



**Ancaster Avalanche
Girls' Hockey Association**

**Constitution
& By-Laws**

Enacted March 8th, 2006

Revised May 25th, 2017,

Revised May 23rd, 2019

BY-LAW NO. 1

CONSTITUTION

A by-law to establish a Constitution for the ANCASTER AVALANCHE GIRLS HOCKEY ASSOCIATION INC. (the "Corporation")

BE IT ENACTED as a by-law of the Corporation as follows:

1. Name

The Name of the Organization governed by this Constitution shall be the ANCASTER AVALANCHE GIRLS HOCKEY ASSOCIATION Inc., which shall be referred to in this document as AAGHA and/or "the Association", and/or "the Corporation".

2. Affiliation

2.1 The Association shall be a member of the Ontario Women's Hockey Association (OWHA) and recognizes that the OWHA is the governing body of female hockey in Ontario.

2.2 The Association shall be affiliated with the Ontario Hockey Federation and Hockey Canada by virtue of the OWHA being a member of the Ontario Hockey Association and the Ontario Hockey Federation and through that organization being affiliated with Hockey Canada.

2.3 The Association shall be affiliated with the City of Hamilton as a non-profit volunteer Sports Group in accordance with the City's Affiliation Policy (as adopted by Council, July 2002).

3. Objectives

Consistent with the Letters Patent, the objectives of the AAGHA shall be:

3.1 To promote and regulate ice hockey for females playing in the Community of Ancaster.

3.2 To promote hockey as a game played primarily for enjoyment while also encouraging skill development, fair play and teamwork.

3.3 To ensure that each player, to the extent possible, will be able to participate in a hockey program suited to that player's skill and abilities.

3.4 To exercise supervision and direction over its players, coaches, managers, spectators, and Board of Directors, with emphasis on the development of good character, friendship and sportsmanship.

3.5 To establish and maintain a variety of hockey programs (developmental, house league, representative), with the intent to provide opportunities for girls and women of all ages.

3.6 To develop and promote an organizational structure which recognizes as equally important the existence of both House League and Representative programs at each age level.

3.7 To support the aims and objectives of the Canadian Hockey Association (CHA) and the Ontario Women's Hockey Association (OWHA).

3.8 To administer the Association without purpose of monetary gain for its members. Any profits or other accretions to the Association shall be used for promoting its objectives.

3.9 To support a "Fair Play in Hockey" program, the main goal of which is to enhance and foster SAFETY and RESPECT in the game for all participants involved. The Fair Play governing principles, which will guide the conduct of Avalanche players, coaches, and spectators are:

- a) Respect the rules.
- b) Respect the opponents.
- c) Respect the officials and their decisions.
- d) Respect yourself, your teammates and your coaches
- e) Maintain your self-control at all times.
- f) Promote everyone's participation.

ENACTED the 8th Day of March, 2006, by a majority of the Board of Directors at a meeting duly called for such purpose.

Tony Tollis 273 Appleby Road, Ancaster, Ontario L9G 2V6
Mark Robinson 490 4th Line, Caledonia, Ontario N3W 2B1
Deborah DeVincentis 20 Blasdell Court, Ancaster, Ontario L9G 5A6
Ro Egier 71 Seymour Drive, Ancaster, Ontario L9G 4N3
Bernice Grasley 648 Iroquois Ave., Ancaster, Ontario L9G 3B4
Leo Paone 32 Concerto Court, Ancaster, Ontario L9G 4V7
Fred Lucibello 18 Antoinette Court, Hamilton, Ontario L9B 2E7
Chris Rowles 221 Amberly Blvd, Ancaster, Ontario L9G 3Y4
Dino Cavarzan 287 Annabelle St., Hamilton, Ontario L9C 7N8
Anthony Kajah 223 Cornwallis Rd., Ancaster, Ontario L9G 4C6

WITNESS the corporate seal of the Corporation.

BY-LAW NO. 2

A by-law relating generally to the transaction of the business and affairs of ANCASTER AVALANCHE GIRLS HOCKEY ASSOCIATION INC. (the "Corporation")

BE IT ENACTED as a by-law of the Corporation as follows:

1. Head Office

The head office of the Corporation shall be in the City of Hamilton in the Province of Ontario, at such place therein as the Board (as defined) may from time to time by resolution determine.

2. Seal

The corporate seal of the Corporation shall be such as the Board may by resolution from time to time adopt, and shall be entrusted to the Secretary of the Corporation for its use and safekeeping.

3. Directors

3.1 Board of directors

The affairs of the Corporation shall be managed by a board of directors (the "Board") of minimum three directors, who may exercise all such powers and do all such acts and things as may be exercised or done by the Corporation and are not, by the by-laws or any resolution of the Corporation or by statute, expressly directed or required to be done by the Corporation at a meeting of members.

3.2 Qualification of directors

Directors shall be individuals, eighteen or more years of age and shall, at the time of their election and throughout the term of their office, be members of the Corporation.

3.3 Election of directors and term of office

3.3.1 The applicants for incorporation shall be the first directors of the Corporation whose term of office on the board of directors shall continue until their successors are elected or appointed.

3.3.2 The directors' term of office (subject to the provisions, if any, of the letters patent or any supplementary letters patent issued to the Corporation) shall be from the date of the meeting at which they are elected or appointed until the annual meeting next following or until their successors shall have been duly elected or appointed whichever comes first.

3.3.3 Directors shall be elected by the members in a general meeting on a show of hands unless a poll is demanded and if a poll is demanded such election shall be by ballot. Subject to the provisions of this by-law, directors shall be eligible for re-election. Directors may be specifically elected to serve as one of the following officers; President, Vice-President(s), Secretary. To be eligible for office as a Director-President, Director-Vice-President or Director-Secretary, the individual must meet the requirements of 3.2 and have, at some point in time, continuously served at least one full term on the Board of Directors of the Corporation.

3.3.4 From time to time in the event of any vacancy however caused occurring in the Board (except through an increase in the number of directors), such vacancy may, as long as there is a quorum of directors then in office, be filled by the directors from among the members of the Corporation if they shall see fit to do so; otherwise such vacancy may be filled at the next meeting of

members; and any director appointed or elected to fill any such vacancy shall hold office for the unexpired term of the director who ceased to be a director and who caused such vacancy.

3.4 Vacation of office

A person ceases to be a director of the Corporation if:

3.4.1 He or she becomes a bankrupt;

3.4.2 He or she is found by a court to be mentally incompetent or of unsound mind;

3.4.3 By notice in writing to the Secretary of the Corporation he or she resigns his or her office; or

3.4.4 He or she ceases to be a member of the Corporation.

3.5 Removal of directors

The members of the Corporation may, by resolution passed by at least two-thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any director before the expiration of his or her term of office and may, by majority of the votes cast at such meeting, elect any member in his or her stead for the remainder of his or her term.

3.6 Remuneration of directors

The directors of the Corporation shall serve without remuneration and no director shall directly or indirectly receive any profit from his or her position as such; provided that a director may be paid reasonable expenses incurred by him or her in the performance of the director's duties.

4. Meetings of Directors

4.1 Place of meeting and notice

4.1.1 Meetings of the Board may be held either at the head office of the Corporation or at any place within Canada, and/or via teleconference or other electronic method. A meeting of the Board may be convened by the Chair of the Board, the President or any two directors at any time and the Secretary by direction of the Chair of the Board, the President or any two directors shall convene a meeting of directors.

4.1.2 Notice of any meeting of the Board shall be delivered or mailed or sent via email and/or any other commonly used electronic method as long as every recipient is reasonably expected to receive such notice. Notice is to be delivered to each director not less than seven days if mailed and not less than 48 hours if delivered or sent by electronic method before the meeting is to take place; provided always that meetings of the Board may be held at any time without formal notice if all the directors are present or those absent have waived notice or have signified their assent in writing to such meeting being held in their absence. Notice of any meeting or any irregularity in any meeting or in the notice thereof may be waived by any director.

4.1.3 For the first meeting of the Board to be held immediately following the election of directors at an annual or general meeting of the members or for a meeting of the Board at which a director is appointed to fill a vacancy in the Board, no notice of such meeting need be given to the director or directors so elected or appointed in order for the meeting to be duly constituted, provided that a quorum of the directors is present.

4.2 Chair. The President shall act as the Chair of the Board. In the absence of the President the Vice-President shall act as the Chair of the Board. The Chair of the Board shall, when present, preside at all meetings of the Board and of the members. In the absence of the Chair of the Board at a meeting of the Board, the directors present shall choose one of their number to be Chair of the meeting.

4.3 Quorum. A quorum at any meeting of the Board shall be the presence in person of at least two-fifths of the directors.

4.4 Voting

4.4.1 Questions arising at any meeting of the Board shall be decided by a majority of votes. In case of an equality of votes, the Chair of the meeting, in addition to his or her original vote, shall have a second or casting vote.

4.4.2 At any meeting unless a poll is demanded a declaration by the Chair that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

5. Officers

5.1 Officers

In the event that one or more directors are not specifically elected by the members to serve as officers, the Board shall annually or as often as may be required appoint a President, one or more Vice-Presidents and a Secretary and if deemed advisable may appoint annually or as often as may be required a Treasurer and one or more Assistant Secretaries. None of the said officers, other than the President and the Chair, need be members of the Board. The offices of Secretary and Treasurer may, in the discretion of the Board, be held by the same person who may but need not be known as the Secretary-Treasurer. The Board may appoint such other officers and agents as it shall deem necessary who shall have such authority and shall perform such duties as may from time to time be prescribed by the Board.

