

**WHITBY GIRLS' HOCKEY  
ASSOCIATION  
CONSTITUTION,  
BY-LAWS,  
&  
CODE OF CONDUCT**

*FORMALLY REVISED MAY 2006 AGM*



**CONSTITUTION  
Incorporated — May 1997  
#1220958**

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# SECTION 1: CONSTITUTION

## 1.1 NAME

The name of this association shall be known as the “Whitby Girls Hockey Association” hereinafter referred to as the WGHA. The official trademarked logo shall be the “Wolf Head” as shown on the cover of this document. Any use of the trademarked WGHA logo must be approved by the Executive Council.

## 1.2 AFFILIATION

The WGHA shall seek membership in and affiliate itself with the Ontario Women’s Hockey Association, hereinafter known as the OWHA.

## 1.3 OBJECTIVES

The objectives of the WGHA will be to develop the ideals of good sportsmanship and fair play in all players, team staff, volunteers, and spectators through a well-regulated amateur hockey program in accordance with the OWHA and Hockey Canada; and to protect and promote the mutual interests of women’s hockey in Whitby.

## 1.4 MEMBERSHIP

Memberships in this Association shall consist of:  
Players, teams, coaches, referees, executive members, and volunteers, who agree to abide by and comply with the Constitution, By-Laws, Playing Rules, and Code of Conduct of the WGHA and who are members in good standing.

## 1.5 EXECUTIVE COUNCIL

(A) The Executive Council of the WGHA shall comprise the following elected and acclaimed officers:

	<b>Election Cycle</b>
• President	Odd
• 1 <sup>st</sup> VP/GM Hockey Operations	Even
• 2 <sup>nd</sup> VP/House League Director	Odd
• 3 <sup>rd</sup> VP/Administrative Assistant	Even
• Treasurer	Even
• Registrar	Even
• Referee-in-Chief	Even

- Director of Coach and Player Development                      Odd
- Equipment Director    Odd
- Clothing Director    Odd
- Director of Public Relations    Odd
- Director of Sponsorship    Even
- Tournament Director    Odd
- Director of Ice Scheduling    Even
- Junior House League Director                                        Even
- Immediate Past-President    Acclaimed

- (B) The Executive Council of the WGHA shall be elected for a two-year term of office at the Annual General Meeting by a majority vote of the membership present at such meeting.
- (C) The Treasurer shall have a recognized accounting designation (CA, CGA, or CMA) or equivalent related experience and have a demonstrated ability to maintain the financial records and transactions for the Association. (*Revised May 2005 AGM*)
- (D) The immediate Past-President shall be a member of the Executive Council.
- (E) Each member of the Executive Council has the power to vote at all General, Annual, Special, and Executive Meetings.
- (F) The Executive Council has the power to appoint replacements for any member of the Executive Council who resigns during his/her term of office or is neglectful of his/her duties. The replacement shall have full voting privileges but shall seek official election at the next Annual General Meeting whereby he/she shall complete the balance of the remaining term.
- (G) The Executive Council shall be further empowered to make appointments to the Executive Council to cover specialized duties.
- (H) The Executive Council has the power to enforce the provisions of the Constitution, By-Laws, Playing Rules, and Code of Conduct of the WGHA.
- (I) The Executive Council shall meet on a regular basis as required to run the business of the WGHA.
- (J) The Executive Council shall establish the annual registration fees.
- (K) The only members of the Executive Council that shall have the right to sign a "Permission to Skate" form shall be the President, 1<sup>st</sup> VP, Registrar, and Treasurer.

- (L) The President, 1<sup>st</sup> VP, Registrar, and Treasurer shall have the right to signing authority on OWHA Player Release Forms.
- (M) The Executive Council shall appoint a Coach Selection Committee each year for the purpose of Representative coach selections.

## 1.6 DUTIES OF THE EXECUTIVE COUNCIL

### (A) President

*The President shall:*

- Be the Chief Executive Officer of the Association.
- Be kept informed of all business matters pertaining to the Association.
- Preside at all meetings of the WGHA Executive Council and at all other general meetings of the WGHA or assign a designate.
- Be responsible for and represent the WGHA at all times.
- Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the new season. (*Revised May 2005 AGM*)
- Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association's being committed to the expense or contract. (*Revised May 2005 AGM*)
- Be an *Ex Officio* member of all standing and special committees.

### (B) 1<sup>st</sup> VP/GM Hockey Operations

*The 1<sup>st</sup> VP/GM Hockey Operations shall:*

- Take on the duties of the President if the President is absent or unable to carry on with his/her position. (*Upon Executive Council Approval*)
- Be responsible for the total organization of the Representative program.
- Recommend to the Executive Council the number of Representative teams (divisions and category) that will represent the WGHA for the upcoming season.
- Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the new season. (*Revised May 2005 AGM*)
- Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association's being committed to the expense or contract. (*Revised May 2005 AGM*)
- Develop coaching selection criteria with the assistance of the Hockey Operations Committee and the Director of Coach and Player Development.
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers, or trainers subject to the approval of the Executive Council.

- Be responsible for and oversee the Representative Team tryout process.
- Provide management support to all Representative Teams.
- Address parental concerns.
- Approve the schedule of the Representative Teams' play-off and play-down games.
- Attend all OWHA and League Meetings pertaining to the Representative Program or arrange for a delegate to be present on his/her behalf.
- Be the WGHA voting representative at all OWHA and League Meetings or designate a representative to carry the vote(s).

