

OTTAWA VALLEY GIRLS HOCKEY ASSOCIATION

CONSTITUTION - Revised January 2017

1.0 NAME

1.1 This organization shall be called “The Ottawa Valley Girls Hockey Association”, hereinafter referred to as the “Association” or the OVGHA

1.2 The OVGHA is associated with the Ontario Women’s Hockey Association (OWHA), and by virtue this affiliation, is a member of the Canadian Hockey Association (CHA), the governing body of Amateur Hockey in Canada.

2.0 BOUNDARIES

2.1 The OVGHA is the established body of Girl’s Amateur Hockey within itself-defined boundaries as no set jurisdictions exist currently within the OWHA.

2.2 The OVGHA shall have jurisdiction over girls minor hockey in what is roughly defined as Renfrew County.

3.0 PURPOSE/ OBJECTIVES

3.1 The purpose of the Association shall be:

- a. to foster, promote, improve and perpetuate the sport of Girls Amateur Hockey
- b. to teach the fundamentals of hockey, fostering skill development, fair play and teamwork
- c. to exercise supervision and direction over its players, coaches, team staff, spectators and executive with emphasis on the development of good character, behaviour and friendship
- d. to give players equal opportunity to play regardless of ability and merit while establishing programs to facilitate that goal.
- e. to support the aims and objectives of the OWHA and CHA.
- f. to administer the Association without the purpose of monetary gain for its members. Any profits will be utilized to further develop, promote or otherwise benefit the members of the Association.
- g. to enhance and foster safety and respect in the games, embracing supporting programs such as the Respect in Sport program and others, which will support the goals of:

Respect for the rules
Respect for the opposition
Respect for the officials and their decisions
Maintaining self-control, and
Promoting participation

4.0 CORPORATE

The OVGHA is incorporated and will operate in a “not for profit” manner in accordance with the Corporation Act and all other applicable laws in the Province of Ontario.

5.0 COMPOSITION

5.1 GENERAL

5.1.1 The presiding officer of the OVGHA shall be the President.

5.1.2 The Association shall consist of:

- a. the Main Executive body, and
- b. the Non-Executive members.

5.2 MAIN EXECUTIVE BODY

5.2.1 The Main Executive Body shall consist of:

- a. President (E)
- b. Vice-President – House (E)
- c. Vice-President – Competitive (O)
- d. Treasurer - E
- e. Secretary (O)
- f. Registrar (E)

(Any of the above positions may have Assistants as approved by the Executive Committee or may be filled by a person occupying another position due to a shortage of volunteers.)

5.3 THE EXECUTIVE COMMITTEE

5.3.1 The Executive Committee shall be composed of the Main Executive. The terms of office will be for a duration of two years however they are not limited to consecutive terms and may seek re-election to a position without limits. Some terms will be elected on even years and others on odd years to stagger the renewal dates so all executive members do not leave at once. Removal or vacating the position will be

mandatory if a resignation is offered, a conviction of a criminal offence occurs, he/she is found to not be of sound mind or a termination is motioned and supported by the majority of the Executive. The Executive will act in the best interest of the Association membership at all times. The Executive will ensure the rules of the OWHA, as a minimum, are enforced and abided by, and may impose extra rules as deemed fit for the Association.

5.4 Key positions

5.4.1 The executive committee will seek volunteers for key positions required to operate the Association. Some examples of volunteer positions are:

- a) Webmaster
- b) Equipment manager
- c) Media Relations
- d) Coach Mentor
- e) Fundraising Chair
- f) Referee Allocator

5.5 NON-EXECUTIVE MEMBERS

5.5.1 The Non-Executive Members shall consist(s) of:

- a. Coaches, Trainers, Managers and
- b. General Membership within the Association's boundaries.