5.2 Remuneration and removal of officers

The directors may fix the remuneration (if any) to be paid to officers of the Corporation. All officers in the absence of agreement to the contrary shall be subject to removal by resolution of the Board at any time with or without cause.

5.3 Delegation of duties of officers

In the case of absence or inability to act of the President, a Vice-President or any other officer of the Corporation or for any other reason that the directors may deem sufficient, the directors may delegate all or any of the powers of such officer to any other officer or to any director for the time being.

5.4 President

5.4.1 The President shall sign such contracts, documents or instruments in writing as require his or her signature. The President shall be the chief administrative officer of the Corporation and shall be responsible to the Board for the coordination of all affairs of the Corporation. In all matters affecting the Corporation, the President shall be deemed to be an agent of the Corporation acting under the authority and at the express intention and express direction of the Board or any committee thereof, as the case may be.

5.4.2 In addition to any other authority or duties conferred by direction of the Board, the President shall exercise general and active supervision over:

- 5.4.2.1 The selection, employment, supervision and discharge of all employees, subject to ratification of same by the Board;
- 5.4.2.2 The formation of a special *ad hoc* committee, from year to year, comprised of the President and two other officers of the Corporation, for the establishment of salaries and any other administrative matters affecting the establishment and maintenance of the head office of the Corporation and the personnel employed therein;
- 5.4.2.3 The preparation and submission of such reports and statements as the Board may from time to time direct be prepared and submitted to the Board, to any director or officer of the Corporation, or to any meeting of the members of the Corporation;
- 5.4.2.4 The preparation of the annual budget for the Corporation, showing expected revenues and expenditures; and
- 5.4.2.4 The safe-keeping and good state of repair of all physical properties of the Corporation.

5.5 Vice-President

The Vice-President or, if more than one, the Vice-Presidents in order of seniority, shall be vested with all the powers and shall perform all the duties of the President in the absence or inability or refusal to act of the President. The Vice-President or, if more than one, Vice-Presidents shall sign such contracts, documents or instruments in writing as require his, her or their signatures and shall have such other powers and duties as may from time to time be assigned to him, her or them by the Board.

5.6 Secretary

The Secretary shall, when present, act as secretary of all meetings of directors and members, shall have charge of the minute books of the Corporation and the documents and registers referred to in the *Corporations Act*, R.S.O. 1990, c. C. 38. The Secretary shall sign such contracts, documents or instruments in writing as require his or her signature and shall have such other powers and duties as may from time to time be assigned to him or her by the Board or as are incident to his or her office.

5.7 Treasurer

Subject to the provisions of any resolution of the Board, the Treasurer shall have the care and custody of all the funds and securities of the Corporation and shall deposit the same in the name of the Corporation in such bank or banks or with such depository or depositories as the Board may direct. The Treasurer shall sign such contracts, documents or instruments in writing as require his or her signature and shall have such other powers and duties as may from time to time be assigned to him or her by the Board or as are incident to his or her office. The Treasurer may be required to give such bond for the faithful performance of his or her duties as the Board in their uncontrolled discretion may require, but no director shall be liable for failure to require any bond or for the insufficiency of any bond or for any loss by reason of the failure of the Corporation to receive any indemnity thereby provided.

5.8 Assistant Secretary

The Assistant Secretary or, if more than one, the Assistant Secretaries in order of seniority, shall perform all the duties of the Secretary in the absence or inability or refusal to act of the Secretary. The Assistant Secretary or, if more than one, the Assistant Secretaries shall sign such contracts, documents or instruments in writing as require his, her or their signatures and shall have such other powers and duties as may from time to time be assigned to him, her or them by the Board.

5.9 Vacancies

If the office of the President, Vice-President, Secretary or Treasurer, shall be or become vacant by reason of death, resignation, disqualification or otherwise, the directors may elect or appoint an officer to fill such vacancy.

6. Committees

The Board may from time to time constitute such committees as it deems necessary to assist the directors in carrying on the affairs of the Corporation and shall prescribe the duties of any such committees.

7. Indemnities to Directors, Officers and Others

Every director or officer of the Corporation or any other person who has undertaken or is about to undertake any liability on behalf of the Corporation and his or her heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Corporation, from and against:

7.1 all costs, charges and expenses whatsoever which such director, officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her, in or about the execution of the duties of his or her office; and

7.2 all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

8. For the Protection of Directors and Officers

8.1 No director or officer for the time being of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by order of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or company with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of such director's or officer's respective office or trust or in relation thereto unless the same shall happen by or through such director's or officer's own wrongful and willful act or through his or her own wrongful and willful neglect or default.

8.2 The directors for the time being of the Corporation shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into in the name or on behalf of the Corporation, except such as shall have been submitted to and authorized or approved by the Board. If any director or officer of the Corporation shall be employed by or shall perform services for the Corporation otherwise than as a director or officer or shall be a member of a firm or a shareholder, director or officer of a company which is employed by or performs services for the Corporation, the fact of his being a director or officer of the Corporation, shall not disentitle such director or officer or such firm or company, as the case may be, from receiving proper remuneration for such services.

9. Membership

9.1 Qualification

The members of the Corporation shall be those persons who are from time to time enrolled as members of the Corporation as stipulated in By-Law 3.

9.2 Termination of Membership

The membership of any member shall be automatically terminated if such member fails to pay any fee within 60 days after it is due. Such termination of membership shall not prejudice the member's right to apply for re-admission. The Board may, by a

resolution passed by a two-thirds majority vote, terminate any membership for just cause, provided, however, that the membership of any director of the Corporation shall not be terminated unless such director has first been removed as a director of the Corporation pursuant to paragraph 3.5 of this By-law.

9.3 Resignation

Any member of the Corporation may resign as a member of the Corporation by letter addressed to the Secretary of the Corporation at the head office of the Corporation. The Board may, by resolution passed by a majority vote, request any member to resign.

9.4 Denial of Membership

Any person may be denied membership by the Board by a resolution passed by a two-thirds majority vote. Denial of membership may be proposed if the person's membership has been previously terminated under section 9.2 of this By-Law, previous sanction or warning by a Disciplinary Committee, by behaviour that contravenes the Code of Conduct in ByLaw 7 section 11, or due to similar sanctions being applied by other Associations.

9.5 Disclosure of Criminal Actions

Volunteers in any capacity (directors, executive, team staff, tournament volunteers, other volunteers) must disclose to the Board of Directors any criminal charges that are laid against the volunteer within 7 days of the charges being laid. The Board may at its sole discretion request a criminal background check for any volunteer at any time.

10. Meetings of Members

10.1 Annual Meetings

The Corporation shall hold an annual meeting of its members not later than eighteen months after its incorporation and subsequently not more than fifteen months after the holding of the last preceding annual meeting. The annual meeting of the members shall be held at the head office of the Corporation, or at such other location as may be identified in the notice of the meeting, within Ontario, on such day in each year and at such time as the Board may by resolution determine. At annual meetings there shall be presented a report of the directors of the affairs of the Corporation for the previous year, a financial statement of the Corporation, the auditor's report and such other information or reports relating to the Corporation's affairs as the directors may determine.

10.2 General Meetings

Other meetings of the members (to be known as "general meetings") may be convened by order of the Chair of the Board, the President or by the Board to be held at any date and time and at any place within Ontario. In addition, the Chair of the Board or, failing him or her, the President shall call a general meeting of the members upon receipt of a written requisition to do so of not less than 10 % of the members entitled to vote at such meeting.

10.2.1 Teleconference or other means of attendance

Annual Meetings and General Meetings may provide for members to attend the meeting via teleconference or other electronic method, as long as the attendee can be identified when joining the call, provision is made for any presentations to be simultaneously broadcast to the electronic attendees, and a method for tracking votes is available. Only members may be allowed to attend by electronic means. Proxies may not attend by electronic means – they must attend in person. Each attendee has one vote even if multiple members use the same line to call in to the meeting.

10.3 Notice

A printed, written or typewritten notice stating the day, hour and place of meeting and the general nature of the business to be transacted shall be served either personally or by sending such notice to each member of such meeting and to the auditor of the Corporation via email and/or any other commonly used electronic method as long as every member is reasonably expected to receive such notice not less than ten days nor more than sixty days (exclusive of the day of mailing but including the day for which notice is given) before the date of every meeting directed to such address of each such member and of the auditor as appears on the books of the Corporation, or if no address is given therein, then to the last address of each such member or auditor known to the Secretary; provided always that a meeting of members may be held for any purpose at any date and time and at any place within Ontario without notice if all the members are present in person at the meeting or if all the absent members shall have signified their assent in writing to such meeting being held in their absence. Notice of any meeting or any irregularity in any meeting or in the notice thereof may be waived by any member or by the auditor of the Corporation.

10.4 Omission of Notice

The accidental omission to give notice of any meeting or the non-receipt of any notice by any member or by the auditor of the Corporation shall not invalidate any resolution passed or any proceedings taken at any meeting of members.

10.5 Contents of Notice

Notice of any meeting of members shall include a statement of the right of such member to appoint a proxy to exercise the same voting rights that the member appointing such proxy would be entitled to exercise if present at the meeting. The notice of such meeting shall contain sufficient information concerning such business to permit the member to form a reasoned judgment on the decision to be taken.

