

NAPANEE CRUNCH FEMALE HOCKEY ASSOCIATION

Constitution, Bylaws, Rules, Regulations & Policies

Revised – June 2018

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PART I - CONSTITUTION

Article One

Name

This Organization shall be called Napanee Crunch Female Hockey Association, herein referred to as N.C.F.H.A.

Article Two

Governing Body

- A. This Association is the governing body of female hockey in the Greater Napanee Area.
- B. This Association is a full member of the Ontario Women's Hockey Association (OWHA).
- C. Through the Ontario Women's Hockey Association this Association shall be affiliated with the Ontario Hockey Association and the Canadian Hockey Association.

Article Three

Objectives

The Objectives of the Association are:

- A. To promote female participation in the game of hockey.
- B. To promote hockey as a game played for enjoyment while fostering hockey fundamentals, sportsmanship and life skills.
- C. To promote health and well-being of its participants.
- D. To adhere to the mandate of the OWHA of fair play, fun, excellence, good citizenship, integrity, honesty and equity.

Article Four

Membership

Membership in the Association shall consist of:

- A. Players registered with the NFCHA
- B. Coaches, Assistant Coaches, Managers and Trainers
- C. Officers/Members of Executive Committee(s)

D. Parents/Guardians of a NCFHA registered player. This will entitle the Parents/Guardians a vote at the AGM. Where one family, in good standing, has more than one registered player in the Crunch organization they will have one vote per player. In good standing means registration paid in full.

E. Membership may be revoked or suspended for failure to abide by and comply with the Constitution, By-Laws, Regulations and Rules of the Association and/or conviction of a criminal offence that is deemed detrimental to the NCFHA. In order to enact a suspension or revoke a membership, the Executive must conduct a meeting and pass said motion by a two-thirds majority.

Article Five

A. The Executive shall consist of the following:

Elected (Voting): President

Vice-President

Secretary

Treasurer

LLFHL Girl's Hockey Representative

Equipment Manager

Website administrator

Registrar

Ice Scheduler

Volunteer (Non-Voting): Team Manager

Publicity Coordinator

Fundraising Coordinator

Player Rep-Bantam/midget Age

Referee in chief

Ex-Officer Immediate Past President

B. The Officers of the Executive Committee will be elected for a two-year term at the Annual General Meeting (with the exception of the immediate Past President.)

C. The Executive Committee shall have the power to fill any vacancies among the Elected officers by appointing other members of the Executives as Officers.

D. The President may vote only when it is necessary to break a tie.

E. The members of the Executive shall not be subject to any legal liability for any action taken by them in that capacity.

F. In the event that an Executive member holds more than one Executive position, the Executive member will only have one vote.

G. If an Executive position is shared by two Executive members, they will have one vote between them.

Article Six

Authority of Executive Committee

- A. The Executive shall have control of the affairs of the Association and the primary responsibility for achieving its objectives.
- B. The Executive Committee shall have the authority to appoint such committees as it considers necessary to assist in carrying out its responsibilities.

Article Seven

Annual General Meeting

- A. AGM to be held at the end of the season and before May 31st.
- B. The Agenda of the AGM must include:
 - (a) Minutes of the preceding AGM
 - (b) Presentation of financial statement
 - (c) President's Report
 - (d) Team reports
 - (e) Election of Officers

Article Eight

Executive Meetings

- A. The Executive shall meet on a regular basis (monthly or less/more frequently as required i.e. registration, tournaments) to conduct the business of the Association.
- B. All regularly scheduled Executive meetings shall be open to Association members (as per Article Four) for observation. One half hour will be set aside at the beginning of each meeting for members to bring forward issues or items for discussion.
- C. Written notice of regularly scheduled executive meetings shall be posted.
- D. The Chairperson of NCFHA Executive meetings shall be the President or delegate.
- E. The Secretary shall record minutes and distribute minutes in a timely manner following the meeting.
- F. Minutes of the Executive meetings for the current playing season will be available to members upon request. Requests for previous season's minutes must be submitted in writing to the executive for review.
- G. A quorum shall consist of 60% of the Executive.

H. The OSHA Code of Conduct will be honoured during all Executive meetings.

I. All Executive members will obtain a current CPIC.

Article Eight

Special Meetings

The Executive may call a special “general” meeting when deemed necessary.

