**By-Law No. 1**

**CONSTITUTION**

A by-lay to establish a Constitution for the HALDIMAND GIRLS HOCKEY ASSOCIATION IN. (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 HALDIMAND GIRLS HOCKEY ASSOCIATION Inc., which shall be referred to in this document as the HGHA and/or “the Association”, and/or “the Corporation”.

1. **Affiliation**
   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. 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.
   3. The Association shall be affiliated with the Town of Haldimand as a non-profit volunteer sports group.
2. **Objectives**
   1. To promote and regulate ice hockey for females playing in the community of Haldimand
   2. To promote hockey as a game played primarily for enjoyment while also encouraging skill development, fair play and teamwork.
   3. To ensure that each player, to the extent possible, will be able to participate in a hockey program suited to that players skills and abilities.
   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.
   5. To establish and maintain a variety of hockey programs (developmental, local league, representative) with the intent to provide opportunities for girls and women of all ages.
   6. To develop and promote an organizational structure which recognizes as equally importation the existent of both local league and representative programs at each level.
   7. To support the aims and objectives of the Canadian Hockey Association (CHA) and the Ontario Women’s Hockey Association (OWHA)
   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.
   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 principle which will guide the conduct of Rivercats players, coaches and spectators are:
3. Respect the rules
4. Respect the opponents
5. Respect the officials and their decisions
6. Respect yourself, your teammates and your coaches
7. Maintain your self-control at all times
8. Promote everyone’s participation

**By-Law No. 2**

A by-law relating generally to the transaction of the business and the affairs of HALDIMAND GIRLS HOCKEY ASSOCIATION INC.

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 Town of Haldimand, in the Province of Ontario, at such place therein as the Board (as defined) may from time to time by resolution determine.

1. **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 it use and safekeeping.

1. **Directors** 
   1. Board of Directors

The affairs of the Corporation shall be managed by a board of directors (the “Board”) of a minimum of 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.

* 1. 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.

* 1. Election of the directors and term of office
     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.
     2. The directors’ term of office (subject to the provisions, if any, of the 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. 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 provision of this by-law, directors shall be eligible for the 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.
     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 the 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:

* + 1. By notice in writing to the President of the Corporation he or she resigns his or her office; or
    2. 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 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.

1. **Meeting of Directors** 
   1. Places of meetings and notice
      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.
      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 and those absent have waived notice or has 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.
      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 or elected in the order for the meeting to be duly constituted, provided that a quorum of the directors is present.
   2. Quorum – A quorum at any meeting of the Board shall be the presence in person of at least two-fifths of the directors.
   3. Chair – The President shall act as the Chair of the Board. In the absence of the Present, the Vice-President shall act as the Chair of the Board. The Chair of the Board shall, when present, preside at all the meeting of the Baroda and of the members. In the absence of the Chair of the Board at a meeting, the director present shall choose one of their numbers to be the Chair of the meeting.
   4. Voting
      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.
      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 of proportion votes recorded in favour of or against in the motion.
2. **Officers**
   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 of the Chair, need be members of the Board. The office 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 be deemed necessary who shall have such authority and shall perform such duties as may from time to time be prescribed by the Board.
   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.
   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 director may delegate all or any of the powers of such officer to any other officer or to any director for the time being.
   4. **President** 
      1. The President shall sign such contracts, documents or instruments in writing that 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 coordinator 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.
      2. In addition to any other authority or duties conferred by direction of the Board, the President shall exercise general and active supervision over;
      3. The selection, employment, supervision and discharge of all employees, subject to ratification of the same by the Board.
      4. The formation of a special ad hoc committee, from year to year, comprised of the President and the 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. The preparation and submission of such reports and statements as the Boards 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.
      6. The preparation of the annual budget for the Corporation, showing expected revenues’ and expenditures; and
      7. The safe-keeping and good state of repair of all physical properties of the Corporation.
   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, shall sign such contracts, documents or instruments in writing as required 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.

* 1. **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. 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.

* 1. **Treasurer**

Subject to the provisions of any resolutions 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 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.

* 1. **Assistant Secretary**

The Assistant Secretary or, if more than one, the Assistant Secretaries in order of seniority, shall perform all of 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, 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.

* 1. **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.

1. **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 or administrators, and estate and effects, respectively, shall from time to time and at all time, be indemnified and saved harmless out of the funds of the Corporation, from and against:

* 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
  2. all 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 wilful neglect or default.

