

Glengarry Girls Hockey Association (GGHA)

Bylaws and Regulations

1. Executive

1.1 Voting

1.1.1 If a position has more than one person nominated, the nominees shall leave the room for the vote.

1.2 Eligibility

1.2.1 Any member of the Executive, Officials, or Referees can be associated with a GGHA team or committee in any capacity.

1.3 Duties

1.3.1 President

1.3.1.1 Shall preside at all meetings of the Executive and at all General Meetings of the Association.

1.3.1.2 To be responsible for ensuring that the duties of all the Executive members are fulfilled properly.

1.3.1.3 To be responsible for the complete well being and operation of the Association.

1.3.1.4 Shall be an Ex-Officio member of all committees.

1.3.1.5 Shall not vote except in the case of a tie when s/he shall cast the deciding vote.

1.3.1.6 To be nominated for GGHA President, a candidate must have had previous experience serving on the Executive of a youth hockey association.

1.3.2 Vice President

1.3.2.1 Shall assist the President with duties of the Association.

1.3.2.2 To act as alternate signee if the President or Treasurer are unavailable.

1.3.3 Treasurer

1.3.3.1 To oversee the collection and deposits of all monies received.

1.3.3.2 To be responsible for the disbursement of all monies, ensuring that all disbursements are supported by acceptable receipts. All expenditures over \$1,000 require Executive approval.

1.3.3.3 To ensure that all disbursements are made by cheque and signed by two persons, being the Treasurer and the President with the Vice-President as the alternate signee signing for the President or Treasurer when necessary.

1.3.3.4 To report all receipts and disbursements to the Executive at periodic Executive meetings as arranged by the President a) one prior to the Annual General Meeting b) a final one at close of the current season's financial transactions; and c) such other(s) as directed by the President.

1.3.3.5 To be responsible for the proposal and coordination of fundraising events.

1.3.3.6 To be responsible for all monies belonging to the Association, maintaining an adequate record of all receipts and disbursements.

1.3.3.7 To issue financial statements per season.

1.3.3.8 The qualifications for the member serving as the Treasurer will be significant accounting experience, and preferably a recognized accounting designation.

1.3.3.9 Any other duties assigned by the President.

1.3.4 Registrar

1.3.4.1 To submit all required lists and forms to leagues and OWHA before required dates.

1.3.4.2 To maintain all team lists and co-ordinate a waiting list of players.

1.3.4.3 Notify Executive and Members of registration procedure infractions, game reporting infractions and team fines.

1.3.4.4 To arrange for the coordination of registration of players for the Association, application forms, registration dates, adequate announcements of registrations, and other matters relating to registration.

1.3.5 Secretary

1.3.5.1 To maintain official copies of the minutes of meetings and ensure that copies of these minutes are circulated to members of the Executive by the next scheduled meeting.

1.3.5.2 To maintain a complete up-to-date list of all the Association's Executive members, their addresses and telephone numbers, and any other necessary information.

1.3.5.3 Prepare mail and maintain a file of all the Association's internal and external correspondence, providing the President with a copy of each letter.

1.3.5.4 All Bylaws, Constitution, and Code of Discipline changes to be amended annually.

1.3.5.5 To keep minutes of all full Executive meetings, Annual General Meeting, General Meetings and ensure copies are circulated to members of the Executive by the next scheduled meeting.

1.3.5.6 Schedule meeting dates and locations. Notify Executive members of meetings.

1.3.6 Tournament Convenor

1.3.6.1 Will establish a pre-tournament budget and submit to the treasurer for his/her input and presentation to the executive for support.

1.3.6.2 Responsible for the establishment of various sub-committees to plan and operate the Annual GGHA tournament.

1.3.7 Director of GGHA Equipment

1.3.8.1 Will be responsible for GGHA equipment control, storage, disbursement and collection. (Jersey, Socks, Goalie equipment, novice board requirement, etc)

1.3.8.2 Will be Responsible for the purchase of any new equipment and for reporting to the Executive and its members the minimum playing equipment standards.

1.3.8 Director of Marketing and Advertising

1.3.9.1 Responsible for advertising registrations and special events in local papers and schools, as well as creating ads for social media.

1.3.9.2 Responsible for planning and organizing sale of GGHA merchandising and apparel

1.3.9.3 Responsible for planning GGHA team/player pictures

1.3.9 Director of Risk and Safety

1.3.10.1 Responsible for planning and collecting all required certifications from GGHA volunteers and coaches/bench staff and keeping records of these certifications.

1.3.10.2 Responsible to support the Program VPs/GM on discipline issues.

1.3.10.3 Responsible to any other duties assigned by the President regarding Risk and Safety of the GGHA players, coach, bench staff and it's members.

1.3.10.4 Responsible to work and educate Coaching staff on concussion detection and testing procedures.

1.3.10.5 Responsible for replenishing, collecting and distributing first aid kits to all team trainers.

1.3.10 Director of Webmaster/Social Media

1.3.11.1 Responsible for updating GGHA website and facebook page on new and upcoming events of the GGHA

1.3.11.2 Responsible for sending any news or upcoming events to local news papers (Glengarry News, Review, etc)

1.3.11 Director of Special Event and Fundraising

1.3.12.1 Responsible for the establishment of various sub-committees to plan and operate the GGHA special events and fundraising such as Glengarry Highlanders Hockey Day , Award night, Volunteers supper night, special fundraising events (ex. during tournament weekend)

1.3.12 Director of Scheduling

1.3.13.1 Responsible for creating practice schedules for all GGHA teams and posting to our website.

1.3.13.2 Responsible for giving teams their ice times for home games so they can schedule through the league.

1.3.13.3 Responsible for communicating with the referee in chief concerning referees for home games.

1.3.13.4 Responsible for scheduling timekeepers for all home games.

Article II Members

2.1 Suspensions

2.1.1 Any member who is suspended or removed from their position by the GGHA Executive for any reason may appeal their case to the Association's Executive by giving written notice to the Secretary within five (5) days of the suspension notice.

