



**CONSTITUTION**  
**Final Draft**  
**May 2010**

# Constitution

## Ennismore Girls Hockey Association

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## Ennismore Girls Hockey Association

### ARTICLE I -- NAME

The name of this organization shall be **Ennismore Girls Hockey Association**, referred to herein as the "EGHA".

### ARTICLE II -- PURPOSE AND AIMS

- 2.1. To promote and govern hockey for girls and women who are interested in playing competitive and recreational hockey in the Ennismore and surrounding area.
- 2.2. To promote hockey as a game played primarily for enjoyment while also fostering skill development, fair play and teamwork.
- 2.3 To ensure that each player, to the extent possible, will be able to participate in a hockey program suited to that player's skill and abilities.
- 2.4 To exercise supervision and direction over its players, coaches, managers, spectators and executive with emphasis on the development of good character and friendship
- 2.5 To develop and promote a league structure that will allow for one or more competitive teams if numbers and interests allow.

To support the aims and objectives of the Canadian Hockey Association and the Ontario Women's Hockey Association.

- 2.6 To administer the Association without purpose of monetary gain for its members. Any profits or other accretions to the Association shall be used for promoting its objectives.

To support a "Fair Play in Hockey" program, the main goal of which is to enhance and foster SAFETY and RESPECT in the game for all participants involved. The Fair Play governing

principles, which will guide the conduct of Ennismore Eagles players, coaches and spectators, are:

- Respect the rules
- Respect the opponents
- Respect the officials and their decisions
- Maintain your self-control at all times
- Promote everyone's participation.

## **ARTICLE III -- MEMBERSHIP**

3.1. Membership in the EGHA shall be registered players who agree to abide by the constitution and bylaws of the EGHA, as well as the Executive, Coaches, and Managers, and certain officials appointed by the Executive committee and volunteers.

3.2. A player's membership in the EGHA will commence on the date of her annual registration.

3.3 Every application of registration as a player or approval as a coach, trainer or manager of a team in the EGHA is subject to approval by the Executive.

## **ARTICLE IV -- COLOURS AND CREST**

4.1 The official colours of the EGHA shall be green and white.

4.2 The official logo shall be:



4.3 Any use of the official logo must approved by the Executive.

## **ARTICLE V -- AFFILIATION**

The EGHA's affiliation shall be with the Ontario Women's Hockey Association. The EGHA agrees to abide by the Rules and Regulations of the Ontario Women's Hockey Association (OWHA) ,the Lower Lakes Female Hockey League and Hockey Canada.

## **ARTICLE VI – REGISTRATION FEES**

6.1. The Executive shall determine the amount of the annual registration fees for players in the EGHA.

6.2 The treasurer or appointee may notify any player and/or guardian at any time that the player's registration fees are due and if not paid within ten (10) days of such notice, the member shall be in default.

6.3 Any player who is in default of the payment of player registration fees can, at the discretion of the Executive, lose her playing and membership privileges until the amount owing has been paid in full. In those instances involving extenuating circumstances, it will be at the discretion of the Executive as to the appropriate course of action.

6.4 Any member may resign from the Association by giving written notice to the President, but if the resignation occurs after January 1, any player registration fess paid shall be forfeited. If the

resignation occurs prior to January 1, player registration fees shall be refundable in such amount as the Executive determines to be fair and reasonable in the circumstances.

6.5 The registration fees are due at registration as a commitment to the EGHA and will be refunded in full if we cannot place them on a team. Should they choose to leave voluntarily before October 1st, they will receive only 75% of their registration fees paid. If resignation occurs from October 1st to November 1st they will receive 50% of the registration fees less the amount of insurance fees already submitted by the EGHA to the OWHA on behalf of that player. All of the fees will be forfeited if the player resigns after November 1st. Discounts may be allowed for early registration at the discretion of the Executive.

## **ARTICLE VII – EXECUTIVE**

7.1 All Executive positions shall be voluntary and as such receive no remuneration for acting. Mileage will be reimbursed accordingly for all OWHA and meetings attended.

