a tournament. No one player gets anything more than the other regardless of how much money they raise.*
- e. All Sponsorship requests must be approved by the Director of Youth House League and the Director of Sponsorship **PRIOR** to confirmation to the sponsor. Reach out to the Sponsorship Director for a letter that can be used if you are reaching out to a potential sponsor. Please provide a completed copy of this letter to the Director of Youth House League and the Director of Sponsorship and your Division Convenor.

6.2 Use of Sharks Logo/Name

- a. BWAH restricts the use of the Sharks logo's, images etc.
- b. If a team wishes to use the logo on ANY item (ex: shirts, changeroom flags etc.) **PRIOR** approval must be obtained from the Director of Equipment at equipment@bwah.ca
- c. You must provide a copy of what you are seeking approval of, if you have one, or sufficient details as to what you would like to do.

- d. Failure to comply with this requirement may result in penalties or the team not being allowed to use the item.
- e. Only approved BWA stickers should be placed on player helmets and gear etc.
- f. If a team wishes to place a sticker on a helmet in support of someone or an organization, PRIOR approval must be obtained from the Director of Equipment at equipment@bwha.ca
- g. No additional badging on jerseys is allowed.

6.3 Employer Sponsorships

- a. Any employer sponsorships must be reported to the Division Convenor, Director of Youth House League and Director of Sponsorship including details on how the sponsorship will work
- b. Any documentation that is required to be signed by BWA must be submitted as soon as possible to the Director of Sponsorship
- c. Payments **MUST** be made to BWA who will in turn provide the funds to the team. Teams are not allowed to accept payments directly
- d. Payments from a sponsor can be made by way of cheque/money order payable to Barrie Women's Hockey Association or by way of e-transfer to accounting@bwha.ca
- e. All payments including e-transfers MUST include reference to the team and coach which is being sponsored
- f. Teams must advise Director of Youth House League and Director of Sponsorship of payment details,
 - When payments will be made to BWA
 - How much the payment will be
 - Who the funds are coming from
 - How the payment is being made by cheque or E-Transfer
- g. Once BWA has confirmed receipt of funds (and they have cleared the account) a cheque will be made payable to the coach of the team and teams will be notified when cheque is available for pick up at the office
- h. If a team would prefer, BWA can pay directly for a tournament that your team is attending
- i. ALL Fundraising/sponsorship payments must be completed by January 15. If payments from employer sponsorships are being made BWA will not accept payments past January 15. Please contact the Director of Youth House League and Director of Sponsorship to discuss any possible exceptions.

6.4 Restrictions on Fundraising/Sponsorship

- a. Fundraising cannot include anything related to alcohol, tobacco, etc.
- b. No 50/50 raffles
- c. Must comply with BWA standards
- d. Funds cannot be used for BWA registration fees

- e. Funds are to be used to cover tournament fees before any other expenses such as team lunches etc.
- g. Teams cannot offer potential sponsors logos on team jerseys

6.5 End of Season

- a. Each head coach is required to provide an evaluation of their players and submit same to the Director of House League
- b. Each head coach must provide an up-to-date final budget to their Division Convenor

Section 7: Player Call Up

7.0 Call up Procedure

- a. The following is the internal process regarding BWAH call up procedures within House League only – This does not apply to a competitive team who may require a player
- b. All player call up requests should be coordinated with the Division Convenor and/or the Director of Youth House League.
- c. Coaches should not be contacting players or parents directly to call up a player except under exceptional circumstances
- d. Please refer to the SMGHL Rules regarding the rules related to call ups (Note Changes for the 2025-2026)
- e. Coaches should advise families/players that there may be opportunities to play up on a higher level team.
- f. Any player can be eligible to be called up to a higher level team at any time
- g. Last minute call ups may not be possible as approvals need to go through RAMP.
- h. When a team requires a player teams must:
 - i. reach out to the Division Convenor advising them of the requirement. Provide the date, time and location of the game as soon as they are made aware they will require a player. If there is no Division Convenor please reach out to the Director of Youth House League.
 - ii. Division Convenor will ensure that the request complies with the SMGHL call up player rule
 - iii. Division convenor will reach out to the Division Convenor or coaches of the level below to make the request.
 - iv. The Division Convenor of the lower level will reach out to their coaches to advise of this request. Typically the first player to respond will be selected however, in order to allow all players the opportunity to be called up to play at a higher team, the Division Convenors will maintain a list of players who have been called up to a higher team and if there are others

