



# London Devilettes Operating Rules and Regulations

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# Operating Rules and Regulations

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## *RESOLUTIONS OF THE LONDON DEVILETTES GIRLS HOCKEY ASSOCIATION OPERATING RULES AND REGULATION*

*PLEASE NOTE: All playing rules in the London Devilettes Girls Hockey Association ("LDGHA") will largely mirror those adopted by the Ontario Woman's Hockey Association ("OWHA"), with further modifications as prescribed and endorsed by the Devilettes Association*

### Hockey Operations – Team Formation and Structure

#### Registration

Each player must submit a registration application form properly completed and accompanied by registration fees as determined by the LDGHA. **All registration fees must be paid in full prior to the beginning of the season unless previous arrangements have been made with the Treasurer.**

#### House League Teams

For the House league team selection, the respective Director(s) in addition to the Convener(s) shall be empowered to develop an "equalization system" to be used to place players on House league Teams in their respective division(s). Players who are properly registered will be notified of the first ice time location for their particular age grouping. The respective Director or Convener with no less than thirteen (13) players per team and no more than seventeen (17) players per team will establish House league rosters. Where registration figures do not support this number of players, the respective Director shall determine the number per team, subject to ratification by the Board of Directors. All House league teams must strive to use three forward lines and two sets of defensemen as a minimum where numbers warrant. House league teams operating under the auspices of the London Devilettes are considered to have completed their season the day following the House League Championships. Any deviation from this requires the approval of the Board.

#### Competitive Teams

1. The London Devilettes will run Competitive teams in all divisions where numbers justify their existence. The creation of competitive teams will be based on 17 players per team, given registration numbers. Any change in numbers that dictates a requirement to remove or add a team(s), will be presented the next earliest LDGHA Board meeting and approved by the LDGHA Board of Directors.
2. Where the Bench Staff, exclusive to board vetted and approved coach(es) and/or certified trainer, to a maximum of 5, of any competitive team is a non-parent, meaning they have no daughter, step- daughter or ward on the team, the team will budget a minimum of \$500 to offset their receipted travel expenses. The total allowable receipted travel expenses will not exceed \$2,000 in charges to the team. Receipted travel expenses greater than \$2000 is permissible subject to board approval and will be available for a financial subsidy from the association. The maximum reimbursable amount, in total, will not exceed \$1,500 per coach. Receipted travel expenses are limited to the following:

- 1) Out-of-town mileage at the prescribed CRA rate only to destinations outside the city limits. The prescribed CRA rate can be found at: [Automobile allowance rates - Canada.ca](http://Automobile%20allowance%20rates%20-%20Canada.ca).

- 2) Receipted hotel accommodations.
- 3) Receipted meal and food costs to a maximum of \$50/day. Note: Alcohol is excluded. Suggested meal rates: Breakfast \$10; Lunch \$15; Dinner \$25.

No travel expenses will be reimbursed without supporting documentation and all claims must be submitted to the team treasurer by using the associations mandated travel and expense form. This form can be found on the website under the coaches' portion of Policies and Forms. All claims must be retained by the team treasurer until final board approval has been issued following the end of season. Association subsidies to the team, amounts greater than \$2000, will be reconciled on the annual team invoice. All records to support the subsidy issued must be made available to the treasurer for review if requested. At any point in time should the required non-parent coaching costs exceed the available team funds available a request for a team advance can be submitted directly to the treasurer for consideration. All funds advanced and not receipted need to be returned to the association at time of account closure. The Intermediate AA (Junior Team) is exempt from this provision.

3. Competitive teams operating under the auspices of the London Devilettes are considered to have completed their season the day following the OWHa Provincials or Easter Monday, whichever occurs later. Any deviation from this requires the approval of the Board.
4. Head Coaches, trainers and managers cannot hold the duties of the other fulltime positions on the team or serve as a coach, trainer or manager for more than one team in the LDGHA. In other words, a Head Coach cannot be at the same time, the team's trainer or manager. Similarly, a manager cannot be at the same time, the team's trainer or Head Coach. Only in the event of an absence due to circumstances beyond control, can the latter positions may temporarily be filled by one of the other. Head Coaches should utilize parent volunteers for these positions.
5. All teams shall have two signing authorities on all banking transactions. These authorities cannot be related, in other words a Coach and a coach's spouse cannot be the two that share the signing authority.

## Sponsors

Teams are encouraged to seek out their own sponsors. Teams may not, however, solicit the same sponsors as those with whom the Director of Sponsorship has engaged. Teams should consult the Sponsorship and Logo limitations under the Association documents portion of the website for further sponsorship information.

