

NORTH SIMCOE GIRLS HOCKEY ASSOCIATION

CONSTITUTION AND BY-LAWS

ARTICLE I NAME

The name of this organization shall *North Simcoe Girls Hockey Association* referred to herein as the NSGHA.

ARTICLE II PURPOSE AND AIMS

1. To develop and encourage sportsmanship, team spirit and fair play.
2. To provide hockey instruction and competition for girls and women.
3. To foster and improve recreation for all players regardless of ability.
4. To promote interest and involvement in ice hockey for girls and women.

ARTICLE III MEMBERSHIP

- I. General Membership in the NSGHA shall be registered players in good standing with NSGHA who agree to abide by the constitution and by-laws of the NSGHA, as well as the Executive, Coaches, Managers and certain officials appointed by the Executive.
2. A players membership in the NSGHA will commence on the date of her annual registration and continue with each successive registration for as long as the player remains in good standing.

ARTICLE IV COLOURS AND CREST

The official colours of the NSGHA shall be blue, white, black and bronze and the logo shall be similar to the Washington Capitals Eagle.

ARTICLE V AFFILIATION

The NSGHA affiliation shall be with the Ontario Women's Hockey Association (herein referred to as OWHA). The NSGHA agrees to abide by the rules and regulations of the Ontario Women's Hockey Association, the Ontario Hockey Federation (herein referred to as OHF) and Hockey Canada (herein referred to as HC), NSGHA also agrees that any team participating in another league will abide with all rules and regulations set forth by said League.

ARTICLE VI EXECUTIVE

The executive officers shall be ELECTED AT LARGE during the Annual General Meeting (herein referred to as AGM). The AGM will take place no later than May 31st or as otherwise allowed in the Constitution.

All officers shall be ELECTED AT LARGE during the AGM. Executive positions, as outlined below, will subsequently be filled during the first Executive Meeting to be held no later than 1 week after the election. A notice naming the new Executive will be posted in the arena no later than 1 week after the appointments are made. The Executive shall have the power to fill any vacancies that may occur in its membership.

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Director #1 (Teams and Coaches)
6. Director #2 (Ice & Ref Convener)
7. Director #3 (Tournament Director)
8. Director #4 (Registrar and Equipment / Clothing)
9. Director #5 (Sponsorship / Fundraising and Media / Advertising)
10. Past President (The immediate past president shall serve as a non-voting member of the Executive.)

In order to assume the role of President, the candidate must have previously served one (1) year on the NSGHA Executive. However, where none of the present Executive are able to accept this position, nominations will be accepted from the membership at the AGM.

In the event of more than one person wanting to assume an executive position, the executive will vote and majority rules. The immediate Past President will cast the tie breaking vote.

All positions that become vacant in any year shall be for a two (2) year term.

ARTICLE VII DUTIES OF EXECUTIVE MEMBERS

President:

President shall have the following areas of responsibility:

1. The President shall chair all meetings of the Executive.
2. The President shall be an ex-officio member of any committee formed for any purpose.
3. The President shall preside over all meetings or hearings involving decisions or disciplinary action.
4. The President shall be kept informed by all Executive members of developments and

situations within the organization.

5. The President shall function as the communications officer in all matters pertaining to the OWHA.

Vice President:

Vice President shall have the following areas of responsibility:

1. The Vice President shall assist the President, and assume duties of President in his/her absence.
2. The Vice President shall function as the Development Coordinator.
3. The Vice President or his/her designate will represent NSGHA at all meetings in which the NSGHA plays
4. The Vice President or his/her designate will Act as designate for player movements. ('Permission to Skate') as per OWHA policies.
5. The Vice President or his/her designate will Co-ordinate and execute 'Player Releases' as per Executive decisions.

Secretary:

Secretary shall have the following areas of responsibility:

1. The Secretary shall record minutes of all Executive and NSGHA meetings.
2. The Secretary shall give notice of all meetings.
3. The Secretary will be responsible for the filing of all notices and for all correspondence for and by the NSGHA.
4. The Secretary will provide written communications when necessary to share information between the Executive and the General Membership.

Treasurer:

Treasurer shall have the following areas of responsibility

1. The Treasurer shall collect and record all funds received by the NSGHA.
2. The Treasurer shall pay all accounts on the approval of the Executive~ Two Executive members will sign all cheques. Regular operational expenses will be determined and approved during the first Executive Meeting of the season and will be paid when due through the rest of the season without further need of Executive approval.
3. The Treasurer shall give a financial report at each Executive Meeting of NSGHA.
4. The Treasurer shall present, at the beginning of each season, a budget of proposed expenses and income for acceptance by the Executive.

