

*Updated
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Port Colborne Girls Hockey Association
Constitution, By-Laws & Code of Conduct

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SECTION 1: CONSTITUTION

1.1 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 at 232 Christmas St. Port Colborne L3K1N2. (Subject to change depending on Executive)

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

1.2 AFFILIATION

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

1.3 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.

1.4 MEMBERSHIP

Memberships in this Association shall consist of:

a) Players, Parents, teams, coaches, executive members, volunteers and administrators which agree to abide by and comply with the Constitution, By-Laws, Regulations, Playing Rules and Code of Conduct of PCGHA.

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.

1.5 TERMINATION OF MEMBERSHIP

a) Any member may resign from the Association by mailing or email a written notice of resignation to the Administrator (Secretary) accompanied by payment of any and all monies owing to the Association if required.

b) Termination of membership, shall remove all rights within the Association of the member, but shall not be deemed to discharge any financial obligation of the member to the Association accrued prior to the date of such termination and not then fulfilled.

c) Members may be censured, suspended or expelled for breach of the By-laws or Rules and Regulations of the Association by a majority vote of the Board of Directors at a meeting called expressly to consider such matters or at regular meetings of the Board.

1.6 ANNUAL AND OTHER MEETINGS OF THE MEMBERS

a) Annual General Meetings:

The Annual General Meetings of the Association shall be 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.

b) The Executive shall meet once a month or as often as necessary to carry out efficiently the business of the PCGHA.

c) Special General Meetings:

A Special General Meeting of members may be called at the discretion of the Board of Directors as determined by majority vote and shall specify the purpose for which it is being called.

d) Notice of Meetings:

Any regular meetings, members to be notified at least ten (10) days in advance.

The notices of Annual General Meetings shall be twenty-eight (28) days before the meeting is to take place. Shall contain invitations to submit nominations for positions to the Board of Directors, for election at the Meeting.

e) Quorum of Members:

A quorum for the transaction of business at any Annual or Special General Meeting shall consist of not less than fifty (50%+1) of members of the Board.

f) Voting at Annual General

All members in good standing who are in attendance at an Annual or General Meeting shall be entitled to vote on any issue to be determined at such meeting. No person shall have more than one (1) vote. There shall be no proxy voting permitted. All persons voting must be at least eighteen (18) years of age. All questions shall be decided by a simple majority of votes, and in case of a tie-vote the President shall be permitted to cast a deciding vote.

Any election of Board members shall be by secret ballot. Beyond this, voting may be either by a show of hands or by secret ballot; but the latter will be used whenever it is so requested by any member. The Secret vote count shall be made public at the request of any candidate.

g) Conducting A Meeting:

1. If there is no quorum within thirty (30) minutes of the time fixed for the meeting to begin the Chair or President shall declare that there can be no meeting on this occasion.
2. Parliamentary procedure, as specified in **Robert's Rules of Order**, shall be followed at all meetings;
3. The Chair or President shall have the right to require that any motion or resolution be presented in writing before the meeting.

4. The Chair or President shall decide all questions of order, in accordance with Roberts Rules of Order.

h) Normal Order of Business:

- Opening of the meeting - date and time
- Reading of the minutes of the previous meeting
- Business arising from the minutes
- Treasurer's report
- President's report
- Amendments
- Election of Directors - AGM Only
- Each Directors report
- Reports from committees
- Unfinished business
- New business.
- Schedule next meeting
- Motion to adjourn - time ended

The order of business may be altered by a two thirds (2/3's) vote of members present at the meeting. All participants must declare if there is a conflict of interest whenever they or one of their family members is directly or indirectly involved in a matter going before the Executive.

1.7 BOARD OF DIRECTORS

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

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)
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

d) Members of the Board shall receive no remuneration for acting as such.

e) Each member of the Board of Directors has the power to vote at all meetings except for the Past-President

- f) The Board of Directors shall establish the annual registration fees.
- g) The Board of Directors has the power to appoint replacements for any member of the Board who resigns during their term of office or is neglectful of their duties. The replacement will have full voting privileges until the next Annual General Meeting whereby the position will be filled through an election for the balance of the remaining term.
- h) The only members of the Board of Directors that shall have the right to sign a "Permission to Skate" form shall be the President or VP or the Registrar.
- i) The President and Registrar shall have the right to have signing authority for OWHA Player Release.

