Timmins & District

Girls Hockey Association

“T.D.G.H.A.”

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**Part 1 – Constitution**

**Name:**

This organization shall be called the Timmins & District Girls Hockey Association (TDGHA).

1. **Governing Body:**

The Timmins & District Girls Hockey Association (TDGHA) is a member of the Ontario Women’s Hockey Association (OWHA) which is the governing body of female hockey in Ontario and endorses the policies of Hockey Canada.

1. **Purpose and Objectives**

The purpose of TDGHA shall be to promote the participation of girls in all aspects of female hockey; in conjunction with the Ontario Women’s Hockey Association (OWHA) and Hockey Canada at the house league, recreational and competitive levels

 The **objectives** of the Association are to:

A. Foster, promote and develop participation in female hockey in Timmins and District, with the primary focus on the operations of youth programming, while supporting the registration of hockey programs for women, both recreational and competitive within the OWHA.

B. Provide the members of the Association with the opportunity to participate in the sport of hockey competition at a skill level comparable to their development, in recreational or competitive age appropriate divisions when possible.

C. Encourage good sportsmanship, integrity and excellence in our members, while fostering the development of leadership and life skills in our participants.

D. Create an environment whereby all players have the opportunity to enhance their hockey skills, while promoting hockey as a game played primarily for enjoyment regardless of age or ability

1. **Membership**

a) Membership in the TDGHAshall consist of:

* + 1. Registered players, or one parent/guardian for each registered minor player
		2. Members of the Executive
		3. Coaching Staff
		4. Convenor or board director not otherwise a member.

b) Membership may be revoked or suspended for:

* + 1. Failure to abide by and comply with the **TDGHA** Constitution, By-Laws, Rules and Regulations.
		2. Conviction of a criminal offence and/or inappropriate behaviour that is deemed detrimental to the **TDGHA**.

c) In order to enact a suspension or revoke a membership the Executive must conduct a hearing and pass said motion by a majority.

1. **Executive Board**
2. The Executive Board shall consist of nine members including: President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Communications Officer, Registrar, Ice Convenor, U7/U9 Convenor, Events Coordinator, and 1 Director at Large.
3. During their tenure, a member of the executive shall not hold a position as head coach, unless specifically authorized by the Executive Committee.
4. Terms for the executive shall be for two years, with elections staggered by the following: in odd years: President, the 2nd Vice-President, Registrar, 1 Director at Large, Secretary and U7/U9 Coordinator; in even years: 1st Vice-President, Treasurer, Ice Convener, Communications Officer, event’s coordinator shall be elected. ***(For the inaugural board, election shall be for all positions but the odd years positions shall be for one year only).***
5. The President shall be responsible for calling Executive Meetings; however; any two Executive officers of the Executive Committee may call an emergency meeting of the Executive and it is the duty of all executive members to attend such meetings.
6. A Quorum will consist of 50% + 1 of eligible voting officers at any meeting of the executive committee in order for a motion to be presented, addressed, passed or denied.
7. Decisions will be approved by a majority of the executive present at a meeting. The President may only vote to break a tie.
8. The members of the Executive Board shall not be subject to any personal legal liability for any actions taken by them in that position.
9. Vacancies on the Executive Committee may be filled by the Executive Committee subject to a majority vote. All such filled vacancies must be ratified at the next properly call general members meeting.
10. All decisions regarding association expenditures must be brought to a full meeting of the executive. The proposed expenditure must be approved by a majority of executive members.
11. All Executive members shall be Speak Out certified no later than November 30th of the current hockey season.
12. **Authority of the Executive Board**

a) The Executive Board shall have control of the affairs of the TDGHA for the sole purpose of achieving its purpose and objectives.

1. The Executive Board shall have the power to appoint such committees, as it considers necessary to assist in carrying out its responsibilities.
2. **Fiscal Year**

The fiscal year end of the **TDGHA** shall terminate on the April 30th.

1. **Annual General Meeting**

1. A general meeting of the membership must be held at least once a year, no later than May 31.
2. The agenda for the Annual General Meeting must include (but is not limited to)
* The Minutes of the preceding Annual General Meeting;
* The presentation of the Annual Financial statements for the current season (which is in accordance with generally accepted accounting principles);
* The election of officers; and
* The ratification of By-Laws, Policies and Procedures.

