

Orangeville Girls' Hockey Association



CONSTITUTION, BYLAWS, REGULATIONS AND RULES

2013/2014

Revision Date July 26, 2013

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Fair Play Code for Players

1. I will play hockey because I want to, not because others or coaches want me to.
2. I will play by the rules of hockey, and in the spirit of the game.
3. I will control my temper fighting and "mouthing off" can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Fair Play Code for Coaches

1. I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
2. I will teach my players to play fairly and to respect the rules, officials, and opponents.
3. I will ensure that all players get equal instruction, support and playing time as outlined in the OGHHA Regulations.
4. I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the players' ages and abilities.
6. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.
8. I will work in cooperation with officials for the benefit of the game.

Fair Play Code for Parents

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.

7. I will remember that children learn best by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I will never question the officials' judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

Fair Play Code for League Organizers

1. I will do my best to see that all players are given the same chance to participate, regardless of ability, ethnic background, race or religion.
2. I will absolutely discourage any sport program from becoming primarily an entertainment for the spectators.
3. I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
4. I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling.
5. I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
6. I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
7. I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

Fair Play Code for Officials

1. I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the players.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward officials, other individual players, or myself.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
6. I will handle all conflicts firmly but with dignity.
7. I accept my role as a teacher and role model for fair play, especially with young participants.
8. I will be open to discussion and contact with the players before and after the game.
9. I will remain open to constructive criticism and show respect and consideration for different points of view.
10. I will obtain proper training and continue to upgrade my officiating skills.
11. I will work in cooperation with coaches for the benefit of the game.

Fair Play Code for Spectators

1. I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
2. I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
3. I will respect the officials' decisions and I will encourage participants to do the same.
4. I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
5. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
6. I will show respect for my team's opponents, because without them there would be no game.
7. I will not use bad language, nor will I harass players, coaches, officials and other spectators

PART I CONSTITUTION

Article One: NAME

The name of this Organization shall be ORANGEVILLE GIRLS' HOCKEY ASSOCIATION (OGHA) registered with the MINISTRY of CONSUMER RELATIONS as a "not for profit" corporation under ONTARIO CORPORATION #909104 and incorporated 29/01/1991.

Article Two: PURPOSE AND AIMS

- 1) Promote the playing of ice hockey for girls and women and to encourage an interest in, and an enjoyment of the game.
- 2) To develop and encourage sportsmanship, team spirit and fair play.
- 3) Promote player development within the organization and encourage competition with other organizations.

Article Three: MEMBERSHIP

Membership in the OGHA shall be:

- 1) Registered Players or their representative, who have paid their registration in full, AND
- 2) Have agree to abide by the Constitution, Bylaws, Rules and Regulations of the OGHA, AND
- 3) Executive, Coaches, Managers, and certain other Officials appointed by the Executive.

Article Four: AFFILIATION

The Association's affiliation shall be with the ONTARIO WOMEN'S HOCKEY ASSOCIATION (O.W.H.A.) as our governing body and Lower Lakes Female Hockey League (LLFHL) as our Representative Teams League.

Article Five: EXECUTIVE

- 1) The elected executive members of the Association shall be:
 - a) President
 - b) Treasurer
 - c) Director Representative
 - d) Director House League
 - e) Director Program Development
 - f) Registrar
 - g) Tournament Coordinator
 - h) Sponsorship Coordinator
 - i) Webmaster

- j) Equipment Manager
- k) House League Head Convenor
- l) Senior Recreational Convenor

The members of the Executive will be voted in for a term of two years at the Annual General Meeting.

The Executive can fill vacancies as they occur during the year.

Each member of the Executive has the right to vote on matters at the Annual General Meeting and Executive Meetings. Executive holding more than one position may vote only once. The President (President) votes only to break a tie decision.

An Executive Member must declare a conflict of interest and abstain from voting on any motion that directly involves a decision concerning himself or herself, a family member, or a team they or a family member is directly involved in.

The Executive shall receive no remuneration for acting as such. If remuneration is accepted (as in the case of Referee-In-Chief for duties provided as a referee), then that individual will forfeit their right to vote at the AGM and Executive Meetings.

The Executive can be re-elected at the Annual General Meeting for a subsequent term of two years.

In the event that the number of elected Executives is less than the number of positions, a member of the Executive can hold more than one of the Executive positions, without an additional vote. This can only occur after there has been an unsuccessful, thorough search for a replacement member.

An Executive member can be voted off of the Executive by a 75% vote of the Executive for reasons such as non-performance of duty, disruptive behavior, missing 3 or more meetings.

2) The non-elected executive members of the Association shall be:

- a) Past President
- b) Ice Schedulet
- c) League Administrator

Article Six: AUTHORITY OF THE EXECUTIVE

- 1) The Executive shall have control of the affairs of the Association and the primary responsibility for achieving its objectives.
- 2) The Executive shall have the power to appoint such committees, as it considers necessary to assist in carrying out its responsibilities.
- 3) The Executive shall ensure that any committee member appointments are clear of any conflict of interest.

- 4) The Executive shall have the authority to appoint the positions of Referee-in-Chief and League Administrator.

Article Seven: ANNUAL GENERAL MEETING

- 1) The Annual General Meeting of the membership shall be held at least once a year, no later than May 31st.
- 2) The agenda for the Annual General Meeting must include:
 - a) Minutes from the preceding Annual General Meeting;
 - b) A presentation of the financial statement from the Treasurer;
 - c) The election of officers and committee members; and
 - d) The ratification of any expulsions, Bylaws, Regulations, Rules or Appointments to the Executive made by the Executive during the previous year.

Article Eight: BYLAWS

- 1) The Executive may, from time to time, set, repeal or amend such Bylaws, as it deems necessary for the conduct of the business of the Association in a manner consistent with this Constitution.
- 2) Any changes to the Bylaws shall be in force but subject to ratification by a majority vote at the next Annual General Meeting.
- 3) Any changes to the Bylaws by the Executive, which fail to receive ratification, may be reworded at the same AGM to receive consensus vote.

Article Nine: REGULATIONS AND RULES

- 1) The Executive may, from time to time, set, repeal or amend such Regulations as it deems necessary for the structure of leagues and teams, age categories, fees, membership, and any other matter related to the carrying out of its objective; and
- 2) Any changes to the Regulations and Rules made by the Executive shall be subject to ratification by a majority vote at the next Annual General Meeting.
- 3) Any changes to the Regulations and Rules by the Executive which fail to receive ratification vote may be reworded at the same AGM to receive consensus vote.
- 4) All hockey played under the jurisdiction of the OGHA shall be governed by the OWHA/CHA & affiliated leagues.

