



# Ontario Corporation Number (OCN) 1917574 Organizational Bylaw & Policies

## Section 1 - Organizational Bylaws

12/09/2024

### 1.01 Definitions

In this by-law and all other by-laws of the Corporation, unless the context otherwise requires:

- A. "Act" means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
- B. "Board" means the board of directors of the Corporation;
- C. "By-laws" means this by-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force and effect;
- D. "Chair" means the chair of the Board; unless started the President
- E. "Corporation" means the Association that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;
- F. "Director" means an individual occupying the position of director of the Corporation by whatever name he or she is called;
- G. "Member" means a member of the Corporation;
- H. "Members" means the collective membership of the Corporation; and
- I. "Officer" means an officer of the Corporation.
- J. "PCGHA" Port Colborne Girls Hockey Association
- K. "OWHA" Ontario Women's Hockey Association

### 1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this By-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

### 1.03 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the

By-laws are inconsistent with those contained in the articles or the Act, the provisions contained in the articles or the Act, as the case may be, shall prevail.

#### **1.04 Seal and Name**

a) The name of this Association shall be known as “Port Colborne Girls Hockey Association Inc.” hereinafter referred to as the PCGHA.

b) The head office of the Association is located in the City of Port Colborne in the Province of Ontario (Subject to change depending on Executive)

c) All PCGHA logos and content may not be reproduced or sold without written permission from the association.

d) The seal of the Corporation, if any, shall be in the form determined by the Board.

#### **1.05 Execution of Documents**

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two of its Officers or Directors. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any Director or Officer may certify a copy of any instrument, resolution, By-law or other document of the Corporation to be a true copy thereof.

#### **1.06 Affiliation**

The PCGHA is affiliated with the Ontario Women’s Hockey Association, hereinafter known as OWHA

#### **1.07 Mission Statement**

The Mission of the PCGHA will be to develop good sportsmanship and fair play in all players, team staff, volunteers and spectators through a well-regulated amateur hockey program in accordance with the OWHA and HOCKEY CANADA. To protect and promote the mutual interests of female hockey in Port Colborne and across the Niagara Region. To adhere to the OWHA code of conduct FAIR PLAY, FUN, EXCELLENCE, GOOD CITIZENSHIP, INTEGRITY AND HONESTY and EQUITY.

### **Section 2 - Directors**

#### **2.01 Election and Term**

The Directors shall be elected by the Members at the end of the year annual meeting. The term of office of the Directors (subject to the provisions of the articles) shall be from the date of the meeting at which they are elected or appointed until the date their term is up or until their successors are elected or appointed. All those running for election shall be affiliated with the Association either playing themselves, child playing or member of the Bench Staff.

a) The Board of Directors of the PCGHA shall be comprised of the following elected and/or acclaimed officers but limited to:

President	two (2) year term (odd)
Vice President	two (2) year term (even)
Treasurer	two (2) year term (odd)
Administrator (secretary)	two (2) year term (odd)
Ice Scheduler	two (2) year term (even)
Registrar	two (2) year term (even)
Tournament Director	two (2) year term (odd)
House League Director	two (2) year term (odd)
Director At Large	two (2) year term (even)
Webmaster/IT	two (2) year term (even)
Equipment and Inventory Director	two (2) year term (odd)
Director of Sponsorship/Media Relations	two (2) year term (even)
Senior Division Director(s)	two (2) year term (even)
Past-President	Acclaimed

b) All elections will be by ballot if more than one candidate runs for a position.

c) Past-President shall be a member of the Board of Directors

## **2.02 Nomination Process**

1. Post a list of updated positions and nominees prior to AGM.
2. To oversee the conducting of the election of officers at the Annual General Meeting.
3. To organize the collection and counting of ballots at the AGM.
4. Nominations must be submitted to the Board 30 calendar days prior to AGM.
5. If only one nomination is received 30 days prior to AGM, then the sole person nominated will become acclaimed to that position.
6. A nominee, to be elected must secure a simple majority of total votes cast.
7. If more than one person is nominated for a particular position then voting members will vote at the AGM.
8. If no nomination is received 30 days prior to the AGM then nominations will be taken from the floor during the AGM.
9. To be nominated for President, a nominee must be a currently elected member serving a full term in another position on the Executive

## **2.03 Vacancies**

The office of a Director shall be vacated immediately:

- A. If the Director resigns office by written notice to the Corporation, which resignation shall be effective at the time it is received by the Corporation or at the time specified in the notice, whichever is later;
- B. If the Director is found guilty of a crime.

- C. If the Director is found to be incapable by a court or incapable of managing their Executive duties.
- D. If, at a meeting of the Directors, the Directors by ordinary resolution removes the Director before the expiration of the Director's term of office.

#### **2.04 Filling Vacancies**

A vacancy on the Board shall be filled as follows, and the Director appointed or elected to fill the vacancy holds office for the remainder of the unexpired term of the Director's predecessor:

1. If the vacancy occurs as a result of the Directors removing a Director, the Directors may fill the vacancy by an ordinary resolution;
2. If there is not a quorum of Directors or there has been a failure to elect the number or minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting or if there are no Directors in office, the meeting may be called by any Member; and
3. A quorum of Directors may fill a vacancy among the Directors.

#### **2.05 Committees**

Committees may be established by the Board of Directors as follows:

1. The Board may appoint from their number a managing Director or a committee of Directors and may delegate to the managing Director or committee any of the powers of the Directors except those powers set out in the Act that are not permitted to be delegated; and
2. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make. Any committee member can be removed by resolution of the Board.

#### **Existing Committees:**

1. Discipline Committee:
  - Vice President - Chair
  - President
  - House League Director
  - One other executive member
  - Follow OWHA guidelines for conducting a hearing: [OWHA Hearing Guidelines](#)
2. Coaching Selection Committee:

- All Board of Directors
- Selecting Coaches/Bench Staff per team and program
- Make sure all are properly certified

Anytime a conflict of interest occurs with relation to a board member of a committee who is associated with a player(s) or team, that board member must recuse themselves and another board member take their place on the committee as needed.

