

# **TBWHA Competitive Division**



## **THUNDER BAY QUEENS Policies, Procedures and Guidelines**



## Table of Contents

Thunder Bay Queens Guiding Principles .....	1
OWHA Code of Conduct .....	2
OWHA Privacy Policy .....	2
Player Policies .....	3
Player Tryouts .....	3
Fees.....	3
Registration and Refund Policy .....	4
Player Release .....	5
Travel.....	6
Behaviour Code.....	6
Player Equipment .....	7
Playing Up Policy – Exceptional Players .....	8
Injured Player / Medical Clearance Policy .....	9
Evaluations of the Coaching Staff .....	10
Conflict Resolution Guidelines.....	11
Thunder Bay Queens - Coaching Selection Policy.....	12
Objective.....	12
Selection Criteria .....	12
Head Coach Application Process .....	13
Assistant Coaches, Trainers and Managers.....	13
Coach Selection Process .....	14
General Instructions for Head Coaches and Managers .....	15
Communications.....	15
Tryouts.....	15
Policy on Roster Additions.....	15
Team Equipment .....	16
Manager Package / Team Folder .....	17
Team Finances.....	17
Player Profiles for Queens Website.....	19
Team and Player Photos .....	19

Team Website Page .....	19
OWHA Sanctions.....	19
Competition .....	19
Suspensions .....	20
Tournaments and Exhibition Games .....	20
Staff Expenses .....	21
Year-End .....	22
TBWHA Competitive Division Individual Awards.....	23
TBWHA Competitive Division – Officers of the Corporation.....	24
Responsibilities of the Competitive Divisional Board.....	24
TBWHA Queens Anti-Bullying Policy .....	30
TBWHA Queens Tobacco and Vapour-Free Policy .....	32
TBWHA Queens Guidelines for News Releases to Media and Website .....	36
Appendix: Forms and Letters .....	37
Hockey Trainers Certification Program (HTCP) Forms .....	37
Ontario Women’s Hockey Association (OWHA) Forms.....	37
Queens Financial Statement Template .....	38
Thunder Bay Queens Authorization to Release Information .....	39
Thunder Bay Queens Player Profile .....	29
Thunder Bay Queens Player Sponsor Request Letter .....	30
Thunder Bay Queens .....	31
Team Sponsor Request Letter .....	31
Thunder Bay Queens Authorization for Foreign Travel with a Minor.....	32
Thunder Bay Queens Player Agreement.....	33

## **Thunder Bay Queens Guiding Principles**

The Competitive Division of the Thunder Bay Women's Hockey Association exists for the benefit of women's hockey and its players who wish to play at an elite level. The Competitive Division will be governed by the following principles:

1. The Competitive Division is an athlete-centered organization, and all policies and decisions will be governed by the best interests of the player or players.
2. The organization and its coaches will encourage academic excellence and will at no time place greater importance on the game of hockey than on education.
3. The Competitive Division will hold high the ideals of sportsmanship, respect for opponents, referees, and coaches, self-discipline, fair play, teamwork, and integrity both on and off the ice. Further, the players will be taught to conduct themselves in a manner that reflects well on themselves, the team, the organization, and women's hockey.
4. The organization will endeavor to teach, develop, and improve the hockey skills of each and every player in the division.
5. The organization will encourage the pursuit of post-secondary education scholarships through hockey and will assist the players in the process of marketing themselves to universities and colleges in the pursuit of this goal.
6. The organization will in all things attempt to foster a positive public image of women's hockey and female hockey players in the community.

## **OWHA Code of Conduct**



This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Women's Hockey Association (OWHA) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones, and others.

OWHA Teams, Associations, Programmes and Leagues are committed to providing a sport environment in which all individuals are treated with respect. Members of the OWHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment, abuse, bullying or cyber-bullying will not be tolerated by the OWHA.

During the course of all OWHA activities and events, members shall avoid behaviour which brings OWHA members or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs.

Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

Members of the OWHA shall not engage in activity or behaviour which endangers the safety of others.

OWHA members shall at all times adhere to the OWHA Team, Association, Programme and League operational policies and procedures, to rules governing the OWHA events and activities and to rules governing any competition in which the member participates on behalf of the OWHA.

Failure to comply with this Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OWHA, including the opportunity to participate in OWHA activities.

## **OWHA Privacy Policy**

In accordance with the OWHA Privacy Policy, each OWHA team must designate their privacy officers so they are visible to the public.

For all Thunder Bay Queens hockey teams, the roles of the Privacy Officers will be filled by the Vice President Competitive Division and the Registrar.

Currently the Privacy Officers are Chantal Keating (Vice President Competitive Division) and Liesa Wynn (Registrar).

## Player Policies

### Player Tryouts

1. Prior to team tryouts, coaching staff must provide to prospective players and parents a written copy of their position on such issues as individual player ice time, team rules and expectations, tentative schedule, and preliminary budgets.
2. Prospective players must register and attend team tryouts in order to be eligible to be selected to the team.
  - a) If a player is unable to participate due to injury, the prospective player must first notify the VP of Competitive of their injury. To be eligible, the player must be registered for tryouts, present themselves at the arena (at minimum one session health permitting) and report to the registration table, and lastly, provide a medical note exempting the player from tryouts.
  - b) Players who attend the U15AA and U18AA tryout but are unable to attend the “A” tryout may still be considered for the A team on a case-by-case basis. **Players must notify the Competitive Board of their scheduling conflict for the “A” tryout in advance of the first “AA” tryout skate.** The player must have successfully advanced to the second cut of the AA tryout, and their performance must have been evaluated for potential inclusion in the A team by the 3rd party evaluator in the “AA” tryout. Each request will be reviewed by the board on an individual basis for approval.
3. Player selections will be posted on the Queens website, details as per team tryout letter.
4. Players may not be arbitrarily cut from team rosters after OWHA rosters have been submitted (discipline situations or unforeseen circumstances excepted).
5. Players who are trying out for teams must comply with the following:
  - a) Players who are just participating in the skates and do not wish to tryout for the team, must notify the Head Coach at registration.
  - b) Players who do not wish to accept a position with the team, must inform Head Coach prior to end of the Second Tryout if they are withdrawing their name. Failure to follow this procedure will result in the player not being eligible to participate in the Queen's program for that season.

### Fees

Yearly player fees include both Competitive league fees and individual team fees. Team fee is to include all team expenses including all player and coaching staff travel costs.

The maximum yearly player fee teams can charge will be as follows:

U22 Queens:	\$3,800.00	
U18 AA Queens:	\$8,600.00	Mandatory to attend OWHA Provincial Tournament
U18 A Queens:	\$6,850.00	
U15 AA Queens:	\$6,300.00	Mandatory to attend OWHA Provincial Tournament
U15 A Queens:	\$4,100.00	
U13 Queens:	\$4,100.00	
U11 Queens:	\$2,400.00	

**NOTE:**

- a) Other than on “you drive” tournaments, the U18 and U22 Queens will allow for the cost of one standard hotel room per 3 players per night, or one suite hotel room per 4 players per night in their yearly player fees.
- b) Player fees include the cost of provincials. If the team is not attending Provincials deduct \$700 from the U22, U18A, U15A and U13 Player Fees.
- c) Player and Team fees subject to change based on Competitive Division Board approval.

**Registration Fees - Payment and Refund Policy**

Registration fees for all Competitive Teams are due and payable upon the following suggested schedule:

25% (of total fees)	Due immediately upon selection to the team
25% (of remaining balance)	Due July 1
25% (of remaining balance)	Due September 1
25% (of remaining balance)	Due October 1
25% (of remaining balance)	Due November 1

Deviations from the suggested payment schedule require approval from the Board of the Competitive Division.

Example – U18AA (\$8,600.00)

\$2150.00	Due immediately upon selection to the team
\$1612.50	Due July 1
\$1612.50	Due September 1
\$1612.50	Due October 1
\$1612.50	Due November 1

All fees are non-refundable. If a player withdraws from the program for any reason, all fees paid to that point are forfeit. The Board of the Competitive Division will give consideration in extenuating circumstances to refunding a portion of the fees paid if the circumstances of withdrawal are beyond the control of the player and her parents. All refunds of player fees are at the discretion of the Competitive Board of Directors. Under no circumstances will more than 75% of the full registration fee be refunded.

Unpaid registration fees and fundraising commitments pose a significant challenge to the financial stability and integrity of the program. All members are required to pay registration fees per the timelines set forth at the start of the season. The Competitive Board Treasurer will work closely with the team manager to monitor and support the timely collection of fees. Failure to pay registration fees and fulfill fundraising commitments may result in the suspension of membership privileges,

including participation in team activities, practices, games, tournament travel until the outstanding balance is resolved. Individuals facing financial hardship or extenuating circumstances preventing timely payment may appeal to the Queen's board for consideration of alternative payment arrangements.

## **Player Release**

Any player that withdraws from TBWHA – Thunder Bay Queens is required to request a “Release Form” if they intend to play for another Association governed by OWHA, any other Association or any association governed by another province.

- a) The player shall not be granted permission to participate in any other hockey Association unless prior approval has been granted by the TBWHA Competitive Board in writing using the designated OWHA “Player Release” form or the “Permission to Tryout” form.
- b) Forms must be filled out and signed by the Competitive Division Vice President and/or the President of Thunder Bay Women's Hockey Association. “Permission to Tryout” forms can only be issued during a set period, as per the dates specified on the form.
- c) Releases will be issued to players upon request, if the player is a “member in good standing” as defined in the TBWHA Constitution.
- d) Player Releases will not be kept confidential from current or future coaches.

