

# **North Bay and District Girls Hockey Association**



## **Constitution and By-Laws Rules and Regulations Policies and Procedures Association Forms**

Amended May 2013

[www.nbgaha.com](http://www.nbgaha.com)

# **North Bay and District Girls Hockey Association**

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# North Bay and 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

<sup>1</sup>**OWHA CODE OF CONDUCT** identifies the standard of behavior 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, Programs 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 behaviors which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior which constitutes harassment, abuse, bullying or cyber-bullying will not be tolerated by the OWHA.

During the course of all OWHA activities and events, members shall avoid behavior 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.

OWHA members shall at all times adhere to the OWHA Team, Association, Program 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. Members of the OWHA shall not engage in activity or behavior which endangers the safety of others.

**Failure to comply with this 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**

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<sup>1</sup> OWHA Handbook – Constitution, By-Laws, Regulations and Rules 2009-2010

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construction**

## **Part 1: Constitution**

### **ARTICLE ONE**

#### **Name and Purpose**

- A. This organization shall be officially known as the North Bay and District Girls Hockey Association, and may be referred to in this document as NBDGHA or Association.
- B. The purpose of the organization is to set the policies and conduct the required business of NBDGHA, while ensuring compliance of our operations and that of our members with the policies of the Ontario Women's Hockey Association (OWHA) and this Constitution.

### **ARTICLE TWO**

#### **Head Office**

The Head Office of the Association shall be located in the City of North Bay, in the Province of Ontario at a place determined by the Executive Committee.

### **ARTICLE THREE**

#### **Governing Bodies**

- A. This Association is the governing body of (OWHA) female hockey in North Bay and District. All activities under the jurisdiction of NBDGHA shall be governed by the NBDGHA Constitution, By-Laws, Rules, Regulations, Policies and Procedures.
- B. NBDGHA is a member of the Ontario Women's Hockey Association (OWHA) and is first and foremost governed by the Constitution, Bylaws, Regulations and Rules of the OWHA. By way of this membership we are affiliated with the Ontario Hockey Association (OHA) and the Ontario Hockey Federation (OHF).
- C. The NBDGHA, through its membership in the OWHA, and affiliation with the OHA and OHF are governed by the playing rules specific to female hockey outlined by Hockey Canada.

### **ARTICLE FOUR**

#### **Objectives**

The objectives of the Association are to:

- A. Foster, promote and develop participation in female hockey in North Bay and District, with the primary focus on the operations of youth programming, while supporting the registration of hockey programs for women, both recreational and competitive within the OWHA.
- B. Provide the members of the Association with the opportunity to participate in the sport of hockey competition at a skill level comparable to their development, in recreational or competitive age appropriate divisions when possible.
- C. Encourage good sportsmanship, integrity and excellence in our members, while fostering the development of leadership and life skills in our participants.
- D. Create an environment whereby all players have the opportunity to enhance their hockey skills, while promoting hockey as a game played primarily for enjoyment regardless of age or ability.

## **ARTICLE FIVE**

### **Finances**

- A. The NBDGHA shall be financed through annual Player Registration Fees, Association Fund-Raising Initiatives, Bingo Proceeds, Tournament Revenue, Team Sponsorship, Grants, Donations and any other sources deemed appropriate by the Executive Committee.
- B. The Association fiscal year will be July 1<sup>st</sup> to June 30<sup>th</sup> as in accordance with the NBDGHA Incorporation Agreement.
- C. The President, Vice President and Treasurer will be the designated signing authorities on all Association Financial Accounts.
- D. If the Association chooses to run licensed gaming activities they are required by the Ontario Licensing and Gaming Commission to have an "In Trust Account" that is separate from any other Association Banking Accounts.

## **ARTICLE SIX**

### **Termination**

If the NBDGHA disbands or ceases to exist, the assets and funds of the organization shall be transferred to and held in trust by, The City of North Bay Parks, Recreation and Leisure Services Department pending resolution and distribution of such assets and funds.

## **ARTICLE SEVEN**

### **Membership**

Membership eligibility in the Association shall consist of:

- A. Players who:
  - 1) Have registered with the Association and
  - 2) Have agreed to abide by and comply with the Constitution, By-Laws, Rules and Regulations of the Association and the OWHA, and
  - 3) Are in good standing within the organization.
- B. Parents/Guardians of players who have met the above criteria, and whom themselves are in good standing with the Association.
- C. Members of the Executive Committee, appointed Directors and Sub Committee members in good standing with the Association.
- D. NBDGHA Team Officials approved or appointed by the Executive Committee and in good standing with the Association.

## **ARTICLE EIGHT**

### **Executive Committee**

- A. The Executive Committee shall be composed of eight (8) Officers
  - 1) President
  - 2) Vice President
  - 3) Past President
  - 4) Secretary
  - 5) Treasurer
  - 6) Scheduler
  - 7) Registrar
  - 8) Convener of House Team Operations
  - 9) Convener of Competitive Team Operations
  
- B. The Officers of the Executive Committee shall be nominated and elected by majority vote for a one-year term at the Annual General Meeting, with the following considerations:
  - 1) The position of President is restricted to persons that have served previously as an Officer on the Executive Committee of the Association.
  - 2) The Past President is an advisory position on the Executive Committee, and therefore is not an elected position; it is assumed and can only be held by an outgoing or former President.
  - 3) All remaining Executive Officer positions are unrestricted to nomination and election.
  
