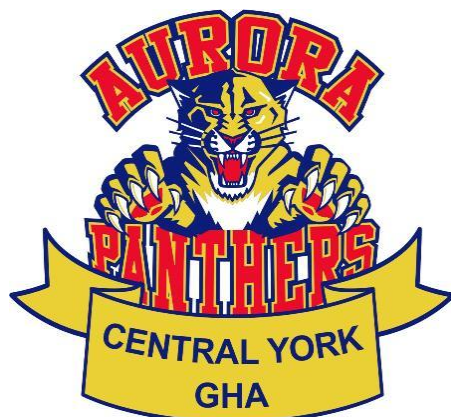


CENTRAL YORK GIRLS HOCKEY ASSOCIATION

Constitution, By-laws and Governance Policies



Approved:

Approved by all members present at the June 6, 2018 AGM

Amendments			
Date	Constitution/Bylaw	Section	Action
18-06-06	Constitution	7.1	update
17-06-14	Constitution	7.1	update
17-06-14	Bylaw	11.0 f	update
17-06-14	Constitution	6.4	replace
17-06-14	Bylaw	4.5 e	remove
17-06-14	Constitution	11.2.2	update
17-06-14	Appendix		add

Constitution

1.0 CORPORATION

- 1.1 The Name of the Association shall be known as the Central York Girls Hockey Association which will be referred to in this constitution as CYGHA (and/or the “Corporation” or “Association”).
- 1.2 CYGHA will be a corporation without share capital and operating not for profit in accordance with the Corporation Act and all other applicable laws of the province of Ontario.
- 1.3 The head office of the Association shall be 14845 Yonge Street, Unit 6, Box 130, Aurora ON. Members shall be informed of the head office location.
- 1.4 The financial and operating year of the Association shall commence on May 1 and end on the following April 30 of each year.
- 1.5 Upon the dissolution of the corporation and after the payment of all debts and liabilities, its remaining property shall be distributed or disposed of to charitable organizations which carry on their work solely in Ontario
- 1.6 The Corporation shall be a member of the Ontario Women’s Hockey Association (“OWHA”). This membership can only be revoked through a vote of 75% of the membership in attendance at a special meeting of the membership called for this purpose with at least 14 days’ notice and called in accordance with of this constitution. Shall the OWHA cease operations; a special meeting of the membership shall be called to discuss ongoing operations of the CYGHA and subsequent membership in any associations.
- 1.7 Operation of the CYGHA shall be governed by this Article # 1 (The Constitution), the rules and regulations of the OWHA and any policies or procedures that the Board approves provided they are approved in accordance with the by-laws of the corporation.

2.0 MISSION

- 2.1 The CYGHA’s Mission is to provide the best recreational sport experience for female hockey players of all ages in York Region. The Corporation will achieve its mission by meeting the following objectives:
 - 2.1.1 To promote hockey as a game played primarily for enjoyment while also fostering skill development, fair play and teamwork;
 - 2.1.2 To ensure that each player, to the extent possible, will be able to participate in a hockey program suited to that player’s skill and abilities;
 - 2.1.3 To exercise supervision and direction over its players, coaches, managers, spectators, and board, with emphasis on the development of good character and friendship;
 - 2.1.4 To establish and maintain, within available resources, a variety of hockey programs (developmental, house league, representative, and competitive) for all age groupings with the intent to provide lifelong opportunities for girls and women;
 - 2.1.5 To support the aims and objectives of Hockey Canada and the Ontario Women’s Hockey Association;
 - 2.1.6 To administer the Association without purpose of monetary gain for its members;
 - 2.1.7 Any profits or other accretions to the Association shall be used for promoting its objectives;
 - 2.1.8 To promote honesty, integrity, and respect among parents, players and members of our association (refer to the Good Sport document/code of conduct).

3.0 AFFILIATIONS

- 3.1 The Association is affiliated with the Ontario Women's Hockey Association ("OWHA")
- 3.2 The Association shall adhere to and be bound by the rules and regulations of:
 - 3.2.1 Hockey Canada;
 - 3.2.2 The OWHA;
 - 3.2.3 Lower Lakes Female Hockey League ("LLFHL")
 - 3.2.4 Provincial Women's Hockey League ("PWHL")
 - 3.2.5 Others as approved by the Association

4.0 CONSTITUTION

- 4.1 The constitution of the Association shall not be altered except at an Annual General Meeting and notice shall be given to the secretary in writing by April 30th. The proposals will then be made available to the membership to be voted on at the Annual General Meeting in June.
- 4.2 Amendments to the Constitution may be proposed by any member in good standing of the CYGHA, 60 days minimum in advance of the AGM.
- 4.3 Amendments to the Constitution will be voted on at the Annual General Meeting and must be passed by a majority vote of the members in attendance.
- 4.4 Any changes to the Constitution will require a 2/3 majority vote to be passed

5.0 MEMBERSHIP

- 5.1 Membership in the CYGHA is open to every individual eighteen (18) years of age and older who is:
 - 5.1.1 Registered with the Association as a player and has paid the annual player registration fees;
 - 5.1.2 A parent or legal guardian of a player under age of eighteen (18) years and who has paid the annual player registration fees; up to a maximum of one parent or legal guardian per player.
 - 5.1.3 Any person(s) approved by the Board of Directors, up to a maximum of ten (10) team officials per team, as allowed by OWHA, and registered as team officials prior to December 31 of the hockey year (or dates as permissible by OWHA)
 - 5.1.4 A person(s) appointed by the Board of Directors to fulfill voluntary responsibilities on behalf of the CYGHA who would not otherwise qualify as a member;
 - 5.1.5 A team official, which includes: coaches, managers and trainers (subject to approval of CYGHA Board of Directors)
 - 5.1.6 Are in good standing (defined as an individual who sympathizes with the mission of the Corporation, who has fulfilled requirements of the organization, paid the appropriate fees in full and who has not voluntarily withdrawn from membership, been expelled or suspended)

5.2 Membership Termination:

5.2.1 Membership in the Corporation shall not be transferrable and shall cease where a member:

- i. Dies;
- ii. Delivers their resignation in writing to the address of the Corporation, addressed to the Chair of the Executive;
- iii. Fails to pay required membership dues by membership payment by the due dates, Oct 30th for House league, or as determined by rep team manager;
- iv. Acts do not keep with the Mission, Objectives and Policies of the Corporation;
- v. The Ethics and Discipline Committee recommends to the Executive that the member, who has been suspended or not, has contravened the conditions of membership and he or she should be removed as a member;
- vi. The Executive, by a majority vote (4/6), may expel the member for conduct that may bring the Association into disrepute;
- vii. The Executive may suspend any member of the Association at any time; or
- viii. Is granted a release from the Association

5.3 Membership Year:

5.3.1 The membership year for each member of the Corporation shall commence 48 hours following the completion of the OWHA Final Provincial Championships of each season

6.0 EXECUTIVE

6.1 The Executive of the Association shall consist of the following six (6) elected officers and the immediate past president:

President
 Vice President-Rep
 Vice President-House League
 Vice President-Women's Division
 Treasurer
 Secretary
 Immediate Past President

6.2 All the members of the Executive shall be elected for a two year term at the Annual General Meeting

6.3 The Executive shall have power to fill any vacancies, which may occur in its number.

6.4 The Executive shall have the Power to form sub-committees and ad-hoc committees (as needed) and appoint Officers of the Corporation. See Officer Duties and Responsibilities

6.5 Each member of the Executive has the right to vote on any matter at the Executive meetings. All members of the Board of Directors except the President, who may only vote when it is necessary to break a tie, may vote at Board of Directors meetings. All members in good standing may vote at the Annual General Meeting.

6.6 The President may suspend any Executive member (subject to executive and directors ratification) for non-performance of duties as outlined in By-Law #4.0. The Discipline Chair must be consulted and given the option to have a Disciplinary Committee review the circumstances to make a recommendation prior to any suspension of an Executive member. Any member of the Executive may be removed from the office on a written recommendation to the Executive, signed by all other Executive members and approved by a majority vote from the full Board of Directors.

