

2022

OVDGHA Constitution



Ottawa Valley District Girls Hockey Association Constitution

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Ottawa Valley District Girls Hockey Association Constitution

1.0 Objective

1.1 The objective of the Ottawa Valley District Girls Hockey Association (OVDGHA) is to provide a wholesome hockey experience at the house and competitive level not only for participating players, but also for the Parents, Coaches, Team Officials and League Officials. Sportsmanship, fair play, good citizenship, friendly competition, enjoyment and participation for team members in accordance with the fair ice policy shall be our guiding principle.

1.2 Fair Ice Policy

Competitive hockey demands;

- a high level of commitment to team success and focus on individual development,
- excellent communication between coaches and players and
- a balance between fair playing time, competitiveness and on and off ice behaviour during team activities.

1.2.1 The basic assumption for all players and teams (house and competitive) is that there will be an equal sharing of ice time based on position; ie. defence vs goal vs forward. At the competitive team (Thunder) level there are a number of circumstances during which this equal ice time requirement may be superseded including, but not limited to; team disciplinary measures, and suspensions or injuries. It is also recognized that, to a reasonable extent, coaches may use ice time as a motivational or disciplinary tool.

1.2.2 A key concept is that coaches are expected to teach every tactical and situational aspect of the game to every player. Throughout the course of the season, the coach is expected to allow all players a reasonable opportunity to use these skills in a game situation. This will allow the coach, over the course of a season, to establish speciality teams, both for competitive reasons as well as to allow players to play to their strengths. Coaches may also choose to use certain players in key situations or during the last five minutes of a close game to give the team its best chance to win. This could result in some players finishing games with more ice time than others but only on a limited basis. Player's ice time may not be equal in each and every game but should be roughly equal over the course of the season.

- 1.3 Parents and players who do not agree with this philosophy have the option of not participating in this Association.
- 1.4 The OVDGHA is dedicated to maintain and increase interest for females in the game of hockey.
- 1.5 Coaches, Managers, and Executive shall provide general supervision and direction over the playing interests of its players with emphasis on the enhancement of good character and citizenship.

2.0 Definitions

AGM - Annual General Meeting

SGM - Special General Meeting

OVDGHA – Ottawa Valley District Girls Hockey Association

OWHL-Eastern – Ontario Women’s Hockey League - Eastern

OWHA – Ontario Women’s Hockey Association

CHA - Canadian Hockey Association

NCCP - National Coaching Certificate Program.

Division – U7, U9, U11, U13, U15, U18

Category - AA, A, B etc.

3.0 Name and Affiliation

- 3.1 The organization shall be called the Ottawa Valley District Girls Hockey Association, herein referred to as the OVDGHA.
- 3.2 The OVDGHA is associated with the Ontario Women’s Hockey Association (OWHA), and by virtue of this affiliation, is a member of the Canadian Hockey Association (CHA), the governing body of amateur hockey in Canada.
- 3.3 The OVDGHA shall have jurisdiction to govern and administer all female minor hockey teams competing locally in the Renfrew County area and abroad within the OWHL-Eastern league.

4.0 General Membership

4.1 Membership in the OVDGHA consists of:

- Parents and/or guardians of registered players in good standing in the OVDGHA as recorded on the player registration form,
- Registered players, Coaches, assistant Coaches, Managers and other registered team officials of OVDGHA teams,
- Members of the OVDGHA Executive and
- Persons appointed to specific functions by the OVDGHA Executive.

4.2 Membership in this Association shall imply the acceptance of the rules and regulations of the Association and the applicable Code of Conduct (Rules and Regulations Section 19).

5.0 Organization

5.1 The governing body of the OVDGHA shall be the Membership as represented at each Annual General Meeting or Special General Meeting.

5.2 The Executive is empowered to carry on the business of the OVDGHA at its regular monthly meeting or special meetings between General Meetings, either Annual or Special.

5.3 The day-to-day business of the OVDGHA shall be administered by the Executive, between Annual General Meetings, which they shall manage in a manner consistent with the Constitution, By-Laws and Rules and Regulations of Hockey Canada, OWHA and OWHL-Eastern.