6.0 MEMBERSHIP

6.1 Whenever used in the Constitution Annexes, or By-Law the "Member" shall be deemed to include, where the context permits, Organization, Club, Team or any person registered with the OVGHA. The word "individual" shall include, where context permits, any person, player, Coach, Trainer or team official affiliated with or associated with the OVGHA Teams participating in games or activities of any kind sponsored or organized by the OVGHA shall also include game officials and, throughout the Constitution, Annexes, or By-Laws, wherever masculine gender is used it shall be understood the feminine and singular apply.

6.2 Membership in the OVGHA shall be open to all girls who wish to play on teams located within the geographical boundaries of the Association. In conjunction with the OWHA, membership may be extended to those persons or organizations not within the boundaries of the OVGHA.

6.3 Memberships will include the players, their guardians, team staff and all members of the executive regardless of their position.

7.0 MEETINGS

7.1 EXECUTIVE COMMITTEE

The Executive Committee shall meet at least quarterly and at the end of the season at the direction of the President. A majority of the executive shall constitute a quorum.

7.2 GENERAL MEETINGS

General meetings composed of the Executive Committee and the Non- Executive Members will be held at least once yearly at the direction of the President. Normally this will be at the conclusion of each hockey season.

8.0 AMENDMENTS

8.1. Amendments to the Constitution and By-Laws shall require a simple majority of the membership at the general meeting for constitutional items and a majority of the quorum of the Executive Committee for by-law amendment.

8.2 No amendments to the Constitution shall be considered unless such amendment is in writing and provided to the Secretary not later than thirty (30) days prior to the annual general meeting.

9.0 VOTING

9.1 Each member of the Executive Committee less the President shall be entitled to a single vote at Executive Committee meetings. The President will be the tiebreaker if required.

9.2 Each OVGHA member in good standing at a general meeting shall be entitled to equal vote.

9.3 No vote shall be held by any Assistant.

9.4 Voting shall normally be conducted by a show of hands.

10.0 ELECTION OF TERMS OF OFFICE

10.1 The positions of the Executive Committee, with the exception of the Treasurer, must be elected at a general meeting. Terms of office will normally be two years.

10.2 Nominations for the position of Treasurer shall be submitted to the Main Executive Body in writing for subsequent approval. In the event no submissions on a voluntary basis occur for the position, the Executive will be required to hire a person for the job. In the event a hired person fulfills the duty, that person shall have no vote or voice on matters presented at committee or meetings. The exception will be the person shall have voice but no voting rights on matters regarding financial issues of the Association. Selections and appointments shall be by the Main Executive Body.

10.3 Persons may seek re-election in any of the positions.

10.4 Detailed Terms-of-Reference for all Executive positions are contained in the Annex "A".

10.5 Elections will be held by ballot or show of hands if more than one person applies for the position.

10.6 The position of President can only be filled by a member who has served a full term at another executive position in the two year period prior to the election.

ANNEX "A"- TERMS OF REFERENCE

OFFICERS OF THE EXECUTIVE COMMITTEE AND SUBCOMMITTEES

PRESIDENT

1. The President shall:

- a. maintain the Constitution,
- b. call all meetings of the Association,
- c. Preside over all meetings of the Executive Committee and the OVGHA,
- d. Make decisions or rulings on behalf of the Committee, which are of nature such that smooth running of the Association is assured (e.g. admitting to the Association a player who arrives during regular season so as not to necessitate an Executive meeting).
- e. appoint Sub-Committees and shall be empowered to call meetings of these committees at his/her/her own discretion,
- f. coordinate the activities of the Executive, and
- g. serve as Chairman of the Disciplinary Sub-Committee.
- h. The President will not normally vote on motions placed before Executive Committee except in the case of a tie.

VICE-PRESIDENT

2. The Vice-president shall:

- a. act for and perform the duties of the President in his/her/her absence,
- b. serve as the Chairman of the Constitution Sub-Committee,
- c. serve as a member of the Sub-Committee,
- d. organize yearly OVGHA Coaching Clinics as required, and

e. perform other such duties as the President may direct.

