



# **Cold Creek Girls Hockey Association Constitution**

## **Article 1: Name**

**1.1** The organization shall be known as The Cold Creek Girls Hockey Association herein referred to as CCGHA.

## **Article 2: Affiliation**

**2.1** The CCGHA shall, where deemed necessary, be affiliated with the Ontario Women's Hockey Association. If such affiliation does exist, the rules and regulations of that organization shall apply.

## **Article 3: Purpose**

**3.1** The CCGHA was established to provide a means for female hockey players to participate in a recreational and competitive level in age specific categories up to and including seniors.

**3.2** In order to provide women with the opportunity and recognize the unique nature of the rural environment, CCGHA will work with minor hockey associations (both male and female). CCGHA will follow OWHA rules regarding players' eligibility.

**3.3** CCGHA seeks to promote fellowship, teach respect for rules and authority and help all participants become good citizens.

**3.4** CCGHA seeks to increase the individual knowledge of hockey and good sportsmanship by coaching, managing and general supervision,

**3.5** CCGHA seeks to increase the community's awareness of, and participation in, women's hockey.

**3.6** CCGHA seeks to train and organize both coaches and referees for the improvement of the game of hockey.

**3.7** CCGHA seeks to ensure that hockey does not interfere with players' progress at school.

## **Article 4: Duties of CCGHA Executive**

**4.1** The Executive shall-

-transact all business dealings associated with the organization

-establish an annual budget for CCGHA

-ensure that the organization is being operated in accordance with the CCGHA Constitution

-ensure that insurance coverage is obtained to protect all participants involved in CCGHA-sanctioned events and activities

## **Article 5: Executive**

**5.1** The CCGHA Executive shall consist of the following officers who will be elected for a period for two years on an odd/even basis as indicated. If a vacancy occurs prior to the completion of an officer's term, it shall be handled as set out in Article 7 of the Constitution.

**5.1.1** President (odd)

**5.1.2** Vice President / OWHA representative (even)

**5.1.3** Secretary / Website Administrator (odd)

**5.1.4** Treasurer (even)

**5.1.5** Registrar (even)

**5.1.6** Head Coach/Equipment Manager (odd)

**5.1.7** Fundraising Coordinator/Tournament Director (odd)

**5.1.8** Ice Scheduler (even)

**5.1.9** Referee-in-Chief (appointed)

**5.2** The Executive shall have the power to form committees as may from time to time be deemed necessary for the good of the organization.

**5.3** Only the Executive has the right to represent CCGHA. All correspondence from CCGHA and expenditure by CCGHA must be approved by the Executive.

**5.4** The directors of CCGHA shall serve without remuneration.

**5.5** An Executive who, without just cause, fails to attend three consecutive monthly meetings can be removed from office by a quorum vote of the Executive. The Executive may fill this vacancy by electing any person in their stead for the remainder of the term.

## **Article 6: Executive Responsibilities**

**6.1 President:** he/she shall by virtue of the office be the guiding force in the organization and shall preside at meetings of the Association.

**6.2 Vice President / OWHA Representative:** The Vice President shall:

1. Stand in for the President at meetings and league functions and otherwise assist the President when required.
2. Act as the CCGHA representative for Lower Lakes Female Hockey League.
3. To keep Executive members and coaches informed of all developments pertaining to their teams re: league policy, schedule changes, etc.
4. Assist the Registrar with registration and collection of membership fees by the designated date.
5. Ensure that all players are properly registered on time with the OWHA in cooperation with the CCGHA Registrar.
6. Ensure all required documentation is complete and submit the same as required by the OWHA.
7. Attend all OWHA meetings as required and advise Executive of any information that may affect the organization and its members.
8. Ensure all play-down / playoff contracts are completed and submitted with the OWHA / LLFHL organizations as per annual instructions received.

**6.3 Secretary / Website Administrator:**

1. Shall be responsible for all correspondence associated with CCGHA which includes minutes of all meetings and maintaining the required records and be responsible for ensuring corporation profile reports are filed as required.
2. Shall maintain the Comets' website.