who wish the opportunity, the first player to respond who has not already had the opportunity will be chosen. This will allow ALL players this opportunity if they are interested.

- v. It is likely that there will not be a lot of notice of a player call up request and when the lower Division Convenor reaches out to the coaches, they should provide a timeline in which to respond.
- v. Once a player is confirmed the Division Convenor will provide the name of the player with contact information to the Division Convenor of the higher level team. The Division Convenor of the higher level team will then provide all of the details to the coach requesting the player.
- vi. The coach of the requesting team will need to have the player added to the team's roster in RAMP. The requesting team is required to go into RAMP and make the request for the player. They will require the full name of the player and team they are playing with. Once the request is made the lower-level team must go in and approve the request. It is only after this is completed that the player will appear on the higher-level team's game sheet. **A player not showing on the game sheet is not allowed to play.**
- i. **Short Notice:** There may be circumstances where this process may not be possible given time constraints however, the Division Convenor or the Director of Youth House League should be contacted who will then determine the best way to complete the call up. If for some reason both the Division Convenor and Director of Youth House League are not available, coaches may reach out directly to the other coaches and complete the call up process in RAMP, however, both the Division Convenor and Director of Youth House League should be advised of the details.
- j. If a team has made arrangements for a call up player and your player shows up without advising the coach in advance bringing your team over the 12 player restriction, your player may not be able to play. This is to ensure that it is fair to the player who has been called up who has made arrangements to be there to now not end up playing. In circumstances where you may still have less than 12 players they may be able to play as long as it complies with the 12 player minimum rule.
- k. If the missing player advises you with sufficient time that you can cancel the called-up player, they may be able to play. However, coaches must keep in mind fairness of the player being called up and the commitment they have made to your team.
- l. When a player advises you that they are not able to attend at game, coaches should advise them that should the team require a call up player, that they may not be able to play if their circumstances change. Should their circumstances change and they are able to play the game they should reach out to you as soon as possible so that arrangements can be made to cancel the called-up player. This all should be made clear to players/families.

Section 8: Tournaments

- a. Coaches will need to provide the dates of the tournaments they wish to participate in before **September 1**
- b. Sanctioned tournaments can be found on the OWHHA website under the Tournament tab

- c. The Barrie Sharks Family Day Winter Classic Tournament will be held on Family Day Weekend in February of each year and is **mandatory** for all Barrie Sharks teams. Fees for this tournament are included in registration however, Teams will still need to register when registration opens
- d. If a team does not provide their tournament dates prior to the tournament submission deadline, they will have to choose tournaments that do not conflict with the SMGHL schedule. Rescheduling of games **MUST** be avoided for the purposes of late tournament submissions. Game rescheduling involves other teams and other facilities and may not be easy to do. This needs to be avoided as much as possible and a change may not be able to be accommodated.
- e. U7 – will be allowed to participate in two jamboree/festivals
- f. U9 – pursuant to Hockey Canada any jamboree prior to January 16 must be half ice. We suggest attending at least 1 half ice Jamboree with the other tournament/jamboree after January 16 when teams are allowed to transition to full ice
- g. U9 to U18 – are allowed to enter a maximum of 3 tournaments per season (1 Tournament must be the Family Day Winter Classic)
- h. All players from each team participating must be given the chance to play in each tournament before other players are picked up from other teams
- i. Tournaments may have different rules regarding player call ups and you will need to refer to their rules.