1. **For the Protection of Directors, Officers and Others** 
   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 on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which moneys belonging to the Corporation shall be placed out or invested or for any loss or damages arising from the bankruptcy, insolvency or tortious act of any person, firm, company with whom or which any moneys, sectaries 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 directors or officers respective office or trust or in relation thereto unless the same shall happen by or through such director or officers own wrongful and willful act or through his or her wrongful and willful neglect or default.
   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 wither 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 performs services for the Corporation otherwise than as a director or officer or shall be a member of a firm or 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.

1. **Membership**
   1. Qualification

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

* 1. 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 rights to apply for re-admission. The Board may, by a resolution passed by two-thirds of a majority vote, terminate any members 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.

* 1. Resignation

Any member of the Corporation may resign as a member 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.

* 1. Denial of Membership

Any person may be denied membership by the Board by a resolution of two-thirds majority vote. Denial of members 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 behavior that contravenes the code of conduct in by-law 7, section 11, or due to similar sanctions being applied by other Associations.

* 1. 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.

1. **Meetings of Members** 
   1. Annual Meetings

The Corporation shall hold an annual meeting of its members no later than 18 months after its incorporation and subsequently no more than 15 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 a 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 from the previous year, a financial statement of the Corporation, the auditor’s report and such other information or reports relating to the Corporations affairs as the directors may determine.

* 1. General Meetings

Other meeting of the members 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 or not less than 10 % of the embers entitled to vote at such meeting.

* + 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 methods, as long as the attendee can be identified when joining the call, provision is made for any presentation to be simultaneously broadcast to the electronic attendee, 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 into the meeting.

* 1. 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 reasonable expected to receive such notice not less than ten days nor more than sixty days before the date of every meeting directed to such and address of each member. If no address is given therein, then to the last address of each member. Provided 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.

* 1. 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 the members.

* 1. Contents of Notice

Notice of any meeting or 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.

* 1. 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 appointment him or her would be entitled to exercise if present at the meeting. A proxy need not be a member of the Corporation.

* 1. 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 the Chair of the meeting and if not director is present or if all the directors present decline to act as the Chair, the members present shall choose one of their number to be the Chair of the meeting.

* 1. Voting
     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 specified. In cases 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.
     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 majority shall be conclusive evidence of the fact without proof of the number of proportion of votes recorded in favor of or against the motion
  2. 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.

* 1. 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 of calling the same.

* 1. Quorum

A quorum for the transaction of business at any meeting of members shall consist or not less than 1/10th 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

1. **Enactment, Repeal and Amendment of By-laws**
   1. By-laws of the Corporation may be enacted, and the by-laws of the Corporation repealed or amended, by by-law enacted by the majority of the Board at a meeting of the Board and sanctioned by an affirmative vote of the majority of the members at a meeting duly called for the purpose of considering such by-law.
   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 30 days in advance of the date of the annual or general meeting at which it is to be considered.
   3. A copy of any by-law to be sanctioned at an annual or general meeting of members shall be sent to every member of the Corporation with the notice of such meeting.

**11. Notices**

11.1Any 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 pre-paid envelope 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 members, 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 Post Office letter box.

11.2 Signatures to Notices

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

11.3 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.

11.4 Proof of service

A certificate of the President, 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.

1. **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 persons, wither or not officer of the Corporation, and in such manner as the Board may from time to time designate by resolution.

1. **Execution of Contracts, ETC.**
   1. Contracts, documents or instruments in writing requiring the signature of the Corporation may be signed:
      1. By any two persons, each of whom is the Chair, the President, a Vice-President or the Secretary of the Corporation or
      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 officer or any person(s) 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.
   2. The corporate seal of the Corporation may when required be affixed to contracts, documents or instruments in writing signed as a foresaid, by any officer(s), person(s), appointed by resolution of the board of directors.
   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 an all paper writings.
   4. In particular, without limiting the generality of the foregoing:
      1. Any two persons, each of whom is the Chair, the President, the Vice-President or the Secretary of the Corporation, or
      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 all assignments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting or conveying such shares, bonds, debentures, rights warrants or other securities.
2. **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

1. **Interpretation**

In all by-laws and special resolution 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 may in any bylaw 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.

