

# Constitution

## Gananoque Girls' Hockey Association (GGHA)

2024-25

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# Articles

## Gananoque Girls Hockey Association (GGHA)

### Article 1: Name

This association shall be known as the *Gananoque Girls Hockey Association*, hereinafter referred to as the GGHA. The official name of the GGHA, its Logo or any other registered trademark may only be used with the written permission of the Board of Directors.

### Article 2: Mission Statement

#### 2.1 Mission Statement:

- Promote values consistent with good citizenship.
- Provide recreational athletic programs for all youth.
- Create an atmosphere of mutual respect, appreciation, fun and understanding among all participants.
- Encourage the development of good character through the leadership provided by coaches, managers and other volunteers.
- Ensure that all participants are treated fairly regardless of ability.
- To be guided at all times by the Principles of “Fair Play Code” and the “Respect in Sport” Program.

### Article 3: Membership

The membership of the League shall consist of Participating Members, General Members, Voting Members and Associate Members:

3.1 General Members: Open to all parents or legal guardians of participants in the League in the current hockey season. Each General Member shall receive membership but no voting privilege unless they are at least 18 years of age and where the Board has received a completed and signed registration form along with the corresponding registration fee and a completed

“Respect in Sport” certification. Each General Member shall have one (1) vote at an Annual General Meeting (or Special Meeting called by the Executive) for each child who is participating. However, there may be only two parents or legal guardians for each child. (Example: Two children registered allows for a total of four (4) votes).

### 3.2 Executive Voting Members:

In addition to General Members Voting Members are members of the Executive. Voting Members of the Executive may vote even if they do not have children participating in the current hockey season. Members of the Executive do not have additional votes if they otherwise would qualify to vote as General Members.

## Article 4: Fiscal Year

The fiscal year of the GGHA shall commence on May 1 in each year and end on the 30<sup>th</sup> day of April the following year.

## Article 5: Governance of the GGHA

### 5.1 Executive Committee

The Executive of the GGHA shall consist of the following members:

1. President
2. Vice-President
3. Past President
4. Secretary/Registrar
5. Treasurer
6. Scheduler Official
7. Fundraising Committee Chair
8. Tournament Committee Chair
9. Four (4) members-at-large.
  1. Equipment Manager
  2. Health & Safety Officer
  3. Special Events Coordinator
  4. Timekeeper Coordinator

Members of the Executive are only in “good standing” if they have submitted a completed CPIC (within the past 3 years) and Respect in Sport certification.

#### 5.2 Formation of the Executive:

1. At its first meeting, the General Members shall select the Executive, standing committee chairs, special committee chairs, e.g. Fundraising and Sponsorships, Nominating, Public Relations (Communications), Financial Assistance/Bursary, CPIC and Abuse & Harassment Prevention Committee, and other committees that may arise.
2. The Executive shall be empowered to amend or overrule decisions that are made by any Committee which may be deemed to be harmful to the operation and public image of the GGHA.

#### 5.3 Duties and Powers of the Executive:

1. Shall set strategy and policy to achieve the mission and objectives of the GGHA.
2. Shall resolve all difficulties arising from extraordinary situations not provided for in this Constitution.
3. Shall ensure due process in the implementation and adhere to the reporting structure of Board of Directors to Committees and to Sub-Committees.
4. Shall prepare financial statement prior to the Annual General Meeting. This report is to be presented by the Treasurer at the Annual General Meeting.
5. Shall meet monthly or as required.
6. Shall appoint the Head Coaches through an application and interview process (executive interview panel must meet quorum of 50% +1). All applicants for Head Coach must participate in the interview process and provide two character references that the executive committee must contact. For clarity, each Head Coach shall have the privilege of selecting his or her own Assistant Coach, Trainer and Manager, subject to approval by the Executive Committee and provided each person on the bench has attained the necessary courses and certifications as required by GGHA and OWHA, within the set deadline dates. Each bench staff must have a CPIC with Vulnerable Sector (within the past 3 years), Respect in Sport and either a Coaching Certification and/or Trainers Certification. There must be at least two bench staff having Coaching Certification.

7. Shall be empowered to suspend or discipline any coach, manager, player, member or any other official connected with the GGHA who does not uphold Article 2 or discredits the GGHA and its programs in any other way

#### 5.4 Quorum:

A quorum for an Executive meeting shall be 50% + 1. No business of the Board shall be transacted in the absence of a quorum unless such business is confirmed by a quorum which may be secured by electronic means.

#### 5.5 Voting rights:

Each Executive member present at an Executive Meeting shall be entitled to one (1) vote.

#### 5.6 No Proxies:

Proxies will not be permitted. Members must be present in person at Annual General Meetings and/or General Meetings of the Membership in order to exercise their voting rights in relation to matters coming before an Annual General Meeting or General Meeting of the Membership.

#### 5.7 Duties of the Officers:

##### 5.7.1 The President shall:

1. Represent the Association in the Community;
2. Act as the Chair of the Board at all meetings including those of the Executive, Board of Directors, Annual, General and Special Meetings and to have a deciding vote only;
3. Be ex-officio member of all standing committees;
4. See to it that all business is transacted in the proper order and expedited as much as possible and that the members observe the rules of order and decorum;
5. Have the power on the recommendation of the Board of Directors to replace any appointed member, league representative or member of the Board who they feel is not fulfilling his or her duties;
6. Formally call to order and adjourn all meetings over which he presides;

7. Place before the floor every motion that is made and seconded according to the rules of order and clearly state the question before the vote is taken;
8. Remain impartial;
9. In order to address a pending question, the chair shall relinquish to the vice chair. The chair may speak to state matters of fact or to inform the floor regarding points of order;
10. Have, and duly exercise, the prerogative of declaring a motion or person out of order. In the case that this ruling is disputed, the floor shall sustain or reject the ruling by majority vote;
11. Not preside in any matter in which he has a conflict of interest;
12. When a point of order is raised, the chair must make a ruling at once. The ruling may be reversed by a majority vote if any member is dissatisfied with the ruling of the chair and appeals to the floor.