Article Ten: FINANCIAL YEAR

- 1) The fiscal year of the OGHA shall terminate on the 31st day of May each year.
- 2) An Audit shall be taken of all financial transactions that occurred during said fiscal year, commencing the 31st day of May 2006 and for every year thereafter.
- 3) The yearly financial records shall be made available to any OGHA member upon 30 days written notice to the Board of Directors (delivered to the Secretary). Should any member feel that an independent 3rd party review of the financials be warranted a vote by the membership and a special meeting will be held as to commence with the review or not. Should the review vote be successful, the Board

of Directors will appoint an independent 3rd party to review. The remuneration for the completion of the review will be paid out of the general League revenues. A report will then be presented to the Board of Directors stating whether the finances appear to be in order or further review is warranted. If further review is recommended the Board of Directors will undertake a full audit of the finances by an outside Chartered Public Accountant, which will be paid from the general League revenues. Report from the review or audit will be presented at the next Annual General Meeting and will also be available to any OGHA member by 30 days written notice to the Board of Directors.

Article Eleven: CONSTITUTINAL AMENDMENTS

- 1) Changes to Constitution: The Association at any Annual General Meeting may adapt, amend, revise or repeal any portion of this Constitution or governance of this Association in accordance with the procedures prescribed in within this document.
- 2) Notice for Amendments to Constitution: Notices of motion or amendment to the Constitution must be received in writing by the Executive Secretary not later than thirty (30) days prior to the Annual General Meeting.
- 3) All amendments to this Constitution must be approved by at least a three quarter majority vote (i.e. at least 75% of those eligible votes cast must be in favour) at an AGM.

PART II BYLAWS

Article One: The Executive

- 1) The Executive shall set the policies and conduct the business of the OGHA.
- 2) Members of the Executive shall be elected by secret ballot at the Annual General Meeting of the Association. Members may accept only one elected position.
- 3) Should a vacancy or vacancies occur in the Executive elected by the OGHA, the remaining members shall convene a Board Meeting for the purpose of filling such vacancy or vacancies and the member(s) so appointed shall serve on the Executive until the next Annual General Meeting.
- 4) Any member of the Executive, or Referees can be associated with an OGHA team in any capacity.
- 5) Any executive member of the OGHA or member of the Executive shall disclose a conflict of interest and shall refrain from voting on any matter or issue arising at a meeting of the OGHA and shall not stand for appointment to any subcommittee to deal with such matter.
- 6) The Executive members of the OGHA shall serve without remuneration and shall not, directly or indirectly, receive and profit from their positions. They may however be paid reasonable out of pocket expenses incurred by them in the performance of their duties.

Article Two: Duties of Executive Members

1. **President**

NOTE: It is strongly recommended that an individual must have served as a voting member of a previous Executive of the OGHA for a minimum of one (1) year before being eligible to seek election to this position

- a) Shall preside at all meetings of the OGHA, and at all Annual General Meetings of the Association.
- b) To be responsible for ensuring that the duties of all the members of the Executive are fulfilled properly.
- c) To represent the OGHA on all matters including hockey, government, public relations and other association related activities.
- d) The President shall be the official representative of the OGHA to the Annual General Meeting of the OWHA.
- e) To ensure the Tournament Coordinator and the Referee in Chief carry out their responsibilities and report regularly to the Executive the activities of the Tournament Coordinator and the Referee In Chief.
- f) Shall be an official member of all committees unless a conflict of interest has been declared.
- g) Shall not vote except in the case of a tie when s/he shall cast the deciding vote.

2. Treasurer

- a) To be responsible for all monies belonging to the OGHA, maintaining an adequate record of all receipts and disbursements.
- b) To report all receipts and disbursements to the Executive at every Executive meeting.
- c) To collect and deposit all monies within a reasonable period of time in a local financial institution protected under the Canada Deposit Insurance Corporation which has been selected to handle the OGHA's account.
- d) To be responsible for the disbursement of all monies, ensuring that all disbursements are supported by acceptable receipts. All expenses other than regular operating expenses require approval of the Executive.
- e) To ensure that all disbursements are made by cheques signed by two persons being the Treasurer and the President with another Officer as the alternate signee signing for the President or Treasurer when necessary.
- f) Prepare a preseason budget of estimated revenues and expenses that will be presented for approval by the Executive at its first meeting after the Annual General Meeting.
- g) To ensure the Sponsorship Coordinator carries out his/her responsibilities and reports regularly to the Executive the activities of Sponsorship and Fundraising.
- h) Coordinates payment of referees.
- i) Any other duties as assigned by the President.

3. Director Representative

NOTE: It is strongly recommended that an individual must have served as a voting member of a previous Executive of the OGHA for a minimum of one (1) year before being eligible to seek election to this position

- a) Coordinates all aspects of the operations of the rep (competitive) teams including coaching selection, player tryouts, attending affiliated league meetings (LLFHLI), and reporting information back to the executive and coaches.
- b) The Rep Director will ensure that ice is available for all Rep games and will work with the Equipment Manager to ensure that all teams have sweaters, socks and adequate goaltending equipment.
- c) The Rep Director must ensure all Head Coaches are aware of the Regulations and Rules of the OGHA, OWHA and/or any league the teams are playing in.
- d) The Rep Director shall be the league liaison of the OGHA to the LLFHL.
- e) Responsible for researching and recommending an Independent Evaluator for Rep Team Selection
- f) Any other duties as assigned by the President.

4. Director House League

NOTE: It is strongly recommended that an individual must have served as a voting member of a previous Executive of the OGHA for a minimum of one (1) year before being eligible to seek election to this position

- a) The Director House League (HL Director) is responsible to oversee the smooth operation of all House League games and must appoint a Convenor in each age division by the first scheduled game.
- b) With the help of the houseleague head convenor and the registrar, the HL Director will assign coaches to all teams by the first scheduled game.
- c) The HL Director is responsible for distributing the HL schedules to all coaches by the first week of HL.
- d) The HL Director will ensure that ice is available for all House League games and will work with the Equipment Manager to ensure that all teams have sweaters, socks and adequate goaltending equipment.
- e) Coordinates the payment of the refs.
- f) The HL Director will decide, in consultation with the ice scheduler, the playoff format each season and must announce the format by Dec. 31 and provide written rules and regulations 2 weeks prior to the first playoff game.
- g) The HL Director must ensure all Head Coaches are aware of the Regulations and Rules of the OGHA.
- h) Any other duties as assigned by the President.