Director #1

Director #1 shall have the following areas of responsibility:

1. The Director #1 shall oversee all operations on competitive and house league teams.
2. The Director #1 shall coordinate and supervise activities of coaches, managers, players.
3. The Director #1 shall organize and chair a minimum of two Coach Meetings. First meeting to be

prior to regular season commencing and second on or about mid-season

Director #2

Director #2 shall have the following areas of responsibility:

1. The Director #2 shall oversee scheduling of Referees and ice times.
2. The Director #2 shall oversee scheduling and training of time keepers.
3. The Director #2 or his/her designate shall represent NSGHA at all Arena User Group meetings

Director #3

Tournament Director shall have the following areas of responsibility:

1. The Director #3 shall organize, direct and supervise all aspects of arranging the annual tournament for the NSGHA and shall be responsible to supervise the tournament and act as Tournament Coordinator.
2. The Director #3 shall provide the Executive with a proposed Tournament budget, which is to include expense requirements, for pre-approval.

Director #4

Director #4 shall have the following areas of responsibilities:

1. The Director #4 shall organize and co-ordinate Player Registrations and shall function as the Registrar for all teams.
2. The Director #4 shall organize and maintain Equipment, including but not limited to goalie equipment, pucks, First Aid kits, team jerseys, socks, water bottles, hockey bags and other apparel relating to the NSGHA.
3. The Director #4 shall schedule and coordinate 'Picture Day'

Director #5

Director #5 shall have the following areas of responsibilities:

1. The Director #5 shall coordinate and maintain Team(s) Sponsorship.
2. The Director #5 shall organize and co-ordinate league Fundraising.
3. The Director #5 shall maintain, update and develop both NSGHA website and arena message board(s).
4. The Director #5 shall coordinate all Media Relations in the community for the purpose of promoting NSGHA functions and events including but not limited to Annual Tournament, Registrations and community events / notices.
5. The Director #5 shall maintain and organize Awards and Trophies.

ARTICLE VIII - THE EXECUTIVE

1. Each member of the Executive may accept any position or duty assigned by the President, not

otherwise assigned to Directors above.

2. Each member of the Executive has the right to vote on any matters of the NSGHA business at Executive meetings.
3. Each member of the Executive will actively participate in all functions of the NSGHA.
4. Each member of the Executive is expected to attend every Executive meeting. Any Executive member who misses two regularly scheduled meetings without just cause or previous arrangement will be considered to have resigned from the Executive.
5. Regular meetings of the Executive to conduct the business of the NSGHA will be held at a minimum once a month on a date to be determined as to facilitate the maximum attendance.
6. Special or Emergency meetings may be held at the discretion of the President and Executive.
7. A quorum shall be established to enable the Executive to conduct fair and informative meetings. The quorum for the Executive meetings will consist of any four members of the Executive not including the Past President.
8. Executive members associated directly or indirectly with a particular team shall not be permitted to bring any matter before the Executive regarding said team except through normal channels by written submission to the Secretary.
9. The Executive's responsibilities are to carry out the aims of the constitution and the decisions of the membership to the best of their ability and conscience.
10. The Executive is responsible for providing the best playing conditions possible and enforcing the regulations of the NSGHA.
11. The Executive is responsible to the players, to team officials, and to the communities in which it participates. The Executive is responsible for the NSGHA teams both in our arenas and in League and Tournament competition in other communities.
12. Any Permission to Skate, in the form required by the OWHA, from the NSGHA may be signed by the designated Executive member.
13. Any potential NSGHA player who is currently registered with an OWHA sanctioned team, other than NSGHA, and presents the necessary permissions may join a practice providing she abides by all NSGHA rules and regulations
14. The Executive will approve any proposed affiliation of the NSGHA with other leagues.
15. The Coach and/or the Manager shall advise the Executive of all Tournaments entered into and all exhibition games requiring OWHA sanctioning by any team of the NSGHA
16. Assignment of players to teams will be approved by the Executive on the advice of coaches.

- 17 The Executive of the NSGHA shall be responsible for the operation of the NSGHA assigning duties to its members, as it deems necessary for the valued operation of the NSGHA.