#### 5.7.2 The immediate Past President shall:

1. Be a member of the Executive Committee;
2. Act as an advisor to the Executive and the Board of Directors and assist the President;
3. Chair the Nomination and Elections Committee;
4. Carry out duties as assigned by the Executive.

#### 5.7.3 The Vice-President:

1. Shall perform the duties of the President in the latter's absence or at his request. When acting as the President, the Vice-President shall have all the rights and powers of the President as set out in that Article;;
2. Monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies existing between current policy and a proposed policy;
3. May hold the position of Chair of any standing committee;
4. Shall assist the President with communications;

5. Carry out duties as assigned by the Executive.

#### 5.7.4 The Secretary and Registrar:

1. Shall issue notices of all meetings of the Executive Committee, Annual, General and Special Meetings and maintain records of proceedings and correspondence from these meetings;
2. Shall report same at each regular Annual General Meeting and General Meeting;
3. Shall maintain records of all proceedings for all Committees, compile and maintain records of policies and procedures for future reference;
4. Recommend policy to the Board regarding internal and external communications of the Association;
5. Shall take attendance at the Executive Meetings. Shall report any member of the Executive that is not compliant with the attendance By-Law 1 to the Executive for action;
6. Shall maintain records of all Members personal information and required certifications.
7. Carry out duties as assigned by the Executive..

#### 5.7.5 The Treasurer:

1. Ensure adherence to and implementation of financial policies in the financial administration of the Association;
2. Shall evaluate, review and recommend financial policy to the Executive;
3. Present a Report from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
4. Shall receive all monies due and payable to the Association and shall maintain proper records of receipts and expenditures;
5. Shall present a full and detailed account of receipts and expenditures to the Executive and at the Annual Meeting;
6. All cheques drawn on the account(s) of the GGHA shall be signed by two of the following officers: President and Treasurer.



7. Carry out duties as assigned by the Executive.

### **5.7.6 EQUIPMENT MANAGER**

Person is appointed into this position by the current voting board members.

The Equipment Manager is responsible for the maintenance, preservation, and purchase of all equipment owned by the GGHA. As an appointed position by the GGHA Executive, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's Executive. You are required to provide status, input, and direction to the Executive related to the area of responsibility as defined within this description.

Responsibilities:

Organize and maintain an accurate inventory of all association equipment (includes, but not limited to, jerseys, coaching aids, pucks, Association hockey equipment, pucks, etc.)

- Store all equipment properly during the off-season.
- Maintain and organize the equipment room.
- Purchase equipment (subject to GGHA Executive approval) as required.
- Organize the distribution of jerseys to all levels at beginning of season.
- Obtain quotes for new equipment, all new expenditures require Executive approval.
- Organize the collection of all equipment at end of season, validate the equipment and jersey conditions.
- Other duties as required.

### **5.7.7 HEALTH & SAFETY OFFICER**

Person is appointed into this position by the current voting board members.

The Health & Safety Officer is responsible for ensuring all trainers are fully trained, equipped and ready for the upcoming season as well as ensuring that health and safety policies and procedures are followed throughout the season. As an appointed position by the GGHA Executive, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's Executive. You are required to provide status, input, and direction to the Executive related to the area of responsibility as defined within this description.

Responsibilities:

Organize and maintain an accurate inventory of all association health and safety equipment (including distributing and stocking trainer bags):

- Distribute and collect all trainer bags to each team.
- Maintain and organize the health and safety equipment and supplies.
- Purchase new health and safety equipment and supplies (subject to GGHA Executive approval) as required.
- Ensure all trainers are certified and in good standing prior to the beginning of the season.
- Communicate all health and safety policy changes to trainers and coaches.
- Ensure all injuries are properly reported to OWHA.
- Communicate with trainers with respect to any return to play protocols.
- Other duties as required.

[https://www.coachesontario.ca/programs-resources/concussion/#jumplink\\_Designated\\_Person](https://www.coachesontario.ca/programs-resources/concussion/#jumplink_Designated_Person)

### **5.7.8 SPECIAL EVENTS COORDINATOR**

Person is appointed into this position by the current voting board members.

The Special Events Coordinator will be responsible for events within the Association. This person will lead event planning and assist with the marketing and communications. This person will also assist the tournament and fundraising coordinators with their initiatives.

#### **Responsibilities:**

- Assist in the planning and execution of GGHA Special Events, including but not limited to: Kick Off Weekend, Waterway Classic Tournament, ESSO Fun Days, and Annual Royals Classic Golf Tournament.
- Coordinating the events team, volunteers, and Executive in event execution
- Develop new events and campaigns to increase the profile of the Association.
- Assist in the development and execution of GGHA special projects
- Assist with website and social media content.
- Other duties as required.