## Coaches, Trainers and Staff

1. All LDGHA Head Coaches must attain the required Level to Coach (N.C.C.P. certification) by division in order to sign an OWHa card. All Girls Representative and House league Trainers must receive C.H.A. level certification prior to being carded. LDGHA recommends that certified female trainers be part of the coaching staff where possible. It is mandatory that each team designate a "Bench Mom" (female) as part of the coaching staff if there are no other females on the coaching staff.
  2. To promote volunteers to coach at all levels, the Devilettes will pay for 100% of the cost of taking the Coach 1 (HL), DS1 (Competitive) and (HP1) (Competitive) for Head Coaches. For non-head coach staff, 1/2 of the cost of taking these courses will be reimbursed. Staff would be required to get PRIOR approval from the HL/Competitive Director before taking the course with the expectation of being reimbursed. Approved payments would only be made after the completion of the course (class and practical requirements met). I.e. if you are required to be "certified" to coach, a "trained" status will not suffice for request for reimbursement. 50% of the fees required to take NTCP Level 1 trainer's course will be reimbursed. Documentation of successful completion of the course will be required. Speak out or any other respect in sport compulsory on-line course will NOT be reimbursed.
  3. No individual may be the head coach on more than one Devilette team at any one time.
- LDGHA Rules Revised Aug 2019 S.Milne/E.Aarts/J.Speiran/P.Nolan/M.Facchin

4. An Intermediate Level Coach certification is suggested for PeeWee competitive and above.

### On-Ice Volunteers

Coaches are allowed to engage additional on-ice volunteers to assist with practices. However all volunteers must be approved by the appropriate Director and the Head Coach must submit the name of the volunteer and their role at practice to the appropriate Director. The Director must approve the practice plan and the participation of the on-ice volunteer and will then notify the Head Coach of said approval. All on-ice volunteers must be registered and insured on an OWHA registration form. Volunteers not registered with OWHA for the current year do not carry the proper insurance to be on the ice with OWHA registered players and could make void insurance coverages in the case of an injury to a player. All on-ice volunteers must comply with all on-ice conditions of the LDGHA including wearing a helmet and having the appropriate skates and gloves for their on-ice role. Under no circumstances does the LDGHA permit males under the age of 18 on the ice, nor are they permitted to be registered with OWHA. Females who are registered with the OWHA and London Devilettes are allowed on the ice but are required to wear Full equipment when doing so.

### Equipment

1. It shall be compulsory for all players in the Association of Devilettes to wear equipment approved by Hockey Canada.
2. Players registered in the LDGHA playing hockey or practicing under the direction of the LDGHA, must be dressed in the following approved hockey equipment: helmet - CSA approved, face mask - CSA approved, throat protector - BNQ approved, shoulder pads (chest protector), elbow pads, shin pads, hockey gloves, pelvic protector ("Jill"), hockey pants, hockey jersey, hockey socks and skates. Mouth guards are strongly recommended.
3. All team officials participating in on-ice activities must wear a CSA hockey approved helmet. Trainers or any other team official attending to an injured player are considered exempt from this rule. Chin straps on the helmet must be fastened.
4. All equipment paid for and owned by the LDGHA will be managed by the House League Equipment Convener.

### Suspensions

1. Suspension decisions will be handled by:
  - a) The Vice-President of Operations.
  - b) Coaches in regard to players in consultation with the respective Convener.
2. A player/member of the coaching staff may be suspended for infractions during, prior to or after any game or practice.
  - a) For disrespect or abuse to any Board member, Devilette member, parent, player, officials or arena staff.
  - b) For unsuitable conduct on or off the ice.
  - c) For stealing property belonging to others.
  - d) For destroying or mishandling property belonging to others.
3. A member of the coaching staff may be suspended for just cause by the Vice-President of Operations.

4. All suspensions in the LDGHA must be reported to the designated Convener and to the Vice-President of Operations.

## Penalties

For all penalties, the LDGHA will abide by OWHA and CHA rules. The LDGHA reserve the right to add additional games to any offence.

## Protests

1. Protests for House League games will be entered on the game sheets and a letter submitted to the Convener within 24 hours. The receiving Convener in the association along with the Vice-President of Operations and one additional Board Member will render a final decision within 48 hours.
2. Competitive teams will follow OWHA rules.
3. Protests which deal with a referee's rulings will not be accepted, unless rule interpretations are involved.

## Appeals

Suspensions as per the OWHA Rules cannot be appealed.

## Communications to OWHA and LLFHL

1. Only the President and/or delegated Board Members can issue a formal communiqué for the LDGHA to either the OWHA or LLFHL.

## Injuries

When injury prevents a player from continuing in the game or practice, the coach or manager will fill out an injury report form and return it to their respective Convener within 24 hours, which then must be forwarded to the Vice-President of Operations. Return to play will be determined following Hockey Canada Return to Play Guidelines.

## Use of Ice Time

1. In House League, if allocated ice time is not going to be used, the coach or manager shall notify the House League Division Director a minimum of 72 hours prior to the scheduled time.
2. In the competitive program, the policy regarding ice allocation and times will be reviewed on a yearly basis. Unused ice shall be made available in as equitable a manner as possible to competitive teams and to House League teams. The Ice Convener must be given at least 72 hours notice of unused ice.
3. All ice purchases will be purchased through the LDGHA ice convener and paid for by the LDGHA. If any costs for extra ice incurred after the allotted ice is given to a team this will be billed and paid for by the team that has requested the extra ice
4. Non-contracted ice used by any team will not be paid for by the LDGHA without the prior approval of the

## Vice-President of Operations.

### Development

The LDGHA strongly believes in the development of our players. To this end we have two streams of development:

#### 1. House League

House League development is open to all house league players and will be available on a regular basis during the regular season. Time(s) and place(s) will be determined by the Development Director, in consultation with the House League Director and Ice Convener. This development is recommended, but optional.