ARTICLE IX – PLAYERS

1. A player may belong to the NSGHA by paying her membership fee at the start of each season. A membership is valid from the time of registration until the registration is renewed or a written release is provided by the NSGHA, all to be in accordance with the rules and regulations of the OWHA.
2. All players must provide a photocopy of a valid birth certificate from the province of birth as proof of age to be kept on file by the NSGHA.
3. Any female player of the ages covered by the NSGHA may play hockey in the NSGHA provided she agrees to observe the terms and conditions of these by-laws.
4. Where the need exists, a player can be eligible to play at a higher level depending on her individual ability, physical stature, and maturity. Where the ability is equal, a player in her own age group can not be displaced by a player from a lower age level.
5. Any player movement is subject to approval of the coaches from both teams, the player's parent(s) and/or guardian(s), as well as the NSGHA Executive. Approval will not be unreasonable withheld.
6. Players are expected to co-operate with the organization in their conduct. Any conduct contrary to the aims of the NSGHA will not be tolerated.
7. Players must wear full hockey equipment at every game and practice within the jurisdiction of the NSGHA.
8. A player may object, complain or give advice to the Executive by means of a signed letter on any matter pertaining to the NSGHA.
9. Any releases, in the form required by the OWHA, from the NSGHA must be approved by a majority of the Executive at a regularly scheduled NSGHA meeting and be signed by (1) one of President or Vice-President, and (1) one other member of the Executive of the NSGHA.
10. Any Permission to Skate, in the form required by the OWHA, from the NSGHA may be signed by the player's by the designated Executive member.
11. Any potential NSGHA player who is currently registered with an OWHA sanctioned team, other than NSGHA, and presents the necessary permissions may join a practice providing she

abides by all NSGHA rules and regulations.

ARTICLE X - COACHES

1. The NSGHA Executive will appoint each coach for each season. His/her duty will be to fulfill the aims of the constitution. The coach is responsible for abiding by and enforcing the rules of the NSGHA.
2. Coaches must have a minimum of the NCCP Coach Level I plus one year hockey bench experience. In the event that these criteria can not be met, the Executive has the option to appoint a coach as required. NSGHA will encourage the participation of female coaching staff whenever possible.
3. Each coach will strive to ensure fair ice time for each player on his/her team during regular season play. Ice time during playoff or tournament play and for all teams with an OWHA rating of "A" or higher shall be determined by the Coach, keeping in mind Article II, purpose and aims of the NSGHA constitution.
4. Each coach or team official may ask a player to leave a game, practice or other team function for conduct contrary to the aims of the NSGHA. Any coach who deems further disciplinary action to be necessary against an individual player, for any reason, must apply to the Disciplinary Committee for permission to take action.
5. Coaches must attend all scheduling meetings.

ARTICLE XI- MANAGERS

1. Coaches must appoint Managers to their teams, subject to the approval of the Executive. A Manager assists the coach in fulfilling the aims of the constitution and enforcing the rules of the NSGHA
2. The Manager is responsible for team administration and communication with the players, parents and Executive.
3. Any loss or damaged NSGHA assigned equipment must be reported immediately to the Executive by the team manager

ARTICLE XII - DISCIPLINARY COMMITTEE

1. The Disciplinary Committee shall have the authority to suspend or discipline any coach, manager, player or other team official and parents for conduct prejudicial to the aims of the NSGHA
 - un-sportsmanlike conduct on or off the ice
 - theft of property belonging to the NSGHA or others
 - destruction or abuse of property belonging to the NSGHA or others
 - showing disrespect toward any game official, visiting players or coaching staff
2. The disciplinary committee shall review all matters where the OWHA or any league in

which the NSGHA plays applies a minimum suspension.

3. The Disciplinary Committee shall comprise of:
 - a) Three members of the Executive.

ARTICLE XIII - EQUIPMENT

1. Team sweaters are to be worn only at games.
2. When sweaters and other equipment are removed from the equipment room, they must be treated with respect and returned by the Manager to the equipment room as soon as possible. Any loss or damage must be reported immediately to the Executive.
3. Goalies may take goalie equipment home with them provided they sign a receipt for it and promise to give it good care. It must not be used by anyone except the person who signed for it.
4. Failure to return NSGHA supplied sweaters and/or equipment will render the player's 'good standing' status null and void.

ARTICLE XIV — FINANCES

1. The activities of the NSGHA will be financed through player's registration fees, the support of the team sponsors, and other sources approved by the Executive.
2. The Executive will approve certain fundraising events during the year and participation of all members is expected.
3. The contribution of all sponsors shall be for the whole NSGHA, for a fee to be determined annually by the Executive.
4. Registration fees must be paid in full by no later than October 20th of that season.
5. Provincial bonds will be paid for all eligible teams at the beginning of the season. Coaches of said teams will notify the Executive no later than February of the team's intention to participate in the OWHA Provincial Tournament.

ARTICLE XV — PLAYING RULES

1. All NSGHA competition shall be governed by the rules of the OWHA, OHF and HC, as amended from time to time, except where various leagues and tournament have specified particular exceptions to the rules.
2. The NSGHA will provide referees for each home game with the qualifications necessary for the particular level of play.