Releases are considered for, but not restricted to, the following reasons:

- a) Players who have or are planning, in the near future, to move outside the Thunder Bay District.
- b) Players seeking a higher caliber of hockey than TBWHA can provide for that Player at the time, ie. OWHA U22 AA Elite League
- c) Requests for Releases received outside the valid dates specified on the forms will be evaluated on a case-by case basis. At that time, the onus will be on the parent/guardian to present their case.

A player that requests and is granted a release from TBWHA will not be allowed to return to a TBWHA Competitive Team until at least the following season. In the event a change of the player's family domicile has taken place, the conditions of that release will be reviewed by the Competitive Divisional Board and an exemption may be made.

*PLEASE NOTE: According to OWHA Regulation three (3) Part (e), “a player may be released from one organization to another only once during a season, unless a change of the player's family domicile has taken place or with special approval from the OWHA Registrar.”*



## **Travel**

It is mandatory that the highest-level Competitive team at U15 and U18 age will participate in the **OWHA Provincial Championships** to represent the **TBWHA**.

### ***Dress Code:***

The Head Coach of each team will advise their team what their dress code is for travelling to and attending practices, games, and tournaments.

### ***Modes of Transportation:***

#### **1. Chartered Bus / Commercial Airline**

The preferred method of team travel is to be by chartered bus or commercial airline.

- a) The coaching staff will supervise players at all times while travelling, unless there are pre-approved times for players to be under the supervision of their parent or guardian. At U13 and U15 levels, players are responsible for their lodging arrangements. At U18 and U22 levels, the team will lodge players and the staff will continue to supervise players at all times.

#### **2. “You Drive” Trips**

In addition to bus and plane travel costs covered in the yearly player fee, teams will be allowed an additional five “you drive” tournaments, up to a maximum distance of 467 miles (750 km) per trip. With the exception of Madison, WI, at a distance of 518 miles (834 km).

- a) Additional “**You Drive**” may be approved on a case by case basis upon application to the Competitive Board.
- b) The parent/guardian will be responsible for the players under their care at all times other than during team events at which time the coaching staff will supervise players. Players are responsible for their own transportation and lodging arrangements. A parent who transports any player other than his or her own child will be considered as the guardian of that player for the entire duration of the trip. When traveling out of country, please use the “Thunder Bay Queens Authorization for Foreign Travel with a Minor” form attached at the end of the guidelines.

**NOTE:** It is strongly recommended that no female player share a room with a male who is not a member of her own family.

## **Behaviour Code**

All individuals associated with the team are expected to adhere to the OWHA Code of Conduct. Teams are responsible for knowing the TBWHA Competitive Guidelines and the TBWHA playing rules and adhering to them. This includes but is not limited to the following items:

- a) Any player initiation is strictly prohibited. Coaches are to ensure that the players are aware that new player initiation will not be tolerated and is strictly prohibited. Coaches will be responsible to provide parents/players with the Anti-bullying policy. This is in line with OWHA and Hockey Canada's guidelines on "Hazing".
- b) At least one member of the coaching staff (coach or manager) must be with the team during out-of-town tournaments until the last player has been picked up from the pre-decided location.
- c) Competitive Division Board policy on "Tobacco/Vapour Free Policy" will be enforced.

### **Player Equipment**

The following equipment is required for all Queens Players to participate in hockey, for both games and practices:

- a) Black helmet (CSA approved), facemask (CSA approved), intra-oral mouth guard, throat protector (BNQ approved), shoulder pads (chest protector), elbow pads, pelvic protector (jill), black hockey pants, shin pads, socks, gloves (black with white and/or red), hockey skates, hockey stick, hockey sweater.
- b) All equipment must be in the proper state of repair to provide the protection that the equipment was manufactured for.

### **Player Call Ups - Internally Between Queens Teams**

Player movement within the Thunder Bay Queens Program is encouraged to provide the opportunity for further development and experience, and to provide relief in the event of illness, injury and or team absenteeism. A player cannot be called up and used to substitute a "healthy scratch" of a team player.

- a) A "Call Up" refers to a player that has been requested by another Queens team to play a game, or practice, due to a player shortage.
- b) The player may be invited to participate in a game, and/or team practice, bearing in mind that the call-up players primary team responsibilities must come first.
- c) The coach from the team requiring players will first contact the coach of the team at the next level of the same age group (ie. U15AA would contact U15A). Should the team not be able to assist with the request, then the call is to be extended to the lower age group (ie. U13).
- d) The decision of who will be called up to play should be discussed between the two Head Coaches, respecting the head coaches specific request to fill the void on the team, while keeping in mind these opportunities should be offered to a variety of players throughout the year.
- e) Teams CANNOT call-up more than their original roster size for games NOR can players be called up to fill a roster spot of a suspended player (as per OWHA Regulations).
- f) For every game there is a call-up involved, "OWHA Player Pick-up Consent Form" is to be completed, signed by both coaches and attached to the game sheet. A copy of this call-up form MUST be submitted prior to the start of the game to the VP of Competitive Division via the Queens email at tbqueensboard@gmail.com.

## **External Player Movement During the Regular Season**

As per the Thunder Bay Queens Player Agreement, it is agreed ***“that the signed player will not participate in any other hockey activity during the Queens hockey season without prior written consent of the Head Coach and the Board of Directors of the Thunder Bay Queens.”***

- a) Players invited, called up, or asked to affiliate to a higher caliber of hockey such as an OWHA U22 AA Elite League will be considered on a case-by-case basis in consultation with the Head Coach, Player and TBWHA Competitive Board.
- b) Approval and written consent must be provided by the Head Coach and the VP of Competitive Division, and a “OWHA Player Pick-up Consent Form” and/or a “Permission to Skate Form” is to be completed in accordance with OWHA Regulations.
- c) At all times, the player’s priority of commitment must be to their own rostered Queens team games, practices and team events.

NOTE: As per OWHA By-laws and Regulations, a “Permission to Skate Form” **cannot be issued for the period between January 1<sup>st</sup> and two days after all the Provincial Championships for any teams during the current season.**

## **Playing Up Policy – Exceptional Players**

The TBWHA Competitive Division - Thunder Bay Queens, in following with OWHA and Hockey Canada guidelines, encourages all players to participate in divisions that are within their age range. For example, if a player is of U13 age, she should be participating in the U13 age category. The Thunder Bay Queens strongly recommends that all skilled players strive to play on the highest level team within their own age group. In order to ensure these players have the opportunity to participate at their appropriate level, the Thunder Bay Queens has adopted a general “team selection” process.

The Thunder Bay Queens, however, recognize rare exceptions to the selection criteria and also acknowledge that an “exceptional player” may benefit and flourish by playing in a higher age category. The Thunder Bay Queens does not take this decision lightly and all decisions will be made for the well-being and development of the player(s) involved.

As such, we have adopted the following rules/guidelines for such requests.

1. Player(s) must be of U13 or U15 age based on OWHA guidelines (Exceptional player status will not be granted to U9/U11 players).
2. Player(s) must be of the “AA” level in their own age category.
3. The AA Head Coach of higher age category must inform the Thunder Bay Queens Board of the intent to evaluate an underage player no later than April 15<sup>th</sup>.
4. Player(s) must receive an invitation from the AA Head Coach of the higher age category to attend the tryouts – This must be done no later than April 20<sup>th</sup>.

5. Player(s) can only be invited by the AA Head Coach from the higher age category. This process will NOT allow for “exceptional player” status be granted to players wishing to play on the A team of the higher age category.
6. The TBWHA Competitive Division Board - Thunder Bay Queens will make arrangements for an evaluation committee which must include at a minimum, but not limited to:
  - a) Two active Thunder Bay Queens Board Members
  - b) One Thunder Bay Kings active Coach or Board Member
  - c) One additional neutral evaluator
7. The Evaluation Committee, in consultation with the AA Head Coach, will determine if the player(s) are to be granted “exceptional player” status using the following criteria:
  - a) Number #1 goalie among the goalies in the higher age category AA team
  - b) Among the top 2 defense in the higher age category AA team
  - c) Among the top 3 forwards in the higher age category AA team
8. If at any point during the tryout/evaluation process the player is asked to not attend the remaining tryouts of the higher age category by the Head Coach, the player must report to their own age category tryouts for the remainder of the tryouts.
9. Upon successful progression of the above policy, the Evaluation Committee may then present the case of each individual to the Thunder Bay Queens Board for final approval.

This procedure will be strictly enforced by the Thunder Bay Queens to facilitate players competing at an appropriate skill level.

### **Spring Team Tryouts for Non-Queens Teams**

In the event that a current rostered Queen’s Player is extended an invitation to participate mid-season in a tryout for a “Spring Team”, the following must be adhered to:

- a) A request to participate in the Tryout must be communicated via email to the players Head Coach and TBWHA Competitive Division.
- b) Approval and written consent will be issued by the VP of Competitive in consultation with the Divisional Board and Head Coach. Permission to participate in the Tryout outside of TBWHA and OWHA, must be in writing and all communication copied to tbqueensboard@gmail.com.
- c) At all times, the player’s priority of commitment must be to their own rostered Queens team games, practices and team events.

### **Injured Player / Medical Clearance Policy**

The Queens want to assure that players’ physical health is always put first. In developing a high performance, winning hockey program, the Competitive Division Board has determined a process for identifying injured players along with a process for determining how injured players are cleared for return to practice and playing status.