**By-Law No. 3**

**Membership**

A by-law to establish requirements for each class of members in the Haldimand Girls Hockey Association Inc. (the Corporation)

Be it enacted as a by-law of the Corporation as follows:

1. Ordinary members
   1. Subject to section 1.2 and 1.3, ordinary members of the HGHA shall include:
      1. An individual, eighteen (18) year of age or older registered with the Association as a player and who has paid the annual player registration fees.
      2. A parent or legal guardian of a player under the age of eighteen (18) years and who has paid the annual player registrations fees;
      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 teams officials per team, and who is registered with the HGHA as a team official(s) prior to December 1 of the hockey year
      4. Each member of the Board of Directors
      5. Any person(s) appointed by the Board of Director to fulfill voluntary responsibilities on behalf of the HGHA who would not otherwise qualify as a member.
   2. Every application for registration as a player or appointment as a coach, trainer, or manger of a team in the HGHA is subject to approval by the Board of Directors, in their sole discretion.
   3. Individuals under the age of eighteen (18) who are registered as players in any of the program of the HGHA shall be considered Junior Ordinary Members of the Association, with all the rights and the privileges afforded 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
   1. Life Members of the HGHA shall include:

Individuals over the age of eighteen (18) who has been appointed as life members by the Board of Directors, with all the rights and privileges afforded to the ordinary members of the Associations 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.

By-law No. 4

**Duties of the Directors**

A by-law to establish part of the management duties of the Board of Directions of the Haldimand 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 / Community Outreach

Ice Scheduler

Player and Coach Development

Equipment Manger

Sponsorship and Fundraising

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

1. Duties of the Registrar

Coordinate preparation and posting of all notices relating to player registration

Register all players of all teams under the HGHA 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 feels 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.

1. Duties of the 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 payers to ensure that all teams are balanced.

With the ice schedule and coaches, oversee schedules game for the regular season, playoffs and day of champions

Represents the HGHA at all meeting of the GHGHL

Provides liaison between the house league coaches and the HGHA Board of Directors.

Enforces all OWHA, GHGHL and HGHA rules established for house league teams.

1. Duties of the Rep Convenor

Provides liaison between the HGHA and any rep leagues that HGHA teams play in

Provides Liaising between the rep coaches and the HGHA Board of Directors

Represents the HGHA at all Rep league meetings

Enforces all OWHA, rep/travel league and the HGHA 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 play downs

1. Duties of Communications/ Community Outreach Director

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

Ensure the consistency, time lines and accuracy of all the 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 that is most appropriate

Manage events and the coordination of volunteers for special events, fundraising and community activities, included but not limited to:

* + - * Local parades
      * Team photos
      * Special hockey games hosted by HGHA
      * HGHA participation in other games/events
      * HGHA participation with other OWHA sanctioned events
      * Participation in other community based organized events

1. Duties of the Director of Player and Coach Development

Posts timely notices and distributes and collects coaching application forms

Coordinates the annual coaching selection process

Coordinates annual coaches information meeting prior to the start of the season

Provides direction and advice to members of the association regarding skill development through clinics

Provides opinions, as required during the season, to the Board of Directors regarding coaching performance

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

Gather information from the coach’s survey

Coordinates Respect in Sport certification for the HGHA

Coordinates with parent liaison reps on their roles and responsibilities.

1. Duties of the Ice Scheduler

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

Attends the required scheduling meetings of the Rep-House leagues of the HGHA is participating in during the current season

Produces schedules and distributes same in a timely fashion to all convenor’s and coaches

Alert any head coach or manger of a change in the schedule that pertains to their team

Uploads schedules to the website

Schedules referees and timekeepers

1. Duties of the Equipment Manager

Purchase all equipment and uniforms for teams operation under the HGHA as directed by the Board of Directors

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

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

1. Duties of the 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.

Organize Fundraisers determined by the Corporation

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

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

**By-law No. 5**

A by-law to establish registration fees for the Haldimand 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 the terms of the annual registration fees to be paid to the Association for players in all programs in the HGHA
2. All players will be a basic annual registration fee. Players participating on a Rep team with 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. 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.
4. Any player who is in default of a 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.
5. 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:
   1. Prior to the first scheduled ice time of the season = Fees paid to date minus an administration fee to be set annually by the Board of Directors
   2. After first scheduled ice time of the season and on or before October 31 of the current season = 50 % of the fees owed to date
   3. After October 31 of the current season and on or before November 30 of the current season = 25% of the fees owed to date
   4. After November 30 of the current season = No refund