10.6 Proxies

At any meeting of members, a proxy duly and sufficiently appointed by a member shall be entitled to exercise, subject to any restrictions expressed in the instrument appointing such proxy, the same voting rights that the members appointing him or her would be entitled to exercise if present at the meeting. A proxy need not be a member of the Corporation.

10.7 Chair

In the absence of the Chair of the Board, the members present at any meeting of members shall choose another director to act as Chair of the meeting and if no director is present or if all the directors present decline to act as Chair the members present shall choose one of their number to be Chair of the meeting.

10.8 Voting

10.8.1 Every question submitted to any meeting of members shall be decided by a majority of votes given on a show of hands unless otherwise specifically provided by statute or by these by-laws. In case of an equality of votes, the Chair of the meeting shall, both on a show of hands and on a poll, have a second or casting vote. Each member shall be entitled to one vote if present at a meeting in person or by proxy.

10.8.2 At any meeting, unless a poll is demanded, a declaration by the Chair that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

10.9 Polls

If at any meeting a poll is demanded on the election of a Chair or on the question of adjournment, it shall be taken forthwith without adjournment. If a poll is demanded on any other question it shall be taken in such manner and either at once or later at the meeting or after adjournment as the Chair directs. The result of a poll shall be deemed to be the resolution of the meeting at which the poll was demanded. A demand for a poll may be withdrawn.

10.10 Adjournments

The Chair may with the consent of any meeting adjourn the same from time to time and no notice of such adjournment need be given to the members. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

10.11 Quorum

A quorum for the transaction of business at any meeting of members shall consist of not less than one-tenth of members present in person or represented by proxy; provided that in no case can any meeting be held unless there are two members present in person.

11. Enactment, Repeal and Amendment of By-laws

11.1 By-laws of the Corporation may be enacted, and the bylaws of the Corporation repealed or amended, by by-law enacted by a majority of the Board at a meeting of the Board and sanctioned by an affirmative vote of a majority of the members at a meeting of members duly called for the purpose of considering such by-law.

11.2 Any by-law to be sanctioned at an annual or general meeting of members (including a by-law which amends or repeals an existing by-law) must be received, in its entirety, in writing, by the Secretary at least thirty (30) days in advance of the date of the annual or general meeting at which it is to be considered

11.3 A copy of any by-law to be sanctioned at an annual or general meeting of members (including a by-law which amends or repeals an existing by-law) shall be sent to every member of the Corporation with the notice of such meeting.

12. Auditors

The members shall at each annual meeting appoint an auditor to review or audit the accounts of the Corporation to hold office until the next annual meeting provided that the directors may fill any casual vacancy in the office of the auditor. The remuneration of the auditor shall be fixed from time to time by the Board.

13. Chapters

13.1 **Organization.** The membership of the Corporation shall be divided geographically into Chapters, and the territorial areas for each Chapter shall be as determined by resolution of the Board from time to time.

13.2 **Application.** Any ten persons over the age of eighteen years, living in any municipality or locality in Ontario where a Chapter does not already exist or, alternatively, where the need for more than one Chapter has been demonstrated, may apply to form a Chapter. No applicant to form a Chapter need be a member of the Corporation. An application to form a Chapter shall be in writing, addressed to the Secretary of the Corporation, and shall set out the names and addresses of the applicants and the territorial area for which the proposed Chapter is to be constituted.

13.3 **Approval.** Upon examination and investigation by the staff of the Corporation, the application and recommendations relating thereto shall be presented to the Board for its disposition. If the application is approved and a new Chapter is formed by order of the Board, a charter, in such form as the Board may from time to time approve, shall be issued to the Chapter.

13.4 Board Rules and Regulations. The Board may from time to time enact rules and regulations (the "Board Rules and Regulations") governing the organization and operation of Chapters.

13.5 Chapter Rules and Regulations. The members of a newly approved Chapter shall adopt rules and regulations (the "Chapter Rules and Regulations") for its own government not inconsistent with its charter, the by-laws of the Corporation or any Board Rules and Regulations. Each Chapter shall file with the head office of the Corporation a copy of all Chapter Rules and Regulations adopted, and any amendments made thereto, within ten days following such adoption or making, as the case may be. The Board will determine whether or not the Chapter Rules and Regulations are consistent with the charter of the Chapter, the by-laws of the Corporation and the Board Rules and Regulations. In the event that the Board determines that a Chapter Rule or Regulation is not so consistent, the Chapter shall withdraw or amend such Chapter Rule or Regulation as directed by the Board.

13.6 Authority. A Chapter has authority to deal with matters of local interest in a manner consistent with the objectives and general policies of the Corporation. No Chapter or member thereof shall incur any debt, liability or other obligation in the name of the Corporation without the express consent of the Board.

13.7 Termination. The Board may suspend a Chapter for such period of time as is necessary to examine the conduct of its affairs or its lack of activity and may, after giving members of the Chapter a fair hearing and if the circumstances warrant, revoke its charter. Upon such revocation, the members of the Chapter concerned shall cease to be members of the Corporation.

14. Notices

14.1 Service

Any notice to be given to any member or director or auditor shall be served either personally or by sending it through the mail in a prepaid envelope or wrapper addressed to such member, director or auditor at his address as the same appears in the books of the Corporation or, if no address be given therein, then to the last address of such member, director or auditor known to the Secretary of the Corporation. With respect to every notice sent by mail, it shall be sufficient to prove that the envelope or wrapper containing the notice was properly addressed and put into a Post Office or into a Post Office letter box.

14.2 Signatures to notices

The signature to any notice may be written, stamped, typewritten or printed or partly written, stamped, typewritten or printed.

14.3 Computation of time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall, unless it is otherwise provided herein, be counted in such number of days or other period.

14.4 Proof of service

A certificate of the President, a Vice-President, the Secretary or the Treasurer or of any other officer of the Corporation in office at the time of the making of the certificate as to facts in relation to the mailing or delivery of any notice to any member, director, officer or auditor or publication of any notice shall be conclusive evidence thereof and shall be binding on every member, director, officer or auditor of the Corporation, as the case may be.

15. Cheques, Drafts, Notes, etc.

All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by such officer or officers or person or persons, whether or not officers of the Corporation, and in such manner as the Board may from time to time designate by resolution.

16. Execution of Contracts, etc.

16.1 Contracts, documents or instruments in writing requiring the signature of the Corporation may be signed:

16.1.1 By any two persons, each of whom is the Chair, the President, a Vice-President or the Secretary of the Corporation, or

16.1.2 By any two directors of the Corporation,

All contracts, documents or instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality. The Board is authorized from time to time by resolution to appoint any officer or officers or any person or persons on behalf of the Corporation either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing.

16.2 The corporate seal of the Corporation may when required be affixed to contracts, documents or instruments in writing signed as aforesaid, by any officer or officers, person or persons, appointed as aforesaid by resolution of the board of directors.

16.3 The term "contracts, documents or instruments in writing" as used herein shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, bonds, debentures or other securities and all paper writings.

16.4 In particular, without limiting the generality of the foregoing:

16.4.1 Any two persons, each of whom is the Chair, the President, a Vice-President or the Secretary of the Corporation, or

16.4.2 Any two directors of the Corporation,

are authorized to sell, assign, transfer, exchange, convert or convey any and all shares, bonds, debentures, rights, warrants or other securities owned by or registered in the name of the Corporation and to sign and execute (under the corporate seal of the Corporation or otherwise) all assignments, transfers, conveyances, powers of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting or conveying any such shares, bonds, debentures, rights, warrants or other securities.

17. Financial Year

The Board may by resolution fix the financial year end of the Corporation and the Board may from time to time by resolution change the financial year end of the Corporation.

18. Interpretation

In all by-laws and special resolutions of the Corporation, the singular shall include the plural and the plural the singular; the word "person" shall include firms and corporations, and the masculine shall include the feminine and the neuter. Whenever reference is made in any by-law or any special resolution of the Corporation to any statute or section thereof, such reference shall be deemed to extend and apply to any amendment or re-enactment of such statute or section thereof, as the case may be.

ENACTED the 25th Day of May, 2016, by a majority of members at the Annual General Meeting.

BY-LAW NO. 3

MEMBERSHIP

A by-law to establish requirements for each class of membership in the ANCASTER AVALANCHE GIRLS HOCKEY ASSOCIATION INC. (the "Corporation")

BE IT ENACTED as a by-law of the Corporation as follows:

1. Ordinary Members

1.1 Subject to sections 1.2 and 1.3, Ordinary Members of the AAGHA shall include:

1.1.1 An individual, eighteen (18) years of age or older registered with the Association as a player and who has paid the annual player registration fees;

1.1.2 A parent or legal guardian of a player under age of eighteen (18) years and who has paid the annual player registration fees;

1.1.3 Any person(s) approved by the Board of Directors as a Team Official (coach, assistant coach, manager, trainer), up to a maximum of seven (7) team officials per team, and who is registered with the AAGHA as a team official(s) prior to December 1st of the hockey year;

1.1.4 Each member of the Board of Directors;

1.1.5 Any person(s) appointed by the Board of Directors to fulfill voluntary responsibilities on behalf of the AAGHA who would not otherwise qualify as a member.

1.2 Every application for registration as a player or appointment as a coach, trainer, or manager of a team in the AAGHA is subject to approval by the Board of Directors, in their sole discretion.