7.0 OFFICERS

- 7.1 The number of Officers for the Corporation shall be 22, inclusive of the six (6) elected Executive Members who shall, by virtue of their office, become members of the Board of Directors.
- 7.2 Any change to the number of officers required to govern the organization shall be made at the Annual General Meeting
- 7.3 No person shall be qualified to be an officer if:
 - 7.3.1 He or she is less than 18 years of age;
 - 7.3.2 He or she is of unsound mind and has been so found by a court in Canada or elsewhere;
 - 7.3.3 If he or she has been charged or convicted of an indictable criminal offence under the Criminal Code of Canada for which he or she has not been pardoned;
 - 7.3.4 He or she fails to provide a current security clearance; or
 - 7.3.5 He or she ceases to be a member pursuant to Article 5.2
- 7.4 Vacation of Office: An Officer ceases to hold office if:
 - 7.4.1 He or she ceases to be qualified for election as an officer;
 - 7.4.2 Is removed from office pursuant to Article 7.5 or
 - 7.4.3 Resigns by a written resignation received by the President of the Corporation. A written resignation of an officer become effective at the time it is received by the President, or at the time specified in the resignation, whichever is later
- 7.5 Removal of Officers:
 - 7.5.1 The Members may, by majority vote, at an annual or special meeting of members, remove any officer of the Corporation following a recommendation from the Discipline Committee and/or in the event that the individual(s):
 - i) Does not, in good faith and with a view to actually helping out in a productive manner, volunteer to undertake an unpaid administrative role or sit on at least one committee (other than a coaching position);
 - ii) Fails to attend meetings on a regular basis; or
 - iii) Has engaged in conduct that may bring the association into disrepute
- 7.6 Place of Meetings

Meetings of directors may be held at any place in Ontario.
- 7.7 Calling of Meetings

Meetings of the Board of Directors shall be held at such time and place as the President or any five (5) Officers may determine, and with minimum 48 hours' notice.
- 7.8 Regular Meetings

The Board of Directors may appoint a day or days in any month or months for regular meetings and shall designate the place and time at which such meetings are to be held. A copy of any resolution of Officers fixing the place and time of regular meetings of the Board shall be sent to each officer forthwith after being passed and no other notice shall be required for any such regular meeting. The Board of Directors shall meet at least 2 times during each Membership Year.
- 7.9 Chairperson

The President, or in his or her absence, a Vice President chosen by the President, or another member of the Executive at the meeting, shall be the chairperson of any meeting of the Board of Directors.

7.10 Rules of Conduct

- 7.10.1 All meetings will be conducted in accordance with the accepted or customary rules of parliamentary procedure to the extent that such conduct is considered to be in the best interest of the CYGHA
- 7.10.2 Any member of the Executive or Board of Directors who does not adhere to the best interest of the CYGHA and/or uphold the CYGHA and OWA Code of Conduct expectations during meetings and in any correspondence amongst the membership, may be suspended from his/her duties.

8.0 VACANCIES, BOARD OF DIRECTORS

- 8.1 When an Executive position cannot be elected at an AGM, or when an Executive or Board of Director position becomes vacant, the Executive shall have the power, by majority resolution, to fill any vacancies which may occur in its number
- 8.2 All efforts must be made to fill all Executive Committee positions. If the Executive cannot fill positions within ninety (90) days of a vacancy, the board must convene an Annual Meeting or a Special General Meeting to fill all Executive vacancies
- 8.3 If more than two (2) of the Executive Committee members elected at an AGM resign or are removed from office, the remaining Executive members must convene an Annual Meeting or a Special General Meeting to fill all Executive vacancies within ninety (90) days
- 8.4 All vacancies must be posted on the league website and sent via email to members of CYGHA. An email for nominations for vacancies must be sent to the membership prior to any election of new Executive members and Board of Directors.

9.0 PROTECTION OF EXECUTIVE, OFFICERS AND VOLUNTEERS

9.1 Indemnification of Executive, Officers and Volunteers

- 9.1.1 Subject to the provisions of the Act, the Corporation shall indemnify and save harmless the Executive, officers, volunteers, their heirs, executors and administrators, and estates and effects, respectively from time to time and at all times from and against:
 - i) All costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her in the execution in good faith of the duties of his or her role within the Corporation; and
 - ii) All other costs, charges and expenses that he or she sustains or incurs in or about or arising from or in relation to the affairs of the Corporation except costs, charges or expenses thereof as are occasioned by his or her own willful neglect or default.

9.2 Insurance

The Corporation shall purchase and maintain insurance for the benefit of any person referred to in Article 6.0 to the extent permitted by the Act.

10.0 CONFLICT OF INTEREST

An Executive, Member of board of directors or employee of the Corporation who, or whose spouse or family member, is a party to, or is an Officer, or Executive of or has a material interest in, any entity who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation shall disclose the nature and extent of his or her interest to the Executive as soon as the individual becomes aware of the contract or transaction. No interested Executive or member of board of directors shall vote on such a transaction or participate in discussion of it. If the Executive or, member of board of directors or employee discloses his or her interest, the officer, Executive or employee shall not be accountable to the Corporation for any benefit realized from the contract or transaction from the date of disclosure on forward. If an Executive or member of board of directors fails to disclose an interest as required by this clause, that person shall account for and reimburse the Corporation for all benefits realized, directly or indirectly, from the contract or transaction and shall be subject to internal discipline proceedings or any legal proceeding the Executive deems proper.

11.0 FINANCIALS

11.1 Bank Accounts, Cheques, Drafts and Notes

The Corporation's bank accounts shall be kept with such chartered bank or banks, trust company or trust companies or other firm or corporation carrying on a banking business as the Board may by resolution from time to time determine.

11.2 Banking

11.2.1 The banking business of the Association shall be transacted with such bank or trust company as the Board of Directors may designate, appoint or authorize from time to time by resolution.

11.2.2 All cheques or other orders for the payment of money issued in the name of the Association shall be signed by any two; Vice President Rep, HL or Womens Treasurer, or such other officers of the Association as shall be from time to time determined by resolution of the Board of Directors.

11.2.3 Two appointed signing authorities may endorse cheques for deposit only with the Associations bankers for the credit of the Association. Any of the officers so appointed, may arrange, settle, balance and certify all books and accounts between the Association and the Association's bankers and may receive all paid cheques and vouchers and sign all bank's forms or settlement of balances and release or verification slips.

11.2.4 All expenses must be authorized by the Treasurer.

11.2.5 All expenses in excess of \$1000 must be approved by the Executive Committee.

11.2.6 All rep teams are to use league sanctioned budget templates as provided by treasurer and updated annually.

11.3 Fiscal Year

Until changed by resolution of the Directors, the fiscal year of the Corporation shall terminate on the April 30 in each year.

11.4 Remuneration

Any remuneration to be paid to any Officer, Executive, or volunteer shall be authorized in advance by the Executive Committee.

11.5 Reserves

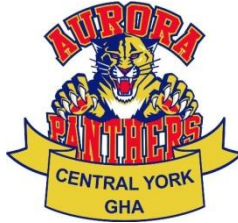
The Executive shall manage the financial affairs of the Corporation with the aim of maintaining financial strength and prudence by keeping a reserve fund in such amount as may be deemed reasonable in the circumstances by the Board

11.6 Capital Expenditures Limit

Any expenditure for capital items in excess of \$50,000 as calculated annually, on a cumulative basis, must be approved in advance by a vote of the members at a properly held meeting of the members convened with due notice for the purpose of considering such expenditure.

12.0 LOGO

12.1 The official logo of the CYGHA will be the:



12.2 The logo may only be used for such purposes and in such manner, and may only be reproduced in such materials and colours as may be approved in writing by the Executive of the CYGHA. CYGHA shall retain the rights to the logo

13.0 VOTING PRIVILEGES

- 13.1 Voting Privileges shall be extended to all those defined as a member in Article 5.0 of the Constitution who are over 18 years of the age at the time of the annual General Meeting, or the assigned parent or legal guardian of individuals who are 18 years of age or younger
- 13.2 Each member shall have the privilege of nominating a representative to each office of the Association subject to the following provisions:
 - 13.2.1 For nominating to a position on the Executive a person shall have been a member in good standing of the CYGHA and served on the Board of Directors at some time in the prior 24 months, failing which any member in good standing at some time in the last 24 months may be nominated to the Executive;
 - 13.2.2 For nomination to the position of President, a person shall have served on the Executive some time during the last 24 months, failing which, a person shall have served on the Board of Directors the prior 24 months, failing which any member in good standing at some time in the last 24 months, failing which the other elected Executive members will conduct the affairs of the Association and MAY appoint a President from among their number or any member at large who is in good standing;
- 13.3 The President, Vice-President of Rep, Vice-President of House league, Vice-President of Women's Division, Secretary and Treasurer shall be elected by the membership at the Annual General Meeting
- 13.4 Voting shall be conducted as stated in By-Law 11

13.5 Voting at annual and other general meetings:

- 13.5.1 No vote may be assigned by proxy, or be assigned to a member who is not the parent or legal guardian of the registered player
- 13.5.2 Every question shall be decided in the first instance by a show of hands unless a poll is requested by any member. Upon a show of hands, every member having voting rights shall have one vote, and unless a poll is demanded, a declaration by the Chair that a resolution has been carried or not carried and an entry to that effect in the minutes of the Association shall be conclusive evidence of whether the resolution was carried or lost.
- 13.5.3 The demand for a poll may be withdrawn, but if a poll is demanded and not withdrawn, the question shall be decided by a majority of votes given by the members present in person, and the poll shall be taken in such manner as the Chair shall direct and the result of the poll shall be deemed the decision of the Association in general meeting upon the matter in question.
- 13.5.4 In case of an equality of votes at any general meeting, whether upon a show of hands or at a poll, the Chair shall be entitled to a deciding vote.

