

# OGHA POLICIES & PROCEDURES

---

## **OGHA LOGO & NAME**

To protect the integrity of the Orillia Girls Hockey Association logo and all that it represents.

### **Definition**

The term logo shall mean the Orillia Hawks (OGHA) logo presently in use by all teams, and the Executive as its recognized identity.

### **Ownership**

The Orillia Girls Hockey Association shall be the sole owner of all artwork associated with this association. The Hawk emblem and OGHA name shall remain the sole property of this association and as such will not be reproduced by persons inside or outside the organization without permission from the Executive Committee.

### **Procedures**

The current logo, (as per above) is the only accepted and recognized logo to be utilized by all teams, management and the executive to identify our association whether by written, material or electronic means.

The logo shall not be adjusted, changed or altered from its original design without consent from the majority of the Executive through the voting process at a regularly scheduled executive meeting. Approval will only be granted upon formal request to the Executive in writing by the team or officials or executive members that wish to make changes.

Changes such as; colour, layout, wording, design, size, shape and use shall be done only with the express written consent of the executive committee. All requests shall have the signoff of either the President or Vice President following the majority consent vote of the executive committee.

### **Use of the Logo**

Only the current executive approved logo shall be used on the following:

1. team sweaters
2. team apparel – wind suits, jackets, caps/hats, hoodies, sweats, etc=
3. Inter-team communication – (memo's, practice game schedules, team bulletins etc=)
4. external communication – letters, fax cover sheets, envelopes
5. electronic media – web site, emails
6. team banners
7. dressing room privacy curtains

## OGHA POLICIES & PROCEDURES

---

The OGHA web master shall draft and make available through the Orillia Hawks web site all standard correspondence materials – letter, fax, memo, registration, permission, and team bulletin/notice forms etc. All forms shall be pre-approved by the webmaster prior to use to ensure we maintain the control, consistency and integrity of our identity.

Persons outside the association (vendors etc2) shall not use the OGHA logo without written authorization from the OGHA Executive Committee.

Deviations from this policy will not be tolerated and will be dealt with by the Executive Committee. Failure to comply may result in team fines up to and including withholding of tournament funding and suspension or removal of team staff members.

### Penalties

1. suspension
2. fines
3. dismissal
4. removal from preferred vendor list
5. legal action

Any and all use of the Orillia Hawks Team logo shall only be used with the express written consent of the Association Executive.

*Effective 2018 05 23*