### **5.7.9 TIMEKEEPER COORDINATOR**

The timekeeper coordinator will assist in recruiting and training for timekeepers for the current season. They coordinate closely with the Scheduler to ensure all scheduled games have the appropriate timekeepers available.

#### **Responsibilities:**

- Keep scheduling up to date with timekeeper availability.
- Be aware of any last-minute scheduling conflicts.

- Communicate the schedule with timekeepers and their parents (if the timekeeper is a minor).
- Coordinate with the Treasurer on payments to timekeepers.
- Be instrumental in tournament timekeeper scheduling.
- Other duties as assigned by the GGHA Executive.

## Article 6: Amendments to the GGHA Constitution or By-Laws

1. The Executive and a Member in good standing may recommend amendments to the By-Laws of the Association from time to time.
2. If the Executive intends to discuss amendments of the By-Laws of the Association at an Executive Meeting, written notice of such intent shall be sent by the Secretary to each member of the Board not less than five (5) days before such Meeting.
3. Changes to the constitution may be made only at the Annual General Meeting or the General Meeting duly called by the Executive Committee.
4. Changes to the By-Laws may be made at any Annual General Meeting or General Meeting.
5. Any non-material changes to the Constitution and/or By-Laws such as typos, name changes (ex. ODMHA to OMHA) or deletion of sections that are no longer applicable, may be made by the Executive Committee at any Executive Meeting providing there is a quorum and 2/3 majority vote in favour of the proposed change.
6. The Executive may adjourn any motion of amendments to the Constitution or its By-Laws, which it deems, in its arbitrary discretion, may be against the best interest of the Association but only until the next Annual General Meeting.
7. The Constitution or By-Laws of the GGHA may be amended by a 75 % majority vote of the full membership of the Board of Directors and it must be ratified by a two-thirds majority vote of those present at the first subsequent Annual General Meeting, General Meeting or Special General Meeting.
8. A quorum for the Annual General Meeting, General Meeting, or a Special General Meeting shall be 20 voting members.
9. Notice of the proposed amendments must be communicated (via website) to the membership no less than 30 days prior to the Annual General Meeting, General Meeting or Special General Meeting.

# By-Laws

## Gananoque Girls' Hockey Association

*Whenever the words 'he', 'his', are used in the By-Laws, they may be interpreted as 'she', 'her' as applicable.*

### By-Law 1: Executive

1. Any Executive Member of the GGHA who is absent without due notification from three (3) consecutive Executive Meetings shall be deemed to have resigned his or her position. The Board reserves the right to adjudicate conditions of attendance at Board Meetings based on special circumstances surrounding the Executive Member in question.
2. If a position has been declared vacant by the Executive, the Executive may appoint a replacement member that is in good standing from the GGHA Membership until the next general election at the next General Meeting.
3. In the event of a vacancy occurring for any other reason, the Executive may fill the vacancy with a temporary appointment.
4. In the event of a vacancy, the Executive shall invite one of the unsuccessful candidates who ran for office at the last election to fill the vacancy on the board.
5. The Executive shall appoint a replacement member within thirty (30) days after the Executive position has been vacated.
6. With the exception of the Scheduler Official and the Secretary/Registrar, Executive Members shall serve without remuneration and no Executive Member shall indirectly or directly receive any remuneration, salary or profit from the position or for any service rendered to the Association. The Scheduler Official and the Secretary/Registrar shall receive one (1) discounted registration fee at a rate of fifty percent (50%) per season.
7. The Executive may establish policies relating to the reimbursement of Executive Members for reasonable expenses incurred in the performance of their duties. Any reimbursement to a member of the Executive for services rendered shall require advance approval by the Board of Directors.

## By-Law 2: Election of Executive

1. Only persons who are 18 years of age as of January 1 of the current year are entitled to hold office on the GGHA Executive Committee.
2. Executive Members shall be elected at the General Meeting.
3. Executive Members must be in good standing.
4. The terms of office for the Executive members are as follows:
  1. President – 2 years. This individual must have held a position on the Board for a minimum of 1 year prior to running.
  2. Past-President - by virtue of office
  3. Vice-President - 2 years
  4. Secretary/Registrar - 2 years
  5. Treasurer - 2 years
  6. Scheduler Official – 2 year
  7. Fundraising Committee Chair – 1 year
  8. Tournament Committee Chair – 1 year
  9. 3 Members at Large – 1 year
5. The Nominations Committee shall announce the available positions on the Executive of the GGHA website or social media site for a minimum of fifteen (15) days prior to the General Elections.
6. The positions of President and Treasurer will be up for election on even numbered years; the positions of Vice-President, Secretary/Registrar and Scheduler will be up for election on odd numbered years; the 1-year terms of Fundraising Committee Chair, Tournament Committee Chair and the 3 members at Large will be voted on yearly.
7. Nomination forms for Board positions shall be available from the Secretary no less than fifteen (15) days prior to the General Elections.
8. A nomination form must be completed by the nominee, the nominator and the seconder who are members in good standing in the Association.
9. Nominations of Executive Members may come from the floor during the General Meeting, provided the consent of the nominee has been obtained and said nominee is in good

standing. If the nominee is absent, said nominee must have given his consent to stand for nomination.

10. Elections of the Executive shall be performed by secret ballot distributed to the eligible voting Members that are in attendance at the General Meeting. (as per Article 3 - Membership)
11. A member of the Executive may resign his or her membership on by submitting a letter of resignation to the President of the Association.

