

*Home of the Windsor Wildcats, LaSalle Sabrecats, Tecumseh Tigercats & Southwest Wildcats*



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SPFHAhockey.com

## **SUN PARLOUR FEMALE HOCKEY ASSOCIATION - BYLAWS**

### **1.0 RESPONSIBILITIES OF BOARD MEMBERS**

#### **1.1 EXECUTIVE OFFICERS**

In accordance with the provisions of the Constitution, the Executive Officers of the Association shall have the following responsibilities:

##### **1.1.1 President**

1. Provide leadership to the Association.
2. Ensure that the interests of the membership are given due and adequate consideration in all activities undertaken by the Association.
3. Promote the interests of the Association and the sport of female hockey within the community.
4. Represent the interests of the Association in its dealings with outside organizations, governments, and agencies.
5. Chair all meetings of the Executive Officers, Board of Directors, the Annual General Meeting, and any Special Membership Meeting, ensuring that meetings are conducted in an orderly and proper fashion.
6. Assist all members of the Board of Directors with the execution of their duties.
7. Coordinate all activities related to representing SPFHA at the OWHA Annual General Meeting, or at any other meeting pertaining to SPFHA membership in OWHA.
8. Ensure that the Association follows the rules and regulation established by governing bodies that have jurisdiction over SPFHA.
9. Attend meetings, conferences, and liaise as necessary with organizations that govern minor hockey in order to represent the interest of SPFHA.
10. Sign as a signing officer for the Association.
11. Exercise the power of the Executive as provided by the constitution in cases of emergency.

### **1.1.2 Past President**

1. Act as a general advisor to the President and Board of Directors when called upon.
2. Assist the President and Board of Directors in any capacity that may be required when call upon.
3. Attend meetings of the Executive Officers, Board of Directors, Special Membership Meetings, and any other required meeting to report on activities when requested.
4. May only advise or attend meetings if still within good standings with the current Board of Directors, have not resigned, or has not resigned, or has not been removed from the position of President.

### **1.1.3 Executive Vice-President**

1. Perform the duties of the President in the President's absence, or as delegated by the President.
2. Monitor the activities of the Association to ensure that they are consistent with the Constitution, Bylaws, and Policies.
3. Recommend and coordinate amendments to the Constitution, Bylaws, and Policies as may be required for the effective operation of the Association, and ensure that all such documents are kept current.
4. Ensure that the required insurance is in place for all Association activities.
5. Oversee the conduct of SPFHA members by investigating reported violations, undertaking preliminary hearings, and recommending disciplinary action to the Board of Directors where warranted.
6. Sign as a signing officer of the Association.
7. Attend meetings of the Executive Officers, Board of Directors, Annual General Meetings, Special Membership Meetings, and any other required meeting to report on activities.

### **1.1.4 Vice-President of House League**

1. Represent the interests of the membership involved in the House League program.
2. Oversee and coordinate all of the activities related to the House League program.
3. Recruit and appoint coaches for all teams with the assistance of, and in consultation with, the Director of Hockey Operations.
4. Perform the grading, drafting, and transferring of players to produce balanced teams with the assistance of, and in consultation with, the Director of Hockey Operations.
5. Participate as a member of the Ice Scheduling Committee.
6. Develop and publish schedules for games and practices with the assistance of, and in consultation with, the Ice Scheduler and the Director of Hockey Operations.
7. Monitor all activities and take appropriate measures to ensure the proper conduct of all individuals involved with the House League program.

8. Attend meeting of the Executive Officers, Board of Directors, Annual General Meetings, Special Membership Meetings and any other required meeting to report on the House League program.
9. Participate in matters pertaining to SPFHA involvement in the Essex Kent Girls Interlock Hockey League.

#### **1.1.5 Vice-President of Travel**

1. Represent the interests of the membership involved in the Travel program.
2. Oversee and coordinate all the activities related to the Travel program.
3. Recruit and make recommendations to the Board for the appointment of coaches for all teams with the assistance of, and in coordination with, the Coaching Selection Committee whose membership is to be determined by the Board.
4. Coordinate activities with other hockey associations to ensure that SPFHA Travel teams compete in appropriate leagues.
5. Participate as a member of the Ice Scheduling Committee.
6. Ensure that sufficient ice time is allocated to all Travel teams in consultation with the Ice Scheduler and the respective teams managers.
7. Advise all Travel of upcoming tournaments and clinics.
8. Liaise with the OWHA regional representative with respect to matters involving the Travel program.
9. Coordinate involvement of SPFHA Travel teams in OWHA playdowns and Provincial Championship.
10. Monitor all activities and take appropriate measures to ensure the proper conduct of all individuals involved with Travel program.
11. Attend meetings of the Executive Officers, Board of Directors, Annual General Meetings, Special Membership Meetings, and any other required Meeting to report on the Travel Teams program.