7.2 The officers of the Executive of the EGHA will be the President, the Vice President, Administrator, Secretary and the Treasurer, Registrar, Scheduler, Fundraiser(s). These officers will form the immediate Executive and will be elected by the members at an annual general meeting of members.

## **ARTICLE VIIIA -- GENERAL DUTIES OF EXECUTIVE**

All Executive will be expected to perform the following duties in addition to the specific duties identified for each position.

- Inform any player, coach, manager, or any other person associated with EGHA activities of any observed infraction of any OWHA, EGHA, Hockey Canada or affiliated league rule;
- Keep the President informed of all developments and situations within the organization and;
- Any other duties as assigned by the Executive.

## **ARTICLE VIIIB-- DUTIES OF OFFICERS AND DIRECTORS**

### **A. President:**

The President shall have the following responsibilities and duties:

1. Chair all meetings of the Executive;
2. Signing on behalf of the Association all by-laws, documents or certificates;
3. Call any emergency meetings as required by events;
4. Call for a vote by the Executive on relevant issues, but only vote in the event of a tie;
5. Be an ex-officio member of any committee formed for any purpose;
6. Preside, or delegate the vice president to preside, over all meetings or hearings involving decisions or disciplinary action;
7. Negotiate with the Ennismore Recreation Department with regard to the usage of municipal facilities and be the primary contact for the paid Scheduler to deal with ice issues raised by either the membership or the municipality;
8. Ensure that all necessary forms are completed and submitted on time;
9. Keep all members of the Executive informed of all developments and situations within the organization.
10. Counter-sign cheques to pay expenses approved by the Executive; and,
11. Inform any player, coach, manager, or any other person associated with EGHA activities of any observed infraction of any OWHA, EGHA, Hockey Canada or affiliated league

- rule.
12. The President may delegate any of the foregoing duties and responsibilities to the Vice-President or any Officer or Director of the EGHA.
  13. Responsible for police checks with all coaching staff, executive members, managers etc.

### **B. Vice President**

The Vice President shall have the following responsibilities and duties:

1. Assist the President and assume the duties of President in his/her absence;
2. Act as the Communications Officer in all matters relating to the OWHA;
3. Inform any player, coach, manager, or any other person associated with EGHA activities of any observed infraction of any OWHA, EGHA, Hockey Canada or affiliated league rule;
4. Keep the President informed of all developments and situations within the organization; and,
6. Any other duties as assigned by the Executive.

### **C. Secretary**

The Secretary shall have the following responsibilities and duties:

1. Record minutes of all Executive and EGHA meetings;
2. Distribute minutes of previous meetings in a timely fashion;
3. Maintain a record of minutes of meetings;
4. Give notice of all meetings;
5. The filing of all necessary notices and for all correspondence for and by the EGHA;
6. Maintain the Register of Members for record purposes;
7. Inform any player, coach, manager, or any other person associated with EGHA activities of any observed infraction of any OWHA, EGHA, Hockey Canada or affiliated league rule;
8. Keep the President informed of all developments and situations within the organization; and,
9. Coordinate the taking of team pictures;
- 10 Any other duties as assigned by the Executive.

### **D. Treasurer**

The Treasurer shall have the following responsibilities and duties;

1. Collect and record all funds received by the EGHA;
2. Chair any committee convened to deal with financial issues;
3. Pay all accounts on the approval of the Executive;
4. Provide a financial report at each meeting of the EGHA Executive;
5. Present a yearly Budget of proposed expenses and income for acceptance by the Executive;
6. Inform any player, coach, manager, or any other person associated with EGHA activities of any observed infraction of any the Ontario Women's Hockey Association, Lower Lakes Female Hockey League and EGHA, or affiliated league rule;
7. Counter-sign cheques to pay expenses approved by the Executive; and,
8. Keep the President informed of all developments and situations within the organization.
9. Any other duties as assigned by the Executive.

### **Administrator/OWHA Rep**

The Administrator shall have the following areas of responsibility:

- direct all operations for teams;
- collect and maintain a record of all necessary documentation for team staffs, including Coaching certificates, Trainers' certificates, Speak Out certificates;
- act as the primary contact between EGHA and any league in which EGHA teams participate;
- assist the President and Vice President in the selection of coaches and the assignment/reassignment of players to teams;

- co-ordinate the activities of coaches, managers, and players for teams with regards to tryouts, playoff schedules and Provincial Playdowns;
- communicate with coaches, parents and players with regard to OWHA, LLFHL, and EGHA policies and procedures.
- any other duties as assigned by the Executive.