1. All votes must be made in person by an eligible voter who shall identify himself or herself prior to the commencement of the meeting. No votes by proxy will be permitted.
2. Voting members are defines as:
	1. 1 vote per primary household being either one parent and/or guardian or player minimum age 14 years of age and first year midget,
	2. 1 vote per TDGHA volunteer non parent coaching staff
	3. 1 vote per non parent executive TDGHA member

A coloured voting card shall be used for voting. It shall be held aloft when a vote is called. Ballots for secret ballot voting will be allotted by the registrar as necessary.

1. Quorum: The quorum for a general membership meeting shall be the presence of the Executive quorum plus any other eligible voting members of the association.
2. To be eligible to run for president, a person must have been on the executive within the previous two years of the current election.
3. Any person may run for executive so long as he/she is nominated by a person who is a member in good standing.
4. **By-Laws**

The Executive Board may, from time to time, set, repeal or amend such By-Laws, as it deems necessary for the conduct of the business of the TDGHAin a manner consistent with the Constitution. However, such by-laws as may be set, repealed or amended must be presented at the next general membership meeting and must be approved by a majority of voting members present.

1. **Amendments to the Constitution**

Amendments to the constitution may be made at any properly called Annual General Membership meeting.

The secretary must receive all amendments in writing signed by the mover and the seconded party at least fifteen days before the general meeting is to take place. Both the mover and seconded party of the amendment must be members of the TDGHA.

An amendment to the Constitution must be approved by a majority of the voting members present at the annual general membership meeting.

**Part 2: By-Laws**

**Article One: Executive Board Positions**

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**Article One: Executive Board Positions**

The Executive Board shall set the policies and conduct the business of the organization. Members of the Executive Board shall encourage a broader participation of all association members, including members of the Executive Board, through participation in committees.

##### President:

1. The President shall be the chief executive officer of the Association.
2. The President shall keep informed of all matters pertaining to the business of the Association.
3. The president shall preside at all meetings of the Executive and at all General Meetings of the Association.
4. The main contact person between the OWHA and the TDGHA.
5. The President shall represent the Association in relation to other bodies and at events, including all Tri-Association and Ice Allocation meetings.
6. The President shall, from time to time, with board approval, appoint persons to ad hoc Discipline Boards, Appeal Tribunals and Protest Committees.
7. The President may designate, from time to time, the Vice-President who shall carry out the duties of the President when the President is absent or unable to act.

**1st Vice President:**

1. The 1st Vice-President shall assist the President in the management and monitoring of all ongoing programs of the Association and the administration of its business.
2. The 1st Vice-President shall preside over all disciplinary boards under the direction of the President.
3. The 1st Vice-President shall be responsible for ensuring all risk management procedures are properly followed and monitored on an ongoing basis i.e: sanctions obtained, liability coverage confirmed, accident reports completed as required etc.
4. The Select Teams will be overseen by the 1st Vice-President who shall work with all teams management staff to ensure proper registration of Provincial Teams with O.W.H.A.
5. 1st Vice-President shall ensure that all teams management staff are familiar with TDGHA regulations regarding fund raising and accountability in accordance with board policies

**2nd Vice-President:**

1. The 2nd Vice-President shall assist the President in the management and monitoring of all ongoing programs of the Association and the administration of its business.
2. The 2nd Vice-President shall be responsible for ensuring all risk management procedures are properly followed and monitored on an ongoing basis i.e: sanctions obtained, liability coverage confirmed, accident reports completed as required etc.
3. The 2nd Vice-President who shall work with all teams management staff to ensure proper registration of Provincial Teams with O.W.H.A.
4. The 2nd Vice-President shall ensure that all teams management staff are familiar with TDGHA regulations regarding fund raising and accountability in accordance with association policies and procedures.

**Secretary:**

1. The Secretary function shall record and preserve the minutes of all Executive and all General Meetings of the Association and forward the minutes to members of the executive.
2. To keep the membership informed of unit business through team managers.
3. To attend to all correspondence.
4. To keep and file in good order, all unit records.
5. To keep on file a record of all executive members.
6. To forward by the prescribed date to general secretary the names and addresses of the members of the league executive immediately following the election.
7. To forward the names of the delegates and alternate delegates to the annual general meeting.
8. To forward the proposed amendments to the provincial constitution to the provincial representative by the appropriate date.
9. To forward to the executive and to league Web master the proposed amendments to the league constitution by the appropriate date.