#### **1.1.6 Ice Scheduler**

1. Liaise with municipalities and private arena operators and secure sufficient ice time to meet the requirements for the Association.
2. Participate as a member of the Ice Scheduling Committee whose membership is to be determined by the Board.
3. Coordinate the allocation of ice time, as determined by the Ice Scheduling Committee, between the House League and Travel programs in consultation with the Vice-President of House League and the Vice-President of Travel.
4. Assign ice time to individual Travel teams in consultation with the Vice-President of Travel and individual team managers.
5. Monitor the ongoing usage of ice time and re-assign where necessary to ensure that utilization of available ice time is maximized.

6. Prepare, keep current, and provide on request, a master schedule of all Association ice time.
7. 7. Attend meetings of the Executive Officers, Board of Directors, Annual General Meetings, Special Membership Meetings and any other required meeting to report on ice scheduling activities.

### **1.1.7 Treasurer**

1. Ensure that all fiscal activities pertaining to the operation of SPFHA are carried out in an appropriate manner in order to safeguard the financial stability of the Association.
2. Coordinate all activities related to the preparation and submission to the Board the annual operating budget for the Association, including projected balance sheet and income statement.
3. Prepare and submit to the Board monthly and annual financial statements.
4. Handle all monies related to the operation of the Association including maintaining an accurate record of all monies received and disbursed, and reporting to the Board on all such matters.
5. Establish and maintain appropriate Association bank accounts.
6. Deposit all monies collected by the Association into the appropriate bank accounts.
7. Pay all accounts of the Association by cheque, and such cheque to be signed by the Treasurer and at least one of either the President or Executive Vice-President.
8. Reimburse members of the Association for out-of-pocket expenses, as may be deemed appropriate by the Board, upon submission by the member of the required expense form and receipts.
9. Take whatever steps are necessary and appropriate to collect delinquent accounts.
10. Make Recommendation to the Board regarding the investment of Association funds.
11. Ensure that a financial audit of the Association is conducted at the end of the fiscal year every three years by an Auditor approved by the Board.
12. Sign as a signing officer of the Association.
13. Attend meetings of the Executive Officers, Board of Directors, Annual General Meetings, Special Membership Meetings and any other required meeting to report on financial activities of the Association.

### **1.1.8 Secretary**

1. Prepare agendas, record minutes, and distribute as required for all meetings of the Executive Officers, the Board of Directors, the Annual General meeting, and any Special membership meeting.
2. Handle all correspondence for the Association as directed by the Board or President.

3. Maintain files and archives of all documents necessary to provide an accurate history of the Association's operations.
4. Receive duly presented requests for amendments to the Constitution and present to the Board as required
5. Maintain and distribute to the Board a current listing of all members of the Board of Directors.
6. Perform other administrative duties as assigned by the President to ensure the efficient operation of the Association.
7. Attend meetings of the Executive Officers, Board of Directors, Annual General Meetings, Special membership Meetings and any other required meeting to report on secretarial activities of the Association.

### **1.1.9 Registrar**

1. Make recommendations to the Board, in conjunction with the Treasurer, regarding registration fees.
2. Prepare and keep current an appropriate registration form and online registration form in conjunction with the Webmaster.
3. Provide recommended registration dates to the Board and undertake all aspects of registration sessions and online registration.
4. Collect and record all registration fees and forward to the Treasurer.
5. Ensure that all fees are paid prior to player participation in Association activities.
6. Maintain current lists of all players registered with the Association and provide to the Board, Vice-President of House League, Vice-President of Travel, and team managers or head coaches as required.
7. Coordinate the completion and collection of player registration information required for submission to governing Association.
8. Compile a list of eligible voters and ensure only those members on the list are provided voting packages at the Annual General Meeting, or any Special Membership Meeting of the Association.
9. Prepare and keep current an online volunteer application form and maintain a list of persons who have applied to volunteer, and persons who are currently volunteering.
10. Attend meetings of the Executive Officers, Board of Directors, Annual General Meetings, Special Membership meetings and any other meeting to report on registration activities of the Association.

### **1.2 Convenors**

In accordance with the provisions of the Constitution, the Convenors of the Association shall have the following:

### **1.2.1 Tournament Convenor**

1. Coordinate all activities related to the annual Windsor Wild Tournament.
2. Assemble and chair a committee to assist in tournament preparation and activities. Committee members must be Board approved.
3. Work in conjunction with the Ice Scheduler for all tournament game schedules.
4. Work in conjunction with the Referee Scheduler.
5. Oversee the daily activities of all SPFHA tournaments, such as but not limited to games, volunteers, disputes, and scores.
6. Provide the Board with progress reports and financial statements related to the tournament.
7. Attend meetings of the Board of Directors, Annual General Meetings, Special Membership Meetings and any other required meeting to report on tournament activities.