5.4 The Executive shall consist of:

- President
- Vice President
- Secretary/Media Officer
- Treasurer
- Registrar
- Risk & Safety/Equipment Officer
- Ice Allocator
- Member at Large (up to 3 appointed positions)

6.0 Authority of the Executive

6.1 The Executive shall have the authority to:

- Suspend from further participation in the affairs of the OVDGHA, any member or team for breach of the Constitution or Rules and Regulations or for conduct deemed prejudicial to the welfare of the OVDGHA,
- Act on behalf of the OVDGHA,

- Appoint officials or establish committees to carry out functions as required and
- Executive members shall keep an accurate record of all business within their charge and be prepared to make reports when called upon to do so.

7.0 Duties of the Executive

7.1 Duties of the President

- Shall preside over OVDGHA meetings.
- Ensure all Executive members are responsible for their offices and carry out their duties in a conscientious and responsible manner.
- Ensure that a Treasurer's statement is provided at each regular meeting.
- The President shall not vote on motions at the monthly meetings, except in the case of a tie, and then they shall cast the deciding vote.
- The President cannot put forward a motion.
- The President may ask a member of the Executive to chair the meeting so that they may then be entitled to put forward a motion at which time the person accepting the chair relinquishes their right to vote on that motion.
- The President or Vice President shall attend all OWHL-Eastern meetings as required, or they may appoint someone on their behalf to attend.
- Performs or arranges for the annual internal audit of the finances.
- Chair the committee to execute the planning and coordination of try-outs.
- Provide a monthly report at each Association meeting.

7.2 Duties of the Member at Large (Appointed)

- This position is for transition moves within the Executive. It can be a past President, past Executive or it can be for a person interested in filling a role in the Executive in the future.
- For past Executive; provide a source of guidance to the Executive on all matters relating to the past business of the Association.
- For incoming Executive; shadow an existing Executive member to learn the role with the expectation of assuming the new role before the next AGM.
- This position shall have full voting and motioning privileges.
- Provide a monthly report at each Association meeting.

7.3 Duties of the Vice President

- Assumes the duties of the President in their absence.
- Chair all discipline meetings and attends all appeals.
- Establish a Competition Committee at the start of each season for which the responsibilities and duties are established in Rules and Regulations Section 7.0.
- Represent the Executive at any dispute resolution/mediation meetings as required.
- Provide a monthly report at each Association meeting.

7.4 Duties of the Treasurer

- Shall see that financial statements are available when requested.
- Shall see that all pertinent information, correspondence, minutes, etc. relating to financial matters are kept on file.
- Responsible for keeping records of receipts and see that expenditures are supported by minutes authorizing the action.
- Maintain records and store records such that they can easily be transferred to a successor.
- Keep Executive aware of the status of the collection of players' fees.
- Issue of receipts to players families for try-out and registration fees by Dec 31.
- Shall prepare a year-end financial statement for audit annually and present it at the annual general meeting.
- The treasurer and another member of the Executive shall have joint signing authority over all financial accounts.
- Provide a monthly report at each Association meeting.

7.5 Duties of the Registrar

- Responsible for the registration of all players, affiliate players and team officials in accordance with the requirements as established by OWHL-Eastern and OWHA.
- Provide Treasurer and Coaches with a list of players and contact information collected from registration.
- Provide a monthly report at each Association meeting.

7.6 Duties of the Secretary/Media Office

- Responsible for the timely approval of all media information from the Executive or team Managers prior to release to the public. Review and response will be targeted within 48 hours.
- Provide assistance to develop media pieces at the request of team Managers or the Executive.
- Maintains the OVDGHA website.
- Provide a monthly report at each Association meeting.

- Forward the agenda set up by the president to the members of the executive committee in advance of the meeting.
- Shall record minutes of each OVDGHA meeting and Annual General Meeting and is responsible for recording attendance and maintaining accurate and complete notes.
- Responsible for handling all incoming mail and directing it promptly to the appropriate Executive member.
- Responsible for all outgoing correspondence after presentation to the President for approval.
- Record and track all suggestions throughout the season for Constitutional changes and track all changes to the Rules and Regulations that are passed at Association meetings.
- Maintain records and store records such that they can easily be transferred to a successor.
- Provide a monthly report at each Association meeting.