#### 2. Competitive

Competitive development is mandatory for all teams. Development will take place every other week during one of their regular practice times. There shall be a minimum of 8 player development sessions and 4 goalie development sessions. Coaches may choose to continue beyond the minimum. All development sessions shall end by mid-January and will be pre-scheduled by the competitive director. Development providers must be selected from a list of LDGHA Board-approved vendors to set-up development programs to include: power skating, skill development, shooting, goaltending, etc. Coaches must build the \$1000.00 annual cost into their team budgets. The cost of development is pre-arranged with the Board-approved vendor. Any questions or clarification or issues during the season should be forwarded to the Development Director.

### Adults in Dressing Room

All Devilette teams, both competitive and house league, will have at **least two adult females** (non-playing) as members of the coaching/managing staff to participate in all games (as per OWHA Regulations). Male coaches cannot enter dressing rooms until they have been given clearance by at least one of the designated adult females, and **both females must be present** in the dressing room while any male coach is also present. All dressing room supervisors will require to have updated vulnerable screening.

### Tournaments

1. All teams in the LDGHA entering Tournaments must provide notification to their Convener of all tournaments, upon acceptance. The Conveners will then pass this information along to the Vice-President of Operations and Ice Convener.
2. The Association will advance tournament fees at the request of teams until such time as a team fund has been established. These fees will be billed by the Treasurer and must be reimbursed to the LDGHA by the team.

### House League Specific Rules

1. House League players will be graded and drafted to produce balanced teams and movement of players from team to team may take place up to December 1, if required.
2. House League teams will operate on the basis of **EQUAL ICE TIME PER PLAYER** on the following MANDATORY basis:
  - a) Double shifting of any player is prohibited except that an injured player be replaced by the player of the same position from the immediately preceding shift.
  - b) INITIATION PROGRAM/NOVICE HOUSE LEAGUE: Season will start with a 2-minute buzzer for shift changes. Through discussion with coaches and convener, Novice teams may move to no buzzers as the season progresses, in which case rule c) below will apply.



- c) All players are to be given equal ice time (with the exception of one goal tender per team). This rule shall be strictly enforced and violations shall result in a loss by default **(5 - 0)** for the team violating this rule. When teams are playing with less than 10 skaters, double shifting of players will be in rotation so that all players are double shifted.
  - d) ATOM AND ABOVE HOUSE LEAGUE: No buzzer. All players are to be given ice time of a fair basis and as close to equal ice time as is possible in any game situation including play-offs.
3. No intentional checking will be played in all divisions.
  4. Girls should be ready 15 minutes before scheduled start time so coaches will have time for a pre-game meeting.
  5. The “home” team is responsible to supply the game sheet and a timekeeper. The “visiting” team is responsible to supply a scorekeeper and verify referees are present twenty minutes prior to game time start.
  6. All games will be two 10 minute and one 15 minute stop time periods or 50 minutes curfew.
  7. It is the “home” team coach's duty to assure that the game sheet is submitted to the Convener.

## Competitive Specific Rules

1. Players wishing to try out for a Competitive team must be registered with the LDGHA with no outstanding monies owing. Players from other OWHA associations must present a “Permission to Skate” form or a “Player Release” form before being allowed onto the ice.
2. Players must try out for their age appropriate level/division. Exceptional status *may* be given to an individual player who meets all of the following:
  - Is, at minimum, of 2<sup>nd</sup> year Bantam age, and intends to try out for the Intermediate AA (Juniors) team.
  - Is identified as exceptional by their coach(s) in consultation with the Competitive Director
  - Is given approval by a meeting of the LDGHA Board of Directors
3. Registration and travel costs to tournaments are not the responsibility of the LDGHA. The maximum number of players on Competitive teams will be limited to 15 skaters and 2 goaltenders. An increase or decrease in this number will only be allowed with permission from the Competitive Director and the Vice-President of Operations.
4. The Devilette uniform for competitive teams is comprised of a red helmet, “Devilette” forest green pants, and game socks with the standard Devilette colour pattern. Goaltenders are exempt. Off-ice team apparel worn for warm-ups and prior to team games, tournaments etc., shall consist of Devillettes approved black jacket, and black pants. The Devillettes logo-crest shall be on the jackets, but is optional on the pants. Teams shall not put jersey numbers on warm-up attire so that it may be re-used by players the following year, and at the same time to discourage ‘ownership’ of a number and promote ‘team’ focus instead. Any other team clothing (i.e., sweatshirts, team shirt) used for warm-ups and prior to team games and tournaments must follow the approved team apparel logo and color coding. Spirit wear (clothing not worn during warm-ups, prior to team games, tournaments, etc., designed more as ‘fan-wear’) is exempt from color and number restrictions, however Logo and name usage are prohibited under the LDGHA Trademark, without prior approval from the Devillettes
5. The LDGHA Trademark is defined as the club logo, the words “London Devillettes” and/or “Devillettes” and/or “London Rep Hockey” and/or “London Devillettes Girls Hockey Association/Club” and/or “LDGHA” and/or any portion of the above components, which would suggest an affiliation with LDGHA.