1.08 DUTIES OF THE BOARD OF DIRECTORS

a) PRESIDENT

- Chief Executive Officer of the Association.
- Charged with the general management and supervision of the affairs and operations of the Association;
- To be kept informed of all business matters pertaining to the Association.
- Preside at all Association meetings.
- Represent the Association at all times and act as the Associations ambassador
- Ex Officio member of all committees.
- Voting representative at OWHA and GHGHL or designate a representative to carry the vote(s)

b) VICE PRESIDENT

- Take on the duties of the President if the President is absent or unable to carry-on with their position.
- Recommend to the Board the number of teams (divisions and category) for the upcoming season with the assistance of the House League Director.
- Chair of the Discipline Committee.
- Follow OWHA standard for conducting hearings
- Address and investigate parental concerns and complaints
- Be a member of the Coaching Selection Committee.
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Board.
- Support to all Programs and Teams.
- Address parental concerns.
- Attend and vote at GHGHL or OWHA meetings or arrange for a delegate to be present on their behalf.
- Ensure all bench staff have their required minimum certification of their respective positions as required by the OWHA.
- Ensure all coaching staff submit their police checks by the deadline given.
- Review with all coaches the Code of Conduct prior to the beginning of each season.

c) ADMINISTRATOR

- Be responsible for the safekeeping of all books, minutes and official records of the PCGHA.
- Keep an accurate report of the proceedings of the PCGHA, receive all communications, and conduct all correspondence at the direction of the President and/or Board.
- Perform the duties of recording Board of Directors meeting minutes.
- Schedule monthly meetings, special meetings and AGM
- Distribute the minutes to the executive members, prior to the start of the next Board of Directors meetings and prepare all materials for upcoming Board meetings.
- Make Board meeting minutes available, upon request, to the general membership.
- Nomination Process for elections
- Other duties as assigned by the President

d) TREASURER

- Full fill all financial obligations of the Association.
- Accounting bookkeeping for the Association
- Deposit cheques, issue refunds, pay bills without delay on behalf of the Association as they come in.
- Update Quickbooks accounting software
- Work with the Registrar, Tournament Director and other Association events where monies are needed or received.
- Issue all cheques countersigned by the President
- Prepare reports and financial standings for the Association when called upon to do so by the Board.
- Reimburse items approved by the Executive as needed
- Submit a detailed report on finances at the Annual General Meeting.
- Recommend cost-per-player to the Board for Approval.
- Transfer all books, official records and material in their possession to their successor, immediately after the Annual General Meeting elections or if leaving the association sooner.

e) REGISTRAR

- Coordinate the registration of PCGHA members and participants
- Roster Approvals through Ramp registration system
- Help with General Administration
- Implement registration fees to registration
- Release players and issue permission to skate to tryouts
- OWHA communication on registration issues
- Other duties as assigned

f) ICE SCHEDULER

- Negotiate and procure ice time from local rinks in support of association activities. Usually done with PCMHA, and the City of Port Colborne.
- Provide a list of home ice times for all Wave teams for the GHGHL scheduling meetings to Association Representative.

- Schedule and reschedule games between Association teams and outside Associations.
- Develop recommended policies for ice allocation.
- Make sure age is appropriate for shared ice practices. Lower age groups mostly play games on weekends whereas older teams U15/U18/U22 may require weekday games as needed.
- Maintain positive relationship with the Municipality recreation staff
- Has overall responsibility for scheduling team practices, games and rescheduling.

g) TOURNAMENT DIRECTOR

- Chair and coordinate a committee to run our annual OWHA sanctioned house league tournament..
- Submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- All Tournament proceeds will be given to treasurer
- Maintain a tournament registration list and main contact
- Arrange Wave Frenzy Tournament schedule, medals and trophies.