SECRETARY

3. The Secretary shall:

- a. forward the agenda set up by the president to the members of the executive Committee in advance of the meeting,
- b. record the minutes of all the Executive meeting and distribute copies to all members,
- c. receive, action, and forward correspondence addressed to the Committee,
- d. serve as a member of the Sub-Committees, and
- e. perform other such duties, as the President shall assign.

TREASURER

4. The treasurer shall:

- a. maintain financial statements on the receipts and disbursements of funds by the Association and handle all finances,
- b. prepare a budget of anticipated expenditures for the playing year in August of the current playing year and submit this/her budget to the Executive main Body for approval,
- c. recommend to the Executive, special measures which may be required to correct unsatisfactory financial situations which may arise in the operation of the Association,
- d. be responsible to ensure all OVGHA funds are properly dispositioned and accounted for in accordance with the OVGHA Constitution and Bank of Canada regulations. Signing Officers for the OVGHA will include the President, Treasurer, and one other person as assigned by the President. Any two must sign to authorize payments/ cheque issues. Signing authority cannot be granted in any instance where a potential conflict may be present or conceived to be present (i.e.: sibling, cohabitant, spouse etc.)
- e. submit independently reviewed financial statements to the Main Executive body within three months of the end of the fiscal year. The Association's fiscal year runs May 01- April 30 annually,
- f. address all requests, from both OVGHA and independent interests, for

disclosure of OVGHA finances, including audit requests, and
g. perform other such duties that the President may direct.

REGISTRAR

5. The Registrar shall:

- a. ensure all members registered are eligible for admittance into the Association and shall coordinate all registration activities within the Association,
- b. provide confirmation of team and player registration with the OWHA to the teams and executive as documents are submitted to the OWHA, and
- c. perform other such duties that the President may direct.

COMPETITIVE Vice President

5. The Competitive Convenor(s) shall:

- a. be responsible to the president for the activities of the Representative teams,
- b. be responsible for Coaches and Managers of Representative teams and their activities,
- c. serve as Chairman of the Trophies Sub-Committee,
- d. coordinate, plan and recommend tournaments to the Executive for approval and implement them on approval,
- e. act as an Association representative on all matters as they concern OWHA
- f. serve as a member of the Constitution Sub-Committee,
- g. coordinate Regional Playdowns with the Regional Director and
- h. perform such other duties as the President may direct.

HOUSE LEAGUE Vice President

6. The House League Convenor(s) shall:

- a. be responsible to the Executive Committee for the activities of the House League teams,
- b. be responsible for Coaches and Managers of the House League and their activities,
- c. serve as a member of the Trophies Sub-Committee, and

- d. ensure that the aims of OVGHA be maintained at all times;
- e. have the power to take the proper disciplinary measures necessary in ensuring that all rules of minor hockey be maintained, and
- f. submit to Publicity Officer all statistics/ press release for their division on a regular basis.
- g. perform such other duties as the President may direct

TEAM COACHES AND MANAGERS

- 8. See Article 2.3 of By-Laws.

ICE ALLOCATOR

- 9. The ice Allocator shall be responsible to the Executive Committee for
 - a. Issuing ice time on an equitable basis to all divisions based on participants (i.e. Number of teams) and total ice time available. A written breakdown of ice allocation schedule will be forwarded to all Executive, House League Division Conveners and Representative team coaches,
 - b. processing additional or special requests for ice time,
 - c. define and coordinate in conjunction with the Representative and House league Directors how ice time changes will be handled,
 - d. Coordinate the cancellation and rescheduling of ice times as required,
 - e. Coordinate and confirm referee requirements and
 - f. perform other such duties as the President may direct.

REFEREE ALLOCATOR

- 10. The Referee Allocator will:
 - a. collaborate with the referee schedulers of the various arenas to ensure that all games have sufficient and appropriate referees scheduled. All complaints concerning referees should be directed to the Referee Allocator.