6. All team apparel must be purchased through the approved supplier of the LDGHA.
7. The Head Coach is ultimately responsible for the implementation of the entire apparel policy. Failure by the head coach to comply with this policy will result in immediate suspension from all team activity and possible termination as head coach, as determined by the Board.
8. The penalty for violation of this policy will be a fine equal to 200% of the purchase price of equivalent LDGHA sanctioned apparel. This penalty will be levied toward the team, and will remain with the team until the fine is paid. Failure to pay the fine will result in alterations to ice allocations and/or suspensions. Exceptions to this policy may only be granted by the LDGHA executive.
9. All LDGHA teams must adhere to this apparel policy.
10. OWHa sanctions are required in order for Devilettes teams to play teams from non-OWHA associations, as well as teams from the USA, regardless of whether games are in Canada or the USA.
11. Players may not move from one Competitive team to another within the Association without the written approval of the Vice-President of Operations and the Coach of the team that they are leaving.
12. Under no circumstances may a Coach approach or invite a player from another Devilettes team, either Competitive or House League, to join their roster. This is viewed as in-house tampering and the offending coach will be suspended indefinitely pending a hearing to determine whether he/she will continue to coach in the LDGHA. Coaches wishing to add a player to their roster must follow the procedures as outlined above.
13. The occasional use of a player from another team in either games or practices will follow call-up rules as prescribed by the OWHa and LLFHL.
14. Managers or Treasurers of Competitive teams will be required to send to both the parents on the team and the LDGHA Treasurer a copy of their initial budget at the beginning of the season (no later than October 31) plus updated financial statements on January 1st and at the end of the season (no later than April 30).
15. The London Devilettes considers the first day following the September Labour day holiday as the start of the season, and as such the start of the regular season. As such, no team shall hold regular on-ice practices before that start date.
16. Each year the London Devilettes sign a contract with the City of London for minor hockey ice. Teams are given ice time up to an including participation in LLFHL Playoffs, Provincials Playdowns or Provincials. Any ice purchased by the team after the end of the City contract is at that team's expense. The LDGHA will support competitive teams that are competing in the Provincial Championships. Two practices per week will be supplied to these teams in the weeks following the end of the City contract and before the Provincial championship. Any further ice or other costs (i.e., referees for exhibition games) are at the team's expense.

### **Player Movement**

To attract and retain players, LDGHA offers all competitive teams from Novice A to Intermediate AA ("Juniors") two practices per week. As described above, we have also implemented a development program so that each player is receiving professional development sessions as part of their normal practice sessions. This development has been recognized by other associations and has helped make London a first choice as a place to play for surrounding London areas. In the interest of fairness, LDGHA has created import rules governing player selection.

## Import Rules Governing Player Selections

The definition of an 'import player' is a player who does not reside in London AND was not on a London Devilettes roster during the previous season. Both conditions must apply.

Any London resident player who left and returns to LDGHA will not be classified an import player and will be eligible to try out at any level within their applicable age category.

A maximum of two (2) releases per player will be allowable commencing January 1, 2017. After two (2) releases, the player is not allowed to rejoin the organization unless agreed upon by the board.

## Import Quota by Level and Team

Level/Teams	Import Player Rule	Rationale/Notes
Novice and Atom (All teams)	Open (No import player restrictions)	Growth of game and LDGHA
PeeWee AA and PeeWee A (All Teams)	Open (No import player restrictions)	Growth of game and LDGHA & import of high level competitive players into the LDGHA at the PeeWee AA and A levels.
PeeWee BB and PeeWee B (All teams)	Closed (No import players)	Provide opportunities for LDGHA players to play/develop in competitive level hockey without excessively taking players from smaller local organizations at the BB & B levels
Bantam AA (All Teams)	Maximum of 4 import players	Maximize opportunities for Devilettes players to pursue highest levels of women's hockey. Minimum 70% of team to be Devilettes players
Bantam A (All teams)	Maximum of 3 import players	Maximize opportunities for Devilettes players to pursue highest levels of women's hockey. Minimum 75% of team to be Devilettes players
Bantam BB and Bantam B (All teams)	Closed (No import players)	Provide opportunities for LDGHA players to play/develop in competitive level hockey without excessively taking players from smaller local organizations at the BB & B competitive levels
Midget AA (All Teams)	Maximum of 4 import players	Maximize opportunities for Devilettes players to pursue highest levels of women's hockey. Minimum 70% of team to be Devilettes players
Midget A (All teams)	Maximum of 3 import players	Maximize opportunities for Devilettes players to pursue highest levels of women's hockey. Minimum 75% of team to be Devilettes players
Midget BB and Midget B (All teams)	Closed (No import players)	Provide opportunities for LDGHA players to play/develop in Competitive level hockey without excessively taking players from smaller local organizations at the BB & B levels
Intermediate AA "Junior"	Maximum of 4 import players	Maximize opportunities for Devilettes players to pursue highest levels of women's hockey. Minimum 70% of team to be Devilettes players
Senior (All Teams)	Open (No import player restrictions)	Provide opportunity for Senior women's hockey

A maximum of two (2) releases per player will be allowable commencing January 1, 2017. After two (2) releases, the player is not allowed to rejoin the organization unless agreed upon by the board.