**(C) 2<sup>nd</sup> VP/House League Director**

*The 2<sup>nd</sup> VP/House League Director shall:*

- Take on the duties of the President if the President and 1<sup>st</sup> VP/GM Hockey Operations are absent or unable to carry on with their position. *(Upon Executive Council Approval)*
  - Chair the Executive Meetings when the President and 1<sup>st</sup> VP/GM Hockey Operations are absent.
  - Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the new season. *(Revised May 2004 AGM)*
  - Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association's being committed to the expense or contract. *(Revised May 2004 AGM)*
  - Oversee the organization of the House League program.
  - Be directly responsible for Peewee, Bantam, Midget, and Intermediate divisions.
  - Recommend to the Executive Council, with the assistance of the Registrar, the actual number of House League teams.
  - Have the authority to approve and/or dismiss coaches, assistant coaches, managers, or trainers subject to the approval of the Executive Council.
  - Coordinate with the Referee-in-Chief to ensure referees are booked for each game.
  - Address parental concerns.
- Chair the committee to run the year-end banquet.  
Oversee timekeepers.  
Obtain and submit a minimum of two (2) quotations for House League photos for approval by the Executive Council.

**(D) 3<sup>rd</sup> VP/Administrative Assistant**

*The 3<sup>rd</sup> VP/Administrative Assistant shall:*

- Be responsible for the safekeeping of all books, minutes, and official records of the WGHA.
- Keep an accurate report of the proceedings of the WGHA, receive all communications, and conduct all correspondence at the direction of the President and/or Executive.
- Perform the duties of recording Executive Council meeting minutes.
- Distribute the minutes to the executive members, prior to the start of the next Executive Council meeting.
- Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the new season. (*Revised May 2004 AGM*)
- Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association's being committed to the expense or contract. (*Revised May 2004 AGM*)
- Prepare OWA Intent to Register and Participant Registration forms for House League and Representative teams with the assistance of all Directors concerned.
- Submit the Executive council minutes for posting on the website as soon as possible once approved.
- Be responsible for delivering past correspondence to new Executive Council members.
- Be responsible for all WGHA stationery.
- Transfer all WGHA books, official records and material in her/his possession to her/his successor, immediately after the election.
- Schedule WGHA monthly Executive Council meetings six months in advance.
- Oversee the Annual General Meeting administrative duties.

**(E) Treasurer**

*The Treasurer shall:*

- Ensure adherence to and implementation of recognized accounting and financial Polices in the financial administration of the Association.
- Ensure the submission of the books of account to the Auditor of the Association at the end of the year.
- Ensure that the new season income and old season income remain separate. (*Revised May 2004 AGM*)
- Receive all moneys paid to the WGHA, including all charity fundraising. Such moneys shall be deposited without delay in one of the Chartered Banks/Trust Companies in account of the WGHA.

- Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the new season. (*Revised May 2004 AGM*)
- Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association’s being committed to the expense or contract. (*Revised May 2004 AGM*)
- Be responsible for and issue all cheques countersigned by one other signature: i.e., of either the President or the 3<sup>rd</sup> VP/Administrative Assistant.
- Submit a monthly summary of accounts to the Executive Council for review.
- Prepare interim reports of the financial standing of the WGHA when called upon to do so by the Executive Council.
- Prepare all Representative Team ice bills.
- Reimburse all Executive Council members for their expenses, with approval from the President and/or 1<sup>st</sup> VP/GM Hockey Operations.
- Submit a detailed report of the WGHA finances at the Annual General Meeting.
- Recommend the cost per player to the Executive Council for approval.
- Transfer all WGHA books, official records, and material in his/her possession to his/her successor, immediately after the election.

**(F) Registrar**

*The Registrar shall:*

- Oversee the registration process for the WGHA.
- Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the new season. (*Revised May 2004 AGM*)
- Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association’s being committed to the expense or contract. (*Revised May 2004 AGM*)
- Verify player eligibility by means of a birth certificate in accordance with the OWHA registration process.
- Maintain a confidential WGHA membership database.
- Attend all registration dates.
- Ensure player provides an official OWHA release as per OWHA requirements.
- Maintain on-line registration and transfer all on-line information to his/her successor.
- Coordinate, with the Tournament Director, on-line team registration for all WGHA-sanctioned tournaments.

## **(G) Referee-in-Chief**

*The Referee-in-Chief shall:*

- Be responsible for the recruiting and retaining of all WGHA referees.
- Coordinate with the 2<sup>nd</sup> VP/House League Director to ensure referees are booked for each game.
- Be responsible for assigning referees for all WGHA home Rep games.
- Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the new season. (*Revised May 2004 AGM*)
- Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association's being committed to the expense or contract. (*Revised May 2004 AGM*)
- Recommend House League referee fees, to be approved by Executive Council.
- Have the authority to discipline or release referees from their positions if they are not fulfilling their duties.
- Coordinate an annual OWHA referee clinic hosted by the WGHA.
- Assign Referees for all WGHA-sanctioned Representative and House League tournaments.

## **(H) Director of Coach and Player Development**

*The Director of Coach and Player Development shall:*

- Coordinate all player-, coach-, or trainer-certification clinics hosted by the WGHA.
- Be responsible for developing all coaching applications.
- Assist the 1<sup>st</sup> VP/GM Hockey Operations to develop coaching-selection criteria, to be approved by the Executive Council.
- Ensure all coaching staff have the required minimum certification of their respective positions as required by the WGHA and OWHA.
- Ensure **all** coaching staff submit their police checks prior to league startup.
- Provide development information to coaches and players.
- Develop a WGHA coaching philosophy and obtain approval of the Executive Council.
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers, or trainers subject to the approval of the Executive Council.
- Develop, manage, and correlate parent and player surveys.
- Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the new season. (*Revised May 2004 AGM*)

- Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association’s being committed to the expense or contract. (*Revised May 2004 AGM*)
- Obtain a minimum of two (2) quotations for all coach and player development programs, for approval by the Executive Council.
- Consult with the 1<sup>st</sup> VP/Representative Director/OWHA Coordinator and the 2<sup>nd</sup> VP/House League Director regarding their program needs.