**By-Law No. 6**

**Regulations**

A by-law to establish the Regulations, Rules, Policies and Code of Conduct for the Haldimand Girls Hockey Association (the Corporation)

Be it enacted as a by-law of the Corporation as follows:

1. **Association Finances** 
   1. The activities of the HGHA will be financed through player registration fees, individual and corporate sponsorship, fundraising activities and other sources approved of by the Board of Directors.
   2. The Board from time to time will designate events for raising funds for the overall benefit of the Association as Mandatory.
   3. Mandatory events will require a minimum level of participation (either financial or in-kind services)
   4. Teams failing to meet the required levels of participation will be subject to a disciplinary hearing
   5. The contribution of all Association sponsor will be for the whole Association. The nature, amount and acceptance of any sponsorship will be at the discretion of the Board.
   6. Any fundraising activities conducted by individual teams which compete with or detracts from the Association activities are prohibited. Teams failing to abide by this regulation will be subject to a disciplinary hearing.
   7. Teams may set their own individual budgets and hence player’s fees, for the purposes of provide for activities related to the operation of the team such as tournaments, team wear, instructional clinics etc. The amount of these player fees must be within reason and the Board reserves the right to investigate and cap these player fees should it receive any complaints.
   8. Any team which collects any player fees over and above the mandatory Association fees must issue a financial statement to all parents and the Board showing a zero balance at the conclusion of the season.
   9. All teams will conform to the reporting requirements as may be published from time to time by the Board on its website or in a Board meeting. Failure to do so will result in team staff being subject to a disciplinary hearing.
2. **Registration**
   1. No registration application will be accepted for any player who has monies or funds outstanding to the league or the team unless arrangements have been made through the President and approved by the Board.
   2. Subject to the Regulation two (6) players from another association will be allowed to unconditionally register but must provide a signed permission to skate form from previous organization.
   3. Members are to abide by all OWHA policies, Rules and Regulations regarding to tampering.
   4. No player recruitment will be allowed by any Board member or bench personnel affiliated with the HGHA until said season is over and opened for player movement at a date dictated by the OWHA
   5. With the exception of Rep team tryouts, players will not be allowed on the ice if they have not registered with the Association.
   6. The Association will form, as a minimum, the number of house league teams required to accommodate all reserved spots, subject to the provision that teams will be restricted to a maximum of fifteen skaters and two goalies, unless specifically authorized by the Board.
   7. To support a first Rep team in any of the above categories 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.
   8. At the sole discretion of the Board, the Association may form an additional Rep team as available ice hours permit, and provide the team has a minimum of 13 skaters and one goalie of the proper age and suitable ability. However, in no event with the Association function in a non-sustainable manner by forming more teams than can be accommodated with existing ice allocation.
   9. 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.
3. **Age Divisions**
   1. All ages are as of December 31 of the current playing year

\*Intermediate 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

* 1. All players must play in their respective age division unless the Board approves otherwise.

