

**SCARBOROUGH SHARKS GIRLS HOCKEY
ASSOCIATION**

**CONSTITUTION,
BY-LAWS,
REGULATIONS
&
RULES**

Spring 1999



"Dedicated to Improvement"

TABLE OF CONTENTS

PART I CONSTITUTION

ARTICLE ONE	Name	1
ARTICLE TWO	Governing Body	1
ARTICLE THREE	Address	1
ARTICLE FOUR	Objectives	1
ARTICLE FIVE	Membership	2
ARTICLE SIX	Officers	2
ARTICLE SEVEN	Executive Committee	2
ARTICLE EIGHT	Authorities of Executive Committee	3
ARTICLE NINE	Annual General Meeting	4
ARTICLE TEN	By-Laws	4
ARTICLE ELEVEN	Regulations and Rules	5
ARTICLE TWELVE	Financial Year	5
ARTICLE THIRTEEN	Constitution Amendments	6

PART II BY-LAWS

ARTICLE ONE	Executive Committee	7
ARTICLE TWO	Duties of Officers	8-12
ARTICLE THREE	Duties of the Directors	13-15
ARTICLE FOUR	General Meetings	16,17
ARTICLE FIVE	Meetings of the Executive Committee	18
ARTICLE SIX	Expulsions	18
ARTICLE SEVEN	Disciplinary Boards, Appeal Tribunal and Protest Committee	19
ARTICLE EIGHT	Amendments	19

PART III REGULATIONS

REGULATION ONE	Registration	20
REGULATION TWO	Player Movement / Tryouts	20
REGULATION THREE	Officials	20
REGULATION FOUR	Coaches / Trainers	21
REGULATION FIVE	Conveners	21
REGULATION SIX	Timekeepers	21
REGULATION SEVEN	Releases	22
REGULATION EIGHT	Player Movement	22
REGULATION NINE	League Property	22
REGULATION TEN	Errors and Omissions	23
REGULATION ELEVEN	Adjournments	23

PART I

CONSTITUTION

The Constitution, which relates to matters of permanency, shall not be altered, changed, amended, or deleted, except by a two-thirds majority of the Executive Committee and the members, at the Annual General Meeting.

Proposed amendments may be submitted by written petition of any voting member. Proposed amendments shall be submitted to the President at least 30 days before the Annual General Meeting.

The President shall circulate all proposed amendments to the voting members at the Annual General Meeting.

ARTICLE ONE

Name

This organization shall be called the "Scarborough Sharks Girls Hockey Association," and shall be known herein as the "Association."

ARTICLE TWO

Governing Body

This organization is a member of the Ontario Women's Hockey Association and the Ontario Hockey Federation.

ARTICLE THREE

Address

The address of the Association shall be that of the President.

ARTICLE FOUR

Objectives

The objectives of the Association are:

- (A) To promote the participation of girls in all aspects of female hockey;
- (B) To foster and encourage leadership programs in all areas related to the development of female hockey, primarily in the City of Scarborough.
- (C) To develop fair play, self-discipline and leadership qualities through the sport of hockey.

ARTICLE FIVE
Membership

Membership in the Association shall consist of:

- (A) Coaching Staff which:
 - (i) Have applied to and been accepted by the Executive of the Association;
 - (ii) Have agreed to abide by and comply with the Constitution, by-law's, Regulations and Rules of the Association;
 - (iii) Are in good standing.
- (B) Officers and Members of the Executive Committee.
- (C) Parents and Players over the age of eighteen.

ARTICLE SIX
Officers

The officers shall consist of the President, the two Vice-Presidents, the Secretary, the Treasurer, the Registrar, the Ways and Means Director and the Public Relations Director.

ARTICLE SEVEN
Executive Committee

- (A) The Executive Committee shall be composed of:
 - (a) The Officers;
 - (b) The Equipment, Tournament and Sponsorship Directors, Referee-in-Chief and Statistician;
 - (c) The Honourary Member.
- (B) The members of the Executive Committee will be elected for a one-year term at the Annual General Meeting or a Special Meeting called for such purposes.
- (C) The Members of the Executive Committee shall not be subject to any personal legal liability for any actions taken by them in that capacity.
- (D) The Executive Committee shall have the power to fill any vacancies among the elected Officers by appointing other members of the Association.
- (E) The President may only vote when it is necessary to break a tie.

ARTICLE EIGHT

Authority of Executive Committee

- (A) The Executive Committee shall have control of the affairs of the Association and the primary responsibility for achieving its objectives.
- (B) The Executive Committee shall have the power to appoint such committees, as it considers necessary to help in carrying out its responsibilities.
- (C) Each member of the Executive Committee has the right to vote on any matter at the Executive Meeting or the Annual General Meeting of the Association. In the absence of any member their vote will be forfeited.
- (D) Any member of the Executive may stand for re-election.
- (E) They shall be responsible for administration of the affairs and activities of the Association when the Association is not in meeting.
- (F) They shall be responsible for formulation and development of the functions of the Association.