**(I) Equipment Director**

*The Equipment Director shall:*

- Be responsible for the acquisition and inventory control of all inventories belonging to all WGHA teams.
- Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the new season. (*Revised May 2004 AGM*)
- Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association’s being committed to the expense or contract. (*Revised May 2004 AGM*)
- Obtain and submit a minimum of two (2) quotations for House League and Representative Team jerseys and socks for approval by the Executive Council as required.
- Purchase any such equipment after a proposal to the Executive Council has been accepted.
- Be responsible for the issuing of all WGHA equipment.
- Coordinate all trophies and awards.

**(J) Clothing Director**

*The Clothing Director shall:*

- Be responsible for designing the clothing order form.
- Be responsible for submitting new clothing items to the Executive Council for approval.
- Be responsible for arranging clothing sales dates and times.
- Be responsible for arranging delivery of clothing items to customers.
- Be responsible for the WGHA logo.
- Be responsible for ordering clothing from authorized supplier only.
- Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the next season.

- Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association’s being committed to the expense or contract.

**(K) Director of Public Relations**

*The Director of Public Relations shall:*

- Be responsible for all WGHA publicity and related correspondence.
- Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the new season. (*Revised May 2004 AGM*)
- Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association’s being committed to the expense or contract. (*Revised May 2004 AGM*)
- Be responsible for the publication of the WGHA Newsletter.
- Be responsible for updating the WGHA bulletin board and showcase.
- Be responsible for publishing all WGHA statistics.
- Assist the 3<sup>rd</sup> VP/Administrative Assistant with arrangements of the Annual General Meeting.
- Maintain and update the WGHA website, or provide two (2) quotations for the same from outside sources.

**(L) Director of Sponsorship**

*The Director of Sponsorship shall:*

- Secure sponsorships for all WGHA House League teams.
- Recommend annual House League team sponsorship amount to the Executive Council for approval.
- Be responsible for all correspondence with sponsors and for involving sponsors in all WGHA functions.
- Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the new season. (*Revised May 2004 AGM*)
- Submit to council for approval—separately— expenses or contracts beyond the approved budget prior to the Association’s being committed to the expense or contract. (*Revised May 2004 AGM*)
- Deliver all year-end thank-you letters, plaques, and sponsorship forms for the coming season.

**(M) Tournament Director**

*The Tournament Director shall:*

- Chair and coordinate a committee to run an annual OWHA-sanctioned Representative Tournament.
- Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the new season. (*Revised May 2004 AGM*)
- Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association's being committed to the expense or contract. (*Revised May 2004 AGM*)
- Submit all pre- and post-paperwork for WGHA-sanctioned tournaments to the OWHA.

**(N) Director of Ice Scheduling**

*The Director of Ice Scheduling shall:*

- With the assistance of the President or his/her designate, prepare and present the ice time requirements to the Town of Whitby.
- Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the new season. (*Revised May 2005 AGM*)
- Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association's being committed to the expense or contract. (*Revised May 2005 AGM*)
- With the assistance of the 1st VP/GM Hockey Operations, disburse ice times required for games and practices for the Representative Program.
- With the assistance of the 2<sup>nd</sup> VP/House League Director, schedule all games and practices for the House League Program.
- With the assistance of the Director of Coach and Player Development, schedule all on-ice Development Programs.
- Prepare Representative Teams' ice bills.
- Book space and rooms at Iroquois Sports Complex and/or McKinney Arena.

**(O) Junior House League Director**

*The Junior House League Director shall:*

- Submit to council a budget for the upcoming season, which, upon approval, will be incorporated into the cost per player for the new season.

- Submit to council for approval—separately—expenses or contracts beyond the approved budget prior to the Association’s being committed to the expense or contract.
  - Coordinate with and assist the 2<sup>nd</sup> VP/House League Director regarding all aspects of running the House League program.
  - Be directly responsible for Tyke, Novice, and Atom divisions.
  - Have the authority to approve and/or dismiss coaches, assistant coaches, managers, or trainers subject to the approval of the Executive Council.
  - Coordinate with Referee-in-Chief to ensure referees are booked for each game.
  - Address parental concerns.
- Co-chair the committee to run the year-end banquet.

**(P) Immediate Past-President**

*The Immediate Past-President shall:*

- Act as an adviser to the President.
- Attend Executive Council Meetings.
- Be a voting member of the Executive Council.
- Perform the duties of President, if the President, 1<sup>st</sup> VP/GM Hockey Operations, and 2<sup>nd</sup> VP/House League Director are unavailable or incapacitated.

**1.7 LIFE MEMBER**

- Any member or past member of the WGHA who has rendered valuable service to the WGHA may, after nomination and upon a majority vote at the AGM, be elected as a Member.
- A Life Member will be given a vote at AGM meeting only.