### **2.06 Remuneration of Directors**

No Director shall directly or indirectly receive any profit from occupying the position of Director or from providing services to the Corporation in another capacity. However, Directors may be reimbursed for reasonable expenses that they incur in either of those capacities.

### **2.07 Board Of Directors**

Board has the power to approve changes to bylaws or policies by majority vote.

### **2.08 Removal of Directors**

**Section 1: Grounds for Removal** A Director may be removed from the Board for any of the following reasons:

1. Failure to attend three consecutive Board meetings without valid reason.
2. Engaging in fraudulent or dishonest acts, or gross abuse of authority or discretion.
3. Breach of fiduciary duty or conflict of interest.
4. Conduct detrimental to the interests of the organization.

### **Section 2: Initiation of Removal Process**

1. A written petition for removal, stating the specific grounds, must be submitted to the Board by at least two Directors.
2. The Director in question must be given written notice of the petition and the grounds for removal at least 14 days before the Board meeting where the removal will be discussed.

### **Section 3: Hearing and Decision**

1. The Director in question has the right to address the Board at the meeting where the removal is being considered.
2. A vote will be taken after the Director has had the opportunity to present their case.
3. Removal requires a two-thirds (2/3) majority vote of the remaining Directors.

### **Section 4: Documentation**

1. All proceedings related to the removal must be documented and kept in the organization's records.

2. The decision of the Board is final and binding.

### **Section 3 - Board Meetings**

#### **3.01 Calling of Meetings**

Meetings of the Directors may be called by the Chair, president or any two Directors at any time and any place on notice as required by this By-law, provided that, for the first organizational meeting following incorporation, an incorporator or a Director may call the first meeting of the Directors by giving not less than five days' notice to each Director, stating the time and, if applicable, the place of the meeting.

#### **3.02 Regular Meetings**

The Board may fix the place, and time of regular Board meetings and send a copy of the resolution to each Director, and no other notice shall be required for any such meetings.

#### **3.03 Notice**

Notice of the time and place, if applicable, for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this By-law to every Director of the Corporation not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

A notice of a meeting of Directors need not specify a place of the meeting if the meeting is to be held entirely by one or more telephonic or electronic means. If the Directors may attend a meeting by telephonic or electronic means, the notice of the meeting must include instructions for attending and participating in the meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.

#### **3.04 Chair**

The Chair shall preside at Board meetings. In the absence of the Chair, the Directors present shall choose one of their number to act as the Chair.

#### **3.05 Voting**

Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall have a second vote or casting vote.

#### **3.06 Proxy or Remote Voting**

Proxy or remote voting is not permitted unless approved by the Board of Directors.

### **3.07 Participation by Telephonic or Electronic Means**

A meeting of Directors may be held entirely by one or more telephonic or electronic means or by any combination of in-person attendance and by one or more telephonic or electronic means, provided that all persons attending the meeting are able to communicate with each other simultaneously and instantaneously. A person who, through telephonic or electronic means, attends a meeting of Directors is deemed for the purposes of the Act to be present at the meeting.

## **Section 4 - Financial**

### **4.01 Banking**

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

### **4.02 Financial Year**

The financial year of the Corporation ends at the end of the year annual meeting in April in each year or on such other dates as the Board may from time to time by resolution determine.

## **Section 5 - Officers**

### **5.01 Officers**

1. The Directors may designate the offices of the corporation, appoint Officers, specify their duties, and delegate to them powers to manage the activities and affairs of the Corporation;
2. A Director may be appointed to any office of the corporation; and
3. Two or more offices of the corporation may be held by the same person.

### **5.02 Office Held at Board's Discretion**

Any Officer shall cease to hold office upon resolution of the Board. Unless so removed, an Officer shall hold office until the earlier of:

- A. the Officer's successor being appointed,
- B. the Officer's resignation, or
- C. such Officer's death.

### **5.03 Duties**

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

### **5.04 Duties of the Chair**

The Chair shall perform the duties described in sections 3.04 and 9.05 and such other duties as may be required bylaw or as the Board may determine from time to time.

#### **5.05 Duties of the President**

The president shall perform the duties described in Schedule A and such other duties as may be required by law or as the Board may determine from time to time.

#### **5.06 Duties of the Treasurer**

The treasurer shall perform the duties described in Schedule B and such other duties as may be required by law or as the Board may determine from time to time.

#### **5.07 Duties of the Administrator (Secretary)**

The secretary shall perform the duties described in Schedule C and such other duties as may be required by law or as the Board may determine from time to time.

#### **5.08 Duties of the Vice President**

The Vice President shall perform the duties described in Schedule D and such other duties as may be required by law or as the Board may determine from time to time.

#### **5.09 Duties of the Registrar**

The Registrar shall perform the duties described in Schedule E and such other duties as may be required by law or as the Board may determine from time to time.

#### **5.10 Duties of the Ice Scheduler**

The Ice Scheduler shall perform the duties described in Schedule F and such other duties as may be required by law or as the Board may determine from time to time.

#### **5.11 Duties of the Tournament Director**

The Tournament Director shall perform the duties described in Schedule G and such other duties as may be required by law or as the Board may determine from time to time.

#### **5.12 Duties of the House League Director**

The House League Director shall perform the duties described in Schedule H and such other duties as may be required by law or as the Board may determine from time to time.

#### **5.13 Duties of the Director at Large**

The Director at Large shall perform the duties described in Schedule I and such other duties as may be required by law or as the Board may determine from time to time.

#### **5.14 Duties of the Webmaster/IT**

The Webmaster/IT shall perform the duties described in Schedule J and such other duties as may be required by law or as the Board may determine from time to time.

#### **5.15 Duties of the Equipment and Inventory Director**

The Equipment and Inventory Director shall perform the duties described in Schedule K and such other duties as may be required by law or as the Board may determine from time to time.



### **5.16 Duties of the Director of Sponsorship/Media Relations**

The Director of Sponsorship/Media Relations shall perform the duties described in Schedule L and such other duties as may be required by law or as the Board may determine from time to time.

### **5.17 Duties of the Past President**

The Past President shall perform the duties described in Schedule M and such other duties as may be required by law or as the Board may determine from time to time.

### **5.17 Duties of the Senior Division Director**

The Senior Division Director shall perform the duties described in Schedule N and such other duties as may be required by law or as the Board may determine from time to time.