5. Director Program Development

- a) Coordinates and is responsible for the Initiation Program
- b) Coordinates and is responsible for all aspect of player, coach and trainer development, to organize all activities aimed at the development of players

- including establishing ice; fees to be collected and ensuring instructors are scheduled.
- c) Shall ensure that all information pertaining to hockey clinics, first aid clinics etc. is available to all coaches, managers and trainers and to strive for maximum attendance.
- d) Any other duties as assigned by the President.

6. Registrar

NOTE: It is strongly recommended that an individual must have served as a voting member of a previous Executive of the OGHA for a minimum of one (1) year before being eligible to seek election to this position

- a) Coordinates and is responsible for a variety of administrative functions of the association including registration.
- b) In the absence of the President, shall have the authority and perform the duties of the President.
- c) Any other duties as assigned by the President.

7. Tournament Coordinator

NOTE: It is strongly recommended that an individual must have served as a voting member of a previous Executive of the OGHA for a minimum of one (1) year before being eligible to seek election to this position

- a) Coordinates all aspects of the Orangeville Sweetheart Tournament.
- b) Works in cooperation with and reports to the President.

8. Sponsorship Coordinator

- a) Coordinates the soliciting of sponsors for the house league and rep divisions and the tournament.
- b) Works in cooperation with and reports to the Treasurer.
- c) Organizes awards banquet and trophies
- d) Coordinate fundraising activities of the OGHA including the activities undertaken by individual teams.

9. Web Master

- a) Maintains the OGHA web site, ensuring the content is current and informative.
- b) Works in cooperation with and reports to the Registrar and the President.
- c) Coordinates all the publicity for the OGHA including the newsletter, e-news, local newspapers, etc. as well as maintaining the OGHA Bulletin board.

10. Equipment Manager

- a) Purchases, maintains and distributes all goalie equipment and coaching equipment as required.
- b) Orders and distributes sweaters and socks for all OGHA teams.
- c) Works in cooperation with the Representative , House League Directors and Treasurer.
- d) Responsible for equipment inventory and tracking
- e) Coordinates the tendering of vendors and procurement of Tiger Apparel

11 . House League Head Convenor – an elected member who sits on the OGHA Executive and works directly with the Director of House League to ensure the smooth operation of the House League program. Duties may include but not limited to:

- a) Coach selections
- b) Assisting at the House League grading
- c) Hosting Coaches, Trainers & Speak Out clinics
- d) Assisting with Day of Champs
- e) Select the Division Convenors for the House League Program. Their duties are as follows.
 - i. To manage the operations of their respective House League division under the rules and guidelines set out by the OGHA Executive and communicate information to coaches.
 - ii. To ensure that all coaches are aware of the season schedules, and House League rules and regulations.
 - iii. Ensure coaches and trainers have the appropriate certification.
 - iv. Ensure bench staff's police checks, certifications number and rosters are completed and submitted to the League Administrator before the OGHA deadline.
 - v. To ensure that all coaches have game sheets available prior to the official start of the season.
 - vi. To ensure that the home team supplies a time/scorekeeper.
 - vii. To be present at all of their division's games and practices to help ensure a smooth delivery of the House League program
 - viii. To post game results each week to the OGHA website and to include individual player statistics (goals, assists, penalties and/or total points).
 - ix. Coordinates the payment of the referees
 - x. To report any problems or issues related to their Division to the Head House League Convenor.

12. Senior Recreational Convenor

- a) The Senior Recreational Convenor (SR Convenor) is responsible to oversee the smooth operation of all Senior Recreational House League games.
- b) The SR Convenor will assign team representatives to all teams by the first scheduled game.

- c) The SR Convenor is responsible for distributing the Senior Recreational schedules to all team reps by the first week of House League.
- d) The SR Convenor with Ice Scheduler will ensure that ice is available for all Senior Recreational games and will work with the Equipment Manager to ensure that all teams have sweaters and socks.
- e) Coordinates the payment of the referees
- f) The SR Convenor will decide the playoff format each season and must announce the format by Dec. 31 and provide written rules and regulations 2 weeks prior to the first playoff game.
- g) The SR Convenor must ensure all Team Reps are aware of the Regulations and Rules of the OGHA.
- h) Ensure trainers have the appropriate certification.
- i) Ensure bench staff's certification numbers and rosters are completed and submitted to the League Administrator before the OGHA deadline.
- j) To ensure that all Team Reps have game sheets available prior to the official start of the season.
- k) To ensure that a time/scorekeeper is present for all games.
- l) To be present at all of their division's games to help ensure a smooth delivery of the House League program.
- m) To post game results each week to the OGHA website
- n) Other duties as assigned by the President.

13. Referee in Chief

- a) To arrange for a minimum two (2) referees, with current NRCP certification, for each league and playoff game. The Executive in consultation with the Referee in Chief will decide certification levels of the referees for each division prior to each playing season.
- b) When scheduling referees, will ensure that conflict of interest is considered.
- c) Attempt at fair and equitable distribution of games among the pool of refs.
- d) Works in cooperation with and reports to the President.
- e) Must be a minimum level 3 referee and registered with the OWHA each year.

14. Past President

- a) Advisor to the Executive

15. Secretary – The position of Secretary will be an honorarium paid, non-voting position to complete the following duties:

- a) All OWHA paperwork and registrations
- b) All Lower Lakes paperwork and registrations
- c) Tracking of volunteer certificates, speak registration and police checks
- d) Aid in registration process

- e) Email correspondence to members
- f) Tournament registration and paperwork
- g) Attend all Board of Directors meetings
- h) Books all meeting rooms for the association
- i) Acts as the Association Privacy Officer- Responsible for the compliance with PIPEDA (Personal Information Protection and Electronic Documents Act) privacy principles and responding to access requests. Ensures OGHA is accountable for all personal information in its possession including that which may be transferred to a 3rd party. Third party organizations who handle information on behalf of the OGHA shall be contractually obligated to the standards of the OGHA privacy by-law

16. Ice Scheduler

NOTE: It is strongly recommended that an individual must have served as a voting member of a previous Executive of the OGHA for a minimum of one (1) year before being eligible to seek election to this position The position of Ice Scheduler will be an honorarium paid non-voting position to complete the following duties:

- a) Invoicing of teams for pre-season, spring ice and any sold/ice overages or cancellation penalties.
- b) Reconciliation of ice usage to Team records and to invoices from the Town, resolving all discrepancies before the 15th day of the following month
- c) Provide support to Coaches with scheduling of pre/regular/post season practice and game ice
- d) Continue to establish positive working relationships with other major ice user groups
- e) Coordinates ice time with arena staff, House league, Rep and Program Development Directors and tournament coordinator.
- f) Informs the Referee-in-Chief, team coaches, team managers and town officials of ice schedule.
- g) Participates in negotiation of ice allocation from the Town of Orangeville and other ice vendors
- h) In consultation with the HL Director, develops house league season schedule.
- i) Works in cooperation with and reports to the President.
- j) Any other duties as assigned by the President.