**1.8 MEETINGS**

- At all meetings of the WGHA, a quorum shall consist of 50% +1 of the Executive Council.
- The Executive Council shall meet as often as necessary to carry out efficiently the business of the WGHA.
- The Annual General Meeting (AGM) of the WGHA shall be held on or before June 30 of the current year.
- An Executive member must be present and/or aware of the voting of issues that primarily affect his/her area of responsibility.

## **1.9 AGM VOTING PRIVILEGES**

- Each player registered with WGHA is entitled to one (1) vote while in attendance at the AGM of the WGHA.
- Players under the age of 18 as of the date of the AGM must have their vote cast by their parent or guardian.
- Each position of the Executive Council shall have one (1) vote while in attendance at the AGM of the WGHA.
- All registered, WGHA-appointed Head Coaches shall be entitled to one (1) vote over and above any parental vote while in attendance at the AGM of the WGHA.
- Should the President, Vice-Presidents, and Past-President all be absent, then no motion shall be moved or passed.

## **1.10 NOMINATIONS**

- The Administrative Assistant will be responsible for:
  - Posting a list of updated nominees prior to the AGM.
  - Conducting the election of officers at the Annual General Meeting.
  - Organizing the collection and counting of ballots at the AGM.
- Nominations must be submitted to the Executive 30 calendar days prior to the AGM.
- If only one nomination is received 30 days prior to the AGM, then the sole person nominated will be acclaimed to that position.
- A nominee, to be elected, must secure a simple majority of total votes cast.
- If more than one person is nominated for a particular position, then voting members will vote at the AGM.
- If no nomination is received 30 days prior to the AGM, then nominations will be taken from the floor during the AGM.
- To be nominated for President, a nominee must be a currently elected member serving a full term in another position on the Executive.

## **1.11 AMENDMENTS**

No amendment or alteration shall be made to any part of this Constitution except at the Annual General Meeting of the WGHA and only by a two-thirds majority of the total votes cast. (Exclusion to this will be Article 1.06: Duties of the Executive Council, and only after notification of the Executive Council.)

Notice of any proposed alteration or amendment must be submitted to the 3<sup>rd</sup> VP/Administrative Assistant of the WGHA in writing no later than 30 days prior to the Annual General Meeting.

All notices of any proposed alteration or amendment to the WGHA Constitution will be made available by the 3<sup>rd</sup> VP/Administrative Assistant, in writing, to the WGHA general membership at least 30 minutes prior to the start of the Annual General Meeting. Amendments to the By-Laws and Playing Rules may be made

at any Executive Council Meeting or the Annual General Meeting by a simple majority of votes.

## **1.12 DISSOLUTION OF THE ASSOCIATION/ CORPORATION**

Upon the dissolution of the Association/Corporation and after the payments of all debts and liabilities, its remaining property shall be distributed or disposed of to the Canadian Breast Cancer Foundation or local registered charity of the Executive's choice. *(Revised May 2004 AGM)*

## **SECTION 2: ATTACHMENTS**

### **2.1 WGHA BOUNDARIES**

The OWHA has declared no residency rule regarding girls' hockey.

# **SECTION 3: WHITBY GIRLS' HOCKEY ASSOCIATION BY-LAWS**

## **3.1 OVERVIEW**

The Ontario Women's Hockey Association (OWHA) rules and regulations will be enforced except where amended with these WGHA By-Laws. They shall also apply to all persons associated with the WGHA in any capacity. These By-Laws are subject to amendment as provided for in the Constitution of the WGHA.

## **3.2 GENERAL PLAYING RULES**

The Rules and Regulations that govern the operation of the Whitby Girls' Hockey Association shall be:

- 1) The Official rulebook of the Canadian Hockey Association (known herein as the CHA), as amended from time to time.
- 2) The Official rulebook of the Ontario Women's Hockey Association (known herein as the OWHA), as amended from time to time.
- 3) Such further rules and regulations as have been passed and approved by the Executive Council, as amended from time to time, and known herein as the Whitby Girls' Hockey Association (WGHA).
- 4) Such directives as may be published from time to time by all Governmental Bodies: The Canadian Hockey Association, The Ontario Hockey Association, The Ontario Women's Hockey Association, and WGHA, for the purpose of improving the sport of hockey.

## **3.3 REGISTRATION AND PLAYER PLACEMENT**

- 3.3.1 All players affiliated with the WGHA must, in ink, sign an OWHA Registration Form.
- 3.3.2 WGHA will operate various divisions in the House League as decided by WGHA Executive Council. Birth dates for playing seasons will be designated as of December 31st.
- 3.3.3 Each House League division shall comprise a sufficient number of teams as are necessary to accommodate the registered players for each division. Such numbers of teams are to be of a quantity to permit equal scheduling of games during the playing season.

- 3.3.4 Players registered to participate in the WGHA will be appointed to House League Teams, using the player evaluations and survey results as guidelines.
- 3.3.5 No player will be accepted by WGHA who is signed with any other OWHA-sanctioned league, nor will any player registered sign with any other league without first obtaining a written release. The only exception to this would be school hockey.
- 3.3.6 Players will not be accepted by WGHA while under suspension from any other league.
- 3.3.7 Players are eligible to play in one division only, unless otherwise approved by WGHA Executive.
- 3.3.8 The ideal coaching staff will consist of a coach, two assistant coaches, and a trainer. It is recommended that a trainer of each coaching staff be female.
- 3.3.9 A latecomer to the House League will be placed on a neutral team, if possible, for evaluation before being placed on her final team.
- 3.3.10 All registered players must have paid their WGHA registration fees prior to the commencement of the WGHA season. Any player who has not paid her registration fees by the commencement of the regular season will not be permitted to play until such time as all outstanding fees are paid.
- 3.3.11 The boundaries for the purposes of the Whitby Girls' Hockey Association are those set out by the Town of Whitby.
- 3.3.12 All Players registered in the WGHA for the 2006/2007 hockey season are deemed a resident for the purposes of registration for the coming 2007/2008 season. All new non-resident players registering in the WGHA for the 2007/2008 season will be placed on a 4-year (four-year) residency term, where in their 4<sup>th</sup> consecutive season they will be deemed a Whitby resident for the purposes of the WGHA.
- 3.3.13 Any current WGHA player who is not a Whitby resident and who leaves the association and is released and rosters with another OWHA Association will lose her residency status for the purposes of the WGHA.
- 3.3.14 Any WGHA player who leaves the WGHA and is not released and plays in the OHF, GTHL, or the OMHA will lose any grandfathered residency status with the WGHA.