2.1.2 Any member requesting a review of their suspension or removal from their position must be notified five (5) days in advance of the date set for the Executive appeal meeting. No further appeals will be entertained if the suspended member of the Executive fails to appear on the date and within fifteen (15) minutes of the time set for the Executive appeal meeting.

Article III Registration / Team Association

3.1 Player Registration Fees

3.1.1 All player registration fees will be decided and paid directly to the GGHA. The fees will be used for operating expenses incurred by the GGHA. NOTE: Fees for referees for all Divisions are included in the Team Registration fee to the leagues.

3.2 Registration Fee

3.2.1 Registration fees consist of but are not limited to:

1. Administration expenses (mailing, photocopying, phone calls, etc.);
2. costs of crests, trophies, awards;
3. League Team Registration fee and OWHA Player and Personnel registration and insurance;
5. referee costs for league regular season and playoff games;
6. ice costs; and
7. equipment (sweaters, goalie pads, etc.)

3.2.2 The amount of the registration fees and payment schedule shall be determined by the Executive annually.

3.2.3 Payment of team registration fees is due before the date set by the Executive for the season.

3.3 Players

3.3.1 Players residing in Glengarry & Surrounding District may play in the program (House or Competitive) of their choice if numbers and skill level allow. The team must be her age category or higher subject to the approval of the Executive.

3.3.2 All registration forms for girls under 18 must be signed by the parent or guardian. All players are required to complete a GGHA registration form.

3.3.3 Participation of players is restricted to one GGHA team at a time per playing season subject to player movement and player release clause.

3.3.4 When there are more applications than teams available for players a reserve list (subject to approval by the parents or guardians) shall be maintained by the GGHA. Every effort will be made by the GGHA to find a team for each player.

3.3.5 An underage player whose skills are well above the average for her age group may be permitted to play in a higher age group subject to Executive approval.

3.3.6 Where not enough players at one age group are available to form a team, those players will be permitted to play in a higher age group.

3.3.7 Player release will be granted only for those seeking to play at levels above what GGHA is able to offer. The board may review a same level release if the player has a valid reason.

3.4 Teams

3.4.1 Team lists to include full name, address, telephone number, medical insurance number, and player birth date will be submitted to the Association Registrar prior to the first league game. The goalies are to be identified on the team lists. Team lists are to be on the OWHA team registration form, or alternate provided by the Association and a copy of each player's registration form must accompany the team list. These will be kept amended as necessary.

3.4.2 GGHA team registration forms (or copies) must also be submitted to the league Registrar for those teams registering in the league.

3.4.3 In no case may a player participate in league play unless a) the player registration form is submitted to the Registrar before the game, or b) the Registrar or Secretary is notified by phone of the addition/switch, in which case, the player registration form must be submitted within three (3) days. Players not duly registered through submission to the Registrar on team lists shall be deemed to be ineligible players for league games. The team shall be subject to forfeiture of any league games where such ineligible player participated.

3.4.4 Team lists must be finalized by the dates set forth by the OWHA and leagues. After this date annually, new registrations can be added to team lists in accordance with the OWHA and league rules. Exceptions due to extenuating circumstances will be reviewed and decided upon by the OWHA and the GGHA Executive.

3.4.5 The maximum number of players that can be registered on a team is 19 (which includes 2 goalies) and must be consistent with OWHA regulations).

Article IV - PLAYING RULES AND REGULATIONS

4.1 All Playing Rules and Regulations are as per Hockey Canada and amended by the league and OWHA.

Article V - MISCELLANEOUS.

5.1 All Association awards/trophies will be decided by the Executive of the playing season concerned.

5.2 GGHA teams not showing up for scheduled home ice and who fail to find another GGHA team to use the said period of ice will be subject to paying the GGHA the amount billed for that said period of ice. Until payment is received by the GGHA Treasurer, the team will forfeit all upcoming home practice/spare ice.

5.3 GGHA teams requesting additional ice above and beyond what is provided by the GGHA will be responsible for seeking out any available ice and expensing it from their team finance account. (EX. Additional practices, exhibition games, etc.)

5.4 The GGHA Executive will determine the number of players and goalies to be chosen for each GGHA team based on registration numbers.

5.5 When the GGHA is fielding a competitive/higher level team at any age category, try-outs will be held at a date, time and arena announced within a minimum of five (5) days' notice. It is expected

that players wishing to play for a GGHA rep team attend and fully participate in all tryouts held for that team. Any player unable to attend tryouts due to injury, illness or any reason must contact the GGHA board prior to the tryout. If the board is satisfied, the player may be excused from the tryout, but will not be eligible for a refund of the tryout fee. Attendance at try-outs will be monitored by the members of the GGHA Executive.

5.6 When try-outs are being held for a competitive/higher level team at any one age category and the selected Coaching Staff have a daughter(s) trying out for the team, at least two (2) independent evaluators must observe the try-outs to ensure a fair and impartial process. The independent evaluators must have no vested interest in the team for which they are evaluating.

5.7 Upon completion of try-outs for the competitive/higher level team and prior to announcing the players selected to the said team, Coaching Staff and all evaluators will turn in player evaluation forms they used for their selection process to the GGHA Executive.

5.8 Each individual team is responsible for extra expenses, such as tournaments, referees and timekeepers for exhibition games, extra ice over and beyond the allotted schedule, team apparel, track suits, pictures, performance bonds, OWHA provincial tournament fee and bond, referees and timekeepers for playdown games.