7.7 Duties of the Risk & Safety/Equipment Officer

- Participate in/communicate all risk and safety business for the Association.
- Attend all Risk & Safety meetings within OWHL-Eastern when required.
- Provide a monthly report at each Association meeting.
- Collection of all Vulnerable Sector Checks for Executive and Team Officials.
- Maintain an accurate inventory of equipment and jerseys owned and managed by the OVDGHA.
- Prepare tendering documents describing the equipment needs of the association and distribute said documents to local suppliers to obtain bids.
- Work with the equipment supplier to ensure that the necessary equipment is delivered as requested on time including try-out jerseys, regular season jerseys and socks.
- Maintain a supply of jerseys and socks for Affiliate Players.
- Be responsible for distributing equipment to coaches at the start of each hockey season.
- Be responsible for collecting equipment belonging to the association at the close of each hockey season.
- Ensure that equipment is cleaned and repaired during the off-season.
- Establish a standardized clothing line with the OVDGHA/Thunder logo subject to approval by the Executive.

7.8 Duties of the Ice Allocator

- The ice allocator in consultation with the president and/or vice president, is responsible for attaining ice times – practice, game, playdown, and playoff for each of our teams throughout the course of the season.

- Responsible for communicating with each of the arena managers and is their first point of contact for any communication regarding change of ice times.
- Will advise team managers of their team's ice times and will coordinate any changes, switches, or cancellations of any ice times.
- Shall contact arena managers to reserve and secure ice times for each of our teams.
- Responsible for any ice submissions to the OWHL-Eastern league that may be necessary – league, playdown, and playoff games.
- Shall provide a monthly report at each executive meeting.
- Will be the association's contact with the referee assignor and arrange referees for each team's home games.

8.0 Election of the Executive

- 8.1 Elections will be held at the Annual General Meeting (AGM). The newly elected Executive will assume responsibilities immediately following the AGM unless a mutual agreement is made between the incoming and outgoing Executive member.
- 8.2 The position of Member at Large is an appointed position for a duration of one year and can be filled each year after the AGM by the Executive.
- 8.3 Term of office for each elected member shall be for a minimum of one year carrying forward until after the following AGM.
- 8.4 A nominating committee chairperson, appointed by the Executive before the annual meeting, shall conduct the elections.
- 8.5 In cases where more than (1) person is nominated, voting shall be by secret ballot unless otherwise agreed to by vote.
- 8.6 Suitable candidates for any Executive position may be accepted for nomination only if those individuals are in good standing within the association and in attendance at the AGM. No proxy vote will be recognized.
- 8.7 A voting member is defined as anyone meeting the requirements in Section 4.0, General Membership. Executive members are eligible to nominate and vote.
- 8.8 Each elected or appointed member of the Executive shall not hold more than one (1) Executive position during his or her term in office. Executive members can act in other vacant positions until they are filled and during this period the position shall be considered vacant.

8.9 Any vacancy that occurs shall be filled within sixty (60) days where practicable. The Executive shall advise the members of the association of the vacancy by way of a posting on the website or through communication with the team Managers.

9.0 Meetings

9.1 General Meetings

- 9.1.1 The Annual General Meeting will be held at any time on or after April 15, but no later than June 15. Its purpose shall be to review the activities of the past season, to carry out elections and to consider amendments to the OVDGHA Constitution. Notice of the Annual General Meeting will be given 30 days in advance. Proposed amendments and notices of motion must be presented to the Executive in writing 15 days prior to the Annual General Meeting.
- 9.1.2 Order of business at the AGM shall be;
- Call to Order
 - Attendance of Voting Members
 - Approval of Agenda
 - Adoption of Minutes of last General Meeting
 - Standing Reports from Executive
 - President Report
 - Vice President Report
 - Treasurer Report
 - Other Executive reports
 - Amendments and Notices of Motion
 - New Business
 - Election of Executive
 - New Business Open to Floor
 - Motion to Adjourn
- 9.1.3 Special General Meetings (SGM) may be called by the President or a majority vote of the Executive Committee. Notice of a Special General Meeting will be given 7 days in advance. Proposed amendments and notices of motion must be presented to the Executive Committee in writing 5 days prior to the Special General Meeting.
- 9.1.4 A voting member for the AGM or SGM is defined as anyone meeting the requirements in 4.0 General Membership. Executive members are eligible to put forward motions subject to Section 9.1 and they are eligible to vote.

