

North Bay and District Girls Hockey Association



By-Laws

North Bay & District Girls Hockey Association

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Vice-President: vicepresident@nbgha.com

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Secretary: secretary@nbgha.com

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Scheduler: Please Contact your Convenor

House Convenor: house@nbgha.com

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Website: www.nbgha.com

North Bay & District Girls Hockey Association

Mission Statement

The North Bay and District Girls Hockey Association is dedicated to creating a place for all girls, regardless of age and ability to participate in, and enjoy the game of hockey.

We are committed to providing our players with opportunities to develop their skills, and to play at a level comparable to their ability whenever possible.

OWHA Code of Conduct

OWHA Code of Conduct identifies the standard of behaviour which is expected of all Ontario Women's Hockey Association (OWHA) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others.

OWHA Teams, Associations, Programmes and Leagues are committed to providing a sport environment in which all individuals are treated with respect. Members of the OWHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist, or sexist. In particular, behaviour which constitutes harassment, abuse, bullying or cyberbullying will not be tolerated by the OWHA.

During the course of all OWHA activities and events, members shall avoid behaviour which brings OWHA members or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs. Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

Members of the OWHA shall not engage in activity or behaviour which endangers the safety of others. OWHA members shall at all times adhere to the OWHA Team, Association, Programme and League operational policies and procedures, to rules governing the OWHA events and activities and to rules governing any competition in which the member participates on behalf of the OWHA.

Failure to comply with this Code of Conduct and/or the OWHA Concussion Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OWHA, including the opportunity to participate in OWHA activities and events both present and future.

OWHA Handbook – Constitution, By-Laws, Regulations and Rules 2019-20

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BY-LAW ONE

Oath of Office – See Appendices A - Oath of Office and Confidentiality Agreement

- A. The swearing in of the Officers of the NBDGHA Executive Committee shall occur at the first meeting of the newly elected members, or when applicable, at the first meeting in which a newly replaced or appointed Officer assumes their position.
- B. It shall be the first order of business on the agenda for this meeting.
- C. The Past President shall read aloud the Oath of Office and Confidentiality Agreement, which contains the code of ethics, code of conduct and conflict of interest.
- D. If there is no Past President to execute this duty the President will assume this responsibility.
- E. All Officers of the Executive Committee are required to verbally indicate their understanding and acceptance of this agreement to their fellow board members and to sign (2) copies of the written agreement. One copy will remain on file with the Executive Committee; one copy shall remain with the Officer for their reference.
- F. The secretary shall be responsible to:
 - 1) Add this process as the first agenda item for the meeting
 - 2) Have the required number of agreements for signing present at this meeting, (2) per member.
 - 3) File copies as record of the agreements with the Association and document in the minutes of the meeting.

BY-LAW TWO

Duties of the Executive Committee Officers

A. President

- 1) The President shall be the Chief Executive Officer of the Association, which includes:
 - a) Signing authority on all Association Banking Accounts with Treasurer and/or Vice President. (Article Five C – See Constitution Page 6)
 - b) Authorized signature on all contracts of the Association
 - c) Authorized signature on OWHA “Permission to Skate” forms
 - d) Authorized signature, along with Vice President, on OWHA “Player Release” forms.
 - e) Shall be indicated on all OWHA team ITR forms as the designated Voter for the Association.
 - f) Shall be listed as the Association contact for all matters pertaining to the Association.
 - g) Shall apply for all Association related requests for Insurance certificates from Hockey Canada Insurance provider thru the OWHA.
 - h) Shall apply for preseason required Sanctions from the OWHA for league play in NDHL/NOHA
 - i) Shall be made aware of and monitor all player/coaches suspensions via House League and Competitive Team Conveners’.

- 2) The President shall keep informed of all matters pertaining to the business of the Association by the Officers of the Executive Committee.
- 3) The President calls and presides at all meetings of the Executive Committee of the Association.
- 4) The President shall be an ex officio member of any appointed Committees.
- 5) The President shall represent the Association in relation to other bodies or events that may impact or influence the Association, including but not limited to meetings with:
 - a) City of North Bay Officials (i.e. Ice Users meeting, North Bay Partners in Hockey)
 - b) OWSHA (Fall Meeting, AGM, OWSHL, NOWHL)
 - c) Other Organizations (i.e. NDHL, WFMHA)
- 6) The President may designate the Vice-President, who shall carry out the duties of the President, when the President is absent or unable to act, or if necessary, an alternate replacement from the Executive Committee.
- 7) The President shall ensure that the Constitution, By-Laws, Rules, Regulations, Policies and Procedures of the Association and the OWSHA are adhered to by the members.
- 8) The President shall Chair both the Protest and the Appeals Committee, which will include the Past President and another designated Officer of the Executive Committee.
- 9) The President will prepare and present a report to the membership at the AGM.

B. Vice-President

- 1) The Vice President shall assist the President in the management and monitoring of all ongoing programs of the Association and the administration of its business.
- 2) The Vice-President shall assume the duties of the President in his/her absence.
- 3) Shall have signing authority with President and/or Treasurer on all Association Banking accounts (Article Five C – See Constitution Page 6)
- 4) Shall be the designated signing authority with the President on all Player Release Forms.
- 5) Shall act as the Privacy Officer for the Association
- 6) Shall Chair the Player Movement Committee
- 7) Shall Chair the Coaching Selection Committee
- 8) Shall Chair the Disciplinary Committee.
- 9) Shall oversee all Directors, unless otherwise indicated, and serve as their direct liaison to the Executive Committee.
 - a) Director of Player Registration
 - b) Director of Association Equipment
 - c) Director of Training and Development
 - d) Director of Association Fundraising
 - e) Director of Marketing and Communications
 - f) Director of Website Administration
- 10) The Vice President is required to prepare and present a report at the AGM.

C. Past President

- 1) Shall act in an advisory capacity to the President and the Executive Committee.
- 2) Will sit on the Protest and Appeals Committee.
- 3) Shall be responsible for an annual review of the Constitution and By-Laws
- 4) Will present any changes made by the Executive Committee to the By-Laws or Rules and Regulations of the Association for ratification at the AGM.
- 5) Shall conduct the Executive Committee nominations and elections portion of the AGM.
- 6) Shall swear in newly elected or appointed Executive Committee Members.
- 7) May assume other responsibilities at the request of the President or Executive Committee.
- 8) Will prepare and present a report at the AGM.