### **1.2.2 Referee Convenor**

1. Liaise with the applicable referee associations to ensure a roster of certified referees is available for Association games.
2. Schedule referees for all Association games as requested by the Board, Vice-President of House League, Vice-President of Travel, Tournament Convenor, team managers and head coaches. When the Association Arbiter is being used.
3. Remit payment to referees for games scheduled by the Association and officiated for the Association.
4. Work with OWHA to approve the assigner for travel games scheduled through the Association Arbiter (written application must be approved by the SPFHA Board of Directors first and then forwarded to the OWHA Referee in Chief for approval).
5. The Referee Convenor may also be the Assigner when one cannot be appointed.
6. The Assigner must follow all the governing rules that apply to the Referee Convenor.
7. Assigner is responsible for all assigning of referees using the Association Arbiter for SPFHA Travel and House League teams and Association tournaments when requested by Vice-President of Travel, Vice-President of House League, or Tournament Convenor.
8. Shall oversee the use of the Association Arbiter for all of SPFHA (when used).
9. Attend meetings of the Board of Directors, Annual General Meeting, Special Membership Meetings and any other required meeting to report on referee matters.

### **1.2.3 Equipment Convenor**

1. Maintain secured inventory of all equipment owned by the Association.
2. Issue equipment to team managers, coaches, and other Association members as deemed appropriate by the Board.
3. Collect and retain post-dated cheques for goalie equipment (cheques to be returned when goalie equipment is returned in proper condition).
4. Ensure that all equipment is returned to inventory upon the end of each playing season.

5. Arrange for purchase of required equipment from appropriate sources and submit to teams, Association members, and others.
6. Ensure standardization of clothing purchases, establish sale prices, and coordinate sales to teams, Association members, and others.
7. Obtain quotes from retailers every 2 years for travel jerseys.
8. Coordinate Association photo day. Photographer, date in October, and venue in conjunction with the Association Ice Scheduler.
9. Undertake cleaning and repairs of equipment as required.
10. Attend meetings of the Board of Directors, Annual General Meetings, Special Membership Meetings and any other required meeting to report on equipment matters.

#### **1.2.4 Webmaster**

1. Maintain the Association's website.
2. Email for Webmaster must be maintained as [webmaster@sphfahockey.com](mailto:webmaster@sphfahockey.com)
3. Ensure the Association's website, including all team sites within SPFHACHOCKEY.COM are in compliance with the OWHA as well as with the Association's policies.
4. Post in a timely fashion the Travel Tryouts schedules and results.
5. At the end of each season, clean out the Association's website in preparation for the new season.
6. Build all rosters, House and Travel.
7. Assign, upon team request, team site permissions (limited) so the teams can maintain their own site within the Association's website.
8. Assign web permissions to new Board members, and remove permissions from former members.
9. Keep web pages up-to-date.
10. Provide help, advice to team web designates.
11. Try to maintain as up-to-date as possible player profiles.
12. Contact support at Goal Line when necessary to resolve issues that cannot be dealt with locally.
13. Assist when possible with updating and form creation.
14. Assist the Ice Scheduler when team schedules have been made with the Mast Ice Schedule that is contained within the Association's website.
15. In lieu of a Master Schedule, assist at the team level with schedule inputs for the season.
16. Ensure that domain name is secured for the Association through (Network Solutions). Current renewal is January 2021, <http://www.networksolutions.com>. Renewal notice will be sent to [webmaster@sphfahockey.com](mailto:webmaster@sphfahockey.com).
17. Attend meetings of the Board of Directors, Annual General Meetings, Special Membership Meetings and any other required meeting to report on Web activities.

### **1.2.5 Public Relations Convenor**

1. Develop and make recommendations to the Board on a comprehensive public relations program.
2. Issue all news releases, advertisements, flyers, and any other public relations material as directed by the Board.
3. Develop and maintain contacts with local media.
4. Promote the image of the Association and awareness of Association activities.
5. Develop and maintain the Association website in conjunction with the Webmaster.
6. Develop and maintain social media platforms using.
7. Attend meetings of the Board of Directors, Annual General Meetings, Special Membership Meetings and any other required meeting to report on public relations activities.

### **1.2.6 Skill Development Convenor**

1. Develop and make recommendations to the Board on a comprehensive skills development program.
2. Develop and coordinate periodic clinics for players.
3. Seek and distribute information concerning skills development, technical advances, and other items of interest to the Association members.
4. Maintain the Association's skills development library.
5. Attend and coordinate all on-ice skills sessions offered by SPFHA.
6. Attend meetings of the Board of Directors, Annual General Meetings, Special Membership Meetings and any other required meeting to report on skills development activities.

### **1.2.7 Director of Hockey Operations**

1. Represent the general interests of all house league hockey participants in SPFHA.
2. Assist in tryouts for travel teams in any way directed by the board.
3. Be the representative voice for coaching staffs and parents on the SPFHA Board.
4. Assist at scheduling meetings for house league (E.K.G.I.H.L. or other) including regular season and playoffs.
5. Assist where SPFHA requires, especially with the growth of SPFHA into other communities.
6. Assist the Vice-President of House League in appointing house league coaches.
7. Assist the Vice-President of House League with grading, drafting and transferring players to produce balanced house league teams.
8. Assist Vice-President of House League in developing and publishing schedules for games and practices with the assistance of, and in consultation with the Ice Scheduler.
9. Assist the Vice-President of House League with the SPFHA Day of Champions.
10. Promote female hockey wherever and whenever possible.
11. Attend meetings of Board of Directors, Annual General Meetings, Special Membership Meetings and any other required meeting to report on the operations.