## **Section 6 - Protection of Directors and Others**

### **6.01 Protection of Directors and Officers**

No Director, Officer or committee member of the Corporation is liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. Complied with the Act and the Corporation's articles and By-laws; and
2. Exercised their powers and discharged their duties in accordance with the Act

## **Section 7 - Conflict of Interest**

### **7.01 Conflict of Interest**

A Director who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation or is a director or officer of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors during which the contract or transaction is discussed or vote on any resolution to approve any such contract or transaction.

## **Section 8 - Members**

### **8.01 Members**

Membership in the Corporation shall consist of the incorporators named in the articles and such other individuals interested in furthering the Corporation's purposes and who have been accepted into Membership in the Corporation by resolution of the Board.

### **8.02 Membership**

A membership in the Corporation is not transferable and automatically terminates if the Member resigns, leaves, no longer has a child playing, or themselves are not playing in the Association, such membership is otherwise terminated in accordance with the Act.

Memberships in this Association shall consist of:

a) Players, parents, bench staff, and executive members which agree to abide by and comply with By-Laws, Regulations, Playing Rules and Code of Conduct.

b) The Administrator (Secretary) and Registrar for the Association will be required to keep a Master List of all members of the Association utilizing player registrations or any other document prescribed by the Board for the purposes of identification. This list will be created at the beginning of each hockey season for the purpose of the Board of Directors and any purpose(s) they require for the successful operation of the Association.

### **8.03 Disciplinary Act or Termination of Membership for Cause**

The Discipline Committee is chaired by the Vice President and includes the President, the House League Director, and one additional executive member. Committee will submit a report to the Board for review. The committee adheres to the OWHA Hearing Guidelines for conducting hearings with regards to players and bench staff.

1. Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or Bylaws.
2. The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

## **Section 9 - Members' Meetings**

### **9.01 Annual Meeting**

The annual meeting shall be held on a day and at a place within Ontario fixed by the Board. Open to all members in good standing with the Association. Meeting to be held at the end of each hockey season as determined by the Board. Any Member, upon request, shall be provided, not less than five business days or other number of days that may be further prescribed in regulations before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required. The Annual General Meetings of the Association shall be open to all members in good standing with the Association.

The business transacted at the annual meeting may include following::

- A. Receipt of the agenda;
- B. Receipt of the minutes of the previous annual and subsequent special meetings;
- C. Consideration of the financial statements;
- D. Bylaw amendments
- E. Executive Reports
- F. Report of the auditor or person who has been appointed to conduct a review engagement;
- G. Reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;
- H. Election of Directors; and
- I. Such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member has given notice to the Corporation of any matter that the Member proposes to raise at the meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

### **9.02 Special Meetings**

The Directors may call a special meeting of the Members. The Board shall call a special meeting on written requisition of the Members to be held within 21 days after receiving the requisition unless the Act provides otherwise.

### **9.03 Notice**

Subject to the Act, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member, each Director and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken, and state the text of any special resolution to be submitted to the meeting.

A notice of a meeting of the Members is not required to specify a place of the meeting if the meeting is to be held entirely by one or more telephonic or electronic means. If a person may attend a meeting of the Members by telephonic or electronic means, the notice of the meeting must include instructions for attending and participating in the meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.

#### **9.04 Quorum**

A quorum for the transaction of business at a Members' meeting is a majority of the Members entitled to vote at the meeting, whether present in person or by proxy (Section 64(1)). If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

Default: fifty percent, plus one (50%+1) of members of the Board.

#### **9.05 Chair of the Meeting**

The Chair shall be the chair of the Members' meeting; in the Chair's absence, the Members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their number to chair the meeting.

#### **9.06 Normal Order of Business:**

1. Opening of the meeting - date and time
2. Reading of the minutes of the previous meeting
3. Business arising from the minutes
4. President's report
5. Treasurer's report
6. Amendments
7. Election of Directors - AGM Only
8. Each Directors report
9. Reports from committees
10. Delegations
11. Unfinished business
12. New business.
13. Schedule next meeting
14. Motion to adjourn - time ended

#### **9.07 Voting of Members**

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

- A. Each Member shall be entitled to one vote at any meeting;

- B. Votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;
- C. An abstention shall not be considered a vote cast;
- D. Before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
- E. If there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
- F. Whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

### **9.08 Delegations**

In order to speak at general meetings, individuals must register with the Administrator, 5 days in advance.

### **9.09 Adjournments**

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time. The Members must be provided with notice of the adjourned meeting. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same

### **9.10 Persons Entitled to be Present**

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditor or the person who has been appointed to conduct a review engagement of the Corporation, if any, and others who are entitled or required under any provision of the Act or the articles or the By-laws of the Corporation to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

## **Section 10 - Notices**

### **10.01 Service**

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement of the Corporation shall be delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member at the Member's latest address as shown in the records of the Corporation; and to such Director at his or her latest address as shown in the records of the Corporation or in the most recent notice or return filed under the Corporations Information Act, whichever is the more

current; and to the auditor or the person who has been appointed to conduct a review engagement at its business address; provided always that notice may be waived or the time for giving the notice may be abridged at any time with the consent in writing of the person entitled thereto.

#### **10.02 Error or Omission in Giving Notice**

The accidental omission to give any notice to any Member, Director, Officer, member of a committee of the Board or auditor or person conducting a review engagement, if any, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the By-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

### **Section 11 - Adoption and Amendment of By-laws**

#### **11.01 Amendments to By-laws**

The Board may from time to time in accordance with the Act amend or repeal and replace this By-law.

Enacted [insert date, except where Corporation is deemed to have passed this by-law under subsection 18(1) of the Act.].

[If appointed, insert President Name] [If appointed, insert Secretary Name]

### **Section -12 Audit**

#### **12.01 Audit**

Shall be done yearly based upon review of the ONCA Act depending on financial records.

- Under \$100,000 Finance audit is waved
- Under \$500,000 Financial review is needed, by an certified public accountant
- Received more than \$10,000 in the previous financial year from public sources, such as government grants or donations from the public considered Public Benefit Corporation.