### By-Law 3: Committees

1. All meetings are at the call of the Chair of the particular committee. Upon the direction of the Executive the President may also call a meeting of the committee.
2. If the Chair of a committee is not present at a committee meeting, the members shall elect a chair for that meeting.
3. Minutes of meetings or committee reports shall be presented at the next regular meeting of the GGHA Executive.
4. All committees are responsible to the Executive.
5. All committees must report to the Executive.
6. All sub-committees that are created shall report issues and/or findings to the main committee that struck it. All recommendations that are forwarded by a sub-committee shall be debated at the main committee level. The main committee may make changes or recommendations, and will present the issues and/or findings to the Executive at the next Executive meeting.
7. When a sub-committee is struck by the Executive Committee, all issues and findings shall be reported to the Executive Committee.

### By-Law 4: Meetings

1. All Executive Committee Meetings shall be at the call of the President or Vice-President. If for any reason an Executive Meeting has not been held within two weeks after being requested by three (3) members of the Executive , a meeting must be called and chaired by the Vice-President within 48 hrs.

2. The Annual General Meeting shall be held at such a date, place and hour as determined by the Executive each year no later than May 30<sup>th</sup>.
3. The General Meeting shall be called between May 1st and May 30<sup>th</sup> of each year to elect new Board members.
4. The Order of business at the above meeting shall be as follows:
  1. The president introduces agenda for acceptance.
  2. Reading and adoption of the minutes of the previous general meeting(s).
  3. Business arising from the minutes.
  4. Communication report.
  5. Treasurer report.
  6. Presidents report
  7. Committee report.
  8. Election of officers as applicable
  9. Amendments to the Constitution and By-Laws as applicable.
  10. Other Business
  11. Adjournment
5. A Special General Meeting of the Association may be called at any time by 2/3 majority vote of the Executive. A special General Meeting must be called by the Executive if requested in writing, and accompanied with the agenda items to be discussed by no fewer than thirty (30) voting members.
6. The order of business at each Annual General Meeting shall be as follows:
  1. The president introduces agenda for acceptance.

2. Reading and adoption of the minutes of the previous general meeting(s).
  3. Business arising from the minutes.
  4. Communication report.
  5. Treasurer report.
  6. Presidents report
  7. Committee reports.
  8. Amendments to the Constitution and By-Laws.
  9. Other Business
  10. Adjournment
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7. In case there is any dispute about proceedings during meetings, Roberts Rules of Order shall apply.
  8. Minutes shall be kept for all meetings of all committees. Summary reports of meetings will be available online within 60 days of the meeting.

#### **By-Law 5: Notice of Meetings**

Notice of the Annual or Special General Meeting or Executive meeting shall be sent to the members of the Executive at least five days prior to the date set for the meeting. A notice of the Annual or Special General Meeting and the purpose shall be given to all eligible voting members of the Association by advertisement on the website, on social media or through electronic mail at least five days prior of the meeting date.

#### **By-Law 6: Fees**

The Executive shall approve fees, annually, as required by the individual division or programs.



## By-Law 7: Rulings

The Executive shall keep records of all of its decisions pertaining to rules, regulations, appeals, etc. Where relevant these shall become official operating procedures of the Association.

## By-Law 8: Conflict of Interest

1. Every Executive who directly or indirectly has an interest in a proposed or existing contract, transaction or other matter relating to the Association, shall make a full and fair declaration of the nature and extent of the interest at a Meeting.
2. The declaration of a conflict of interest shall be made at the Meeting at which the question of entering into the contract, transaction or other matter is first taken into consideration. If the Executive is not present at the Board Meeting at which the question is posed, the Executive Member must make the declaration at the next Meeting.
3. After making such a declaration, the Executive Member shall not vote on such a contract, transaction or pertinent matter. Nor shall he or she be counted in the quorum and may not participate in any discussion with respect to the contract, transaction or pertinent matter.
4. Any member of the Executive who perceives another Executive Member to be in conflict of interest in a matter under consideration is to raise this concern with the President. The President will discuss the matter with the member who is perceived to be in conflict and, as appropriate, with the reporting board member. If the discussions do not lead to a resolution, the matter shall be brought to the Executive and the Executive shall determine by majority vote whether a conflict exists. The member perceived to be in conflict is to refrain from voting.
5. If a member of the Executive participates in activities with interests conflicting with those of the GGHA, his or her office may be declared vacant by a 2/3 majority vote of the Executive Members.
6. If a member of the Executive fails to declare a conflict of interest his or her office may be declared vacant by a 2/3 majority vote of the Executive.
7. A person is in conflict of interest when he or she participates in a decision which could specifically benefit him or her and or his or her immediate family or close associates.
8. Members of the Executive Committee or any other committee must declare a conflict of interest.

9. If a committee member participates in activities with interests conflicting with those of the GGHA, his or her office may be declared vacant by a majority vote of the Executive.
10. If a committee member fails to declare a conflict of interest, his or her office may be declared vacant by a majority vote of the Executive.

#### By-Law 9: Advertising

1. Sponsored commercial advertising is permitted.
2. All sponsorship agreements made by members of the Association must be approved by the Executive.

