



# Manual of Operations

Title: Player Status	Number: MO-06-07
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 choosing 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 in the case of joint custody) one of the addresses must be in the City of Waterloo, or are registering in a U11 or below program, are classified originally upon first registration with the association as non-import. These players remain Non-Import year over year unless one of the events outlined below results 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 can change from Import to Non-import status and from Non-Import to Import status.

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

All Import Players may apply to the Executive Director 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 player (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 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



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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 Executive Director by the end of December of their 2nd season. All requests will be considered by the Executive Director and approved or denied, by the WGHA Board of Directors at their sole discretion. Applications will only be considered once per season at the January Board meeting. 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 player 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.
2. 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 WGHA Board of Directors by the end of February of that season through the Executive Director.
3. Any WGHA player may request a tryout bypass by;
  - engaging in direct written communication with the Executive Director and / or the appropriate Board Liaison AND Head Coach of the applicable team(s) AND
  - signing a Tryout Bypass Acknowledgement & Agreement PRIOR to the commencement of WGHA tryouts.



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A Tryout Bypass may be granted only where the player has not attended any WGHA tryout sessions for the upcoming season and subject to approval by the WGHA Executive Director and/or his/her delegate, AND the appropriate Head Coach(s) in accordance with this policy.

Any WGHA player who elects to withdraw or ask for a release from WGHA tryouts &/or requests a release to another association prior to attending any WGHA tryout sessions, without having been granted an approved Tryout Bypass Acknowledgement & Agreement, shall be reclassified as an Import for WGHA tryout purposes in subsequent seasons.

4. 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 (MO-06-06).

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.