1. **Coaches and Team Personnel**
   1. Head Coach
      1. Each head coach will be responsible for fulfilling the aims of this Constitution on his/her team and within the organization
      2. There will only be one head coach per team. Co-coaching arrangements are not allowed under any circumstances.
      3. The head coach will be responsible for enforcing the rules of the Association.
      4. All individuals applying for a coaching position with a team within the Association must submit an application by the indicated deadline each year
      5. The Board, at his soles discretion, will appoint a coach selection committee whose mandate will be to recommend a slate of coaches for ratification by the entire Board. The coach selection committee may be comprised of individuals from the Board, the general association membership or external bodies.
      6. Where there is only a single application for a coaching position, the 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.
      7. Where two or more individuals apply for the same position, the coaches will be interviewed. 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 interview and if all candidates are unsuitable to reopen the competition for that position only.
      8. The board members who are applying to coach a team, or whose spouse, relative or child that is applying to coach a team, may not be on the coach selection committee for the division that the team in in, nor can they be involved in the discussions for the selection of any team’s coach in that division, nor may the cast a ballot for the selection of any team’s coach in that division.
      9. In the event of a tie, the director or player and coach development, shall be allowed one additional vote to break the tie, subject to the constraints in section 4.1.8
      10. In the event of a tie, the Rep convener shall have one additional vote to break the tie, subject to the constraints in section 4.1.8
      11. 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 in section 4.1.8
      12. The appointment of head coach for each team will be for the current season only. The appointment of head coach may be revoked at any time during the season, but only for the reasons of personal conduct detrimental to the Association or where a player(s) may be in a position of immediate danger. Team performance will not be considered suitable grounds for revocation.
      13. In all cases where the appointment of head coach is being considered for revocation, the head coach will be temporarily suspended from further team activities until an investigations committed chaired by the president, or next highest ranking Board member not in a conflict of interested position, completes an investigation and report to the Board. The investigation committee is required to report to the Board within 7 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.
   2. Team Staff
      1. The head coach of each team will have the authority to select individuals to carry out the duties of the team manager, trainer and assistant coach
      2. The Board has the right to reject any team staff, but only for reasons of a criminal record or prior activities with the Association or OWHA in general
      3. The association recommends that team trainers be female
      4. The association will pay the OWHA registration fee for the head coach, two assistant coaches, team trainer and manager. A team may register additional individuals as team staff but will be responsible for paying all OWHA fees for those individuals.
      5. The head coach must notify the registrar and the player coach development director prior to making any changes to team staff
2. **Team Selection**
   1. Rep / Competitive
      1. Tryouts for Rep teams will be held in the spring, as soon as possible following conclusion of the Provincial Championships
      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.
      3. The Rep convener and/or the player and coach development director will provide input to the head coach and ensure players are selected on merit. The head coach at his/her sole discretion may employ others to assist in evaluating the tryouts. All of the above notwithstanding, the final decision on team members will rest with the head coach.
      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. At any time after the initial team selection, the head coach must obtain approval from the Board prior to any subsequent roster changes
   2. House League
      1. Subject to the probation of regulation 3, where more than one house league team is to complete 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 will review towards having teams of equality over ability. Special requests are by exception only and at the sole discretion of the Board. The coach’s child shall be the only exception to the policy. The Board reserves the right to adjust house league rosters, even after the season has commenced to achieve balance.
3. **Referees**
   1. The Association will annually contract with a local OWHA sanctioned referee association for their services during the season
   2. All on-ice officials must be currently certified through the National Referees Certification Program.
4. **Female Mentorship**

The HGHA 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 HGHA or in other organizations.

1. **HGHA Scholarship Award**
   1. This scholarship will be awarded yearly to one or two midget level members of the HGHA. The recipient(s) must exhibit qualities on and off the ice that model the spirit of a team player. (Examples are included but not limited to, dedication, hard worker, tenacious, putting others before self). The date of inception was 2013/2014 and its initial value was $1000
   2. The value of the aware in a given year is to be determined in the prior year by the Board and posted no later than the last day of the Provincial Championship
   3. Each year, no later than November 1, the Board will appoint a selection committee consisting of 3 members of who no less than 2 must be members of the Board. If the applicant is related by blood or marriage to one of the committee members, that member must step down from the committee upon receipt of the application and notify the board. The Board must select an alternative committee member. No later than February 1, the committee will advertise the award and eligibility criteria to the membership and will start accepting applications. Last day for submissions will be April 15th.
   4. 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.
   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 full time Post-Secondary attendance record has been received by the treasurer of the Association. If the award recipient becomes ineligible, the award will revert back to the Association. They may defer receipt of the aware for up to 18 months, that is, until the September of the following academic year. If the award is deferred beyond the end of the HGHA fiscal year, the funds are to be retained in the HGHA bank account and designated as a liability on the HGHA records. All cheques will be payable to the successful applicant or academic institution, as directed by the award recipient.
   6. Scholarship Eligibility Criteria
      1. Currently a player or a member of the coaching staff of a team with the HGHA
      2. Minimum of the last 2 consecutive years with the HGHA as a player and or a member of the coaching staff prior to the receipt of the award and a total of three years with the HGHA
      3. Must have a minimum of a C average
      4. The committed is looking for service to the Association (volunteer for spaghetti dinner), community service, loyalty to the Rivercats organization sportsmanship and coach ability (letter of recommendation from coach), school marks, geography (Haldimand girls take preference) and their written application.