D. Secretary

- 1) Is responsible to arrange the location and the bookings of all Executive Committee Meetings and the AGM at the direction of the President.
- 2) Is responsible to notify all Board members with sufficient notice of the details related to any meetings of the Executive Committee (date, time, and location) and send reminders a minimum of 48hrs in advance.
- 3) Is required, in co-operation with the President and Executive Officers, to develop an agenda in compliance with the Order of Operations for Executive Committee meetings, and forward to Executive Committee Members 3 days prior to all meetings.
- 4) Shall record, reproduce, and preserve the minutes of all meetings of the Executive Committee and all General Meetings of the Association. Documenting all motions as per the Order of Business Guidelines.
- 5) Within 7 days of Executive Committee meetings the Secretary is required to have prepared the minutes of the meeting and forwarded to the Executive Committee members.
- 6) Within 7 days of the Executive Committee meetings the Secretary shall have the approved minutes of the previous meeting posted on the Association Website for members' access.
- 7) The Secretary shall deal with any correspondence of the Association as instructed by the President or the Executive Committee.
- 8) Is responsible to arrange for the publicized announcement of the AGM a minimum of 30 days prior to the meeting. (i.e. newspaper, radio, website)
- 9) Will be responsible for accepting any motions, correspondence or proposed amendments to the Constitution and By-Laws, Rules and Regulations, Policies and Procedures prior to the AGM and forwarding to Executive Officers.
- 10) Shall prepare the agenda for the AGM and post it for Executive Officers and Association Members review a minimum of 7 days prior to the meeting.
- 11) Is responsible to compile, update and forward, as required a detailed contact list of the Executive Committee, Directors, and Sub Committee members, to the Officers of the Executive Committee
- 12) Shall prepare and file records of the Oath of Office Agreements signed by the Executive Committee Officers at the first meeting of the Executive Committee.
- 13) Maintain the official archives of NBDGHA.
- 14) Will prepare and present a report at the AGM.

E. Treasurer

- 1) Shall have general responsibility for the finances of the Association.
- 2) Is responsible to arrange signing authorities of the new Executive Committee Officers (President, Vice President, and Treasurer) as applicable with the financial institution.
- 3) Shall have joint signing authority, together with the President and/or the Vice President on all Association accounts. (Article Five C – See Constitution Page 6)
- 4) Is responsible to collect and record all funds received by the Association.
- 5) Is responsible to record and pay all accounts.
- 6) Will ensure that any expenditures of the Association are in accordance with the purchasing policy when applicable.
- 7) Will be responsible for the verification and payment of all invoices.
- 8) Shall be involved in all grant applications and for distributing, monitoring, and accounting for any funds received.
- 9) Shall be responsible for ensuring the completion of the required yearend financial report for The City of North Bay Licensing Department in regard to Bingo proceeds and Lottery/Raffle proceeds as per the regulations of the Ontario Gaming Commission (OLGC).
- 10) Shall keep under review the financial position of the Association and shall make recommendations to the Executive Committee for the maximizing of revenues and the minimizing of expenditures.
- 11) Will present a suggested budget for the approval of the Executive Committee.
- 12) Will present at Regular Executive Committee Meetings the financial position and statement of revenue and expenses of the Association.
- 13) Is required to present at the Annual General Meeting a financial statement, which is in accordance with generally accepted accounting principles.

F. Scheduler

- 1) Is responsible for completing all ice applications to the City of North Bay and/or other Municipalities for:
 - a) Regular Season (Games and Practices)
 - b) Competitive Team Tryouts and House League Pre-Season Evaluations
 - c) Special Programming / Development Clinics
 - d) Tournament
- 2) Along with the President will meet with City Officials to discuss needs and ice requirements of the association as necessary.
- 3) Should attend North Bay City Ice Users meetings, and North Bay Partners in Hockey meetings with or at the direction of the President.
- 4) Is responsible to review preseason ice contracts with the President and return any ice deemed not required by the designated deadline.
- 5) Is responsible to procure additional ice as needed during the season in order to meet requirements and return unused ice by the required deadlines to avoid penalty.
- 6) Is responsible for the booking and scheduling of all ice time for the Association;
 - a) Tryout / Evaluation Sessions
 - b) Allocating Practice Ice
 - c) Submitting ice for league games and playoffs to league schedulers
- 7) Shall act as the liaison between NBDGHA and league schedulers as required.

- 8) Is responsible for ensuring the scheduling of all on ice officials and timekeepers for league games.
- 9) Is required to co-ordinate game reschedules with Association teams' coaches/managers as per league policies.
- 10) Is responsible for co-coordinating the scheduling of all ice, officials, and timekeepers for the Association Tournament.
- 11) Shall attend OWHL meetings in the absence of Rep Convener or President.
- 12) Is required to keep detailed records of practice ice assigned to teams to ensure equity of availability, distribution, and usage, and include in report at monthly Executive Meeting.
- 13) Is to utilize Website to post ice assignments, and available ice for members reviewing.
- 14) Will cc applicable Convener all correspondence between Scheduler and Team Contacts.
- 15) Is responsible to verify team schedules, including out of town tournaments.
- 16) Shall verify invoices for ice, officials, and timekeepers with Treasurer.
- 17) Is responsible for creating/arranging advertisements posted on the website, at arenas, or in other media sources for tryouts and preseason evaluation, in conjunction with the House League and Competitive Conveners.
- 18) Is required to present a yearend report at the AGM.