###### Treasurer:

###### The Treasurer function shall collect and record all funds received by the Association and shall record and pay all accounts. The Treasurer shall have joint signing authority together with another designated Executive member in relation to all disbursements.

1. The Treasurer shall be responsible for applying for all grants and for distributing, monitoring and accounting for any funds received.
2. The Treasurer shall keep under review the financial position of the Association and shall make recommendations to the Executive for the maximizing of revenues and the minimizing of expenditures. The Treasurer shall present a budget for the approval of the Executive committee at its first meeting following the Annual General Meeting.
3. The Treasurer shall present at the Annual General Meeting a financial statement, which is in accordance with generally accepted accounting principles.

**Communications Officer:**

1. The Communications Officer will be responsible for coordinating the publication and distribution of information about the Association and its activities as is deemed necessary from time to time to support the purpose and objectives of the organization.
2. Originate, coordinate and administer projects to promote the sport of girl’s hockey to potential players and the general public.
3. Publicity duties shall include sending scores/standings for all divisions and/or game summaries on a weekly basis, to newspapers for publication.
4. Be responsible for coordinating and administrating any special events sponsored by the association.

**Registrar:**

1. Attend regular meetings of the **TDGHA**.
2. Organize and determine registration date(s).
3. Register all players with the **TDGHA** and the OWHA in accordance with the OWHA regulations and rules.
4. Shall provide registration numbers, by division and by birth year, to the **TDGHA** Executive in a timely fashion.

**Ice Convener:**

1. Attend regular meetings of the **TDGHA.**
2. The Ice convener shall be responsible for the procurement of all ice times for Association use. Responsibilities will include attending all ice allocation meetings.
3. The Ice convener along with the President shall confirm all ice contracts. All ice time invoices shall be validated for payment by the Treasurer.
4. The Ice Convener along with the President shall be responsible for all scheduling of ice time and the subsequent distribution to members. **Only the Ice Convener** of his/her designate and the President shall schedule ice time. Cancellation/Exchange of any ice Time must be made to the Ice Convener and/or to the President at least 48 hours in advance.
5. Any protest to the allocation of ice time by the Ice Convener must be submitted in writing to the Secretary of the executive no later than 10 days of ice allocation.
6. When the protest is received within the ten day period by the Secretary, a meeting of the board will be scheduled.
7. Upon completion of the meeting the board’s decision is final.

**U7/U9 Convenor:**

1. Organize annual Tyke program.
2. Organize events related to the teams (Esso days)
3. Shall be responsible for supporting all aspects of the Timbit/Novice teams operations.
4. Insure all teams are aware and equipped with Hockey Canada/OWHA recommended practice equipment.
5. Keep the Executives advised of all important matters related to the Teams.
6. Provide ongoing support for the Coaches/Managers
7. Shall be responsible to forward any pertinent OWHA or Association information to the Team Contacts.
8. Shall obtain complete game, practice and jamboree/tournament schedules from Team Contacts.

1. Shall co-ordinate Coaches Meetings as required to ensure all communication from Hockey Canada and OWHA is clearly understood
2. Shall act as a resource to the Teams, and ensure compliance with the Constitution, By-Laws and policies of TDGHA, OWHA and Hockey Canada
3. Shall make him or herself available to participate on the working committees with surrounding area associations (PMHA, Schumacher and TMHA)
4. Is required to prepare and present a year-end report at the AGM.

**Events Coordinator:**

1. Manage all affairs relating to association tournaments.
2. Accurately complete all required paperwork to OWHA
3. Shall make him or herself available to participate on the working committees of all Tournaments/tryouts/fundraising/events undertaken by the TDGHA.
4. Will organize/coordinate ice required for events
5. Coordinate all volunteer requirements for association tournaments.
6. Is required to seek out a variety of potential funding opportunities and present to the Executive Committee for consideration.
7. Is required to generate a final report for any Fundraising Initiatives for the Executive Committee
8. Is required to provide report at the AGM

**Directors at Large:**

1. There will be 1 Director at Large. This number is to be reviewed yearly.
2. The Director at Large can assist the Association in carrying out its duties.
3. Attend regular meetings of the **TDGHA**.
4. The Director at Large can participate in special and ad-hoc committees i.e. coach selection committees, disciplinary committees, nomination committees etc.