#### By-Law 10: Code of Conduct

1. The GGHA Code of Conduct identifies the standard of behaviour which is expected of all GGHA members, including players, coaches, parents, executive members, staff and guardians as required by the Fair Play Code.
2. The GGHA is committed to providing a sports environment in which all individuals are treated with respect.
3. Members of the GGHA shall conduct themselves at all times in a fair and responsible manner.
4. Members shall refrain from comments or behaviours which are disrespectful, offensive, racist or sexist.
5. Behaviour which constitutes harassment or abuse will not be tolerated by the GGHA.
6. During the course of all GGHA activities and events, members shall avoid behaviour which brings the GGHA into disrepute which includes but not limited to, abusive use of alcohol and non-medical use of drugs.
7. The GGHA recognizes the Canadian Policy on Penalties for Doping in Sport.
8. GGHA members shall, at all times, adhere to GGHA operational policies, procedures and rules governing GGHA events and activities.

9. GGHA members shall, at all times, adhere to rules governing any competitions in which the member participates on behalf of the GGHA.
10. Members of the GGHA shall not engage in any activity or behaviour which interferes with competition or with any player's preparation for competition, or which endangers the safety of others.
11. Failure to comply with this Code of Conduct may result in the member losing the privileges that come with membership in the GGHA, including the opportunity to participate in GGHA activities.

#### By-Law 11: Abuse and Harassment

1. The GGHA will not condone any behaviour which is insulting, intimidating, humiliating, offensive or physical harmful.
2. The GGHA shall always place the child's best interest first. In sports this means ensuring that players are treated with respect and integrity - emotionally, socially, intellectually, physically, culturally and spiritually
3. GGHA's policy is that any personnel (part-time and full-time staff, volunteer, participant or team official) or member (parent or guardian) who has reasonable grounds to suspect that a participant is, or may be suffering, or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or local police detachment.
4. The GGHA strictly adheres to the screening and selection process for all staff and volunteers in accordance with the regulations of the GGHA and OWHA policies in effect from time to time.

#### By-Law 12: Policies and Procedures Manual

1. The current policies, procedures and processes of the GGHA must be maintained in a manual kept in the GGHA office. It will be available to all members of the GGHA.

### By-Law 13: Registration Fees

1. Registration fees for programs and association teams must be approved by the Executive.
2. Registration fees must be paid in full no later than 1 October.
3. A non-refundable Administration fee shall be charged for refunds in the following manner. Before September 20, less 25% administration fee and OWHA costs; before October 30, less 50% administration fee and OWHA costs; after October 30, no refunds.
4. Default of payment of registration fees will result in ineligibility of further participation in any of the GGHA programs.

### By-Law 14: Repeal

1. All prior "Constitution" and "By-Laws" of the Gananoque Girls' Hockey Association are hereby repealed.
2. PROVISIO The repeal of the prior Constitution and By-Laws of the Association shall not impair in any way the validity of any act or thing done pursuant to any such repealed Constitution or By-Law.

### By-Law 15: Effective Date

This constitution shall come into force and be effective when confirmed by the members of the Gananoque Girls' Hockey Association entitled to vote at the members meeting duly called for that purpose.

### By-Law 16: Player Movements

The request for a player to move up a division can be considered only if the following criteria are met:

1. The player must be in their final year of their current division
2. The movement will not decrease player numbers in their current division to a level where a team can not exist
3. Past and present coaches and player's parent(s) have approved the move

The Executive will review the above facts and has the final approval of the movement.

### By-Law 17: Team Size

The intent is that each team will have a maximum number of 16 registered hockey players per house league team that may be dressed for a game under jurisdiction of GGHA, unless the team has two goaltenders in which case the team may be considered to have an opening for a 17<sup>th</sup> player. However, the GGHA Executive has the discretion to make teams larger or smaller, as required, to ensure a viable league within which the teams may compete.

### By-Law 18: Team Selection

The prime objective when completing the team selection process must always be to create equally balanced teams. During the first two practices, the coaches, a unbiased non-GGHA member and a member of the GGHA executive will evaluate and rate all players. Once players have been rated, the coaches and a member of the GGHA executive will meet to draft teams. Drafting will be done by the coaches in the presence of the GGHA executive member. The order of selection will be determined by drawing a number out of a hat. The head coach's and the trainer's daughters will automatically be on the coach's team as long as the daughters are eligible to play in that division. Drafting will begin with each coach selecting a player using the player ranking list. A coach will forfeit their selection in the round their daughter and their trainer's daughter would have been selected. At the end of each round, selection will begin again in reverse order. i.e. the coach that had the last selection will begin the next round with the first selection. Goalies will be selected first followed by skaters. Coaches will be provided with a list of players that would like to play together and can take this into consideration in making their draft choices. However, no player requests are guaranteed. If a coach selects a player that has a sibling in the same division, siblings will be placed on the same team and that coach will not make a selection during the round where the siblings would have been selected. At the end of the selection process, coaches may choose, with the agreement of the GGHA executive member, to trade players of equal ranking to accommodate player requests. However, no player requests are guaranteed and all involved must keep in mind that the primary objective is balanced teams. Coaches should also take into consideration their team staff requirements in making their selections.

Prior to the start of the regular season each team will play a minimum of two exhibition games against the other division team(s) to assess the balance of all teams. If the teams are considered to not be balanced the GGHA Executive may move a small number of players to attempt to rebalance. At the first team meeting, coaches must inform all players that no teams are final until Oct. 31 and players could be moved to rebalance teams.

## By-Law 19: Team Roles and Responsibilities

The following manual is meant to help outline the roles and responsibilities of each on- and off-ice volunteer position for each Gananoque Girls Hockey Association (GGHA) team.