Article Three: Meetings

1. Annual General Meeting

- a) The Annual General Meeting of the Association shall be held in the spring of each year at a date, place and time as fixed by the Executive.

- b) Notice of the AGM of the Association shall, in all cases, be given in writing to the Membership at least thirty days prior to the date fixed for such meeting, stating the place, time, objective and requesting nominations.
- c) No quorum shall be required at the Annual General Meeting.
- d) At the Annual General Meeting, each member of the Executive, including the President (as the tiebreaker only), shall be allowed one (1) vote each. One (1) parent for each player who has not reached the legal voting age may each vote. An individual only has one vote.
- e) Voting shall be on all occasions by a show of hands unless the meeting decides on a ballot.
- f) The business to be scheduled at the Annual General Meeting shall be conducted as follows:
 - i) Call to Order
 - ii) Adoption of minutes of previous Annual General Meeting minutes
 - iii) Business arising out of the minutes;
 - iv) President's Report;
 - v) Treasurer's Report;
 - vi) Other Reports
 - vii) Constitutional Matters;
 - viii) Election of Officers;
 - ix) New Business; and
 - x) Adjournment.
- g) Elected members may only accept one Executive position at the AGM

2. Executive Meetings

- a) The presence of one half or 50% of members at an Executive meeting shall constitute a quorum.
- b) The Executive shall meet monthly.
- c) All Executive decisions will require at least a majority by those eligible to vote. The President will not vote except to break a tie.
- d) Voting shall be on all occasions by a show of hands unless the meeting decides on a ballot.

Article Four: Election of Executive Members

1. Elections

The Executive shall be elected at the Annual General Meeting for a term of one (1) year.

2. Nominations

At the Annual General Meeting, nominations can be put forward.

3. Consent of Nominees

Each candidate must accept the nomination, in person if present or in writing if not in attendance at the Annual General Meeting

4. Assumption of Office

The new Board of Directors will assume office following the Annual General Meeting. Outgoing executive members will attend the first meeting with the new Executive and provide transitional support.

5. Vote

Voting for the election of executive members shall be done by secret ballot.

6. Proxy Voting

No proxy voting is allowed by the OGHA at any time.

7. Removal from Executive Position

An Executive member can be voted off the Executive by a 75% vote of the Executive for reasons such as non-performance of duty, disruptive behavior, missing three or more meetings.

8. Privacy

OGHA will comply with the OWHA Privacy Policy.

1. Accountability:

a) The League Administrator will be the designate accountable for compliance with this by-law.

b) The OGHA's Privacy Officer will ensure that the OGHA is accountable for all personal information in its possession including that which may be transferred to a third party. Third party organizations who handle information on behalf of the OGHA shall be contractually obligated to adhere to the standards of the OGHA Privacy Policy.

c) The OGHA will implement internal policies which will facilitate adherence to the Privacy Policy including but not limited to the following:

- i. Security measures at all levels designed to protect personal information in its possession.
- ii. Procedures designed to respond to complaints and/or inquiries

- iii. Staff training in all facets of information management, including awareness of the OGHA's Privacy Policy and subsequent policies and procedures developed in accordance with the Policy.

2. Consent

- a) OGHA will collect personal information for the uses specified in the OWHA Privacy Policy.
- b) All members of the OGHA will have the opportunity to consent to the use of their personal information on an annual basis. A member of the OGHA agrees that the act of registering constitutes implied consent to such use of their personal information by the OGHA, its teams, OWHA and OWHA leagues.
- c) If at any time an individual wishes to withdraw their consent to the use of their information, they may do so by contacting the OGHA Privacy Officer at any time, subject to legal or contractual restrictions and by providing reasonable written notice. The request will then be communicated to the pertinent team, OWHA, OWHA league and the individual, within 10 business days.
- d) The OGHA may collect personal information without consent where reasonable to do so and where permitted by law.

3. Accuracy

- a) The OGHA shall strive to ensure to the extent that it can, that the information entrusted to it is maintained in an accurate manner.

Article Five: Protest and Discipline Committee

- a) The Protest and Discipline Committee shall comprise all members of the Executive. The Chairman of the Protest and Discipline Committee shall be appointed by the Executive. The Referee In Chief or Referee or designate shall attend each meeting of this Committee in an advisory capacity only.
- b) If a member of a Protest and Discipline Committee panel is absent or is unable to perform his duties for any reason whatsoever, the Chairman may appoint a new member to fill such vacancy.
- c) The Protest and Discipline Committee shall have the power to hear and decide all protests, complaints or other matters which pertain to the alleged violation of any of the Bylaws or Rules or Regulations of the OGHA or which pertain to the conduct or action of any player, manager, coach, trainer, referee, parent or OGHA representative while acting in the capacity as such or which pertains to the act, omission to act or conduct of any of the above persons which is alleged to be prejudicial to the OGHA, any member, any team or any player within the jurisdiction of the OGHA.

- d) The Chairman of the Protest and Discipline Committee or her/his designated representative and any two (2) members of the Committee shall have the power to decide the outcome of any house league game prematurely terminated by the referees.
- e) The Protest and Discipline Committee may make rules for the regulation of its proceedings and the performance of its duties and functions under this Article Six: Protest and Discipline Committee
- f) All persons appearing before a panel of the Protest and Discipline Committee shall be given full opportunity to be heard.
- g) The Chair of the Protest and Discipline Committee shall, as soon as possible after the conclusion of proceedings, make a report in writing and without delay, transmit it to the President as well as to other persons directly involved in the matter.
- h) A member of the Protest and Discipline Committee must declare a conflict of interest and shall not participate in any hearing where a relative is involved as a player, team official or referee.