- 3.3.15 The Executive Council shall review the number of new non-resident players allowed on each Representative team on a yearly basis, and set the number prior to the tryout period.

### **3.4 HOUSE LEAGUE PLAYING RULES**

- 3.4.1 This is a non-contact league, and contact is prohibited for all levels.
- 3.4.2 All players will wear approved equipment as per rule 3.10.2, 3.10.3, and 3.10.4.
- 3.4.3 Players may not remove any equipment prior to returning to the dressing room at the completion of the game or practice.
- 3.4.4 Teams must play their players in rotation. When a violation of this rule is noted, the proper rotation will immediately be re-established. For repeated violations, the coach will be referred to the Program Coordinator and/or the 1<sup>st</sup> VP/House League Director.
- 3.4.5 Rotation Systems: as per draft coaching philosophy (rulebook).
- 3.4.6 No game shall commence without an official game sheet that has been properly filled out. If the game is delayed due to an improperly completed game sheet, a two-minute bench penalty may be assessed. Any late-arriving players are to be placed at the bottom of the rotation.
- 3.4.7 Any House League player who receives a major penalty and is ejected from the game will proceed immediately to the dressing room. Her team will play shorthanded for the duration of the 5-minute penalty, but no player shall have to sit out in her place.
- 3.4.8 Players may not step on the ice until the Zamboni is off the ice and the doors are closed.
- 3.4.9 At the completion of the game, teams must exit the ice promptly under the direction of the referees.
- 3.4.10 Each team must have a properly equipped goaltender for each game.
- 3.4.11 If a goaltender is injured or becomes sick during the game and is unable to continue, the team is allowed five (5) minutes to dress a player and resume the game.
- 3.4.12 Teams must have six (6) skaters plus a goalie to have a legitimate game. Any team having fewer than six (6) skaters may call up a maximum of two

(2) players from the next lower age division. No call-ups will be allowed during round robin and championship games, unless approved by the House League Directors.

- 3.4.13 Representative team exhibition games with boys' teams and leagues not sanctioned by the OWHA must receive approval from the 1<sup>st</sup> VP/GM Hockey Operations (48 hours minimum notice must be given).

### **3.5 REPRESENTATIVE TEAM PLAYING RULES**

- 3.5.1 Representative teams will be permitted only on the authorization of the WGHA Executive Council.
- 3.5.2 The WGHA will be responsible for the organization and collection of funds for the on-ice tryouts. Head coaches will be responsible for handing out team information.
- 3.5.3 Players registered with the OWHA but not the WGHA in the previous year must have Permission to Skate or Release Forms signed by the previous year's association to be allowed on the ice.
- 3.5.4 Player releases from a Representative team will be conducted in a humane and compassionate manner.
- 3.5.5 WGHA Representative team players will not play in the WGHA House League Program.
- 3.5.6 Representative team players must play in their own age group unless there are insufficient numbers to form complete teams at that age group, based on the current year registration.
- 3.5.7 Players interested in playing on the Tier II, III, or IV Representative teams must first obtain a coach's release from the higher-rated team in their own age division.
- 3.5.8 Once a player has been signed to a representative team, the coach and player are mutually committed for the year. Extenuating circumstances may be brought to the 1<sup>st</sup> VP/GM Hockey Operations, which will be presented to WGHA Executive Council for review.
- 3.5.9 Representative coaches must provide to the 1<sup>st</sup> VP/GM Hockey Operations and Parents an estimated budget of expenses by November 30, February 28, and 1 week after the end of the OWHA Provincial Championships.

- 3.5.10 Representative teams will be managed in an organized manner, and communication to the parents will be relayed in writing when necessary.
- 3.5.11 Representative teams will give all players (parents) a proposed budget and season itinerary. Possible tournaments, leagues, and costs to play should be made known to all participants prior to the final choosing of the team roster.
- 3.5.12 Representative teams are expected to enter the WGHA tournament.
- 3.5.13 Representative teams must submit an Interim Income/Expense Statement by December 31 and a year-end Income/Expense Statement to the WGHA. A copy must be given to the 1<sup>st</sup> VP/Representative Director on or before the end of the season.
- 3.5.14 Representative teams' financial records are subject to review at any time by WGHA Executive Council.
- 3.5.15 Representative bills must be paid within 10 days of billing date.
- 3.5.16 The coach will inform the 1<sup>st</sup> VP/Representative Director of all scheduled games, scores of games, penalties, and suspensions during a game.
- 3.5.17 Representative coaches must attend all meetings relating to the centre they are playing in, and must comply with the by-laws and rules and regulations of that association.
- 3.5.18 Representative team exhibition games with boys' teams and leagues not sanctioned by the OWHA must receive approval from the 1<sup>st</sup> VP/Representative Director and the OWHA (48 hours minimum notice must be given).
- 3.5.19 The Representative team sweaters shall be the responsibility of the coaching staff. The white jerseys will be the home sweaters and the blue jerseys will be the visitors' sweaters.
- 3.5.20 Representative jerseys are to have a Canada flag sewn on the left shoulder, centred 1" above the left shoulder seam.
- 3.5.21 Sponsors' names, as well as players' names, may be placed on competitive team sweaters across the back of the shoulders, *but* these *must* be affixed using **sponsor bars** and only after approval of the WGHA. The sponsor bars must be created by an approved supplier and must be *removed* prior to returning the jerseys at the end of each season. Should any team not obtain the approval, in writing, of the WGHA