PUBLICITY OFFICER

- 11. The Publicity Officer shall:
 - a. collect and maintain a record of all games in the Association by division based on scores, assists and team standings as provided by Division Conveners,
 - b. publish those standings through the media as governed by the by-Laws and directed by the Executive Committee,

- c. handle all OVGHA publicity with local media, and
- d. perform other such duties as directed by the President.

EQUIPMENT MANAGER

12. The Equipment Manager shall:

- a. be responsible for the maintenance and upkeep of all equipment that belongs to the OVGHA,
- b. be the keeper of all trophies and goalie equipment, obtaining a security deposit as required to control loss prevention (i.e. deposit on goalie equipment),
- c. be responsible for purchasing new equipment with authority from the Executive Committee, to be normally handled via written quote process,
- d. submit yearly proposals regarding capital expenditure for approval by Executive, and

RISK MANAGEMENT OFFICER

13. The Risk Management Officer shall:

- a. attend all Meetings with reference to Risk Management,
- b. conduct bi-seasonal risk assessment of arenas with Risk Staff,
- c. be responsible for the administration of all accident reports and medical forms related to member accidents,
- d. make sure proper Rules and regulations pertaining to Risk Management are being maintained and communicated to volunteers, and
- e. perform other such duties as directed by the President.

FAIR PLAY COMMITTEE CHAIRPERSON

14. The fair play Committee Chairperson shall:

- a. be responsible for chairing the Fair Play Committee,
- b. address fair play issues and concerns of the Association on behalf of the Executive and report their finding to the Executive, and
- c. perform other such duties as directed by the President.

FUND RAISING CHAIRPERSON

15. The Fund Raising Chairperson shall:

- a. organize and coordinate all OVGHA fundraising activities,
- b. be responsible for all fund raising accounts, and
- c. perform other such duties as directed by the President.

Ottawa Valley District Girls Hockey Association

BY-LAWS

The most current version of the Ontario Women's Hockey Association (OWHA) Handbook is provided on a yearly basis and will be made available to all Executive Members and registered teams.

1.0 DIVISIONS

1.1 GENERAL

The Association shall be organized into divisions based upon the ages of the players and the number of registrations. The Executive will organize teams based on the intake by age bracket at the time registrations. Maximum player numbers may be set by the Executive. The Association will abide by the OWHA rules as a minimum and will impose their own bylaws as required to enhance these rules.

1.2 ELIGIBILITY

1.2.1 Eligibility for divisions is determined by ages as set by the CHA and OWHA and are currently as follows:

a. ATOM

have reached their 8th but not their 11th birthday on or before 31 December of the playing year,

b. PEEWEE

have reached their 11th birthday but not their 13th birthday on or before 31 December of the playing year,

c. BANTAM

have reached their 13th birthday but not their 15th birthday on or before 31 December of the playing year,

d. MIDGET

have reached their 15th birthday but not their 18th birthday on or before 31 December of the playing year, and

e. INTERMEDIATE - have reached their 18th birthday but not their 20th birthday on or before 31 December of the playing year

have not reached their 20th birthday on or before 31 Dec of the playing year.

1.2.2 If numbers warrant, divisions may be divided into House League and Representative Teams. The Association reserves the right to mix age groups to

facilitate league play where numbers warrant this action.

1.3 REGISTRATION

1.3.1 The Registrar is to officiate all registration of all players. Everyone must be registered, before being allowed on the ice. Also, proper equipment is necessary during all scheduled ice times. All players must register her proper age level.

1.3.2 A set fee for registration is discussed and voted on by the hockey Executive Body each year before the season starts. There is a late penalty fine for registration after October 10th of \$35.00/per registration. A \$25.00 charge will be applied to all N.S.F. Cheques.