#### **6.4 Registrar:**

1. Organize annual registration with the assistance of the Vice President.
2. Process registration forms and keep accurate records of players registered in each division.
3. Collect registration fees and forward on to Treasurer.
4. Ensure that all players' fees are paid by the designated date or arrangements made for payment.

#### **6.5 Treasurer:**

1. Collect and properly record all funds belonging to the CCGHA.
2. Pay all accounts upon Executive approval by cheque.
3. Submit statement of cash position and updated income and expense statements at regular Executive meetings or by request of the President.
4. Review representative teams' financial statements on an annual basis.
5. Have financial authority on CCGHA bank accounts with President or Vice President.
6. Notify members in writing regarding NSF cheques and/or outstanding fees owed to CCGHA.

#### **6.6 Head Coach / Equipment Manager:**

1. Shall be responsible for the organization and training of all coaching staff within CCGHA.
2. The Head Coach shall receive applications for CCGHA coaching positions and make recommendations to the Executive for their approval in the assignment of team officials.
3. Ensures police checks are completed annually for all Executive members and team officials prior to the start of the regular season.
4. Shall be responsible for the maintenance of all equipment owned by CCGHA.
5. The Equipment Manager shall ensure safe storage of all equipment / jerseys and be responsible for its disbursement as needed.
6. Shall report to the Executive regarding the condition of the equipment and advise the Executive of the need to repair or replace equipment subject to Executive approval.

#### **6.7 Fundraising Coordinator:**

1. Shall be responsible for all fund raising activities conducted by CCGHA. The Fundraising Coordinator shall work with the Treasurer, the team managers and committees as necessary in fundraising efforts for CCGHA.
2. Shall liaison with team managers to ensure team fund raising efforts fall within CCGHA policies.
3. Responsible for maintaining sponsorship on team jerseys.

**6.8 Ice Scheduler / Act as a liaison between CCGHA and the Ref-In-Chief:** He/she shall be responsible for the allocation of all ice time under the control of CCGHA. The Ice Scheduler has the authority, within budget constraints, to purchase additional ice time as required and conversely return ice that is not required.

**6.9 Past President:** The Past President shall act only as a resource in an ex-officio capacity to the current Executive of the CCGHA. This is a non-voting position.

**6.10 Referee-in-Chief:** This is a position appointed by the Executive of the CCGHA. He/she shall be responsible for organizing and training of referees within CCGHA and shall act as mediator between the Referees Association and the Executive.

## **Article 7: Terms of Office**

**7.1** Executive officers shall be elected for a period of two (2) years commencing the 1<sup>st</sup> day of July and ending the 30<sup>th</sup> day of June two years hence. If a vacancy occurs during the term of office, the Executive shall appoint a replacement until an election can be held at the next annual general meeting. Election for vacant positions will be for a term that will bring it in line as per Article 5.1.

**7.2** No executive officer may hold the position of Treasurer / Registrar or Fund Raising / Tournament Coordinator for a period exceeding four (4) consecutive years.

## **Article 8: Voting Rights**

**8.1 Annual General Meeting:** All registered members (see Article 13) who are in attendance at an Annual General Meeting are eligible to vote. Decisions will carry with a 2/3 majority.

**8.2 Executive Meetings:** All executive officers in attendance at an Executive meeting, with the exception of the President (who has a tie breaking vote only) and the Past President (who does not vote) are eligible to vote. Decisions will carry with a 60% majority. (See Article 11 for details on quorum.)

## **Article 9: Election of Officers**

**9.1** Individuals may be nominated in two ways for the CCGHA Executive positions:

**9.1.1** Nominations are accepted from the floor at the annual general meeting. They must be seconded and the nominee must be present and accept the nomination.

**9.1.2** An individual may provide a letter to the Executive stating that they wish to allow their name to stand for a specific position or any position if nominated. Nominations must be seconded.

**9.2** The President shall ensure notice of the Annual General Meeting is provided to all CCGHA team managers and/or coaches, a minimum of 15 calendar days prior to the date set. The notice shall include the following information: meeting location, date, time, purpose and any other information deemed necessary by the Executive.

**9.3** When more than one person is running for an Executive position, time shall be allowed for these people to state their qualifications.