**By-Law No. 7**

**Association Rules**

1. Rules for Competition
   1. Hockey Canada Rules must be followed including those specific to female hockey
   2. All OWHA rules, including minimum suspension, must be followed
   3. Individual local league rules (Rep and House League) must be followed
2. League Participation and Re-categorization
   1. The HGHA 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. Participation of individual teams in other Leagues at either the Rep or House level, may from time to time be approved by the Board at its sole discretion
   3. Once registered with the OWHA and entered into the Local League (LLFHL, GHGHL, or approved other) no coach or team members may requested to the OWHA or the Local League they are participating in to re-categorize 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.
   4. Any team wishing to take such action must submit a written rationale to the Board and attend an interview, if requested. The Board of Directors will review the request in light of what is best for the players, team and the Association and will notify the Coach of its decision.
3. Tournaments and Exhibition Games
   1. All HGHA teams are restricted to playing in OWHA sanctioned activities and against OWHA sanctioned teams.
   2. Teams entering a tournament must notify the Ice Scheduler as soon as is reasonable 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. No HGHA team may participate in a tournament unless the team have been officially registered with the OWHA.
   4. Teams with conform to all tournaments rules.
4. Uniforms
   1. The Association colours shall be predominantly orange, black and white.
   2. The official logo shall be the Rivercat as depicted on the team jersey, and may not be used for any purpose without the written approval of the Board of Directors.
   3. The Association will be the sole distributer of team jerseys and will decide on the type, style and magnitude of the numbers applied to the backs of the jerseys.
   4. 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.
   5. The application of individual numbers on team wear is discouraged, sponsor patches will be provided by the team for each jersey
   6. Sponsor patches are to be attached to the lower back part of the jersey in such a fashion as to be visible to facilitate removal at the conclusion of the season, without damaging the jersey in any way.
   7. Only Association approved sponsor patches may be applied to any official Association jersey. NOTE: this regulation does not apply to privately owned practice jerseys.
   8. 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 payer in block capital letters.
   9. The use of player name plates is at the discretion of the individuals teams and is subject to the restriction that if a team decides to apply nameplates to jersey’s all players must have a nameplate. All arrangements regarding ordering, pick up, payment for and application to and removal from the jerseys are the responsibility of the individual team. Name plates must be applied to each jersey in such a fashion as to facilitate removal at the conclusion of the season, without damaging jersey in any way.
   10. On the letters “C” and “A” may be applied to the font of the jersey and must be in a location consistent with CHA rules.
   11. 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.
   12. In order to extend the life of Association equipment, team jerseys will not be worn during practices. Note that jerseys which have been retied by the Association and given or sold to a player are except from this rule. Should a player be in violation of this rules, one warning will be issued. Second violation, will result in the players 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.
   13. If requested, all team jerseys are to be returned to the Association laundered and in an undamaged condition within 14 days of the conclusion of the season.
   14. Any player returning a jersey which has been intentionally damaged or damaged due to neglect so it is no longer useable for the following season will be responsible for reimbursing the Association the cost of a replacement jersey.
   15. The determination of intentional damaged or neglect is solely at the discretion of the Board.
   16. Any player not returning a jersey will be responsible for reimbursing the Association the cost of a replacement jersey, to be determined annually by the Board, within 14 days of notification by the Bard. Failure to do so will result in suspension of playing privileges for the next season.
   17. Teams are not to purchase any equipment on behalf of the Association without the written approval of the Board and are responsible for any costs over and above that were authorized by the Board.
   18. 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. The borrower will be responsible for reimbursing the Association for or replacing any damaged equipment.
   19. Any equipment borrowed temporarily from the Association must be signed out and returned expeditiously on completion of use and in an acceptable condition. The borrower will be responsible for reimbursing the Association for or replacing the damaged equipment.
   20. 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 Respect in Sport Training
   1. All Board members, coaches (Head and Assistant), trainers and team managers will be required to complete Police checks and submit same, in confidence, to the President or his/her designate with 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.
   2. Police checks will be accepted for any individual from any other volunteer organization (eg; soccer, baseball, school) provided that they are dated no earlier than three years prior to the first ice time of the season.
   3. The Board reserves the right to request additional police checks solely at their discretion
   4. Respect in sport activity leader training is mandatory for all Board Members, coaches (Head and Assistant), managers and trainers and must be completed within two months of either election to the Board or the first time on the ice that season.
   5. Any individual not meeting the above requirements will be suspended from involvement in the Association activities until the requirements are met.
   6. The Board, at its sole discretion, will have the authority to extend the deadline for completion of police checks and respect in sport training.
   7. One parent of each player needs to complete the respect in sport parent program prior to the beginning of the season.
6. Suspensions

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

1. Coaches and Managers Meeting

Attendance of the Head Coach or designated team representative for each team at all Board meetings and Coaches meetings. Failure by a team to attend a meeting will result in a disciplinary hearing.