Article Nine

Fiscal Year

The fiscal year of the Association shall run from May 1 to April 30 of the following year.

Article Ten

Constitutional Amendments

This constitution may be amended at an Annual General Meeting by a 2/3rd majority of all votes cast, provided that proposed amendments from a member of the Association are given in writing to the President 30 days before the Annual General Meeting.

PART II – BY-LAWS

Article One

Executive Committee

A. The Executive Committee shall set the Policies and conduct the business of the Association.

B. Members of the Executive shall encourage broader participation of Association members.

Article Two

Duties of the Officers

A. President

1. The President shall serve as a Chair of the Executive Committee.

2. Ensure all business is conducted in accordance with the Constitution and the By-Laws of the Association.

3. Act as Chair of any Hearing/Meeting dealing with discipline or appeals.

4. Preside over all General and Executive Meetings.

5. No voting privileges except in the event of a tie.
6. Be empowered to appoint a Sub-Committee(s).
7. Oversee all business conducted by any Sub-Committee(s).

B. Vice-President

1. Perform the duties of the President in the absence of the President.
2. Arrange for all ice allocation.
3. Co-ordinate officials for games.

C. Secretary

1. Shall record, distribute and preserve the minutes of all meetings.
2. Shall prepare and distribute agendas for all meetings.
2. Shall deal with all correspondence of the Association as directed by the President or Executive Committees.
3. Shall co-ordinate and process all contracts.
5. Shall keep a record of any correspondence transpired.
6. Inform the members of the time, place and date of all meetings.
7. Shall prepare, distribute and be one of the signing officers for Permission to Skate and Release Forms.
8. In the absence of the publicity coordinator, shall be responsible for the placement of advertising as needed for the Association.

D. Treasurer

1. Shall have general responsibility for the finances of the Association.
2. Shall control the receipt and payment of all monetary transactions.
3. Shall initiate all cheques.
4. Shall present a Financial Report at each meeting, including a detailed Year End Report at the AGM.
5. Prepare a budget following the AGM.
6. Ensure all financial payments are in the form of a cheque and duly signed by two authorized personnel.

E. Fundraising Coordinator

1. Any fundraising initiatives for the organization including:

Responsibility to the Vice-President for all matters concerning the Organization and Administration of Home Tournament Play. This includes schedules, financial arrangements, trophy procurement and inventory control of trophies and souvenirs purchased as approved by the Executive.

F. Equipment/website administrator

1. Responsibility to the Executive for all matters concerning the NCFHA website. This includes all news posts, admin set up, scheduling, policy updates and overall up keep of the website. First aid kits, pucks, water bottles and jerseys are the responsibility of the equipment manager to allocate to each team each year.

G. Lower Lakes Female Hockey League (LLFHL) Girl's Hockey Representative

1. Shall represent the NCFHA at all LLFHA meetings and functions.
2. Shall attend monthly LLFHA meetings and report to the Executive, the teams, coaches and managers all LLFHA information and updates.
3. Shall be the liaison between NCFHA and the LLFHL.

H. Registrar

1. This member is responsible for all registrations at the start of each season. The Position is also responsible for preparing all team rosters and ensuring they are properly prepared for the new season.
2. Shall coordinate and process all registrations and birth certificates.
3. Shall provide information for, organize the collection of and keep copies of all criminal record checks for the Association.

Article Three

Responsibilities of Volunteer Executive Members

A. Team Manager

1. Shall be responsible to the Vice-President for all matters regarding the team.
2. Organize all travel arrangements (transportation, accommodations, and finances) for the team.
3. Act as liaison between Players, Coaching Staff and the Executive.
4. Co-ordinate and organize all administrative aspects of the team.

B. Publicity Co-ordinator

1. Responsibility to the Vice-President for all matters concerning publicity co-ordination between the Association and the Media.

C. Sponsor Co-ordinator

1. Responsible for developing and implementing a sponsorship policy in conjunction with the Elected Executive.

D. Fundraising Co-ordinator

1. Responsible to the Treasurer for all activities approved by the Executive.

E. Past-President

1. Shall act as an advisor to the President and the Executive Committee and may make recommendations based on past experience as the need arises.

2. Shall not have voting privileges on the Executive.

Article Four

Authorized Signatures

Only the Treasurer and the Secretary are authorized to sign any cheque on behalf of the Association. Two signatures are required for each cheque. Only the President and the Secretary are authorized to sign Permission to Skate or Release Forms.