## **Article 10: Meetings**

**10.1 Meeting Format:** During all meetings the chairperson shall ensure that parliamentary procedure is followed at all times. Therefore, all discussions must be addressed to the chair and directed to the chair. No one may take the floor until recognized by the chairperson.

**10.2 Annual General Meeting:** The Corporation shall hold an Annual General Meeting of its members no later than the 31<sup>st</sup> of May each year. The Annual General Meeting of members shall be held on such day and at such time as the Board of Directors or President shall determine. The Annual General Meeting of the members shall be held for the purpose of hearing and receiving the financial statements; electing such officers and/or directors and transaction of any other business properly brought before the meeting.

**10.3 Executive Meetings:** Executive meetings shall be restricted to the elected Executive and invited guests. Meetings shall be called by the President or at the request of at least two members of the Executive. After being elected and prior to the commencement of their term of office, newly elected members will be asked to attend an Executive meeting.

**10.4** All association members are entitled to attend all regularly scheduled Executive meetings as observers. Notice of attendance to be sent to the President within 5 days of meeting.

## **Article 11: Executive Quorum**

**11.1** For the purpose of conducting the business of CCGHA, an executive quorum shall be comprised of: President or Vice President / OWHA Rep and three (3) additional elected officers.

## **Article 12: Financial**

**12.1** The CCGHA shall be a self supporting, self accounting organization.

**12.2** The CCGHA shall raise money from player registration fees, public sponsorship and donations. In addition, if required, it shall embark on fundraising endeavours.

**12.3** The Treasurer in accordance with standard bookkeeping practices shall maintain accounting records.

**12.4** All monies of the Association shall be deposited to CCGHA chartered accounts. Any withdrawals against said accounts must bear the signature of any two of the following executives: Treasurer / Registrar, President and/or Vice-President. Further to this, no cash reimbursements – all transactions will be handled via cheque for record keeping purposes.

**12.5** Commencing with the 2016-17 hockey season, the manager from each hockey team within the CCGHA is required to prepare and submit an interim financial statement to the Treasurer of the CCGHA and team parents on or before January 1<sup>st</sup> and a final team financial statement on or before the Annual General Meeting.

## **Article 13: Registration**

**13.1** For voting privileges, a registered member of CCGHA shall include:

- parents or guardians of a player
- a player (if 18 years of age or older on the day of the vote)
- a current team official (if 18 years of age or older on the day of the vote)
- a member of the Executive
- a volunteer to any CCGHA activity (if 18 years of age or older on the day of the vote)

**13.2** For player registration, the Executive shall advertise the location, date, time and fee for the upcoming season.

**13.3** Commencing with the 2018 hockey season, the cut-off date for reimbursement of registration fees shall be October 1st each year. Amount of registration fees to be reimbursed shall be at the discretion of the Executive. OWHA participant fee will not be reimbursed.

## **Article 14: Bylaws**

**14.1** The CCGHA does not accept any responsibility for injuries to players, officials or spectators. The CCGHA does not accept responsibility for debts incurred by any individual or team without authorization of the Executive.

**14.2** Any player registered with CCGHA comes under the jurisdiction of the OWHA for the period specified until officially released. No release shall be granted without the consent of the Executive (re Article 15.17).

**14.3** The Executive has the right to suspend any player or team official who fails to abide by the rules and regulations contained in Articles 3 and 15, CCGHA Code of Conduct or for any other reason deemed detrimental to CCGHA.

## **Article 15: Rules and Regulations**

**15.1** CCGHA teams participating in OWHA shall abide by all rules and regulations as specified by OWHA and the Ontario Hockey Federation.

**15.2** CCGHA teams participating in the league play shall abide by all rules and regulations as specified by various organizations and arena boards.

**15.3** Team officials have complete responsibility for the actions and behavior of their team during participation in CCGHA functions.

**15.4** No player or team official shall be allowed to participate in CCGHA unless he/she has completed the required registration forms.

**15.5** Full protective hockey equipment as defined by the OWHA Rule Book must be worn by CCGHA players and team officials for all games and team practices. CCGHA requires helmets to be worn and properly fastened for all on-ice team officials during team practices. Team officials not complying with this rule may be subject to discipline by the Association and/or OWHA.