G. Registrar

- 1) Shall be required to gain working knowledge of RAMP online association management system used by the OWHA.
- 2) Is responsible to submit OWHA Intent to Register (ITR's) with required fees at the direction of the Executive Committee.
- 3) Will submit Provincial Bonds for all Competitive teams with ITR's.
- 4) At the direction of the President shall release players online, from NBDGHA to the OWHA for reassignment to another OWHA Association.
- 5) Is responsible for OWHA Player Registration and the assignment and /or removal of Players and Team Officials to OWHA rosters on an ongoing basis.
- 6) Is required to prepare and forward Official Team Rosters for completion by teams and ensure they are returned and submitted to the OWHA by the required deadlines, with the assistance of the Conveners of Competitive and House Team Operations.
- 7) Is responsible to submit all OWHA Team Finance/Multiple Team Finance Forms with applicable fees to the OWHA by the required deadlines.
- 8) Shall create a file for each team that is to include a copy of the ITR, Team Roster and Finance Form.
- 9) Will be responsible to be familiar with the administration of the NBDGHA online registration set up and process (RAMP)
- 10) Is responsible to manage all on/offline player registration records and collection and record of registration fees received and any outstanding accounts and submit to Executive Committee for review.
- 11) Is responsible to submit any requests for refund to the OWHA if applicable.
- 12) Is responsible to reconcile all player/team registration deposits and fees and verify with the Treasurer.
- 13) Shall be responsible to deposit all Player Registration funds.

- 14) Is responsible for the dispersing of annual tax receipts for player registration fees no later than January 15th.
- 15) Is required to prepare and present a year-end report at the AGM.
- 16) In the event there is no Volunteer Director appointed to this position these duties will be the shared responsibility of Scheduler and the Vice President, or other appointed/volunteers from the Executive Committee.

H. Convener of House Team Operations

- 1) Shall keep the Executive advised of all important matters related to the House Teams.
- 2) Shall be responsible for overseeing all aspects of the House Teams' operations.
- 3) Shall be responsible to forward any pertinent OWHA or Association information to the House Team Contacts.
- 4) Shall obtain complete game, practice, and tournament schedules from House Team Contacts.
- 5) Is the Association contact and is responsible to compile all House Coaching Applications.
- 6) Is a member of the Coaching Selection Committee, Discipline Committee and Player Movement Committee
- 7) Shall be designated on all House Team OWHA ITR's as the team contact.
- 8) Will co-ordinate and supervise Pre-Season Player Evaluations and Draft Process, to ensure a fair and equitable team selection.
- 9) Shall facilitate Coaches Team Support Staff selection.
- 10) Shall co-ordinate Coaches Meetings as required.
- 11) Is responsible to disperse and collect jerseys and goalie equipment to the House Teams and keep accurate records of equipment handed out and returned if there is no Equipment Director.
- 12) Is responsible to facilitate the acquisition of required certifications and police checks for all House Team Officials.
- 13) Will ensure the accurate completion of teams Official OWHA Rosters in a timely manner and return to Registrar by association due dates.
- 14) Shall act as a resource to the House Teams and ensure compliance with the Constitution and By-Laws of NBDGHA and the OWHA.
- 15) Shall approve all individual House Team Fundraising initiatives.
- 16) Shall approve all House Team attire.
- 17) Is authorized to approve "Player Pick up Consents" for House Teams as required for tournament participation.
- 18) Is responsible to monitor all House Team player/coaches suspensions and forward all reports of suspensions to the President and Vice President.
- 19) Is responsible to ensure House Teams' completion of required injury reports.
- 20) Will monitor all House Teams' financial statements and their submission as per policy.
- 21) Will Co-Chair with Competitive Convener the annual year-end Banquet and Awards Committee.
- 22) Is required to prepare and present a year-end report at the AGM.
- 23) Should not be a Head Coach of a House League Team within NBDGHA during their term of office. Should extenuating circumstances arise, the NBDGHA executives reserve the right to approve the Convener of House Team Operations as Head Coach while in their term. The executive reserve the right to approve a current executive member with no conflict to oversee issues within that division.

I. Convener of Competitive Team Operations

- 1) Shall keep the Executive advised of all important matters related to the Competitive Teams.
- 2) Shall be responsible for overseeing all aspects of the Competitive Teams' operation.
- 3) Shall be responsible to forward any pertinent Association or OWHA information to the Competitive Team Contacts.
- 4) Shall obtain complete game, practice, and tournament schedules from Team Contacts.
- 5) Shall attend OWHL & NOWHL meetings at direction of the President.
- 6) Is the Association contact and is responsible to compile all Competitive Team Coaching Applications.
- 7) Is a member of the Coaching Selection Committee, Discipline Committee and Player Movement Committee
- 8) Shall be designated on all Competitive Team OWHA ITR's as the team contact.
- 9) Will co-ordinate and supervise all Competitive Tryout and Selection procedures to ensure a fair and reasonable team selection.
- 10) Shall facilitate Coaches Team Support Staff selection.
- 11) Shall co-ordinate Coaches Meetings as required.
- 12) Is responsible to disperse and collect jerseys and goalie equipment to the Competitive Teams and keep accurate records of equipment handed out and returned if there is no Equipment Director
- 13) Is responsible to facilitate the acquisition of required certifications and police checks for all Competitive Team Officials.
- 14) Will ensure the accurate completion of Competitive Teams Official OWHA Rosters in a timely manner and return to the Registrar by Association due dates.
- 15) Shall act as a resource to the Competitive Teams and ensure compliance with the Constitution and By-Laws of NBDGHA and the OWHA.
- 16) Shall approve all individual Competitive Team Fundraising initiatives.
- 17) Shall approve all Competitive Team attire.
- 18) Is authorized to approve "Player Pick up Consents" for Competitive Teams as required for tournament participation.
- 19) Is responsible to monitor all Competitive Team player/coaches suspensions and forward all reports of suspensions to the President and Vice President.
- 20) Is responsible to ensure Competitive Teams' completion of required injury reports.
- 21) Will monitor Competitive Teams' financial statements and their submission as per policy.
- 22) Will Co-Chair with House Convener the annual year-end Banquet and Awards Committee.
- 23) Is required to prepare and present a year-end report at the AGM.
- 24) Should not be a Head Coach of a Competitive Team within NBDGHA during their term of office. Should extenuating circumstances arise, the NBDGHA executives reserve the right to approve the Convener of Competitive Team Operations as Head Coach while in their term. The executive reserve the right to approve a current executive member with no conflict to oversee issues within that division.