1.3 Individuals under the age of eighteen (18) who are registered as players in any of the programs of the AAGHA shall be considered Junior Ordinary Members of the Association, with all the rights and privileges afforded Ordinary Members of the Association with the exceptions that they are prohibited from holding office in the Association and shall not be entitled to vote at general meetings of the Association.

2. Life Members

2.1 Life Members of the AAGHA shall include:

2.1 Individuals over the age of eighteen (18) who have been appointed as Life Members by the Board of Directors, with all the rights and privileges afforded Ordinary Members of the Association with the exceptions that they are prohibited from holding office in the Association and shall not be entitled to vote at general meetings of the Association.

3. Honorary Members

3.1 Honorary Members of the AAGHA shall include:

3.1 Individuals over the age of eighteen (18) who have been appointed as Honorary Members by the Board of Directors, with all the rights and privileges afforded Ordinary Members of the Association with the exceptions that they are prohibited from holding office in the Association and shall not be entitled to vote at general meetings of the Association.

ENACTED the 8th Day of March, 2006, by a majority of the Board of Directors at a meeting duly called for such purpose.

Tony Tollis 273 Appleby Road, Ancaster, Ontario L9G 2V6
Mark Robinson 490 4th Line, Caledonia, Ontario N3W 2B1
Deborah DeVincentis 20 Blasdell Court, Ancaster, Ontario L9G 5A6
Ro Egier 71 Seymour Drive, Ancaster, Ontario L9G 4N3
Bernice Grasley 648 Iroquois Ave., Ancaster, Ontario L9G 3B4
Leo Paone 32 Concerto Court, Ancaster, Ontario L9G 4V7
Fred Lucibello 18 Antoinette Court, Hamilton, Ontario L9B 2E7
Chris Rowles 221 Amberly Blvd, Ancaster, Ontario L9G 3Y4
Dino Cavarzan 287 Annabelle St., Hamilton, Ontario L9C 7N8
Anthony Kajah 223 Cornwallis Rd., Ancaster, Ontario L9G 4C6

WITNESS the corporate seal of the Corporation.

BY-LAW NO. 4

DUTIES OF DIRECTORS

A by-law to establish part of the management duties of the Board of Directors of the ANCASTER AVALANCHE GIRLS HOCKEY ASSOCIATION INC. (the "Corporation")

BE IT ENACTED as a by-law of the Corporation as follows:

1. Directors

Each director must hold one or more of the following positions:

- Registrar
- House League Convenor
- Rep Convenor
- Communications
- Ice Scheduler
- Player and Coach Development
- Equipment Manager
- Sponsorship and Fundraising
- Community Outreach
- Tournament Convenor
- Development Stream Convenor
- Novice/Pre-Novice Convenor
- High-Performance Development

And will be required to carry out the duties of the position as well as other duties as may from time to time be assigned to her or him by the Board of Directors.

2. Duties of Registrar

Coordinate preparation and posting of all notices relating to player registration

Register all players of all teams under the jurisdiction of the AAGHA and collects all registration fees and required documentation from all players registered

Maintain appropriate lists of all registered players on an annual basis and makes said lists available to the Board of Directors.

Ensure all registration correspondence, forms and fees required by the OWHA are submitted on time.

Ensure the Association is in compliance with all Privacy legislation.

Collect all tryout fees, permissions to skate and player releases for Rep teams.

3. Duties of House League Convenor

Recommends to the Board of Directors the number of teams in the House League division on an annual basis.

Where more than one team exists in a specific age division, coordinates a draft of all players to ensure that all teams are balanced.

With the Ice Scheduler, schedules games for the regular season, playoffs and Day of Champions.

Represents the AAGHA at all meetings of the GHGHL.

Provides liaison between the House League Coaches and the AAGHA Board of Directors.

Enforces all OWHA, GHGHL and AAGHA rules established for House League teams.

Liaise with Development Stream (DS) Convenor on player and coach selection for DS teams.

4. Duties of Rep Convenor

Provides liaison between the AAGHA and any Rep leagues that AAGHA teams play in.

Provides liaison between the Rep coaches and the AAGHA Board of Directors

Represents the AAGHA at all Rep league meetings

Enforces all OWHA, rep/travel league and AAGHA rules established for Rep teams

Recommends to the Board of Directors the number of Rep teams and the categories they should play in on an annual basis.

Coordinates activities related to tryouts, playoffs and Provincial playdowns.

Liaise with High-Performance Development (HPD) Director on level of skills development for both Players and Coaches at the HPD level

5. Duties of Communications Director

Manage all content on website that is not specifically the responsibility of individual teams or any other director

Ensure the consistency, timeliness and accuracy of all information on the website

Handle and redirect as needed all inquiries originating from the internet

Coordinate and manage advertising campaigns

Send information broadcasts to all members as needed and via whatever mechanism is most appropriate

6. Duties of Director of Player and Coach Development

Posts timely notices, and distributes and collects Coaching application forms

Coordinates the annual Coach Selection process

Coordinates an annual Coaches information meeting prior to the start of the season

Provides direction and advice to members of the association regarding skills development through clinics (Coaching/Trainer) and schools (Players)

Provides opinions, on an as required basis during the season, to the Board of Directors regarding coaching performance.

Provides ongoing liaison between all coaches and the AAGHA Board of Directors

Coordinates the CHIP program together with Novice/Pre-Novice Convenor on behalf of the AAGHA

Coordinates Speak-Out certification for the AAGHA

Liaise with High-Performance Development (HPD) Director on level of skills development for both Players and Coaches at the HPD level

7. Duties of Ice Scheduler

Allocates all ice times that have been contracted for by the AAGHA, to Rep and House League teams, in a manner consistent with the Objectives and Rules and Regulations of the AAGHA.

Attends the required scheduling meetings of the Rep/House Leagues the AAGHA is participating in during the current season.

Produces schedules and distributes same in a timely fashion to all convenors and coaches

Upload schedules to the website

Scheduling referees

8. Duties of Equipment Manager

Purchases all equipment and uniforms for teams operating under the AAGHA as directed by the Board of Directors.

Allocates, maintains, collects and stores all equipment and uniforms that are the property of the AAGHA.

Provides recommendations to the Board of Directors regarding the repair or replacement of AAGHA equipment and uniforms.

Organizes and manages house league and rep team photos with photo supplier.

9. Duties of Director of Sponsorship and Fundraising

Contacts all previous and current individual and corporate sponsors, in a timely fashion, to request financial commitments for the current season.

Maintains a list of current sponsors contact information which shall be provided to the Board of Directors on a regular basis. Coordinates assigning sponsors to teams and liaising with Equipment Manager to ensure sponsors are identified appropriately on uniforms and, where required, in arenas.

Ensures that sponsors are aware of events being organized for the Association and have been given an opportunity to attend if appropriate.

Investigates and makes recommendations to the Board of Directors on fundraising opportunities

10. Duties of Community Outreach Director

Manages events and the coordination of our volunteers for special events, fundraising and community activities, including but not limited to:

- Spirit Day

- Heritage Days parade

- Special hockey games hosted by AAGHA

- AAGHA participation with other games/events coordinated by other local hockey clubs

- AAGHA Volunteer Night

- AAGHA participation with other OWHA sanctioned events

- Participation in other community-based organization events

Coordinate with Parent Liaison Reps on their roles and responsibilities

Support the Tournament Committee Volunteer Coordinator

11. Duties of Tournament Convenor

Is selected by a vote from the Tournament Committee as per the Tournament Constitution and has the following role on the Board:

- Chairs the Tournament committee responsible for organizing and conducting any tournament hosted by the AAGHA.

- Chairs the Tournament committee that recommends to the Board of Directors the format of any tournaments hosted by the AAGHA.

- Ensures all correspondence, applications and fees required by the OWHA in regards to hosting a tournament are completed.

12 Duties of Development Stream Convenor:

Recommends to the Board the number of DS teams that will be formed on an annual basis.

Assists House League Convenor with GHGHL meetings and associated activities related to DS teams.

Participates in the DS coach and player selection process with support from House League Convenor.

With the Ice Scheduler, schedules games for the regular season and playoffs.

Provides liaison between the DS Coaches and the AAGHA Board of Directors.

Enforces all OWHA, GHGHL and AAGHA rules established for DS teams.

13 Duties of Novice/Pre-Novice Convenor:

Recommends to the Board the number of Novice/Pre-Novice teams that will be formed on an annual basis.
Assists House League Convenor with GHGHL meetings and associated activities related to Novice/Pre-Novice teams.
Participates in the Novice/Pre-Novice coach and player selection process with support from House League Convenor.
With the Ice Scheduler, schedules games for the regular season and playoffs.
Provides liaison between the Novice/Pre-Novice Coaches and the AAGHA Board of Directors.
Enforces all OWHA, GHGHL and AAGHA rules established for Novice/Pre-Novice teams.

14 Duties of High-Performance Development:

Coordinates development between AA and A team players and coaches at the Peewee, Bantam, Midget and Intermediate levels.
Provides liaison between the AAGHA Board of Directors and any HPD players and coaches.
Assists the Rep Convenor with recommendations to the Board on the number of HPD Rep teams and categories they should play in on an annual basis.
Liaises with Player and Coach Development Director and Rep Convenor on level of skills development for both Players and Coaches at the HPD level.
Maintains familiarity with Hockey Canada programs at high-performance level.

Enacted the 25th day of May, 2017 by a majority of the membership at the Annual General Meeting. Revised May 23, 2019 by a majority of the membership at the Annual General Meeting.