### **Section 13 - Dissolution of the Corporation**

#### **13.01 Dissolution of the Corporation**

Upon the dissolution of the Association and after the payments of all debts and liabilities, its remaining property shall be distributed, incorporated into a new association or disposed of to the local registered charity of the Board's choice.

## **Schedule A**

### **Position Description of the President**

#### **Role Statement**

Elected or appointed, the president shall be the chief executive officer, **ex officio** of the Corporation Committees and shall be responsible for implementing the strategic plans and policies of the Corporation. The president shall, subject to the authority of the Board, have general supervision of the affairs of the Corporation. Shall have the right to sign a "Permission to Skate", and issue OWHA "Releases". The president shall be entitled to receive notice or and to attend and speak at all meetings of the Board and of meetings of Members as a non-member voting member unless there is a tie in which the President will vote to break the tie.

#### **Responsibilities**

##### **Agendas**

Establish agendas aligned with annual Board goals with the administrator (secretary) and preside over Board meetings if also holding the office of Chair. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.

##### **Direction**

Serves as the Board's central point of communication with the senior management, if any, of the Corporation; provides guidance to senior management, if any, regarding the Board's expectations and concerns. In collaboration with senior management, develop standards for Board decision-support packages that include formats for reporting to the Board and level of detail to be provided to ensure that management strategies, planning and performance information are appropriately presented to the Board.

##### **Performance Appraisal**

Lead the Board in monitoring and evaluating the performance of senior management, if any, through an annual process.

##### **Work Plan**

Ensure that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement.

##### **Representation**

Serve as the Board's primary contact with the public.

##### **Reporting**

Report regularly to the Board on issues relevant to its governance responsibilities.

##### **Board Conduct**

Set a high standard for Board conduct and enforce policies and By-laws concerning Directors' conduct.

### **Mentorship**

Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.

### **Succession Planning**

Ensure succession planning occurs for senior management, if any, and Board.

### **Committee Membership**

Serve as a member on all Board committees.

### **Schedule B**

### **Position Description of the Treasurer**

#### **Role Statement**

If appointed or elected, the treasurer works collaboratively with the president and senior management, if any, to support the Board in achieving its fiduciary responsibilities.

#### **Responsibilities**

##### **Custody of Funds**

The treasurer shall have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time. The treasurer shall disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Chair and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation. The treasurer shall also perform such other duties as may from time to time be directed by the Board.

##### **Board Conduct**

Maintain a high standard for Board conduct and uphold policies and By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

##### **Mentorship**

Serve as a mentor to other Directors.



## **Financial Statement**

Present to the Members at the annual meeting as part of the annual report, the financial statement of the Corporation approved by the Board together with the report of the auditor or of the person who has conducted the review engagement, as the case may be.

## **Schedule C**

### **Position Description of the Administrator (secretary)**

#### **Role Statement**

If appointed or elected, the secretary works collaboratively with the president to support the Board in fulfilling its fiduciary responsibilities.

#### **Responsibilities**

##### **Board Conduct**

Support the president in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

##### **Document Management**

Keep a roll of the names and addresses of the Members. Ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees. Attend correspondence on behalf of the Board. Have custody of all minute books, documents, registers and the seal of the Corporation and ensure that they are maintained as required by the Act. Ensure that all reports are prepared and filed as required by law or requested by the Board.

#### **Examples:**

##### **Governing documents:**

- articles or letters patents
- bylaws
- amendments to any articles or bylaws

##### **Minutes and resolutions from:**

- members' meetings
- member committee meetings
- board meetings and
- board committee meeting

##### **Registers of:**

- directors (including their consents)
- officers
- members

**Meetings**

Give such notice as required by the By-Laws of all meetings of the Corporation, the Board and Board committees. Attend all meetings of the Corporation, the Board and Board committees

**Schedule D****Position Description of the Vice President****Role Statement**

The Vice President (VP) assumes the duties of the President in their absence or inability to perform their role. The VP plays a crucial role in strategic planning, operational oversight, and ensuring compliance with organizational standards.

**Responsibilities:**

The Vice President's responsibilities encompass a wide range of duties, including stepping in for the President when necessary, recommending the number of teams for the upcoming season in collaboration with the House League Director, and chairing the Discipline Committee while adhering to OWHA standards for hearings. The VP is also tasked with addressing and investigating parental concerns and complaints, participating in the Coaching Selection Committee, and having the authority to approve or dismiss coaching staff, subject to Board approval. Additionally, the VP provides support to all programs and teams, ensures that all bench staff have the required certifications, and that coaching staff submit their police checks on time. Shall have the right to sign a "Permission to Skate", and issue OWHA "Releases". Finally, the VP reviews the Code of Conduct with all coaches before the season starts to ensure compliance and uphold organizational standards.

**Reporting:**

The Vice President reports directly to the President and the Board of Directors, providing updates on team recommendations, disciplinary actions, and compliance matters.

**Mentorship:**

Mentor and support coaching staff, ensuring they adhere to organizational standards and policies.

**Representation:**

Attend and vote at GHGHL or OWHA meetings or arrange for a delegate to represent the organization.

**Committee Membership:**

The Vice President serves as the Chair of the Discipline Committee and is also a member of the Coaching Selection Committee.

## **Schedule E**

### **Position Description of the Registrar**

#### **Role Statement:**

The Registrar is responsible for coordinating the registration of members and participants, ensuring smooth and efficient processes for all involved.

#### **Responsibilities:**

The Registrar's responsibilities include coordinating the registration of members and participants, managing roster approvals through the Ramp registration system, and assisting with general administration tasks. They are also responsible for implementing registration fees, releasing players, and issuing permissions to skate for tryouts. Additionally, the Registrar handles communication with OWHA on registration issues and performs other duties as assigned. Shall have the right to sign a "Permission to Skate", and issue OWHA "Releases".

#### **Reporting:**

The Registrar reports directly to the President and the Board of Directors, providing updates on registration processes, roster approvals, and any issues related to OWHA communication.

#### **Mentorship:**

The Registrar mentors administrative staff, ensuring they are well-versed in registration processes and the use of the Ramp registration system.

#### **Representation:**

The Registrar represents the organization in communications with OWHA regarding registration issues, ensuring compliance and addressing any concerns that arise.

