

WILMOT GIRLS HOCKEY ASSOCIATION



BYLAWS



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Wilmot Girls Hockey Association

Bylaws

The following are the bylaws of the Wilmot Girls Hockey Association (WGHA) as adopted at the Annual General Meeting (AGM) on March 7, 2007.

By-Law #1: General

- a) Provided there is sufficient registration and ice time the WGHA will be field teams in all categories. There will be house league at all levels and if numbers warrant representative teams for U11 (formerly Atom) and above.
- b) The WGHA Executive has authority over and responsibility for all activities of the Association.
- c) The Vice President and the House League Director shall make up the Rules and Protest Committee to be guided by the Kitchener House League/OWHA and shall be subjected to all rulings handed down by these governing bodies.
- d) The Vice-President and the Competitive Director shall make up the Rules and Protest Committee to be guided by the affiliated league/OWHA and shall be subjected to all rulings handed down by these governing bodies.
- e) All letters of complaint and correspondence must be submitted to the Communications Director in writing before corrective action can be taken. Complaints warranting further investigation will be dealt with by an at least three (3) member committee chaired by the Vice-President. The committee will investigate the complaint and at the end of the investigation will submit a report to the Executive for information. In cases where there is conflict of interest an alternate will be named to chair the committee.
- f) Bylaws may be amended by membership vote at a General Meeting or at the Annual General Meeting.

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By-Law #2: Executive

a) Voting:

In the event of more than one candidate being nominated for a position, the election will be by secret ballot.

b) Elections

- The Executive Committee consisting of
 - Past President
 - President
 - Vice-President
 - Communications Director
 - Registrar
 - Fundraising Director
 - Local League Director
 - Competitive Director
 - Equipment Director
 - Director of Staff Certification
 - Director of Development
 - Tournament Director
 - Director at Large/Secretary
 - Director at Large

Shall be elected or confirmed at the Annual General Meeting (AGM). All positions are open to re-election each year with the exception of those positions that have a two (2) year term specified under “Article 6: Duties and Responsibilities” of the WGHHA Constitution.

- The **Treasurer, Ice Scheduler, and Webmaster shall be appointed** by the Executive and confirmed by the membership at the AGM.

c) Duties:

Past President:

- advises the President

President:

- shall preside over all Executive meetings, AGM and any GMs called between AGMs.
- shall ensure that all Executive duties are properly fulfilled
- shall be responsible for the complete well-being and operation of the association
- shall be an ex-officio member of all committees
- shall vote only in the event of a tie
- Has cheque signing authority for the association

Vice-President:

- shall develop and maintain the Constitution, Bylaws, and Policy Manual of the Association
- shall hear and render decisions regarding any disciplinary matters
- shall chair committees dealing with protests and letters of complaint (unless the complaint or protest involves the VP or the team on which their daughter plays)
- shall assume the duties of the President in the event of illness or prolonged absence
- Has cheque signing authority for the association
- Is the main OWHA representative for the General Meetings and holds voting power

Communications Director:

- shall notify all members of date, time and location of all meetings
- shall maintain up to date lists of Executive members, their addresses, telephone numbers and email addresses
- shall prepare all mail and maintain a file of all association correspondence, both internal and external
- shall provide the President with a copy of all correspondence
- shall maintain records of any changes to be made to the Constitution, Bylaws or Code of Conduct for the AGM
- shall maintain the WGHA website
- Sends out communications to all members of the association whether through paper or electronically
- Provides press releases to local media
- Submits any advertising in regards to tryouts and registration deadlines

Treasurer:

- shall collect and deposit all monies within a reasonable period of time in the local bank selected to handle the association's account
- shall maintain a ledger showing revenues and expenses
- shall be responsible for the disbursement of all monies ensuring all disbursements are supported by acceptable receipts
- shall ensure that all disbursements are paid by cheques bearing the signatures of two (2) persons being the Treasurer, the President and the Vice-President
- shall prepare a pre-season budget estimating revenues and expenses
- shall prepare and present a yearly financial report for the AGM
- Has cheque-signing authority

Registrar:

- shall prepare registration forms and set timelines for applications
- shall collect all registration forms and payments
- shall submit all lists and forms to LLFHL, Kitchener HL, affiliated leagues, and the OWHA before the required dates
- shall maintain all team lists
- shall track and report to the Executive and members on registration procedure infractions, game reporting infractions and team fines
- Is a liaison with OWHA in regards to registration processes
- Keeps files of registered players, submits any changes to the OWHA as they arise

Fundraising Director:

- shall coordinate all fundraising activities for the association
- shall ensure that all teams running individual fundraisers have proper permission and licenses
- shall present all fundraising plans for the association or individual teams to the executive for approval
- Is contact for each team in regards to fundraising and can appoint a committee as needed to support fundraising initiatives for the association
- Is responsible for keeping track of, recruitment, and renewal of team jersey sponsors. This includes the preparation and distribution of letters requesting sponsorship funds to sponsors and potential sponsors, prior to the start of the season.
- In addition the Fundraising Director will prepare and distribute thank you letters to jersey sponsors at the end of the season.
- The Fundraising Director can ask other Executive members to assist with finding new team sponsors if new sponsors are required in a given season.