BY-LAW NO. 5

REGISTRATION FEES

A by-law to establish Registration Fees for the ANCASTER AVALANCHE GIRLS HOCKEY ASSOCIATION INC. (the "Corporation")

BE IT ENACTED as a by-law of the Corporation as follows:

1. The Board of Directors shall determine the amount and terms of the annual registration fees to be paid to the Association for players in all programs in the AAGHA.
2. All players will pay a basic annual registration fee. Players participating on a Rep team will pay an additional fee over and above the basic annual registration fee to cover additional costs associated with the Rep program including, but not limited to, additional ice requirements, additional refereeing costs and extra jerseys.
3. Female Development Players (FDP) will be allowed to register with the Association and will be charged 50% of current association and rep fees. Coaches of teams with FDP's are to provide a written report to the Board of Directors at the end of the season detailing how much these players actually practiced and played with the individual teams. It will then be determined, on an individual basis, by the Board of Directors, if any additional fees are required.
4. The Corporation may notify any player at any time that the player's registration fees are due and, if not paid within sixty (60) days of such notice, the member shall be in default.
5. Any fees paid subsequent to the member being declared in default will be subject to an additional late fee to be set annually by the Board of Directors
6. Any player who is in default of the payment of player registration fees can, at the discretion of the Board of Directors, lose her playing and membership privileges until the amount owing has been paid in full. In those instances involving extenuating circumstances, it will be at the discretion of the Board of Directors as to the appropriate course of action.
7. Any member may resign from the Association by giving written notice to the Secretary. Refunds of registration fees will be made according to the following schedule:

Withdrawal Notice submitted to	Registration fee refund amounts
Board of Directors	
7.1 Prior to the first scheduled ice time of the season	7.1.1 Fees paid to date minus an administration fee to be set annually by Board of Directors
7.2 After first scheduled ice time of the season and on or before Oct 31 of current season	7.2.1 50% of fees owed to date
7.3 After October 31 of current season and on or before Nov 30 of current season	7.3.1 25% of fees owed to date

7.4 After Nov 30 of current season	7.4.1 No refund
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7.1 In those instances involving extenuating circumstances, it will be at the discretion of the Board of Directors as to the appropriate course of action.

ENACTED the 8th Day of March, 2006, by a majority of the Board of Directors at a meeting duly called for such purpose.

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Fred Lucibello 18 Antoinette Court, Hamilton, Ontario L9B 2E7

Chris Rowles 221 Amberly Blvd, Ancaster, Ontario L9G 3Y4

Dino Cavarzan 287 Annabelle St., Hamilton, Ontario L9C 7N8

Anthony Kajah 223 Cornwallis Rd., Ancaster, Ontario L9G 4C6

WITNESS the corporate seal of the Corporation.

BY-LAW NO. 6

REGULATIONS

A by-law to establish the Regulations, Rules, Policies and Code of Conduct for the ANCASTER AVALANCHE GIRLS HOCKEY ASSOCIATION INC. (the "Corporation")

BE IT ENACTED as a by-law of the Corporation as follows:

1. Association Finances

1.1 The activities of the AAGHA will be financed through player registration fees, individual and corporate sponsorship, fundraising activities and other sources approved by the Board of Directors.

1.2 The Board of Directors from time to time will designate events for raising funds for the overall benefit of the Association as mandatory.

1.3 Mandatory events will require a minimum level of participation (either financial or in-kind services) by all teams.

1.4 Teams failing to meet the required levels of participation will be subject to a Disciplinary Hearing.

1.5 The contribution of all Association sponsors will be for the whole of the Association. The nature, amount and acceptance of any sponsorship will be at the discretion of the Board of Directors.

1.6 Any fundraising activities conducted by individual teams which compete with or detracts from Association activities is prohibited. Teams failing to abide by this regulation will be subject to a Disciplinary Hearing.

1.7 Teams may set their own individual budgets and hence player fees over and above the mandatory Association fees, for the purposes of providing for activities related to the operation of the team, such as tournament entry, teamwear purchase, instructional clinics, etc. However, the amount of these player fees must be within reason and the Board of Directors reserves the right to investigate and cap these player fees should it receive complaints.

1.8 Any team which collects any player fees over and above the mandatory Association fees must:

1.8.1 Issue a financial statement to all parents and to the Board of Directors showing a zero balance at the conclusion of the season.

1.8.2 Conform to all reporting requirements as may be published from time to time by the Board of Directors on its website and/or as resolved in a Board meeting. Failure to do so will result in team staff being subject to a Disciplinary Hearing.

2. Registration

2.1 Players currently registered with the Association will be reserved a spot in their current division or the division to which they will graduate for the next season. The reservation must be confirmed with payment in accordance with Bylaw #5 on or before the specific closing date, which will be set annually. If a currently registered player does not confirm their reservation for the next season by the closing date they will be deemed to have forfeited said reservation.

- 2.2 Families with one or more daughter currently registered with the Association and who wish to register a sibling with the Association will be provided with a reservation for the next season as if the sibling were currently registered. The reservation must be confirmed as above.
- 2.3 If a player withdraws from the Association during the current year, without appropriate reason, they will be deemed to have forfeited their reservation for the next season. If a player is forced to withdraw from the Association due to injury, they will be provided with a reservation for the next season. The reservation must be confirmed as above
- 2.4 Open registration will be held annually for divisions for which space exists. Spots in divisions will be assigned on a first-come first-served basis.
- 2.5 Currently registered players who have forfeited their registration reservation and wish to register for the next season will be required to attend open registration.
- 2.6 No registration application will be accepted for any player who has monies or funds outstanding to the league or a team unless arrangements are made through the President and approved by the Board of Directors.
- 2.7 Subject to the REGULATION TWO (6), players returning from another association will be allowed to unconditionally register with the general public but must provide a signed Player Release within two weeks of registering.
- 2.8 Members are to abide by all OWHA Policies, Rules and Regulations with regards to tampering.
- 2.9 No member of the Association is allowed to recruit players from other organizations.
- 2.10 With the exception of Rep team tryouts, players will not be allowed on the ice if they have not registered with the Association.
- 2.11 The Association will form, as a minimum, the number of House League teams required to accommodate all reserved spots, subject to the proviso that teams will be restricted to a maximum of 15 skaters and 2 goalies, unless specifically authorized by the Board of Directors.
- 2.12 To support a first Rep team in any of the above categories (eg. Peewee, Midget, etc.), after the team has been selected, there must be a minimum of 13 skaters and one goalie, of the proper age and suitable ability, for a total of 14 players. Without this commitment, the players will be eligible to play in the Association House League.
- 2.13 At the sole discretion of the Board of Directors, the Association may form additional Rep teams as available ice hours permit, and provided the team has a minimum of 13 skaters and one goalie, of the proper age and suitable ability. However, in no event will the Association function in a non-sustainable manner by forming more teams than can be accommodated with existing ice allocation.
- 2.14 Player Releases will be granted upon request at any time before the first scheduled ice time of the season at the discretion of the Board of Directors. Lateral Releases will only be granted after the player has demonstrated cause to the Board of Directors.

3. Age Divisions

3.1 All ages are as of December 31 of the current playing year.

Division Age Range
Senior Open 21 years old and above
Senior Rec 18, 19, 20 years old
Midget 15, 16, 17 years old
Bantam 13, 14 years old
Peewee 11, 12 years old
Atom 9, 10 years old
Novice 8 years old and under

3.2 All players must play in their respective age division unless the Board of Directors approves otherwise.

4. Coaches and Team Personnel

4.1 Head Coach

4.1.1 Each Head Coach will be responsible for fulfilling the aims of this Constitution on his/her team and within the organization.

4.1.2 There will be only one Head Coach per team. Co-coaching arrangements are not allowed under any circumstances.

4.1.3 The Head Coach will be responsible for enforcing the rules of the Association.

4.1.4 Each Head Coach will strive to ensure fair ice time for each player on his/her team.

4.1.5 All individuals applying for a coaching position with a team (Rep or House League) within the Association must submit an application by the indicated deadline each year.

4.1.6 The Board of Directors, at its sole discretion, will appoint a Coach Selection Committee whose mandate will be to recommend a slate of coaches for ratification by the entire Board of Directors. The Coach Selection Committee may be comprised of individuals from any of the Board of Directors, the general Association membership or external bodies.

4.1.7 Where there is only a single applicant for a coaching position that applicant is not necessarily acclaimed by virtue of being the sole applicant. The Coach Selection Committee will be responsible for exercising due diligence in the investigation of the sole candidate, which may include but is not limited to a personal interview and reference check, and will have the right to reject the applicant and reopen the competition for that position only.

4.1.8 Where two or more individuals apply for the same position the coaches will be interviewed by the Coach Selection Committee. The applicants will be required to attend a personal interview which, at the sole discretion of the Committee, may consist of a presentation and a question and answer session. The Coach Selection Committee has the authority, if necessary for clarification purposes, to schedule additional interviews and if all candidates are unsuitable to reopen the competition for that position only.

4.1.9 Board of Directors members who are applying to coach a team, or whose spouse, relative or child is applying to coach a team, may not be on the Coach Selection Committee for the division that that team is in, nor can they be involved in the discussions for the selection of any team's coach in that division, nor may they cast a ballot for the selection of any team's coach in that division.

4.1.10 The Board of Directors will review the recommendations of the Coach Selection Committee, on an individual basis, and approve those recommendations, on an individual basis, by simple majority ballot vote.