### **1.2.8 Director of Junior Hockey Operations**

1. This appointed position is governed under SPFHA. It is an administrative liaison position for the purpose of the SPFHA and does not include other duties as may be set out by the Southwest Wildcats in accordance with their policies.
2. Shall report to the SPFHA regularly on status, progress and issues relating to the Intermediate AA team (Southwest Wildcats Jr. team). This regular report shall include budget/financial statements, matters related to league (PWHL) operation and organization as well as regulatory changes and impact.
3. Will report to the Board team policy and decisions that pertain to the optimal development of the junior team.
4. Will act as the liaison for the Southwest Wildcats management/coaching staff where Board approval is required under the SPFHA Constitution, and will report the Board's decision back to the Southwest Wildcats.
5. May initiate special meetings with the SPFHA Board and the Southwest Wildcats as deemed necessary by either proponent.
6. Attend meetings of the Board of Directors, Annual General Meetings, Special Membership Meetings and any other required meeting to report on the junior team.

## **1.3 Committees**

### **1.3.1 Development Committee**

1. The Development Committee shall consist of the Skills Development Convenor, the Vice-President of House League, the Vice-President of Travel, and a minimum of two additional members that are appointed by the Board on an annual basis following consultation with the Skills Development Convenor. The Development Committee members are not required to be members of the SPFHA Board.
2. Members of the Development Committee will hold their position for a minimum of one season with the exception of the Skills Development Convenor, the Vice-President of House League, and the Vice-President of Travel, who will hold their position for the duration of their term on the Board. Should a committee member be unable to complete their term they will be replaced at the discretion of the committee and in consultation with the Board.
3. The Committee shall be responsible for determining the level of competition each team will play at and make recommendations of same to the Board for approval. Intermediate AA, Midget AA, and Bantam AA are exempt.
4. The Committee shall be responsible for reviewing and approving the final selection of players on each tea for all Travel, and House League.
5. The Committee shall periodically evaluate coach and team performance. The Committee may implement changes when necessary.

6. The Committee will establish, implement and maintain a Development Model that will be adhered to by all coaches within SPFHA. Intermediate AA, Midget AA, and Bantam AA are exempt.
7. Intermediate AA, Midget AA, and Bantam AA will have a Development Model that will be in relation to the High Performance Stream. The Development Model will be established, implemented, and maintained by the Development Committee in conjunction with the High Performance Stream head coaches.

The Development Committee will develop policies and procedures to support the Development and High Performance Models and make recommendations to the SPFHA Board as required.

### **1.3.2 Tournament Committee**

1. The Tournament Committee shall be chaired by the Tournament Convenor with the assistance of at least 3 other members that are approved by the Board.
2. The Tournament Committee shall assist the Tournament Convenor in planning, and organizing of any and all SPFHA sanctioned tournaments.
3. The Tournament Convenor shall direct Tournament Committee members to assist in duties related to the tournament as the Convenor sees fit, including but not limited to registration, advertising, scheduling, sponsors, vendors, and scoring.
4. Tournament Committee Members shall report to the Tournament Convenor any and all information pertaining to the duties set forth by the Tournament Convenor.
5. Members of the Tournament Committee will hold their position for a minimum of one season with the acceptance of the Tournament Convenor.
6. The Tournament Committee will be determined at the first Board meeting following the AGM.

### **1.3.3 Travel Coach Selection Committee**

1. The Coach Selection Committee must consist of the Vice-President of Travel, along with 4 other members that are approved by the Board.
2. The Coach Selection Committee will review the applications of each candidate prior to the candidate interviews.
3. Interviews of all travel coaching applicants will be conducted by the Vice-President of Travel and the Coach Selection Committee.
4. The Coach Selection Committee will assist the Vice-President of Travel in selecting the travel coaches through the coaching application and coaches interviews.
5. Any Selection Committee member wishing to apply to coach in a division will be replaced by another Board member for the interview and selection of the particular division that the member is applying for.
6. Members of the Coach Selection Committee will hold their position for one season with the acceptance of the Vice-President of Travel.

### **1.3.4 Discipline Committee**

1. A Discipline Committee shall be established at the first Board meeting following the annual AGM. The committee shall consist of a minimum of three and a maximum of five members.
2. The committee shall consist of the Vice-President of Travel, Vice-President of House League and the Executive Vice-President plus up to two additional Board members at large.
3. The Executive Vice-President shall be the chair of the Discipline Committee unless he or she declares a conflict at which time the President shall chair the Discipline Committee.
4. The Discipline Committee shall be governed by the SPFHA Discipline Policy.