Equipment Director, then said team will be responsible for the entire cost of replacing the jerseys.

- 3.5.22 Jerseys may be affixed with a temporary name patch, sewn on across the back of the jersey, which must be removed at the end of the season. Captain and Assistant Captain designations may also be applied in the same manner.
- 3.5.23 Anything that bears the WGHA crest must be approved by the WGHA Executive Council (e.g., sweaters, jackets, sweats, etc.).
- 3.5.24 Before a player is asked to play in a higher category or age division on a Representative team, her coach must be called first. The player's coach must give written permission for a member of his/her team to play as a call-up, using a signed OWHA Call-Up Form. The requesting coach may seek three (3) additional players, only to reach a maximum of 12 players, including goalies.
- 3.5.25 No call-up players are allowed for Provincial play-downs or Championship games. Tournament Directors also have the right to refuse call-up players to team rosters. Goalies may be exempt from this ruling.

### **3.6 SUSPENSIONS**

- 3.6.1 OWHA protest rules will apply as outlined in the CHA Rule book, with the exception of the following:

*WGHA will establish a Discipline Committee to deal with all discipline issues as they occur, consisting of the 2<sup>nd</sup> VP, the 1st VP, and/or the Director of Coach and Player Development.*

- 3.6.2 Any player having been ejected from any game, either House League or Representative, shall be automatically suspended from further competition and the Discipline Committee will be made aware of all suspensions within 24 hours of occurrence or upon return from tournaments. Any member of WGHA wilfully violating the Constitution, By-laws, Code of Conduct, or Playing Rules of WGHA or refusing to abide by the decision of the Executive Council shall be subject to suspension by the Discipline Committee.
- 3.6.3 Any coach, assistant coach, manager, trainer, player, or team official receiving major or misconduct penalties may be subject to further suspension at the discretion of the Discipline Committee. Additional incidents will result in further disciplinary action.

- 3.6.4 Any player, while playing as a call-up player, who receives a suspension must serve her suspension in her own team's scheduled games. No other game in which she is a call-up player may serve to satisfy the suspension.
- 3.6.5 Anyone under a suspension who knowingly participates in a game will be suspended indefinitely pending a WGHA hearing, and the team will automatically forfeit the game(s) in question. Any coaches or team officials who knowingly play a player under suspension will themselves be suspended indefinitely, pending a WGHA hearing.
- 3.6.6 The referees are in charge of the game, and persistent and/or inappropriate questioning of their decisions, or harassment, during a game will not be tolerated. Justifiable complaints may be made in writing to the Executive Council. The Executive Council's decisions shall *not* be subject to appeal.
- 3.6.7 Any coach, assistant coach, manager, or trainer refusing to finish a game or leaving the bench in protest may receive a suspension of up to one calendar year.
- 3.6.8 Any player incurring a total of three (3) or more stick penalties during the same game shall be ejected from the game.
- 3.6.9 The referee on duty, the Referee-in-Chief, the Program Coordinator, or any member of WGHA Executive Council may put any coach, assistant coach, manager, trainer, or player on report for her/his conduct off the ice in the arena. The Discipline Committee shall determine the suspension given.
- 3.6.10 Use of any tobacco product by any WGHA personnel, member, or player is not permitted on the bench, on the ice, or in the dressing rooms. The referees or Executive Council will issue a warning for the first offense, a bench penalty for the second, and a game misconduct for each subsequent offense. Further offenses shall be brought before the Executive Council.
- 3.6.11 Inebriation while in charge of a team or participating in a game will not be tolerated. Drugs and alcoholic beverages are not permitted in the arena, and any player or team official found to be in violation of this rule will be immediately suspended until his/her case has been reviewed by the Executive Council.
- 3.6.12 Any coach, assistant coach, manager, trainer, or player in attendance at a game while under suspension may not go near the team's dressing room or player's bench and will conduct him/herself in a proper manner. If this

rule is not obeyed, the suspension may be increased at the discretion of the Discipline Committee.

- 3.6.13 Any coach, assistant coach, manager, trainer, or player receiving a game or match penalty during a game or after a game, while still part of that event, must be reported to the 1<sup>st</sup> VP/GM Hockey Operations immediately. The WGHA Discipline Committee will be notified without delay. The game sheet is to be forwarded within 24 hours to the 1<sup>st</sup> VP/Representative Director for any further disciplinary action and/or hearing.
- 3.6.14 All game sheets from any competitive team that include major penalties, fighting, or game suspensions must be given to the 1<sup>st</sup> VP/GM Hockey Operations for review within 48 hours from returning from a tournament, exhibition game, or league game, and any suspension may be further increased by the Discipline Committee. Failure to adhere to this rule may result in the coaching staff being suspended from all games, including exhibition games, until such game sheets are submitted.