**Article Two: Executive Meetings**

1. Regular attendance by Executive Committee members will offer the greatest input by the most number of Officers representing the Association Membership, therefore providing consistency in regards to the conducting of Association business. If an Officers attendance at meetings (>3 absences) or their ability to perform the duties of their position become a concern, reasonable consideration shall be given to the circumstances and shall be addressed with the Officer by the President/Executive Committee
2. Any person or group with an interest wishing to appear before the Executive committee shall be allowed to do so providing a request in writing has been made at least forty-eight (48) prior to the meeting. The person or group that is to appear before the board will vacate the meeting as soon as their concerns are heard.
3. The Executive Committee will attempt to meet with Quorum least once per month during the hockey season and additional meetings may be called as necessary.The Executive Board shall decide at the first board meeting after the AGM the Executive Board meeting dates/times and locations for the year and this schedule will be available to association members.

If an Officer for whatever reason is unable to carry out their commitment or knowingly will be unable to fulfill the meeting attendance requirement, the voluntary resignation of an Officer should be submitted in writing to the President.

1. All Executive Officers must attend a minimum of 75% of all Regular Executive Meetings during the course of the year to remain eligible to hold an Executive Officer position the following season.
2. The executive may suspend and replace a board member who misses 3 board meetings (without extenuating circumstances).
3. Each Officer of the Executive Committee is expected to present a year-end report of their position at the Annual General Meeting

**Article Three: General Members Meetings**

1. The date, time and location of the AGM shall be announced to the members of the Association and the general public not less than 30 days prior to the scheduled event.
2. Notices of motions, correspondence, constitutional amendments and any other matters for considerations at the AGM, are required to be submitted in writing to the Secretary no less than 21 days prior to the meeting.
3. Proposed motions or amendments will only be accepted from a member who is in good standing with the Association.
4. Motions or amendments presented to the Association members for consideration at the AGM can only be moved or seconded by another member who is in good standing with the Association.
5. Any eligible member may nominate a person for an Officers position on the Executive Committee.
6. All nominations must be accepted or declined by the nominee, who must be present.

1. Voting shall be held by a show of colored card, except for 8 below.
2. Executive positions shall be processed by a secret ballet.
3. The agenda for the AGM must include:

a) The minutes of the preceding Annual General Meeting.

b) Presentation of a financial statement, which is in accordance with generally accepted accounting principles.

c) Presentation of Annual Reports by Executive Committee Members.

d) The ratification of any proposed amendments to the Constitution, By-Laws, Rules, Regulations, Policies and Procedures.

e) Old Business;

f) Nomination and Election of Officers;

g) New Business.

The President may opt to designate a Chair of the annual meeting to oversee all or a portion of the business of the annual meeting.

**Article Four: Discipline, Protests and Appeals**

All special or ad-hoc committees shall present their findings and recommendations to the Executive Board prior to their release.

All disciplinary matters, including suspensions, shall be dealt with by the Association in accordance with the Policies and Procedures of the TDGHA.

The Disciplinary, Appeal and Protest Committee shall consist of three members of the TDGHA Executive Board appointed by the President for the purpose of hearing a discipline, protest or appeal. The members shall be designated in the following order: President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Communications Officer, Registrar, Ice Convenor and Director at large.

Members of the Tribunals listed above shall have no direct association with any of the parties involved. Upon appointment to the Tribunal, Members shall not discuss the merits of the case with anyone prior to hearing the Appeal.

1. **Disciplinary Committee**:

a) Where a disciplinary matter arises and upon receipt of a written complaint or concern, the President shall appoint a special Disciplinary Committee to deal with the matter as designated above. A Disciplinary Committee shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard.

b) When applicable, OWHA minimum suspension guidelines will be enforced: these guidelines do not restrict TDGHA Executive Board the right to impose further penalties in addition to these minimums.