## **2.0 Responsibilities of the Team Staff Members**

### **2.1 Coaches**

#### **2.1.1 Head Coach**

1. Provide leadership to the team.
2. Organize and coordinate all team activities utilizing team staff and others as necessary.
3. Select and obtain approval from the Board for team staff including a minimum of two Assistant Coaches, one Female Trainer(s), and one Team Manager. Ensure that all team staff and on ice helpers are at least 2 years older than the age of the players on the team.
4. Shall appoint at least one person to serve as liaison between parents and team staff.
5. Teach and demonstrate by example the principles of fair play and good sportsmanship at all times.
6. Maintain discipline of all team members before, during and after all team games, practices, and other activities.
7. Cooperate and support the efforts of Association officials and referees to maintain order and discipline at all times.
8. Ensure familiarity and compliance of all team staff, players, parents and guardians with the Constitution, By-Laws, and Policies of SPFHA.
9. Support and ensure full participation by the team in the activities of the Association including those connected with fundraising for the benefit of the entire Association.
10. Maintain at all times a minimum of Coach Level certification through clinics conducted under the auspices of OWHA and CHA.
11. Attend Association sponsored coaching and other clinics as required.

12. Ensure all Association equipment is maintained and returned to the Equipment Convenor in good condition.
13. Act as one of the required signing officers (as applicable) unless the Team Manager is a spouse, partner, or family member of the Head Coach. In the case of spouses, or partners, or family members being the Head Coach and Team Manager, one of the Assistant Coaches shall act as a signing officer for the team.
14. Must have Respect in Sports, police clearance and vulnerable sector check.
15. Must be 18 years of age or older and at least 2 years older than the age of the players on the team and approved by the Board of Directors.

### **2.1.2 Assistant Coach**

1. Provide assistance to the head coach as required.
2. Teach and demonstrate by example the principles of fair play and good sportsmanship at all times.
3. Maintain discipline of all team members before, during and after all team games.
4. Cooperate and support the efforts of Association officials and referees to maintain order and discipline at all times.
5. Ensure familiarity of all team staff, players, parents and guardians with the Constitution, By-Laws and Policies of SPFHA.
6. Pursue Coach Level certification through clinics conducted under the auspices of OWHA and CHA.
7. Attend Association sponsored coaching and other clinics as required.
8. May act as signing officer (when applicable) for the team when the head coach and team manager are spouses, partners or family members.
9. Must have Respect in Sports, police clearance and vulnerable sector check.
10. All assistant coaches must be at least 18 years of age, at least 2 years older than the players on the team and approved by the Board of Directors.

### **2.2 Trainers**

1. Must be female.
2. Provide assistance to the head coach as required.
3. Promote good nutrition and fitness for team members.
4. Attend to needs of the players respecting equipment repairs and injuries.
5. Maintain at all times a minimum of Level 1 Trainer certification through clinics conducted under the auspices of OWHA and CHA.
6. May remove a player from practice or game play if an injury occurs that the trainer deems serious enough for removal.
7. Required to fill out all injury reports and submit them to the Vice-President of House League or Vice-President of Travel and Hockey Canada.

8. Encourage the safety of players, opponents, team staff, officials, and spectators. This includes but not limited to bullying, harassment, abuse, horseplay in dressing room.
9. Be present in the dressing room, following the 2-deep policy as per OWHA.
10. Ensure the environment is safe in dressing rooms, arena area, player bench and at all team functions.
11. Maintain a proper trainer's kit as outlined by Hockey Trainers Certificate Program.
12. Stay up-to-date on procedures regarding concussion protocol.
13. Must have Respect in Sports, police clearance and vulnerable sector check.
14. Must be at least 18 years of age and at least 2 years older than the age of the players on the team and approved by the Board of Directors.

### **2.3 Managers**

1. Provide assistance to the head coach as required.
2. May assist in scheduling and coordinating all team games, practices and other events.
3. Handle all team finances as required including the collection and disbursement of funds (when applicable).
4. May assist in opening a team bank account as required and act as one of the two required signing officers for any transaction (when applicable).
5. Ensure that the requirements of the Association regarding the handling of team finances are followed (when applicable).
6. Must have Respect in Sports, police clearance and vulnerable sector check.
7. Must be at least 18 years of age and at least 2 years older than the age of the players on the team and be approved by the Board of Directors.

### **2.4 Parent Liaison**

1. The Parent Liaison will be appointed to serve as liaison between parents and team staff.
2. Must be a neutral body between parents and team staff.
3. Will maintain the 24 hour cool down rule between parents and team staff.
4. Good communication has to be maintained between parents and team staff when issues are brought to the parent liaison.
5. Must have Respect in Sports.
6. Must be at least 18 years of age and at least 2 years older than the players on the team and approved by the Board of Directors.