### **3.7 GAME PROTESTS**

- 3.7.1 All protests must be in writing, accompanied by an appeal fee of fifty dollars (\$50.00) and must be presented to a member of the Discipline Committee within 48 hours of completion of the game in question. The appeal fee will be refunded if the protest is upheld.

### **3.8 HOUSE LEAGUE PLAYOFFS**

- 3.8.1 WGHA shall conduct playdowns in all series under its jurisdiction to declare a Divisional Champion.
- 3.8.2 Playoff rules will be distributed to participants prior to the start of playoffs.
- 3.8.3 See House League Handbook for further details.

### **3.9 HOUSE LEAGUE AWARDS**

- 3.9.1 All playoff participants will receive individual awards. These shall be presented to all players and coaches.
- 3.9.2 All Sponsors will receive a Team Picture plaque from the WGHA as per the Sponsorship Director.

### 3.10 EQUIPMENT

- 3.10.1 WGHHA Executive Council *must* approve anything that bears our crest (e.g., sweaters, jackets, sweats, etc.).
- 3.10.2 Players in forward and defense positions must wear skates, shin pads, shoulder pads, elbow pads, hockey gloves, hockey pants, Jill, BNQ throat protector, helmet and face mask, which are CSA approved. A player lacking this equipment will not be allowed on the ice until they obtain such equipment.
- 3.10.3 Goalies must wear skates, goal leg pads, body protector, goal gloves, goal arm pads and chest protector or all-in-one body protector, hockey pants, Jill, BNQ throat protector, helmet and face mask. Helmets and face masks must be CSA approved. Neck guards must be worn. All equipment should be in proper working order. A player lacking this equipment will not be allowed on the ice until they obtain such equipment.
- 3.10.4 All player uniforms must be worn in their entirety. All House League players will wear their sweaters of the appropriate sponsor for all games. Representative team players must wear their socks and sweaters of the appropriate sponsor for all games.

# **SECTION 4: WHITBY GIRLS' HOCKEY ASSOCIATION CODE OF CONDUCT**

## **4.1 CODE OF CONDUCT**

This Code of Conduct identifies the standard of behaviour that is expected of all Whitby Girls' Hockey Association (WGHA) members, including athletes, coaches, parents, directors, volunteers, staff, and chaperones. WGHA is committed to providing a sport environment in which all individuals are treated with respect. Members of WGHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours that are disrespectful, offensive, abusive, racist, or sexist. In particular, behaviour that constitutes harassment or abuse will not be tolerated by WGHA. During the course of all WGHA activities and events, members shall avoid behaviour that brings WGHA or the sport of women's hockey into disrepute.

WGHA members shall at all times adhere to WGHA's Constitution and Bylaws, to rules governing WGHA events and activities, and to rules governing any competitions in which the member participates on behalf of WGHA. Members of the WGHA shall not engage in any activity or behaviour that interferes with a competition or with any athlete's preparation for a competition, or that endangers the safety of others. Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline policy of the WGHA. Such action may result in the member losing the privileges that come with membership in WGHA, including the opportunity to participate in WGHA activities.

## **4.2 STAND-ALONE HARASSMENT AND ABUSE POLICY**

WGHA is committed to providing a sport and work environment that promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination that is prohibited by human rights legislation in Canada. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.

This policy applies to all members, including directors, officers, volunteers, coaches, athletes, officials, parents, and members of the WGHA. It applies to harassment that may occur during the course of all WGHA business, activities, and events. This policy shall not prevent a person in authority from taking immediate, informal, corrective disciplinary action in response to behaviour that, in his/her view, constitutes a minor incidence of harassment.

### **4.3 STANDARD OF BEHAVIOUR**

Harassment is defined as conduct that is insulting, intimidating, humiliating, offensive, or physically harmful. Types of behaviour that constitute harassment and abuse include, but are not limited to the following:

- Unwelcome jokes, innuendo, or teasing about a person's looks, body, attire, age, race, religion, sex, or sexual orientation
- Condescending, patronizing, threatening, or punishing actions that undermine self-esteem or diminish performance
- Practical jokes that cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- Unwanted or unnecessary physical contact, including touching, patting, or pinching
- Unwelcome flirtation, sexual advances, requests, or invitations
- Any form of hazing
- Any form of physical assault
- Any sexual offence, including sexual assault
- Behaviours such as those described above that are not directed toward individuals or groups but that have the effect of creating a negative or hostile environment
- In the case of minors, abuse and neglect are as defined in Provincial/Territory child protection legislation

When any member has a reasonable belief that a minor is being abused or neglected, he/she shall report this belief to authorities, pursuant to the provisions of the Act, and shall advise the Executive. WGHA shall take no further action until such time as child protection authorities and/or police have concluded their investigation. The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence in these proceedings.

### **4.4 RECEIVING A COMPLAINT**

A person who experiences harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behaviour is unwelcome, offensive, and contrary to this policy. If confronting the harasser is not possible or if, after confronting the harasser, the behaviour continues, the person who has experienced the harassment, who has witnessed the harassment, or who believes that harassment has occurred should report the matter to an official of WGHA. For the purposes of this policy, an official is any person in a responsible staff or volunteer position with the organization.

Once an incident is reported, the role of the official is to serve in a neutral, unbiased capacity in receiving the report of the incident, advising the parents or guardians of the incident (if the person who has experienced the harassment is a minor), and assisting in an informal resolution of the complaint, where this is appropriate.