1. On-Ice Activities
   1. Within the boundaries of the hockey facility during which an HGHA sanctioned event is taking place, team coaches and/or managers are responsible for the conduct of their players and coaching staff, both on and off the ice.
   2. The only on-ice personnel allowed are, the head coach, team staff and student coaches that are completing 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.
   3. A coach with a minimum coach level certification and a level one trainer must be present on the bench during all games. In the event that your level one trainer is unavailable, a replacement must be obtained from the opposing team. A level one trainer must be present during all OWHA sanctioned activities on and off ice.
   4. Players are to remain away from the ice surface until the resurfacing machine is off the ice and the access doors are closed.
2. Dressing Room Policy
   1. Dressing rooms will be off-limits to males, while any players are changing into or out of hockey equipment before or after a game. In application, this means, that any equipment adjustments such as skate tying required to be done by a male, will be done outside the dressing room.
   2. A minimum of two adult females must be present in or outside the dressing room while there are players in the room.
   3. Male coaches will be permitted in the dressing room 10 minutes prior to official games or practices time to conduct pre-event talks and for up to 10 minutes after the game or practice is completed for post-event discussions. During these two periods a minimum of one adult female must be present in the dressing room.
   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 a game or practice.
   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 designate to stop changing, to be suitable in covered clothing and not to continue to change until the male coaches have left the room for the star of the game or practice.
   6. The only exception to the above will be in the event of a medical emergency determined by and the sole discretion of the qualified trainer or medical practitioner.
   7. The use of cell phone, personal digital assistants (PDA’s) or other image-taking devices are prohibited in all dressing rooms except when being used to deal with a medical emergency as determined solely by the qualified trainer or medical practitioner.
   8. Team female room supervisors are responsible for enforcing of the dressing room policy.
   9. Individual’s violation the policy will be subject to a disciplinary hearing including but not limited to permanent suspension from the Association.
3. Misbehaviour
   1. This code of conduct identified the standard of behavior which is expected of all members of the HGHA including players, coaches, team staff, parents, Board of Directors members, volunteers, chaperones and others.
   2. The Association and its members will conform to the Constitution By-Laws, Rules and Regulations and Polices of the Haldimand Girls Hockey Association, Ontario Women’s Hockey Association, Hockey Canada and rules of all Associations in which HGHA is affiliated with.
   3. The Association requires its members to abide by the zero tolerance police for violence policy in recreational facilities.
   4. Members shall at all times conduct themselves including when communicating via electronic media in a fair and responsible manner. Members shall refrain from comments or behavior which are disrespectful, offensive, abusive, racist or sexist.
   5. In particular, behaviour which constitutes harassment or abuse, which will not be tolerated by the HGHA.
   6. Members shall not engage in activity or behavior which endangers the safety of others.
   7. During the court of all HGHA activities and events, members shall avoid behaviour which brings the HGHA or the sport of hockey into disrepute, including but not limited to abuse of alcohol or no-medicinal use of drugs.
   8. Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.
   9. Any team official, player, or Board member who is intoxicated or under the influence of any illegal substance or consumes alcohol in the arena shall be subject to a disciplinary hear and may be subject to expulsion from the Association.
   10. Smoking or the use of profane language will not be tolerated in any arena building
   11. Any abuse of arena facilities is forbidden
   12. All municipal directives will be strictly enforced in all County arenas
   13. All HGHA activities and events will not tolerate harassment in any form. Harassment includes, but is not limited to, unsolicited remarks, gestures, physical contact, slander or libelous acts. Specifically forbidden is harassment of sexual, religious, racial and/or ethnic nature. Additionally, retaliation and/or intimidation against any individual who has made a complaint will be considered harassment.
4. Conflict of Interest
   1. Executive members of the HGHA will avoid real or perceived conflicts of interest.
   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.
   3. When any issue arises that may present an actual or apparent conflict, the Board Member must disclose that issues to the members of the Bard as soon as the issue arises.
   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 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 as a conflict of interest.
   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.
   6. It is the responsibility of other Board Members who are aware of 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.
   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.
   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.
   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 or vote.
5. Discipline Committee and Disciplinary Hearings