Article Six: Additions and Amendments to the Bylaws

A proposed amendment to the Bylaws of the OGHA must be initiated by the Executive, approved by a majority of the Officers at a meeting of the Executive and confirmed by a majority of the members at a meeting duly called for the purpose of considering said Bylaw, within sixty (60) days of such meeting of the Executive, or at the next Annual General Meeting of the OGHA. Any proposed addition, deletion or amendment to the Bylaws must be submitted in writing to the Secretary at least fifteen (15) days prior to the meeting of the Executive at which such addition, deletion or amendment is to be considered.

Article Seven: Effective Date and Repeal of Existing Bylaws

This Bylaw shall come into force when passed by the Executive. Upon this Bylaw becoming effective, all existing Bylaws and Articles of Constitution of the OGHA shall be repealed without prejudice to any action theretofore taken hereunder. ENACTED this xxxxxx, 2003, and amended by Resolution of the Executive of XXXXX 2003 and confirmed at the Annual General Meeting of XXXXX 2003.

PART III REGULATIONS & RULES

Regulation One: Player Eligibility and Team Selection

“Division” shall be that group of teams comprised of players within a specific age group. The age grouping shall be decided by the executive at the beginning of each playing season, based on the number of players / teams in each age category.

Where the numbers and interest dictate, there will be Rep teams for Rep league play and/or tournaments according to the following divisions:

Fundamentals (Initiation): Novice: Atom: Pee Wee: Bantam: Midget:
Intermediate: Senior:

Open Age 7 and 8 years as of December 31
9 and 10 years as of December 31
11 and 12 years as of December 31
13 and 14 years as of December 31
15, 16 and 17 years as of December 31
18, 19 and 20 years as of December 31
Open Age

Playing Up Policy

In general, the OGHA discourages the practice of playing up. This policy will outline the criteria and requirements where players wish to play or try out for teams in higher divisions than their own age group.

1. Players wishing to attend tryouts at an older level must make this request in writing to the Director of Representative 10 business days prior to the first tryout date.
2. Players may only apply to play in one division above their own age division.
3. Players must attend the first tryout of the division unless they have prior approval from the Director of Representative.
4. Players must attend tryouts in their own division as well as the division in which they wish to play.
5. Players must try out for the highest tiered team in the older aged level. If the player is released by the team in the higher division they are free to continue tryouts in their own division.
6. Players wishing to try out for an older aged division must be considered exceptional and judged to be among the top five players of the older aged team. (One of the top three forwards, one of the top two defense players, or top goalie) This bench marking

assessment would be completed by the Coach Selection Committee (or Independent Evaluators appointed by the committee) whose recommendations would be voted on by the Executive.

7. The decisions of the Executive are final.

Overage Players

Overage players (players lacking in skill average to their given age group) will be allowed to move to a different division with the approval of the House League Director. The request to move down must be made to the OGHA in writing or be at the request of the Director. OWHA policies supersede OGHA policies.

Import Policy

1. For all rep age levels the following import restrictions will be applied: AA level teams
– Up to six (6) import players permitted
2. Import player definition: If the player was not registered in the OGHA association in the previous season (i.e.: coming from another girls hockey association) they are considered an import. If a permission to skate form is required at tryouts the player is considered an import. Goalies are exempt. Members of Caledon Girls association are exempt during the term of our partnership agreement.
3. Prospective players may apply in writing to the Director of Representative for approval of exceptional circumstances.

House League Team Selection

- 1) All players registered to play in the House League will be required to participate in grading skates to evaluate their skills and abilities. No player will be placed on a team until her skills have been assessed by the Director of House league in association with the House league Head Convenor. Players unable to attend a grading session must contact the Director of House league.
- 2) The Director of House League with the Ice Scheduler, will determine the grading skate and draft processes.
- 3) All teams will have a maximum of seventeen (17) players.
- 4) If necessary, players may be moved during the season for better balance at the discretion of the Director House League in consultation with the division coaches.
- 5) If necessary, players may be moved during the season for better balance at the discretion of the Director of House League in consultation with the House league Head Convenor and division coaches.

Rep Team Selection

1. Rep tryouts shall consist of on ice sessions, which evaluates the individual players' skills and abilities.
2. Head Coaches will have the support of the independent evaluator. Head Coaches are expected to cooperate with the Independent and Executive Evaluators. All evaluators and coaches must use the OGHA standard evaluation form provided by the Director of Representative. Major player evaluation discrepancies identified by these evaluators must be addressed. The Head Coach may use on ice volunteers and/or evaluators to assist with the try out sessions. Any volunteers or evaluators used may not have a daughter trying out for the team.
3. An Independent evaluator will be appointed by the OGHA Executive. The objective is to appoint an evaluator from outside of the association free of any conflict of interest. Executive Evaluators must also be free of any conflict of interest and may not have a daughter trying out in the same age division.
4. Within the age division, the age of player shall not be a factor in determining their placement on a team.
5. Every player shall be required to pay the rep tryout fee prior to stepping on the ice to a maximum of Fifty dollars (\$50.00). The fee is non refundable.
6. When participating in rep tryouts, the player must try out for the highest level in the division first or seek an exemption from the Rep Director.
7. A Rep team in the OGHA shall consist of a minimum of fourteen (14) and a maximum of nineteen (19) players.
8. The Executive, prior to advertising for coaching applications will recommend the number of Rep Teams and levels in each division. Changes of levels may be considered prior to LLFHL deadlines by the coach in consultation with the Director of Representative.
9. Roster Changes: Coaches may request additions to their roster from lower level OGHA Rep or House League Teams. The request must be submitted in writing to the Rep Director. The Executive will review each request and provide a decision. Additions to roster from OGHA Teams must occur prior to October 15th.
10. Once a team has selected a player, she will not be permitted to try out for other OGHA Teams. Full payment and registration on line is required within 48 hours of final tryout.
11. Team Budgets:
 - a. Required to be submitted to the Director of Rep for approval by the OGHA Executive. Details are to include tournaments (including out of province and out of town), training, and extra ice, uniforms and etc...
 - b. The approved budget is to be presented in the team tryout letter with the breakdown of costs and the amount each player must pay as team fees. (Money not collected by or on behalf of the OGHA)
 - c. Request to attend an out of province tournament must be provided to the Director of Rep for approval. The request must include the total costs.