### **Procedure:**

When a player suffers an injury that requires them to leave a game/practice or when the team trainer or coaching staff determine that a player must leave a game/practice because of an injury, and the player is physically unable to return to that same game/practice or the next scheduled game/practice, the player is deemed “injured” and the following steps will be followed:

1. The team trainer will complete an injury report (describing the circumstances of the injury, the injury, the first aid, and trainer’s/coach’s decision on the player’s need to leave the game/practice and be declared “Injured”). A copy of the injury report will be provided to the parent/guardian and the Competitive Board Director. The original report will be retained by the team manager.
2. Once a player is declared “Injured”, they will be ineligible for on-ice participation until cleared in writing by a doctor.
3. The injured player’s parent/guardian will then be responsible for the player seeing a physician to evaluate the injury.
4. The parent/guardian will be responsible to communicate the doctor’s recommended treatment to the Head Coach and the team trainer.
5. Once the player completes treatment, the parent/guardian will be responsible for obtaining a doctor’s note clearing the player to return to practice/play. A copy of the doctor’s note of clearance will be provided to either the Head Coach or the team manager.
6. The team manager will maintain a file of Injury Reports, parent communication about treatment and copies of doctor’s notes clearing players to return to play for a minimum of two years.

### **Evaluations of the Coaching Staff**

Evaluations of the coaching staff, **by both parents and players**, will be carried out at a minimum once per year, no later than February 15<sup>th</sup> of each year. Surveys by players at the U11 / U13 level are subject to Competitive Divisional Board approval each year.

The following steps will be followed:

1. Online evaluations for parents and players will be distributed and collected by a Competitive Board Representative.
2. All evaluations will be kept confidential and are only used for purposes of:
  - a) Evaluating the suitability of an incumbent to return as Head Coach.
  - b) Determining whether any other coaching staff member is acceptable to continue coaching.
  - c) Providing feedback to a Head Coach and the Thunder Bay Queens Competitive Division on strengths, areas for growth and overall player satisfaction with the Coaches.

3. Parents wanting feedback from the Competitive Board on their evaluations must include their name in the evaluation form. A synopsis of comments will be provided to coaches with no parent's names being identified. \* Subject to discretion of Competitive Board
4. A synopsis of the evaluation results will be shared with the individual coaches and the Competitive Board and used by the Coach Selection Committee when recommending coaches for the ensuing season.

## **Conflict Resolution Guidelines**

If a parent has a concern or problem that he/she would like to address with their daughter's coaching staff, the following steps should be followed in the sequence provided.

1. Follow the 24-hour common sense guideline. The coaching staff should not be approached with a complaint for a minimum of 24 hours after a game. This gives all parties a chance to reflect on what has gone on during a game. More often than not the concern is resolved by discussion with the player, i.e. she may not have been playing for a few shifts for discipline reasons.
2. The concern should be discussed informally with the team manager. If this does not resolve the issue, proceed to step #3.
3. Via the team manager, the parent will request a meeting with the staff to discuss his/her concern. The staff will be allowed seven days to set up the meeting. Team Manager, Head Coach, parent, and/or player may request the Competitive Board Member team liaison attend the meeting.
4. If the issue/concern is still not resolved following the meeting with the team staff, the concern should be submitted in writing to the Competitive Division board (contact information is posted at [www.thunderbayqueens.com](http://www.thunderbayqueens.com)). Include the results from Steps 1-3. Parents should not call Board members to discuss the issue, as concerns will only be addressed after they have been submitted in writing.

**NOTE:** All players, parents and team officials are bound by the OWSA Code of Conduct.

# Thunder Bay Queens - Coaching Selection Policy

## Objective

To select coaches that will have the greatest benefit to the players and meet the coaching requirements and the mandate of the Thunder Bay Queens – TBWHA Competitive Division.

In an effort to provide a quality hockey program, the Coach Selection Committee (see Selection Process below) will select coaches it feels best meet the objectives for the program offered, the governing bodies, and the game itself. In the event of a number of candidates, then the selection process will be utilized.

**NOTE:** No person can be a Team Official for more than one team in any organization without prior approval of the Board.

## Selection Criteria

1. **Certification & Training:** Must meet minimum NCCP Coaching Level, all certifications are current including Speak Out and Police Records Check. Head Coaches for U15AA and U18AA teams are required to be HP1 trained as per Hockey Canada guidelines prior to the start of the season.
2. **Personality/Attitude:** Assessment of the coach's ability as a leader, role model and communicator as well as their ability to recognize that their personality and attitude have a great influence on those around them. They must clarify expectations and roles, offer support and provide the moral leadership to help team members achieve their goals.
3. **Coaching Experience:** Minimum experience qualification requirements depending on the category/level that they are applying for.
4. **Coaching Success:** Review of the candidate's accomplishments as a coach.
5. **Relationship:** Understanding the relationship between coach candidates and players on the team. Preference will be given to coach candidates that are:
  - a) Qualified non – parent coaches
  - b) Qualified female coaches
  - c) Coaches of existing teams who wish to continue with their current team for the following year and have met the division's expectations in the prior season.
  - d) Not currently or haven't previously had conflicts of interest with the Thunder Bay Queens Hockey Association nor any other hockey organization governed by Hockey Canada.

## **Head Coach Application Process**

1. Each year, the board will post all coaching positions.
2. Returning and potential coach candidates are asked to submit either a complete coach application or letter of intent for the upcoming season confirming their interest as per the online posting. Request notice will be posted on the Queens Website at a date determined by the Competitive Board each year.
3. A board member of the Competitive Divisional board cannot be an active board member and a Head Coach of a Thunder Bay Queens team. If the applicant is a current board member they must declare to the board their intention to apply and recuse themselves from any related discussions, and resign from their position.

## **Assistant Coaches, Trainers and Managers**

1. Only prospective Head Coaches will be evaluated by application and possible interview for their suitability to the team(s) that they have applied to coach. The Head Coach is responsible for the selection of the team's Assistant Coach(es), Trainer(s) and Manager(s); however, all staff selections must be approved by the Board.
2. The maximum number of Team Officials per team (including the Head Coach) is 5 and all Team Officials must be a minimum of two divisions older and/or a minimum of 18 years of age. With the exception of Assistant Coach, they must be a minimum of two divisions older. Deviations from this rule may be approved by the Queens Competitive Board after being reviewed on a case by case basis.
3. Once the Head Coach has decided on the team staff, the Head Coach must submit the initial list of applications to the Board for approval by July 31. Some of the staff may be required by the Queens Competitive Board to present themselves for a personal interview to determine if the appointment would be in the best interests of the players, the team and the Division. Applications for addition team staff can be submitted to the Queens Competitive Board on an ongoing basis, as applicable.
4. No person can be a Team Official for more than one team without the prior approval of the Competitive Division.



## **Coach Selection Process**

### ***Coaches Selection Committee (CSC)***

1. Coaches Selection Committee will consist of:
  - a) The Vice President Competitive Division;
  - b) At least 2 other members of the Competitive Divisional Board; and
  - c) One member that is not associated with the Competitive Division and that has the necessary knowledge and experience in minor hockey, as determined by the Competitive Division.
2. The Coach Selection Committee will meet, review and evaluate applications by February 15. The responsibility of the Committee will include the review of applications and the verification of references and credentials. The Coach Selection Committee will determine acceptable candidates for an interview.
3. Under the circumstances where there are no submissions for a team or the Committee deems there are no suitable candidates for a particular Division and Category, the Coach Selection Committee has the flexibility to hold discussions with applicants about taking a team they did not indicate in their application and/or recruit candidates beyond the application submission deadline.
4. The Coach Selection Committee will make decisions on new and current coaches by March 15 and will forward its recommendation to the Competitive Board for approval, upon approval the CSC will inform the TBWHA Executive Board of Directors of the successful coaches. The TBWHA Executive Board has the right, at any time, to revoke coaching applications or suspend any coaches due to contravention to the Constitution.
5. To avoid conflict of interest, potential parents and/or coaches of a given team on the Coaches Selection Committee and on the Competitive Board will not be allowed to vote on the coach selection specific to that team and must absent themselves for any relevant discussion.
6. The Vice President Competitive Division will advise the successful candidates of the coaching positions.

# General Instructions for Head Coaches and Managers

## Communications

The Competitive Board will hold a meeting for all coaching staff prior to the season commencing and may have additional meetings throughout the season, as required.

## Tryouts

Head Coaches and/or Managers are asked to prepare a handout for parents who sign up their players for your tryouts. The handout should include:

- Coaches philosophy
- Estimated cost for the year's program
- Preliminary budget
- Tournament schedule, if available
- Payment schedule and refund policy
- Expectations of players and parents
- List of approved team staff, including contact information

**NOTE:** Coaching staff will adhere to the current Playing-Up Policy and will be mindful of the need to maintain strong teams in the lower divisions.

Once your team is selected, create a player roster that includes jersey # and position as well as a list of the team staff, including contact information. Post the roster on the website and include it in your team binder.

## Policy on Roster Additions

Teams wishing to add players to their roster after initial tryouts are required to adhere to the following rules and procedures.

1. The team must hold an open tryout for the available spot(s).
2. Players who have not tried out for a Competitive Division team and have not paid the initial tryout fee for the current year must pay the tryout fee as established by the Competitive Board in the posting for the 2<sup>nd</sup> tryout. Players who were at the initial tryouts and paid the fee do not have to pay again.
3. The tryout will be advertised on the Competitive Division website. If required, advertising in other media types may occur, subject to Competitive Board approval. This tryout must be advertised at least 5 days prior to the tryout occurring.
4. Up to 1.5 hours of ice for the additional tryouts will be paid by the Competitive Division Board.

5. Players already signed to an 'A' team are eligible to try out for the 'AA' team in their age division provided that the tryouts are completed, and the player signed, by midnight August 31<sup>st</sup>.
6. If a player who was already signed to an 'A' team is selected by a 'AA' team, the 'A' team may, at the coach's discretion:
  - a) offer the position to a player who previously tried out but was not selected to the 'A' team, or
  - b) hold open tryouts to fill the vacant roster spot.

## **Team Equipment**

### ***TBWHA Rule for Team Officials Wearing Helmets***

While the TBWHA and Thunder Bay Queens realize that volunteers are an important aspect of the Association, it is equally important for the Association to exercise due diligence and duty of care when it comes to all TBWHA and OWHA sanctioned events including on ice activities.