Article Five

Amendments

Proposed amendments to the By-Laws may be given in writing to the President 30 days before the Annual General Meeting and will require a 2/3rd majority of all votes cast at the AGM to pass.

PART III - REGULATIONS

Refer to OWHA Regulations:

- Categorization
- Regions
- Registration
- Player movement and tryouts

- **Permission to Skate:** request **must** be made on an individual basis by the individual/family in writing to the NCFHA executive. Each request will be granted starting a specified time frame with a start date and end date including no more than a two-month time span. Permission to skate requests must be honoured by the player/family and other organizations as per the specified dates. All players requesting a permission to skate must have all fees paid in full and jerseys returned.

- **Player Release Forms:** request **must** be made on an individual basis by the individual/family in writing to the NCFHA executive. Releases will be granted up to a maximum of two requests per player, in the player's lifetime with the NCFHA. Any player that has been registered at any time with the NCFHA but is currently playing with another organization will be granted one more release in their lifetime. Each player requested a release will be given this policy in writing at the time of the request. Each player requesting a release must have all fees paid in full and jerseys returned.

- Fee Schedule

The Players registration fee shall be set forth by the Executive Committee prior to the regular season.

- Officials
- Instructors, coaches and trainers
- Provincial hosting
- Amendments

PART IV - RULES

Refer to Current OSHA Handbook

- Rules for competition
- Equipment

It is mandatory that all NCFHA registered hockey players, including goalies playing wear an approved mouth guard.

The official NCFHA colors, crest and design are a constant presence within the organization and consist of black, kelly green and white.

- Tournaments

All NCFHA Rep teams will support the NCFHA Tournament.

- Regional Play downs -Provincial Championship
- Suspensions

All disciplinary matters shall be dealt with in 14 days of the incident. This will allow time for a thorough investigation to take place.

Any major penalty must be reported to the President (or Executive Member acting on his behalf) within 48 hours of incident.

The Executive Committee's decision shall be considered final in all disciplinary matters.

- Protests
- Appeals
- Amendments

PLAYER REGISTRATION

1. Registration fees will be determined annually by the Executive and be payable to NCFHA.
2. All players registered with the Association are required to comply with all Association By-laws, regulations and rules. Failure to do so could result in suspension or expulsion from the Association.
3. NCFHA refund policy is reviewed by the Executive annually and any change made to this policy is made available online prior to the registration date.

PART V - POLICIES

Import Policy

An import player is defined as a player who was registered with another centre as recognized by the OWSA in the previous season. A player who has moved into the Napanee area since the end of the previous season is exempt from this policy.

Whereas, in the opinion of the Executive, a team having more than four (4) import players would impact negatively on girls who have played for the NCFHA the previous season, the Executive, in consultation with the coaching staff of said team, has the ability to limit (to a maximum of four) the number of import players on any team.

Should the Executive feel it necessary to implement this rule, all players and parents considered an "import player" will be notified prior to the second tryout and will be offered a full refund of any funds paid for the tryout.

CPIC Policy

NCFHA Executive has developed a policy for an expiry date for a completed approved police check. The expiry period for a CPIC with NCFHA will be three (3) years.

Goalie Development Reimbursement Policy

NFCHA recognizes the importance of its goalies and their continued development but will not be responsible for their registration payment. Should a goalie register in an organized development program/clinic throughout the season, they can apply to receive a reimbursement up to a maximum of \$200 for that season. When necessary, teams may also fundraise to assist with a goalie's registration fee.

Playing Up Policy

Any player may make a written request to the Executive to play up to another category. Players under the age of eighteen must have the request signed by a parent or guardian.

Player Transfer Policy

Any player may make a written request to the Executive to play up to another category. Players under the age of eighteen must have the request signed by a parent or guardian.

Registration Payment Policy

1. All league fees must be paid in full prior to November 15th – these fees must be in the form of either Email transfer, credit card, cash, and or 3 postdated cheques (June 15, Sept 15, Oct 15, and or Nov 15 in the respective amounts requested) or (full registration amount) on the day of registration.
2. If player/guardian not able to attend registration day – registration must be received prior to this date.
3. Applicable rep fees will be collected on registration day (cheque dated – Oct 15)
5. NSF cheques will be charged a levy of \$30.