### All Team Officials Must...

- Have Respect in Sport (RiS) - Activity Leaders.
- Anyone 18 and over must have a satisfactory VSS/VSC on file with the association.
- Complete Rowan's Law Resource Review & Acknowledgement
- Be registered with the OWHA.
- Be a minimum of two (2) years older than the oldest player in all divisions except for Senior division.
- Be a minimum of 16 years of age, this includes Trainers.
- Have at least ONE insured female staff. We strongly recommend the trainer be female.

Each team must have a minimum of 2 Dressing Room Monitors.

- GGHA recommends these monitors be female.
- All dressing room monitors must meet the minimum requirements outlined above.
- Dressing room monitors do not have to be assigned to a team roster.

**NOTE: A Head Coach cannot be assigned as the Head Trainer on the same team.**

- Head Coach
- Assistant Coaches
- Trainer
- Team Manager

### Coaches

The Head Coach is ultimately responsible for:

- Ensuring players and team staff members represent Gananoque to other communities in a respectful and appropriate manner.
- Keeping parents informed. This communication may be accomplished by email, newsletters, and parent meetings. The Head Coach and Manager may work together to divide these responsibilities as they wish.

All coaches must:

- Coach with the idea of teaching skills, fair play, and good sportsmanship.
- Teach the players to play fair and to respect the rules, officials, and opponents.
- Ensure all players get equal instruction and support time.

- Ensure all players are played fairly and equally.
- Not ridicule or yell at players for making mistakes or for performing poorly. Will remember that players play to have fun and must be encouraged to have confidence in themselves.
- Foster an environment of regular and effective communication with the parents.
- The Executive maintains the right to move players from one division to another to create teams for as many girls as possible.
- Support the decisions of the Executive and question Executive decisions privately; the same will be expected of the Executive in dealing with coaching issues.
- Ensure only players rostered with the team, or called as a valid pick-up player, play in any games.
- Ensure all league rules, regulations and policies are adhered to for the league in which your team is playing.

### **Trainers**

The trainer must:

- Be present and have their first-aid kit at all OWHA events, games, practices, and dry land training. If the team trainer cannot be present, it is their responsibility to find a replacement who is a registered trainer. If the team trainer cannot make a game at the last minute and you have no replacement, you may request to utilize the trainer from the opposing team.  
Collect medical information for all players and keep it confidential but have it readily available if required in an emergency.
- Advise the bench staff and Health and Safety Officer of any serious injuries that occur to any GGHA player. A serious injury can be classified as an injury that sidelines a player for two weeks or more. Minor injuries are not required to be reported. *Injuries must also be reported to the OWHA as outlined on the OWHA Hockey Canada Injury Report forms.*
- Determine if away games are to be cancelled due to weather.
- Communicate with Health and Safety Officer on any return to play protocols.
- Create an emergency action plan and ensure at least two parents are assigned.
- Coordinate with other trainers to ensure practices, games, and other events have a trainer present.

Resources for the trainer:

- [The Hockey Canada/OWHA Player Medical Information sheet.](#)
- [OWHA Hockey Canada Injury Report forms can be found on the OWHA website](#)
- [Player/team injury logs can be found on the OWHA website.](#)

### **Team Managers**

The manager is the main communication link between the Association and our members. Therefore, it is the manager's responsibility to:

- Circulate any communications from the Association, and
- Ensure parents know how to access the team page on our website in order to view the game and practice schedule for the team, in addition to team news, events, etc..

Managers must:

- Ensure all league rules, regulations and policies are adhered to for the league in which your team is playing.
- Ensure all participants, including all parents, players, team staff and On-Ice Helpers, review the OWHA Rowan's Law Concussion Awareness Resource and Code of Conduct. **This is a legal requirement.** The Rowan's Law information can be found on our website.
- Be aware of any players where the parent has indicated on their registration form that they do not want the player's picture and name used on the website or in the newspaper. The GGHA Registrar will provide this information to you.
- Update the Registrar for team content on our website and social media platforms. This task can be assigned to or shared with a parent for the season.
- Ensure game sheets are properly completed, contain all necessary details (players and team staff attending the game, pick-up players, and curfew information) and are signed and submitted prior to game time.
- Manage team budget and finances – in conjunction with the GGHA Treasurer.
- Further details are available in the Gananoque Girls Hockey Association Manager manual.

#### OWHA ROSTER

- When you receive your first copy of the roster, please ensure all players and staff are listed correctly. Head coaches and team managers must check the spelling of all names and have players/parents check the birthdates and team staff check their numbers. Report any issues to the Registrar.
- Team managers must ensure the approved roster is available at all games and tournaments.

#### By-Law 20: Conflict Resolution Policy and Procedure

The Gananoque Girls Hockey Association (GGHA) aims to create an atmosphere of mutual respect, appreciation, fun and understanding among all participants. We also aim to encourage the development of good character through the leadership provided by coaches, managers, and other volunteers. It is our goal to ensure that all participants are treated fairly, regardless of



ability. We will be always guided by the principles of “Fair Play Code” and the “Respect in Sport” Program.

The GGHA acknowledges that the game of hockey can be an emotional experience. As a spectator at a hockey game or practice, it is common for individuals to pass judgment and opinion on the situation at hand, the bench staff, or the hockey association itself. When these opinions evolve into a conflict or dispute, we strongly recommend addressing the matter at the earliest opportunity and informally, if possible.

Our Conflict Resolution Policy, outlines the procedure to be followed when conflict arises in the environment of the GGHA hockey program and applies to conflict arising within a GGHA team, between GGHA teams, and/or between GGHA teams and teams from other hockey associations.