By-Laws

1.0 BY-LAW CHANGES

- 1.1 The Executive may, from time to time, set, repeal or amend By-Laws, as it deems necessary for the conduct of the business of the Association in a manner consistent with the constitution. All such changes will be communicated to the Board of Directors within 30 days of being implemented by the Secretary of the Executive
- 1.2 Such changes to the existing By-Laws must be first submitted in writing to the Board of Directors for consideration at least six (6) weeks prior to the Annual General Meeting at which such are to be discussed
- 1.3 Any changes to the By-Laws made by the Board of Directors will be in force but subject to ratification by a majority vote at the next Annual General Meeting.

2.0 PLAYING RULES

All hockey played under the jurisdiction of the Association shall be governed by Hockey Canada. Rules subject to certain amendments set by the OWHHA and the Association. The specific quoting of the Hockey Canada Rules in various subsections of the Constitution and By- Laws does not eliminate the other Hockey Canada rules not otherwise included.

3.0 REGISTRATION and REGISTRATION FEES

- 3.1 Annual player registration fees are recalculated annually through consultation with the League Administrator. All player fees for all divisions are to be presented to the Executive by the Treasurer. A thorough breakdown of all fees must be documented when fee structures are presented to the Executive. Annual fees are to be voted on by the Executive prior to House League registrations and Rep Try-outs. The Board of Directors shall determine the amount of the annual registration fees for players in the CYGHA
 - a) The League Administrator is responsible for overseeing all registration numbers and the collection of all league registration fees. The financial transactions that are managed by the league administrator are overseen by the Treasurer. Registration numbers are to be updated regularly to the appropriate Vice President.
 - b) The method of collecting registrations is established by the Executive. If on-line registration is used, the League Administrator is responsible for setting up the registration, regularly monitoring numbers to the appropriate Vice-President.
 - c) Rep Hockey registrations occur following the Rep tryouts in April. Each Rep team Manager works in collaboration with the League Administrator to ensure all CYGHA and OWHHA Policies and Procedures are followed.
 - d) Any consideration to increase the number of teams in any division shall be considered if sufficient ice has been secured by the CYGHA. The ice assignor must be consulted before any new team is considered. No new team shall jeopardize the current programs in place unless the executive approves the changes.

- 3.2 Treasurer may notify any player at any time that the player's registration fees are due and, if not paid within thirty (30) days of such notice, the member shall be in default
- 3.3 Any player who is in default of the payment of player registration fees can, at the discretion of the Executive, lose her playing and membership privileges until the amount owing has been paid in full. In those instances involving extenuating circumstances, it will be at the discretion of the Executive as to the appropriate course of action
- 3.4 Any Member may resign from the Association by giving written notice to the Secretary, but if the resignation occurs after January 1st, any player registration fees paid shall be forfeited. If the resignation occurs prior to January 1st, player registration fees shall be refundable in such amount as the Executive determines to be fair and reasonable in the circumstances as per the Corporations refund policy
- 3.5 Annually, the Executive shall set the refund schedule and process. The schedule and process shall be posted on the CYGHA website. Refunds to rep team players will be governed by By-Law # 15

4.0 DUTIES OF THE EXECUTIVE

- 4.1 Election
 - a) All officers shall be elected at an annual general meeting of members of the Corporation by a plurality of votes for a 2 year term. If an election of officers is not held to replace an officer as required, the officer then in office shall continue in office until his or her successor is elected
- 4.2 Qualifications

Executive members shall have served previously as an elected officer or member of the Board of Directors of the Association. Failing that, if no person with such qualifications is nominated by the deadline set for nominations, any member may be nominated for the Executive for vote on at the annual general meeting
- 4.3 Vacancies
 - a) A majority of Executives present at a meeting of Executives must fill a vacancy among the officers within 90 days. An officer filling a vacancy holds office until the next annual meeting of members of the Corporation
 - b) Nomination forms are updated annually and available from the office about one month prior to an AGM and once open positions are announced. Nomination forms must be fully filled out with all appropriate signatures and submitted 48 hrs before an AGM election, to the Office or Secretary.
- 4.4 Executive

The Executive shall be elected by the Members and, by virtue of their office, become members of the Board of Directors:

 - a) The Executive shall appoint all Honorary Life Members
 - b) The Executive shall have the power to suspend or discipline any member or service connected with the Association that does not promote the Association's values or

upholds the standards as set out Constitution and By-Laws, the Good Sport code of conduct, OWHA or Hockey Canada

- c) Management of the Association shall be vested in the Executive as determined by the Constitution and By-Laws and with due regard for the promotion of the Association's purpose
- d) Administration authority between Annual General Meetings shall be executed by the Executive including the establishment of policies and the playing Rules, and by-laws

4.5 President

- a) Shall preside at all General Annual Meetings, Executive and Directors meetings of the CYGHA
- b) Shall be an ex-officio member of any committee formed for any purpose.
- c) Shall submit to the Annual General Meeting a report of the Association's Activities over the previous year
- d) Shall act as Chief Executive Officer of the Association with authority to act wherever necessary but subject to subsequent ratification by the Executive
- f) Shall represent the CYGHA at the OWHA level.
- g) Shall, in conjunction with VP of Rep, chair a committee of members to select coaches for the representative teams
- h) Shall, in conjunction with the Vice-President of HL and Division Convener select coaches for the House League teams
- i) In absence of President, President shall designate a replacement for his or herself from the pool of Vice Presidents.
- j) Shall oversee all ice allocation in co-ordination with the Ice Assignor, League Administrator, and VP's of each league. The president must ensure all ice is allocated equally with consideration to the needs of the league.
- k) The President in co-ordination with the VP's of each league and the Executive should identify the league's annual priorities for growth and development of the CYGHA's programs and leagues at the first meeting following the AGM. These annual priorities shall be reviewed in the January executive meeting and/or prior to any Rep team planning.

4.6 Vice-President Rep Division

- a) Shall perform the duties of the President in the President's absence if requested by the President
- b) Shall be responsible for the operations of the Association OWHA Rep teams
- c) Shall establish such committees as may be necessary to assist in the organization and operations of the OWHA Rep teams
- d) Shall submit to the AGM a report concerning the OWHA Rep teams
- e) Shall ensure that the OWHA Rep teams are kept up to date on policy and procedures that may affect them
- f) May be one of the three signing officers for the Association.
- g) Shall be a member of the Discipline Committee when a disciplinary matter involves a member from a Rep team. Will represent the Vice-President of House League or Vice President of Women's Division in cases of conflict of interest.
- h) Shall chair Coaches Committee, including President, in accordance with current bylaws
- i) Shall in conjunction with the President select coaches for the Rep teams.

- j) Shall not be in an active Coaching position, unless approval is given by the current Executive

4.7 Vice-President – House League

- a) Shall perform the duties of the President in the President's absence if requested by the President.
- b) Shall be responsible for the Association's House League and Development Stream teams
- c) Shall submit to the AGM a report concerning the House League and Development Stream teams
- d) Shall establish such committees as may be necessary to assist in the organization and operation of the House League
- e) Shall ensure that all House League Conveners and Team Officials are kept up to date on policy and procedure that may affect them
- f) Shall be a member of the Disciplinary Committee when such matters involve a member of the House League. Will represent the Vice-President of Rep or Vice President of Women's Division in the case of conflict of interest.
- g) Shall oversee the equalization of the House League teams.
- h) Shall in conjunction with the President and Division Conveners select House Coaches

4.8 Vice President Women's Division

- a) Shall perform the duties of the President in the President's absence if requested by the President
- b) Shall be responsible for the Associations Women's Division (House league) teams
- c) Shall submit to the AGM a report concerning the Women's Division
- d) Shall establish such committees as may be necessary to assist in the organization and operation of the Women's Division
- e) Shall be a member of the Disciplinary Committee when such matter involve a member of the Women's Division. Will represent the VP of House League or VP of Rep in the case of conflict of interest.
- f) Shall ensure the Women's Division conveners are kept up to date on the policy and procedures that may affect them
- g) Shall coordinate with the Conveners the equalization of the Women's Division teams

4.9 Past President

- a) To act as an advisor to the President and the Executive, to provide for the continuity of the Association's Activities.
- b) Shall be authorized to perform such duties as delegated by the Executive in accordance with the Constitution
- c) Can be considered to fill in for any member of the Executive if the member of the Executive cannot fulfill his/her duties and/or has been suspended of his/her duties.