Section 9: Games/Penalties

9.1 Games

- a. All teams should have all of their game codes available at all times
- b. Home teams may need to provide the game sheet code to the timekeeper should they need it. Teams should always check in with the timekeeper at least 10 minutes before the start of the game to ensure they have everything they need
- c. The Home coach will confirm that the curfew is on the electronic game sheet
- d. Refer to the SMGHL League Play Rules for all details regarding games
- e. Where curfew of the game is imminent, the referee will advise the coaches of the imminent curfew and instruct the timekeeper to run the clock to finish the game
- f. No time outs
- g. Home team along with the Division Convenor is responsible to ensure that the score is properly recorded on the electronic game sheet and to report any discrepancies to the Division Convenor within 24 hours after the completion of the game
- h. U7 teams will play with a “**BLUE PUCK**” in all regular and playoff games unless otherwise indicated.
- i. All players **should** receive **equal** ice time

9.2 Penalties

- a. All Game ejection (Game Misconducts, Gross Misconducts, and Match) **MUST** be **immediately** (there is a time limit on reporting these) reported in accordance with the OWHA Discipline Policy and Procedures. This can be found on the OWHA website
- b. Email address to report these penalties is: stats@owha.on.ca. Please ensure you have included all of the OWHA required information
- c. These also need to be immediately reported to your Division Convenor and Director of Youth House League within the same timeline. In addition, it is the responsibility of the head coach to ensure that these are reported to the OWHA following the proper OWHA reporting process
- d. Three Penalties in any Given Game: the minimum suspension for a player who receives three penalties in one game will be ejected from the game.
- e. The Director of House League may assign more games when considering the specifics of the case and if there is a history of game ejection or other information.

9.3 RAMP Team Access

- a. Each coach will be provided with login in information to be able to access their specific Team RAMP website.
- b. This website will provide access to all of game codes and other information
- c. Access is limited to specific items however; coaches should not make any changes in RAMP to names, jersey numbers, staff, schedules etc. This site is mainly to set up your Game Sheet App, obtain your game codes and make player call up requests. Changes to jersey numbers are made in the Game Sheet App.
- d. This website will get linked up to the team rosters for player numbers and team staff
- e. You will need access to this website in order to process player call up requests – Procedure on how to make the call up request will be provided

9.4 RAMP Gamesheets App

- a. Coaches and bench staff should download the Ramp Gamesheets app on their phone
- b. You will need to enter your team code that can be found when you log into your RAMP team access at the top.
- c. Games should populate in the app (this could take some time to update)
- d. Before every game someone, usually the coach or manager will need to go in and complete the game sheet at least 15 minutes before the start of the game. If the game sheet is not completed the game cannot be played.

Section 10: Miscellaneous

10.1 Equipment

- a. Each team may borrow pucks, pylons and goalie gear from the office. A deposit will need to be paid
- b. Please attend at the office during regular business hours to pick up these items and pay the required deposit. Business hours can be found on the BWA website.

10.2 Complaints/Concerns

- a. Parents must be made aware of the BWA Code of Conduct and complaint process

10.3 SMGHL**SCHEDULE:**

- a. Will be released once completed
- b. Season set to start first weekend of October
- c. All coaches and staff should be familiar with the SMGHL rules and ensure that everyone is aware of the process related to cancellation of games etc.

CHAMPIONSHIPS:

- a. Takes place after the final weekend of regular game play
- b. Attendance is mandatory for all SMGHL teams
- c. You will be provided the details regarding this day once they have been finalized
- d. Teams will play up to a maximum of two games

Links

U7 – pathway <http://owha.on.ca/content/u7-program>

U9 – Pathway <https://owha.on.ca/content/u9-program>

OWHA – <https://www.owha.on.ca>

BWA – <https://www.bwa.ca>