1.3.3 If a player leaves the Association for any reason, written notification must be provided to the Registrar at which time a reimbursement will be based as follows (an administration fee of \$50.00 for all refunds):

Full refund (less administration fee) until Sept. 15

50% refund (less administration fee) from Sept 15 to Oct. 15

No refund after October 31st

1.4 RESIDENTIAL QUALIFICATIONS

a. Residential qualifications do not apply in the OVGHA:

1.5 TRANSFERS /RELEASES

a. There will be no exceptions allowed in the OVGHA to the procedure required by the OWHA for transfers or releases

b. Permission to skate and release authority must be considered for decision by the executive as they arise and decisions will be on a "case by case" basis. Recruiting of players from other associations/ teams is illegal under OWHA rules.

1.6 HOCKEY SEASON

1.6.1 Normally the first weeks of operation shall be devoted to an organized practices for players and coaches. During this time, the players will be classified to permit the formation of balanced teams. Teams generally will then be composed based on regional representation to ease the travel burden where possible.

1.6.2 The regular season shall begin on completion of the practices and will continue until the end of season playoffs.

1.6.3 Officials will ensure that games are started and concluded on time. If, at starting time, a team does not have a minimum of seven players including the

goaltender, they will forfeit the game. The ice time will then be used as a practice.

1.6.4 Regardless of the time remaining on the clock, games will be ended by the time scheduled to prevent encroaching on later games.

1.7 HOUSE LEAGUE TEAMS

1.7.1 House League Teams will be formed at the conclusion of the practices or at registration completion. Players, regardless of size or ability, will all be given equal ice time.

1.7.2 If, during the year, an obvious imbalance appears, either in numbers or quality, a convenor may reallocate one or more players to different teams. This will be done after consultation with the Executive Committee, the Coaches, and the parents concerned.

1.7.3 The Executive Committee will establish the play-off format for each house league division for each season. The play-off format will be posted on the website and communicated to all coaches not later than January 15 of the current season.

1.8 COMPETITIVE TEAMS

1.8.1 If numbers and talent warrant the formations of a Representative Team within a division, the team selection will be completed before the deadline imposed by the OWSHA for that playing year.

1.8.2 Generally, Competitive teams will be composed of close to the minimum number of two lines and one goaltender, i.e., eleven players.

2.0 COACHES, TRAINERS and MANAGERS

2.1 QUALIFICATIONS

2.1.1 All coaches and trainers must be qualified to the minimum standard as set out in the most current OWSHA Handbook.

2.1.2 Teams must have a Manager who will be responsible for the collection of tournament fees, assists with team registration, equipment and sweater issues including the collection and distribution of OWSHA provided property.

2.2 COMPETITIVE COACH APPLICATIONS

Applications to coach representative teams will be submitted to the Coach Selection Committee by the deadline set by the Executive. The Main Executive Body shall do coaching selection or a committee appointed by the main Executive Body. The House

League Vice President shall do coaching selection for the House League.

2.3 RESPONSIBILITIES

2.3.1 Each team will have a minimum of two adults affiliated with it, one of which shall be designated Coach and the other as Trainer. The Trainer shall be responsible to the Coach for all aspects of organization, control, and administration of the team including the control and care of equipment assigned to each team. Normally a Team manager if available will assist in most of these duties. The Coach is responsible for the overall supervision and teaching basic fundamentals of hockey and good sportsmanship. Both should work in close harmony to realize the aims of the Association. 2.3.2 The Coaches and Trainers of teams shall:

1. Maintain the aim of the association at all times:
 - a. ensure information is properly and quickly communicated to the Division Convenors, the players and their parents,
 - b. ensure total time is devoted to player improvement,
 - c. take advantage of training sessions at practices in order to complement their own skills,
 - d. attend a Coach's/Trainer's clinic as designed by executive, and
 - e. perform such other tasks that may be required by their Convenors.
2. It is the responsibility of Coaches and Trainers to take an active role in promoting and participating in their respective home tournaments.
3. The Coaches/Trainers/managers must confirm the presence of referees at least 20 minutes before the scheduled game time.
4. The Coaches/Trainers/Managers are responsible to report all injuries incurred during OVGHA activities to the Risk Management Officer immediately.
5. CHA and OWHA require that all team officials wear approved protective headgear for on ice activities.