4.10 Secretary

- a) Shall notify the Executive Officers and Board of Directors of the time and place of meetings
- b) Shall publish the notice of the AGM at least three weeks before the meeting and notify members of the Association

- c) Shall record and preserve the minutes of all meetings of the Executive, Board of Directors meetings, and all AGM of the Association.
- d) Shall handle correspondence on the Association's behalf as instructed by the Executive
- e) Shall ensure that all Association records are duly filed and safely stored. Includes financial, membership, meetings, correspondence and statistical files

4.11 Treasurer

- a) Shall oversee the recording of all monies received and disbursed on a monthly basis including the reconciliation of monthly bank reports to the books
- b) Shall be one of the three signing officers for the Association
- c) Shall provide a financial summary of the monthly fiscal position at each monthly meeting of the Executive to include quarterly summaries, and a cash flow projection for future items
- d) Shall authorize all non-budgetary items and expenditures
- e) Shall be responsible for compiling and reviewing the year end reports / documents /copy of books and delivering such documentation to the appointed accountant for audit
- f) Will ensure development and establishing of budgets will be in collaboration with various committees and profit centres and submitted to executive for approval and ratification:
 - House League
 - Rep League
 - Silver Stick Tournament Budget
 - House League Tournaments - Girls and Ladies
 - Committee Budgets
 - Equipment
 - Development
 - Banquets
 - General and Administrative
 - Executive
- g) Shall distribute an audited set of financials and present a report on the year's operations at the AGM, as well as submit a projected budget pertaining to the next season

5.0 DUTIES OF THE BOARD OF DIRECTORS

5.1 Referee in Chief (Reporting to the President)

- a) Shall ensure all games have scheduled referees
- b) Shall recruit qualified C.H.O.P. referees
- c) Shall be responsible for monitoring the performance of all referees and co-ordination of appraisals by H.C.O.P. supervisors
- d) Shall have the authority to suspend a referee prior to providing written documentation to the Executive for further consideration of the matter
- e) Shall not act as an on-ice official (referee) in any House League Playoff game or any Inter-Association League playoff game.
- f) Shall prepare a report for the AGM of the year's operations and the projected needs for upcoming season.

5.2 Ice Manager (Reporting to the Executive)

- a) Shall with another member of the Executive be responsible for obtaining ice time
- b) Shall prepare and submit to the Executive for approval ice schedules
- c) Shall work with CYGHA Administrator to disperse ice time to the Conveners for House league and DS (Development Stream programs)
- d) Shall oversee scheduling of ice time, re-scheduling of ice time, and cancellation of ice time through the website
- e) Shall approve and/or be made aware of and record all ice time used by teams under the jurisdiction of the CYGHA regardless of the purpose and means of Payment
- f) Shall prepare a report of ice time used and projected future needs to be presented at the AGM
- g) Upholding Ice Allocation process

5.3 Head Trainer (reporting to the Executive as a whole)

- a) Shall be responsible for recruiting of qualified trainers
- b) Shall strive to ensure that all teams have a qualified female trainer
- c) Shall prepare a report for the AGM incidents of injuries, management of the incident and effectiveness of risk management in the league

5.4 Equipment Manager (reporting to the Treasurer)

- a) Shall submit a request for funds for equipment for the upcoming season
Shall be responsible for the purchase of all equipment including all as approved by the Executive and ensure that all teams are properly equipped
- b) Shall be responsible for the distribution, collection, storage and repair of equipment belonging to the Association
- c) Shall keep on inventory of all equipment and its location
- d) Shall submit a report to the Executive regarding equipment needs for the upcoming year

5.5 Statistician (reporting to the Secretary)

- a) Shall keep accurate records for each game
- b) Shall supply the media with the results of all games and shall supply a budget to the Treasurer for the anticipated cost of media coverage and statistics
- c) Shall distribute and display the standings for each division
- d) Shall compile and submit statistics on players including goals, assists, penalties, and penalty minutes

5.6 Fundraising Chairperson (Reporting to the Treasurer)

- a) Shall review ways and means of raising sufficient funds to enable the Association to operate efficiently
- b) Shall establish such committees and/or appoint sponsorship coordinators as may be necessary to assist in organizing and operating various projects
- c) Shall acquire sponsors as needed
- d) Shall maintain adequate liaison and public relations between the Association and its sponsors
- e) Shall make available to the sponsor their team schedule of events
- f) Shall ensure each sponsor their team picture and plaque & otherwise co-ordinate the invitation to sponsors to attend awards presentation

- 5.7 Player and Coach Development Director (Reporting to the Executive as a whole)
- a) Shall be knowledgeable in hockey skills, practices and must meet current CYGHA coaching requirements
 - b) Shall promote the philosophy of the CYGHA and OWHA
 - c) Shall co-ordinate clinics both on and off ice for all CYGHA coaches as necessary
 - d) Shall act as a liaison between the Executive and coaches
 - e) Shall organize coaches meetings as needed
 - f) Shall provide support for all CYGHA coaches.
- 5.8 Disciplinary Chairperson (Reporting to Executive as a whole)
- a) Shall be responsible for maintaining up-to-date records of all disciplinary matters
 - b) Shall work closely with the Vice-President's Rep, H/L and Women's division, the Head referee and the LLFHL Liaison
 - c) Shall chair Discipline Committee
 - d) Shall be responsible for reviewing penalties of a serious nature as defined by the OWHA, and ensure the Disciplinary Committee takes action where appropriate and shall be responsible to make recommendation to executive for matters outside games or occurrences not assessed by referee.
 - e) Shall be included in correspondence relating to any player, team member and/or Executive member of the CYGHA who has not been following the CYGHA and OWHA Code of Conduct expectations.
- 5.9 Volunteer Coordinator (reporting to the Secretary)
- a) Shall be responsible for maintaining up to date contact lists of volunteers to be called upon for assistance with tournaments, house league finals weekend, assisting Office Administrator, and other events and duties as required.
 - b) Shall work closely with other board members
 - c) Shall recruit and train new volunteers.
 - d) Shall sign volunteer training letters or forms on behalf of the CYGHA, as required for various school boards for our teen volunteers.
 - e) Shall ensure all volunteers are appropriately screened and meet all requirements as per CYGHA and OWHA, Hockey Canada rules, regulations and policies.
- 5.10 Rep Manager Liaison (reporting to VP of Rep)
- a) Shall be available by phone or email to answer queries from managers in the rep league
 - b) Shall adhere to/clarify all rules and processes imposed by the CYGHA Rep Policy, OWHA and LLFHL
 - c) Shall direct a team manager to the appropriate resource if unable to fulfill the query
 - d) Shall maintain a list of FAQ's to assist in developing CYGHA Managers Manual each season.
- 5.11 LLFHL Liaison (reporting to VP of Rep)
- a) Shall be responsible to represent the CYGHA for all matters concerning LLFHL, including attending meetings on the CYGHA behalf
 - b) Shall provide guidance and support to all CYGHA teams who participate in the LLFHL, regarding rules, policies and procedures
- 5.12 Silver Stick Tournament Director (reporting to VP Rep)

Chair and coordinate a committee to run an annual OWHA-sanctioned Tournament.

- a) Submit to council a budget for the upcoming season.
- b) Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association’s being committed to the expense or contract.
- c) Submit all pre- and post-paperwork for Silver Stick tournament to the OWHA.

5.13 House League Tournament Director (reporting to VP House League)

- a) Chair and coordinate a committee to run an annual OWHA-sanctioned House League Tournament.
- b) Submit to executive a budget for the upcoming season
- c) Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association’s being committed to the expense or contract.
- d) Submit all pre- and post-paperwork for House League tournament to the OWHA.

5.14 Rep Jersey & Team wear Coordinator (reporting to the Executive as a whole)

- a) Be responsible for submitting new Rep Jersey & Team wear items to the Executive Council for approval.
- b) Be responsible for arranging Rep Jersey & Team wear sales dates and times.
- c) Be responsible for arranging delivery of Rep Jersey & Team wear items to customers.
- d) Be responsible for the CYGHA logo.
- e) Be responsible for ordering Rep Jersey & Teamwear from authorized supplier only.
- f) Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association’s being committed to the expense or contract.

