

NAPANEE CRUNCH FEMALE HOCKEY ASSOCIATION

Constitution, Bylaws, Rules, Regulations & Policies

Revised – April 2022

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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 family. In good standing means registration paid in full and all NCFHA equipment returned.

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

Equipment Manager

Website/Social Media Administrator

Registrar

Ice Scheduler

House League Convenor

Volunteer (Non-Voting):

Team Manager

Ex-Officer Immediate Past President

Executive Member In Training

B. The Elected (Voting) Officers of the Executive Committee will be elected for a two-year term at the Annual General Meeting. The immediate Past President will have a minimum of a one-year term, with the option of a two-year term. All other Volunteer Members will have a one-year term.

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.

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 OWHA Code of Conduct will be honoured during all Executive meetings.

I. All Executive members will obtain a current CPIC.

Article Nine

Special Meetings

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

Article Ten

Fiscal Year

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

Article Eleven

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 Elected (Voting) 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. Prepare a budget following the AGM.
3. Shall represent the NFCCHA at all OWHL Southern League meetings and functions and report to the Executive, the teams, coaches and managers all information and updates.
4. Shall be the liaison between NCFHA and the OWHL Southern League.

C. Secretary

1. Shall record, distribute and preserve the minutes of all meetings.
2. Shall prepare and distribute agendas for all meetings.
3. Shall deal with all correspondence of the Association as directed by the President or Executive Committees.
4. 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 have administrative responsibilities within the OWHA online system, including the collection of and maintaining copies of all criminal record checks for the Association
8. Shall organize the year end banquet

D. Treasurer

1. Shall have general responsibility for the finances of the Association.
2. Shall reconcile financial accounts on OWHA online system.
3. Shall control the receipt and payment of all monetary transactions.
4. Shall initiate all cheques.
5. Shall present a Financial Report at each meeting, including a detailed Year End Report at the AGM.
6. Ensure all financial payments in the form of a cheque are duly signed by two authorized personnel.
7. Ensure that yearly taxes are filed.

E. Equipment Manager

1. Shall allocate and collect back first aid kits, pucks, water bottles and jerseys to teams.
2. Shall monitor and maintain the condition of NCFHA equipment.
3. Shall coordinate the procurement of any new equipment needed for the NCFHA.

F. Website/Social media administrator

1. Shall be responsible for all matters concerning the NCFHA website, Facebook page, Twitter account and all other social media. This includes all news posts, admin set up, scheduling, policy updates and overall maintenance of the website.
2. Shall post the dates of all scheduled Executive meetings.

G. Registrar

1. Responsible for all registrations at the start of each season through the OWHA online system.
2. Shall prepare all team rosters and ensuring they are complete and approved for the new season.
2. Shall coordinate and process all registrations and birth certificates.
3. Shall prepare, distribute and be one of the signing officers for Permission to Skate forms and player releases.

H. Ice Scheduler

1. Shall arrange for all ice allocation.
2. Shall coordinate officials and timekeepers for games.

I. House League Coordinator

1. Shall be responsible to the President for all matters regarding the house league and Fundamentals teams.
2. Act as liaison between players and team staff of the house league and Fundamentals teams and the Executive.
3. Coordinate and organize all administrative aspects of the house league and Fundamentals teams.

Article Three

Duties of Volunteer (Non-Voting) Executive Members

A. Team Manager

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

B. 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.

C. Executive Member In Training

1. Shall assist and shadow the Executive Committee with the intention of gaining knowledge that could be used as an Elected Officer in future terms.
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 Registrar 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 for the following. Additional regulations imposed by the NCFHA are outlined below.

- **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 or via the OWHA registration system. 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. Players will not be penalized for a release where the NCFHA is not able to offer them a spot on a team in their age category. Each player requesting 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.
- **Player Registration and Fees:**

The player's registration fee shall be set forth by the Executive Committee prior to the regular season. All fees must be paid in full before a player participates in any NCFHA sanctioned events.

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.

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.

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

PART IV - RULES

Refer to current OWHHA Handbook for the following. Additional rules imposed by the NCFHA are outlined below.

- **Rules for competition**
- **Equipment:**

It is strongly encouraged 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. All competitive team players must wear these matching uniforms for games, including socks.

All competitive team members are expected to wear matching NCFHA warm up suits.

All coaches are expected to wear NCFHA jackets on the bench during games.

- **Tournaments**
- **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) and the OWHHA within 24 hours of incident.

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

- **Protests**
- **Appeals**

- **Amendments**

PART V - POLICIES

- **Import Policy:** An import player is defined as a player who was registered with another centre as recognized by the OWHA 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. Each team is limited to a maximum of four (4) import players on their roster. If, in the opinion of the Executive and in consultation with the coaching staff of a team, having more than four import players would not negatively impact the players who have played for the NCFHA in the previous season, the Executive may waive this policy for said team.

- **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:** NCFHA recognizes the importance of its goalies and their continued development. Should a goalie register in an organized development program/clinic throughout the season or offseason, 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. Any requests to play up to another category for the next season must be submitted by March 1st and will be reviewed by the Executive.

- **Registration Payment Policy:**

All registration, league and OWHA fees must be paid in the form of either e-transfer or credit card. All fees must be paid in full before a player participates in any NCFHA sanctioned events.

The NCFHA can charge a levy, according to the payment and refund policy that is posted at the time of registration.

- **Coaching Selections:**

The Executive shall appoint a committee of interviewers and take the recommendation of the committee for the coaching selections. The following criteria to select the committee of interviewers shall be followed as closely as possible:

1. Previous NCFHA coaches
2. Coaching experience at a competitive level
3. Understanding of the goal to develop local girls and our import rule