3.0 REFEREES

3.1 QUALIFICATIONS

Referees are required to meet the regulations as set out in the most current OWHA Handbook (currently registered through the Hockey Canada Officiating Program) and it is recommended that they be of an age at least one age level above the division of the game they are to officiate.

4.0 EQUIPMENT

4.1 PROTECTIVE EQUIPMENT

4.1.1 All players including goaltenders in the OVGHA shall comply with the required equipment list in the most current version of OWHA Handbook

4.1.2 OVGHA will supply the following equipment: sweaters, (to be used only for Association games and practices unless special permission has been given by the Equipment Manager), Any new or additional equipment purchases must be approved by the executive. All equipment must be obtained through the equipment manager and must be returned at the end of each season. Any lost or damaged equipment must be reported to the equipment manager as soon as possible.

4.2 ALLOCATION

4.2.1 House League teams will be allocated at least one set of sweaters

4.2.2 Representative teams will be allocated two sets of sweaters

4.3 RESPONSIBILITY

4.3.1 The Equipment Manager will ensure that equipment is signed out appropriately and returned at the end of the season in good, clean condition. Team officials will be responsible for their team sweaters. A deposit is required to borrow the goalie equipment and will be returned at the end of the season upon satisfactory return of the equipment.

5.0 CODE OF DISCIPLINE-HOUSE LEAGUE

5.1 PURPOSE

The purpose of this code of discipline is to:

- a. reduce occurrence of foul play, unsportsmanlike behaviour, unnecessary injuries and vandalism,
- b. ensure that all players, officials and parents, officials and parents registered under the OVGHA are aware of the serious nature of these offenses and the consequences,
- c. apply a common minimum standard of discipline for all offenders, and d. make all concerned aware of the responsibility of maintaining a reasonable level of good conduct on and off the ice.

5.2 APPLICATION

The Code of Discipline applies to all players, team officials, game officials, Association Officials or any other persons who are members and/or registered with OVGHA

5.3 AUTHORITY

The President or the delegated authority shall have the power to suspend or discipline

any Coach, Trainer, player, parent, member or official under the jurisdiction of the Association.

5.4 SUSPENSIONS

5.4.1 All suspensions shall commence immediately and shall not include the game in which a person identified in 5.3 was ejected.

5.4.2 Any offender that receives an infraction in any game or exercise under the Code of Discipline shall be automatically suspended from all hockey activities of his/her team until a decision has been rendered by the Coach, Convenor or the Discipline & Appeals Committee for review.

5.4.3 Disciplinary actions shall be taken with respect to:

1. Notorious foul play,
2. Continuous unfair, unsportsmanlike or ungentlemanly conduct,
3. Obscene or abusive language or gestures,
4. Behaviour resulting in malicious damage or vandalism,
5. Leaving the game or bench in protest,
6. Deliberately spitting in an abusive manner, and
7. Refusing to accept and/or obey the rulings of the OVGHA or the officials.

5.4.4 The OWHA ruling on suspension is minimum suspensions, which will be imposed for home or away. It is the responsibility of the coach to report any offences to the Executive.

5.4.5 Select teams will not be allowed from within the house league without approval of the Association Executive. Any team official who contravenes this rule shall be suspended pending a hearing with the Discipline & Appeals Committee of the OVGHA

5.4.6 The Coach shall report to the Executive within 24 hours any player, team or team official who receives a penalty or is involved in an incident that will result in a suspension. Failure of the Coach to report it will result in his/her suspension. This action is imperative, as the Association is obliged to report the same to the Regional Director within imposed timelines.

5.4.7 Reasons for the suspension must be reported to the Convenor within 48 hours of the suspension.

6.0 CODE OF DISCIPLINE-REPRESENTATIVE TEAMS/HOUSE LEAGUE

Representative and House League teams are subject to OWHA and OVGHA Code of

Discipline and Article 6.1 of the OVGHA By-laws.