BY- LAW THREE

Replacement of Officers

In the event that an Officers Position is vacated for any reason during the operational season the Executive Committee is required to exhaust all attempts to fill the vacated position within 30 days whenever possible. (Article Nine H)

- A. The job description of the vacant position will be promoted:
- 1) To the general membership
 - 2) And/or a reasonable replacement may be solicited from inside or outside the Association.
 - 3) All interested persons must be considered for the position.
 - 4) Final selection and approval will be done by the Executive Committee.
- B. The new incumbent, following their completion of the Oath of Office Agreement, will assume the responsibilities of the position for the duration of that term, and shall operate in full capacity as an Officer of the Executive Committee.

BY-LAW FOUR

Duties of Directors

A. Director of Association Equipment

- 1) May be requested to attend Regular or Special Meetings of the Executive Committee, which are relevant to the tasks of planning, implementing, or reporting on Association Equipment.
- 2) Is responsible for the inventory and cataloguing of equipment.
- 3) Is responsible for the ordering of required hockey socks each season, as directed by the Conveners/Executive Committee.
- 4) The Equipment Director is responsible for the distribution, recollection, and storage of all Association owned equipment in designated Association storage space.
- 5) Shall ensure that coaches sign a Liability Agreement for the issuing and return of all jerseys and goalie equipment.
- 6) Where goalie equipment is being loaned to a specific player for the season, a responsibility agreement must be signed by the parents of the goalie.
- 7) Will advise the Executive Committee on the condition and/or requirements for consideration of replacing or purchasing additional Jerseys and/or goalie equipment for the Association.
- 8) Shall report to the Vice President.
- 9) In the event there is no Volunteer Director appointed to this position these duties will be the shared responsibility of the House and Competitive Conveners, or other appointed/volunteers from the Executive Committee.

Director of Training and Development Programs

- 1) May be requested to attend Regular or Special Meetings of the Executive Committee, which are relevant to the tasks of planning, implementing, or reporting on Association Training and Development Programs.
- 2) Will consult with Scheduler in regard to ice contracts specific to Programming Ice.
- 3) Will consult with Executive Committee to ascertain the goals and objectives of the Association in regard to Training and Development Clinics and Programming opportunities for players.

- 4) Contact and arrange qualified instructors and assistants to perform the various Training and Development Clinics.
- 5) Create a financial budget for expenses and revenue and propose adequate fees that will cover programming costs to Executive Committee for approval.
- 6) Create and disperse advertising to promote the available Training and Development Clinics equitably amongst the membership.
- 7) Create a form and process for Player Registration and collection of fees.
- 8) Maintain records for expenses, registration and payments received, and submit to Executive Committee for review, all monies collected shall be deposited into NBDGHA banking account by the Treasurer, and all expenses paid by NBDGHA at the approval of the Executive Committee.
- 9) The Director of Training and Development shall report to the Vice President.
- 10) Is required to generate a final report for each individual Program for the Executive Committee.
- 11) In the event there is no Volunteer Director appointed to this position these duties will be the shared responsibility of the Scheduler and the Vice President or other appointed/volunteers from the Executive Committee.

Director of Association Fundraising

- 1) May be requested to attend Regular or Special Meetings of the Executive Committee, which are relevant to the tasks of planning, implementing, or reporting on Association Fundraising Initiatives.
- 2) Is responsible to administrate the licensing and reports for the Association Bingos.
- 3) Is responsible for updating Bona-Fide members list with City of North Bay.
- 4) Is responsible to complete all required licensing applications and reports for any licensed fundraising event the Association or Teams conduct as related to the Ontario Licensing and Gaming Commission (OLGC).
- 5) Should seek out a variety of potential funding opportunities and present to the Executive Committee for consideration.
- 6) Should explore any available grants and application process and present to the Executive Committee.
- 7) Will consult with Executive Committee to ascertain the goals and objectives of the Association in regard to additional Fundraising opportunities for the Association.
- 8) All Fundraising proceeds shall be deposited into NBDGHA in the appropriate banking account by the Treasurer, and all expenses paid by NBDGHA at the approval of the Executive Committee.
- 9) The Director of Association Fundraising shall report to the Vice President.
- 10) Is required to generate a final report for any Fundraising Initiatives for the Executive Committee.
- 11) In the event there is no Volunteer Director appointed to this position these duties will be the shared responsibility of the Treasurer and the Secretary, or other appointed/volunteers from the Executive Committee.

Director of Marketing and Communications

- 1) May be requested to attend Regular or Special Meetings of the Executive Committee, which are relevant to the tasks of planning, implementing or reporting on Marketing and Communications Events.
- 2) Will be responsible to co-ordinate the publication and distribution of Press Releases about the Association and its activities to the local media.
- 3) Will be responsible to co-ordinate special projects or events that promote the Association and girls' hockey to the general public.
- 4) Shall produce newsletters for the Website.
- 5) Will be responsible to contact current Team Sponsors, and as required solicit new sponsorship.
- 6) Shall be responsible to acknowledge Team Sponsors during the season and end of season.
- 7) Shall belong to the Sub Committee for Tournament and Banquet
- 8) The Director of Marketing and Communications shall report to the Vice President
- 9) In the event there is no Volunteer Director appointed to this position these duties will be the shared responsibility of Secretary and the Vice President, or other appointed/volunteers from the Executive Committee.

Director of Website Administration

- 1) May be requested to attend Regular or Special Meetings of the Executive Committee, which are relevant to the task of Website Administration.
- 2) Must obtain an in-depth working knowledge of the Association Website
- 3) Is responsible for general updating of Website information, Articles, Announcements, and Newsletters etc. on a regular basis.
- 4) Will assist coaches/managers or team delegate with use of their webpage.
- 5) The Director of Website Administration shall report to the Vice President
- 6) In the event there is no Volunteer Director appointed to this position these duties will be the shared responsibility of the Executive Committee Officers.

Director of Tournament Operations

- 1) May be requested to attend Regular or Special Meetings of the Executive Committee, which are relevant to the task of organizing the Association Tournament
- 2) Shall direct a Sub Committee of Volunteers in regard to Tournament Operations.
- 3) Will report directly to the President.
- 4) In the event there is no Volunteer Director appointed to this position these duties will be the shared responsibility of the Executive Committee Officers.