#### **Committee Membership:**

The Registrar may be involved in various committees as needed, contributing their expertise in registration and administration to support the organization's goals.

## **Schedule F**

### **Position Description of Ice Scheduler**

#### **Role Statement:**

The Ice Scheduler is responsible for negotiating and procuring ice time from local rinks to support association activities, ensuring that all teams have the necessary facilities for practices and games.

#### **Responsibilities:**

The Ice Scheduler's responsibilities include negotiating and procuring ice time from local rinks, typically in collaboration with PCMHA and the City of Port Colborne. They provide a list of home

ice times for all Wave teams for GHGHL scheduling meetings to the Association Representative. Additionally, they schedule and reschedule games between Association teams and outside Associations, develop recommended policies for ice allocation, and ensure age-appropriate shared ice practices. The Ice Scheduler maintains a positive relationship with municipal recreation staff and has overall responsibility for scheduling team practices, games, and rescheduling as needed.

**Reporting:**

The Ice Scheduler reports directly to the President and the Board of Directors, providing updates on ice procurement, scheduling, and any issues related to ice time allocation.

**Mentorship:**

The Ice Scheduler mentors team managers and coaches, guiding them on best practices for scheduling and ice time management.

**Representation:**

The Ice Scheduler represents the association in negotiations with local rinks and municipal recreation staff, ensuring that the association's needs are met and maintaining positive relationships.

**Committee Membership:**

The Ice Scheduler may participate in various committees as needed, contributing their expertise in ice scheduling and allocation to support the association's goals.

**Schedule G**

**Position Description of House League Director**

**Role Statement:**

The House League Director is responsible for facilitating and coordinating all house league activities. This role ensures the smooth operation of the league by overseeing team composition, appointing convenors, and acting as a liaison between the executive and teams. The director ensures compliance with all relevant rules and regulations and addresses any concerns that arise within the league.

**Responsibilities:**

The House League Director's responsibilities include ensuring fair team composition through player evaluations, appointing convenors with executive approval, and ensuring team personnel have the proper certifications. The director must also ensure that team rosters are completed and approved by the OWHA by October. Member of the discipline committee. Additionally, the director assists with ice schedules, resolves conflicts, and ensures teams adhere to OWHA, GHGHL, and PCGHA rules and policies. Communication of suspensions and disciplinary actions to players and team officials is also a key responsibility.

**Reporting**

The House League Director reports to the executive committee and acts as a liaison between the executive and the teams. This role involves attending individual division or team meetings as necessary and providing updates on league activities and any issues that need executive attention.

**Mentorship:**

The director is responsible for mentoring team personnel, ensuring they have the necessary certifications and understanding of league rules and policies. This includes guiding convenors and team officials to ensure they are well-prepared for their roles within the league.

**Representation:**

As a representative of the house league, the director ensures that all teams and personnel adhere to the rules and regulations set forth by the OWHA, GHGHL, and PCGHA. The director also communicates any suspensions or disciplinary actions to the relevant parties, ensuring transparency and compliance.

**Committee Membership:**

The House League Director participates in the Discipline Committee, playing a crucial role in maintaining the integrity and fairness of the league. This involves addressing concerns among players, parents, team personnel, and division convenors, and attempting to resolve issues before escalating them to the board members.

**Schedule H****Position Description of Tournament Director****Role Statement:**

The Tournament Director is responsible for chairing and coordinating a committee to organize the annual OWHA-sanctioned house league tournament. This role involves overseeing all aspects of the tournament, from planning and scheduling to execution and follow-up, ensuring a successful and well-managed event.

**Responsibilities:**

The Tournament Director's responsibilities include submitting expenses or contracts beyond the approved budget to the Board for separate approval before the Association commits to any financial obligations. The director must ensure that all tournament proceeds are handed over to the treasurer. Additionally, the director maintains a tournament registration list and serves as the main contact for participants. Arranging the Wave Frenzy Tournament schedule, as well as organizing medals and trophies, are also key duties.

**Reporting:**

The Tournament Director reports to the Board, seeking approval for any expenses or contracts that exceed the pre-approved budget. This role requires clear and timely communication with the Board to ensure all financial and logistical aspects of the tournament are managed effectively.

**Mentorship:**

The director mentors committee members and volunteers, providing guidance and support to ensure they understand their roles and responsibilities. This includes training on tournament procedures, financial management, and effective communication with participants and stakeholders.

**Representation:**

As the representative of the tournament, the director ensures that all activities comply with OSHA regulations and standards. The director acts as the primary liaison between the tournament committee and the Board, as well as with participants, ensuring that all parties are informed and any issues are addressed promptly.

**Committee Membership:**

The Tournament Director chairs the tournament committee, leading the planning and execution of the event. This involves coordinating with committee members to manage various aspects of the tournament, such as scheduling, logistics, and awards, ensuring a smooth and successful event.

**Schedule I****Position Description of Director at Large****Role Statement:**

The Director at Large plays a versatile and supportive role within the organization, assisting various directors in fulfilling their duties. This position is crucial for ensuring the smooth operation of house league activities, sponsorship administration, and tournament coordination. The Director at Large provides essential support across multiple areas, contributing to the overall success of the organization.

**Responsibilities:**

The Director at Large is responsible for assisting the House League Director in fulfilling their duties, which includes facilitating and coordinating house league activities. Additionally, the Director at Large helps with the administration of sponsorships and service support, ensuring that these areas are managed effectively. This role also involves supporting the Tournament Director in organizing and executing the annual house league tournament. Furthermore, the Director at Large assists with team pictures, ensuring that this aspect of team management is handled smoothly.

**Reporting:**

The Director at Large reports to the executive committee and works closely with other directors to provide support where needed. This role requires clear and effective communication with the executive committee to ensure that all tasks are completed efficiently and any issues are promptly addressed.

**Mentorship:**

In the capacity of mentorship, the Director at Large provides guidance and support to team personnel and volunteers. This includes helping them understand their roles and responsibilities, ensuring they are well-prepared to contribute to the organization's activities. The Director at Large plays a key role in fostering a collaborative and supportive environment.