From the OWHA handbook, Rule 1, (II) Equipment, (B) states:

“All team officials participating in on-ice activities must wear a properly fastened CSA hockey approved helmet. Trainers or any other team officials attending an injured player are considered exempt from this rule.”

This rule will be strictly enforced by all members of the TBWHA Board of Directors, TBWHA Divisional Boards and OWHA officials. Those team officials not abiding by the helmet rule will be asked to leave the ice and be subject to a suspension of two TBWHA sanctioned events (which includes practices and/or games). A further offence will be subject to a three-event suspension of sanctioned events. Any further violations may result in the coach being **removed** from the position and suspended for the remainder of the season.

### ***Jerseys and Socks***

Home and away jerseys and socks will be provided to each Competitive Team by the Competitive Division.

### ***Pucks and Pylons***

Pucks and pylons will be provided to each Competitive Team by the Competitive Division, as required.

### ***Team Apparel – Clothing and Merchandise***

The Board will source the preferred supplier for all Thunder Bay Queens apparel and merchandise. A list of preapproved products will be made available to each team. Any apparel and/or merchandise sourced outside of the Queens official catalogue requires Board approval. Artwork samples must be submitted prior to team fittings. The Queens Logo cannot be used without authorization.

Each team will be responsible for the cost of the coaching uniform for each member of the coaching staff and the player hockey bags. Parents are responsible for the cost of the player's off-ice team clothing.

### **Manager Package / Team Folder**

Your team binder should include copies of the relevant sections from the Queens Guidelines, as well as the information listed in the following sections.

Include extra copies of:

- a) Hockey Canada Injury Report Forms
- b) Game Sheets
- c) Game Sheet Stickers
- d) OWHA Player Pick-Up Consent Forms
- e) OWHA Official Roster
- f) OWHA Sanction
- g) Foreign Travel Forms
- h) Envelope for receipts
- i) All information and contacts for the Tournament
- j) Rooming List (U18 – U22 division only)
- k) Bus passenger list with birth dates (and citizenship if not Canadian)
- l) Vaccination Requirements/Status if applicable

Player medical forms must be completed and signed. Bring these forms, and copies of birth certificates, on every trip. Once completed, these forms are confidential and must be safeguarded.

### **Team Finances**

Managers are responsible to complete the following:

1. Open a team bank account, with two authorized signatories (Head Coach and Manager). Competitive Board Treasurer and/or Vice President to issue letter naming two required staff members and names.
2. Provide to parents and Competitive Board a preliminary budget prior to team tryout sessions, using the budget template provided.
3. Provide to parents a tentative budget at the initial team/parent meeting, and comprehensive budget within 45 days of team selection.
4. Periodic budgets are to be submitted to the Competitive Board Treasurer and are to include receipts, invoices and bank statements. These budgets are required October 31, December 31, February 28, and a final budget is due as soon as possible in April, but no later than April 30<sup>th</sup>.

5. Provide to parent any changes to the budget, including unforeseen expenses. These are to be reported immediately.
6. Keep track of the ice, refs and timekeepers used each month to reconcile the bill you will receive from the Competitive Board.

### ***Competitive League Fee***

Competitive League fee is \$750 per player. The fee covers the operating budget of the Competitive Board as well as provides \$6500 allowance per team toward ice costs and fees for game officials. For teams attending the Provincials, the fee also covers the provincial bond and entry fee into the Provincial Tournament.

### ***Team Fundraising***

All individual team fundraising activities should be limited to 2 activities and must be pre-approved by the Competitive Divisional Board. Additional fundraising activities above the approved 2 may be approved by the Board on a case by case basis.

### ***Team Sponsorship***

The Competitive Board must approve all team sponsorships. Teams will NOT put ANY company names on jerseys, team clothing, print ads etc. without approval from the Competitive Board.

Potential Sponsors are to be given a copy of the Thunder Bay Queens Sponsorship Promotional Package for consideration, which outlines all the various levels of sponsorship and recognition. Any customized sponsor agreement outside of the "Sponsorship Package" must be approved by the Competitive Board.

Player name bars will now be positioned at the lower back of the jerseys, just below the player numbers. Instead of individual jersey sponsorship bars, each team will cover the cost of a roll-up banner showcasing both team and player sponsors, as detailed in the Sponsorship Promotional Package. The Competitive Board will facilitate artwork and place a group order for all teams to ensure uniformity.

Every team is responsible for their own sponsorship. Tobacco and cannabis companies, breweries, distilleries, and wineries are not allowed.

The Thunder Bay Queens logo can only be used with permission from the Board.

## **Player Profiles for Queens Website**

Managers are to provide a copy of the website profile form and the media release waiver to each family. Information is to be uploaded to each player's profile page on the website. Managers are asked to retain the signed waivers for their records and make available to the PR Representative of the Board.

The Competitive Board will plan at the beginning of the season to take player profile pictures. Each player will receive a customized profile page on the team's roster page on the Thunder Bay Queens Website.

## **Team and Player Photos**

Teams are responsible for booking their own team and player photos. A team photo is to be posted to the team's main page of the website. A team *thank you* plaque with team photo will be provided to the Title Sponsor.

## **Team Website Page**

Managers and Head Coaches will be granted administrative access to the website to ensure the following content is always current and up to date.

- a) Team Roster
- b) Player Profile Pages
- c) Monthly Calendar – Practices, Games, Tournament Schedules, Dryland, etc.
- d) Game Results

## **OWHA Sanctions**

Every organized event (including, for example, dryland, exhibition games, and tournaments, etc.) requires an OWHA sanction. Your approved sanctions must be provided to the Vice President of the Competitive Division. See the OWHA Insurance Guide for additional information on sanctions. Links to these forms can be found in the Appendix.

## **Competition**

OWHA RAMP platform will be used to record game sheets electronically. In the event this platform cannot be used, a paper gamesheet may be used and only requires the signature of one staff member. All game sheets must be submitted, via fax or email (tbqueensboard@gmail.com), to the Competitive Board.

Game sheet labels should be available for all exhibition and tournament games. 4" X 2" labels are recommended. Staff certificate numbers (coaching, speak out, trainers) must be on the label.

## **Suspensions**

In the event that a player receives a suspension in a game it is imperative that the Vice President of the Competitive Division is notified via phone call or email.

## **Tournaments and Exhibition Games**

### ***Tournaments***

When your tournament schedule is finalized, provide it to the Vice President of Competitive Division and the Ice Convenor.

For each tournament, ensure you have in your binder:

- a) OWHA Official Roster
- b) OWHA Sanction
- c) Game Sheet Stickers
- d) Envelope for receipts
- e) All information and contacts for the Tournament
- f) Rooming list (U18-U22 division only)
- g) Bus passenger list with birth dates (and citizenship if not Canadian)

**NOTE:** Please verify with airline and/or bus charter companies the required government-issued photo identification needed for players traveling both domestically and internationally respectively. It is essential to check these details in advance to avoid any travel disruptions.

### ***Additional Tournaments***

Teams may wish to enter an additional tournament/showcase or substitute tournament/showcase that was not listed on the original annual plan submitted to the parents before the start of the season. In these instances, the staff must consult with the parents to discuss the change of plans, including the rationale and the details of the proposed change.

For an additional tournament/showcase, the team will hold a confidential vote by secret ballot. The results of the vote along with the details of the tournament (including evidence that funds are available in the team budget to support this additional tournament/showcase), will be submitted to the Competitive Board for approval. An 80% approval rating from the team will be required in order for the Board to approve the additional tournament.

For substitute tournament/showcase, details of the tournament/showcase will be submitted to the Competitive Division Board for approval along with any impact to the team budget.

### ***Exhibition Games with Thunder Bay Minor or Lakehead Minor Teams***

The hockey season is over for all Thunder Bay Minor and Lakehead Minor once the regular season has ended and the team (a) does not make the playoffs, or (b) is eliminated from the playoffs. Once either (a) or (b) occurs, these teams cannot play any exhibition games.

Queen's teams are not allowed to schedule any exhibition games without the approval of the Competitive Division Board. Requests for exhibition games must be forwarded to the Vice President of the Competitive Division, who will verify that the team is eligible to participate.

**All games require OWHA Sanctions.** Any team that does not adhere to these rules will face an automatic suspension of the Head Coach and may also be jeopardizing their participation in future tournaments, including Provincials.

## **Staff Expenses**

### ***Team Uniform***

Each team will be responsible for the cost of the coaching uniform for each member of the coaching staff. Parents are responsible for the cost of the player's off-ice team clothing. All clothing for staff and players must be approved each year by the Competitive Divisional Board.

Additional information pertaining to team clothing and merchandise can be located under the heading - Team Equipment.

### ***Tournament Non-Parent Staff***

Allowable tournament expenses (for a maximum of five non-parent staff members) include:

- a) **Transportation costs to tournaments:** A maximum of 5 seats (bus, plane) will be provided for the coaching staff. On "you drive", coaching staff will be reimbursed for their fuel expenses. All transportation costs to tournaments are reimbursed at 100%.
- b) **Hotel Expenses:** Each team will pay the full cost of the hotel room for staff with no children on their team. Staff members with no children on their team are to share one hotel room per two staff of the same gender up to a maximum of 3 hotel rooms per night of the trip.
- c) **Meal Allowance:** Coaching staff will be reimbursed meals for each day of an out of town tournament, to a maximum of \$50 per day for non-parent staff.