### **3.0 Finances**

#### **3.1 Receipt of Monies**

1. No member of SPFHA shall be permitted to receive any monies on behalf of the Association in cheque form, unless the cheques made payable to SPFHA.
2. Upon receipt of an acceptable cheque by a member, the member shall submit the cheque to the Treasurer or President not later than one month from its receipt.
3. Upon receipt of any currency by a member on behalf of the Association, the member shall issue a proper receipt and then submit the currency along with a copy of the receipt to the Treasurer or President no later than one month from the receipt of the currency.
4. No member of SPFHA shall be permitted to keep or deposit any funds belonging to the Association, with the exception of the President, Executive Vice-President, Treasurer, and Secretary, who are all authorized to receive petty cash in accordance with the Constitution.

#### **3.2 Fundraising**

1. All fundraising must be approved by the Board of Directors.

#### **3.3 Bonding**

1. The President, Executive Vice-President and Treasurer shall be bonded for an amount as established by the Board.

### **4.0 Rules of Deportment**

1. All members of SPFHA shall meet the minimum standards of deportment as established by the Association in order to foster reasonable behaviour, improve sportsmanship, and to make participation in all Association activities an enjoyable experience.
2. All members of SPFHA shall neither condone nor encourage cyber bullying, bullying, hazing, harassment, abuse, violence, improper manners, offensive language, or substance abuse either on or off the ice.
3. For both House League and Travel teams, OWHA penalties may be increased by SPFHA.
4. Members shall note that the failure of a game official to call an otherwise obvious infraction, or a judgment call by a game official, does not absolve the player, coach or other Association member from enforcement of the noted suspensions.
5. The team manager or head coach shall advise the Vice-President of House League or Vice-President of Travel, as applicable, of an occurrence which results in a suspension, within 48 hours of completion of tournament, or of regular game. Non-compliance will result in a suspension matching that of the penalized player to the head coach.

6. Coaches at all age levels shall discourage offensive language by means of immediate verbal reprimand, followed in cases of repeated or serious occurrences, by loss of a single shift of ice time, loss of an entire period of ice time, or removal from an entire game or practice.
7. Consumption of alcoholic beverages or non-prescribed drugs by players or team staff before, during, or after a game or practice, or arriving in an impaired state to a game or practice shall result in an immediate suspension of the player or staff member, with the length of suspension and potential reinstatement subject to a hearing by the Board.
8. No personal arrangement or agreement may be contracted or carried out by persons involved with SPFHA contrary to any part of the Constitution, By-Laws, or Policies adopted by the Association. Any member who violates this section will be subject to discipline upon review by the Board of Directors.
9. All Association communications shall only be issued by the President, Secretary, Webmaster or Public Relations Convenor, unless otherwise approved by the Board of Directors or provided for in the Constitution, By-Laws, or Policies of the Association.
10. The Board shall have the authority to remove any member from the Association for violation of any of the rules of deportment noted herein, or any action that impacts negatively on the Association.

## **5.0 Registration**

1. Every player must be registered in SPFHA in each year that the player participates. The parent or legal guardian, or the player if she is age of majority, must submit the appropriate registration form through online registration. The registration fee as set by the Board must be paid in full to SPFHA at the time of said registration before the player will be allowed to practice or play.
2. Intermediate House League, Senior Women, and Master 35+ must be registered and paid in full by September 15. Unless otherwise specified by the Board.
3. The Registrar shall notify any individual whose registration cheques are returned by the bank without sufficient funds. Said individual must provide alternative payment within two weeks of receiving the notice or the registration will be cancelled. Unless otherwise specified by the Board.
4. Senior teams and Masters 35+ teams shall be permitted in SPFHA. The minimum age for Senior teams shall be 22 years of age, unless otherwise specified by the Board.
5. The minimum age for Masters teams shall be 35 years of age. The minimum age for Initiation Program shall be 4 years of age. With all ages as of December 31st immediately subsequent to the start of the season.
6. In case of dispute over a player's age, the player will be asked to produce proof of age as issued by the Registrar General of the Province or Country of the player's birth.

## **6.0 Player Movement and Releases**

### **6.1 Internal Player Movement**

1. Open internal player movement shall be permitted in accordance with OWHA regulations.
2. Throughout the season, all travel team coaches must inform both the Vice-President of Travel and Vice-President of House League, who their AP players are and when they are called up for both practices and games.
3. Ap's used through House League shall be conducted through the coaches with both coaches involved informing the Vice-President of House League which players are being called to which team.

### **6.1 External Player Movement**

1. External player movement shall be permitted in accordance with OWHA regulations.
2. When a situation arises where any association outside of SPFHA requests the use of an SPFHA registered player, a pick up player consent form must be filled out. Forms can be found on the OWHA website under Members, Forms and Policies. Electronically submitted forms are accepted.
3. All SPFHA teams must exhaust all possible options and players with SPFHA before seeking permission to use a pick up player from outside the Association. This applies to all regular season games, exhibition games, playoff games and tournament games.
4. The above is for both SPFHA Travel teams and House League teams.