**Representation:**

As a representative of the organization, the Director at Large ensures that all activities comply with the organization's standards and policies. This role involves acting as a liaison between different directors and the executive committee, ensuring that all parties are informed and any concerns are addressed promptly.

**Committee Membership:**

The Director at Large participates in various committees as needed, providing support and contributing to the planning and execution of organizational activities. This includes assisting with the coordination of house league activities, sponsorship administration, and tournament organization, ensuring that all committee tasks are completed effectively and efficiently.

**Schedule J****Position Description of Webmaster/IT****Role Statement:**

The Webmaster/IT is a non-voting member responsible for managing and maintaining the organization's digital presence. This role involves overseeing website content, programming tablets, and managing the association's digital media accounts and Google Workstation. The Webmaster/IT ensures that all digital platforms are functional, up-to-date, and secure.

**Responsibilities:**

The Webmaster/IT's responsibilities include maintaining and updating website content to ensure it is current and accurate. This role also involves programming tablets used by the association, ensuring they are configured correctly and meet the organization's needs. Additionally, the Webmaster/IT manages the association's digital media accounts, ensuring consistent and effective communication across all platforms. Managing the Google Workstation is another key duty, which includes overseeing email accounts, document storage, and other digital tools used by the association.

**Reporting:**

The Webmaster/IT reports to the executive committee, providing updates on the status of digital platforms and any issues that arise. This role requires clear and timely communication with the executive committee to ensure that all digital needs are met and any technical problems are resolved promptly.

**Mentorship:**

In terms of mentorship, the Webmaster/IT provides guidance and support to other members of the organization on the use of digital tools and platforms. This includes training on website management, digital media account usage, and Google Workstation functionalities, ensuring that all members are proficient in using these tools.

**Representation:**

As a representative of the organization's digital presence, the Webmaster/IT ensures that all digital content adheres to the organization's standards and policies. This role involves acting as a liaison between the executive committee and the broader membership, ensuring that digital communications are clear, consistent, and effective.

**Schedule K****Position Description of Equipment and Inventory Director****Role Statement:**

The Equipment and Inventory Director is responsible for managing all aspects of the organization's equipment and inventory. This role involves ordering supplies, updating sponsorships for jerseys, tracking inventory, and obtaining suppliers for Wave merchandise. The director ensures that all equipment needs are met efficiently and cost-effectively, contributing to the smooth operation of the organization.

**Responsibilities:**

The Equipment and Inventory Director's responsibilities include ordering necessary supplies and updating sponsorships for jerseys to ensure they reflect current agreements. The director is also tasked with tracking inventory to maintain accurate records of all equipment. Additionally, the director must obtain suppliers for Wave merchandise and secure a minimum of two quotations for new house jerseys and socks, submitting these for Board approval as required.

**Reporting:**

The Equipment and Inventory Director reports to the executive committee, providing updates on inventory status, supply orders, and sponsorships. This role requires clear and timely communication with the executive committee to ensure all equipment needs are addressed and any issues are resolved promptly.



**Representation:**

As a representative of the organization's equipment management, the director ensures that all equipment and inventory activities comply with the organization's standards and policies. This role involves acting as a liaison between suppliers and the executive committee, ensuring that all procurement processes are transparent and meet the organization's requirements.

**Schedule L****Position Description of Director of Sponsorship/Media Relations****Role Statement:**

The Director of Sponsorships/Media Relations is responsible for securing sponsorships and managing media relations to support the organization's teams and programs. This role involves coordinating advertising efforts, organizing donations and grants, and overseeing various promotional activities. The director ensures effective communication and engagement with sponsors, media, and the community to enhance the organization's visibility and support.

**Responsibilities:**

The Director of Sponsorships/Media Relations is tasked with securing sponsorships for teams and programs, ensuring that all sponsorship agreements are beneficial and align with the organization's goals. This role includes managing advertising efforts to promote the organization and its events. The director is also responsible for organizing donations and coordinating draws for the Wave Frenzy Tournament. Additionally, the director oversees team photos and sponsorship plaques, ensuring that sponsors are appropriately recognized. Planning and executing the banquet or end-of-year get-together, including player recognition, is also a key responsibility.

**Reporting:**

The Director of Sponsorships/Media Relations reports to the executive committee, providing updates on sponsorship agreements, advertising campaigns, and media relations activities. This role requires clear and effective communication with the executive committee to ensure that all promotional efforts are aligned with the organization's objectives and any issues are promptly addressed.

**Mentorship:**

In terms of mentorship, the Director of Sponsorships/Media Relations provides guidance and support to team personnel and volunteers involved in sponsorship and media activities. This includes training on effective communication strategies, sponsorship management, and media engagement, ensuring that all members are well-prepared to contribute to the organization's promotional efforts.

**Representation:**

As a representative of the organization, the Director of Sponsorships/Media Relations ensures that all sponsorship and media activities comply with the organization's standards and policies.

This role involves acting as a liaison between sponsors, media, and the executive committee, ensuring that all parties are informed and any concerns are addressed promptly.

## **Schedule M**

### **Position Description of the Past President**

#### **Role Statement:**

The Past President, your role is primarily advisory, a non-voting member, that offers experience and insights to the Board of Directors. Attend board meetings as needed, providing guidance and support based on your past leadership experience.

#### **Responsibilities:**

Responsibilities include acting as an adviser, where you offer guidance and context to current board members. This ensures that the organization's vision and goals are consistently upheld. Additionally, you are prepared to assume the duties of the President in the absence of the President, 1st Vice President, and 2nd Vice President, ensuring that leadership is always maintained when available.

#### **Mentorship:**

Is a significant aspect of your role. Support and mentor current board members, sharing your knowledge and experience to help them navigate their responsibilities effectively. This mentorship fosters the development of future leaders and contributes to a strong, cohesive board.

## **Schedule N**

### **Position Description of the Senior Division Director**

#### **Role Statement:**

As the Senior Division Director, you play a pivotal role in overseeing and managing the operations of the Senior League. Your leadership ensures the smooth functioning and promotion of the division, fostering a positive and competitive environment.