Local League Director:

- shall ensure that teams are set for the coming season
- shall ensure that all teams have complete coaching staffs
- shall coordinate team sort outs
- shall determine the development needs for Local League
- shall represent WGHA at all Kitchener House League meetings
- shall ensure that the ice scheduler receives schedules in good time

Competitive Director:

- shall determine the number of teams for the season
- shall coordinate team try-outs
- shall ensure that all teams have full coaching staffs
- shall organize a committee of at least two neutral observers to evaluate and rank import talent when necessary
- shall determine the development needs at competitive level
- shall represent WGHA at all Competitive League meetings

Director of Staff Certification:

- Shall work with the Director of Development
- Facilitates the coach selection process
- Sends out feedback forms to all parents for mid-year (if applicable) and year-end evaluations
- Shall maintain record of all applications and credentials for WGHA Staff (Coaches, Trainers, and Executive board members)

Director of Development

- Shall work with the Director of Staff Certification
- Shall coordinate the planning of the summer hockey camp when appropriate
- Shall coordinate the training of players and Coaches through the use of the appropriate clinics (e.g. Power skating clinics, goalie clinics, body contact clinics, etc.)
- Clinics will be determined on a season-by-season basis and the number and content of the clinics offered will not be limited by the list described above
- Shall work with the coaches and promote Professional Development (PD) that can be used for ongoing Certification requirements
- Verify that all third-party staff is current with all certifications and is registered with the OWHA (on a roster)

Equipment Director:

- shall be responsible for all WGHA equipment
- shall be responsible to assign, disburse, collect, and maintain all equipment
- shall purchase any extra or replacement equipment as directed by the Executive
- shall inform coaches of the consequences of lost or damaged equipment
- shall keep the Executive informed on minimum playing standards for all equipment
- keeps a written inventory of all equipment owned by the association and updates on a regular basis
- shall be responsible for jersey and sock management (ordering, inventory, replacement)

Ice Scheduler:

- shall liaise with the Competitive and House League Directors regarding schedules
- shall establish schedule for all divisions for regular season and playoff games
- shall be responsible for scheduling all WGHA league games, practices and playoff games
- shall communicate the schedule to the appropriate coaching staff and post the schedule at the arena and on the WGHA website
- shall make all ice purchases in accordance with the ice purchase objectives of the Executive
- shall oversee scheduling referees and time keepers for all games

Tournament Director

- shall call on either Executive members or members of the organization or community to be part of the committee
- looks after paperwork for the tournament, team contacts, tournament schedules, sponsors and assigning duties as needed to committee members

Director at Large/Secretary

- Shall record and maintain the official minutes of all meetings (Executive meetings, AGMs, GMs).
- Shall circulate minutes to the Executive members no less than two weeks prior to the next meeting
- Shall sit on the Tournament Committee
- Shall sit on the Summer Camp Committee
- Shall participate on various other committees as required and assist with the activities of the association

Webmaster

- Must have relevant computer experience
- Shall maintain the WGHA web site, making additions and changes as per the direction of the WGHA Executive
- Items to be added or removed from the WGHA web site must be approved by the Communications Director
- Assists with other WGHA activities and may sit on various committees as required

Director at Large

- Shall sit on the Tournament Committee
- Shall sit on the Summer Camp Committee
- Shall participate on various other committees as required
- Perform tasks as required to assist in the activities of the Association

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Bylaw #3 Registration

- All girls signing with the WGHA shall meet the eligibility requirements of the OWHA.
- All girls will submit a complete registration form
- All girls will submit proof of age
- All girls will submit proof of health insurance (OHIP)
- Registration fees will be set annually by the Executive

- **Player Participation:**
Players must be registered with WGHA before they may participate in any association activities. Team staffs and the Registrar will monitor all teams to ensure that all girls are properly registered before they participate.

- **Tryouts:**
The WGHA will hold tryouts. Representative teams will be finalized in the spring or in September, at the discretion of the Executive. The WGHA will set the number of players a team can carry based on the number of registrants and the minimums and maximums that teams will be assigned in a given year.

- Details of fees, payments, and refunds will follow the current WGHA Registration Policy in effect at the time.

Bylaw #4 Use of Affiliated Players:

- AP players may only play with higher WGHA teams unless otherwise authorized by the Executive
- A team cannot bring up from a lower team more than three (3) AP players for any given game to a team strength of fifteen (15) including the goalie. A team cannot field more players than on their roster.
- A coach wishing to use an AP player will first contact the coach of the AP player. Once permission is received the coach may contact the player. The receiving coach must inform the team coach of the player's decision immediately.

Bylaw #5 Releases

- All girls wishing to participate in a WGHA activity currently playing for another girls hockey association must obtain a permission to skate form from their current team.

- WGHA will review all Permission to Skate forms and Releases if asked by a player. Exit interviews may be requested before a release is granted.

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Bylaw #6 Coaching Selection

- All coaches and bench staff will submit an application each year
- Coaches must have current police checks and coaching credentials
- Coaches may be asked to have an interview with the Coach Selection Committee

Bylaw #7 Competition Level Selection

- Competitive Director or appointed committee will approve decisions on team level selection
- Level of competition will be chosen by the following means
 - Team selection, level, talent
 - Ranking in previous years
 - Performance in exhibition games
 - Recommendations from the coach
 - Recommendations from the WGHA Executive

Bylaw #8 Suspensions and Removals

- Any member removed from their position for any reason may appeal their case to the WGHA Executive by giving written notice to the Communications Director within five (5) days
- Any member requesting a review of their removal must be notified five (5) Days in advance of the date set for the appeal hearing. No further appeal will be entertained if the suspended individual fails to appear on the date and within fifteen (15) minutes of the assigned time.

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