2. **Protests Committee:**

a) Considered to be any complaint or concern, including but not restricted to an issue between Players, Parents and/or Coaches or other Association Member.

b) Protests may be filed at any time.

c) A Protest must be submitted in writing to the President, stating supporting facts

related to the grievance.

d) Within 7 calendar days of the Protest being filed, the TDGHA President shall set a date for hearing the protest.

e) The hearing date will be no more than 10 days after the filing date.

f) The TDGHA President shall notify all parties if applicable as soon as the hearing date is set.

g) The TDGHA Protest Committee shall render its decision not more than 5 days after the hearing.

h) The TDGHA Protest Committee may conclude that the complaint be dismissed without further action, or they may refer to the Disciplinary Committee for review.

i) The Protest Committee’s evaluation and determination of findings shall be documented and a response shall be forwarded to those involved.

**3. Appeals Committee:**

1) Matters that may be appealed:

i) Denied Player’s Release;

ii) Suspension of more than 3 games imposed by the TDGHA Disciplinary Committee.

2) Appeals must be submitted in writing stating the reasons for the appeal and facts

supporting the appeal to the TDGHA President.

3) Appeals must be filed within 3 days of receipt of notice of a decision by the TDGHA Executive Committee or its standing Committees:

a. Within 3 calendar days of the appeal being filed, the TDGHA Appeals Committee Chairperson shall set a date for hearing the appeal.

b. The hearing date will be no more than 10 days after the filing date.

c. The TDGHA Appeals Committee Chairperson shall notify all parties to the appeal as soon as the hearing date is set.

d. The Appeal Tribunal shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard.

4) The Appeal Committee has the authority to uphold, increase, or decrease a suspension/decision.

5) The findings of the Appeals Committee shall be reported to the Executive Committee for consideration; all rulings are final and binding.

6) The Appeal Committee shall render its decision not more than 5 days after the hearing.

7) The Appeals Committee shall provide a final report of their findings and ruling and include any suggested recommendations and changes to Association Policies and Procedures as a result of their findings.

1. TDGHA Members may Appeal to the OWHA any decisions rendered by the Association as per OWHA policy.

**Article Five: Association Qualifications and Codes of Conduct**

* + - 1. All team staff must meet the qualifications specified in OWHA guidelines.
			2. In order to ensure and foster harmony, sportsmanship and player development, all coaching staff will conduct themselves with integrity and respect the individual rights of all players, officials, other coaching staff and members of this association. **Association members agree to abide by the Hockey Canada Fair Play Codes and all Hockey Canada abuse and harassment policies.**
			3. Team officials will not direct any obscene, profane abusive or threatening language or gestures to any player or to others, about any player on any team.
			4. Any conflicts arising from the conduct of members of the association shall be reported to an executive member. If the executive member cannot resolve the incident or if the incident is of a repetitive nature it shall be referred to the full Executive. The President may appoint a discipline board to review the matter and make a recommendation to this Executive, which may levy an appropriate suspension or remove the individual from his or her team position.
			5. In the interest of fostering sportsmanship, fair play and respect for all others, obscene, profane, abusive language or disruptive conduct by a player will not be tolerated. Coaches will at all times insist on and maintain orderly conduct on the part of all players. When misconduct occurs, the coach of a team may levy a suspension of not less than the next game, on a player who does not follow instructions regarding conduct. This extends to any player who, in the opinion of the coach is guilty of such misconduct on or off the ice prior to, during or after any game or practice.
			6. Any such suspension shall be immediately reported by the coach to the President, in writing, who will in turn advise the league Executive at its first meeting after the incident. Any further misconduct will be dealt with in the same manner however; additional discipline (to a maximum 3 game suspension) may be levied by a disciplinary board.

**Article Six: Conflict of Interest for Executive Committee**

Conflict of Interest shall be defined as: A set of circumstances that creates a risk of professional judgment or actions regarding a primary interest will be unduly influenced by a secondary interest.

Secondary interest shall be defined as: Financial gain, specific team benefit, or player benefit. Where a player or coach is defined as a relative or significant other.

All TDGHA Executive Committee shall declare a conflict of interest wherever they or one of their family members is directly or indirectly involved in a matter going before the Executive Committee. A conflict of interest can also be determined by another board member with approval of the President. Once a conflict of interest has been declared, said executive member will remove themselves from discussion where necessary and from a vote if taking place.

All members should avoid even the appearance of impropriety. The potential for a conflict of interest exists when a member is in a position to make or influence decisions for TDGHA which could also affect the member(s)' personal interest; or when the personal interest or relationship is substantial enough so that others could reasonably believe it would affect the member's judgment or actions on TDGHA's behalf.