- C. In the best interest of the operations of the Executive Committee, only one representative from a family unit (i.e. parent/child, husband/wife) may serve at one time on the Executive in a voting capacity.
- D. The Members of the Executive Committee shall receive no remuneration for serving in their capacity.
- E. Executive Committee members elected, assumed or appointed must agree to sign and comply with a Code of Conduct and Oath of Office and Confidentiality Agreement.
- F. Members of the Executive Committee are expected to actively participate in all functions of the Association.
- G. Officers of the Executive Committee are expected to attend all meetings of the Executive Committee, since this may not always be possible, an Officer who is unable to attend a meeting is required to notify the Secretary/Executive prior to the meeting.
- H. Regular attendance by Executive Committee members will offer the greatest input by the most number of Officers representing the Association Membership, therefore providing consistency in regards to the conducting of Association business. If an Officers attendance at meetings (>3 absences) or their ability to perform the duties of their position become a concern, reasonable consideration shall be given to the circumstances and shall be addressed with the Officer by the President/Executive Committee
- I. If an Officer for whatever reason is unable to carry out their commitment or knowingly will be unable to fulfill the meeting attendance requirement, the voluntary resignation of an Officer should be submitted in writing to the President, preferably with 30 days notice. The Officer may

request that their resignation be accepted under special circumstances, on a one time basis, without prejudice to hold an Executive Committee position the following season.

- J. All Executive Officers must attend a minimum of 75% of all Regular Executive Meetings during the course of the year to remain eligible to hold an Executive Officer position the following season.
- K. If an Executive Officer was unable to meet the attendance requirement from the previous year, the Officer may appeal to the Executive Committee with an explanation of how things have changed for the upcoming year and attendance at meetings will no longer be an issue. Officers may only apply under these circumstances once, as stated in either (I) or (K).
- L. Any Officers positions on the Executive Committee that are vacated for any reason during the term shall be replaced within 30 days if possible.
- M. Each Officer of the Executive Committee is expected to present a year-end report of their position at the Annual General Meeting.

## **ARTICLE NINE**

### **Directors and Sub Committees**

- A. The Executive Committee shall appoint volunteers on an annual basis as Directors to oversee special projects for the association. They may include but not be limited to:

- 1) Director of Association Equipment
- 2) Director of Training and Development
- 3) Director of Association Fundraising
- 4) Director of Marketing and Communications
- 5) Director of Website Administration

The Directors shall report to the Vice President and be subject to the direction of the Executive Committee in carrying out their responsibilities.

- 6) Director of Association Tournament

- B. The Executive Committee shall appoint a volunteer Director and Sub Committee on an annual basis to oversee the Association Tournament. The Tournament Director and Sub Committee will report directly to the President and be subject to the direction of the Executive Committee in carrying out their responsibilities.

- C. The Directors positions shall be promoted :

- 1) To the general membership
- 2) If required a reasonable appointment 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

## **ARTICLE TEN**

### **Authority and Responsibilities of Executive Committee**

- A. The Executive Committee shall possess the authority and responsibility to conduct the operational affairs of the Association, and shall have full power to manage and execute the administration of NBDGHA within the scope of the Constitution and By-Laws, and decide on any matters not specifically covered within this document.
- B. The Executive Committee shall be responsible and authorized to uphold the Constitutions and Bylaws, Rules, Regulations, Policies and Procedures of NBDGHA and the OWHA while promoting and achieving its primary objectives.
- C. This Document outlines the standard operating procedures of NBDGHA. The Executive Committee has the responsibility and authority to maintain and amend this document to ensure it is in accordance with the policies of the OWHA.
- D. The Executive Committee has the authority to make the rules of the OWHA more restrictive in nature as they apply to NBDGHA.
- E. The Executive Committee shall have the power to consult or appoint such persons, Directors or Committees as it determines is necessary to assist in carrying out its responsibilities.
- F. The Executive Committee has the right and the responsibility to approve, appoint or reject all Team Officials and the authority to ensure such persons abide by the Policies of NBDGHA and the OWHA.
- G. The Executive Committee shall have the authority to suspend, discipline or expel any Player, Team Official, Association or Executive Member for non-compliance or conduct deemed detrimental to objectives of the NBDGHA or the OWHA.
- H. The Executive Committee shall have the authority and are required to exhaust all attempts to fill any Executive Officers positions that are left open for any reason during the course of the year within 30 days of vacancy if possible. The Executive Committee shall assign the duties of the vacant position to existing Officers as required in the interim or the remainder of the year if the position cannot be filled.
- I. The President or his/her designate has the authority to enter into contracts in the ordinary course of the Association's operations on behalf of the Association at the approval of the Executive Committee.
- J. The Executive Committee has the authority to select, approve and designate Honorary Member status to persons deemed to have significant contribution of past service to the development of the Association.

## **ARTICLE ELEVEN**

### **Meetings of the Executive Committee**

- A. The first meeting, and assumption of duties of the newly formed Executive Committee, shall be held no later than 14 days following the AGM.
- B. Subsequent meetings will occur on a regular basis, typically monthly at a date predetermined by the President, in consultation with the Executive Committee.
- C. Executive Committee meetings are closed to the general membership/public unless by special invitation.

- D. A quorum will consist 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 TWELVE**

### **Annual General Meeting**

- A. The Annual General Meeting (AGM) will occur once a year between May 1<sup>st</sup> and May 31<sup>st</sup>, and is called by the President in consultation with the Executive Committee.
- B. The date, time and location of the AGM shall be announced to the members of the Association and the general public not less than 30 days prior to the scheduled event.
- C. Notices of motions, correspondence, constitutional amendments and any other matters for considerations at the AGM, are required to be submitted in writing to the Secretary no less than 14 days prior to the meeting.
- D. Proposed motions or amendments will only be accepted from a member who is in good standing with the Association.
- E. Motions or amendments presented to the Association members for consideration at the AGM can only be moved or seconded by another member who is in good standing with the Association.
- F. Any eligible voter may nominate a person for an Officers position on the Executive Committee.
- G. All nominations must be accepted or declined by the nominee either present or in writing.
- H. Voting shall be held by a show of hands, unless otherwise requested by any member in which case a vote by ballot will occur.
- I. The agenda for the AGM must include:
  - 1) The minutes of the preceding Annual General Meeting
  - 2) Presentation of a financial statement, which is in accordance with generally accepted accounting principles
  - 3) Presentation of Annual Reports by Executive Committee Members
  - 4) The ratification of any proposed amendments to the Constitution, By-Laws, Rules, Regulations, Policies and Procedures.
  - 5) Old Business
  - 6) Nomination and Election of Officers
  - 7) New Business
- J. The President may opt to designate a Chair of the annual meeting to oversee all or a portion of the business of the annual meeting.
- K. The Past President shall supervise the nomination and elections of the Executive Committee at the AGM. If this is not possible for any reason the President will designate a person to conduct the annual nominations and election of Officers of the Executive Committee.
- L. Voting at an AGM is open to all members 18 years of age and older, who are in good standing with the Association. Any eligible member of the Association in attendance is entitled to cast a vote on all motions made or election of Officers at the AGM.
- M. Honorary Members are not considered voting eligible.
- N. No quorum shall be required to conduct the Annual General Meeting or to execute voting procedures at the AGM.
- O. Absolutely no proxy votes will be permitted by any member at the AGM.