## Competitive Team Selection

Public tryouts typically start in April or the beginning of September, as decided by the Board of Directors each season. The Intermediate AA team will hold tryouts immediately following provincials. Any Midget or Bantam registered player within the LDGHA requires a Permission to Skate (PTS) to skate with any team other than the Devilettes. The LDGHA encourage all players to play at the top level of hockey that they possibly can. Along with having fun, we want to put on the ice the most competitive teams at every level of play.

***Please note that the Intermediate AA team (juniors) is exempt from the rest of the policy in this Competitive Team Selection section.***

### Injuries

If a player is injured and unable to attend tryouts, they must show a doctor's note, at the first tryout. At the discretion of the coach, the player may be granted a spot on the team based on the coach's evaluation of the player. Collection of all injury data will be secured and retained on file. A doctor's note will be required prior to return to ice.

### Tryout Process

Coaches have approximately up to 6 tryouts, including designated LDGHA try out ice times and exhibition games to pick their teams. Player selection will be based on each player's ability, knowledge of the game and attitude. It is recommended that all players should be at all tryouts to have the best opportunity to make the team. If a player has a conflict and cannot attend a try-out session, discussion with the head coach is necessary and it is then up to the coach, whether the player is still eligible for try-outs if she misses.

Coaches are required to use a minimum of 2 outside evaluators and 2 on-ice helpers (with no conflict of interest with that team). A list of these personnel must be made available to the Competitive Director, prior to the 1st try out period. If a coach cannot find evaluators or on-ice help, they must contact the Competitive Director and the LDGHA will provide them. All Coaches are responsible for finding on-ice instructors for tryouts, but they may not utilize anyone under the age of 18 unless they are Devilette players. If Devilette players are used, they must not be in the same or younger division level. Coaches can request to use the evaluation forms provided by the LDGHA in order to present a fair and seamless team selection process. Please contact the Competitive Director if you would like a form.

### Competitive Player Ice Time

(The Intermediate AA team is exempt from the following policy)

At the Competitive League level, it is the responsibility of the Coaching Staff to provide fair ice time to all team players throughout the course of the entire season. It is also the responsibility of the Coaches to raise the skill level of all players on the team. No Player should miss more than two shifts simultaneously with the exception of injury, discipline or on a voluntary basis for any reason. Goaltenders will split ice-time equally by either playing half-games or alternating games. Any absences from games, for example, due to injuries, sickness, suspensions and vacations (but not limited to the foregoing examples) will not justify any additional effort to provide fair ice time.

Note that with Bantam, Midget and Intermediate divisions tier 1 teams, specialty teams can be formed keeping in mind that all players should be taught these skills and used whenever possible in game situations. In the short-term, fair ice time will be affected by penalties, injuries and general games conditions that do arise. In the longer term or over the course of the entire season, it is the responsibility of the Coaches to keep ice time as fair as possible for all. As the Coaches have a responsibility to the Players so too do the Players have a responsibility to their Coaches and Teammates. The LDGHA has zero tolerance for Coaches violating fair ice time.

## Team Meetings

All coaches must hold an initial team meeting with players and parents. During this meeting, the coaches should clearly establish their objectives, expectations and team rules for the season. It is essential that players and parents have a clear understanding of the coaches' expectations regarding behavior and team rules, and the consequences should any breaches occur. The coaches should also outline a list of proposed tournaments for the parents to consider (if applicable) and provide a proposed budget (if applicable) for the parents to review. Concurrence from the parents regarding the team budget and proposed tournaments by a simple majority vote is required, except for the Intermediate AA team.

## Discipline

When a concern is identified regarding any coach, manager, trainer, player, parent or official connected with any team, the London Devilettes complaint process will be followed.

### 1. When the concern does not involve a breach of the London Devilettes Code of Conduct.

In matters where conflict has arisen between players/coach/parents, the concern needs to first be raised with the head coach to reconcile the matter at the team level.