If the official considers that he or she is unable to act in this capacity, the complaint shall be referred to another official who is able and willing to assist.

#### **4.5 FACT FINDING**

If informal resolution of the complaint is not appropriate or possible, and if the person who has experienced or witnessed the harassment or who believes that harassment has occurred decides to pursue a formal complaint, the official shall receive this complaint and shall provide a copy to the Executive or WGHA. Once the complaint has been reported to the Executive, the official shall then gather facts surrounding the incident by speaking directly with the complainant and the person against whom the complaint (the “respondent”) is made, and any witnesses who, in the opinion of the official, might have relevant facts or observations about the incident.

In addition to providing information to the official, the respondent shall have the opportunity to provide a written statement to the official, if he or she wishes. The official, in a written report, shall summarize the results of the fact gathering. Upon completion of the fact-gathering stage, the official shall provide copies of the complaint and his/her factual report to the Executive or WGHA.

#### **4.6 PROCEDURES FOR REVIEWING COMPLAINTS**

**Within 48 hours of acknowledged receipt of these documents**, the Executive shall decide if the complaint should be dealt with informally, in which case it shall direct the appropriate response and the matter shall then be concluded.

If the Executive determines that the complaint should be dealt with by means of a hearing, it shall appoint three individuals to serve as a Panel, and shall appoint one of these individuals to serve as the Chairperson of the Panel.

The Executive shall then, at its sole discretion and having regard to the nature of the complaint and the potential seriousness of the outcome, determine which of the following procedures shall be used by the Panel to review the complaint:

- The Panel shall review the statement of the complainant, the documentation provided by the official, and the statement of the respondent, and shall render a decision.

- The Executive of WGHA shall appoint an outside investigator who shall conduct a formal investigation of the incident and shall provide a written report to the Panel. The Panel shall consider this report, as well as the statements of the complainant and the respondent, and the report of the official, and shall then render a decision.
- The Executive shall appoint an outside investigator who shall conduct a formal investigation of the incident and shall provide a written report to the Panel. The Panel shall review this report at a hearing with the complainant and respondent present, may ask questions of the complainant and respondent, and may allow the complainant and respondent to ask questions of each other. Following the hearing, the panel shall render its decision.
- The Panel shall convene a hearing involving the complainant, respondent, and witnesses. The parties shall have an opportunity to present evidence and to cross-examine each other and witnesses. At the conclusion of the hearing, the panel shall render its decision.

In holding a hearing, the Panel shall govern the hearing by such procedures as it may decide.

If, at any point in these proceedings, the complainant becomes reluctant to continue, it shall be at the sole discretion of the Executive to continue the review of the complaint in accordance with this policy.

After reviewing and deciding any harassment matter, the Panel shall present its findings in a report to the Executive with a copy provided to both the complainant and respondent. This report shall contain the following:

- A summary of the relevant facts;
- A determination as to whether the acts complained of constitute harassment or abuse as defined in this policy;
- Disciplinary action to be taken, if the acts constitute harassment or abuse; and
- Measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment or abuse.

#### **4.7 IMPOSING DISCIPLINARY SANCTIONS**

The following circumstances and other factors should be considered while determining the appropriate sanction:

- The nature and severity of the harassment or abuse
- Whether the harassment or abuse involved any physical contact

- Whether the harassment or abuse was an isolated incident or part of an ongoing pattern of behaviour
- The nature of the relationship between the complainant and harasser
- The age of the complainant
- Whether the perpetrator had been involved in previous harassment incidents
- Whether the perpetrator admitted responsibility and expressed a willingness to change
- Whether the perpetrator retaliated against the complainant

In recommending disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment or abuse:

- Verbal apology
- Written apology
- Letter of reprimand from the organization
- A fine or levy
- Referral to counseling
- Removal of certain privileges of membership or employment
- Expulsion from membership
- Publication of the details of the sanction
- Any other sanction that the Panel considers appropriate

The Executive of WGHA may determine that the alleged offence is of such seriousness as to warrant suspension of the member from WGHA, pending a review of the complaint.

#### **4.8 APPEAL MECHANISM**

Both the complainant and respondent shall have the right to appeal the decision of the Panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the Executive within 14 days of the complainant's or respondent's receiving the Panel's decision.

A permissible ground for an appeal is:

- The Panel did not follow the procedures laid out in this policy;
- Members of the Panel were influenced by bias; or
- The Panel reached a decision that could not be supported by the evidence, or that was grossly unfair or unreasonable.

The appeal shall be heard by the Executive, who shall base its decision on a review of the documentation surrounding the complaint, including the

complainant's and respondent's statements, the report of the official, the report of the investigator and/or the report to the Panel, and the notice of appeal.

In deciding the Appeal, the Executive shall have the authority to uphold the decision of the Panel, to reverse the decision of the Panel, and/or to modify any of the Panel's recommendations from disciplinary action or remedial measures.

The decision of the Appeal Body shall be final and binding, and not open to any further intervention by any court within exception of a review in accordance of the rules of arbitration set out in Alternate Dispute Resolution Program for Amateur Sport.

In extraordinary circumstances, and at its sole discretion, the Panel may abridge or extend the timelines in this policy.

WGHA recognizes the sensitive and serious nature of harassment and abuse, and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, WGHA will do so. It is also the policy of WGHA to allow publication of the decision of the Panel, where the acts complained of constitute harassment.

**Historical Annual AGM Amendments**

<b># Constitution - Bylaw</b>	<b>Rationale</b>	<b>Actual Change</b>	