#### COMPLAINTS:

GGHA's purpose is to allow for the development of a hockey player both on and off the ice. To instil in players certain ideals to play fairly under all circumstances and conditions. We want our young athletes to be gracious in victory and defeat. We empower our volunteers to foster an environment that develops hockey skills in an atmosphere of good sportsmanship and fair play. Despite our best efforts, conflict and dispute will arise from time to time. This process is meant to address these issues that arise to ensure a fair, open, and fun environment for players, their families, and our volunteers.

#### THINGS TO CONSIDER:

- GGHA is run by volunteers. There is NO justification at any point for acting belligerently toward those individuals regardless of the circumstance. Incidents of inappropriate behaviour or statements, including on social media, toward the volunteers of GGHA will be dealt with zero tolerance. These behaviours may lead to the removal of the player and their family from GGHA.
- GGHA will always comply with requests from legal authorities to provide all information gathered under this process. If the incident involves a potential criminal code violation, then the police should be contacted immediately.
- GGHA will always attempt to have an issue resolved within the team. Using this complaint intake form to escalate an issue for resolution is to be consider a final step in any resolution process.
- Recurring issues with the same parties or team may face increasing sanctions. Moreover, nuisance complaints filed without justification may result in sanctions against the complainant.
- All teams are required to have a person of contact. This person is often the manager who works as a liaison between parents and coaches but can be any member of the bench staff.
- Members of the bench staff should not be approached with an issue less than 24 hours after an incident. Coaches are entirely within their right to reject hearing a complaint

within that time frame. The person of contact is the sole person that may contact the coach within the 24-hour period, if they determine it is necessary.

- If there is an issue with the way the bench staff has handled a complaint, then the complainant is encouraged to contact the GGHA Executive through the complaint intake form. However, if the bench staff has taken all reasonable steps to address the complaint and found that further action was unwarranted then GGHA will not likely intervene.

#### PROCESS:

This process is designed to formalize the steps that all parties are required to take when dealing with an issue. To ensure consistency and fairness, deviations from this process will not be accepted.

A Parent, guardian, or player that wishes to log a complaint about a member of the bench staff should observe the following:

- The person with the complaint should clearly document the specific details surrounding the issue including dates, names, location, bystanders, and actions.
- The complainant is expected to first raise the issue with the established person of contact for the team.
- All parties should wait 24 hours after the incident takes place but, if they feel strongly, they are permitted to contact the person of contact at any time. The person of contact will use their discretion in terms of how to proceed.
- If resolution is not readily available, a meeting may be called between the complainant and the person(s) the complaint involves. These meeting must always be attended by 2 bench staff.
- If a resolution is reached, the matter will be considered closed.
- If a resolution is not reached, the complainant can submit the complaint intake form. It will be reviewed for completeness. An incomplete form, for example, lack of specific details regarding an incident, will cause the complaint to be returned without action until further details are provided.
- The complaint will be escalated to the GGHA Executive. This final escalation is a serious step. Once submitted to the GGHA Executive, they are granted full discretion and authority to deal with the matter as they feel appropriate. They are empowered to take whatever steps are necessary to come to an appropriate resolution. Any decision made by the GGHA Executive will be final.
- In the extreme event whereby a very serious problem directly or immediately threatens the ongoing safety of a player or the continued viability of the Association then the President of GGHA will be notified and they have the unilateral authority to take immediate action to nullify that threat regardless of this process.

#### ISSUES THAT WILL NOT BE CONSIDERED UNDER THIS PROCESS:

This process is meant for serious complaints such as negligent endangerment, player safety, or

other egregious behaviour serious enough to bring into question as to the ability of an individual to continue to be a part of the team. Below is a list of some of the complaints that may be referred to the team.

- Parental Ice Time frustrations do not warrant a Formal Complaint and any parental submissions that relate fundamentally to ice time will be dismissed without action. When a parent has an issue with the ice time their child is receiving then they are to contact the person of contact for discussion and resolution. If the person of contact feels that the coach is contravening the ice time policies of GGHA then they may lodge a complaint against the coach in that circumstance.
- This form is NOT meant for simple disagreements or personal conflicts between individuals. Baseless complaints filed with the sheer intent of besmirching a coach or other individual may result in sanctions against the complainant.
- Submissions that lack specific details about an alleged incident will not be actioned until all details from both sides are assembled.
- Complaints will only be accepted using a fully completed Complaint Form obtained from the GGHA website. Unsolicited emails or other contacts to GGHA members will be summarily dismissed. Forms lacking details will not be actioned.
- Anonymous complaint forms will be immediately disregarded unless the incident appears to have legitimacy and a violation of our code of conduct.
- Complaints against referees using this form will be rejected. Referee assignment is not the responsibility of GGHA.

### **Formal Complaint Form**

To lodge a formal complaint please use the form below. Please read the page "GGHA Complaint Process" prior to completing this form. Submissions found not in compliance with or missing steps from that process may be summarily dismissed without a response. Please do not send emails in addition to this form.

### ***INFORMATION ON PARTIES INVOLVED***

\*Required

Select Team: \* U7/U9/U11/U13/U15/U18

Name of Complainant: \*

Email for Complainant: \*

Phone Number for Complainant (optional):

Person Complaint is About: \*

### **INCIDENT/COMPLAINT DETAIL**

Please include as many specific facts and details as possible.

