

WILMOT GIRLS HOCKEY ASSOCIATION



BY-LAW NO. 3



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Article 1 – General

1. Definitions:
 - a. "Board of Directors" means the board of directors of the Corporation;
 - b. "Corporation" means WILMOT GIRLS HOCKEY ASSOCIATION;
 - c. "OWHA" means Ontario Women's Hockey Association.

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Article 2 – Additional Officers

1. President:

- a. shall ensure that the duties of all Officers are properly fulfilled;
- b. shall be responsible for the complete well-being and operation of the Corporation;
- c. shall be an ex-officio member of all committees;
- d. has cheque signing authority for the association;
- e. this position is for a two-year term; and
- f. all other duties as may from time to time be directed by the Board of Directors.

2. Past President:

- a. advises President.

3. Vice-President:

- a. shall assume the duties of the President due to illness or prolonged absence;
- b. shall initially screen protests and subsequent appeals;
- c. shall oversee risk and safety management;
- d. shall maintain the Bylaws, Policy Statements, and Policy Manual of the Corporation;
- e. has cheque signing authority for the Corporation;
- f. self or Spouse cannot hold a head coaching position on any Wilmot Wolverine team;
- g. Is the main OWHA representative for the general meetings of the OWHA and holds voting power at said meetings;
- h. this position requires at least one year of prior experience on the Corporation's Board of Directors. An exception to this rule will be made by necessity, if no candidate running for this position has the minimum years of experience;
- i. this position is elected to a two-year term; and
- j. all other duties as may from time to time be directed by the Board of Directors.

4. Ice Scheduler:

- a. shall liaise with the Competitive and House League Directors regarding schedules;
- b. shall establish schedule for all divisions for regular season and playoff games;
- c. shall be responsible for scheduling all Corporation league games, practices and playoff game;
- d. shall make all ice purchases in accordance with the ice purchase objectives of the Board of Directors;
- e. shall oversee scheduling referees and timekeepers for all games;
- f. requires at least one year of prior experience on the Corporation's Board of Directors. An exception to this rule will be made by necessity, if no candidate running for this position has the minimum years of experience;
- g. this position is elected for a two-year term; and
- h. all other duties as may from time to time be directed by the Board of Directors.

5. Webmaster

- a. must have relevant computer experience;
- b. shall maintain the Corporation web site, making additions and changes as per the direction of the Corporation's Board of Directors;
- c. items to be added or removed from the Corporation web site must be approved by the Communications Director;
- d. assists with other Corporation activities and may sit on various committees as required;
- e. this position is elected for a two-year term; and
- f. all other duties as may from time to time be directed by the Board of Directors.

6. Registrar:

- a. shall prepare registration forms and set timelines for applications;
- b. shall collect all registration forms and payments;
- c. shall submit all lists and forms to all affiliated leagues and the OWHA before the required dates;
- d. shall maintain all team lists;
- e. shall track and report to the Board of Directors and members on registration procedure infractions, game reporting infractions and team fines;
- f. is a liaison with OWHA in regards to registration processes;
- g. keeps files of registered players, submits any changes to the OWHA as they arise;

- h. this position is elected for a two-year term; and
- i. all other duties as may from time to time be directed by the Board of Directors.

7. Treasurer

- a. shall collect and deposit all monies within a reasonable period of time in the local bank selected to handle the Corporation's account;
- b. shall maintain a ledger showing revenues and expenses;
- c. shall prepare and maintain records containing accounting records adequate to enable the Directors to ascertain the financial position of the Corporation with reasonable accuracy on a quarterly basis;
- d. shall prepare and maintain records, if any, containing the financial statements of each of its subsidiaries and of each body corporate the accounts of which are consolidated in the financial statements of the Corporation;
- e. shall be responsible for the disbursement of all monies ensuring all disbursements are supported by acceptable receipts;
- f. shall ensure that all disbursements are paid by cheques or e-transfers bearing the signatures/approval of two (2) persons being the Treasurer, the President, and the Vice-President
- g. shall prepare a pre-season budget estimating revenues and expenses;
- h. shall present to the members at the annual meeting of members, as part of the annual report, the financial statement of the Corporation approved by the Board of Directors together with the report of the auditor or of the person who has conducted the review engagement, as the case may be;
- i. has cheque-signing authority;
- j. this position is elected for a two-year term; and
- k. all other duties as may from time to time be directed by the Board of Directors.