When a player has broken a team rule or displayed inappropriate behavior, corrective action may be necessary. Removal of ice-time from a player for disciplinary reasons is permitted as an effective method of discipline a coach can use. The discipline applied should be consistent with that outlined at the initial team meeting. This MUST be applied fairly & consistently for all players on the team regardless of ability. Where the infraction involves disruptive behavior during practices the coach should discuss the incident and the impending disciplinary action with the parent(s) involved prior to the removal of the ice-time. This will give the parent(s) an opportunity to participate in correcting the behavior as well as give the parent's fair warning that their child will be missing ice-time in an upcoming game. Should disruptive behavior occur during a game, the coach may take immediate disciplinary action. Should future incidents occur, and the behavior not be corrected, further progressive discipline will result including game suspension(s) and possible removal from the team.

If attempts to reconcile the matter at the team level have failed, the individual needs to contact the Competitive Director (if the conflict involves a competitive team), or House League Director (if the conflict involves a house league team) or, in the instance of a conflict of interest, the Vice President. The Competitive Director/House League Director or Vice President will contact the complainant to discuss the issues and next steps. Should the concern require involvement of the head coach, the Competitive Director/House League Director or Vice President will meet with the parents and the coach to come to a resolution.

### 2. When the concern involves any breach of the London Devilettes Code of Conduct.

Download and complete the complaint form from the website and submit to the Discipline Committee. Contact information for the Committee shall be posted on the Association website. Each year after the Annual General Meeting, the President will form a Discipline Committee. The Board of Directors must accept or reject the recommendation for the Committee membership by a majority vote. If the Board of Directors rejects the recommendation, the Vice-President shall propose the membership for the Discipline Committee. If the Board of Directors rejects the recommendation, the Secretary shall propose the membership. The Committee shall comprise at least 3 members. It must include at least 2 members of the Board of Directors and may include any number of Association members. Any member of the Committee determined to be in a conflict of interest for any issue will be replaced for that issue only by another member of the Board of Directors, as appointed by the President. If the President is in a conflict situation, the Vice-President will appoint the replacement member. If the Vice-President is in a conflict situation, the Secretary will appoint the replacement members.

Selected members of the Discipline Committee will interview the complainant to determine whether the complaint requires further investigation. If so, the person the complaint is filed about (the defendant) will be interviewed by members of the Discipline Committee and further investigations/interviews will be held as required. When an interview is conducted, all committee members will be notified and there should be no less than three members in attendance at the interview with at least one of the three being the Vice President, President, or Competitive

Director/House League Director.

If the investigating committee members determine that no disciplinary action is required, the findings will be documented, recommendations will be presented to the Discipline Committee, and if accepted the findings will be sent to the complainant and the defendant. If not accepted, the board will determine a final decision.

If the investigating committee members determine that disciplinary action is required, the investigating committee members will determine suitable disciplinary action and make recommendations to the committee. If accepted by the committee, the findings will be sent to the complainant and the defendant. If not accepted, the board will determine a final decision. All disciplinary matters are reported to the board.

Discipline for actions by parents or guardians shall be dealt with in isolation and shall not include suspension of the child or player of the parent or guardian except in extreme circumstances and only as a last resort.

### **Provincial Championships**

For any LDGHA competitive team that has claimed an OWA Provincial Championship, the LDGHA will subsidize a portion of the purchase of OWA Provincial Championship merchandise. The actual amount subsidized will be reviewed on a yearly basis. Purchases will be limited to the players, Coaching staff and other team staff with Board approval.

### **Coaches Selection Committee**

The LDGHA Competitive Coaches Selection committee shall be responsible for the establishment of the qualifications required of coaches, and recommending coaches for the Associations Competitive Program to the Board.

#### **1. Composition**

- At least one person with significant coaching experience who is not a member of the association.
- two (2) directors who are not members of the Executive Committee
- the Competitive Director
- the Director of Player Development
- any such persons that the Board may deem appropriate( generally 5 or 6), provided they are not in conflict of interest as outlined in 2 below

#### **2. Conflict of Interest**

No member of the Executive Committee or the Competitive Coaches Selection committee may be involved in the selection of coaches with respect to the teams for the age level at which the member wishes to coach at or the member's daughter(s) seeks to play at.

A Director or other Active Member shall declare that he/she has a conflict of interest wherever they or one of their family members is directly or indirectly involved in a matter before the committee/Board of which they are a member. If said Director or active Member does not declare a conflict, another Director or Active Member has the discretion to declare said person in conflict with proof and approval of the Board of Directors, by silent ballot.

Once a conflict of interest has been declared, said Director or member shall withdraw from the meeting while discussion and voting takes place on the meeting in question.