 Oath of Office and Confidentiality Agreement

A. The swearing in of the Officers of the TDGHA Executives shall occur at the first meeting of the newly elected members, or when applicable, at the first meeting in which a newly replaced or appointed Officer assumes their position.

B. It shall be the first order of business on the agenda for this meeting.

C. All Officers of the Executive Committee are required to verbally indicate their understanding and acceptance of this agreement to their fellow board members and to sign (2) copies of the written agreement. One copy will remain on file with the Executive Committee; one copy shall remain with the Officer for their reference.

**Article Seven: Playing hockey**

**A: Player selection**

TDGHA Competitive Teams shall be categorized with the intention of maximizing/optimizing Player and Program Development. Competitive Team rosters are to be selected with the objective of choosing ideally the most skilled players available with the greatest amount of fairness.

Spring Tryouts allow Coaches the opportunity to evaluate and select players based on their optimum level of ability and skill development after a full season of competition. TDGHA Primary Competitive Team/Program in each division may select a team at the conclusion of Spring Tryout Sessions with the intent to run a summer program.

Subsequent tiering of Competitive Programs in a Division is encouraged when player registration permits and supports such initiatives and should be considered when player interest is present.

Secondary Competitive Team Tryouts shall be held at the discretion of the Executive Board.

Any players with outstanding registration/team fees are not allowed to participate in tryouts until outstanding balances have been paid in full and all remaining team jerseys, socks, shells have been returned to previous year’s team.

Permission for a Competitive player to play above her age level will be granted only in exceptional cases and with due regard for:

(i) the welfare of the team;

(ii) the welfare of the player;

(iii) the perceived ability of the player;

(iv) the organizational wellbeing of the Association.

It is a Coach’s ethical responsibility to ensure the selection of the most appropriate, and ideally the most skilled players. This can be a difficult task but it is an expectation that much consideration is to be given and the utmost fairness is to be maintained during this process. Any blatant discrepancy in selection will be reviewed by the Executive.

There may be circumstances when final decisions regarding player selection may be determined by other influencing factors including but not limited to Player attitude or commitment. These concerns should be addressed with the Executive and even the Player/Parents when appropriate.

The intent of maintaining fairness in Player selection based on ability for a Competitive Program is to discourage the manipulation of the process that may displace more skilled players in order to accommodate “acquaintances”; this is not considered to be an acceptable practice.

**B: Player movement**

TDGHA promotes and supports the guiding principle that Players should participate in divisions within their registered age category. This is generally in the best interest of both the Players Skill Development and social maturity.

However, the Executive Board does recognize that there may be occasional exceptions to this standard of practice, and that a player may demonstrate a superior level of skill development for their particular age division, and shall be provided the opportunity for Players/Parents to request that consideration be given to tryout for a **COMPETITIVE TEAM in a higher/older age category.**

Any player wishing to try out for a Competitive Team, in a division above their registered age category, is required to request in writing, to the President. Please refer to TDGHA Player Movement Policy below.

TDGHA independent evaluators will collaborate to assess the player's ability to excel within their current level based on skill, commitment, and overall performance. If the player demonstrates her ability to excel, she may be recommended for advancement to a higher level within the organization.

This Player Movement Policy is designed to prioritize the development and success of female players within existing teams. Regular communication and collaboration between the higher level coach, board and evaluators will be key to the successful implementation of this policy.

a)As a forward, the player’s skill would be ranked within the top three forwards on her current team. b) As a defenceman, the player’s skill would be ranked within the top two defencemen on her current team. c) As a goalie, the player’s skill would be ranked as the number one goalie on her current team. Player movement is not guaranteed, even with the above criteria being satisfied. The player must still try out and be selected and chosen for the team. The coach is not mandated to roster the younger player.

Additionally, the organization (TDGHA) must consider the holistic needs of the entire organization. Player movement will not be permitted if it is determined to have a detrimental effect on another level or team within the organization. Consideration will be given to maintaining competitive balance and fostering a supportive environment for all female players at every level. The goal is to ensure that advancements are made in a manner that supports the overall health and success of the organization as a whole.

Players who played above their age levels in any season must re-apply for permission to play above their age level in future seasons.

Players/ Parents who would like such consideration must comply with the following:.