6.1 AUTHORITY

The president of his delegated authority shall have the power to suspend or discipline any Coach, Trainer, player or Official under the jurisdiction of the Association.

6.2 COMPLAINTS

All complaints must be made in writing to the Secretary or they will not be considered. All complaints received by a member of the Executive shall be reported to the Secretary. All complaints will be added to the agenda of the next executive meeting. If the complaint is of a potential serious nature, as special executive meeting may be called at the discretion of the President.

7.0 PROTESTS

7.1 REGULATIONS

7.1.1 Team Trainers/ Managers may make protests to the appropriate

Division Convenors in writing within 48 hours of the incident under protest. The Association Executive Committee will rule within 48 hours in the event that the Division Convenors are unable to settle the protest.

7.1.2 No protest shall be allowed on the ice at any time. The protest will be marked on the score sheet and signed by the protesting Coach or Trainer at the end of the game. Within 48 hours after the game a formal written protest shall be submitted to the Division Convenor for the decision on the matter. The Convenor will formulate his final decision in writing with a copy to the Executive within 24 hours.

7.2 PROCEDURE

7.2.1 The protest shall be in writing and shall set out the rules and regulations, supported by evidence, and shall be signed by the Coach and Trainer/Manager of the protesting team.

7.2.2 If the Division Convenor feels it necessary, the Protest Sub-Committee shall conduct a hearing.

7.2.3 A protest on a Referee's decision will not be considered unless it concerns a question of interpretation of the rules of the game.

7.2.4 The decision of the Protest Sub-Committee shall be final.

8.0 APPEALS

8.1 PROCEDURE

8.1.1 Any person, player, team, or combination thereof feeling aggrieved by a decision of any person, Sub-Committee or Committee under the Constitution or By-laws of the Association (except the Protest Sub-Committee) may appeal to the Appeal Sub-Committee.

8.1.2 The appeal shall be in writing addressed to the Secretary setting forth the decision appealed and a concise statement of the disagreement.

8.1.3 The Secretary shall inform the President who shall direct the Appeals Sub-Committee to conduct a hearing. The Secretary will notify appellant and any other persons with an obvious interest of time and place of hearing.

8.1.4 The Appeals Sub-Committee shall render a decision in writing as soon as possible after the hearing.

9.0 TROPHIES AND AWARDS

9.1 RESPONSIBILITIES

9.1.1 All trophies will be the responsibility of the Equipment Manager.

9.1.2 The Executive Committee must approve all new trophies prior to purchase.

9.1.3 The Trophy Sub-Committee is responsible for:

- a. maintaining an inventory control and register of all trophies in trust of the association,
- b. proper care and safekeeping throughout the year of all trophies, and
- c. recommendation to the Chairman of yearly purchases by types, numbers and estimated costs.

9.2 INDIVIDUAL AWARDS

9.2.1 The Executive Committee must approve individual awards for teams.

9.2.2 Teams presenting trophies to players to commemorate participation during the year must have the approval of the Executive or Convenor as appropriate.

10.0 SMOKING

Smoking is prohibited at all OVGHA events.

11.0 ALCOHOL BEVERAGES AND DRUGS

The use of alcoholic beverages or illegal drugs by team officials or players is prohibited at all OVGHA events

12.0 SUB-COMMITTEES

12.1 CONSTITUTION SUB-COMMITTEES

12.1.1 Chairman: President of the Association

12.1.2 Members: Representative Team Director, and others as selected by the Chairman from the Executive or Non-Executive members

12.1.3 This sub-committee will annually review the Association

Constitution and By-laws with a view to updating where required and making recommendations to the Executive Committee for amendments.

12.3 PROTEST SUB-COMMITTEE

The President shall appoint the Protest Sub-Committee comprised of at least three persons not actively associated with the teams involved and shall designate a Chairman.

12.4 FUND RAISING SUB-COMMITTEE

The Executive Committee shall appoint a Fund Raising Sub-Committee responsible for the coordination, clearing and approval of all funds raising activities including sponsorships and promotions.