### **6.3 Player Releases**

1. Release of players shall be granted in accordance with OWHA regulation, except under the conditions as follows:
  - (1) *A player owes money to SPFHA or to an SPFHA team.*
  - (2) *A player has not returned property owned by SPFHA or by an SPFHA team.*
2. Releases shall only be granted upon consultation with executive members of the Board.
3. Releases are to be signed by the Vice-President of House League or Vice-President of Travel AND President or Executive Vice-President with a copy to be provided to the Registrar, electronic copy by email is acceptable.
4. Registrar must notify Vice-President of Travel or Vice-President of House League in regards to the player release prior to the release being issued.



## **7.0 Playing Rules**

### **7.1 General Playing Rules**

#### **7.1.1 OWHA Rules**

1. All OWHA playing rules shall be followed, except for more restrictive rules which may be adopted by SPFHA or by the leagues in which SPFHA teams participate.

#### **7.1.2 Formation of Teams**

1. Any and all teams can only be formed upon approval of the Board of Directors.

#### **7.1.3 Equipment**

1. It shall be compulsory for all players to wear equipment approved by the Canadian Standards Association including at a minimum the following items:
  - \*Helmet, face protector, neck guard
  - \*Elbow pads, pelvic protector, shoulder pads/chest protector
  - \*Shin guards, hockey pants, hockey gloves
  - \*Hockey skates, hockey shirt, hockey socks
2. Any player registered in SPFHA must be dressed in the approved hockey equipment when on the ice whether playing hockey, practicing, coaching, or otherwise participating in Association activities; this includes all on-ice activities that are sanctioned by SPFHA and insured by OWHA, whether the ice is provided or bought privately.
3. A player who has been approved by the Board of Directors and who has been registered with OWHA to coach another team in the Association shall not be required to be dressed in the approved hockey equipment, but must adhere to the minimum equipment requirements pertaining to coaches.
4. SPFHA uniforms and equipment shall only be used in SPFHA games, practices, or functions. The use of uniforms or equipment for any other purpose must be approved by the Vice-President of House League, or the Vice-President of Travel, as applicable.

#### **7.1.4 Injuries**

1. When an injury prevents a player or team official from continuing in a game or practice, the team trainer, manager or head coach shall submit, within 24 hours, a completed injury report form to the Vice-President of House League or Vice-President of Travel, as applicable.

2. When an injury occurs to a player or team official and as a result expenses are incurred beyond those covered by Provincial health care insurance or any other supplementary insurance the individual may possess, then the team trainer, manager or head coach shall submit, within 24 hours, a CHA Accident Report Form to the Vice-President of House League or Vice-President Travel, as applicable, for processing through to OWHA and CHA.
3. When a more serious injury occurs, and the injured party or relatives of the injured party want to initiate a claim against the CHA's Insurance Policy, then the team trainer, manager, or head coach shall submit, within 24 hours, a CHA Serious Injury Report Form to the Vice-President of House League or Vice-President of Travel teams, as applicable, for processing through to OWHA and CHA. This form must also be submitted if legal action is foreseen as a result of the serious injury.

### **7.1.5 Tournament Registrations**

1. All tournament applications must be copied to the respective Vice-President Board member at the same time registration to a tournament takes place.
2. All Travel teams, when registering for a tournament, will be registered as Windsor Wildcats followed by their division and bracket (ex:Windsor Wildcats Atom A).
3. All House League teams will be registered as Sun Parlour followed by the centre and mascot, division, and team identifier as determined by Vice-President of House League (#, colour, coach name) (ex: Sun Parlour LaSalle Sabrecats PeeWee 1).

## **7.2 House League Playing Rules**

### **7.2.1 General**

1. All players and members of SPFHA By-Laws, Policies, and Constitution.

### **7.2.2 Player Draft**

1. House League teams will be approved by the Vice-President of House League
2. Vice-President of House League will take into consideration the requests of players wanting to play for the centre of their choice. The Vice-President of House League has the right to move players from one centre to another to better balance the teams.

### **7.2.3 Formation of Teams**

1. All SPFHA House League teams will be comprised of:
  - (a) A minimum of 13 registered players. A new team will not be formed until all teams in the division meet or exceed the threshold of 13 players.

- (b) A maximum of 16 registered players. (The only exception would include a team with 2 goalies and the team would have 17 registered players).
2. The objective of the House League program should be to maximize the number of players per team (ex: 16 players) which provides a better environment for teams to operate effectively in games and practices.
3. Exceptions to this rule; if a situation arises causing a team to operate with less 13 registered players, the SPFHA Board must review and approve.
4. The Vice-President of House League and the Registrar must continually monitor registration numbers to avoid any tea formation concerns.