- 9.1.5 Each member of the Executive shall only count as one vote in matters raised at all meetings.

9.2 OVDGHA Association Meetings

- 9.2.1 The Association meetings will be held at least once per month from August to April. The purpose of the regular Association meeting is to review the activities of the Executive and teams since the last meeting, to follow up on actions from the previous meeting, to hear reports from the Executive and to consider motions for change to the Rules and Regulations for clarification. Notice of motions to change the Rules and Regulations should normally be communicated to the Executive prior to the meeting by way of the meeting agenda or by a separate e-mail communication. All meetings are to be conducted in person, although there may be extenuating circumstances which may require a virtual meeting to be held.
- 9.2.2 The President has the authority to call a meeting at any time.
- 9.2.3 The Secretary shall inform the Executive via e-mail as to the location, date, and time of each meeting at least 48 hours in advance of the meeting.
- 9.2.4 Quorum is required to conduct a meeting of the Association. This consists of a minimum of the President or designate and half of the total number of Executive members.
- 9.2.5 All motions made and passed at any OVDGHA meeting shall govern the affairs of the association and shall remain in effect until rescinded by a new motion, provided they are not in defiance of any section of this Constitution.
- 9.2.6 No proxy votes or votes in absentia shall be allowed on any motion tabled at any meeting.
- 9.2.7 Each member of the Executive shall only count as one vote in matters raised at all meetings.

10.0 Conflict of Interest

- 10.1 No person shall be a member of the OVDGHA Executive who is a paid employee or representative of an organization which may benefit financially from that involvement in the Executive. In cases of doubt, the Executive may request the person of concern to provide such evidence as may be necessary to properly decide as to whether or not such person shall be suspended, or eligible to continue as a member of the Executive.

10.2 Should a member of the Executive participate in activities which conflict with those of the OVDGHA, he/she may be removed from office by a majority vote of the Executive.

10.3 Any member of the Executive acting as Coach, Manager or Trainer, of an OVDGHA team, or who is a parent of a player on a team, shall declare such affiliation prior to the discussion of any matter and shall not vote on any motions directly affecting the player or team.

11.0 **Absenteeism**

11.1 Unless granted a leave of absence by the Chairperson, or for reasons of health, any member of the Executive Committee who absents themselves from three (3) consecutive Executive meetings, may have their position declared vacant by a motion and a simple majority vote of the Executive at a scheduled meeting.

12.0 **Revenue**

12.1 The revenue for the OVDGHA shall be divided into Discretionary Funds and Registration Fees.

12.2 Discretionary Funds are those funds raised by the Executive through conditioning camps, try-outs, tournaments, Thunder Day and other similar activities. These funds are used by the Executive to develop and promote the OVDGHA/Thunder program. The use of these funds is approved through a motion raised and passed at Association meetings.

12.3 Registration Fees are the fees paid by Members for participation in an OVDGHA program. These Fees are used to directly support on-ice activities which may include administration, insurance, league and district costs, tournament fees, ice costs, referee costs and jerseys and socks.

13.0 **Expenses**

13.1 Executive members will be compensated for expenses incurred while on business outside of Renfrew County. The expenses will follow the Renfrew County travel expenses rates.

13.2 Other expenses incurred by an Executive member while conducting OVDGHA business will be reimbursed by the association once a receipt for the purchase/expense is provided to the Treasurer and subject to approval by the President or designate.

14.0 Constitution Amendments

- 14.1 This constitution shall be amended only at the AGM or SGM by a majority vote of those present and entitled to vote.
- 14.2 The Executive or individual members shall not make a motion that would be in defiance of any of all sections of this Constitution, except at the AGM or SGM.
- 14.3 There shall be, in addition to this Constitution, Rules and Regulations which shall govern all members of the OVDGHA.

This Constitution becomes effective 2022 May 18 and when signed will be the governing directive for the Ottawa Valley District Girls Hockey Association.

Ryan Shand

Candice Stephenson

President – signature

Vice President – signature