   1. Each year after the Annual General Meeting, the President will form a disciplinary committee. The Board must accept or reject the recommendation for the committee membership by a majority vote. If the Board rejects the recommendation, the Vice-President shall propose the membership for the disciplinary committee. If the Board rejects the recommendation, the Secretary shall propose the membership.
   2. The Committee shall comprise of at least 3 members. It must include 2 members of the Board and may include any number of Association members including members appointed under the terms of By-Law 3 Section 1.1.5.
   3. Contact information for the committee shall be posted on the Association website.
   4. Any members 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, 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 member. And so on, following the order Registrar, Ice Scheduler, Rep Convener and House League Convener.
   5. The mandate of the committee will be to review
      1. All offences or breaches of Code of Conduct committed by an Association members 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.
      2. All suspensions and major penalties incurred by players and team staff during games.
   6. The Discipline Committee will make recommendations to the Board 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 offences committee during games, the Committee will determine and recommend if additional penalties over and above those imposed by the Committee will determine and recommend if additional penalties over and above those imposed by the OWHA and/or League the team is participating in shall be imposed.
   7. The Board may accept the recommendation of the discipline committee in whole or in part by reconsider the matter, with further instructions for consideration by the committee.
   8. The discipline committee may recommend that a complaint be filed by the Board with the County 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 County as individuals.
   9. If the discipline committee receives a complaint about a member of the Association, or if a complaint has been filed under the County, the discipline committee may require that the members take the Hockey Canada Respect in Sport Course, or equivalent. The member must provide proof to the Board that he/she has taken the course before resuming normal status within the Association.
   10. Association support for any team, coach or player appealing a ruling by a higher Hockey authority (ex. OWHA) must be authorized by the Board. Once authorized, best efforts will be made by one or more Board members to attend the hearing for the purposes of giving testimony.
   11. 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.
   12. 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.
6. Complaints
   1. Policies and procedures may be modified or updated from time to time by the Board as long as they are posted on the Association website.
   2. Members wishing to discuss a complaint or grievance must observe the 24 hour “cooling off” period before talking to the coach. Members who do not observe this cooling off period may be brought before the disciplinary committee and may face suspension or expulsion from the HGHA.
   3. Any decision may by the HGHA Board on an issue will be made with regard to the policies of the issue, reference will be made to the OWHA and LLFHL regulations and policies.
   4. All decisions made by the HGHA Board are considered final. There is no appeal process to this decision, except for any situations where a members of the HGHA is in real, immediate danger or is being subjected to actions contrary to the OWHA harassment and abuse policies as stipulated in the most recent version of the OWHA handbook.
   5. Any association member that circumvents the following procedures or disregards this policy, may be suspended and dealt with in accordance with the HGHA disciplinary process
   6. Parents and other members of the Association who have a complaint of any nature must: first speak with the team’s parent liaison, if the issue is unsatisfactorily resolved, speak to the coach; if the issue is unsatisfactorily resolved, the issue may be forwarded to the division convener; 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.
   7. If the issue is unsatisfactorily resolved, the issue may then be forwarded in writing to the HGHA President who will make a final resolution to the matter.
   8. Teams or team officials who have a complaint of any nature must discuss the matter with the division convener; if the issue is unsatisfactorily resolved, the complainant may forward the issue, in writing, to the disciplinary committee.
   9. If a compliant or grievance involves a member of the Board; subject to a conflict of interest provision above, the discipline committee shall review the Association by-laws, polices and code of conduct to determine whether disciplinary action is required.
   10. 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
   11. The ruling by the disciplinary committee shall be brought to the Board for final resolution
   12. Subject to the conflict of interest provisions above, the Board may, at its discretions and by a majority vote; formally reprimand the subject of the compliant; informally reprimand the complaint; mandate that the subject of the complaint resign from his/her position; ruling of the Board shall be final.
7. Appeals
   1. A decision of the Board related to discipline or mediation may be appealed by any team or member of the Association
   2. The Board must respond to the appeal within 7 working days
   3. Only those members of the Board who are not in a conflict of interest may take part in the appeal hearing
   4. If the President has received a written appeal of suspension, said suspension will not begin until the appeal has been heard
   5. The appeal fee will be refunded if the appeal is upheld

Enacted this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2019 by the majority of the membership at the Annual General Meeting.