## **ARTICLE THIRTEEN**

### **Voting Privileges of the Executive Committee**

- A. The President is only eligible to vote in the event of a tie at any meeting of the Executive Committee or AGM.
- B. The Past President does not vote on motions at any Executive Committee meetings, but is eligible to vote as a member at the Annual General Meeting of the Association.
- C. All remaining (7) Officers positions are of voting capacity. Vice President, Secretary, Treasurer, Scheduler, Registrar, Convener of House Team Operations, Convener of Competitive Team Operations, and have the right to vote on all matters at any meeting of the Executive Committee and the AGM.
- D. In the event that an Officer is performing the functions and duties of more than one Officers position on the Executive Committee at one time, they shall be entitled to only one vote at any meeting of the Executive Committee or AGM.
- E. Appointed Directors and members of Sub Committees do not vote on any motions at Executive Committee meetings of which they may be in attendance, but are eligible to vote as members at the Annual General Meetings of the Association.
- F. Absolutely no proxy votes will be permitted by Executive Committee members at any meetings, including the Annual General Meetings of the Association.

## **ARTICLE FOURTEEN**

### **Protections of the Executive Committee Officers and Directors**

- A. No Officer or Director shall be liable for the acts, neglects or defaults of any other executive or director acting in good faith for the Association or for loss, damage or expense suffered or incurred by the Association.
- B. The Executive, any Officer or Director shall not be liable in respect to any contract, act or transaction entered on behalf of the Association, where such contract, act or transaction shall have been authorized and approved by the Executive.
- C. The Executive, any Officer or Director shall be released and forever discharged from all and any claims, demands, damages, actions or causes of action arising, or to arise, by reason of a registrant's participation in the Associations' activities.
- D. The Members of the Executive Committee shall be covered under Board Liability coverage through Hockey Canada for any actions taken against them while performing within their position.

## **ARTICLE FIFTEEN**

### **Amendment of By-Laws**

- A. The Executive Committee may, set, repeal or amend such By-Laws as it deems necessary for conduct of the business of the Association in a manner consistent with this Constitution and By-Laws, and that of the OWHA.
- B. Any changes made to the By-Laws by the Executive Committee shall be in force, but subject to ratification by majority vote at the next Annual General Meeting.



- C. The powers in Article Fourteen (A) may be exercised by a majority vote at an Annual General Meeting.
- D. Any changes made to the By-Laws, by the Executive Committee, which fail to receive ratification at the next AGM may not be modified or re-introduced for a period of one year.
- E. Any changes made to the By-Laws at an Annual General Meeting by the members may not be modified or re-introduced for a period of one year by the incoming Executive Committee.
- F. All proposed amendments to the By-Laws must be submitted in writing, to the Secretary at least 14 days in advance of the Annual General Meeting. A rationale should accompany the suggested change.
- G. All suggested amendments shall be presented to the Executive Committee prior to the AGM.

## **ARTICLE SIXTEEN**

### **Amendments of Rules and Regulations**

- A. The Executive Committee may, as deemed necessary, set, repeal or amend:
  - 1) Regulations pertaining to the structure of leagues and teams, age categories, fees, membership, and any other matter related to the carrying out of its objectives.
  - 2) Such rules that are more restrictive in nature than those established by the OWHA and or Hockey Canada.
- B. The powers in Article Fifteen (A) may be exercised by a majority vote at an Annual General Meeting.
- C. Any changes to the Regulations or Rules, made by the Executive Committee, shall be subject to ratification by a majority vote at the next Annual General Meeting.
- D. Any changes to the Regulations or Rules, by the Executive Committee, which fail to receive ratification at the next AGM may not be modified or reintroduced a period of one year.
- E. Any changes made to the Regulations and Rules at an Annual General Meeting, by the members may not be modified or reintroduced by the Executive Committee for a period of one year.
- F. All proposed amendments to the Rules and Regulations must be submitted in writing, to the Secretary at least 14 days in advance of the Annual General Meeting. A rationale should accompany the suggested change.
- G. All suggested amendments shall be presented to the Executive Committee prior to the AGM.

## **ARTICLE SEVENTEEN**

### **Amendments of Policies and Procedures**

- A. The Executive Committee may, as deemed necessary, set, repeal or amend the Policies and Procedures that outline the standard operating principles of the Association.
- B. The powers in Article Sixteen (A) may be exercised by a majority vote at an Annual General Meeting.
- C. Any changes to the Policies and Procedures, made by the Executive Committee, shall be subject to ratification by a majority vote at the next Annual General Meeting.
- D. Any changes to the Policies and Procedures, by the Executive Committee, which fail to receive ratification at the next AGM may not be modified or reintroduced a period of one year.

- E. Any changes made to the Policies and Procedures at an Annual General Meeting, by the members may not be modified or reintroduced by the Executive Committee for a period of one year.
- F. All proposed amendments to the Policies and Procedures must be submitted in writing, to the Secretary at least 14 days in advance of the Annual General Meeting. A rationale should accompany the suggested change.
- G. All suggested amendments shall be presented to the Executive Committee prior to the AGM.