Regulation Two: Registration

Player Registration

- 1) Players residing in Orangeville and surrounding areas may enroll with the OGHA.
- 2) All players are required to complete an OGHA registration form. A parent or guardian must sign all registration forms for players under 18.
- 3) A copy of the players' birth certificate is required for OGHA and OWHA registration.
- 4) No player will be allowed on the ice until she is registered with the OGHA.
- 5) Participation is restricted to one OGHA team at a time per playing season subject to player movement and player release clauses. There will be exceptions made for Rep "C" Teams. Players who are registered as a Rep "C" player at the commencement of the House League season and who pay the appropriate fees may play both House League and Rep "C" in an organized League, but are not obligated to do so.
- 6) The Director House League and Director Representative will be responsible to complete OWHA team lists and player forms and submit to the League Administrator who will forward them to the OWHA to meet submission deadlines.

Refund Policy

- 1) The amount of the refund shall be prorated against the amount of ice time already used and insurance fees.
- 2) There shall be no refunds of fees after October 15th of the playing season with exception to illness or injury.
- 3) Rep try out fees will not be refunded.
- 4) There will be a fee of \$50 for all refunds which will be deducted from the payment made to the player.

Registration Fees

- 1) All player registration fees (house league and rep fees) will be decided by and paid directly to the OGHA. The fees will be used for administration and operating expenses incurred by the Association for ice rental, referees, trophies, awards, cost of banquet, annual pictures, OWHA team registration and OWHA player insurance.
- 2) The OGHA Executive shall determine the amount of the registration fee and any late registration charges annually.
- 3) Payment of registration fees will be due by a predetermined date.

Regulation Three: Player Movement

All player movements are regulated under the OWHA and OGHA Rules and Regulations. This would include use of Affiliate Players and Pick Up Players.

Pick up players: Any Rep Team requesting a pick up player from another OGHA Team must have permission from the parent. The coach of the team from which the player is being called up from must be agreeable. The Rep Director must also be informed of all call-ups. If there is a conflicting game schedule, the call up will not be allowed.

House League

- 1) The Director House League may move players between teams in order to balance the teams.
- 2) No move shall be made to team rosters after December 31.

Rep League

- 1) There shall be no movement of players between House League and Rep League after the House League division draft without the consent of the Executive.
- 2) Any player who wishes to leave the Rep League after October 30 and during the course of the current season must apply in writing to the Executive stating her reasons. If the move is granted, she will be moved to the House League to a team of the next highest division and then only if there is a vacancy. If no vacancy exists, the player will be released and her prorated fees refunded.

Regulation Four: Ice Time

- 1) All players in the House League and Rep League will get as close as possible to equal ice time throughout the season and during individual games. The only exception to this is the last five minutes of each game, which will be at the coach's discretion.
- 2) Playing the best player all the time is not acceptable.
- 3) Short shifts of forty five to sixty (45-60) seconds should be considered the rule not the exception.
- 4) Any repeated violation will be dealt with by the Executive if not corrected.

Regulation Five: Protests

- 1) Any player, official or team wishing to make a protest concerning any function under the control of the OGHA must submit a letter of protest through the Director House League or Director Representative within seventy two hours of the function under protest. No protest that deals with a decision of a referee will be accepted. The protest shall be accompanied by a fifty-dollar (\$50.00) refundable fee only if the protest is upheld.
- 2) A special meeting of the OGHA Protest and Discipline Committee will be called as soon as possible and in any event no later than 7 days after receiving the letter of protest and each person concerned must be given at least 2 days notice of the meeting in order to have the opportunity of being

present. If the protest is lodged during the play offs, the 2-day notice shall be waived and a meeting will immediately be held.

- 3) The OGHA Protest and Discipline Committee will handle all protests and their decision will be final and binding on all parties.
- 4) Protests may only be registered for “team offenses” (example – pulling a team off the ice). Referee’s officiating decisions/calls are not subject to protest. Poor timekeeping is exempt from protest.
- 5) The referee must be advised at the time of the protest occurrence that a protest will be registered with him/her on the game sheet at the conclusion of the game.

Regulation Six: Team Officials

- 1) By the commencement of each playing season, all teams registered with the OGHA will have at least one (1) coach with a minimum certification of NCCP Coach Level or file a letter of intent to attend a coaches clinic to be held no later than January 1 of the playing season.
- 2) By the commencement of each playing season, all teams registered with the OGHA will have at least one (1) female trainer with a minimum of HTCP Level 1 certification or file a letter of intent to attend a trainers clinic no later than January 1 of the playing season.
- 3) All bench staff will have a current Speak Out certification on file or a letter of intent to attend a Speak Out Clinic no later than January 1 of the playing season. Staff failing to comply with this requirement will be excluded from team activities.
- 4) All bench staff will have undergone a criminal record check through the local police services by October 31st of the playing season. The written police check is to be given to the Director House League or Director Representative. Staff failing to comply with this requirement will be excluded from team activities. *Vulnerable Persons Queries* must be completed on every police check to be deemed acceptable, the police check will be considered valid for a period of two years.
- 5) Bench staff will not allow other individuals not registered as a member of the OGHA on the ice for practices.
- 6) CSA approved helmets must be worn and done up at all times by all individuals participating in any OGHA on ice activities. Failure to do so will result in discipline from the OGHA including expulsion from the association.
- 7) Use of drugs or alcohol by coaches and team management while in control of an association team or players will not be tolerated. Any coach, team management or player found in illegal possession of or consuming alcohol or drugs prior to or during a game or practice while in the arena or arena property will be suspended. The OGHA Protest and Discipline Committee will decide the length of the suspension. Any coach or team management found supplying liquor or drugs to a player of this association will have her/his appointment immediately terminated. While the OGHA cannot police the behavior of parents and immediate family at practices, games and tournaments, it is expected that they will uphold a similar standard.

- 8) House league coaches are accountable without exception to the Director of House League. Rep coaches are accountable to the Director of Representative and must follow OGHA guidelines and practices.

Regulation Seven: Coach Selection Process

- 1) OGHA will advertise for prospective coaches to apply by a selected date by completing and submitting an application form to the Directors of House League or Rep.
- 2) When the application submission deadline has passed, the Directors will arrange for a half hour interview for each applicant with the Coaching Selection Committee.
- 3) The Coaching Selection Committee will be approved by the Executive and will be comprised of a minimum of 3 committee members. This committee shall report findings back to Executive for final selection.
- 4) Each candidate is asked the same pre selected questions in order to permit an evaluation of the replies for each candidate.
- 5) A coach's daughter does not automatically make a Rep team because she/he is the coach. If there is any question as to the daughter having the skill required to play on the team, an outside evaluation committee will assess the player and rule on her eligibility to be on the team. As a result of the evaluation if the player does not make the team, the coach will be advised of the decision and will be given the opportunity to remain with the team as coach or withdraw as coach.
- 6) The Executive appoints all coaches and this appointment can be withdrawn at any time.
- 7) Coaches are expected to name and submit their bench staff and team manager as soon as their team has been selected. The OGHA Executive reserves the right to reject a selection if there is reason to believe the selection is not in the best interest of the association.