## **Fund Raising**

The Fund Raising committee shall have the following areas of responsibility:

- Chair any committee convened to address fund raising issues;
- Represent EGHA at meetings and/or events organized to generate revenue for EGHA;
- Investigate possible methods of fund raising, including team sponsorship; and,
- Organize participants for fund raising activities.
- Recommend fundraising ideas for each team.
- Recruit and organize team sponsorships for all league teams;
- Maintain a list of team sponsors for all league teams;
- Organize the recognition of team sponsors; and,
- Keep the Executive informed of any sponsorship issues or conflicts;
- Any other duties as assigned by the EGHA

## **Registration**

The Registrar shall have the following areas of responsibility:

- Coordinate public relations and communications with the President and Vice-President;
- Prepare public announcements and contact the print and electronic media to advertise EGHA activities;
- Prepare EGHA newsletters as needed;
- Assist in the planning of special activities sponsored by the EGHA; and,
- Maintain a database of existing players and report to the Executive with regard to the status of registration activities.
- Any other duties as assigned by the EGHA

## **Equipment**

The equipment committee shall have the following areas of responsibility:

- Recommend to the Executive new equipment needed and upon approval from the Executive
- Purchase equipment, including but not limited to, pucks, first aid kits, sweaters, socks and other apparel relating to the EGHA;
- Maintain an accurate inventory of equipment owned by EGHA;
- Arrange for the storage of any surplus equipment and/or sweaters;
- Purchase trophies for the EGHA annual banquet.
- Any other duties as assigned by the EGHA

## **Scheduling**

Scheduling shall have the areas of responsibility:

- Attend annual scheduling meeting as designated by the LLFHL and OWHA
- Liaison with conveners of the LLFHL and OWHA and any league in which EGHA teams play
- Co-ordinate all activities with Officiating personnel.
- Present schedule in a timely manner to Executive for approval, present approved schedules to each team.
- Any other duties as assigned by the EGHA

## **Officiating/ Discipline Chair**

Officiating shall have the following areas of responsibility:

- Liaise with referee assigner on all issues regarding officiating in the EGHA, such as, fees and commission's, scheduling, suspensions, rules, officiating standards, supervision, and development;
- Liaison with the referees committee of the OWHA and any league in which EGHA teams play;
- Receive all complaints on officiating and report findings and recommendations back to the EGHA Executive;
- Oversee the development of female officials from within the EGHA.
- Any other duties as assigned by the EGHA.

## **Tournament Co-ordinator**

Tournament coordinator shall have the following areas of responsibility:

- \* Make recommendations to the Executive regarding tournaments;
- \* Coordinate all tournaments, and tournament requirements with all EGHA managers;
- \* Any other duties as assigned by the EGHA.

## **ARTICLE IV -- THE EXECUTIVE**

A. Each member of the Executive may accept any position or duty assigned by the President, not otherwise assigned to Directors above.

B. Each member of the Executive has the right to vote on any matters of the EGHA business, both at Executive meetings and general meetings. The Chair of the meeting will vote only in the event of a tie.

C. Each member of the Executive will actively participate in all functions of the EGHA.

D. Each member of the Executive is expected to attend every Executive meeting, any member missing three regularly scheduled meetings without just cause may cease to be a member of the Executive.

E. Regular meetings of the Executive to conduct the business of the EGHA will be held at a minimum once a month on a date to be determined as to facilitate the maximum attendance.

F. Special or Emergency meetings may be held at the discretion of the President and Executive.

G. Any Executive member who is unable to attend a Executive meeting shall notify the EGHA Secretary prior to the meeting.

H. Executive members associated directly or indirectly with a particular team shall not be permitted to bring any matter before the Executive regarding said team except through normal channels by written submission to the Secretary.

I. The Executive' responsibilities are to carry out the aims of the constitution and the decisions of the membership to the best of their ability and conscience.