### ***Tournament Parent Staff***

Allowable tournament expenses (for a maximum of five parent staff members) include:

- a) **Transportation costs to tournaments:** A maximum of 5 seats (bus, plane) will be provided for the coaching staff at 50%. Except for U18A, U18AA, and U22 staff with children may be reimbursed at 100%. On "you drive", all age/division parent staff members will not receive reimbursement for their fuel expenses.
- b) **Hotel Expenses:** At U18A, U18AA, and U22 parent staff members may be reimbursed for costs associated with lodging at 100% when travelling with the team via bus or plane (ie.



players are in the care of the coaching staff for the duration of the tournament and parents are not required to travel). Staff are to share one hotel room per two staff of the same gender up to a maximum of 3 hotel rooms per night of the trip.

- c) **Meal Allowance:** Not applicable for parent staff members.

**NOTE:** A separate line item is to be listed on the team budget for all parent staff expenditures. It's at the staff discretion should they choose to cover the above costs, budget permitting.

### ***Reimbursement***

Coaching staff members wishing reimbursement for travel and other costs related to tournaments/exhibitions (including meals, fuel, hotel and other costs) must remit receipts to the team manager within seven days of the end of the tournament. **Reimbursement is limited to one staff member per household in cases where both parents are on staff.**

Approval of additional compensation to staff members may be considered by the Competitive Division Board on a case by case basis.

### ***Stipend***

Coaching staff with no children on the team will each be allotted a \$500.00 stipend (up to a maximum of \$2,500.00 per team) for miscellaneous expenses. This will be cost shared 50/50 between the Board and the Team.

### **Year-End**

In preparation for the end of the season, Teams must prepare the following:

- a) OWHA Provincials: April
- b) You will be responsible for coordinating banquet ticket sales for your team.
- c) Team must cover player costs for banquet
- d) Competitive Board will cover staff costs for banquet, up to a maximum of five (5 tickets)
- e) Competitive Board will cover the cost of two banquet ticket for team's title sponsors
- f) Competitive Board will encourage Senior Graduating Players to apply for the TBWHA Bursaries
- g) Team staff will also be responsible for identifying award recipients

## **TBWA Competitive Division Individual Awards**

At the end of the season, coaches will be responsible to select players to receive the following awards. Limited to one (1) player per award:

a) **Most Valuable Player**

Awarded annually to the player who has been the most valuable and outstanding player to her team, a player who has displayed all-around skills and demonstrates leadership, respect and positive interaction with teammates, coaches, officials and competitors throughout the year.

b) **Most Valuable Offensive Player**

Awarded annually to a player who has displayed outstanding hockey ability in creating offence and opportunity for her and her team mates.

c) **Most Valuable Defensive Player**

Awarded annually to a player who has demonstrated outstanding defensive skills.

d) **Bob Thompson Award**

Awarded annually to a player who displays a hard-working spirit and dedication to the game and her team mates.

## **TBWHA Competitive Division – Officers of the Corporation**

The Officers of the Corporation for the Competitive Division shall be six (6) in number.

Shall consist of the following voting members:

- a) Vice President Competitive Division (Chair)
- b) Treasurer
- c) Secretary/Registrar
- d) Sponsorship/Public Relations
- e) Competition and Education Coordinator
- f) Ice Convenor

The term of office for all Competitive Division Committee members will be two years. The Vice President Competitive Division, Secretary/Registrar, and Sponsorship/Public Relations will begin on even years. The Treasurer, Competition and Education Coordinator and Ice Convenor will begin on odd years.

The Competitive Division has the authority to fill vacancies and appoint replacements for any Officer of the Corporation who resigns during their term of office or are neglectful of their duties, subject to a majority vote. All such filled vacancies must be approved by the TBWHA Board of Directors.

The Competitive Divisional board 30 days prior to the Annual General Meeting will provide to TBWHA Board of Directors Nominating Committee the names slated for presentation.

- a) Officers of the Corporation must be at least eighteen years of age and must have a vulnerable sector check every 2 years.
- b) Officers of the Corporation will not be subject to any personal legal liability for any actions taken by them in the capacity for which they have been elected.
- c) An Officer of the Corporation cannot hold a seat on the TBWHA Competitive Divisional Board and be a Head Coach of a Thunder Bay Queens team.

### **Responsibilities of the Competitive Divisional Board**

The Officers of the Corporation will meet on a regular basis, as required, to conduct the business of the Competitive Division. Such meetings will be scheduled at the discretion of the Vice-President and no fewer than 8 meetings shall be held annually.

The Competitive Division Board will enforce the provisions of the Thunder Bay Queens Policies, Procedures and Guidelines, and the TBWHA Constitution and By-Laws. As necessary, will review and establish working guidelines to promote and foster good attitudes and provide the best possible environment in the best interest for the enjoyment and protection of the Participants of the TBWHA Competitive Division. Furthermore, implement the Rules set down by the OWH and Hockey Canada.

### ***Vice-President of Competitive Division***

The Vice-President of Competitive Division is the Chair of the Competitive Division Board and is responsible for the operation of all Thunder Bay Queens teams and represents the interests of the membership involved in the Competitive Division as designated with the OWHA (Queens Program).

Responsibilities will consist of, but not limited to:

- a) Ensure the Thunder Bay Queens Policies, Procedures and Guidelines are followed and reviewed yearly.
- b) Recruit and appoint coaches for all teams with the assistance of, and in consultation with, the Coaching Selection Committee whose membership is to be determined by the Competitive Division Board.
- c) Ensure that sufficient ice time is allocated to all Competitive teams in consultation with the Competitive Division Ice Convenor and Executive Board Director of Ice and the respective Team Managers.
- d) Advise all competitive teams of upcoming tournaments and clinics.
- e) Liaise with the OWHA regional representative with respect to matters involving the Competitive program.
- f) Coordinate involvement of competitive teams in OWHA playdowns and Provincial Championship.
- g) Monitor all activities and take appropriate measures to ensure the proper conduct of all individuals involved in the Competitive program.
- h) Coordinate activities with Lakehead Minor Hockey Association to ensure that the competitive teams compete in the appropriate leagues.
- i) Attend meetings of the Board of Directors, Annual General Meetings, Special Membership Meetings and any other required meeting to report on the Competitive Division.
- j) Act as Privacy Officer along with the Registrar in accordance with the OWHA Privacy Policy.

### ***Treasurer***

The Treasurer shall be competent in accounting principles and have a demonstrated ability to manage the financial records and transactions required for the organizations.

Responsibilities will consist of, but not limited to:

- a) Provide financial updates to the Competitive Divisional Board at all meetings and will provide a yearly financial statement to the TBWHA Executive and membership, to be shared at the AGM.
- b) Ensure financial reports are uploaded to the website in a timely manner, upon approval.
- c) Keep full and accurate books of account, in which shall be recorded all receipts and disbursements of the Organization, and under the direction of the Vice President shall oversee the deposit of money, the safekeeping of securities and the disbursement of funds.

- d) Conduct a periodic review of all team budgets and financial reporting requirements which includes receipts, invoices and bank statements. As outlined in the Managers responsibilities, these budgets are required October 31, December 31, February 28 and a final budget is due as soon as possible in April, but no later than April 30.
- e) Issue to Team Managers, a banking letter naming two staff members and names, along with two authorized signatories (Head Coach and Manager).
- f) Deposit all monies without delay in the TBWHA Competitive Bank Account. The Treasurer has joint signing authority together with the Vice President of Competitive Division, the President of TBWHA or any other Officer designated by the TBWHA Executive Board in relation to all disbursements.
- g) Disburse funds of the TBWHA Competitive Division by cheque only, as may be directed by the Vice President and keep on file all receipts and back up documentation where appropriate.
- h) Keep under review the financial position of the TBWHA Competitive Divisional Board and make recommendations to the Thunder Bay Queens Board to manage satisfactory cash flow and oversee the financial security of the Association.
- i) Provide invoices to sponsors upon request, in conjunction with the Sponsorship/Public Relations Officer.
- j) Be responsible, in conjunction with the Vice President, and Team Managers for determining when special payment arrangements are necessary. When reviewing Teams Financial Reporting, keep the Vice President informed of all outstanding debts and all Members in arrears.
- k) Ensure timely payment and continued communication with the Ice Convenor on all matters concerning team ice billings, and payment to the appropriate facilities.
- l) Submit to the Registrar the appropriate cheques to meet the OWHA deadline to register teams for the season, and registration of teams for OWHA Provincial Championships.

### ***Secretary / Registrar***

The Secretary/Registrar shall take and prepare minutes for all TBWHA Queens Board meetings and conduct correspondence on behalf of the organization. Additional responsibilities consist of preparing the player tryout packages, rostering the teams, receiving all player registration forms, and keeping an accurate record of player enrolment.

Responsibilities will consist of, but not limited to:

- a) Record and maintain the Minutes of all meetings of the Competitive Division.
- b) Deal with correspondence of the Competitive Divisional Board as instructed by the Vice President as requested.
- c) Give notice, including time, location, and date of all meetings of the Competitive Divisional Board to all people entitled to receive such notice.
- d) Prepare a copy of the Minutes and make them available to the persons entitled to receive them in advance of the subsequent Board Meeting with sufficient time to review in advance of approval.
- e) Ensure minutes are uploaded to the website in a timely manner, upon approval.

- f) Be responsible for updating any amendments to the Policies, Procedures and Guidelines, in discussion of the Competitive Divisional Board and at the request of the Vice President.
- g) Transfer to his/her successor, at the end of their term, all books, records, and material in his/her possession.
- h) The Registrar will act as Privacy Officer along with the Vice President in accordance with the OWHA Privacy Policy.
- i) Be in charge of the sign-up package for the TBWHA Competitive Divisional Board tryout registration.
- j) Work closely with the Sponsorship/Public Relations to adequately advertise Thunder Bay Queens Tryout Registration.
- k) Check all players as to their eligibility including completion of RAMP, verify that all transfers and releases are in order, as well as Permission to Skate requests.
- l) Prepare in order to meet the OWHA deadline, the OWHA Registration Forms for Competitive teams, notify the treasurer of the cheques needed for player registration and provincial bonds, submit them to the OWHA immediately upon completion.
- m) Provide the Ice Convenor and Vice President with the enrolment statistics immediately following the Registration process and with any updates throughout the season.