Regulation Eight: Administration

- 1) Logo – The logo for the OGHA is shown on the front cover. No coach, player, parent or individual may use the OGHA logo for any purpose without the written consent of the Executive.
- 2) Media – The President shall be responsible for all news releases for the OGHA with the exception of individual game and tournament results. All comments with regards to the OGHA and any interaction with the news media concerning any business with the OGHA should be referred to the President for comment.
- 3) Web Site – OGHA has a web site on the Internet, which can be accessed by <http://www.orangevilletigers.com/>.

Regulation Nine: Financial

- 1) N.S.F. Cheques – Parents or players writing an N.S.F. cheque to the OGHA will be contacted by the Treasurer by phone and given 10 days to make payment in full. If full payment is not received, the players' registration may be cancelled. A service charge of \$25.00 will be charged on all N.S.F. cheques.
- 2) Association Fundraising – OGHA may, if required, have an association fundraiser each year in which all members must participate. Anyone not wishing to participate may have his or her registration or appointment cancelled.
- 3) Sponsorship – Teams of the OGHA will be sponsored by businesses or private individuals. The money for these sponsorships shall go to the OGHA and not individual teams. Sponsors will be given the first chance to bid on equipment purchases or services by the OGHA. This does not give them precedence in the purchase, as it shall be determined by the best price and past quality service. Sponsors will get a sponsor bar on the player's jerseys, an engraved plaque with a picture of the team for display at their business and publication in various Association publications to be determined by the Executive prior to the solicitation of sponsors.
- 4) Team Donations – Businesses and individuals may donate money to specific teams. Only businesses and individuals who have paid their sponsorship fee to the OGHA may be advertised by the team.
- 5) OGHA Clothing – All OGHA clothing is available for purchase but only from the OGHA approved vendor. The Executive will determine prices and styles annually.
- 6) Team Accounts – Individual Rep teams shall open a team account only at a chartered bank or credit union. There shall be two signatories on the team account. The two signatories on the account shall not be related in any manner nor shall they live in the same residence. The coach shall not deal with the team funds or have signing authority for them. Team financial statements shall be given to parents regularly and should be available upon request. Should any money be left in the team account at the end of the playing season it should be dispersed equally amongst the team families or it shall be donated to the OGHA.
- 7) Team Fundraising – Registration fees cover assigned ice time, referee fees, insurance, uniforms, equipment, pictures etc. Any additional activities are funded solely by the team. No team shall solicit money or donations from current sponsors of the OGHA. All team fundraising activities forms must be submitted in writing to the Fundraising Coordinator 30 days prior to the event taking place for approval by the Executive.

Regulation Ten: Change Room Risk Management

- 1) Players shall never be in the dressing room alone. A female trainer and female parent must be present in the dressing room at all times.
- 2) If a need arises where an individual player must be in a closed room, there must be at least two adults present, one being female.

- 3) At atom age level and above, males (including coaches) shall not be permitted access to a dressing room occupied by players unless all players are fully clothed.
- 4) Video, photography equipment and video cell phones should not be allowed in the dressing room while players are changing. Where special events such as team pictures are wanted, all players must be appropriately dressed.

Regulation Eleven: Playing Rules

These playing rules will regulate house league play. Rep teams are governed by the league in which they play and must comply with those regulations and playing rules.

Rule 1 – Body Checking

All divisions will play “No Body Checking” hockey.

Rule 2 – Equipment

All players are required to wear BNQ certified neck protectors. Referees will not allow any player not wearing one to play in the game. No delay of game will be tolerated while attempting to obtain a proper neck protector.

Rule 3 – Schedules

The schedule format will be defined at the beginning of each playing season based on the number of teams in each division and ice time availability. The regular playing schedule and play off format and details for each division will be approved by the Executive.

Rule 4 – Games

- a) Times for Periods and Penalties – Games in all divisions will be 2 x 10 minute and 1 x 12 minute periods. Exceptions to the game duration will be agreed upon by each division prior to the commencement of the season. Minor penalties will be 2 minutes stop time and major penalties will be 5 minutes stop time. Pre game warm up time for all games shall be 3 minutes. The arena clock time may run out before the game clock does. Remaining time should be noted on the game sheet. No adjustments are to be made to the game clock for period duration.
- b) Game Sheets – All teams should use the official three copy OWHA game sheets available from the Director House League or Director Representative. Game sheets will be provided at the beginning of each playing season to all teams.
- c) Game Results – The original (white) copy of each game sheet shall be forwarded to the Director House League within 7 days of the game. Should the game sheet include a referee’s report regarding a game, match or gross

misconduct, the referee should submit the game sheet to the General Manager for appropriate action.

- d) Non completion of Games – In the event of non completion of a game due to abnormal circumstances (power failure, ice failure etc.) the two team's officials will consult with the Director House League within 72 hours to determine a suitable decision as to the outcome of the game (replay the game, accept as is, split points etc.)
- e) Cancelled Games – Games may be cancelled for any of the following reasons:
 - a) Inclement weather
 - b) Loss of ice time
 - c) Circumstances beyond the home team's control (power failure, ice failure etc.)

When it becomes necessary to cancel a scheduled game, the following procedures must be carried out:

- The other team's coach or manager must be notified a minimum of two hours prior to game time.
 - The home team must notify the Referee In Chief or the referees assigned to the game (if known) prior to game time.
 - The coach or manager of the team canceling the game is to notify the Referee In Chief and/or Ice Scheduler within 48 hours of all cancelled games.
 - Cancelled games must be rescheduled as soon as possible, no later than the last scheduled league game so as not to affect the start of playoffs.
- f) Rescheduled Games - A team wishing to attend a tournament which would conflict with a league scheduled game may reschedule the game but a new date must be determined prior to the original date the game was to be played. The team requesting the change must contact the Director House League before making any arrangements. The Referee In Chief is to be notified of all game date changes at least 48 hours prior to the game date by the team wishing the game to be rescheduled.
 - g) Defaulting Games - A team defaulting a game without just cause shall be subject to discipline by the OGH Executive. This will include the forfeiture of the game (2 points).
 - h) Team Points - The method of scoring points will be two points for each game won and one point for each game tied.