BY-LAW FIVE

Honorary Membership Designation

- A. The Executive Committee shall have the authority to designate Honorary Membership status to persons deemed to have significant past contribution to the development of NBDGHA.
- B. Any Member in good standing may nominate a person for consideration for such acknowledgement by the Association.
- C. Nominations shall be requested from the General Membership and the Executive Committee on an annual basis.
- D. Newly appointed Honorary Members shall be acknowledged at the year-end Banquet and the AGM.
- E. The Secretary is responsible to keep an official record of all Honorary Members of the Association.
- F. Honorary Members do not have voting privileges.

BY-LAW SIX

Member Expulsion

- A. The Executive Committee may hold a Special Meeting to consider whether any Member should be expelled for just cause. Player, Parent, Coach / Team Official, Director or Executive Officer.
- B. At minimum of 48 hours' notice of such a meeting shall be provided to the Member as well as the Executive Committee.
- C. This notice must contain documentation supporting the reason of proposed expulsion.
- D. The Member for proposed expulsion shall be given full opportunity to be present and be heard.

BY-LAW SEVEN

Meetings of Executive Committee (Types of) and Order of Business

A quorum of 50% +1 of the eligible voting Officers is required at any Meeting of the Executive Committee in order for a motion to be presented and addressed. (Article Ten D – See Constitution Page 9)

* The different types of meetings listed below may at times run in conjunction with each other, the first meeting must be adjourned prior to the second meeting being initiated. There shall be a separate agenda and minutes documented for each meeting.

A. Regular Monthly Meetings

Defined as regular monthly meetings of the Executive Committee to plan, discuss and conduct the operations of NBDGHA.

- 1) The President may call a Regular Meeting of the Executive Committee with a minimum of 14 days' notice.
- 2) Any Executive Committee member who is unable to attend a Regular Executive Committee meeting shall notify the Secretary/Executive prior to the meeting.
- 3) Minutes of Regular Meetings of the Executive Committee shall be posted on the website within 7 days of approval, which shall occur at the next Regular Meeting.

B. Special Meetings

Defined as meetings of the Executive Committee to deal with specific association business may include Directors and Sub Committees directly related to a specific project. This type of meeting may also be called outside of regular meeting to accommodate Special Requests for Meetings with the Executive Committee for presentations or, to address issues that would be time consuming and distracting from Executive Meetings intended to deal with routine operations of the Association.

- 1) The President may call a Special Meeting of the Executive Committee at any time with a minimum of 48 hours notice.
- 2) Committee member who is unable to attend a Special Executive Committee meeting shall notify the Secretary/Executive prior to the meeting.
- 3) The minutes if Special Meetings of the Executive Committee, may or may not be posted on the Association Website. Depending on the content of the meeting, issues that are deemed private and confidential will not be posted; Posting of the minutes is at the discretion of the Executive Committee.

C. Emergency Meetings

Defined as, meetings of the Executive Committee deemed necessary to address a time sensitive specific issue.

- 1) The President may call an Emergency meeting of the Executive Committee at any time.
- 2) Any two Executive Committee Officers may call an Emergency Meeting of the Executive.
- 3) Committee member who is unable to attend an Emergency Executive Committee meeting shall notify the Secretary/Executive prior to the meeting.
- 4) The minutes if Emergency Meetings of the Executive Committee, may or may not be posted on the Association Website. Depending on the content of the meeting, issues that are deemed private and confidential will not be posted; Posting of the minutes is at the discretion of the Executive Committee.

D. General Meetings

Defined as a meeting open to the general membership/public, to address or present pertinent information to a larger scope of persons at one time.

- 1) The President along with the Executive Committee may deem it necessary to hold a General Meeting for the Association Members.
- 2) The notice of a General Meeting and information will be announced to the members of the association with at least 7 days' notice.
- 3) The minutes of General Meetings of the Association will be posted on the Website within 7 days following the approval of the minutes by the Executive Committee.

E. Annual General Meetings - See Constitution Article Eleven

Executive Committee Meetings Order of Business - See Appendices

- 1) The Executive Committee shall follow when appropriate the agenda format as outlined in Appendix B to Conduct the Regular Meetings of the Executive Committee
- 2) The process for conducting motions can be found in Appendix C (coming soon)

Motions - See Appendices

- 1) A quorum of 50% + 1 of the voting Executive Officers is required in order for anyone to present any motion for consideration by the Executive Committee
- 2) Voting on motions at any Executive Committee Meeting shall be done by a show of hands, unless otherwise requested by any Officer of the Executive Committee.
- 3) All Motions shall be reflected in the minutes of any meeting with the result indicated as approved or defeated.
- 4) Any Officer wishing that their personal stand on a motion be indicated in the minutes must request that the Secretary do so.

BY-LAW EIGHT

Special Requests to meet with the Executive Committee

Special Requests to meet with the Executive Committee must:

- 1) Be submitted in writing to the President.
- 2) Must state the reason and supporting documentation for the request / presentation.
- 3) The President or a designated Executive Officer will reply to the request in writing within 48 hrs.
- 4) The President may call a meeting of the Executive Committee and invite the person(s) who made the request to address the specific subject matter.
- 5) When applicable the President will forward to Special Committee (Disciplinary, Protest or Appeals)

If a **Special Meeting** is deemed to be warranted:

- 1) It shall be arranged by The President.
- 2) Will be time limited as predetermined by the Executive Committee.
- 3) The subject matter and supporting documentation shall be presented by the requesting party.
- 4) Board members may ask questions for clarification and collection of necessary information that will assist them in any decision-making process.
- 5) Debate will not take place.
- 6) The Executive has an obligation to respond to all presentations in a timely manner. When possible, within 48hrs.
- 7) Any decisions made by the Executive Committee are considered final.

BY-LAW NINE

Special Committees of the Executive – Coaching Selection, Player Movement, Disciplinary, Protest, appeals (See applicable Policy and Procedure)

* Any conflict of interest related to the operation of the following Committees is expected to be declared by an Executive Officer as per the Oath of Office Agreement. If a conflict, actual or perceived, has been declared by an Officer the President shall appoint an alternative and appropriate replacement to the Committee.