## RULES OF DEPORTMENT

To foster reasonable behavior, enhance sportsmanship and to make competition a developmental experience, the LDGHA requires its players and parents to meet minimum standards of deportment. **All coaches in the LDGHA are required to sign a copy of our Coaches Contract and abide by the rules contained therein.**

### General Responsibilities

All Individuals have a responsibility to:

1. Maintain and enhance the dignity and self-esteem of all Individuals by:
  - a. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
  - b. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
  - c. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
  - d. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
  - e. Consistently treating individuals fairly and reasonably;
  - f. Ensuring that the rules of girls' hockey, and the spirit of such rules, are adhered to.
2. Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behavior that constitute harassment include, but are not limited to:
  - a. Written or verbal abuse, threats or outbursts;
  - b. The display of visual material which is offensive or which one ought to know is offensive;
  - c. Unwelcome remarks, jokes, comments, innuendos or taunts;
  - d. Leering or other suggestive or obscene gestures;
  - e. Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
  - f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
  - g. Any form of hazing;
  - h. Unwanted physical contact including touching, petting, pinching or kissing;
  - i. Unwelcome sexual flirtations, advances, requests or invitations;
  - j. Physical or sexual assault;
  - k. Behaviors such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment; or
  - l. Retaliation or threats of retaliation against an individual who reports harassment.
  - m. Any of the latter that is disseminated through the use of media, including but not limited to: Online social media, texting, online forums, online chatrooms, blogs, etc.
3. Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
  - a. Sexist jokes;
  - b. Display of sexually offensive material;
  - c. Sexually degrading words used to describe a person;
  - d. Inquiries or comments about a person's sex life;
  - e. Unwelcome sexual flirtations, advances or propositions;
  - f. Persistent unwanted contact;



g. Sexual assault.

4. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
5. In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with LDGHA events.
6. Respect the property of others and not willfully cause damage.
7. Respect and understand that Cellphones, Cameras are not permitted in change rooms
8. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. Comply at all times with the Constitution, Bylaws, policies, rules and regulations of the LDGHA, as adopted and amended from time to time.
9. Adhere to all Federal, Provincial, Municipal or host country laws.

## Coaches

In addition to the General Responsibilities listed above, **Coaches** have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will at all times:

1. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment;
2. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes;
3. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes' medical and psychological problems;
4. Under no circumstances provide, promote or condone the use of drugs or performance-enhancing substances;
5. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise;
6. At no time engage in an intimate or sexual relationship with an athlete of under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over the athlete.
7. Where an athlete has qualified for a training camp, provincial team, national team, etc., the Coach will support the program, applicable coaching staff and the LDGHA.
8. Give athletes the opportunity to discuss and contribute to proposed training and performance standards as appropriate. Provide athletes and the parents/guardians of athletes who are minors with the information necessary to be involved in the decisions that affect the athlete as appropriate;
9. Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach;
10. Act in the best interest of the athlete's development as a whole person;
11. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy); informed participation and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.
12. Act reasonably when scheduling games and practices taking into consideration young athletes have other interests and obligations.



13. Teach athletes to play fairly and to respect the rules, officials, opponents and teammates.
14. Ensure all athletes receive equal instruction, discipline, support and appropriate fair playing time.
15. Remember that children play to have fun and encourage confidence in them.
16. Ensure that equipment and facilities are safe and match the athlete's age and ability.
17. Act generously with praise and set a good example.
18. Not place themselves into a position where they are alone with an athlete, therefore ensure another coach or parent is present at all times when meeting with an athlete.
19. Obtain proper training and continue to upgrade coaching skills.

## Athletes

In addition to the General Responsibilities listed above, **Athletes** will have additional responsibilities to:

1. Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
2. Participate and appear on time in all competitions, practices, training sessions, events, activities or projects.
3. Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons.
4. Adhere to the LDGHA's rules and requirements regarding clothing and equipment.
5. Play hockey because they want to, not because others or coaches require it.
6. Play by the rules of the LDGHA, hockey and in the spirit of the game.
7. Control their temper and refrain from fighting.
8. Be a true team player.
9. Take into consideration that winning is not everything – that having fun, improving skills, making friends and doing their best are very important.
10. Respect coaches and officials as they are there to support and help the athlete.
11. Act as an ambassador of the game of hockey and conduct themselves in a manner that reflects such a position.

## Parents/Guardians and Spectators

In addition to the General Responsibilities listed above, **Parents/Guardians** of Individual and **Spectators** will:

1. Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence;
2. Condemn the use of violence in any form;
3. Never ridicule a participant for making a mistake during a performance or practice;
4. Provide positive comments that motivate and encourage participants continued effort;
5. Respect the decisions and judgments of referees, and encourage athletes to do the same;
6. Never question an officials' judgment or honesty.
7. Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm from the sport of hockey;
8. Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers who give their time to the sport of hockey;
9. Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians or other spectators.
10. Never force their daughter to participate in the sport of hockey.
11. Remember that their daughter plays the sport of hockey for her enjoyment.
12. Teach their daughter that doing one's best is as important as winning so that their child will never feel defeated by the outcome of a game.
13. Ensure that their daughter feels like a winner every time by offering praise for competing fairly and hard.
14. Support all efforts to remove verbal and physical abuse from the game of hockey.

## Implementation Process

All parents and athletes must complete, sign and submit the applicable Code of Conduct and Ethics Forms in order to complete their registration process with LDGHA. Athletes will be prohibited to be registered or evaluated by the LDGHA if the Pledge Forms have not been completed, signed and submitted.

Coaches and all team management personnel must complete, sign and submit the applicable Code of Conduct and Ethics Forms in order to complete their registration process with LDGHA. Coaches and team management will be prohibited to act as a LDGHA Coach or team manager prior to completing, signing and submitting the Form.