* No Player is permitted to attend a tryout for a Competitive Team in a higher/older age category without receiving prior approval/permission from the Executive Board.
* All requests for consideration of Player Movement are required to be submitted **in writing** to the President, who will forward them to the Executive Board.
* The Player who is requesting player movement must attend the tryout session for the Competitive Team in the higher age category **and must also attend Primary Competitive tryout for their own age group.**

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Each year, team selection takes on an importance in the late spring – the “Spring Tryout”. Spring Tryouts allow designated head coaches the opportunity to conduct “player selection” while the players are at their peak playing ability after a full season of competition. To help Rep teams to conduct proper evaluation during “Tryouts”, the Club has put in place certain guidelines to define issues that are important for the well¬being of the players, coaches, parents and the Club. Above all, the Club wants to see their teams play at the top end of the skill categories in order to allow maximum learning and development. All team rosters should be picked with the objective of selecting the best players available with the greatest amount of fairness.

The Club encourages players to participate in divisions that are within their age range. If a player is of Peewee age, she should be participating in the Peewee age category. A player, if put in a social setting where she may not be comfortable or where age difference may be a hindrance, regardless of her skill level, can be disruptive to a team’s delicate balance. This type of disruption may not be beneficial to the team as a whole.

The Club, however, recognizes rare exceptions to the selection criteria. The final approval will be made by the Club Executive upon recommendation from pre-appointed neutral party, and not by any of the coaches of teams which are directly involved. The appointed “neutral party’ may be coaches of other teams or external consultants. It is the view of the Club that coaches should not be placed in awkward positions either by over-zealous parents or by their own perception of what is best for their team. Decisions will be made for the well being of the players(s) involved and the Club as a whole.

\*Please note that any other player movement between age categories and House Programs (required or requested) is at the authority and discretion of the Executive Board and may be required in some circumstances to facilitate Association registration numbers and/or create teams. Other requests may be submitted and will be considered on an individual basis. Accommodating requests may not be possible and are dependant on Player Registration, numbers in divisions/on teams etc. Player movement criteria does not pertain to house league teams in order to complete a roster.

\*Special requests for player movement down an age category may be considered at the request of parents including but not restricted to facilitate skill development or to accommodate special needs of a Player. In general Player participation in lower age categories is not recommended or supported by the OWHA therefore Players/Parents need to be fully aware that such movement may restrict the players’ ability to participate fully with their team in OWHA events outside of league participation.

**Playing Situations**

It is the expectation and intention of the Club that all coaching staff shall aim for fairness, development opportunity, communication and enjoyment for the team and players. Playing time for every player will be reasonable for the most part except for special situations, e.g. penalty killing, power play, and other game situations. Players should be given equal playing opportunity, but that does not necessarily equate to equal ice time.

The Club’s Constitution governs that teams under the Rep Program should be regarded as part of an organization. It must not be regarded as a group of coaches who happen to be appointed and entrusted to lead teams that wear the same colored sweaters. Teams will be managed to ensure that all players have a positive experience. Coaches, players, parents, and club representatives should strive to represent the TDGHA in a first class manner. We expect our teams to exhibit good sportsmanship and class. Trash talking, inappropriate aggression towards other player’s, and abuse of officials is not part of our culture and never should be. Play hard, play clean, and keep your stick on the ice.

**C: Registrations**

1. A legal proof of age document shall accompany each player’s original registration in an age-restricted category. Falsification of the player’s date of birth shall result in suspension of the player or team official involved. A legal proof of age document or an OWHA Registrar shall be considered acceptable proof of age.
2. All O.W.H.A. Provincial Team registration fees will be set each year as advised by O.W.H.A. Individual TDGHA player annual registration fee will be established by the Executive before October 1st each year.
3. The TDGHA refund policy will be processed by each respective team.

**D 1 (a)** In the event that a coach steps down anythime during the season an interim coach will be appointed. Coaching applications will be reopened with 1 week to submit applications and 1 week to perform the interviews by the selection process.

**D 1 (b): Responsibilities of Coaches**

1. All coaches are required to follow all Association policies and procedures. Failure to do so may result in suspension or removal as coach.