Date and Approximate Time of Incident: \*

*If multiple incidents, choose the most recent.*

Details of Incident: \*

*Provide a summary of ALL the details of the issue/incident and any other relevant facts. Please include the name of the relevant player.*

Resolution Options: \*

*In your opinion, what reasonable steps could be taken that would substantially solve the issue and allow all parties to move forward?*

Other Pertinent Information:

Attachments:

- *Allowed extensions: .jpeg, .jpg, .png, gif, .pdf, .doc, .docx, .xls, .xlsx. Maximum # Files: 1. Maximum File Size: 4MB.*

*Attach any relevant documents or files related to the incident.*

### **STEPS TAKEN TO RESOLVE THE ISSUE**

Name of Person of Contact: \*

Was the Person of Contact informed? \*

Date the Person of Contact was informed: \*

Steps Taken to Resolve the Issue/Incident: \*

*Provide a summary of all steps that were taken to resolve the issue.*

## **By-Law 21: Publication, Social Media, and Communication Policies**

### **Publication Policy**

To protect the integrity of GGHA's youth program, it's officials, bench staff, players and parents/guardians, no individual or group may represent GGHA's Executives, bench staff, players, or parents/guardians in any public medium without the expressed consent of the GGHA Executive.

Additionally, no personal information of players, parents/guardians, or GGHA officials will be made public without the written consent of the interested parties.

This includes but is not limited to:

- Print: Newspapers, magazines, and periodicals
- Internet & Social Media
- Television
- Radio

All press releases shall be forwarded to the President for distribution. Teams will not submit press releases directly to the press.

- GGHA is not responsible for any media, parent, or team postings.
- Violation of this policy can lead to disciplinary action and/or expulsion from GGHA.

### **Team Officials Communication Policy**

The GGHA Team Officials Communication Policy has been developed to provide Team Officials guidelines for communicating with your team in today's day and age of rapid mobile communications. No policy can cover all forms of communication and therefore this policy is to provide recommended guidelines for Team Officials (both Parent and nonparent) in respect to communication with their teams. Team Officials should always abide by the "Rule of Two" method for all communications, whereby at least two rostered Team Officials and/or a parent is included in communications. Communications should only communicate messages about hockey, scheduling, conflicts, and logistics. With regards to electronic forms of communication the "Rule of Two" policy would result in, no private messages and no one-on-one direct contact through Facebook messages, Twitter direct messaging, Skype, or other instant messaging (including but not limited to Google Messenger, AIM, snapchat, and the like) or other similar messaging features provided through social media sites and communication platforms.

Specific Recommendations for Bench staff (parent and nonparent)

- Telephone - It is recommended that bench staff should not engage in one-on one telephone conversations with only a player. Any telephone conversation with a player should include a parent/guardian as part of the conversation.
- Text Message - It is recommended that bench staff do not communicate with players by text message and/or SMS message.
- Email - It is recommended that Bench staff engage in email communications with players only when parents are included as part of the communication. For example, a coach may email a player when the parent/guardian has been copied on the email.
- Social Media – There are many types of social media platforms such as Facebook, Twitter, Instagram, Snapchat, amongst others, and social media platforms change, and new platforms are constantly being created. This policy is meant as a guideline for social

media to assist Team Officials in the understanding of social media and is not inclusive of all social media platforms. As a general guideline, Team Officials should conduct themselves on social media in a manner that is positive and provides facts, not personal opinions. Slanderous comments may be subject to the GGHA Abuse and Harassment and/or Discipline Policies. To provide context, the following are examples with commonly known social media platforms.

- It is recommended that Bench staff not be 'Friends' with or follow any players on Facebook, Instagram, Twitter, Snapchat, or any other similar social media apps. It would be acceptable for a team to have a 'Facebook Group' for their team. However, players, parents, and bench staff are required to be members of such a group. Bench staff should not communicate with any player via 'direct messaging'.

#### Specific Recommendations for Managers

- It is recommended that Team Managers communicate as much as possible with the Association's approved communication tool for communicating scheduling, logistics and communications to their team.
- When communicating via email team Managers should ensure parents are copied on all communications.
- Team managers should abide by the notes in the bench staff communication recommendations for social media as much as possible.

#### Personal and Contact Information

- All Team Officials are only permitted to share contact information within the team or for GGHA/league purposes. Team Officials are not permitted to share contact information with any source outside the GGHA.

#### Communication Policy Guidelines for Parents/Guardians/Supporters

It is recommended that Parents/Guardians/Supporters follow the policies listed in section 1 and 2 of this Policy.



#### Social Media Best Practices:

- Think twice before posting.
- Be respectful and positive.
- Remember, many different audiences view your posts including other members, fans, alumni, kids, local authorities, parents, etc.
- The internet is permanent. Even if you delete something, it's still out there somewhere.
- Be in the right state of mind when you make a post.
- Do not post when your judgment is impaired.
- Bench staff and Administrators monitor social media websites.
- Use the privacy/security settings made available on these sites.

Breach of Social Media

The GGHA has chosen to “embrace” social media rather than frown upon and/or ban it within our association. We embrace social media with the notion of respect and common sense (please see social media best practices listed in section 4.1). In the event the social media policy has been breached members will enter the GGHA’s Abuse and Harassment, Discipline and/or Conflict Resolution Policy processes.

Parents/Guardians/Supporters found to be in violation of this policy may be subject to the GGHA Discipline or Abuse and Harassment policies.

	
<b>President</b>	<b>Registrar/Secretary</b>

**Enacted** by the Executive this 21 day of August, 2024.