4.1.11 In the event of a tie the Director of Player and Coach Development – or both Directors of Player and Coach Development if two have been elected to the Board - shall be allowed one additional vote to break the tie, subject to the constraints of section 8).

4.1.12 In the event of a tie, the Rep Convenor shall have one additional vote to break the tie, subject to the constraints of section 8).

4.1.13 In the event of a tie, the President shall have one additional vote to break the tie, then the Vice-President, then the Treasurer, then the Secretary, then the Ice Scheduler, subject to the constraints of section 8).

4.1.14 The appointment of the Head Coach for each team will be for the current season only. The appointment of the Head Coach may be revoked at any time during the season, but only for reasons of personal conduct detrimental to the Association or where a player or player(s) may be in a position of immediate danger. Team performance (i.e. won-loss record) will not be considered suitable grounds for revocation of appointment.

4.1.15 In all cases where the appointment of a Head Coach is being considered for revocation, the Head Coach will be temporarily suspended from further team activities until an Investigation Committee chaired by the President, or next highest ranking Board of Directors member not in a conflict of interest position, completes an investigation and reports to the Board of Directors. The Investigation Committee is required to report to the Board of Directors within 7 days of the commencement of the suspension, with a recommendation. For the recommendation (s) to take effect they must be approved by a simple majority vote of the entire Board of Directors.

4.2 Team Staff

4.2.1 The Head Coach of each team will have the authority to select individuals to carry out the duties of Team Manager, Team Trainer and Assistant Coach.

4.2.2 The Board of Directors has the right to reject any team staff, but only for reasons of a criminal record or prior activities within the Association or OWHA in general, which may place a player in danger.

4.2.3 The Association requires that all Team Trainers be female.

4.2.4 The Association will pay the OWHA Registration fee for the Head Coach, two (2) Assistant Coaches, Team Trainer and Team Manager. A team may register additional individuals as team staff but will be responsible for paying all OWHA fees for those individuals.

4.2.5 The Head Coach must obtain approval from the Board of Directors prior to making any changes to team staff.

5. Team Selection

5.1 Rep/Competitive

5.1.1 Tryouts for Rep teams will be held in the Spring, as soon as possible following conclusion of the Provincial Championships.

5.1.2 All players trying out for a Rep team must pay a non-refundable tryout fee, which is to be set annually by the Board of Directors.

5.1.3 A Selection Committee will be appointed by the Board of Directors for each Rep team in each division. The Selection Committee will be comprised of the Head Coach of the team plus two (2) members of the Board of Directors. Board of Directors members who have a daughter trying out for any Rep teams in the division will not be eligible for the Selection Committee for

any team in that division. The Board of Directors members will provide input to the Head Coach and ensure players are selected on merit. The Head Coach, at her/his sole discretion may employ others to assist in evaluating the tryouts. All the above notwithstanding, but subject to players being selected on merit, the final decision on team members will rest with the Head Coach.

5.1.4 Players registered with the Association and not selected for Rep teams will be accommodated on a House League team and will be eligible to AP to Rep teams in accordance with OWHA and Rep League rules.

5.1.5 At any time after the initial team selection, the Head Coach must obtain approval from the Board of Directors prior to any subsequent roster changes.

5.2 House League

5.2.1 Subject to the provisions of Regulation 3, where more than one House League team is to compete in a specific division, players will be assigned to each team by mutual agreement of the respective coaches of the teams and no less than 3 members of the Board of Directors with the view towards having teams of equal overall ability. The exact mechanism by which teams are selected may change from year to year, as posted by the Board of Directors on the league website. Special requests are by exception only, and at the sole discretion of the Board of Directors. The coach's child shall be the only exception to the policy. The Board of Directors reserves the right to adjust House League team rosters, at its sole discretion and even after the season has commenced, to achieve balance.

6. Equipment

6.1 In the absence of an OWHA policy requiring players to use mouth guards, it shall be the policy of the AAGHA to strongly encourage all participants to use a mouth guard during all on-ice activities.

7. Championship Banners and Trophies

7.1 The AAGHA recognizes the special accomplishment associated with all Tournament, League Regular Season, League Playoff and OWHA Provincial Championships.

7.2 Within reason, the Association will attempt to have displayed in an appropriate location at the Association home arena(s) all championship banners and trophies won by Association teams.

7.3 In the event that display space becomes limited, banners and trophies will be displayed according to the following priorities:

7.3.1 OWHA Provincial Champions

7.3.2 OWHA Provincial Championship Finalists

7.3.3 Rep League Playoff Champions

7.3.4 House League Playoff Champions

7.3.5 Rep League Regular Season Champions

7.3.6 House League Regular Season Champions

7.3.7 Tournament Champions for the current year

7.3.8 Tournament Champions for previous years from most recent to least

8. Referees

8.1 The Association will annually contract with a local OWHA sanctioned referees association for their services during the season.

8.2 All on-ice officials must be currently certified through the National Referees Certification Program.

8.3 The Association will provide three referees for all Bantam and higher games.

9. Female Mentorship

10.1 The AAGHA will support mentorship programs which have as their mission the development of coaching skills of current players with a view towards their succession to the coaching ranks either within the AAGHA or in other organizations.

10. AAGHA Scholarship Award

10.1 This scholarship will be awarded yearly to one or two Midget level members of the AAGHA. The recipients must exhibit the qualities on and off the ice that model the spirit of a team player. Examples include, but are not limited to, dedication, a hard worker, tenacious, and putting others before self. The award was initially proposed by the Board of Directors for the 2012-2013. Its year of inception was 2013-2014 and its initial value was \$1000.

10.2 The value of the award in a given year is to be determined in the prior year by the Board of Directors and posted no later than the last day of the Provincial championships.

10.3 Each year no later than November 1, the Board of Directors will appoint a Selection Committee consisting of 3 members, of whom no less than 2 must be members of the Board. If an applicant is related by blood or marriage to one of the Committee members, that member must step down from the Committee immediately upon receipt of the application and notify the Board. The Board must select an Alternate committee member within 14 days subject to the criteria above. No later than February 1 the Committee will advertise the award and eligibility criteria to the membership and on February 1 start accepting applications. Last date for submission of applications is April 15th.

10.4 The Committee will receive and review applications and make a decision no later than April 30th.

10.4.1 The Committee may decide to grant the award to either one recipient or two. If two recipients are granted the award, the amount is to be divided evenly between the two recipients.

10.5 Scholarship winners may receive the funds at any time after receiving notice that they have been selected. Funds will be made available to successful applicants after proof of full time registration at a Post Secondary Institution has been received by the AAGHA Treasurer. If the award recipient becomes ineligible the award will be reverted back to the association. They may defer receipt of their awards for up to 18 months, that is, until September of the following academic year. If the award is deferred beyond the end of the AAGHA fiscal year, the funds are to be retained in the AAGHA bank account and designated as a liability on the AAGHA records. All cheques will be payable to the successful applicant or academic institution, as directed by the award recipient.

10.6 Scholarship Award Eligibility Criteria:

10.6.1 Currently a player or member of the coaching staff of a team in the Ancaster Avalanche Girls Hockey Association

10.6.2 Minimum of 3 consecutive years with AAGHA as a player and / or member of a coaching staff prior to receipt of the award

10.6.3 Previous winners are not eligible

Enacted the 25th day of May, 2016 by a majority of the membership at the Annual General Meeting.

BY-LAW NO. 7

ASSOCIATION RULES

1. Rules for Competition

1.1 Hockey Canada Rules must be followed including those specific to female hockey.

1.2 All OWHA rules, including minimum suspensions, must be followed.

1.3 Individual local league rules (Rep and House League) must be followed.

2. League Participation and Recategorization

2.1 The AAGHA will participate at the Rep level in the Lower Lakes Female Hockey League, and at the House League level in the Greater Hamilton Girls House League.

2.2 Participation of individual teams in other Leagues at either the Rep or House level, may from time to time be approved by the Board of Directors at its sole discretion.

2.3 Once registered with the OWHA and entered in the local League (LLFHL, GHGHL or approved other) no Coach or team member may request to the OWHA or the Local League they are participating in to recategorize their team up (eg. "A" to "AA") or down (eg. "BB" to "B") or withdraw from the league without the permission of the Board of Directors.

2.4 Any team wishing to take such action must submit a written rationale to the Board of Directors and attend an interview, if requested. The Board of Directors will review the request in light of what is best for the players, the team and the Association and will notify the Coach of its decision.

3. Tournaments and Exhibition Games

3.1 All AAGHA teams are restricted to playing in OWHA sanctioned activities and against OWHA sanctioned teams.

3.2 Teams entering a tournament must notify the Ice Scheduler as soon as is reasonably possible of their intentions, in order to avoid scheduling conflicts or ice time not being utilized.

Failure to do so may result in a Disciplinary Hearing and the loss of ice time.

3.3 No AAGHA team may participate in a tournament until the team has been officially registered with the OWHA.

3.4 Teams will conform to all tournament rules.

4. Uniforms

4.1 The Association colors shall be predominantly burgundy, blue and white.

4.2 The official logo shall be the Avalanche as depicted on the team jersey, and may not be used for any purpose without the written approval of the Board of Directors.

4.3 The Association will be the sole distributor of team jerseys and will decide on the type, style and magnitude of the numbers applied to the backs of the jerseys.