#### **Responsibilities:**

Responsibilities include facilitating the coach selection process to ensure each team is equipped with qualified and capable coaching staff. You also ensure that each team has two female member representatives, promoting diversity and inclusion within the league. Additionally, you help promote the senior division through effective marketing strategies and establish contracts with necessary leagues to complete the season schedule. You are responsible for planning and managing the overall operations of the Senior League, ensuring all activities align with the league's goals and standards. Furthermore, you coordinate appropriate clinics for bench staff, including Coach Clinics and Trainers, ensuring they are OWHA approved. Acting as a liaison

between coaches, players, and the association, you ensure clear communication and address any concerns or issues that arise.

**Reporting:**

Work closely with the Board of Directors, providing regular updates on the status and progress of the Senior League. Your collaboration with the board ensures that the league's operations are aligned with the broader organizational objectives.

**Mentorship:**

Mentor coaches and team representatives, sharing your expertise and experience to help them excel in their roles. Your guidance is crucial in developing future leaders within the league and maintaining a high standard of performance

**Representation:**

Represent the Senior League in various capacities, promoting its interests and ensuring its visibility within the broader community. Your efforts help build a strong, positive reputation for the league, attracting talent and support.

12/09/2024

**Port Colborne Girls Hockey Association  
Ontario Corporation Number (OCN)  
1917574  
Policies**

**1.1 OVERVIEW**

The Ontario Women's Hockey Association (OWHA) rules and regulations will be enforced along with policies of the Association.

**1.2 GENERAL PLAYING RULES**

Follow all Rules and Regulations for playing:

- A. The Official rulebook of Hockey Canada and Ontario Women's Hockey Association.
- B. Participation rules of the Greater Hamilton Girls Hockey League, OWHA, league or tournaments teams participate in.

C. All rules and regulations passed and approved by the Association.

### 1.3 REGISTRATION AND PLAYER PLACEMENT

- All players to be registered to OWHA
- PCGHA will operate various divisions as decided by the Board of Directors.
- **December 31st** is the cutoff date to determine players age group when placing on teams.
- Each division shall comprise a sufficient number of teams as are necessary to accommodate the registered players.
- Players registered will be appointed to teams using draft procedure with the main goal being team parity. Player evaluations and on ice evaluations to be done as required.
- We will try to accommodate coaching partners and friend requests as best as possible but will not guarantee.
- Player movement up a division will not occur until after it is confirmed that sufficient participation exists on a team first. Participants, coaches and parent requests will be on hold.
- All players need a release to play for another Association. The only exception to this would be school hockey.
- Players will not be accepted while under suspension
- Players are eligible to play in one division only, unless they are used as pickup players.
- Coaching staff will consist of a coach, two assistant coaches, a trainer and a Manager. It is strongly recommended that a trainer be a woman but not mandated. All teams must have one or more members of the bench staff a woman. No more than 5 may be assigned as bench staff.
- Coaches or Bench staff will be assigned by the executive Vice President and House league Director. If a conflict of interest occurs then another executive member will be chosen to assist.
- Head coaches shall not be standing members of the executive.
- Players who register late after teams are formed will be placed on a team with the lowest number of players first; then the team with the lower evaluation or otherwise determined by the 1st Vice President and House League Director. Friend requests will not be honoured at this time.
- No registered player may participate unless all fees are paid in full by a date established by the Board. Only exception will be those who seek financial assistance and make arrangements with the Treasurer.

### 1.4 REFUND

Refunds will only be granted once a written application has been received and reviewed by the Executive.

If approved the following refund applies:

Received up to September - 90%

Received in the month of October - 70%

Received in the month of November - 50%

Received in the month of December - 30%

No refund after December 31.

- After the first practice if a player leaves to play at a different OWHA Association there will not be a refund. This is seen as breaking a contract with Port Colborne Girls Hockey Association.
- All players who leave the Port Colborne Girls Hockey Association before the end of the season due to residential relocation may apply in writing for a return of fees. The amount of the refund will be governed by the date on which the written request is received and shall be calculated in accordance with above percentages.
- Any player, who becomes medically unfit or receives an injury that prevents him/her from participating in hockey for the rest of the season, shall be calculated in accordance with above percentages to determine entitled refund. The amount of the refund will be governed by the date on which the injury occurred or medical condition was noted by a physician. The player shall provide medical certification by a licensed medical practitioner in support of a refund request made on medical grounds.
- In no event shall any player who is suspended or expelled from playing be entitled to a refund.
- Refund Application link:([click](#))

## 1.5 BOUNDARIES

OWHA doesn't have a boundary policy to play hockey

## 1.6 SUSPENSIONS

- A. Must report all suspensions (GM's, MP's, and GRM's) to OWHA and the Board
- B. Notify OWHA **stats@owha.on.ca** as mandated within **24hrs**
- C. GHGHL: notify Discipline at **ghghlstats@gmail.com** within **72hrs**.
- D. All suspensions must be full filled in accordance with OWHA rules in order to return to play
- E. Failure to not report will result in future disciplinary actions
- F. Board and GHGHL may add additional disciplinary actions as warranted.

<http://www.ghghl.ca/content/ghghl-league-play-rules>

## 1.7 GAME PROTESTS

- GHGHL reference <http://www.ghghl.ca/content/ghghl-game-protest>

## 1.8 GREATER HAMILTON GIRLS HOCKEY LEAGUE AND PLAYOFFS

- <http://www.ghghl.ca/content/ghghl-league-play-rules>
- <http://www.ghghl.ca/content/ghghl-playoff-rules>

## **1.9 EQUIPMENT**

1. Board members must approval all materials that have or will have the Wave logo
2. Association provides jerseys and socks
3. Participants may borrow equipment if available if approved by the Board
4. Borrowed equipment must return cleaned
5. Bench staff are required to return all pucks, puck bags, tablets, and any other equipment owned by the Association by season end.

## **1.10 EQUIPMENT LENDING POLICY**

Purpose: To provide guidelines for the lending of equipment to participants by the Association, ensuring proper use and timely return.

Scope: This policy applies to all participants who wish to borrow equipment from the Association.

### **1. Eligibility:**

Equipment will be lent out to registered participants of the Association's programs. Participants must be in good standing with no outstanding dues or penalties.