5.15 Constitutional Chair (reporting to the President and/or Executive as a whole)

Shall be responsible to ensure the rules of the league are upheld at all times,

- a) Shall be included at the Executive meetings at President’s request, but will be non-voting on Executive matters.
- b) Shall chair the Annual General Meeting around the order paper and ensure all member conduct and motions are in order.
- c) Shall review all suggested constitutional amendments prior to being sent out to the membership to ensure all motions comply with the current constitution.
- d) Shall have a member vote at the Annual General Meeting.
- e) Shall work with Executive on all suggested changes to the constitution prior to the Annual General Meeting, and can send their own recommended motions, but must have another member second the motion and speak to the motion at the Annual General Meeting.
- f) The Constitutional Chair may determine a motion out of order, as per the constitution and remove from the order paper. The Constitutional Chair need not advise members on how to write motions.

7.0 THE DIVISION CONVENORS (HOUSE LEAGUE)

- a) Shall in conjunction with the Vice president of House League allocate players to teams, to prepare team lists, to distribute such team lists to coaches and the league administrator

- b) Shall in conjunction with the Vice-President of House League assist in the equalization of the teams
- c) Shall receive all complaints regarding the operation of his or her division and to refer such matters, as cannot be handles properly by himself or herself to the Executive through the Vice-President of House League
- d) Shall oversee the efficient operation of his or her league division, subject to the Constitution, By-Laws, policy and Playing Rules of the Association
- e) Shall ensure that all players receive equal ice time
- f) Shall ensure that, all Team Officials behind the bench during games, have been approved by the CYGHA Executive for that season
- g) Shall conduct pre-season meetings with coaching staff
- h) Shall inform the Equipment Manager of equipment throughout the season
- i) Shall at all times keep the Vice President of House league and the Executive informed of all disciplinary matters, including any inappropriate behavior from coaches, players or parents and on ice officials

8.0 DUTIES OF THE TEAM COACHES

- a) Shall ensure the efficient operation and decorum of their respective team. They will ensure that only team members or officials are on the players bench and in the dressing room, and that dressing room policies are strictly adhered to
- b) Shall ensure that all players wear protective equipment as outlined in Hockey Canada rules and as added there to by the OWH and CYGHA
- c) Shall attend all scheduled games, practices and meetings wherever possible
- d) Shall strive for their teaching certificate (coach level). Must obtain coach level prior to the second half of season
- e) Shall acquire their basic NCCP coach level certificate, acquire “Respect in Sport” certification, and have a volunteer screening performed, or other qualifications as deemed by CYGHA, OWH or Hockey Canada
- f) Shall ensure equal playing time for House League players
- g) Shall uphold the values of True Sport in their coaching and management of the team.
- h) Shall attend the coaching development clinics that are offered by the CYGHA

9.0 DUTIES OF THE TEAM TRAINER

- a) Shall be certified female trainer or obtain such prior to the second half of season
- b) Shall be the team member to respond and attend to an on- ice injured player and on whose authority (only), a player may return to the ice
- c) Shall be on the bench at each game and practice
- d) Shall be responsible for the well-being of each player and shall have the first aid kit and players’ health forms on the bench at all games and practices
- e) Shall ensure all players equipment is in good order and repair, and proper fit
- f) Trainers are not responsible for water bottle, pucks or other coaching staff duties unless they agree to do so
- g) Shall be attentive to the players during the game and not be involved in any coaching of players during games or practices. Any yelling from the bench is not appropriate

10.0 HONORARY LIFE MEMBERS

- a) Shall be the highest honor that can be bestowed by this Association and it is awarded only for very distinctive service to the Association
- b) Shall be appointed by the Executive

11.0 VOTING PROCEDURES AND MEETINGS

- a) The President shall call meetings of the Executive as required but at least five times per year
- b) Every member of the Executive shall be entitled to vote at Executive Meeting
- c) Voting shall be by a show of hands
- d) A quorum shall consist of no less than three members of the Executive
- e) With prior notice, any Association member shall be permitted to attend any Executive meeting but cannot participate without permission from the Executive
- f) Each member as described in Constitution 5.0 Membership, will be given a vote. Each Officer as described in Constitution 7.1, will be given a vote.
- g) The Secretary shall distribute cards prior to the vote to the voting members. A list shall be maintained to record the cards distributed
- h) No member shall be entitled to vote unless all dues or fees have been paid in full and they are in good standing
- i) During the election of officers, candidates shall be asked to leave the room, except in the case of acclamation
- j) All motions, elections, and constitutional changes shall be decided by a majority of votes of those in attendance at the Annual General Meeting
- k) The Order of Business shall be as follows:
 - I. Call to order
 - II. Acceptance of the minutes of the previous Annual General Meeting
 - III. Reports including President's, Vice President Rep, Vice President – HL, and Vice President Women's Division, Secretary, and Treasurers
 - IV. Amendments to the Constitution and or By-Laws
 - V. Old Business
 - VI. Election of Officers and Assumption of Duties
 - VII. New Business
 - VIII. Open Question / Answer as time permits
 - IX. Close of meeting

12.0 DISCIPLINE PROCEDURES

- a) A committee for Discipline Procedures shall include the Discipline Chairperson, and at least 2 other people. A Member of the Executive should be considered to be part of the committee provided he/she unbiased. Once the committee is established the Discipline Chair Person must inform the President who will be serving on the committee. If the President has some involvement in the investigations, at least one Vice President from the Executive must be informed of the committee members.
- b) The Discipline Chair has the authority to temporarily suspend any member of the CYGHA from his/her duties or from participating on a team after reviewing sufficient information and/or after reviewing sufficient information and/or after initial investigations of an incident or person being investigated. Any suspension or recommendation of release must be reported to the Executive.
- c) The Selection of a Disciplinary Committee is at the discretion of the Discipline Chair. Best efforts must be made to include current members of the CYGHA to be part of the committee. Past members can be considered. Other people experienced may serve on the committee as per their experience and insight into the issue. Co-ordination of the committee and scheduling meetings is the responsibility of the Discipline Chair. Establishing an appropriate disciplinary committee should be a priority.
- d) The Discipline Committee shall maintain all matters with strict confidentiality.
- e) The Discipline Committee shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard

- f) A member of the committee shall keep notes as necessary of the events and conversations from the hearing. The Discipline Chair is responsible for writing a summary of the investigation and submit it to a member of the Executive
- g) Any suspension in ANY OWHA sanctioned game must be reported within 24 hours of the infraction to the Discipline Chairperson. In their absence the infraction must be reported to another member of the committee. Such infractions must be reported to the OWHA by the chairperson within 24 hours
- h) The Discipline Committee must follow the minimum suspension guidelines as circulated annually by the OWHA. Additional suspensions by the committee require Executive approval. If additional suspensions are a recommendation, the Executive should uphold the recommendations.
- i) The Discipline Committee may make recommendation to the executive to suspend any Association member whose conduct or actions may discredit the Association or the sport of women's hockey, whether such action or conduct was on or off the ice
- j) The Discipline Committee can take independent action to determine whether conduct has been inappropriate. Action can consist of interviews, written reports, etc. The Executive must be notified prior to the commencement of such action. Recommendation of corrective or disciplinary action must be presented to and approved by the Executive
- k) The Discipline Chair can review complaints forwarded to him/her and make a recommendation to the Executive without a full Discipline Committee investigation.
- l) Any member of the CYGHA who withholds information from the Discipline Chair in attempts to avoid an investigation can also be suspended from his/her duties. Incidents shall be reported in a timely matter.

13.0 APPEALS

- a) Matters that may be appealed:
 - i) A suspension of more than seven games imposed by the Association or the OWHA Disciplinary Board. (To the OWHA Disciplinary Committee ONLY)
 - ii) Any suspension that exceeds the minimum suspension as outlined by the OWHA and CYGHA
- b) Appeal procedures will be as follows:
 - i) To appeal a team or individual shall submit written documentation stating the reasons for the appeal and facts supporting the appeal to the Discipline Chairperson
 - ii) For a suspension of more than one third of the total games in the playing season or any number of suspensions that is over the minimum, an appeal must be filed within 48 hours of receipt of suspension
 - iii) A \$200.00 certified cheque must accompany the appeal. This may be refunded at the discretion of the Discipline Committee
 - iv) A date for an appeal hearing shall be set within seven days of the appeal being filed. The date for the appeal hearing shall be no more than 14 days after the filing date
 - v) The Discipline Chairperson shall notify all parties of the appeal date as soon as it has been set
 - vi) The Executive and only the Executive has the authority to uphold, decrease or increase suspensions in excess of minimum except where handed down by OWHA or Hockey Canada. Their disciplinary process/appeals then take precedence
 - vii) The Discipline Committee shall render its decision not more than five days after the hearing

14.0 WAITING LIST POLICY

- a) Players are placed on House League teams in all divisions in the order in which they are registered, to a maximum of 16 players per team.
- b) NSF cheques and an outstanding balance owing will see the player put on the waiting list for a period of ten (10) business days. If the balance owing has not been received and paid for by the end of the ten-day period, the held spot on a team will be forfeited and given to the next available player on the waiting list who has paid their fees
- c) Preference will be given to players residing within CYGHA boundaries, as outlined in the current years' residency rules and map on the CYGHA website, should there be more players then spots. Normal refund policy will apply.