4.4 All jerseys will display the “STOP” patch in a visible location on the back of the jersey.

4.5 Purchase of League clothing will be uniform across the Association and will use the same supplier, to be determined on an annual basis by the Board of Directors.

4.6 Teams will be provided with teamwear options as approved by the Board of Directors. No other teamwear is to be purchased without prior Board of Directors approval.

4.7 The application of individual numbers on teamwear is discouraged. Sponsor patches will be provided by the Association for each jersey.

4.8 Sponsor patches are to be attached to the lower back part of the jersey in such a fashion as to be visible and to facilitate removal at the conclusion of the season, without damaging the jersey in any way.

4.9 Only Association approved sponsor patches may be applied to any official Association jersey. Note this regulation does not apply to privately-owned practice jerseys.

4.10 Individual player nameplates are permitted and must be applied to the upper back part of the jersey. The only acceptable nameplate is one which shows the proper last name of the player in block capital letters.

4.11 The use of player nameplates is at the discretion of the individual teams and is subject to the restriction that if a team decides to apply nameplates to jerseys all players must have a nameplate. All arrangements regarding ordering, pick-up, payment for and application to and removal from the jersey are the responsibility of the individual team. Nameplates must be applied to each jersey in such a fashion as to facilitate removal at the conclusion of the season, without damaging the jersey in any way.

4.12 Only the letters C and A may be applied to the front of the jersey and must be in a location consistent with CHA rules.

4.13 Black armbands or special initials may be attached to the arms of the jersey to honor individuals or special circumstances, but must not conflict with any rule of a higher hockey body and must be capable of being removed without damaging the jersey in any way.

4.14 In order to extend the life of Association equipment, team jerseys and socks are not to be worn during practices. Note that jerseys which have been retired by the Association and given or sold to a player are exempt from this rule. Should a player be in violation of this rule one warning will be issued. Second violation of this rule will result in the player’s jersey being confiscated and assigned to team management for distribution and collection at the beginning and end of games, respectively. Further violation of this rule will result in the player being suspended from participation in Association sponsored activities until such time as they appear before the Association Disciplinary Committee

4.15 If requested, all team jerseys are to be returned to the Association laundered and in undamaged condition within 14 days of the conclusion of the season.

4.16 Any player returning a jersey which has been intentionally damaged or damaged due to neglect so as not to be usable in the following season will be responsible for reimbursing the Association the cost of a replacement jersey.

4.17 The determination of intentional damage or neglect is solely at the discretion of the Board of Directors.

4.18 Any player not returning a jersey will be responsible for reimbursing the Association the cost of a replacement jersey plus an additional penalty, to be determined annually by the Board of Directors, within 14 days of notification by the Board of Directors. Failure to do so will result in suspension of playing privileges for the next season.

4.19 Teams are not to purchase any equipment on behalf of the Association without the written approval of the Board of Directors, and are responsible for any costs over and above that authorized by the Board of Directors.

4.20 Equipment which is loaned to players for the season must be signed out and is loaned on the understanding that it must be treated with care and respect and returned at the end of the season to the Association in acceptable condition as per section 16 above. The borrower will be responsible for reimbursing the Association for or replacing any damaged equipment.

4.21 Any equipment borrowed temporarily from the Association must be signed out and returned expeditiously on completion of use and in acceptable condition as per section 16 above. The borrower will be responsible for reimbursing the Association for or replacing any damaged equipment.

4.22 Players must wear full equipment in its proper position, as stipulated in Hockey Canada and OWHA rules, at all times when participating in a game or on-ice practice. Failure to do so requires the player to leave the ice surface immediately.

5. Police Checks and Speak Out Training

5.1 All Board of Directors members, coaches (Head and Assistant), trainers and team managers will be required to complete Police Checks and submit same, in confidence, to the President of the Association or his/her designate within two months of the first ice time of the current season. To be valid the Police Check must be dated no earlier than three years prior to the first ice time of the season.

5.2 Police Checks will be accepted for any individual from any other volunteer organization (eg. Soccer, baseball, etc.), provided that they are dated no earlier than three years prior to the first ice time of the season.

5.3 The Board of Directors reserves the right to request additional Police Checks solely at their discretion.

5.4 Speak Out training is mandatory for all Board of Directors members, coaches (Head and Assistant), managers and trainers and must be completed within two months of either election to the Board of Directors or the first ice time of the season.

5.5 Any individual not meeting the above requirements will be suspended from involvement in Association activities until the requirements are met.

5.6 The Board of Directors, at its sole discretion, will have the authority to extend the deadline for completion of Police Checks and Speak Out training.

6. Suspensions

1) The Head Coach is responsible to ensure that the Association President, and applicable Convenor (Rep or House League) receives a copy of the game sheet in which a suspension (player or team staff) is incurred as well as copies of all game sheets during which the suspension served, within 24 hours of game end date and time.

7. Female Development Players

7.1 The Association policy in regard to FDP's will follow the most up to date policy of the OWHA.

7.2 FDP's cannot participate in a game unless there are players absent and their attendance would bring the roster to no more than 15 skaters or 2 goalies maximum.

8. Coaches and Managers Meeting

8.1 Attendance of the Head Coach or designated team Representative for each team at all Board of Directors directed coaches meetings is mandatory. Failure by a team to attend a meeting will result in a Disciplinary Hearing.

8.2 Attendance of the Manager, the Head Coach, or designated team Representative for each team at all Board of Directors directed managers meetings is mandatory if the team has a manager. Teams that do not have managers are not required to attend. Failure by a team to attend a meeting will result in a Disciplinary Hearing.

9. On-Ice Activities

9.1 Within the boundaries of the hockey facility during which an AAGHA sanctioned event is taking place, team coaches and/or managers are responsible for the conduct of all their players and coaching staff, both on and off the ice.

9.2 The only on-ice personnel allowed are, the head coach, team staff and student coaches doing volunteer hours as required by the Minister of Education. All on-ice personnel must have paid the required OWHA registration fee and submit for insurance coverage.

9.3 A coach with a minimum coach level certification and a Level 1 (one) trainer must be present on the bench during all games. In the event that your Level 1 (one) trainer is unavailable, a replacement must be obtained from the opposing team. A Level 1 (one) (female) trainer must be present during all OWHA Sanctioned activities (on-ice and off-ice).

9.4 Players are to remain away from the ice surface until the resurfacing machine is off the ice and the access doors are closed

10. Dressing Room Policy

The following is the dressing room policy approved by the Ancaster Avalanche Girls Hockey Association Board of Directors for all AAGHA teams regardless of age or OWHA Category.

This policy has been adopted to make the arena a safe, secure and comfortable place for all the girls participating in the Association.

10.1 Dressing rooms will be **off-limits** to all males, including, but not limited to, fathers, brothers, grandfathers, while **any** players are changing into or out of hockey equipment before or after a game. In application this means that any equipment adjustment required to be done by a male, such as, but not limited to, skate tying, will be done outside the dressing room.

10.2 A minimum of one adult female must be present in the dressing room at **all** times during which players are in the room. Preferably this individual will be the registered team trainer, however, in her absence she may designate another suitable adult female as dressing room monitor. This individual should remain in the dressing room until the trainer returns or another designate is appointed.

10.3 Male coaches will be admitted to the dressing room 10 minutes prior to official game or practice times to conduct pre-event talks and for up to 10 minutes after the game or practice is completed and players have left the ice, to conduct post-event discussions. During these two periods, a minimum of one adult female should be present in the dressing room as per the above.

10.4 In the event that a player arrives in the dressing room during the 10-minute pre-game period she is not to commence dressing until all male coaches have left the room for the start of the game or practice.

10.5 In the event that a player is still in the process of dressing when the 10-minute period is to commence, that player will be requested by the trainer or her designate to stop changing, to don suitable covering clothing and not continue to change until all male coaches have left the room for the start of the game or practice.

10.6 The only exception to the above will be in the event of a medical emergency as determined by and at the sole discretion of a qualified trainer or medical practitioner.

10.7 The use of cell phones, personal digital assistants (PDA's) or other image-taking devices is prohibited in all dressing rooms except when being used to deal with a medical emergency as determined by and at the sole discretion of a qualified trainer or medical practitioner.

10.8 Team Trainers are responsible for enforcement of the Dressing Room Policy.

10.9 Individuals violating the Dressing Room Policy will be subject to a Disciplinary Hearing. The Disciplinary Committee may, at its discretion:

10.9.1 Ban the violator from the players' area of all arenas; and/or

10.9.2 Assess additional penalties up to and including permanent suspension from the Association.

11. Misbehaviour

11.1 Code of conduct

11.1.1 This Code of Conduct identifies the standard of behaviour which is expected of all members of the AAGHA including players, coaches, team staff, parents, Board of Directors members, volunteers, chaperones and others.

11.1.2 The Association and its members will conform to the Constitution, By-Laws, Rules, Regulations and Policies of the Ancaster Avalanche Girls Hockey Association Inc., Ontario Womens Hockey Association, Hockey Canada and rules of all Associations with which AAGHA is affiliated.

11.1.3 The Association requires its members to abide by the City of Hamilton Zero Tolerance policy for violence in recreational facilities.

11.1.4. Members shall at all times conduct themselves at all times, including when communicating via electronic media in a fair and responsible manner. Members shall refrain from comments or behaviors which are disrespectful, offensive, abusive, racist or sexist.