J. The Executive is responsible for providing the best playing conditions possible and enforcing the regulations of the EGHA.

K. The Executive is responsible to the players, to team officials, to the Recreation Department, Smith-Ennismore-Lakefield Township and to the Community of Ennismore. The Executive is responsible for the EGHA teams both in our arenas, and in league and tournament competition in other communities.

L. The Executive shall have authority to appoint, reject or remove Coaches and the Executive may at their discretion appoint, reject or remove Assistant Coaches, Managers, Timekeepers, Scorekeepers and Referees.

M. The Executive has the right to accept new Directors on an interim basis. All Directors accepted on an interim basis must be confirmed at the next Annual General Meeting.

- N. The Executive shall have the authority to suspend or discipline any Coach, Manager, player, parent, official or Executive member for conduct prejudicial to the aims of the EGHA.
- O. Any proposed affiliation of the EGHA with other leagues will be approved by the Executive.
- P. The Coach, and or, the Manager shall advise the Executive of all Tournaments entered into and all exhibition games requiring OWHA sanctioning by any team of the EGHA.
- Q. Assignment of players to teams will be approved by the Executive on the advice of Coaches.
- R. The Executive of the EGHA shall be responsible for the Operation of the EGHA assigning duties to its members as it deems necessary for the valued operation of the EGHA.
- S. The Executive has the discretionary right to determine suitable number of players based on seniority and then any other determinants (at the discretion of the Executive)

## **ARTICLE X -- PLAYERS**

- A. A player may belong to the EGHA by paying her membership fee at the start of each season. A membership is valid from the time of registration until the registration is renewed, or a written release is provided by the EGHA, all to be in accordance with the rules and regulations of the OWHA.
- B. Any female player of the ages covered by the EGHA may play hockey in the EGHA provided she agrees to observe the terms and conditions of these bylaws.
- C. Players are expected to co-operate with the organization in their conduct. Any conduct prejudicial to the aims of the EGHA will not be tolerated.
- D. Players must wear full hockey equipment at every game and practice within the jurisdiction of the EGHA.
- E. A player may object, complain, or give advice to the Executive by means of a signed letter after 24 hours on any matter pertaining to the EGHA.
- F. Any releases, in the form required by the Ontario Women's Hockey Association, from the EGHA must be approved by a majority of the Executive at a regularly scheduled EGHA meeting and be signed by (1) one of President, Vice President, Secretary or Treasurer and/or (1) one other member of the Executive of the EGHA.
- G. Any Permission to Skate, in the form required by the Ontario Women's Hockey Association, from the EGHA may only be signed by the President or Vice-President.
- H. The EGHA will not assume or accept responsibility for the registration of a child/player without the direct intention and consent of a parent guardian. A registration form must be completed and fees paid in accordance with the guidelines set forth. It is the intention of the organization to ensure that this is the responsibility of the parent/guardian.

## **ARTICLE XI-- COACHES**

- A. Each coach will be appointed by the EGHA Executive for each season. His/her duty will be to fulfill the aims of the constitution. The coach is responsible for enforcing the rules of EGHA and familiar with rules and regulations of OWHA and LLFHL.
- B. Each coach of a team with an OWHA shall strive to ensure fair ice time for each player on his/her team during regular season play. Ice time during playoff or tournament play and for all teams with an OWHA shall be determined by the coach, Purpose and Aims of the EGHA Constitution. It will be the discretion of the coaching staff to "shorten the bench" for the last three minutes of the game if deemed necessary. At the beginning of the season, all coaches are responsible to have a parent/coach meeting to outline the coaches' philosophy. The parents have the right to contact the discipline chair if they have any concerns.
- C. Each coach or team official may require a player to leave any game, practice or other team function for conduct prejudicial to the aims of the EGHA. Any coach, who deems further disciplinary action to be necessary against an individual player, for any reason, must apply to the

Disciplinary Committee for permission to take action.

## **ARTICLE XII -- MANAGERS**

A. Coaches will appoint managers to their teams, subject to the approval of the Executive. A manager assists the coach in fulfilling the aims of the constitution and enforcing the rules of the EGHA.