A. Coaching Selection Committee

The Executive Committee on an annual basis is responsible to approve and appoint Coaches and Team Staff/Officials for each program/team in the Association. The Coaching Selection Committee is responsible to evaluate all applicants' qualifications and make recommendations to the Executive Committee for final selection.

- 1) The Vice President shall Chair the Coaches selection Committee.
- 2) The Conveners of Competitive and House Team Operations shall form the remainder of this Committee.
- 3) The Committee is responsible to review all Coaching Applications, including but not limited to conducting an interview process and completing reference checks.
- 4) The Committee is responsible to review with the applicants the Coaches Expectations and Commitment Policy.
- 5) The Coaching Selection Committee is required to present an evaluation of each application and recommendations to the Executive Committee for final selection where there is a competition and for appointment/approval when there is only one candidate.
- 6) The Coaching Selection Committee shall have the authority to approve all Team Support Staff as per NBDGHA Policy

B. Player Movement Committee

The Player Movement Committee is responsible to address all requests from parents for their daughter to play in an alternate age category other than then one she is eligible to play in.

- 1) Requests must be made in writing and submitted to the President.
- 2) The President shall forward any requests to the Chair of the Player Movement Committee.
- 3) The Vice President shall Chair this Committee which includes the Conveners of the Competitive and House Team Operations.
- 4) The Player Movement Committee is responsible to arrange an assessment of the player in question and determine if they are suitable for the requested age category.
- 5) The Player Movement Committee shall make a recommendation based on their evaluation to the Executive Committee for final decision.

C. Disciplinary Committee

The Disciplinary Committee is responsible to deal with all disciplinary matters involving Players, Coaches/Team Officials, Members and Parents in accordance with the Rules and Regulations of the Association and the OWHA.

- 1) Where a disciplinary matter needs to be addressed, the President shall direct a special Disciplinary Committee to deal with the issue.
- 2) The Vice President shall Chair the Disciplinary Committee, which includes the Conveners of both the Competitive and House Team Operations.
- 3) The Disciplinary Committee shall conduct itself with fairness and impartiality and shall provide full opportunity for all parties to be heard.
- 4) When applicable, OWHA minimum suspension guidelines will be enforced: these guidelines do not restrict NBDGHA Executive Committee's right to impose further penalties in addition to these minimums.
- 5) The Disciplinary Committee is responsible to compile and assess all pertinent information, and report to the Executive Committee their findings and recommendations.
- 6) The Executive Committee shall make any final decisions regarding any further disciplinary action.
- 7) Decisions may be appealed in writing to the President who will forward to the Appeals Committee

D. Protest Committee

The Protest Committee is responsible to deal with all complaints or concerns that have been submitted in writing to the President. These grievances often involve a dispute between Players, Parents and/or Coaches.

- 1) The President shall Chair the Protest Committee, which will include the Past President and another designated Officer of the Executive Committee, most likely the appropriate convener.
- 2) The Protest Committee shall conduct itself with fairness and impartiality and shall provide full opportunity for all parties to be heard.
- 3) They will remain objective when evaluating the basis of the complaint and when attempting to determine actual or perceived actions or intentions.
- 4) They will encourage and facilitate a Conflict Resolution Process when possible.
- 5) They may conclude that the complaint be dismissed without further action, or they may refer to the Disciplinary Committee for review.
- 6) A compilation, evaluation and determination of findings shall be documented, and a response shall be forwarded to those involved.

E. Appeals Committee

The Appeals Committee is responsible to deal with any requests for reconsideration of a ruling made by the Disciplinary Committee.

- 1) The President shall Chair the Appeals Committee along with the Past President and another designated Officer of the Executive Committee.
- 2) The panel shall conduct itself with fairness and impartiality and shall provide opportunity for all parties to be heard.
- 3) The findings of the Committee shall be reported to the Executive Committee for consideration, all rulings are final and binding.
- 4) The Appeals Committee shall provide a final report of their findings and ruling and include any suggested recommendations and changes to Association Policies and Procedures as a result of their findings.

BY-LAW TEN

Expenditures – See Purchasing Policy

- A. All expenditures of the Association shall be paid by cheque, issued by the Treasurer and signed by the Treasurer and the President and/or Vice President at the direction of the Executive Committee.
- B. The Executive Committee can discuss the routine expenses listed in (C), (D), (E), (F) and (I) below and pre-approve these expenditures by majority vote. This does not eliminate the requirement that these expenses are to be reviewed at the next available meeting of the Executive Officers.
- C. Routine and reoccurring expenses required for the operations of the Association, including but not limited to, Rental of Office/Storage space, Phone, Fax and Internet Services, Office Supplies, Rental of Post Office Box, Website Server, Domain Name Renewal shall be reviewed by the Treasurer with the Executive Committee and recorded in the minutes of the Regular Executive Meetings. Such expenditures shall be paid as due in order that continuous and uninterrupted service to our members can be maintained.
- D. All fees due to the OWHA for ITR's, Provincial Bonds and Team Finances shall be verified and submitted by the Registrar to the Treasurer for payment by due dates to avoid penalty. Such payments are an expected expense and shall be issued at the direction of the President if a meeting of the Executive Committee will not occur in an appropriate time period. These expenditures shall be noted at the next available Executive Committee Meeting and recorded in the Association minutes.
- E. All Ice Bills, Officiating, Timekeepers, Game Sheets and League Scheduling and Play-Off Fees shall be verified and submitted by the Scheduler with the Treasurer for payment. Such payments are an expected expense and shall be issued at the direction of the President if a meeting of the Executive Committee will not occur in an appropriate time period. These expenditures shall be noted at the next available Executive Committee Meeting and recorded in the Association minutes.

- F. All Tournament expenses shall be verified by the Tournament Director and Scheduler with the President and the Treasurer. Such payments are an expected expense and shall be issued at the direction of the President if a meeting of the Executive Committee will not occur in an appropriate time period. These expenditures shall be noted at the next available Executive Committee Meeting and recorded in the Association minutes.
- G. The majority of NBDGHA operating expenses shall be paid from the General Operating Account.
- H. Proceeds of the "In Trust" Account are restricted to specific use as approved in NBDGHA's Application for Charitable Status with the City of North Bay,
- I. All required Licensing Application Fees related to the routine operations of the Bingo shall be issued by the Treasurer to the Director of Fundraising as required from the Association "In Trust" Account as per Rules and Regulations outlined by the OLC.