### ***Sponsorship / Public Relations***

The Sponsorship/Public Relations officer shall manage the overall public image and branding of the Thunder Bay Queens. While ensuring sponsorships and promotion of the association, teams, and players via the website, multiple social media platforms, and community partner initiatives are in the best interest of the program.

Responsibilities will consist of, but not limited to:

- a) Regularly update and refresh website content with new information.
- b) Create engaging and branded social media posts and content.
- c) Coordinate with Team Managers and Coaches media releases, ie. games, tournaments and community events.
- d) Review communication materials as needed and approve all articles placed in the paper or the media coming from any Queens team.
- e) Oversee and approve the use of the Association's logo and overall brand in collaboration with the Vice President Competitive Division.
- f) Engage in acquiring sponsorships for the Thunder Bay Queens Association annually.
- g) Ensure that individual team and Association sponsorship acknowledgements are made in the manner directed by the Sponsorship Promotional Package.
- h) Review the Sponsorship Promotional Package annually for distribution and prepare fundraising and/or sponsorship letters as requested.
- i) Present a proposal to the Competitive Divisional Board to obtain approval prior to any commitments with regard to sponsorship and fundraising activities.
- j) Take meeting minutes if the Secretary is unable to attend.

### ***Competition and Education Coordinator***

The Competition and Education Coordinator will be responsible for the communication and management of Player and Coach development and education opportunities for all TBWHA Competitive Division members.

Responsibilities will consist of, but not limited to:

- a) Coordinate Coach and Trainer clinics as deemed necessary from time to time, as well as share opportunities as they become available in the community.
- b) Develop and execute a plan to support Coaches with Player and Goalie skill development, and coordinate with the Ice Convenor a schedule for clinics throughout the hockey season.
- c) Ensure that each team is running effective practices and offering a program that follows all TBWHA Competitive Division Policies, Procedures and Guidelines.
- d) Facilitate assistance to all Coaches as needed.
- e) Look for proactive ways to support and improve player education and wellness by offering information sessions with guest speakers, ie. Dietary Information Session, Social Media Awareness, Mental Health, College Recruitment.
- f) Oversee the Return to Sport Strategy for injured players and assist coaches with Concussion Protocol Information and Awareness.

### ***Ice Convenor***

The Ice Convenor will be responsible for the management of all TBWHA Competitive Division ice contracts, and act as a liaison with the booking office of FWFN Arena, City of Thunder Bay, Tournament Centre and Oliver Paipoonge and work closely with the Treasurer and Referee in Chief.

Responsibilities will consist of, but not limited to:

- a) Schedule the Competitive Division Practices for the season, tracking ice time used by the teams and providing invoices to the Managers for those teams utilizing league ice for practice and games.
- b) Issue copies of all team billings to the Treasurer.
- c) Coordinate referees and timekeepers for games at teams' request. Provide current ice schedules to the Referee in Chief and Timekeeper scheduler for scheduling purposes and communicate any changes as they may arise.
- d) Assist teams in scheduling ice for exhibition games and/or loop weekends.
- e) Be responsible for supplying up to date schedules for the Coaches, Managers and Arenas.
- f) Report to the Competitive Divisional Board an ice summary at each board meeting.
- g) Mentor an ice scheduler in the event that the appointed scheduler does not continue in the position after the two year (2) term, if possible.
- h) Provide support and work in conjunction with TBWHA Director of Ice Allotment with the scheduling of ice requirements, as needed.
- i) The Director of Ice along with the Competitive Ice Convenor will be the contact person with the city to maintain control over the ice and the subsequent charges to the Divisions for any

overage of ice or shortfalls that may arise. The distribution of ice in the Junior and Competitive Divisions will be based on last year's usage on a percentage basis.

- j) Attend all Ice Council meetings on behalf of the TBWHA Competitive Divisional Board and act as liaison between the TBWHA and the Ice Council.

### **Sub-Committee**

The Competitive Divisional Board shall encourage broader participation of the Association Members by appointing committees to assist in the operation of the organization from time to time.

When the Competitive Divisional Board appoints a committee, it shall:

- a) Specify whether such committee is to be a standing committee of unlimited duration or an ad hoc committee after which time it shall cease to exist.
- b) Specify the general purpose of the committee and its objectives and responsibilities.
- c) Where applicable, specify resources available to assist in the carrying out of its task.
- d) Specify the time frame for the work and reporting procedure.



# TBWA Queens Anti-Bullying Policy



All Competitive Board members, staff, parents and players should have an understanding of what bullying is and must be aware of the Queens policy on bullying. This policy will be included in the staff information binder, posted on [www.thunderbayqueens.com](http://www.thunderbayqueens.com), and presented to the parents and players at the first team meeting of the season. Parents and players should know what to do if bullying arises. Competitive Board members and team staff must adhere to this policy when bullying is reported.

## Policy

We are committed to providing a caring, friendly and safe environment for all of our players so they can develop their skills and play hockey in a relaxed and secure atmosphere. Bullying will **not** be tolerated.

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying hurts; no one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Players who are bullying need to learn different ways of behaving.

Bullying can be:

- a) Emotional      being unfriendly, excluding, ignoring, ostracizing, tormenting  
(i.e. hiding equipment, threatening gestures)
- b) Physical      pushing, kicking, hitting, punching or any use of violence
- c) Racist      racial taunts, graffiti, gestures
- d) Sexual      unwanted physical contact or sexually abusive comments
- e) Homophobic      because of, or focusing on the issue of sexuality
- f) Verbal      name-calling, sarcasm, spreading rumours, teasing
- g) Cyber      All areas of internet, such as e-mail & social networking misuse
- h) Cell phone threats by text messaging & calls
- i) Misuse of associated technology, i.e. camera & video facilities

The Queens program takes allegations of bullying very seriously. Bullying of any kind is unacceptable to the Queens program. If bullying does occur, all players should be able to report it, and trust that allegations will be dealt with in a timely, sensitive and supportive manner, promptly and effectively. We are a *TELLING* organization. This means that *anyone* who knows that bullying is happening is expected to tell the team staff.

Everyone associated with the Queens program – members of the Competitive Board, team staff, parents and players – has a responsibility to respond promptly and effectively to issues of bullying.

Players and parents should be assured that they will be supported when bullying is reported, and that there will be absolutely no reprisals of any kind for the victim and/or her parents for reporting the bullying.

## Procedure

Report bullying incident(s) to team staff immediately.

Please note: If the bullying has occurred electronically (e-mail, texting, or any other social networking sites), the communication should not be deleted. The history should be preserved so that the communication can be retrieved.

In the event that a staff member is the bully, the player may not want to approach another staff member. In some cases, the player may not want to involve her parents. In instances such as these, the player should contact any Competitive Board member. The Competitive Board member will work with the player to resolve the issue, following the steps outlined below:

1. A meeting will be held between staff and parents to discuss the problem. The victim will not be required to attend the meeting, if that is her wish.
2. If necessary and appropriate, police will be consulted.
3. The bullying behaviour or threats of bullying must be investigated by the team staff and the bullying stopped immediately.
4. An attempt will be made to help the bully (bullies) change their behaviour.
5. The bully (bullies) may be asked to genuinely apologize. Other consequences may take place.
6. In serious cases, suspensions will be imposed according to OWHA guidelines.
7. If possible, the bully (bullies) and the victim will be reconciled.
8. After the incident/incidents have been investigated and dealt with, each case will be monitored by team staff to ensure repeated bullying does not take place.
9. In **all** cases when allegations of bullying are made, the Head Coach will provide a full written report to the Competitive Board, outlining the steps that were taken (#1 - #8 above) to address the issue. This report will be provided within **seven** days of the original meeting (#1 above).
10. In the event that the bullying continues, stronger disciplinary action will occur, ranging from escalating suspensions to dismissal from the team. The Competitive Board will be informed of continuing incidents and the teams' response.
11. Any team staff member who witnesses what they consider to be or could be construed as bullying has the duty to both report the incident to the Competitive Board and to step in to try to prevent escalation of the incident. Any team staff member who ignores bullying and/or reports of bullying, or does not follow this established procedure, will be subject to disciplinary action, including suspensions and/or dismissal from the team.
12. Any team staff member who engages in or tolerates any type of reprisal on the parents and/or the victim will be dismissed from the team.

# TBWA Queens Tobacco and Vapour-Free Policy



## Rationale

The Competitive Division of the Thunder Bay Women's Hockey Association recognizes the serious health risks associated with tobacco and vapour use, and that tobacco/vapour use is the single most preventable cause of death in Canada. The Board also recognizes the significant health risks associated with second-hand smoke. Further, it acknowledges that young people who do not start using tobacco/vapour by the age of 18 will most likely never start.

The Competitive Division also acknowledges its leadership role in the sport of women's hockey and aims to be a positive role model for young women involved in hockey. Further, it recognizes that Competitive Division players are role models for younger girls in the community, and as such can be a powerful influence on the lifestyle choices of those girls.

The Competitive Division believes that becoming a tobacco/vapour-free organization is conducive to its goals of creating a healthy, family friendly environment for young hockey players, and of creating a positive image of women's hockey in the community.

## Definition

For the purposes of this policy, tobacco is defined as any lit or unlit form of cigarette, cigar, or pipe, as well as spit tobacco, smokeless tobacco, snuff, dip, and chew. Tobacco use includes smoking, chewing, dipping, and any other use of tobacco products. Vaping is defined as the act of inhaling and exhaling an aerosol produced by a vaping product, such as an electronic cigarette. Vaping doesn't require burning like cigarette smoking. The device heats a liquid into a vapour, which then turns into aerosol. This vapour is often flavoured and can contain nicotine.