- i) Sweaters and Socks - Game sweaters and socks should only be worn during games. If there is a clash of sweater colours in a given game, the home team should change to a suitable colour.
- j) Number of Players - Teams must have a minimum of 6 players dressed for a league game or playoff game. Should either team have less than 6 players dressed 10 minutes beyond the scheduled game time, the game shall be forfeited by the noncompliant team.
- k) Overage Players – Overage players must be identified as such to the opposing team coach and manager before each game up to December 1st. As a matter of practice, overage players should be marked on the game sheet. Overage players will be identified on team lists that will be sent to all coaches and managers at the beginning of each playing season.
- l) Affiliated Players/Pick up Players – Players playing from another team must be identified on the game sheet with the letters “AP”.
- m) Game Officials – The home team will be responsible for providing a Scorekeeper and a Timekeeper. If only one referee shows up for a game, the two teams will decide before the game is played whether they wish to have only one referee officiate the game. If the decision is not to play the game or no referees show up, the home team must notify the Referee In Chief about the missing referees. The game must be rescheduled by the two teams involved. The home team must notify the Director House League of the new date. Complaints with respect to officiating (conduct of referees, attitude, language etc. – not judgment) are to be conveyed by team officials to the Director House League who will convey them to the Referee In Chief.

Rule 5 – Playoffs

- a) Playoff Format - Approved playoff format, if applicable, will be determined by the Director House League by February of each playing year. Each team will be guaranteed a minimum of two games.
- b) Player Eligibility - Any OGHA team may participate in the playoffs of their division. A player must play a minimum of five league games with the team on which they are considered registered in order to be eligible for the playoffs. Goalies are the exception to the rule and will be reviewed and approved by the Executive.
- c) Times for Periods and Penalties - Games in all divisions will be 3 x 10 minute stop time periods. Exceptions to the game duration will be agreed upon by each division prior to the commencement of the playoffs. Minor penalties will be 2 minutes stop time and major penalties will be 5 minutes stop time.
- d) Breaking of Team Ties - Before the playoff schedule begins, each division will determine the tie breaking process to be applied.

PART IV CODE OF CONDUCT

The purpose of this Code of Conduct is to:

- a) To ensure that OGHA Executive, Team Officials, Players and Parents understand the result of failing to follow association or league rules and regulations.
- b) To apply a common minimum standard of discipline across the association for offences of a similar nature.
- c) To clearly state the responsibilities of the Discipline Committee

Application:

This Code of Conduct applies to all players, team officials and game officials who are registered with the OGHA. The discipline prescribed shall be applied to all league, tournament, play down and exhibition games in which players and team officials from OGHA registered teams are participating including any played outside the boundaries of the OGHA. The Code of Conduct is in effect for all fighting, game misconducts, gross misconducts and match penalties and any other incident or behaviour detrimental to the proper operation of the OGHA. Rep players fall under the disciplinary control of the OWHA and the Lower Lakes League. House League players are covered by the Code of Conduct.

The Director House League and the Director Representative must receive verbal notification from the Coach or Team Official within 24 hours of all infractions of the Code of Conduct. A team player or team official under suspension shall not take part in any exhibition; tournament or league game while the suspension is in force. The burden of enforcement for discipline rests with the given teams coach, manager and League Directors.

Suspension Definitions:

Suspension definitions are detailed in the OWHA Handbook, Rule 4 and in Appendix "D".

If a player or bench staff in House League receive more than one game misconduct/ejection they would be subject to a five game suspension by a disciplinary committee set by the Executive. Further to that if a player outright tries to hurt another player penalized or not and there is a written complaint, that incident will be reviewed and that player may face a suspension determined by the same committee.

Discipline and Hearing Appeal Format and Guidelines: Committee Structure:

The committee shall consist of the following:

1. Chairperson – votes in case of a tie
2. 3 – 5 panelists – one vote each
3. 1 official – no vote
4. Division Director – no vote

Committee Membership:

Chairperson – The Chairperson of the committee is in control of the meeting. His / her duties are to keep the meeting moving smoothly, to ensure the proper procedures are followed and to guide the committee to a decision which is consistent with the facts, established guidelines and rules and any previous experience in similar situations. He / she may only vote in the event of a tie. The Chairperson shall be responsible for determining whether or not legitimate grounds for an appeal exist. The Chairperson shall convey the results of the hearing to the appropriate Director in order that notice of suspensions over and above the automatic suspensions indicated can be given to the interested parties.

Other Members – Committee members should conduct themselves in a fair manner at all times. They should feel free to ask clarifying questions of witnesses but must be careful not to make prejudicial or inflammatory remarks. Committee members should be especially careful not to get involved in disputes amongst themselves while witnesses, etc. are in the hearing room.

Additional Participants:

In any matter involving the Discipline Committee there are invariably sides to the issue. Each side is generally permitted to have anyone present who can offer evidence or support. Such permission is at the discretion of the Chairperson.

Examples of who might be present include:

- Team officials where involved
- Game officials where involved
- Witnesses
- Parent or guardian when a minor is involved

Hearing Procedures:

- 1) All parties having testimony bearing on the situation should be present during the giving of testimony.
- 2) Only those parties present at the invitation of the Chairperson may give testimony.
- 3) No one shall be present during a hearing without the permission of the Chairperson.
- 4) No hearsay evidence is to be allowed. Written and signed statements from persons who are not able to be present may be accepted, at the discretion of the Chairperson.
- 5) Each person who is scheduled to give a statement should be allowed to make his or her statement without interruption. A short rebuttal should be allowed each person after all witnesses have made their statements.

- 6) Only committee members may ask clarifying or supplementary questions. At the conclusion of all statements and supplementary statements, all witnesses should be excused from the hearing.
- 7) All affected parties should be notified verbally within 12 hours of the decision, followed by a written notification within 48 hours of the decision.
- 8) Formal minutes shall be recorded.

Conflicts of Interest:

Above all, committee members should ensure that they are clear of any conflict of interest in the situation being investigated. Should they discover during the course of testimony they have a conflict which was not previously known, they should declare such immediately leave the room.

Appeal Process:

Appeals should be made in writing, within 72 hours of the decision rendered, to the Discipline Committee Chairperson and the Division Director. The appeal shall be accompanied by a fifty-dollar (\$50.00) refundable fee only if the appeal is upheld. The Discipline Committee will handle all appeals and their decision will be final and binding on all parties.