**15.6** A team official must be in attendance for all games and team practices. If not, players will not be allowed on the ice.

**15.7** Members of the Association, players, coaches, managers, trainers, parents and Executive shall abide by the CCGHA Constitution and shall conduct themselves like gentlemen at all times during their participation in minor hockey.

**15.8** Teams must obtain written approval from CCGHA Executive prior to requesting any financial assistance from CCGHA sponsors.

**15.9** CCGHA prohibits the use of any cellular phones or any other media recording device in player dressing rooms during practices, games or any other sanctioned event as per OWHA and municipal rules.

**15.10** The use of profane language will not be tolerated in any arena building, dressing room or on play benches.

**15.11** Any member of the CCGHA or parent of a member who has a complaint, objection or advice must go through the following route:

- a) speak to your coach- if not resolved
- b) speak to your manager – if not resolved
- c) contact the Executive in writing

The complaint, objection or advice with regards to CCGHA will be expressed in a written, signed letter directed to the Executive through the President. If the above steps are not followed the issue will NOT be dealt with.

**15.12** Ice time will be allocated to teams by the Association's Ice Scheduler. The Association's Ice Scheduler will communicate the ice cancellation policy to teams at the beginning of each season.

When a team is unable to use its ice time, the team must notify the Ice Scheduler as soon as possible and in accordance to the arena's ice cancellation policy. Failure to do so, without just cause, may result in the team being financially responsible for the ice rental fee. Teams must notify the Ice Scheduler of any changes needed to their ice schedule within 5 days of the OWHA Scheduling Meeting.

**15.13** Parents are expected to cooperate with the Association's aim to instill in its members a respect for the ideals of sportsmanship. The Executive has the authority to request the removal from the arena of any person whose conduct is detrimental to this aim.

**15.14** Teams wishing to participate in any tournaments are responsible for the financial commitment and for notifying the Ice Scheduler. Teams must notify the Ice Scheduler as soon as the application is made to enter the tournament.

**15.15** Players must attend a minimum of 2 out of 4 tryouts to be eligible for a roster spot. Any player who is unable to attend the minimum required tryouts, must send a formal tryout exemption request to the team's head coach to be reviewed by the Executive. Exceptions to this rule may be applied based on the individual circumstances surrounding each team.

**15.16** If a player, for a specific reason, injury or illness, cannot take part in the tryouts and still wishes to be considered for a roster spot on the team, they must make a request in writing to the Executive, prior to the first tryout. The request will outline the reasons for missing tryouts and may be granted approval by the Executive to tryout at an alternatively scheduled time.

**15.17** All players must be properly registered with CCGHA and OWHA before participating in practices or games.

**15.18** All Player Release requests will be completed by the Cold Creek Registrar electronically on IVRNET. It will be the responsibility of the Registrar of the current season's team to submit the request and the responsibility of the former season's Registrar to respond to the request. A player may be released from one organization to another only once during a season, unless a change of the player's family domicile has taken place. A hard copy of the Player Release will not be required.

**15.19** All female development players (FDP) must be properly registered with CCGHA and pay full registration fees prior to participating any league games or practices.

**15.20** The CCGHA agrees to pay half of the registration fee for the LLFHL Championship Weekend for any CCGHA team that qualifies.

**15.21** The CCGHA agrees to pay half of the registration fee for the OWHA Provincial Championships for any CCGHA team that qualifies.

**15.22** All coaches and their coaching staff must submit a current police check to the Executive by September 1<sup>st</sup>.

## **Article 16: Amendments**

**16.1** A registered member may recommend amendments to this Constitution provided the recommendation is in the form of a written resolution and presented to an Executive member seven days prior to the Annual General Meeting. Such resolutions must be moved, seconded and carried by a 2/3 majority during a General Meeting of the CCGHA.

## Article 17: Approval

This Constitution was approved by a 2/3 majority vote during a general meeting held by the CCGHA at

Brighton, Ontario

May 10, 2018

on

Location

Date

Signed

\_\_\_\_\_  
President – Steve Hunter

Signed

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Secretary – Jason Elborne

**Amendments:** This Constitution is to be reviewed annually prior to the Annual General Meeting.