ARTICLE XVI- GENERAL MEETINGS

1. The Annual General Meeting of the membership must be held after March 1 and not later than May 31 each year for the purpose of electing the Executive for the following season.
2. An Annual Information Meeting of the Membership will be held no later than October 31st.
3. Each AGM must include a Financial Statement from the Treasurer, which is in accordance with generally accepted accounting principals, and an election of Officers and Executive for the coming season. A Financial Statement must be presented to the Executive and be made available to the general membership by June 30 each year.
4. When members of the NSGHA vote for election of Officers or any other matter at any properly convened General Meeting, each active player has one vote. Players who have reached the age of 18 years at the time of the vote are eligible to cast their own vote.
5. General Meetings of the membership may be held at any time. The President must call a general meeting and the Secretary must give notice of the meeting to all members two weeks beforehand.

ARTICLE XVII - AMENDMENTS

1. Amendments to this constitution may be made at the AGM of the membership.
2. An amendment in writing must be signed by both proponent and seconder and given to the Secretary at least two weeks prior to the AGM and be posted in a public place. Both the proponent and seconder of the proposed amendment must be voting members of the NSGHA.
3. An amendment must be approved by a two-thirds majority of the voting members present at the meeting.

ARTICLE XVIII- BY-LAWS

The elected Executive may, from time to time edit, repeal or amend such by-laws as it deems necessary for the conduct of the business of the NSGHA. Any such amendments shall be in full force and effect until approved or rejected by the membership at the next Annual General Meeting.

BY-LAW NO. 1

1. Expenditures: All expenditures of \$300.00 or more must be approved by the Executive and recorded in the Minutes.
2. Tournaments:
 - 2.1 Fees: The Treasurer will dispense, upon request, an NSGHA cheque for all attended OWSA sanctioned Tournaments. Reimbursement of the funds, to NSGHA, is due on or before Tournament date by team managers with no exceptions.
 - 2.2 Number of Tournaments: Any tournaments over three require approval by the Executive and the players' parents/guardians. No player is obligated to participate in any tournament over the allowable limit.
3. Unused Ice: All unused or cancelled ice must be returned to the NSGHA Director for return or reassignment within the league
4. House League Teams: Where the number of players in a single age division warrant the creation of two teams, a selection committee will be appointed by the Executive to ensure the teams are evenly balanced.
5. Rep and Select Teams:
 - 5.1 Selection Committee: All players will have an equal opportunity to try out for a Rep or Select team. Player selection will be made by a Selection Committee comprised of three evaluators as appointed by the Executive. The Selection Committee will choose up to eight skaters and one goaltender. The head coach will complete the remaining player selections and submit the roster to the Executive for approval of the total number of players.
 - 5.2 Selection Process: In any situation where players must earn a place on a Rep / Select Team, the Selection Committee must first explain the selection process to the players and their parents / guardians at the first try out. Each player and parent / guardian must understand that current ability and skill level are not sole criteria for becoming a member of the team. In the event that a player is not selected to the team, the Selection Committee will be responsible for explaining the player's evaluation and the reasons in a constructive manner to maintain the player's confidence and self-esteem. The Selection Committee should have a parent / guardian present during this interview, if at all possible. Further selections that are made by the head coach will follow the same player's evaluation criteria for non-selected player, as previously stated above.
 - 5.3 Team Selection: In the event of a selection of a combination of either one or more of a Rep / Select or House league team, the total number of players assigned to each respective team shall be evenly balanced with any player discrepancies to be resolved by the Executive.

BY-LAW NO.2

The following amendment has been made:

ARTICLE NO. IX – PLAYERS

7. All players must wear full hockey equipment as outlined by the OWHHA along with the recommended mouth guard at every game, practice or exhibition game within the jurisdiction of the NSGHA. Mouth guards are mandatory.

BY-LAW NO.3

1. Tryouts:
 - 1.1 There will be NO tryouts for all House League Teams
 - 1.2 There will be tryouts for all Rep Teams
 - 1.3 Tryout fee will be set annually by the NSGHA Executive Committee
2. Underage Players:
 - 2.1 If an underage player wishes to play at a higher age level, the parent/guardian must submit such request in writing prior to the commencement of the tryouts.
 - 2.2 The application must be submitted to the President or Vice President of the NSGHA.
 - 2.3 Upon receipt of such request, the Executive will appoint a committee to evaluate the ability of the player to play at the higher age level. Upon completion of the evaluation, the Committee will provide a summary report to the Executive who will either approve or deny the application and a written notice of such decision will be provided to the applicant's parent within 5 days of the decision.
 - 2.4 The decision of the NSGHA Executive is final.
3. Houseleague:

Houseleague divisions offered by the NSGHA will be determined in the fall and will be based on registration.
4. Financial Statement:
 - 4.1 The team financial statement must be submitted to the Treasurer by the 31st of November, January and March for each month from every team to the Treasurer.
 - 4.2 The team financial statement will contain any monies received and/or paid out by the team.
5. Rep coaches:

If a head coach is chosen by the Executive and steps down from the position, all other applicants are voided and a new application process is initiated.