h) HOUSE LEAGUE DIRECTOR

- Facilitate and coordinate all house league activities.
- Participate Discipline Committee
- Ensure team composition as fair as possible through player evaluation
- Appoint Convenors as needed (depends on the number of teams in a division) as needed with executive approval.
- Responsible for ensuring team personnel have proper certification and team rosters are completed and approved by the OWHA by late October.
- Act as a liaison between between the executive and teams
- Attend individual division or team meetings when deemed necessary.
- Assist with ice schedules on team schedules and conflicts when they arise.
- Responsible for ensuring teams communicate and follow all OWHA, GHGHL and PCGHA rules, regulations, policies and suspensions are observed and respected.
- Will resolve or attempt to resolve all concerns among players, parents, team personnel and division convenors prior to passing it on to Board members.
- Communicate all OWHA and PCGHA suspensions and any other discipline actions to players and team officials.

i) DIRECTOR AT LARGE

- Assist House League Director in fulfilling their duties.
- Assist in administration of sponsorships, and service support.
- Assist Tournament Director
- Assist with team pictures.

j) WEBMASTER/IT

- Non-voting member
- Website content

- Program Tablets
- Association digital media accounts
- Goggle Workstation

k) EQUIPMENT AND INVENTORY DIRECTOR

- Ordering supplies
- Updating sponsorships for jerseys
- Track inventory
- Obtain supplier for Wave merchandise
- Obtain and submit minimum of (2) quotations for new house jerseys and socks for approval by the Board as required.

l) DIRECTOR OF SPONSORSHIPS/MEDIA RELATIONS

- Sponsorships for Teams/Programs
- Advertising
- Donations
- Draws for Wave Frenzy Tournament
- Team photos/Sponsorship plaques
- Banquet/end of the year get together and player recognition

m) PAST PRESIDENT

- Non voting member
- Act as an adviser.
- Attend Board of Directors Meetings (as needed)
- Perform the duties of President, if President, 1st VP and 2nd VP are unavailable.

n) SENIOR DIVISION DIRECTOR

- Facilitate the coach selections process
- Shall have 2 Female member representatives per team
- Help promote the senior division through marketing as well as contract any leagues required to complete a season schedule.
- Shall be responsible for the planning and management of the operation of the Senior League
- Work with the PCGHA Board of Directors
- Shall coordinate the appropriate clinics for bench staff (ie Coach Clinics, Trainers,
- OWHA approved)
- Act as Liaison between coaches and players to the association for all Senior League teams.

Note: PCGHA Executive can create new positions or dissolve positions as needed by majority vote at any time. Positions not filled will require other positions to cover.

COMMITTEES

1. Discipline Committee:

- Vice President - Chair
- President
- House League Director
- One other executive member
- Follow OWHHA guidelines for conducting a hearing: [OWHA Hearing Guidelines](#)

2. Coaching Selection Committee:

- All executive members
- Selecting Coaches/Bench Staff per team and program
- Make sure all are properly certified

Note: Anytime a conflict of interest occurs with relation to a board member of a committee who is associated with a team that board member must recuse themselves and another board member take their place on the committee.

1.9 NOMINATION PROCESS

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

1.10 AMENDMENTS

No amendment or alteration shall be made to any part of this Constitution except at the Annual General Meeting and only by a two-thirds majority of the total votes cast. Notice of any proposed alteration or amendment must be submitted in writing no later than 30 days prior to the Annual General Meeting. Amendments to the By-Laws Board Meeting or the Annual General Meeting by a simple majority of vote.

1.11 DISSOLUTION OF THE ASSOCIATION

Upon the dissolution of the Association and after the payments of all debts and liabilities, its remaining property shall be distributed, incorporated in to a new association or disposed of to the local registered

charity of the Board's choice.

SECTION 2: BYLAWS

2.1 OVERVIEW

The Ontario Women's Hockey Association (OWHA) rules and regulations will be enforced.

2.2 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
- c) All rules and regulations passed and approved by the Association. GHGHL has a 3 minor penalty rule in one game will be ejected

2.3 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 Housel 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.

2.5 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: [\(click\)](#)

2.6 BOUNDARIES

- OWHA doesn't have a boundary policy to play hockey

2.7 SUSPENSIONS

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

2.8 GAME PROTESTS

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

2.9 GREATER HAMILTON GIRLS HOCKEY LEAGUE AND PLAYOFFS

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

2.10 EQUIPMENT

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

2.11 Executive Guidelines for Fundraising

4/29/2021

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 provider.

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 than 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.