## Scope

This policy applies to all TBWA Competitive Division players, coaches, managers, trainers, game officials, Board members, and all persons acting in any official capacity for a Competitive Division team or the organization as a whole.

## Policy

The use of tobacco/vaping products is prohibited by all affected personnel when involved in any Competitive Division activity. This includes games, practices, dryland training, banquets, and any activity planned, organized or coordinated by the Competitive Division and its member teams. This ban also includes related activities such as conferences and clinics, media interviews, fundraising, and all other activities while acting as a member of a Competitive Division team. It also applies at all times in public when wearing any apparel identifying one as a member of the Competitive Division or one of its teams.

In addition, The Competitive Division strongly discourages the use of tobacco/vaping products at any time. Every effort will be made to provide education to prevent the initiation of tobacco/vapour use and to assist those requiring help to quit.

### **Procedures**

This policy will be communicated to all players, coaches, trainers, and managers and be posted on the Competitive Division website and is included as part of the Competitive Division Policies and Procedures Manual.

### **Compliance**

Compliance with this policy is the responsibility of every member of the organization, including but not limited to players, coaches, trainers, managers, parents, and Board members. Any person affected by this policy as defined under 'Scope' who is found to be using tobacco/vaping products when this policy is in effect should be politely reminded of the policy and asked to dispose of the tobacco/vapour product. Failure to comply must be reported to the Competitive Division Director and will result in an appropriate penalty assessed by the Competitive Division Board of Directors.

# TBWA Queens Social Media Policy



## Introduction

The Social Media Policy will include public communications through all internet mediums, websites and apps including, but not limited to; Twitter, Facebook, Instagram, Snapchat, YouTube.

This policy will be applicable to all members of the Thunder Bay Women's Hockey Association – Competitive Division (acting as Thunder Bay Queens) community including Directors, Board Members, Teams, Coaching Staff, Players, Billets, on-ice and off-ice Officials, players' family members and supporters. *Herein referred to as "Community"*. The Thunder Bay Queens recognizes the "Social Networking Policy" set forth by OWHHA and this policy establishes further guidelines.

The Thunder Bay Queens Organization recognizes and appreciates the value of social media and its importance; however, we recognize it allows for inappropriate unsupervised conduct which may be detrimental to the welfare of the Thunder Bay Queens Community. We also respect the right of all Teams and Association personnel to express their views publicly, at the same time we must be aware of the dangers social media can present.

The purpose of this policy is to educate all of Thunder Bay Queens Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by Team officials, TBWA, TBWA – Competitive Division, Ontario Women's Hockey Association or Hockey Canada.

## Guidelines

1. The Thunder Bay Queens Organization holds the entire Thunder Bay Queens Community who participates in social media to the same standards as it does for all other forms of media, including radio, television and print.
2. Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
3. Social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications, therefore you should conduct yourself in an appropriate and professional manner at all times.
4. Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about a specific player.
5. Use your best judgement at all times – pause before posting.

## **Social Media Violations**

1. Any statement deemed to be publicly critical of Association Officials or detrimental to the welfare of a Member Team, Team personnel or an individual from the Thunder Bay Queens Community.
2. Divulging confidential information that directly affects an Association Team.
3. Negative or derogatory comments about any of the Team, TBWHA Competitive Division, staff, supporters, players or any member of the Thunder Bay Queens Community.
4. Any form of bullying, cyber bullying (as described by Hockey Canada), harassment, or threats against any member of the Thunder Bay Queens Community.
5. Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
  - a) Drug use,
  - b) Alcohol abuse,
  - c) Public Intoxication,
  - d) Hazing,
  - e) Sexual exploitation, etc.
  - f) Smoking/vaping
6. Online activity that contradicts the current policies of OWHA, TBWHA, or Thunder Bay Queens.
7. Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the OWHA policies and regulations.
8. Online activity that is meant to alarm other individuals or misrepresent the fact or truth.

## **Discipline**

Thunder Bay Queens will investigate reported violation(s) of this policy, and if the investigation determines that a violation has occurred, will impose an appropriate discipline including but not limited to suspension. Any appeal of the suspension will be dealt with as set out in the OWHA handbook for other types of suspensions.

## **Summary**

When using social media, the Thunder Bay Queens Community should assume at all times they are representing the Association and/or its members or teams. All members of the Thunder Bay Queens Community should remember to use the same discretion with social media as they do with other traditional forms of media. Should the identity or image of any member of the Thunder Bay Queens Community be used in social media without the individual, Team or Association authorization, this is considered to be identity theft. Any use of a player or team member's image or likeness without written consent is strictly prohibited.

## TBWA Queens Guidelines for News Releases to Media and Website



To increase the level of coverage the Queens organization receives from local media, we must be **consistent** in the level and timing of the information we release to the media. Releases are required, win or lose, in a timely fashion. It is important to provide all of the relevant facts, including who you played, where you played, the outcome, which players scored/played net, etc., complete with goals, assists, saves and when the date and time of your next game.

### Sample Releases and Guidelines

**One Week Prior to the tournament**, the following type of information should be sent to the Queens Media Representative.

*The U13 Queens will travel to Sault Ste. Marie this weekend for their first tournament action of the season. The team's round-robin schedule is Friday, November 14, 2008 - 2:30 p.m. vs. SSM Wildcats, and Saturday, November 15, 2008 - 8:00 p.m. vs. Hearst.*

*The semi-final games are Sunday morning, and the Gold Medal game is scheduled for 12:30 p.m. at the John Rhodes Arena.*

**During the tournament and at the provincials**, the following type of release should be sent immediately following each game, to the Queens Media Representative and to all media contacts, with a copy to the Board:

*The U13 Queens were victorious in their opening game at the 10<sup>th</sup> Annual Stars Cup Tournament in Winnipeg, MB, defeating the Souris Elks 2-0.*

*(Player name) scored the game-winning goal with 18 seconds left in the first period, with a great assist from (Player name). The Queens sealed their victory with 9:46 left in the third period. The same strong forward line got the goal, with (player name) scoring from (player name) and (player name). (Player name) had the shut out in net.*

*The U13 Queens will next see action Saturday morning at 9:30 a.m. when they face off against the Brandon Wheat Kings.*

**At the conclusion of the tournament**, the following type of release should be sent asap on Sunday or Monday, as soon as you return home or have internet access. Send to the Queens Media Representative and as well a copy to the Competitive Board:

*The U13 Queens came home with the Consolation trophy from the St. Luke's Icebreaker Invitational in Duluth, MN this weekend. The team opened tournament play with a 2-1 loss to Osseo Maple Grove. The Queens then defeated Coon Rapids by a score of 2-1, with (player name) scoring from (player name), and (player name) scoring from (player name). The Queens went on to win the Consolation final against Rochester by a score of 4-1. (player name) scored all four goals. (player name) and (player name) were both strong in net. The team will next see tournament play at the end of January when they participate in the Queens Showcase Weekend.*



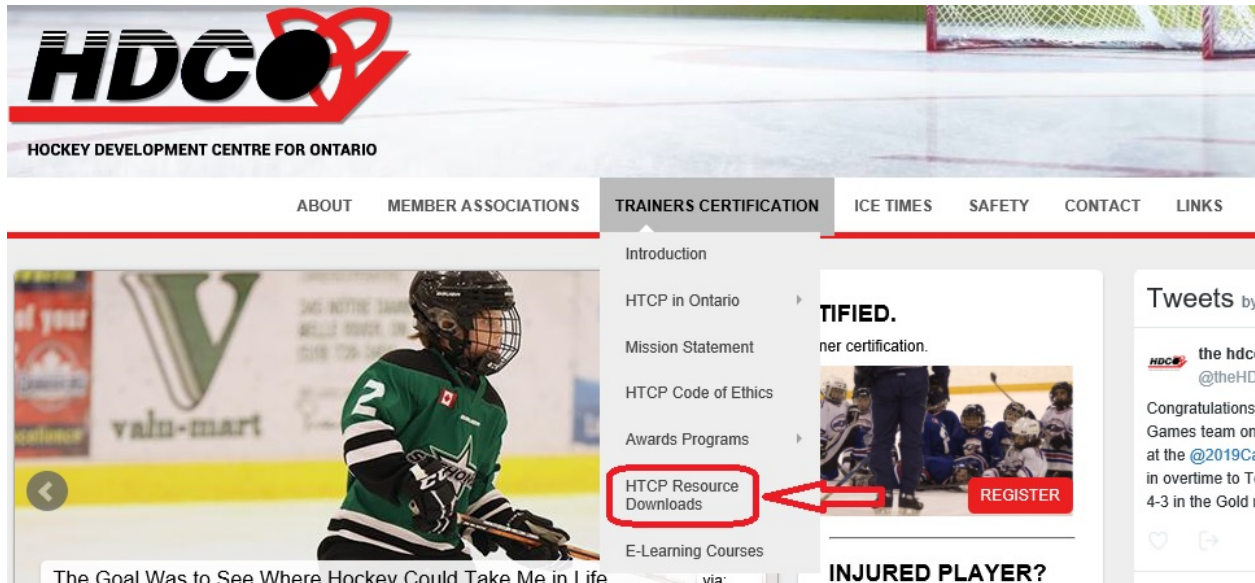
## Appendix: Forms and Letters

### Hockey Trainers Certification Program (HTCP) Forms

The HTCP website has many useful forms for your team's Trainer.