## **ARTICLE EIGHTEEN**

### **Constitutional Amendment**

- 1) This Constitution may only be amended at the Annual General Meeting by a 2/3 majority of all votes cast by eligible members.
- 2) The Secretary must receive in writing, at least 14 days in advance of the Annual General Meeting, any proposed amendments to the Constitution of the Association.

## **PART II: BY-LAWS**

### **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)
  - 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) OWHA (Fall Meeting, AGM)
  - 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 OWHA 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)
- 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)
- 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 regards 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 time keepers 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) Is required to attend NDHL "A" Division scheduling meeting.
- 12) Shall attend NDHL meetings in the absence of Rep Convener or President.
- 13) 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.
- 14) Is to utilize Website to post ice assignments, and available ice for members reviewing.
- 15) Will cc applicable Convener all correspondence between Scheduler and Team Contacts.
- 16) Is responsible to verify team schedules, including out of town tournaments.
- 17) Shall verify invoices for ice, officials and timekeepers with Treasurer.
- 18) 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.
- 19) Is required to present a yearend report at the AGM.

#### **G. Registrar**

- 1) Shall be required to gain working knowledge of IT Sportsnet 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, and direct player registration as available through North Bay Parks and Recreation, Leisure Services Department at City Hall.
- 10) Is responsible to manage all on/off line 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.



## **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 NDHL 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.

### **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 :
  - 5) To the general membership
  - 6) And/or a reasonable replacement may be solicited from inside or outside the Association.
  - 7) All interested persons must be considered for the position
  - 8) 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.

#### **B. 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 regards to ice contracts specific to Programming Ice.
- 3) Will consult with Executive Committee to ascertain the goals and objectives of the Association in regards 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.

### **C. 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 regards 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.
- 17) 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.

#### **D. 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.

#### **E. 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/mangers 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.

#### **F. 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 regards 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)

\* 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

**F. Executive Committee Meetings Order of Business - See Appendices**

- 1) The Executive Committee shall follow when appropriate the Agenda format as outlined in **Appendix ?** to Conduct the Regular Meetings of the Executive Committee
- 2) The process for conducting motions can be found **in Appendix ?**

**G. 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**
- 3) 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.
- 4) All Motions shall be reflected in the minutes of any meeting with the result indicated as approved or defeated
- 5) 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 (Se 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 OLG.

## **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 cash or credit card payment to the City of North Bay Parks, Recreation and Leisure Services Department at City Hall.
- 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 15<sup>th</sup> and November 1<sup>st</sup>
- 3) Requests for Registration Refund before September 15<sup>th</sup> and after November 1<sup>st</sup> will be reviewed on an individual basis by the Executive Committee.
- 4) Absolutely no Refunds for Registration shall be considered after December 1<sup>st</sup>.
- 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 1<sup>st</sup>
- 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 to 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 Black, Gold and White.
- B. All Competitive and House Teams shall be known as the North Bay Ice Boltz.
- C. The use of the “North Bay Ice Boltz” 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 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. (See Appendices)
- 6) NBDGHA shall provide each player on each House Team one pair of hockey socks per season.

#### **B. Competitive Players Equipment Requirements – See Policy**

- 1) The dress code for players participating on a Competitive Team consists of

## Part III: Rules and Regulations

NBDGHA (Executive, Coaches and Players, Members) are governed by the Rules and Regulations of the OWHA please refer to the OWHA Handbook for a complete listing of OWHA Rules and Regulations.

Our Teams will observe the Rules of the Leagues we play in as they relate to our participation, and where rules are equal to or more restrictive in nature then those of the OWHA.

### RULES

#### RULE ONE – Rules of Play

- A. Hockey Canada rules shall be followed, including those specific to female hockey.
- B. The OWHA Executive Committee may amend Hockey Canada rules to be more restrictive in nature.
- C. Leagues/Associations may amend Hockey Canada and/or OWHA rules to be more restrictive in nature.
- D. Teams may only play against OWHA (female) registered teams unless sanction is received from the OWHA. (see Rule Two)

#### RULE TWO – Sanctions

- A. All NBDGHA Teams require approval (Sanction) from the OWHA prior to participating in any games league/exhibition against a non OWHA Team.
- B. The Executive will apply to the OWHA on an annual basis for Team sanctions specific to participation in League/Exhibition play with NOHA Teams/ Associations.
- C. These Sanctions must be submitted to the District 5 Rep from the NOHA prior to the start of the season as required for NOHA League Play in the NDHL/WFMHA.
- D. Copies of these Sanctions will be provided to each team, and kept on file by the Association.

#### RULE THREE – Affiliation and League Play

- A. NBDGHA through the OWHA is affiliated with the NOHA and its Teams/Associations', this affiliation is limited to special requests/approval for sanctioned league and exhibition play. (Please note this does not permit NBDGHA Teams to participate in non OWHA Tournaments.)
- B. OWHA/NOHA affiliation does not permit player affiliation from one association team to another (OWHA to NOHA) i.e.: female players playing under NBDGHA/OWHA and registered only with the OWHA cannot be picked up by an NOHA team for any play, league, exhibition or tournament. As well any female player registered only under the NOHA is not eligible for any OWHA play, league, exhibition or tournament.
- C. NBDGHA Executive has the authority and shall determine and request on an annual basis the Leagues and Divisions the Association Teams may be best suited to participate in for League Play.

## **RULE FOUR- Female Development Players**

- A. Female Development Players are recognized by the OWHA as girls who play both OWHA female hockey and also within a HCA affiliated, predominately male hockey program.
- B. This can only occur where League and Association rules permit, and the player is officially registered in both associations.
- C. NBDGHA Players/Teams are restricted by League rules (both WFMHA and NDHL) that do not allow players to play on two teams in the league.
- D. There are circumstances where FDP participation ***may*** be possible, if and only when the players NBDGHA team and the other team in question are not participating in the same League.