8. Secretary

- a. shall prepare and maintain records containing the following:
 - i. the Corporation's Articles and by-laws, and amendments to them;
 - ii. the minutes of Meetings of Members and of any committee of Members;
 - iii. the resolutions of the Members and of any committee of Members;
 - iv. the minutes of meetings of the Directors and of any committee of Directors;
 - v. the resolutions of the Directors and of any committee of Directors;
 - vi. a register of Directors;
 - vii. a register of Officers;
 - viii. a register of Members;
 - ix. a register of ownership interests in land complying with the Act;
 - x. the consents to act as Director, in the approved form, (i) of each individual who is named in the Articles as a first Director and who is not an incorporator, and (ii) of each individual who is named in the Articles as a first Director and who is an incorporator, if the Articles are filed with the Director in an electronic format and the consent is required by the regulations; and
 - xi. the consents to act as a Director of each individual who is elected or appointed Director of the Corporation.
- b. shall circulate minutes to the Board of Directors no less than two (2) weeks prior to the next meeting of the Board of Directors;
- c. shall sit on the Tournament Committee;
- d. shall sit on the Summer Camp Committee;
- e. Shall participate on various other committees as required and assist with the activities of the Corporation;

- f. this position is elected for a two-year term; and
- g. all other duties as may from time to time be directed by the Board of Directors.

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Article 3 – Additional Duties and Responsibilities of Directors

1. Communications Director

- a. shall notify all members of date, time and location of all meetings;
- b. shall provide the President with a copy of all correspondence;
- c. maintaining the Corporation social media accounts;
- d. sends out communications to all members of the association whether through paper or electronically; and
- e. provides press releases to local media.

2. Fundraising Director:

- a. shall coordinate all fundraising activities for the association;
- b. shall ensure that all teams running individual fundraisers have proper permission and licenses;
- c. shall present all fundraising plans for the association or individual teams to the Board of Directors for approval;
- d. is contact for each team in regards to fundraising and can appoint a committee as needed to support fundraising initiatives for the association;
- e. 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;
- f. in addition the Fundraising Director will prepare and distribute thank you letters to jersey sponsors at the end of the season; and
- g. the Fundraising Director can ask other Directors to assist with finding new team sponsors if new sponsors are required in a given season.

3. Local League Director:

- a. shall ensure that teams are set for the coming season for Local League;
- b. shall ensure that all teams have complete coaching staffs for Local League;
- c. shall coordinate team sort outs for Local League;
- d. shall determine the development needs for Local League;
- e. shall represent the Corporation at all Local League meetings; and
- f. shall ensure that the ice scheduler receives schedules in good time for Local League.

4. Competitive Director:

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

5. Staff Certification Director:

- a. shall work with the Director of Development;
- b. facilitates the coach selection process;
- c. sends out feedback forms to all parents for mid-year (if applicable) and year-end evaluations; and
- d. Shall maintain record of all applications and credentials for Corporation Staff.

6. Development Director:

- a. shall work with the Director of Staff Certification;
- b. shall coordinate the planning of the summer hockey camp when appropriate;
- c. 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.);
- d. 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;
- e. shall work with the coaches and promote Professional Development (PD) that can be used for ongoing Certification requirements; and
- f. verify that all third-party staff is current with all certifications and is registered with the OWHA (on a roster).

7. Equipment Director:

- a. shall be responsible for all Corporation equipment;
- b. shall be responsible to assign, disburse, collect, and maintain all equipment;
- c. shall purchase any extra or replacement equipment as directed by the Board of Directors;
- d. shall inform coaches of the consequences of lost or damaged equipment;
- e. shall keep the Board of Directors informed on minimum playing standards for all equipment;
- f. keeps a written inventory of all equipment owned by the association and updates on a regular basis; and
- g. shall be responsible for jersey and sock management (ordering, inventory, replacement).

8. Tournament Director

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

9. Director at Large

- a. shall sit on the Tournament Committee
- b. shall sit on the Summer Camp Committee
- c. shall participate on various other committees as required; and
- d. perform tasks as required to assist in the activities of the association.

THIS BY-LAW NO. 3, having been approved by the Directors and the Members of the Corporation is hereby **ENACTED ON** May 20th, 2025.

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