B. The manager is responsible for team administration and communication with players and parents.

C. The manager is responsible for all sweaters and equipment belonging to the EGHA until they are returned to the equipment manager.

D. Managers are responsible to submit the game sheet and the statistics of each game in a timely fashion, according to guidelines of LLFHL, OWHA and or affiliated league rule.

## **ARTICLE XIII -- DISCIPLINARY COMMITTEE**

A. The Disciplinary Committee shall have the authority to suspend or discipline any coach, manager, player or other team official and parents for conduct prejudicial to the aims of the EGHA.

B. The disciplinary committee shall review all matters where a minimum suspension is applied by the OWHA or any league in which the EGHA plays.

C. The Disciplinary committee shall comprised of:

1. The President and his designate and one will be the Chair.

2. Two coaches, assistant coaches or managers of EGHA teams.

3. Two members who are eligible to vote at the Annual General Meeting and who have no other capacity in the EGHA. The members in (1) through (3) shall serve, provided they have no interest in the issue at hand.

4. Chair any committee struck to deal with suspension review.

## **ARTICLE XIV -- EQUIPMENT**

A. Team sweaters and socks are to be worn only at games.

B. When sweaters and other equipment are removed from the equipment executive, they must be treated with respect and returned by the Manager to the equipment room as soon as possible. Any loss or damage must be reported immediately to the Executive.

## **ARTICLE XV -- FINANCES**

A. The activities of the EGHA will be financed through player's registration fees, the support of the team sponsors, and other sources approved by the Executive.

B. Certain fundraising events during the year will be approved by the Executive and participation of all members is expected.

C. The contribution of all sponsors shall be for the whole EGHA, for a fee to be determined annually by the Executive.

D. Registration fees must be paid in full by no later than November 1 of that season.

## **ARTICLE XVI -- PLAYING RULES**

A. All EGHA competition shall be governed by the rules of OWHA and LLFHL as amended from time to time, except where various leagues and tournaments have specified particular exceptions to OWHA and LLFHL rules.

B. The EGHA will provide referees for each game with the qualifications necessary for the

particular level of play.

## **ARTICLE XVII -- GENERAL MEETINGS**

A. The Annual General Meeting of the membership must be held after March 1<sup>st</sup> and no later than May 31<sup>st</sup> each year.

B. Each Annual General Meeting must include a financial statement from the Treasurer, which is in accordance with generally accepted accounting principles, and an election of Officers and Directors for the coming seasons. A Financial Statement must be presented to the Executive and be made available to the general membership by June 30 each year.

C. A quorum of Members, including the President, is required “to constitute an AGM for the exercise of 25% Executive its powers”. AGM will be rescheduled if it lacks a quorum.

D. When members of the EGHA vote for election of officers or any other matter at the General Meeting, the following persons may vote: each player who has reached her 16<sup>th</sup> birthday by December 31<sup>st</sup> in the year of the Annual Meeting, one vote for each active player (the player, if 16, or her parent NOT BOTH), each Executive member, Coach and Manager who has reached the legal voting age, and certain other officials appointed by the Executive. An individual has only one vote and must be present at the General Meeting. Members eligible to vote cannot vote by proxy.

E. General Meetings of the membership may be held at any time. A general meeting must be called by the President and notice of the meeting must be given by the Secretary to all members two weeks beforehand.

F. The first meeting after the general meeting will be considered the first meeting of the new executive.

## **ARTICLE XVIII -- AMENDMENTS**

A. Amendments to this constitution may be made at any properly called General meeting of the membership.

B. An amendment in writing signed by a proponent and seconded must be given to the Secretary at least one week before the General Meeting is to take place. Both the proponent and seconded of the proposed amendment must be voting members of the EGHA.

C. An amendment must be approved by a two-thirds majority of the voting members present at the meeting.

## **ARTICLE XVIX -- BYLAWS**

A. The elected Executive may, from time to time, edit, repeal, or amend such Bylaws as it deems necessary for the conduct of the business of the EGHA. Any such amendment shall be in full force and effect until approved or rejected by the membership at the next Annual General Meeting.

## **BYLAW 1**

A. All major expenditures must be approved by the Executive and recorded in the minutes.