## **RULE FIVE – Suspensions**

### **\*Important – Please see OWHA Handbook - Rules and Regulations related to Suspensions and Minimum Suspension Guidelines**

- A. All NBDGHA members must follow the OWHA Minimum Suspension guidelines. (Regardless of whether the suspension occurred during an OWHA event or League Play under the NOHA, as such play is OWHA sanctioned)
- B. Minimum Suspensions cannot be appealed.
- C. It is the Coaches responsibility to be aware of any suspensions for Staff or Players.
- D. It is the Coaches responsibility to report all suspensions to the appropriate NBDGHA Competitive/House Team Convener within 24hrs.
- E. It is the responsibility of the appropriate Competitive/House Team Convener to notify the OWHA and NBDGHA President and Vice President (Chair of the Discipline Committee) of such suspensions within 48 hours of the infraction.
- F. It is the responsibility of the Coach to ensure all suspensions are served, and provide copies of the game sheets to support this to the appropriate Competitive / House Convener
- G. Copies of game sheets confirming suspensions have been served must be forwarded immediately to the Regional Director, by the appropriate Convener prior to the Player(s) and/or Team Officials returning to participation in any OWHA sanctioned game or event.
- H. Additional suspensions may be imposed by the NBDGHA Disciplinary Committee wherever conditions and circumstances warrant, the Disciplinary Committee will review as necessary, and monitor all suspensions.
- I. Any Player or Team Official currently under suspension (three games or more) is not eligible for any OWHA activity until his or her suspension has been served. Note that Hockey Canada Regulation “O” states that suspensions are valid in all branches of Hockey Canada.
- J. The OWHA Executive Committee will uphold additional suspensions issued by Associations.
- K. The NBDGHA Executive Committee has the authority to suspend any Player, Coach, Team Staff, Association Member for any breach or violation of any of the provisions of the NBDGHA and/or the OWHA Constitution, By-Laws, Rules and Regulations, and for behavior which brings NBDGHA or its Members or the sport of hockey in disrepute.

## **RULE SIX – Equipment**

- A. Required equipment for females to participate in hockey: Helmet - CSA approved, Facemask – CSA approved, Shoulder pads (chest protector), Throat Protector- BNQ approved, Elbow pads,



Hockey pants or hockey girdle, Gloves, Shin Pads, Pelvic Protector (Jill), Hockey Skates, Socks, Hockey Stick and Hockey Sweater.

- B. It is recommended that every player participating in an Ontario Women's Hockey Association sanctioned game or practice shall at all times while engaged in play or practices, practice drills or scrimmages on the ice surface wear an intra-oral mouth guard.
- C. ***\*NBDGHA Teams/ Players, participating in NOHA Governed League/ Exhibition Play i.e.: NDHL or WFMHA are required by NBDGHA to wear an intra-oral mouth guard while participating in these games.***
- D. It is mandatory that all NBDGHA/OWHA team officials participating in on-ice activities wear a **properly fastened** CSA hockey approved helmet. (Trainers or any other team officials attending an injured player are considered exempt from this rule.) Non compliance is subject to disciplinary action.
- E. ***\*NBDGHA Competitive Teams are required to wear a standardized uniform (Helmet, pants, gloves) – please refer to Equipment Policy***

#### **RULE SEVEN – Tournaments**

- A. NBDGHA Teams may only participate in tournaments which have been sanctioned by the OWHA.
- B. NBDGHA Teams are expected to register and participate in the Association Tournament when appropriate Divisions are available.
- C. ***\*Competitive Teams – May participate in up to 5 out of town Tournaments not including Provincial Championships, permission to attend more OWHA events must be approved by the Executive Committee.***
- D. ***\*House Teams – May participate in up to 2 out of town Tournaments, permission to attend more OWHA events must be approved by the Executive Committee.***

#### **RULE EIGHT – Regional Playdowns**

- A. NBDGHA Competitive Teams when applicable will be required to participate in Regional Playdowns with other OWHA Teams registered in the same Division and Category from Region S, District 45 (Nipissing, Sudbury, and Manitoulin) in order to qualify for participation in the OWHA Provincial Championships.
- B. It is the responsibility of each team (Coach/ Manager) with the direction of the Competitive Team Convener and assistance of the Scheduler to co-ordinate the required games with the other team(s) as per OWHA Rules.
- C. All costs associated with Regional Playdowns are the responsibility of the Association.

#### **RULE NINE – Provincial Championships**

- A. All Competitive Teams registered through NBDGHA with the OWHA are eligible to qualify and participate in OWHA Provincial Championships
- B. The required Provincial Bond will be paid with the Team ITR (Intent to Register) prior to the deadline on an annual basis to ensure team eligibility.
- C. Each Competitive Team is required to reimburse the Association the amount of this fee as it is a deposit toward the Provincial Championships Tournament registration cost. Intermediate and

Midget AA teams must reimburse this amount no later than February 1<sup>st</sup>. All other teams must reimburse the Association by March 1<sup>st</sup> of each year.

- D. Each Competitive Team is required to submit a "Form A" to the OWHa by the deadline determined by the OWHa on an annual basis in order to remain eligible to participate in Provincial Playdowns/Championships.
- E. If a team does not qualify or declines participation in the Provincial Championships they will receive this fee back from the Association.
- F. All costs associated with team participation in the OWHa Provincial Championships are the responsibility of the individual teams.

#### **RULE TEN – Provincial Banners**

- A. All OWHa Provincial Championship Banners and Plaques remain the property of NBDGHA.
- B. It is the responsibility of the Executive to arrange for Provincial Banners to be displayed by the City of North Bay.