To access the forms, you can navigate to their website:

[www.hdco.on.ca](http://www.hdco.on.ca)



### Most Team forms can be found on the OWHA website:

<https://owha.on.ca/content/forms-and-policies>

### Ontario Women's Hockey Association (OWHA) Forms

The OWHA Website is a vast resource of information on hockey policies and regulations regarding women's hockey. There are many useful forms located on the website as well. To access the forms you can navigate to:

[www.owha.on.ca](http://www.owha.on.ca)



## Queens Financial Statement Template

### Sample Team Budget

REVENUE		Budget	Final
Player Fees	\$1,750 x 17	\$29,750	\$29,750
Raffle Tickets	\$250 x 17	\$4,250	\$4,250
Team Sponsor		\$5,000	\$5,000
Fundraisers		\$5,000	
Fundraiser #1			\$4,500
Fundraiser #2			\$1,950
Other Revenue/Income			\$800
<b>Total Revenue</b>		<b>\$44,000</b>	<b>\$46,250</b>
<b>EXPENSES</b>			
Queens Board Competitive Fee	\$600 x 17	\$10,200	\$10,200
TBWHA Fee (House league)	\$550 x 17	\$9,350	\$9,350
Tournaments		\$8,000	
Westfort			\$1,050
Anoka			\$1,490
White Bear Lake			\$1,680
Duluth			\$2,050
Cupid Classic			\$1,400
Needing			\$800
Elks			\$850
U11 A Games	\$150 x 8	\$1,200	
Exhibition Games	\$750 x 1	\$750	
Practice Ice from Queens	70 hrs x \$0	0	
Practice Ice we secured	\$150 x 20	\$3,000	
Ref Costs		\$250	
Actual Ice Cost incl refs	(73 hours excl		\$4,465
Raffle Tickets	\$250 x 17	\$4,250	\$4,250
Dryland Insurance		\$100	0
Office Supplies		\$100	0
Hockey Supplies		\$300	\$225
Team Snap		\$150	0
Bank Service Charges		\$150	\$75
Player / Coach Clothing		\$2,000	\$1,600
Shooting Challenge			\$255
Banquet Tickets			\$595
Team Meals		\$1,500	\$2,125
Player Bags		\$1,020	\$935
Misc		\$400	\$265
<b>Total Expenses</b>		<b>\$42,720</b>	<b>\$43,660</b>
Budget Surplus		\$1,280	\$2,590
Notes: Still some pending expenses Approximate refund \$161 per player			

# Thunder Bay Queens Authorization to Release Information



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I hereby authorize the Thunder Bay Women's Hockey Association (TBWHA) Competitive Division to release to the Queens website ([www.thunderbayqueens.com](http://www.thunderbayqueens.com)), Queens Facebook Page, Queens Instagram Account and Queens Twitter Account, the following information:

- Name
- Jersey number
- Position
- Shot (left or right)
- Hometown
- Last team played for
- Year of birth
- Grade
- Hockey achievements and ambitions
- Academic achievements and ambitions
- Athletic achievements
- Other interests
- Consent to Photograph and post website, social media, newspaper, etc

for the purpose of identifying the player to hockey fans, post on Queen's website prospective post-secondary institutions and/or prospective sports teams and sports scouts.

Effective Period of Consent:	
From:	To:
Player Name:	
Signature:	
Date:	
Parent Name:	
Signature:	
Date:	

TBWHA is committed to handling any personal information that we may collect concerning you and your family member(s) in a professional, respectful, and lawful manner. TBWHA collects, uses and discloses personal information in accordance with this privacy statement. The personal information about you and your family member(s) is used for the purposes of:

- a) Providing hockey statistics to fans
- b) Identifying hockey players to sports scouts and post-secondary education institutions for recruiting purposes, could include photographs, posting on website

# Thunder Bay Queens Player Profile

## THUNDER BAY [DIVISION NAME] QUEENS

**Player Name:**

#

**Position:**

### Personal:

• Year of Birth: \_\_\_\_\_

• Shoots: \_\_\_\_\_

• Hometown: \_\_\_\_\_

• Last Team: \_\_\_\_\_

• Grade: \_\_\_\_\_

### Hockey Achievements and Ambitions:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Academic Achievements and Ambitions:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Athletic Achievements:

- \_\_\_\_\_
- \_\_\_\_\_

### Other Interests:

- \_\_\_\_\_
- \_\_\_\_\_

### Player Sponsors:

- \_\_\_\_\_
- \_\_\_\_\_



# Thunder Bay Queens Player Sponsor Request Letter



Date:

Dear [Sponsor Name]:

The Thunder Bay Queens represent the Competitive Division of the Thunder Bay Women's Hockey Association.

The [Your team name, e.g., U18 AA Queens] is composed of highly skilled and dedicated young female-athletes who showcase their talents at elite levels of hockey. These players compete in rigorous tournaments across Ontario, Manitoba, and several Northern U.S. states. Our teams have proudly secured numerous Provincial and National Championships in previous seasons.

The expenses associated with maintaining such a high-caliber team continue to rise. These costs include ice time, game officials, tournament fees, and travel expenses. To ensure that our players can continue to compete and grow in their sport; we are seeking your support. By sponsoring our teams and players, your business will gain online recognition and visibility on our social media accounts. This exposure not only demonstrates your commitment to community and youth development but also enhances your business's visibility and brand awareness.

We offer customized sponsorship packages to meet the unique needs of your business. Whether you're looking for a one-time sponsorship or a more comprehensive partnership, we can tailor a package that aligns with your business objectives and budget. Our sponsorship options can include additional branding opportunities, social media promotion, and more, ensuring that your support is recognized and valued.

Detailed information about the various sponsorship levels can be found in the attached "Queens Sponsorship Package." If you would like to support our team, please make your cheque payable to Thunder Bay Queens [your team name].

Your assistance is very much appreciated.

Yours sincerely,

[Your Manager's Name]  
Thunder Bay Queens [your team name]  
[www.thunderbayqueens.com](http://www.thunderbayqueens.com)

# Thunder Bay Queens Team Sponsor Request Letter



Date:

Dear Sir/Madam:

Thunder Bay Women's Hockey Association (TBWHA) is a non-profit organization that represents one of the fastest growing women's sports in the world.

The TBWHA Queens program is the female equivalent to the Kings program that represents boys' hockey here in Thunder Bay. The Queens program consists of 7 teams ranging from U11-U22. As part of the TBWHA, these highly skilled and dedicated female athletes are provided the opportunity to demonstrate their hockey skills at a very high level. This is not possible without generous sponsorship from businesses like yours.

The Queens program is asking for your support as a team Title Sponsor. Your generous donation of \$5,000.00 per season will help to defray some of the costs associated with operating one of our teams.

The benefits to your business from your sponsorship include:

- Sponsor name included as team highlight  
ie. John Smith's Plumbing U11 Thunder Bay Queens
- Includes your company name on all team advertisement and media releases.
- One time tiered thank you advertisement in the Walleye publication.
- 2023-2024 Thank you Banner located at Fort William First Nation Arena.
- Recognition at all team events.
- Two complimentary tickets to the annual Thunder Bay Queens banquet.
- Company logo and website link on main homepage and individual team page of the Thunder Bay Queens website.
- Commemorative plaque from the team(s) sponsored.
- Dressing room door signage.
- Recognition highlight on the Thunder Bay Instagram, Facebook and Twitter feed.  
Business name attached to any team associated post (ie. Tournament weekends see 3-5 posting per tournament). Our social media platforms are heavily followed by countless members of the Thunder Bay community reaching an average monthly viewing of 8,000 people.

Thank you for your consideration of this proposal and I look forward to talking to you about this exciting opportunity.

Public Relations and Sponsorship Co-Ordinator  
Thunder Bay Queens

# Thunder Bay Queens Authorization for Foreign Travel with a Minor



To Whom It May Concern:

This letter is in relation to our child, \_\_\_\_\_ who is a citizen of Canada and a minor born on \_\_\_\_\_. Our child holds a Canadian birth certificate/passport.

We do jointly and severally solemnly swear that we have legal custody of our child and that no pending divorce or child custody proceedings involving the child exist.

We do hereby grant full authorization and consent for our child to travel outside of Canada with \_\_\_\_\_ who is the guardian of the child during travel from Thunder Bay to \_\_\_\_\_ and return.

The purpose of the travel is to enable the child to participate in sporting events from time to time. We approve any travel plans arranged by \_\_\_\_\_ for this purpose during the time period between \_\_\_\_\_ and \_\_\_\_\_.

We expressly authorize \_\_\_\_\_ to make any changes whatsoever to the travel plans specified above.

While the child is in the company and traveling with \_\_\_\_\_, I give \_\_\_\_\_ the authority to be ethically, legally and medically responsible for the child. I would expect \_\_\_\_\_ to care for child as they would their own child.

Under penalty of perjury under the laws of the province of Ontario, Canada, we jointly and severally attest to the truthfulness, accuracy, and validity of the forgoing statement.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Parent Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Contact Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Thunder Bay Queens Player Agreement



## Thunder Bay Queens Player Agreement 2022/23

Team:

U11 \_\_ U13 \_\_ U15A\_\_ U15AA\_\_ U18 A\_\_ U18 AA\_\_ U22\_\_

Players Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent's Names: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Other Phones: \_\_\_\_\_

Player Email: \_\_\_\_\_

Parents Email: \_\_\_\_\_

Other information you feel the team should know about:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, we are entering into a contract to play hockey for the Thunder Bay Queens, and agree to abide by the OWSHA Code of Conduct and policies established by the Thunder Bay Women's Hockey Association and the Thunder Bay Queens. We further agree that the signed player will not participate in any other hockey activity during the Queens hockey season, without the prior written consent of the Head Coach and the Board of Directors of the Thunder Bay Queens. We also understand that an initial payment toward our player registration fee, as established by the Rep Division, is due immediately.

\_\_\_\_\_  
Player Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Team Official Signature

\_\_\_\_\_  
Date