11.1.5 In particular, behavior which constitutes harassment or abuse will not be tolerated by the AAGHA.

11.1.6 Members shall not engage in activity or behavior which endangers the safety of others.

11.1.7 During the course of all AAGHA activities and events, members shall avoid behavior which brings the AAGHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medicinal use of drugs.

11.1.8 Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

11.1.9 Any team official, player, or Board of Directors member who is intoxicated, under the influence of any illegal substance or who consumes alcohol or any illegal substance in the arena shall be subject to a Disciplinary Hearing and may be subject to expulsion from this Association.

11.1.10 Smoking or the use of profane language will not be tolerated in any arena building.

11.1.11 Any abuse of arena facilities is forbidden.

11.1.12 All municipal directives will be strictly enforced in all city arenas.

11.2 Harrassment

During the course of all AAGHA activities and events, harassment in any form will not be tolerated. Harassment includes, but is not limited to, unsolicited remarks, gestures, physical contact, slander or libelous acts. Specifically forbidden is harassment of a sexual, religious, racial and / or ethnic nature. Additionally, retaliation and / or intimidation against any individual who has made a complaint will be considered harassment.

11.3 Yellow card program

The purpose of this program is to intervene in cases where a fan at a AAGHA game has forgotten that he or she must demonstrate good behaviour as an example to our children. Each year, members of the coaching staff and/or the Board or Directors will be given a few cards printed on yellow paper. The cards may be handed discretely to any fan or fans not conforming to our Association code of conduct. The wording of the text on the card may be modified from time to time by the Board of Directors.

12. Conflict of interest

12.1 Executive members of the Ancaster Avalanche Girls Hockey Association will avoid real or perceived conflicts of interest.

12.2 A conflict of interest would occur when an individual's private interest interferes, or even appears to interfere, with the interests of the Association.

12.3 When any issue arises that may present an actual or apparent conflict the Board member must disclose that issue to the members of the Board as soon as the issue arises.

12.4 Board members are considered to be in a "conflict of interest" whenever they themselves, business partners, family members or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Board. Merely having a daughter playing in the same division as an affected party does not by itself constitute a conflict of interest.

12.5 If the Board member is not certain he / she is in a conflict of interest position, the matter may be brought before the President for advice and guidance.

12.6 It is the responsibility of other Board members who are aware of a real, potential or perceived conflict of interest on the part of a fellow Board member to raise the issue for clarification, first with the Board member and, if still unresolved, with the President.

12.7 The Board member must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and unless otherwise decided by the Board, must leave the meeting room for the duration of any such discussion or vote.

12.8 The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.

12.9 If there is any question or doubt about the existence of a real or perceived conflict, the Board will determine by vote if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.

13. Discipline Committee and Disciplinary Hearings

13.1 Each year after the Annual General Meeting, the President will form a Discipline Committee. The Board of Directors must accept or reject the recommendation for the Committee membership by a majority vote. If the Board of Directors rejects the recommendation, the Vice-President shall propose the membership for the Discipline Committee. If the Board of Directors rejects the recommendation, the Secretary shall propose the membership.

13.2 The Committee shall comprise at least 3 members. It must include at least 2 members of the Board of Directors and may include any number of Association members including members appointed under the terms of ByLaw3 Section 1.1.4.

13.3 Contact information for the Committee shall be posted on the Association website.

13.4 Any member of the Committee who declares himself to be in a conflict of interest for any issue will be replaced for that issue only by another member of the Board of Directors, as appointed by the President. If the President is in a conflict situation, the Vice-President will appoint the replacement member. If the Vice-President is in a conflict situation, the Secretary will appoint the replacement members. And so on, following the order Registrar, Ice Scheduler, Rep Convenor and House League Convenor.

13.5 The mandate of the Committee will be to review:

13.5.1 All offenses or breaches of Code of Conduct committed by any Association member during an Association activity. These can include, but are not limited to, incidents occurring before, during and after events conducted either at Association home locales or at other Association centers

13.5.2 All suspensions and major penalties incurred by players and team staff during games.

13.6 The Discipline Committee will make recommendations to the Board of Directors for penalties to be imposed. Penalties recommended by the Committee may include but are not limited to the suspension of coaches or team staff, revocation of membership, banning members from arenas, and issuing a warning or sanction regarding possible future actions. In the case of offenses committed during games, the Committee will determine and recommend if additional penalties over and above those imposed by the OWHA and/or the League the team is participating in shall be imposed.

13.6.1 The Board may accept the recommendation of the Discipline Committee in whole or in part by majority vote. The Board may reject the recommendation and request that the Discipline Committee reconsider the matter, with further instructions for consideration by the Committee.

13.7 The Discipline Committee may recommend that a complaint be filed by the Board with the City of Hamilton under its Zero Tolerance for Violence policy, however the complainant must demonstrate that having the Board file the complaint is more effective than having an individual file the complaint. In most circumstances, individuals who witness such a violation are advised to file the complaint with the City of Hamilton as individuals.

13.8 If the Discipline Committee receives a complaint about a member of the Association, or if a complaint has been filed under the City of Hamilton Zero Tolerance for Violence policy against a member of the Association, the Discipline Committee may require that the member take the Hockey Canada Respect in Sport course, or equivalent. The member must provide proof to the Board that he or she has taken the course before resuming normal status within the Association.

13.9 Association support for any team, coach or player appealing a ruling by a higher Hockey authority (for example, OWHA) must be authorized by the Board of Directors. Once authorized, best efforts will be made by one or more Board of Directors members to attend the hearing for the purposes of giving testimony.

13.10 Except where availability or travel conditions prohibit, a member of the Disciplinary Committee or a designate will attend any Discipline hearings held by the OWHA or Local Leagues for any Association player or team staff member, for the purposes of representing the Association.

13.11 Notwithstanding the above, denial of association support does not prohibit any team, coach or player from appealing a ruling by a higher Hockey Authority on an independent basis.

14. Complaints

14.1 Policies and procedures may be modified or updated from time to time by the Board of Directors as long as they are posted on the Association website.

14.2 Members wishing to discuss a complaint or grievance must observe a 24 hour “cooling off” period to prevent further escalation and poor communication. Members who do not observe this cooling period may be brought before the Disciplinary Committee and may face suspension or expulsion from AAGHA.

14.3 Any decision by the AAGHA Board of Directors on an issue will be made with regard to the policies of the AAGHA (which comply with OWHA and LLFHL guidelines). Where the policies of AAGHA do not cover the issue, reference will be made to OWHA and LLFHL Regulations and Policies.

14.4 All decisions made by the AAGHA Board of Directors are considered final. There is no appeal process to this decision, except for any situations where a member of the AAGHA is in real, immediate danger or is being subjected to actions contrary to the OWHA Harassment/Abuse Policies as stipulated in the most recent version of the OWHA Handbook.

14.5 Any association member that circumvents the following procedures or disregards this policy, may be suspended and dealt with in accordance with the AAGHA Disciplinary Process.

14.6 Parents and other members of the Association who have a complaint of any nature must:

14.6.1 Speak first to the team’s Parent Liaison who is the liaison between the coaching staff and parents;

14.6.2 If the issue is unsatisfactorily resolved, speak to the coach;

14.6.3 If the issue is unsatisfactorily resolved, the issue may be forwarded to the Division Convenor;

14.6.4 If the issue is unsatisfactorily resolved it may be forwarded, in writing, to the Disciplinary Committee. Issues forwarded to the Disciplinary Committee that are not in writing may not be addressed;

14.6.5 If the issue is unsatisfactorily resolved, the issue may then be forwarded in writing to the AAGHA President who will make a final resolution of the matter.

14.7 Teams or team officials who have a complaint of any nature must:

14.7.1 Discuss the matter with the Division Convenor;

14.7.2 If the issue is unsatisfactorily resolved, the complainant may forward the issue, in writing, to the Disciplinary Committee;

14.7.3 If the issue is unsatisfactorily resolved it may then be forwarded in writing to the President for final resolution.

14.8 If a complaint or grievance involves a member of the Board of Directors:

14.8.1 Subject to the conflict of interest provisions above, the Disciplinary Committee shall review the association By-laws, Policies or Code of Conduct to determine whether disciplinary action is required;

14.8.2 If the Disciplinary Committee finds that the complaint is valid, the subject(s) of the complaint or grievance shall be granted an opportunity to present their positions;

14.8.3 The ruling by the Disciplinary Committee shall be brought to the Board of Directors for final resolution;

14.8.4 Subject to the conflict of interest provisions above, the Board of Directors may, at its discretion and by a majority vote

14.8.4.1 Formally reprimand the subject of the complaint;

14.8.4.2 Informally reprimand the subject of the complaint;

14.8.4.3 Mandate that the subject of the complaint resign from his position.

14.8.5 The ruling of the Board of Directors shall be final.

15. Appeals

15.1 A decision of the Board of Directors related to Discipline or Mediation may be appealed by any team or member of the Association.

15.2 Any appeal must be made within 48 hours of the team or individual concerned receiving notification of the decision and must be made in writing, to the Board of Directors through the President and must be accompanied by a \$200 (cash) fee.

15.3 The Board of Directors must respond to the appeal within 7 working days.

15.4 Only those members of the Board of Directors who are not in a conflict of interest may take part in the Appeal hearing.

15.5 If the President has received a written appeal of a suspension, said suspension will not begin until the appeal has been heard.

15.6 The appeal fee will be refunded if the appeal is upheld.

Enacted the 25th day of May, 2017 by a majority of the membership at the Annual General Meeting.