#### **RULE ELEVEN – Protests and Appeals**

##### **A. Protests**

- 1) Considered to be any complaint or concern, including but not restricted to an issue between Players, Parents and/or Coaches or other Association Member.
- 2) Protests may be filed at any time.
- 3) A Protest must be submitted in writing to the President, stating supporting facts related to the grievance.
- 4) Within 3 calendar days of the Protest being filed the NBDGHA Protest Committee Chairperson shall set a date for hearing the appeal.
- 5) The hearing date will be no more than 10 days after the filing date.
- 6) The NBDGHA Protest Committee Chairperson shall notify all parties if applicable as soon as the hearing date is set.
- 7) The Protest Committee shall render its decision not more than 3 days after the hearing.
- 8) The Protest Committee will encourage and facilitate a Conflict Resolution Process when applicable.
- 9) The Protest Committee may conclude that the complaint be dismissed without further action, or they may refer to the Disciplinary Committee for review.
- 10) The Protest Committee's evaluation and determination of findings shall be documented and a response shall be forwarded to those involved.

##### **B. Appeals**

- 1) Matters that may be appealed:
  - i) Denied Player's Release
  - ii) Suspension of more than 3 games imposed by the NBDGHA Disciplinary Committee.
  - iii) A decision made by another NBDGHA Executive Committee
- 2) Appeals must be submitted in writing stating the reasons for the appeal and facts supporting the appeal to the NBDGHA President.

- 3) Appeals must be filed within 3 days of receipt of notice of a decision by the NBDGHA Executive Committee or its standing Committees.
- A. Within 3 calendar days of the appeal being filed the NBDGHA Appeals Committee Chairperson shall set a date for hearing the appeal.
- B. The hearing date will be no more than 10 days after the filing date.
- C. The NBDGHA Appeals Committee Chairperson shall notify all parties to the appeal as soon as the hearing date is set.
- D. The Appeal Committee has the authority to uphold, increase, or decrease a suspension/decision.
- E. The Appeal Committee shall render its decision not more than 3 days after the hearing.
- F. **The findings of the Appeals Committee shall be reported to the Executive Committee for consideration; all rulings are final and binding.**
- G. 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.
- H. NBDGHA Members may Appeal to the OWHA any decisions rendered by the Association as per OWHA policy.

## REGULATIONS

### REGULATION ONE – OWHA Team Categorization

- A. The NBDGHA Executive Committee shall determine on an annual basis the Association Teams, Divisions and Categories for the up coming season.
- B. Teams Divisions and Categories will be submitted with the ITR's to the OWHA by the Registrar prior to August 31<sup>st</sup> of each season
- C. Team Categorization may be changed prior to initiation of league or tournament play and at the approval of the NBDGHA Executive and submitted with the team roster for approval before Oct 1<sup>st</sup>.
- D. Teams wishing to request a change in category after Oct 1<sup>st</sup> must request approval from the NBDGHA Executive and then submit to the OWHA for consideration a Request for Re-Categorization form by deadline and with supporting documentation (Form A)

### REGULATION TWO – Tiering of Competitive Divisions

- A. NBDGHA Executive will assess on an annual basis the feasibility of forming a Secondary Competitive team in any/all divisions. Consideration shall be given if the following criteria are present.
  - 1) If there is enough Players interested in the program (this may be indicated by the player turn out at Spring Tryouts for Primary Competitive Team in the division, or may be expressed interest by Players/Parents at a later time)
  - 2) A Coaching application has been submitted for the program, or there is an interested person(s) to apply for the Coaching position.
- B. The Coaching Application and Selection process will apply
- C. Team tryouts will be arranged and advertised by the Executive.

- D. The Category of the Primary Competitive Team program in a division shall be determined prior to the Secondary Competitive Teams categorization.
- E. The Executive Committee shall take into consideration the number of players registered in a division and the Associations ability to offer a House Program.

### **REGULATION THREE – Player Allocation, Movement and Team Selection**

- A. NBDGHA has the authority to determine how many Players, (skaters and goalies) will be required or permitted on ALL Association Teams (House and Competitive) to a maximum of 17 skaters and 2 goalies (Novice thru Intermediate) as per OWHA policy.
- B. NBDGHA Executive Committee has the authority to determine required Player Movement between House divisions to accommodate player registration and formulation of teams.
- C. Special consideration may be given by the Executive/Convener to permit a player moving to a lower age division to allow for skill development, or for developmental and or physical restrictions.
- D. Player Movement requests by Parents for a Player to move from a lower age division to a higher age division and tryout for a Primary Competitive Team must comply with the Player Movement Policy and Procedure
- E. Competitive Team Tryouts and Selection – please see Policy and Procedure
- F. House Team Pre-Season Evaluation and Player Draft – please see Policy and Procedure

### **REGULATION FOUR – Official Team Rosters**

- A. **Competitive Team Rosters** are to be completed by the teams and returned to the appropriate Convener and Registrar no later than September 15<sup>th</sup> so that they can be submitted with appropriate team fees to the OWHA for approval prior to league/tournament participation and the Oct 1<sup>st</sup> deadline. Failure to do so will result in fines from the OWHA and teams will not be eligible for Provincial Championship participation.
- B. **House Team Rosters** are to be completed by the teams and returned to the appropriate Convener and Registrar no later than Oct 15<sup>th</sup> so they can be submitted with appropriate team fees to the OWHA for approval prior to league/tournament participation and the Nov 15<sup>th</sup> deadline.
- C. **Fundamentals Program** participants' information is to be completed and returned to the Convener and Registrar for submission with fees to the OWHA prior to the Nov 15<sup>th</sup> deadline.
- D. Copies of the Team Official Roster are required by the teams for tournament verification, Conveners and or Registrar should also have a copy of each team's roster on file for the Association.
- E. Changes to a Teams Roster (change in info, additions or deletions of players/staff) may be done by the Registrar at the direction of the Convener/Executive as per OWHA policy.

### **REGULATION FIVE – Coaching Applications and Selection**

- A. Coaching Applications for Competitive Teams shall be accepted annually by March 15<sup>th</sup> and House Teams by June 15<sup>th</sup> for consideration by the Executive Committee.
- B. The Coaching Selection Committee shall review the applications and complete the screening process as recommended and outlined by OWHA/HCA for all applicants.