### **2. Availability:**

Equipment will be lent out on a first-come, first-served basis, subject to availability. The Association does not guarantee the availability of any specific equipment.

### **3. Borrowing Procedure:**

Participants must complete an Equipment Loan Agreement form, detailing the equipment borrowed and the expected return date.

### **4. Usage:**

Borrowed equipment is to be used solely for activities related to the Association's programs. Participants are responsible for the proper care and maintenance of the equipment while it is in their possession.

### **5. Return:**

Equipment must be returned by the end of the season or when the participant is no longer using it, whichever comes first.

Equipment should be returned in the same condition as it was borrowed, barring normal wear and tear.

Participants must notify the Association immediately if the equipment is lost, stolen, or damaged.

## **6. Penalties:**

Failure to return equipment by the due date may result in penalties, including but not limited to suspension of borrowing privileges or withhold next year registration.

Participants may be held financially responsible for any damage beyond normal wear and tear or for the replacement cost of lost or stolen equipment.

## **7. Review and Amendments:**

This policy will be reviewed annually and may be amended as necessary by the Association's Executive.

## **Contact Information:**

For any questions or concerns regarding this policy, please contact: Equipment and Inventory Director.

## **1.11 BOARD GUIDELINES FOR FUNDRAISING**

- Alcoholic beverages are not permitted as prizes.
- The assigned team representative responsible for fundraising will be required to provide
- a summary of activities and a supporting financial report to the PCGHA Executive or
- designate by March 31st
- Team management is responsible for ensuring that the PCGHA guidelines are followed.
- Details of all team fundraising must be discussed and unanimously supported by the
- parents of affected teams. In addition the PCGHA fundraising form must be signed by all
- parents at a team parent meeting, then forwarded to the PCGHA Executive
- or designate for review and approval.

NOTE: For all team meetings a member of the PCGHA Executive who is not a parent or in a position of a conflict of interest must be present.

Teams may fund raise for the following purposes:

- Tournament registration fees.
- Team jackets, hats, equipment bags, warm up suits provided the clothing is only Port Colborne Girls Hockey sanctioned clothing approved by the Executive. Must use Association approved providers.
- Team meals, celebrations, year end banquets, trophies or team awards.

Teams may NOT fundraise for the following purposes;

- Travel expenses for recognized coaching staff.
- Purchase of additional ice time
- For any purpose deemed unacceptable by the PCGHA Board of Directors.

Examples of acceptable fundraising activities include but are not limited to:

- Bottle and Paper Drives. (No door to door soliciting)

- Sale of product
- Garage and Yard Sales
- Car Washes
- Raffles, Games of Chance operating in accordance with all Ontario Alcohol and Gaming Commission rules and regulations.
- Team Fundraising

All teams and participants have a responsibility to project a positive image of their team, the Port Colborne Girls Hockey Association and girls hockey in general. This conduct, either positive or otherwise, is a direct reflection on sponsors that assist us each year. As a result, the following guidelines must be adhered to when fundraising:

All fundraising must be pre-approved by the PCGHA Executive or an Executive Designate. No group, team or individual shall be permitted to raise funds for purposes associated with PCGHA without written consent from the PCGHA Executive or an Executive Designate.

All fundraising proposals must be submitted using the PCGHA Request for Fundraising Form, to the PCGHA Executive or an Executive Designate. This form must be received 10 days prior to the start of the fundraising event. The PCGHA Executive or an Executive designate must render a decision within 8 days of receiving the written proposal. The form must be filled out completely and accurately. Any missing information or lack of clarity will result in the application being sent back to the submitting party for resubmission.

The application form designates a person overseeing the fundraising event. This person is the individual who shall be held accountable for all funds associated with the Fundraiser. Funds raised by any party must be used for the purpose or purposes stated on the Application.

A full accounting of all fundraising activity is required and will be submitted to the appropriate board designate, who, will in turn, provide a copy to the Treasurer. This accounting includes appropriate books and records showing that the funds were used for the purpose for which they were raised.

All applicable licenses as defined by the Ontario Alcohol & Gaming Commission must be obtained when required. Copies of all licenses applications, and approved licenses must be submitted to the board designate prior to the start of the event. Copies of all fundraising reports must be filed with the board designate by no later then the 10th day following the end of the fundraising event.

At no time can any Business, Service Club, Association, Group Etc. be approached regarding a donation, sponsorship, or partial sponsorship of any fund-raising event without the prior approval of the PCGHA Board of Directors, or designate.

A separate account, with two signing authorities must be set-up for approved fundraising activities through which the monies generated will be managed.

All funds generated must be used for the pre-approved purpose by March 31st unless prior approval has been received from the PCGHA Executive or an Executive Designate. Funds remaining on account after this date will be transferred to the PCGHA General Account for use against the general operating expenses of the association.



For all Individual Team Fundraising Events, a detailed financial report for each active fundraiser must be made available to each participant and the PCGHA Executive by no later than the 10th day following the end of the fundraising event.

A full review of any/all fundraising activities may be requested at any time, and with-out prior notice, by the PCGHA Executive, the team staff, or the parents of an individual team Member.

Fundraisers involving food products must ensure compliance with Ontario's Current Food Handling Legislation. A plan indicating how this legislation will be complied with must be provided with the event application.

Any individual or team who fails to comply with any of these Fundraising Guidelines may be subject to sanctions by the Port Colborne Girls Hockey Association as determined by the PCGHA Executive.

## **CODE OF CONDUCT**

### **1.12 OWHA CODE OF CONDUCT**

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Women's Hockey Association (OWHA) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others. OWHA Teams, Associations, Programmes and Leagues are committed to providing a sports environment in which all individuals are treated with respect. Members of the OWHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment, abuse, bullying or cyberbullying will not be tolerated by the OWHA.

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

Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

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

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

## OWHA RESOURCES

- [Policy and Forms](#)
- [Social Networking Policy](#)
- [Screening Policy](#)
- [Cyberbullying](#)
- [Tampering Policy](#)
- [Accessibility Policy](#)
- [Inclusion Policy](#)
- [Dressing Room Policy](#)
- [Harassment, Abuse, Bullying and Misconduct Policy](#)

Approved Date: 12/9/2024

President Signature: *Tim Hoyle*