BY-LAW ELEVEN

Player Registration

A. Registration Fees and Conditions

- 1) Player Registration rates, discounts, due dates, and payment schedule for each age division shall be determined annually by the Executive Committee.
- 2) To be considered registered, a Player must have submitted a completed online Player Registration application and remit with payment by mail, or
- 3) Player Registration Forms may be completed and submitted with credit card (RAMP) or via cheque (mail to NBDGHA PO Box)
- 4) Players must register in their appropriate age category; any movement of players to an alternate division shall be at the discretion of the Player Movement Committee and the Executive Committee.

B. Request for Registration Refund

- 1) All requests for Refund of Registration Fees must be submitted in writing to the Director of Registration or the Vice President.
- 2) An Administration Fee will apply to all Registration Refunds between September 15th and November 1st.
- 3) Requests for Registration Refund before September 15th and after November 1st will be reviewed on an individual basis by the Executive Committee.
- 4) Absolutely no Refunds for Registration shall be considered after December 1st.
- 5) The Executive Committee may waive these guidelines under special circumstances that will be reviewed on an individual basis.

C. Outstanding Registration Fees

- 1) Unpaid Player Registration Fees will be considered outstanding after October 1st
- 2) Players with unpaid fees are subject to possible interruption in their program participation until outstanding fees are paid in full to the Association.
- 3) The Executive Committee will review all outstanding dues after October 1st
- 4) The Association will contact the Parent(s)/Guardian of the Player in an attempt to resolve the matter.
- 5) The Association is willing to work with individuals to come to some agreement or alternate payment plan.
- 6) If an agreement cannot be reached, or payment remains in arrears the Executive Committee will readdress the issue and determine further action.
- 7) No player may participate in any on or off ice Association (OWHA) activity including participation in a Competitive Team Tryout or a House Team Evaluation until all outstanding fees (Registration or Team Fees) from the previous season are paid in full.

BY-LAW TWELVE

Team Sponsorship Fees

- A. Arranging individual Team Sponsorship is the responsibility of the Executive Committee.
- B. Team Sponsorship Fees shall be determined by the Executive Committee on an annual basis.
- C. Team Sponsorship funds are the property of the Association not the individual teams.
- D. Team Sponsors shall have the exclusive use of their business name in association with the team that their sponsorship has been designated.

BY-LAW THIRTEEN

Association Fundraising

- A. The Executive Committee has the authority to conduct Association wide Fundraising Initiatives and Member participation is a reasonable expectation in such events.
- B. The Association is licensed as a minor sport charity for the purposes of fundraising in the City of North Bay, this permits the Association to conduct licensed gaming activity for fundraising purposes which includes but not limited to operating Bingo sessions, conducting Lottery schemes, and selling Nevada tickets.
- C. The proceeds from Association wide Fundraising effort shall be the property of the Association.

BY-LAW FOURTEEN

Tournament

- A. The Executive Committee shall determine on an annual basis the date and specific operations of the Association Tournament.
- B. The Director of Tournament Operations and a Sub Committee of Association volunteers is required. Member participation in the planning and operation of the Tournament is an expectation.
- C. NBDGHA Teams are required to register and participate when appropriate divisions are available in the Association Tournament.
- D. All fundraising initiatives conducted during the Tournament shall be at the approval of the Executive Committee.
- E. Tournament proceeds are the property of the Association.

BY-LAW FIFTEEN

Grant Applications

- A. The Executive Committee shall be responsible to actively seek out alternative funding opportunities that would benefit the participants of the Association by the way of Grants and /or Donations.
- B. The President may designate a Committee of Executive Officers and or Directors and Volunteers to complete a Grant application process.
- C. Upon successful rewarding of Grant or Donated Funds the President will designate a Committee of Executive Officers, Directors, and Volunteers to ensure that the acquired funds are dispersed in accordance too their stipulated purpose.

BY-LAW SIXTEEN

Training and Skills Development Clinics

- A. The Association may choose to organize and operate additional on and off ice Training and Skills Development Clinics for the players.
- B. The Programs and Fee Structure shall be determined by the Executive Committee on an annual basis.
- C. The Executive Committee will make all attempts to ensure equitable access to registration and participation for all of the players.
- D. Proceeds from the operation of these Clinics will be used by the Association to support player programming expenses.

BY-LAW SEVENTEEN

Website Maintenance and Administration

- A. The Association is responsible for the maintenance and administration of the NBDGHA Website.
- B. The contents of the Website shall be authorized by the Executive Committee.
- C. Team Sponsors shall receive acknowledgement in the form of Advertising on the Association Website at no charge.

- D. Alternative sources of advertising income opportunities on the Website shall be explored by the Executive Committee.
- E. A fee structure for such advertising shall be determined by the Executive Committee.
- F. Any revenue generated from Website Advertising shall be the property of the Association and used to cover the costs associated with Website operation.

BY-LAW EIGHTEEN

Association Team Names, Logos, Colors and Apparel

- A. The NBDGHA official colours shall be Blue, Green, and White.
- B. All Competitive and House Teams shall be known as the North Bay Jr. Lakers (NBDGHA Jr. Lakers)
- C. The use of the “NBDGHA Jr. Lakers” Logo shall be at the permission of the Association Executive.
- D. All team apparel shall be purchased through the designated supplier as advised by the Association.
- E. Only team apparel items which have been pre-approved by the Executive Committee shall be available for purchase. A team cannot request a non-approved item directly from the supplier.
- F. Apparel contracts shall be reviewed on an annual basis by the Executive.
- G. Only official Association colours and Logos shall be used, and apparel shall be suitable to the sport and age appropriate for the players.

BY-LAW NINETEEN

Equipment

A. Association Equipment– See Equipment Policy

- 1) All Jerseys are the property of NBDGHA and shall be on loan for the season to teams/players.
- 2) The Coach of each team shall be responsible for the return of all loaned Jerseys at the end of the season.
- 3) All association goalie equipment is the property of NBDGHA and will be on loan for the season to teams/ or individual players as required.
- 4) The Coach of a team or the Parent of a Player who uses on loan for the season association goalie equipment shall be responsible for its return.
- 5) Persons Responsible for any Association jerseys or goalie equipment shall be required to sign an Equipment Liability Agreement.
- 6) NBDGHA shall provide each player on each House Team one pair of hockey socks per season.