- C. Coaching eligibility is dependant upon obtaining a valid Police Check (previous volunteers with Police Checks <4 years old may be exempted from this process). No copies of Police Checks will be accepted, originals only.
- D. In order to be considered for a position applicants must agree to the Coaches Expectations and Commitments as outlined by NBDGHA.
- E. Coaching and Speak Out Certification are not required to apply, however will be required to obtain as necessary by successful Coaching applicants who will be reimbursed by the Association for course fees.
- F. The Coaching Selection Committee will present all applications and recommendations to the Executive Committee for final approval.
- G. Coaches awarded Primary Competitive Teams must be prepared for Spring Tryouts immediately following the OWHA Provincial Championships in April of each season.
- H. Coaches awarded Secondary Competitive Teams are done so with the understanding that a subsequent Competitive Team may not be possible and is contingent upon Player Registrations and/or interest in the program, tryouts for these teams will occur after Primary Team Selection and prior to House Team Evaluation and Draft.
- I. If the Association is unable to run a Secondary Competitive Team in a division the Coach who was conditionally awarded the team may be given the opportunity to apply and be considered to Coach a House Team.
- J. Coaches awarded a House Team shall be prepared for Pre-Season Evaluation and Player Draft in their specified age category, this will occur following the selection of any Secondary Competitive Teams.

## **REGULATION SIX – Team Officials (Coaches, Trainers, Staff)**

### **A. Coaches**

- 1) All NBDGHA/OWHA teams must have registered, at least one Coach with a minimum certification of National Coaching Certification Program (NCCP) “Coach” Level or Hockey Fundamentals Programme (Hockey Canada Initiation Program-HCIP) for Atom, Novice, Hockey Fundamentals, and House League. The OWHA recommends that all OWHA competitive teams register at least one female coach. The OWHA recommends that OWHA competitive teams encourage at least one member of their coaching staff achieve NCCP Development 1 Certification. Starting at the Peewee level, all AA teams must have at least one member of their coaching staff achieve NCCP Development 1 Certification Regulation.
- 2) All NBDGHA/OWHA Coaches and Assistants are required to obtain their “Speak Out” certification.
- 3) These certifications must be available at all times if requested for verification at any OWHA sanctioned event, and certification numbers clearly displayed on all OWHA game sheets.
- 4) All NBDGHA Coaches and Assistants are required to obtain a current Police Check and provide to the Association **\*every (4) years or as requested**. No copies of Police Checks will be accepted, originals only.
- 5) ***\*NBDGHA will reimburse the cost of obtaining these certifications. Anyone requiring or interested in obtaining certification must request approval, register and pay for the clinic through the NOHA office. Upon completion of the clinic reimbursement of fees shall be done through the appropriate team with proof of receipt attached to Request for Refund form.***

## B. Trainers

- 1) All NBDGHA/OWHA teams must have a registered trainer with a minimum of HTCP Level 1 certification present at all OWHA sanctioned events; Sanctioned events include games, practices and dryland training.
- 2) All NBDGHA/OWHA Trainers are required to obtain their "Speak Out" certification.
- 3) These certifications must be available at all times if requested for verification at any OWHA sanctioned event, and certification number clearly displayed on all OWHA game sheets.
- 4) All NBDGHA Trainers are required to obtain a current Police Check and provide to the Association **\*every (4) years or as requested.** No copies of Police Checks will be accepted, originals only.
- 5) All NBDGHA Trainers are required to obtain a current Police Check and provide to the Association **\*every (2) years, or as requested.**
- 6) ***\*NBDGHA will reimburse the cost of obtaining these certifications. Anyone requiring or interested in obtaining certification must request approval, register and pay for the clinic through the NOHA office. Upon completion of the clinic reimbursement of fees shall be done through the appropriate team with proof of receipt attached to Request for Refund form.***
- 7) ***\*NBDGHA prefers and encourages that the position of Trainer be held by a female when ever possible.***

## C. Staff / Volunteers

- 1) All other NBDGHA team staff associated with the Team/Players is required to have "Speak Out" training, and Police Checks (every 4 years or as requested) and shall be reimbursed by the Association through the applicable team. No copies of Police Checks will be accepted, originals only.
- 2) All NBDGHA Teams are to identify a minimum of (4), female dressing room monitors per team, (2) of which are required to be present at all times and available to assist and supervise the players as necessary.
- 3) All NBDGHA Teams are to identify all off-ice staff i.e.: Team Manager(s), Treasurer(s), Dryland Instructors etc. to ensure proper registration through NBDGHA with the OWHA and HCA Insurance.

## REGULATION SEVEN – Team Finances

- A. All NBDGHA Teams are required to designate a Team Treasurer who will be responsible for maintaining accurate financial records of Team revenue and expenses.
- B. All NBDGHA are to open a Team Bank Account which requires a minimum of 2 signing authorities. A letter of authorization is available upon request from the Association.
- C. A template for Financial Statements is available upon request from the Association.
- D. Monthly Financial Statements distributed to the Parents is mandatory.
- E. Financial Statements are required to be submitted to the Executive Treasurer through the applicable Conveners 3 times a season. Due December 15<sup>th</sup>, February 15<sup>th</sup> and April 30<sup>th</sup>
- F. Bank Accounts are too brought to a zero balance at season end, with remaining funds or credits returned to the Parents as applicable.

## REGULATION EIGHT – Player Pick Up Consent

- A. A Team/Coach may use “Pick up Players” as per OWHA policy for League and/or Tournament play.
- B. The Coach must first contact the appropriate Convener to notify him/her of the intent to use a pick up player.
- C. The appealing Coach must contact the Coach of the intended Pick up Player to request the use of the player for league or tournament play.
- D. The Coach may then contact the Parent(s) of the intended Player to invite the player, and with the parents permission may speak with the player regarding participation with his/her team.
- E. The Coach is responsible to complete the required paperwork and submit to the OWHA and the appropriate Convener.