12.5 APPEALS SUB_COMMITTEE

The President shall appoint the Appeal Sub-Committee comprised of at least three persons not actively associated with the team(s) or person(s) involved and shall designate a Chairman.

12.6 DISCIPLINE SUB-COMMITTEE

12.6.1 Chairman: President or delegated authority

12.6.2 Members:

- a. Vice President or Convenor, b. Referee-in-chief or his representative, and
- c. At least one other member of the Executive Committee as appointed by the President.

12.6.3 This Sub-Committee shall meet on an “as required” basis at the direction of the

President.

13.0 FINANCES

13.1 BUDGET

The budget for the Association shall be prepared before 15 August of each year in accordance with the direction of the President.

13.2 PURCHASES AND EXPENDITURES

13.2.1 No purchases or expenditures will be incurred from budgetary funds without the authority of the President or Treasurer. Cheques will not be issued from the OVGHA accounts without any two signatures of the President, Treasurer, or other person as appointed by the President.

13.2.2 Association clothing, bags, jerseys or any other item bearing the OVGHA, Ottawa Valley Thunder Logo or name may only be purchased through a supplier sanctioned by the Association.

13.3 SOLICITING

13.3.1 Soliciting funds for team or divisional purposes will only be done with the express permission of the Executive Committee.

13.3.2 Solicitation of sponsorship from local merchants will only be permitted with concurrence of the Executive Committee.

13.4 PROMOTIONS

13.4.1 Any Association team or division wishing to raise funds must submit a request in writing to the Secretary signed by the team Trainer/Manager and a responsible parent for approval. If approved by the Executive Body, those persons making the application will control all funds raised or collected and shall submit to the Fund Raising Sub- Committee a financial statement subject to an audit;

13.4.2 All lotteries must be approved by the executive.

13.5 SPONSORSHIP

13.5.1 All sponsors must be approved by the Executive

13.5.2 All equipment purchases by or on behalf of a sponsor shall become sole property of the Association and shall be of a type and standard approved by the Association.

13.5.3 The Association undertakes to maintain all equipment in a proper state of repair, cleanliness and storage during the term of the sponsorship.

13.5.4 All colour combinations should be checked by Equipment Manager to avoid conflict with other teams.

13.5.5 All colour combinations, designs, qualities and quantities must have the approval of the Executive Committee or a designated sub-committee.

13.5.6 The Executive will determine the destination of any donated equipment.

14.0 EXHIBITION GAMES AND TOURNAMENTS

14.1 AFFILIATED TEAMS

Exhibition games with teams outside of the Association or the OVGHA must be approved by the appropriate Director or the President.

14.2 TOURNAMENT PLAYERS

For House League Tournaments, where extra players are used to augment a team, these players may not participate again as Pickup players until all other players in the division have been offered an opportunity to play as an Pickup player.

15.0 MEETING AGENDA

15.1 EXECUTIVE COMMITTEE MEETINGS

The Executive Committee meeting agendas shall begin with a 15-minute open business forum for the general membership. The meeting will then proceed as follows:

a. Minutes of the previous meeting, b. Business arising from the previous minutes, c. Old business, d. Review of the financial reports of the Treasurer and the Fundraising Chair, e. Correspondence, f. New business, g. President's report, and h. Adjournment of Executive Committee meeting.

15.2 GENERAL MEETING

A general meeting agenda shall consist of all items in 15.1 plus business or questions from the floor.

16.0 BY-LAW AMENDMENTS

By-laws can be amended by a simple majority of a quorum of the Executive Committee.

17.0 HONORARIUMS AND EXPENSES-EXECUTIVE MEMBERS

17.1 Appreciation gifts will be given to retiring members. These gifts will require approval by the Executive.

17.2 Members of the executive traveling to approved meetings outside of the OVGHA meetings etc. will be reimbursed as per the most current Canada Revenue Agency guidelines

(<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbl/lwnc/rts-eng.html>) if approved in advance by the President.