



Girls Hockey Association

Operations Guidelines

Effective September 2023

General Policies

1. Association Name/Logo

- a. The official Almaguin Gazelles Girls Hockey Association (AGHA) logo will be as follows:



- b. Use of the AGHA name and Logo may only be used with the approval of the Executive Committee
 - c. The official colours of the AGHA will be green, white and black
- ### 2. Finances
- a. Expenses authorized by the Executive Committee and incurred by association members on the behalf of the AGHA will be reimbursed. Forms are located on the web site and must be filled out and submitted to the treasurer for approval before payment will occur.

3. Certification Policy

- a. Coaches, trainers, managers, and all members of bench staff must have completed the necessary training and certification for their position on the team. The AGHA will reimburse all members for required training courses if they are rostered to a team.
- b. Vulnerable Sector checks must be completed by all Board members and bench staff of all teams in the association.

4. Dressing Room Policy

When any player under the age of 18 is in the team dressing room(s) before, during and after a game, tryout, or practice there must be 2 properly screened female adults associated with the team present in the room, or immediately outside the room with the door ajar. Coaches may enter dressing room when notified by the room attendants that they may do so.

5. Risk Management

a. Hazing and Bullying

All incidents of hazing, bullying or harassment must be reported in writing to the AGHA board which will follow the rules set out by OWHA.

[http://owha.pointstreaksites.com/files/uploaded_documents/3323/OWHA HARASSMENT ABUSE BULLYING and MISCONDUCT POLICY 2.pdf](http://owha.pointstreaksites.com/files/uploaded_documents/3323/OWHA_HARASSMENT_ABUSE_BULLYING_and_MISCONDUCT_POLICY_2.pdf)

b. Two Deep Rule

Two properly screened female adults must be always present in dressing rooms and when having private conversations with players. No single person should ever be present at any time with players.

c. Social Networking Policy

AGHA will follow the same rules as the OWHA

[http://owha.pointstreaksites.com/files/uploaded_documents/3323/SOCIAL NETWORKING POLICY REVISED June 2017.pdf](http://owha.pointstreaksites.com/files/uploaded_documents/3323/SOCIAL_NETWORKING_POLICY_REVISED_June_2017.pdf)

6. Registration

- a. Registration will be done online using the RAMP system with payment via e transfer, cheque, or cash.
- b. Registration fees will be determined by the Executive Committee yearly prior to registration.
- c. Registration will set annually and any registration after the deadline will be subject to a late fee which will be set annually by the AGHA Executive Committee. Late fees will be waived for first time registrations to the association or upon review by the Committee under special circumstances.
- d. All late registrants will be added to a waiting list until such time that it is determined that there is space available on a team.

7. Refund Policy

- a. All requests for refunds must be submitted in writing to the Registrar.
- b. Refunds will be prorated based on weeks played and will be subject to an administration fee.

8. Bench Staff

- a. All staff including coach, assistant coaches, trainers, and managers must be at least 18 years of age and have completed training as per certification policy.

9. Coach Selection

A selection committee will be assembled annually to pick coaches for the upcoming season. Forms will be available on our website for those wishing to apply for the coaching positions.

10. Team Composition

Team composition will be decided annually by the AGHA Executive Committee and will not exceed the guidelines set out for team composition by the OWHA.

Fundraising Policy

Annual registration fees paid by each player cover only a portion of the costs needed for the entire season. Fundraising keeps our player fees as low as possible. It is expected that all players will participate fully in AGHA sponsored fundraising efforts. If a family chooses not to participate in fundraising activities, a payment will be required of the fundraising expectation amount for that activity.

Some fundraising activities:

- Spring Slow Pitch Tournament
- Heritage Days
- Sunflower Festival
- Magnetawan Movies @ the outdoor centre
- March Meltdown