## REGULATION NINE – Hockey Canada Injury Reports

- A. Hockey Canada Injury Report Form - This two page form must be completed for each case where an injury is sustained by a Player, Team Official, spectator or any other person at a sanctioned hockey activity.
- B. A NBDGHA Team Official (Coach, Manager, Trainer) are to complete the required form at the time of the injury and report the incident to their appropriate Convener within 24hrs, and forward to the OWHA as per policy.
- C. Completed claims forms must be received by the OWHA Office WITHIN 90 DAYS OF INJURY.
- D. The NBDGHA Team Official and their Convener shall continue with a follow up report on the incident/injury within 7 days and then as deemed applicable.
- E. ***\*No Player/Staff following a reported injury shall return to any on or off ice activity without obtaining in writing medical clearance from a physician, which is to be submitted to the appropriate convener and kept on file.***

## REGULATION TEN – Hockey Canada Insurance Certificates

Often teams or associations are asked to obtain proof of insurance for the purpose of conducting their hockey business. In these situations a Certificate of Insurance is required. The *new* OWHA Insurance Guide provides complete details on available coverage and the process to receive special sanction. The following certificate request forms are included in the guide.

The complete OWHA Insurance Guide and Certificate Request Forms can be accessed at [www.owha.on.ca](http://www.owha.on.ca).

**Facility & Ice Rental** – Certificate Request Form  
**Dryland Training Program** – Certificate Request Form  
**Dryland Training Instructor** – Certificate Request Form  
**Special Events & Fundraising** – Certificate Request Form  
**Special Events with Alcohol** –Certificate Request Form

- A. All Certificate Requests related to NBDGH Association or its Teams must be done through the Executive Committee.
- B. The President or delegate will submit certificate requests required by the Association.

- C. NBDGHA Teams requiring Certificates for Dryland Programs/Instructors and or Fundraising must go through their appropriate Convener, who is authorized to submit the request to the OWHA.

#### **REGULATION ELEVEN – Permission to Skate**

- A. OWHA Permission to Skate forms are required by players who wish to try out or skate with a team in another OWHA Association.
- B. Permission to Skate forms are to be requested in writing to the President.
- C. The President or Vice President are authorized to sign the Permission to Skate form
- D. ***\*The Executive Committee will not deny a request for Permission to Skate, unless there is reason to believe that tampering has occurred or a Player has attended previous ice sessions illegally. Under these circumstances an inquiry may be required prior to authorization.***

#### **REGULATION TWELVE – Player Release**

- A. OWHA Player Release forms are required for any player who is transferring to play in another OWHA Association, this includes if a player is moving to another City or Province.
- B. Player Release forms are to be requested in writing to the President.
- C. The President and Vice President are authorized to sign Player Releases and a copy must be kept on file with the Association.
- D. ***\*Player Release forms will be signed automatically for Players moving to another center, and for Players who have who have the opportunity to participate in a program not offered by NBDGHA.***
- E. ***\*Players/Parents requesting a release to another Association to participate in a program that is offered by NBDGHA will require approval from the Executive Committee. Such requests will be addressed at the first available meeting.***
- F. NBDGHA is within their authority to deny a player/parent request for release, if a release is denied the player/parent may appeal this decision to the NBDGHA and/or the OWHA.
- G. OWHA Player Release forms are not required for players who transfer to or from NBDGHA to another HCA, Minor Hockey Association.

#### **REGULATION THIRTEEN – Privacy of Information Guidelines**

The OWHA has developed and implemented a Privacy Policy that outlines the way in which the OWHA collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, members, and others including players, parents, related individuals, trainers, coaches, referees, managers, volunteers and employees. The Policy follows the Model Code for the Protection of Personal Information identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). To access the complete document go to [www.owha.on.ca](http://www.owha.on.ca) , and see Forms and Policies.

- A. NBDGHA shall identify to the OWHA on an annual basis a designated Privacy Officer.
- B. The NBDGHA shall only collect information required by the OWHA and HCA to register and insure the members and for the purpose of providing hockey programming to meet the individual needs of the participants and the Association.



- C. NBDGHA does not provide or release members' personal information to third party persons or businesses beyond the scope of its required and intended use by NBDGHA the OWHA or Hockey Canada.
- D. The NBDGHA/OWHA recognizes that hockey by its nature is a contact sport and injuries are to a certain extent, inherent in the game. Medical information of the individual may be of assistance in an emergency situation and as such may be requested. Participants/Parents are under no obligation whatsoever to supply this information and may refuse to do so without penalty, the NBDGHA/OWHA will consider receipt of this information from the Player/Parent detailing personal information as consent for its subsequent use in an emergency medical situation.
- E. A member of the NBDGHA/OWHA agrees that the act of registering constitutes implied consent to such use of their personal information by the NBDGHA/OWHA, its Member Teams, their Associations, Leagues and Hockey Canada.
- F. Persons who voluntarily sign up on the NBDGHA Website email list to receive Association information are considered to have implied consent and are responsible to remove their contact information when they no longer desire such information.

#### **REGULATION FOURTEEN – Harassment and Abuse Directive – Hockey Canada**

##### **HOCKEY CANADA POLICY on PREVENTING BULLYING, HARASSMENT & ABUSE**

It is the policy of the Hockey Canada that there shall be no bullying, harassment, and abuse whether physical, emotional or sexual of any participant in any of its programs. Hockey Canada expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of violence.

For details please refer to **Fair Play Means Safety for All**, which can be found in the OWHA Handbook [www.owha.on.ca](http://www.owha.on.ca)

##### **Hockey Canada SPEAK OUT! Program**

OWHA volunteers; who work with children, youth or other vulnerable persons **must** attend a Hockey Canada Speak Out! Clinic.

All reports of Harassment and Abuse shall be made in writing to the President