15.0 REFUND POLICY

Refunds are determined based on the posted Refund Policy and request form on the CYGHA website and updated annually.

16.0 HOUSE LEAGUE POLICIES

- a) The current House League Policy document is posted on the CYGHA website and will be amended yearly by the VP of House League, and approved by the Executive.
- b) Failure to comply with any of the policies as outlined can result in a sanction. The sanction applied, the level and length of the sanction will be based on the recommendation by the Discipline Chair and appointed committee with approval by the Executive.

17.0 REP TEAM POLICIES

- a) The current Rep Policy document is posted on the CYGHA website and will be amended yearly by the VP of Rep, and approved by the Executive.
- b) Failure to comply with any of the policies as outlined can result in a sanction. The sanction applied, the level and length of the sanction will be based on the recommendation by the Discipline Chair and appointed committee with approval by the Executive.

18.0 HARASSMENT AND ABUSE POLICY

- a) It is the policy of the CYGHA that there shall be no abuse or neglect, whether physical, emotional or sexual of any participant in any of its programs. The CYGHA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of mal-treatment
- b) The CYGHA is committed to providing a sport and work environment that promotes equal opportunities and prohibits discriminatory practices
- c) Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada. In its most extreme forms, harassment can be an offense under Canada's Criminal Code

19.0 RESIDENCY

Player residency requirements will set out in the CYGHA Rep and House League policy documents as approved by the Executive each year and can be found on the CYGHA website.

20.0 DRESSING ROOM POLICY

- a) The safety and comfort of girls playing in the CYGHA is a priority for the Association which starts in the dressing room. While the CYGHA allows some latitude at the Novice level, all other divisions should be following these rules:

- b) No males allowed in the dressing room while the girls are changing. This includes members of the Coaching staff.
- c) A Team Mom and/or Female Trainer should be designated to monitor* the dressing room ***at all times*** and not permit entry by males until girls are dressed
- d) Coaches may implement rules that allow them to enter the dressing room 5 minutes prior to a game (This is for HL. Rep teams may implement their own rules for being at the rink and changed) and have late arrivals change in the washroom but still must receive the green light to enter from the Team Mom or Female Trainer
- e) There should be at least 2 adults in the dressing room at all times (for protection of the girls and parents) and one of these adults should ALWAYS be female.
- f) Monitoring includes prohibiting the use of cell phones and PDAs (Personal Digital Assistant).
- g) The Head Coach is entirely accountable for ensuring these rules are followed.



CYGHA House League Policy

Failure to comply with any of the policies as outlined can result in a sanction. The sanction applied, the level and length of the sanction will be based on the recommendation by the Discipline Chair and appointed committee with approval by the Executive

1. All members must abide by:

- a) OWHHA rules and policies.
- b) The OWHHA and CYGHA code of conduct.

2. CYGHA House League Player Eligibility

The CYGHA is committed to players who reside within the CYGHA residential boundaries. Effective for the 2016/2017 playing year, the CYGHA will implement residency restrictions in line with the commitment to CYGHA residents.

i) The CYGHA shall register female hockey players for play in one of the following CYGHA House league divisions, numbers permitting.

ii) Ages referred to are as of December 31st

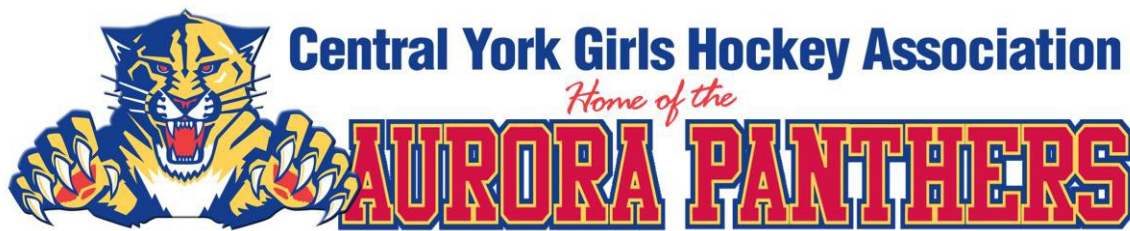
- Cubs: 4 to 6 years
- Tykes: 7 years and under
- Novice: 8 years and under
- Atom: 10 years and under
- Pee wee: 12 years and under
- Bantam: 14 years and under
- Midget: 17 years and under
- Senior Rec: 18 years and over

iv) If a player has been rostered and agreed to play on a OWHHA or OMHA competitive team for the same playing season that player will not be eligible for the CYGHA house league division.

3. House League Waiting List Policy

i) Players are placed on house league teams in all divisions in the order in which they are registered, to a maximum of 16 players per team.

ii) NSF cheques and any outstanding balance owing will see the player put on the waiting list for a period of ten (10) business days. If the balance owing has not been received and paid for by the end of the ten day period, the held spot on a team will be



forfeited and given to the next available player on the waiting list who has paid their fees.

iii) Preference will be given to players residing within CYGHA boundaries, as outlined in the current year's residency rules and map on the CYGHA website, should there be more players than spots. Normal refund policies apply.

4. House League Refund Policy

i) Refunds are determined based on the posted Refund Policy and request form on the CYGHA website which is updated annually.

5. House League Rules of Play

Please see By-Law 2.0 plus:

i) No Body checking is permitted at any level.

ii) The CYGHA operates on the principle of fair play – all players must receive equal ice time both in House League regular season and House League playoff games. Continual violation of this rule by the coaching staff will result in disciplinary action by the VP of House League and/or Disciplinary Chair. Below is the link to the CYGHA Fair Play Policy.

<http://www.girlshockey-centrallyork.com/page/show/2113767-cygha-fair-play-policy>

6. House League Goalies. (Senior House League exempt)

i) There shall be no dedicated goalies at the Novice and Atom levels. Teams should make a schedule at the beginning of the year that gives all players the opportunity to be goalie at least once.

ii) In Pee wee level and above, a team may have a full-time goalie. All efforts will be made to identify these players and spread them out amongst all teams equally.

iii) Pee wee teams with a full-time goalie should offer any interested team members a chance to try goaltending. A schedule should be arranged to provide fair goaltending time for the full-time goalie and interested players.

iv) If at any time a player in Bantam and Midget levels want to try goalie they must be given that opportunity even if a dedicated goalie exists on that team.

7. Borrowing Goalies (Senior House League exempt)

i) There shall be no borrowing goalies at the Novice, Atom and Pee wee Levels

ii) The process of borrowing goalies at the Bantam and Midget levels will be determined annually at the beginning of the season and will depend on the quantity of goalies.

8. Borrowing players (Senior House League exempt)

i) Borrowing players from other teams will be allowed if you have less than 10 skaters.

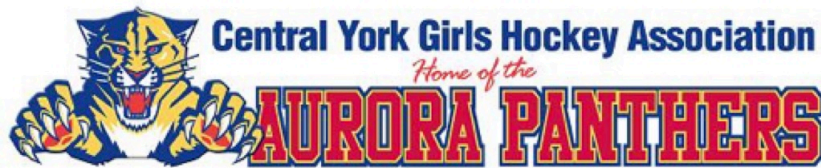
ii) You may only borrow enough players to get your roster to 10 skaters (2 full lines).



- iii) You may not borrow the same player more than once per season.
- iv) Borrowed players must be inscribed on the game sheet.
- v) Failure to record the players will result in that game being forfeited; the official score will be recorded as a 1-0 loss.

9. **Equipment**

- i) The coaches are responsible for ensuring that all players are wearing all protective equipment, according to OWHHA rules.
- ii)) Goalie equipment (Senior House League exempt):
 - a. The CYGHA supplies, if required, the following equipment for all house league goalies from Fundamentals to Midget: stick, gloves, leg pads, shoulder/arm pads/chest protectors, throat protector.
 - b. This equipment is loaned to the team/player for the hockey season and must be returned in good condition.
 - c. Replacement or repairs for abusive wear will be charged back to the parent/guardian of the player.