B. Competitive Players Equipment Requirements – See Equipment Policy

- 1) The dress code for players participating on a Competitive Team consists of ... (reference equipment policy)

Appendix A – Oath of Office



North Bay and District Girls Hockey Association Board of Directors Oath of Office & Confidentiality Agreement

Code of Ethics

A North Bay & District Girls Hockey Association Officer of the Executive Committee shall be recognized as an honest, responsible and fair individual who acts in the best interests of the Association and its Members and have the following ethical obligations:

To Members:

- Plan and deliver services in a safe, responsible and effective manner that supports equality and harassment-free access.
- Respect Members' confidentiality, diversity, dignity, and values.
- Recognize that the personal development of all Members is our priority.
- Commit to achieving and maintaining high quality programs and services.

To the Executive Committee, Directors and Volunteers:

- Share knowledge and skills to improve and strengthen the Association.
- Respect and support the ideas and diverse opinions of others.
- Recognize and celebrate the success, contributions, and accomplishments of all Association Members.
- Advocate for an environment that is free from discrimination and harassment.

To Oneself and the Association:

- Support the vision, mission, goals and objectives of the Association.
- Assume personal responsibility for one's own actions.
- Maintain the honor and integrity of the sport of female hockey
- Support the principle that ethical practice requires both personal and professional development.

Code of Conduct

At all times Officers of the Executive Committee of North Bay & District Girls Hockey Association shall:

- Abide by the Association Code of Ethics.
- Exercise the powers of his/her office and fulfill their responsibilities in good faith, using sound judgment, honesty, transparency and openness in all activities on behalf of the NBDGHA.
- Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner.
- Conduct him/her self in a manner that supports the objectives of the NBDGHA and the OWHA.
- Maintain at all times the highest standard of integrity and professionalism.
- Serve the overall best interests of the NBDGHA rather than any particular personal interest.
- Strive to continually enhance the credibility of the NBDGHA.
- Act in a manner that is non-discriminatory and work to promote anti-racism, access, equity and respect, and give fair consideration to diverse and opposing viewpoints.
- Refer questions or requests for official comments regarding the NBDGHA activities or initiatives to the President.
- Where practical, commit to full participation in all meetings, special events, and other activities of the Association, unless there is an unavoidable conflict or unforeseen emergency.
- Demonstrate due diligence and dedication in preparation for meetings, special events and in all other activities of behalf of the Association.

Appendix A – Oath of Office

- Ensure that the financial affairs of the Association are conducted in a responsible and transparent manner with due regard to fiduciary responsibilities.
- Avoid/declare any real or perceived conflict of interest.
- Respect and support the Associations Constitution, By-Laws, Rules, Regulations, Policies and Procedures and those of the OWHA.
- Demonstrate acceptance, respect and support for decisions legitimately taken in the transaction of Association business.
- Keep confidential all information that he/she learns about Association Members and any other matters specifically determined to be matters of confidence.
- Treat discussion at Executive Committee meetings as confidential, including the number of votes cast for and against a resolution and how other Officers may have voted, except to the extent that such discussion and voting details are contained in the Executive Committee Meeting approved minutes.
- Respect the collective decisions of the Executive Committee and subordinate his or her personal interests to the best interests of the NBDGHA.

Conflict of Interest

The purpose of the Conflict of Interest policy is to establish a Standard of Conduct applicable to all members of the NBDGHA Board of Directors.

Conflict of interest is defined as a situation where an Executive Officer, and any organization or Team he or she is affiliated with, has a real, potential, or perceived, direct or indirect competing professional or personal interest with the activities of the Association. This competing interest would make it difficult for the Executive Officer to fulfill his or her duties fairly and /or could result in members of the Officers family, business partners or close personal associates benefiting either directly or indirectly, financially or otherwise, from their position on the Executive Committee. In the case of a conflict of interest, whether direct or indirect, real, potential or perceived, professional or personal, the conflicted individual is expected to declare the conflict and excuse himself/herself from the discussion of the matter and not take part in, or influence in any way, the process or decision.

OATH OF OFFICE AND CONFIDENTIALITY AGREEMENT

I, _____ an Executive Officer of the North Bay and District Girls Hockey Association, declare that, in carrying out my duties I will:

1. Immediately declare any real, potential or perceived, professional or personal conflict of interest that may come to my attention.
2. Agree to uphold the principles outlined in the Code of Ethics, Code of Conduct and Conflict of Interest policies of the Association.
3. Keep all information that I may have access to confidential and not communicated unless such details are contained in the Executive Committee Meetings approved minutes.
4. Immediately resign my position as an Executive Officer of the Association in the event that I, and /or my colleagues on the Executive Committee, conclude that I have breached my “Oath of Office”.

I have read and understand the Code of Ethics, Code of Conduct and Conflict of Interest Policies and agree to uphold their principles.

Signature of Officer

Date

Witness

Date

Appendix B – Agenda Regular Meetings



North Bay & District Girls' Hockey Association Executive Meeting DATE at TIME Meeting

Attending:

Guests:

Regrets:

Location:

1. Meeting Called to Order: **TIME**
2. Approval of **LAST MEETING DATE** Minutes
3. Approval of Agenda
4. Directors Reports
 - a. Tournament
 - b. Fundraising
 - c. Equipment
 - d. Marketing
 - e. Website
 - f. Training/Development
5. Business
 - a. Treasurers Report
 - b. Registrars Report
 - c. Competitive Report
 - d. House League Report
 - e. Schedulers Report
6. New Business
7. New Meeting Date/Time
8. Adjournment **TIME**

PRESIDENTS NAME
APPROVED BY NAMES
APPROVED BY NAMES

TREASURERS NAME
REGISTRARS NAME
REP CONVENOR NAME
HOUSE CONVENOR NAME
SCHEDULERS NAME
PRESIDENTS NAME

PRESIDENTS NAME