#### **7.2.4 Ice Time for Players**

1. House League teams shall operate on the basis of **MANDATORY EQUAL ICE TIME PER PLAYER** as follows:
  - (1) All players, with the exception of goaltenders, shall be given equal ice time on a fair basis as much as is possible given the game situation, including playoffs.
  - (2) In the event of a team having two goaltenders, the goaltenders shall each play one-half of each game or play full alternating games.
  - (3) In the case of a team having only one goaltender, the goaltender shall be permitted to play the entire game.
  - (4) Coaches shall be permitted to pull and replace a goaltender with an extra skater only in instances of delayed penalties or within the last two minutes of a game.
  - (5) Double shifting of any player is prohibited, unless a team has less than ten skaters, in which case double shifting shall be permitted in rotation so that all players receive equal ice time.

#### **7.2.5 Playoffs**

1. All House League playoff formats shall be determined by the Vice-President of House League in consultation with the Director of Hockey Operations.

#### **7.2.6 Protests**

1. Refer to EKFIHL rule #12 for process to protest or appeal.

## **7.3 Travel Playing Rules**

### **7.3.1 General**

1. All Travel teams in SPFHA shall adopt the playing rules that are determined by the league in which the respective teams play.

### **7.3.2 Player Selection**

1. Tryouts for Travel teams will be conducted in mid to late April each year. As soon after Provincials as possible.
2. Each division tryout will start with players out for the first team in that division first.
3. Any player from outside of SPFHA but from another OWHA centre, wishing to tryout for any Travel team, in any division, at any level within SPFHA must have a permission to skate form completed and signed by their former association. Any player from outside of SPFHA that is selected to play for a Travel team within SPFHA must have a completed and signed player release form from their former association.
4. Each Travel team must carry 15 skaters and 2 goalies. Any other number of skaters or goalies must be Board approved.
5. Female development players will be subject to board approval.

### **7.3.3 Protests**

1. Protests by Travel teams are to be filed in accordance with OWHA requirements or requirements of the league in which they play.

## **7.4 Suspensions**

### **7.4.1 General**

1. Any player or member may be suspended by the Association for infractions committed during or immediately before or after any game, practice, or SPFHA function.
2. Infractions may include, but are not limited to the following:
  - 1) Disrespect towards, bullying in any form, harassment, or abuse of any Board member, other Association member, parent, player, game official, or spectator.
  - 2) Unsuitable conduct on or off the ice.
  - 3) Any action, behaviour or outcome that jeopardize or threatens any SPFHA participant's health and safety (including health and safety related to COVID-19) will result in a suspension and/or other disciplinary action the executives or board committee's deem appropriate by SPFHA.
  - 4) Mishandling, destroying, or stealing property belonging to the Association or others.

- 5) Any other behaviour that the Board determines to warrant a suspension.
3. Any suspension imposed through SPFHA or through any other governing association or league must be reported within 48 hours to the Vice-President of House League or the Vice-President of Travel, as applicable. Failure to do so shall result in a suspension matching that of the penalized player to the head coach.
4. It is the responsibility of the head coach to ensure that all information regarding suspensions is submitted to all of the applicable parties including OWHA as required with 48 hours of receiving the suspension and to ensure that all suspensions are duly served.
5. Suspensions incurred during tournaments shall carry over into the individual's respective leagues games, play off games, and play down games.
6. The Board may take additional disciplinary action over and above CHA, OWHA, and applicable league requirements against any suspended player, team staff member or other SPFHA member.
7. All members shall have the right to appeal any suspension to the Executive Board of SPFHA within 48 hours of receiving a suspension.

#### **7.4.2 Coaching Staff Suspensions**

1. In addition to those infractions listed in item 7.4.1 above, coaches may also be suspended for the following:
  - (1) Not playing players equally in House League games.
  - (2) Travel Coaches of the development divisions and younger age divisions for not following the Fair Ice Policy - Travel Teams.

#### **7.4.3 Authority to Suspend**

1. Suspensions may be imposed by any of the following:
  - (1) The President, Vice-President of House League, and Vice-President of Travel subject to subsequent approval by the Board.
  - (2) Head coaches, for player violations only, subject to subsequent approval by the Vice-President of House League, and Vice-President of Travel, as applicable.

#### **7.4.4 General Grievance and Appeal Procedure**

1. All grievances or complaints, other than game protests which have been provided for elsewhere in these by-laws, must be submitted in writing using the SPFHA Complaint form to either the Vice-President of Travel or the Vice-President of House League, as applicable. The Vice-President of Travel or the Vice-President of House League shall issue a ruling.
2. Individuals wishing to appeal the decision of the Vice-President of Travel or the Vice-President of House League may request, in writing, a hearing with the Board. The request must be filed within 48 hours of the aggrieved party receiving the decision of the Vice-

President of Travel or the Vice-President of House League. The Board shall decide whether the complaint should be dealt with before the entire Board or by the Discipline Committee established by the Board to hear the complaints.

3. At all steps of the appeal process, all parties involved shall be offered the opportunity to make representation, any involved parties who choose not to make representation lose the right for rebuttal.
4. All complaints and appeals will be held in strict confidence and at no time will become public knowledge unless written permission is received from all involved parties.