1. All coaches and staff must have a current police record check done.
2. Coaches of Rep. Teams of Midget age and under shall attempt to have a goalie coach during scheduled practices at least twice a month of every month for the duration of the hockey season.
3. Must accept the Coaches Expectations, Commitment and Competitive team Try Out Player Selection Policies

**E: Responsibilities of Managers**

1. The manager’s duties shall include but not limited to administration duties.
2. The manager will:
	* 1. Keep all team records, including the team budget, player information forms, health card information if the parent gives permission, player contact information, player stats, coaches assessment forms of players, and any other documentation required for the operation of the team. Submit the team budget to the Board of the Association when it is compiled by the team before the start of the regular hockey season. Financial Statements (team budget) are required to be submitted to the Executive 2 times per season on January 31st and April 30th.
		2. Make all arrangements for tournament registrations.
		3. obtain and distribute to parents the team schedules for all practices, games and tournaments.
		4. Ensure that sufficient parent volunteers are enlisted to provide services to the team as necessary for time keeping, fund raising, parent volunteer activities, statistical information and player activities.
		5. Maintain confidentiality of all records provided in accordance with this policy, except where the use of the information is required in the best interests of the players.

**F: Responsibilities of Trainers**

1. The trainer will:

1. Maintain all health information pertaining to players and any particular needs of the child;
2. Attend, know and abide by the policies and procedures pertaining to trainers as provided by Hockey Canada sponsored clinics;
3. Supervise the players equipment and ensure that all players have appropriate equipment as approved by the CHA and OWHA;
4. Support the team by being present at all games, practices, fund raising and team events.

**G: Tournaments**

1.All teams are expected to cover their own tournament costs, including Provincial Championships.

2. Team Managers are responsible for tournament registrations and accommodations.

3. Teams must advise the Executive of all tournaments and scheduled games they plan to attend ahead of time.

**Article Eight: Association Fundraising/Jerseys**

1. All fund-raising activities for the association must be approved by the Executive.
2. This article does not refer to fundraising for a specific team or player, only to association activities.
3. A waiver to take on the responsibility for the care of the jerseys will be signed by a parent and only if a diagnosis is specified in a doctor’s note.

**Article Nine: Amendments to the By-Laws**

1. The Executive Committee may, set, repeal or amend such By-Laws as it deems necessary for conduct of the business of the Association in a manner consistent with this Constitution and that of the OWHA.

2. Any changes made to the By-Laws by the Executive Committee shall be in force, but subject to ratification by majority vote at the next General Meeting.

3. Any changes made to the By-Laws, by the Executive Committee, which fail to receive ratification at the next General Meeting may not be modified or re-introduced for a period of one year.

4. Any changes made to the By-Laws at an Annual General Meeting by the members may not be modified or re-introduced for a period of one year by the incoming Executive Committee.

5. All proposed amendments to the By-Laws must be submitted in writing, to the Secretary at least 14 days in advance of a General Meeting. A rationale should accompany the suggested change.

6. All suggested amendments shall be presented to the Executive Committee prior to the General Membership meeting.

**Article Ten: Harassment and Abuse Directive and Code of Conduct**

1. Bullying, Cyber-bullying and derogatory comments posted on Facebook, blogs and circulated through email are not acceptable and are deemed to be in violation of the OWHA Code of Conduct. Teams and TDGHA and the OWHA Discipline Committee will take a strong stance against this dangerous behaviour that is disrespectful to the entire membership of the OWHA.

2. PAWSitive – The OWHA is an organization built on a foundation of respect and team work. The key to its success is the flexibility with a focus on empowerment and providing good people with the tools to do good things for all participants in Ontario and in female hockey.

3. 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 sport environment in which all individuals are treated with respect. Members of the OWHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment, abuse, bullying or cyber-bullying will not be tolerated by the OWHA as noted above.

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 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,**

For more information, please visit the Safety Requires Teamwork and Safety for All

pamphlet at: <http://www.owha.on.ca/pdf/2012-2013/FormsPolicies2012-2013/Safety>

RequiresTeamwork&SafetyForAll.pdf

**Article Eleven: Creation of Operating Policies and Procedures**

1. The Executive Committee may, as deemed necessary, set, repeal or amend:

 i) Policies and Procedures pertaining to the structure of leagues and teams, age categories, fees, membership, and any other matter related to the carrying out of its objectives.

 ii) Such rules that are more restrictive in nature than those established by the OWHA and or Hockey Canada.

 iii) Any changes to Policies and Procedures, made by the Executive Committee, shall be subject to ratification by a majority vote at the next Annual General Meeting