PCGHA Hockey Association Fundraising Approval Form

Team: _____ Head Coach: _____
 Manager/Fund-raising Rep.: _____
 Contacts email: _____ Phone: _____
 Type of Fundraiser: _____ Intended Use of Profits: _____
 Date of Fundraiser: _____ Time: _____
 Location: _____
 Has this been reviewed at a Team Parents Meeting? Yes _____ No _____

Parent's signatures are required to indicate agreement to participate in the activity stated:

Player _____

Parents Signature _____

Phone Number _____

Fundraiser Approved? Yes: ____ No: ____ Comments: _____

Signature PCGHA Executive Member : _____

Date: _____

CODE OF CONDUCT

3.1 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.

SECTION 4: 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](#)

SECTION 5: SAMPLE ORGANIZATION SCHEDULE

Following organizational schedule may be updated or changed by the Executive to reflect OWHA, Greater Hamilton Girls Hockey League or any league the Association participates in as needed. All GHGHL and OWHA meetings a PCGHA representative must attend throughout the season either online or in person. OWHA usually only gives a week's notice for their meetings. PCGHA should have regular monthly meetings, especially during hockey season.

Teams and Programs:

U7 - Jr Fundamentals

U9 - half ice first half of the season, then full ice games after Jan 15. Everyone wins, no score kept.

U11

U13

U15

U18

U22

Sr. Rec (Over 19+)

Sr Fundamentals (19+)

July

- have registration fees assigned for programs and team participation
- Open registration on Ramp for all programs
- Apply for Wave Frenzy tournament with OWHA
- Advertise for the coming season
- Recruit bench staff if needed
- Recruit sponsors (this can be done earlier) for teams programs

August

- Registration continues and advertising
- GHGHL (Greater Hamilton Girls Hockey League) meeting or information on possible number of teams per age group
- Once tournament sanction # received may begin posting on the website registration for the Wave Frenzy. Set tournament price for teams and Wave teams (half price)
- Begin ordering supplies

September

- Registration remains open and advertising continues
- Set bench staff for teams and programs
- Set practice schedule for the year
- Players begin to be assigned to teams. All players need to be assigned to teams prior to the first game. New players can be added up Dec 31.
- Usually second week of September teams begin to hit the ice
- Later September Fundamental programs and Senior Rec begin
- GHGHL may have another meeting to confirm teams and any season changes.
- Wave ice scheduler attends GHGHL scheduling meetings usually last weekend for all participating teams. It is possibly done all online. All teams must know what tournaments they are attending prior to scheduling as it is difficult to reschedule after the fact. All home games to be submitted to the GHGHL unless advised not to.
- Senior Rec begins talking schedules either with another association or internally.

- Rosters need to be submitted for approval before the first game.
- All updates to Wave website to be made for the coming season

October

- GHGHL Season begins either before or just after Thanksgiving. Note no games during Thanksgiving or any holidays unless agree on by both teams or association
- Note: U9 will not participate in games until Nov all development until then.
- Sr Rec also begins games.
- Continue to advertise for Wave frenzy tournament and any holes in rosters needing to be filled up

November

- U9 can begin with a selection of games and continue with development. Games are to be half ice

December

- Peaceful
- League shut down usually christmas until after New Years
- Finalize teams for the Wave Frenzy Tournament, Notify they have been accepted. Begin a scheduling template for the tournament
- Dec 31 registration for the season closes

January

- 15th - U9 can move to full ice games for the remainder of the season. Group doesn't have playoffs
- Last month of regular season
- Order supplies for the tournament, medals, banners or trophies etc. Raffle or penny sale items, any rooms at the rink if needed.

February

- U11-U22 GHGHL scheduling meeting for playoffs. Teams are divided into pods based on regular season points
- Playoffs begin
- Family Day weekend Wave Frenzy Tournament - all Wave teams participate in.
- Sr. Rec also in playoffs
- Begin advertising for any executive and bench staff positions for our AGM

March

- No hockey during March Break unless agreed between both teams or associations
- Super Sunday all participants U9-U22 attend a host event in the GHGHL usually occurs last Sunday in March or First Sunday in April depending on the host to close out the season.
- All other programs will also end in March.

April

- PCGHA AGM usually near the end of the month to close out the season, hold elections, reports set pricing for the coming season, changes to any constitution items or bylaws.

- Close the season out.