At the commencement of each season, each LDGHA team will be required to have a meeting with all management, parents and players to review the LDGHA Code of Conduct and Ethics and reiterate that the expectation of the LDGHA is one hundred percent (100%) compliance. The meeting will cover the following:

- a) Detail the objectives for the year
- b) Outline the teams expectation
- c) Lay out the consequences
- d) Explain the team's responsibilities
- e) Explain LDGHA's responsibilities

**In the event that a parent, coach, athlete or team manager does not sign their Pledge Form, such individual is still subject to this Code of Conduct and Ethics.**

## LONDON DEVILETTES GIRLS HOCKEY ASSOCIATION CODE OF CONDUCT FORM – COACHES/TRAINERS AND OTHER BENCH/ICE PERSONNEL

1. LDGHA is committed to providing an environment in which all individuals are treated with respect and to ensure a safe and positive environment within LDGHA programs, activities and event, by making all individuals aware that there is an expectation of appropriate behavior, consistent with the mission, vision, values and Code of Conduct and Ethics of the LDGHA at all times.

2. Further, the LDGHA supports equal opportunity and prohibits discriminatory practices. Coaches associated with the LDGHA are expected to conduct themselves at all times in a manner consistent with the LDGHA Code of Conduct and Ethics.

3. Conduct that violates the LDGHA Code of Conduct and Ethics may be subject to sanctions pursuant to the LDGHA policies related to discipline and complaints.

4. In consideration for my appointment as a coach within the LDGHA, I acknowledge and agree to the following:

a) I have received a copy of the LDGHA Code of Conduct and Ethics or have been privy to a copy posted on the LDGHA website, and have read, understand and agree to abide by its terms and condition.

b) I will act in accord with the LDGHA Code of Conduct and Ethics as a condition of my role with LDGHA.

c) I will not retaliate against any individual, team or the LDGHA for raising a compliance issue against me with respect to the LDGHA Code of Conduct and Ethics.

d) I understand that any violation of the Code of Conduct and Ethics may result in corrective action and/or disciplinary action up to and including termination.

e) I understand that my failure to cooperate in a compliance investigation or hearing can be grounds for termination.

f) To abide by the policies, rules and regulations of the LDGHA.

### Acknowledgement

5. I acknowledge that I have read this Pledge Form in its entirety and that I have executed this agreement voluntarily.

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Print Name of Head Coach

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Signature of Head Coach

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Print Name of Assistant Coach

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Signature of Assistant Coach

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Print Name of Assistant Coach

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Signature of Assistant Coach

\_\_\_\_\_  
Print Name of Trainer

\_\_\_\_\_  
Signature of Trainer

\_\_\_\_\_  
Print Name of Bench Staff Member

\_\_\_\_\_  
Signature of Bench Staff Member

## LONDON DEVILLETES GIRLS HOCKEY CODE OF CONDUCT FORM – PLAYERS/PARENTS/VOLUNTEERS

1. LDGHA is committed to providing an environment in which all individuals are treated with respect and to ensure a safe and positive environment within LDGHA programs, activities and event, by making all individuals aware that there is an expectation of appropriate behavior, consistent with the mission, vision, values and Code of Conduct and Ethics of the LDGHA at all times.
2. Further, the LDGHA supports equal opportunity and prohibits discriminatory practices. Athletes associated with the LDGHA are expected to conduct themselves at all times in a manner consistent with the LDGHA Code of Conducts and Ethics.
3. Conduct that violates the LDGHA Code of Conduct and Ethics may be subject to sanctions pursuant to the LDGHA policies related to discipline and complaints.
4. In consideration for my acceptance as an athlete within the LDGHA, I acknowledge and agree to the following:
  - a) I have received a copy of the LDGHA Code of Conducts and Ethics or have been privy to a copy posted on the LDGHA website, and have read, understand and agree to abide by its terms and condition.
  - b) I will act in accord with the LDGHA Code of Conduct and Ethics as a condition of my role with LDGHA.
  - c) I will not retaliate against any individual, team or the LDGHA for raising a compliance issue against me with respect to the LDGHA Code of Conducts and Ethics.
  - d) I understand that any violation of the Code of Conduct and Ethics may result in corrective action and/or disciplinary action up to and including termination.
  - e) I understand that my failure to cooperate in a compliance investigation or hearing can be grounds for termination.
  - f) To abide by the policies, rules and regulations of the LDGHA.

### Acknowledgement

5. I acknowledge that I have read this Pledge Form in its entirety and that I have executed this agreement voluntarily.

\_\_\_\_\_  
Print Name of Player/Parent/Volunteer      Signature of Player/Parent/Volunteer

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Print Name of Player/Parent/Volunteer      Signature of Player/Parent/Volunteer

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Print Name of Player/Parent/Volunteer      Signature of Player/Parent/Volunteer

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Print Name of Player/Parent/Volunteer      Signature of Player/Parent/Volunteer

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Print Name of Player/Parent/Volunteer      Signature of Player/Parent/Volunteer