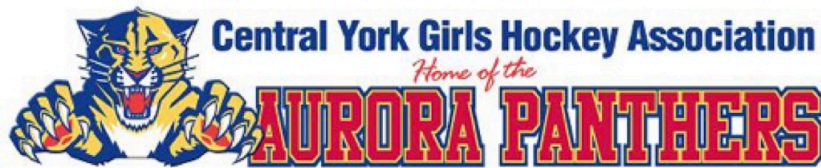


CYGHA Rep Policy Document – 2018/2019

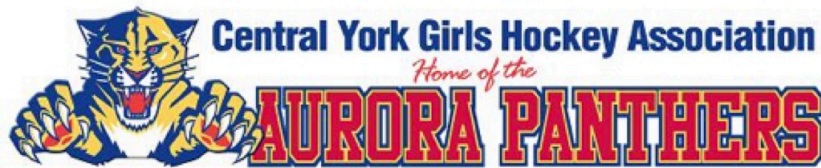
Failure to comply with any of the policies as outlined can result in a sanction. The sanction applied, the level and length of the sanction will be based on the recommendation by the Discipline Chair and appointed committee with approval by the Executive.

- 1) All members must abide by:
 - a) All OWHHA and LLFHL rules and policies.
 - b) The OWHHA and CYGHA code of conduct.
- 2) CYGHA Rep Team Player Eligibility:
 - a) The CYGHA is committed to players who reside within the CYGHA residential boundaries. Effective for the 2013/2014 playing year, the CYGHA will implement residency restrictions in line with the commitment to CYGHA residents. For the purposes of this section 'import' is defined as a player not currently residing within the CYGHA borders as defined by the map published on the CYGHA web site and was not an active member during the previous hockey season.
 - b) Residency Restrictions:
 - i) All players joining a rep team in the CYGHA must reside within the CYGHA residential boundaries. Please refer to the current map published on the CYGHA web site. Proof of residency may be required for any player.
 - ii) It is the responsibility of the parents to ensure that the Head Coach has complete and accurate residency information.
 - iii) Based on the information supplied by the parent, Head Coaches must ensure that players being signed to a team are eligible under the residency rule.
 - iv) If information contrary to the eligibility restrictions becomes evident, the league maintains the right to remove a player from the roster by August 31st.
 - c) Exceptions and Exemptions to the CYGHA Residency Restrictions:
 - i) Players joining the Intermediate AA team are exempt from any residency restriction rule
 - ii) 'AA' programs are permitted three (3) import players to be signed to their teams.
 - iii) An exception case can be made by any team's Head Coach to the Rep VP for approval by the executive to sign a non-resident goalie where there is a clear indication of need at the division in question.
 - iv) In special circumstances, an application can be made for relief from the residency rules to the Rep VP, for approval by the executive. Circumstances including, but not limited to, 'AA' or 'A' level players where a 'AA' or 'A' program is not offered in their home association.
 - d) Permission to skate: All players that were signed to a team with a different OWHHA association for the prior season, **regardless of residency**, must present a signed PTS (Permission To Skate) form from that association before they are eligible to attend tryouts. This does NOT apply to players coming from boys' associations. An official release form will also be required if they are selected to join a CYGHA team.

Please note that an active member currently residing outside of the current CYGHA boundaries should be aware that leaving the CYGHA for an upcoming season will automatically classify the player as an import if she intends on returning in a subsequent season

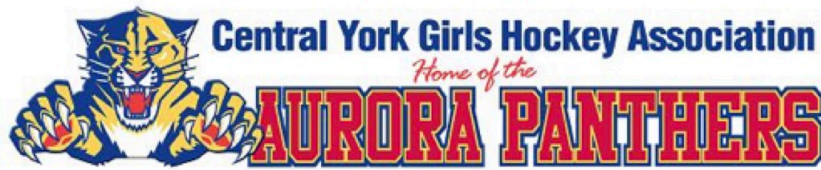


- 3) Rep Team Tryouts:
- a) Team tryouts are open to any player who meets the CYGHA Rep Team Player Eligibility rules.
 - b) The CYGHA will define the minimum-level team that all players must attend for their first tryout. Each season, a “team to try-out for” grid will be published and circulated to all teams.
 - c) Unless relief from this rule is obtained by way of application to the VP Rep in special circumstances, a player will only be eligible to play Rep hockey for the Aurora Panthers if they:
 - i) Attend the first tryout at the minimum level required and return for each subsequent tryout to which they are invited.
 - ii) Accept any roster spot offered to them.
 - d) The tryout process must be free from all conflict of interest. Volunteers assisting a Head Coach with the player sign-in table, on-ice activities, trainers or player evaluation panel must not be a player or parent member of the division to which the Head Coach is appointed.
 - e) To ensure that all players are placed at the appropriate level, and in the spirit of co-operation, the player evaluation panel is not limited in number but must include the coach for the level below the level of the tryout being held.
Example:
 - i) Atom AA tryout: Evaluation panel must include the Atom A coach.
 - ii) Atom A tryout: Evaluation panel must include the Atom BB coach.
 - f) Each coach will be required to submit the names for their player evaluation panel to the Rep VP at least 24 hours BEFORE their first tryout session.
 - g) All players must attend a minimum of one tryout to be eligible for signing to a team unless special consideration is given. If a player is unable to attend a tryout due to injury or an extenuating circumstance, relief from this rule can be granted if documentation is provided to the coach and the VP Rep supporting the circumstances outlined.
 - h) The Intermediate AA team is exempt from Rep Team Tryout Rules.
- 4) Team Financial Requirements:
- a) A deposit of \$500 is due to the team by each player upon signing with the team and is non-refundable.
 - b) All players and teams must register and meet the financial payment dates required by the league as follows:
 - i) Payment of Leagues fees by teams are due in 3 installments on July 15th/September 15th/October 15th
 - ii) Payments from families to the team to cover fees are due June 30th/August 30th/September 30th.
 - iii) Non-compliance in meeting the above dates could result in ice suspension for teams or players.
 - c) A draft league fee estimate will be provided for tryouts for the purposes of a draft budget for parent review. The estimate of league fees is not considered final.
 - d) It is recommended that all rep teams use the league approved book-keeping documents which will be provided at the Rep Staff meeting in early May.
 - e) Bank accounts should be opened in the team name – Aurora Panthers “division” “level” using the home address of the team treasurer. A letter from the league confirming knowledge of the account and the signing officers is required to open the account. Request this letter from the office.
 - f) All team bank accounts must have a minimum of three (3) signing officers. All cheques written from the team bank account require two (2) of the three signing officers.
 - g) The Head Coach shall be accountable for the financial matters of the team; therefore, a separation of duties is required.
 - i) The Head Coach may not act as Manager or Treasurer.
 - ii) If the Head Coach appoints their spouse to the Manager or Treasurer position, the relationship must be disclosed to the team parents and both cannot be signing officers.
 - iii) To eliminate any conflict of interest, each of the signing officers must be parents of three separate players.
 - h) All fees and team income collected by members of the team must be made payable to the team name on the bank account and may not be made payable to any individual or team staff member.
 - i) The financial position of the team must be reported to the Executive Treasurer and must be distributed to any/all members of the team at a minimum of every three months starting in June. This report should include, but is not limited to, budgets versus actual revenue and expenses, bank reconciliation records and future forecasts. It is

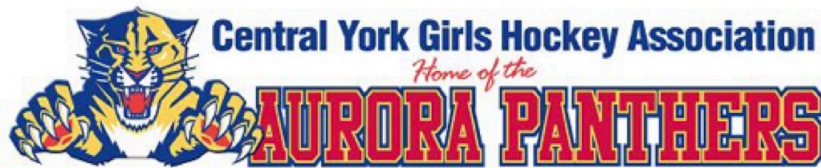


recommended that of the required reporting intervals, the following dates be included amongst other reporting dates:

