



# Manual of Operations

Title: Player Status	Number: HOP 01-07
Source: Executive Director	
Approved By: Executive Director	Date Approved: March 2026 Date Last Reviewed: March 2026

## Definition of Imports and Non-Imports

ALL WGHA member players are classified in one of three categories for the purpose of REP hockey team selections.

- **Non-Import**
- **Import**
- **Status Under Review**

**Non-Import:** All players who live at an address within the City of Waterloo, or where a player has two addresses (such as joint custody) one of the addresses must be in the City of Waterloo, or are registering (for the first time) at U11 or below, are classified as Non-Import. These players will retain Non-Import status until one of the events outlined below occurs, thus resulting in a change of classification.

**Import:** Any eligible player who is trying out for a WGHA team who is not classified as a non-import is classified as an import.

**Status Under Review:** An ineligible player has an indeterminate status with WGHA (usually due to, but not limited to, leaving the association in a negative way) and must have board approval before she may rejoin WGHA and be placed on a team.

## Changes to Player Import and Non-Import Status

The following policy outlines the process in which players' status may change from import to non-import and from non-import to import.

### a) Import to Non-Import Change Process

All import players may apply to the Executive Director and/or his/her delegate to be considered for non-import status provided the following criteria are met and continue to be met:

- Player has been registered with WGHA for at least two (2) consecutive seasons;
- Family and players (as appropriate) have, carried out a role as rostered team staff, board or board committee member; and or completed a minimum of 10 hours volunteer time for each of the past



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two years; and

- Player and family will continue to demonstrate commitment to WGHA;

Players granted Non-Import status are expected to pay “out of town” additional registration fees if they reside outside the City of Waterloo. If the said player, at a future date, leaves WGHA and requests a release or registers in another OWHA association and then returns, she will once again be considered an Import Player.

Players wishing to be considered for Non-import Status must submit their request to the WGHA Executive Director and/or his/her delegate by December 31<sup>st</sup> of their 2nd season. All requests will be considered and approved or denied by the WGHA Board at their sole discretion. Applications will only be considered once per season. The request must include:

- Teams that the player has played for over the past two years;
- WGHA-related volunteer activities that the family and player (as appropriate) have been involved with over the past two years; and
- Leadership activities, such as volunteering as a member of the rostered Coaching staff, board and or board committees; and other volunteer activities that member(s) of the family have been involved with over the past two years

## b) Non-Import to Import Change Process

Non-Import players may have their classification changed to Import in the following circumstances:

1. A Non-Import player who is **offered a spot on a** representative **team** in the WGHA and chooses to request a release to join a different association at **that level or lower** will be reclassified as an Import for tryout purposes in subsequent years. If the player is recommended for selection to a WGHA team as an Import status player in the future and accepts - they may request reclassification to Non-Import status from the Executive Director and/or his/her delegate by the end of February of that season. All requests will be considered and approved or denied by the WGHA Board at their sole discretion.
2. A Non-Import player who chooses to request a release to another association prior to or during tryouts will be reclassified as an Import for tryout purposes in subsequent years. The player may request reclassification to Non-import



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status from the WGHA board with a written request by the end of February to the Executive Director and/or his/her delegate. All requests will be considered and approved or denied by the WGHA Board at their sole discretion.

3. Any Non-Import player that is released from a WGHA tryout and joins another association at the same level or higher will remain a Non-Import in the WGHA for subsequent tryout purposes.
4. If a player is a non-resident of Waterloo and was granted non-import status per the provisions of this policy and said player chooses to leave WGHA for another association, the player's status will revert to Import status.

### c) **Import Program Limitations**

WGHA may, at its discretion, no longer permit Import Players to register with some WGHA programs with limited space (Rep; U9 Program, Rookie Ravens, Rookie Ravens Plus, Learn to Skate) unless they meet the requirements outlined in the Import Players policy (HOP-01-06).

WGHA will permit Import Players to register for WGHA U11 to U22 House League programs provided they have not been previously registered with another female or male hockey association.

Any changes to this policy require WGHA board approval.