- (1) June 30th – preliminary budget
 - (2) December 31st – mid-season accounting
 - (3) April 30th – year-end wrap-up of team books
 - j) Additional requests by the Executive Treasurer, for any budget or team financial information must be submitted within 5 business days following the request.
 - k) All supporting receipts and documentation must be kept by the team treasurer and be made available upon request from a team parent or the Executive Treasurer.
- 5) Player Refund Policy:
- a) A player cannot be released by a coach from a team after the player has signed the offer letter and the deposit is paid. Any exception request, which does not relate to a discipline matter, will be made in writing to the VP Rep to be approved by the executive.
 - b) Upon the release of a player from the team, the date of release is used to calculate the pro-rated refund to the departing player. The team manager must get executive approval, by submitting the proposed refund calculation to the league treasurer and Rep VP.
- 6) Discipline:
- a) Head Coaches must follow the OWHa and LLFHL processes regarding player or staff suspensions. All suspensions must be reported to the Rep VP, the OWHa and the LLFHL within 24 hours of the incident.
 - b) Any incident requiring additional disciplinary measures must be sent to the discipline chair for review and investigation to provide the recommendation all parties involved must follow. The discipline committee will make a recommendation, approved by the executive, on applying a penalty, sanction or release.
- 7) Ice Allocation:
- a) The CYGHA home ice allocation includes arenas in Bradford, East Gwillimbury, Richmond Hill, Newmarket and Aurora. Team officials, volunteers, parents and players joining a team in the CYGHA must be prepared to participate in practices and games in any/all of the arenas in the CYGHA home centers.
 - b) Week night ice allocations provided by the towns within the CYGHA operate between 5:00 PM-11:00 PM.
 - c) League ice is the first priority for calendar scheduling during the playing season. Outside contracts for on/off ice development or any other team commitments preventing assigning of league ice appropriately will not be granted relief by the association.
 - d) Working with the ice the league has been assigned by the towns, the LLFHL start and end times, assignment of ice times appropriate to age of divisions and sharing of prime-time slots as best as possible are the priorities that are factored into allocations to ensure fairness and equality for the entire league.
 - e) Each team is assigned sufficient ice for all league home games and practices, to a target average number of hours each week based on the team's category (i.e. AA gets more ice than A, etc.). The number of weekly hours will be communicated to coaches before tryouts each season.
 - f) The cost of ice allocations assigned to each team are included in the team league fees. Each team is rated by a pre-determined weekly ice allotment for a 30-week season. Some weeks will be higher (early/late season) and some will be lower (regular season).
 - g) Neither refunds nor supplemental invoices for any portion of the league fees will be granted or charged by the league to the teams within a 10% discrepancy. Any request for exception to this rule should be brought to the attention of the league executive.
 - h) Teams will not get credit for unused weekend ice due to being away for tournaments.



- 8) Insurance:
- a) Only rostered CYGHA players and team officials can participate on the ice as insured by the OWHA. Full equipment is required for all players while participating in on-ice events. On-ice staff equipment must include a helmet, stick, skates and gloves.
 - b) Exceptions can be made for non-rostered volunteers for special events provided that the proper documentation has been completed and approved by the OWHA (see OWHA website under insurance)
- 9) Dress Code:
- a) For all game events representing the CYGHA, players must be dressed uniformly in one of the approved Panther Wear outfits.
 - b) Jerseys are ordered from the CYGHA approved supplier and cannot be altered except for the addition of name bars, sponsor bars and crests. All alterations are to be completed by the approved supplier.
 - c) Team wear is ordered from the CYGHA approved supplier.
- 10) Player Registration:
- a) A Rep Player Registration form must be completed by each player.
 - b) An OWHA release is required from players coming from other OWHA associations.
 - c) Copies of birth certificates (for proof of age) are required for girls new to our association.
 - d) New players from outside of Ontario require specific releases. Contact the office.
 - e) Selecting more or less than fifteen (15) skaters or taking less than two (2) goalies requires permission from the Rep VP.
 - f) All player commitment letters, registrations, releases and birth certificate copies are to be submitted to the office by June 30.
- 11) Selection and Registration of Team Staff:
- a) A Team Staff member is a volunteer that is carrying on the role of Coach, Assistant Coach, Trainer, Manager and Treasurer. All trainers must be a minimum of 16 years of age, and there must be a minimum of a two year difference between the trainer and the oldest player on the team.
 - b) Staff consists of a minimum of the following positions:
 - i) Head Coach
 - ii) Two Assistant Coaches
 - iii) One Female Trainer (additional trainers recommended)
 - iv) Manager/Treasurer/Statistician (can be the same person)
 - v) On-ice Assistants
 - c) A Volunteer Registration form must be completed by each Team Staff member.
 - d) Submit staffing requests including volunteer registration forms, supporting documentation and original Volunteer Sector Screening reports, if required, to the office by June 30.
 - e) All staff must be approved by the executive. Only approved staff will be rostered to the team.
 - f) Staff can be selected immediately following tryouts, and begin working for the team re: setting up the team, including banking/budgeting, summer activities.
 - g) No staff member or player will be allowed to participate in any OWHA or pre-season games prior to being rostered.
 - h) On-ice Assistants only need to be rostered with one team.
- 12) Staff Certification Requirements:
- a) All head coaches and assistant coaches must have the minimum coaching certification as required by the OWHA prior to rostering the team. Proof of certification is required (using NCCP # at coach.ca web site).
 - b) Each team must roster at least one female trainer. All trainers must have a current HTCP certificate (valid for 3 years).
 - c) All staff must have completed a Respect in Sport or Speak Out course. (no expiry)
 - d) Volunteer Sector Screening is mandatory for all volunteers and staff. It is recommended that a six-week window be allowed to complete this due to the timing requirements of the issuing police force.



- i) checks must not be more than four months old
- ii) VSS is required every four years
- e) A Criminal Offence Declaration must be submitted each subsequent year until the VSS expires.

13) Team Roster:

- a) An OWHHA Team Waiver will be emailed to team manager in August to be signed by all players, parents and staff.
- b) The signed waiver must be returned to the office 5 business days prior to your first exhibition or tournament game or September 15, whichever comes first.
- c) The official OWHHA approved roster will be emailed to the team manager.

14) Addition of players and staff after June 30:

- a) Players and staff can be added to the roster after June 30 with submission of required documentation.
- b) Deadlines are set by the OWHHA and LLFHL for player additions. Refer to the OWHHA Handbook and LLFHL rules for details.
- c) Rules regarding player eligibility for OWHHA Provincial Play-downs and LLFHL Playoffs are detailed in the OWHHA Handbook and the LLFHL Rules.

15) Player Call Ups:

- a) There will be occasions during a season where a team will need players to fill in for those that are unable to participate due to injury or scheduling conflicts. The process for this is as follows:
- b) The Coach from the team requiring players will contact the Coach of the team at the next level below (ex. PW AA would contact PW A) and state his/her needs (i.e. Defense, Forward, Goalie / Game, Practice, Tournament / Duration).
- c) The Coach receiving the request will assess if he/she can assist and provide the requesting Coach with player recommendations.
- d) Once agreed on the commitment of players and duration, the Coach of the lower level team will approach the player(s) with the offer to play up and clearly identify the level of commitment.
- e) A Coach reserves the right to play with a short bench but in the interest of player development and opportunity, the Association encourages Coaches to request alternates.
- f) There is no obligation on behalf of the Coach from the lower level team to provide alternate players as they may have conflicts within their own schedule and activities.
- g) Only in an exceptional case will a Coach be allowed to request players from teams 2 levels lower and the case would have to be made to the Rep VP prior to doing so.
- h) The only Rep team that can approach the House League for players is the lowest level team in that division. Proper protocol would be for the Coach to contact the HL convenor of the appropriate division stating his/her requirements. Note: The lowest level Rep Coaches would approach the DS Team Coach directly once these teams are in place.
- i) If a team requires a player to move up on a permanent basis due to season-ending injury or other issue, a request must be submitted to the Rep VP before October 31st of any given season.

16) Playing Up Policy:

- a) The CYGHA strongly encourages players to play within their own age category.
- b) In exceptional situations, players interested in playing a division higher than their age category must apply in writing to the Rep VP before tryouts end.
- c) The player shall be, in the opinion of the current and incoming coaches of both age categories, regarded as an impact player and be in the top 5 skaters in the older age category. Goaltenders wishing to play at an older age category will be evaluated on a case-by-case basis depending on the need in the older division.

17) Team Captains/Alternates:

- a) The CYGHA advises against selecting Captains and Alternate Captains for teams Pee wee or younger.

CENTRAL YORK GIRLS HOCKEY ASSOCIATION – AURORA PANTHERS

PLAYER REFUND REQUEST FORM

Registration refunds will NOT be granted after November 1st unless under special circumstances and will remain at the discretion of the CYGHA executive.

Date of Request _____ Current Team _____
Player Name _____ Coach _____
Address _____
Phone _____ Email _____

I _____ of the _____ Team
am formally requesting a player refund. I understand that registration refunds and amounts
will be distributed per the Refund Schedule and the CYGHA reserves the right to deem refund
amount(s) as per refund policy.

A request for refund for medical reasons submitted after October 31st must be accompanied
by a doctor's report.

Refund Schedule House League	
Withdrawal before Opening Weekend	Full refund less \$50
Withdrawal before and including October 31	Full refund less \$100
Withdrawal after October 31	Subject to Executive Review

Reason For Refund Request _____

CYGHA reserves the right to approve refunds accordingly. I hereby understand any refund amount will be decided
and granted by the CYGHA as required.

Player/Parent Name(Please Print) Player/Parent Signature

For CYGHA Use Only	
Refund Request Type: Fun. _____ HL _____ SR _____	Date Received: _____
Registration Amt Paid _____	
Refund Amt Approved _____	Date Cheque sent & # _____



CYGA Boundary