The Executive Committee shall also have the authority to:

- (a) Suspend, expel or discipline any player, coach, manager or trainer, with respect to the contravention of the league Constitution, by-laws, Rules or any contravention of the OWHA, CHA, OHF or SHA, Rules and Regulations.
- (b) Prepare a notice of agenda, with respect to the Annual General Meeting, Special Meeting and Regular Meetings.
- (c) Mediate all matters with respect to player transfers, surplus players, upgrading or downgrading of players, establish and review categories of teams and age requirements.
- (d) Rule on eligibility of players; may grant players from "AA" an "A" level ranking exemption from house league.
- (e) An obligation to report players or coaching staff engaging in conduct prejudicial to the league or acting in violation of the league rules at a game, practice or league function, whether on home ice or away. Executive Members must take whatever immediate action necessary to prevent violations occurring or to advise the offending staff, or team member that disciplinary action may be taken.

ARTICLE NINE

Annual General Meeting

- (A) There shall be an Annual General Meeting of the Association with the date and location to be designated by the Executive Committee. Notice of the meeting shall be called to each voting member at least 60 days prior to the meeting.
- (B) Such meetings shall be held at the end of the house league schedule, before the final day.
- (C) The agenda for the Annual General Meeting must include:
 - (a) The minutes of the preceding Annual General Meeting;
 - (b) The President's Address;
 - (c) The presentation of the Annual Financial Statement that is following generally accepted accounting principles;
 - (d) The election of Officers and other members of the Executive Committee; and
 - (e) The ratification of any expulsions, by-laws, Regulations, Rules or Appointments made by the Executive Committee during the previous year.
- (D) A quorum of the Annual General Meeting shall consist of a minimum of 10% of the voting membership. In order to pass any motion the quorum must consist of 51% of voting membership present.

ARTICLE TEN

By-laws

- (A) The Executive Committee may, from time to time, set, repeal or amend such by-laws, as it deems necessary for the conduct of the business of the Association in a manner consistent with this Constitution.
- (B) The powers in ARTICLE TEN (A) of this Constitution may be exercised by a majority vote at an Annual General Meeting.
- (C) Any changes to the by-laws by the Executive Committee shall be in force, but subject to ratification by a majority vote at the next Annual General Meeting.
- (D) Any changes to the by-laws by the Executive Committee that fail to receive ratification may not be reintroduced and any changes made at an Annual General Meeting may not be modified by the Executive Committee, in both cases, for a period of one year.

ARTICLE ELEVEN

Regulations and Rules

- (A) The Executive Committee may, from time to time, set, repeal or amend:
 - (a) Such Regulations as it considers necessary for the formation of teams, fees, membership and any other matter related to the carrying out of its objective.
 - (b) Such directives as may be published from time to time by the Governing Body of Hockey, the OWHHA or CHA.
- (B) The powers in ARTICLE ELEVEN (A) of this constitution may be exercised by a majority vote at an Annual General Meeting
- (C) Any changes to the Regulations or Rules made by the Executive Committee shall be subject to ratification by a majority vote at the next Annual General Meeting.
- (D) Any changes to the Regulations or Rules by the Executive Committee that fail to receive ratification may not be reintroduced and any changes made at an Annual General Meeting may not be modified by the Executive Committee, in both cases, for a period of one year.
- (E) All hockey played under the jurisdiction of the Association shall be governed by the Association's Regulations and Rules.

ARTICLE TWELVE

Financial Year

The fiscal year of the Scarborough Sharks Girls Hockey Association shall end on the day of the Annual General Meeting.

The books and accounts of the Association shall be audited annually. The audit may be an internal audit consisting of two persons who are members of the Association. It shall be the duty of the auditors to audit all books and following which; they shall be responsible for representing a certified report in writing to the Executive Committee, before the Annual General meeting.

Shall disburse funds by cheque, draft or money order, upon receipt of a written request. Disbursements in cash will not be allowed, except where a written memorandum shall be prepared by the President.

ARTICLE THIRTEEN

Constitutional Amendment

The Constitution may be amended at an Annual General Meeting by a two-thirds majority of all votes cast, if notice of proposed amendments is given to the Secretary thirty (30) days before the Annual General Meeting.

There shall be a Constitutional Committee consisting of five (5) members:

- (a) Two (2) executive members;
- (b) Three (3) representatives from the house league and/or competitive program. Members of the committee shall be elected or appointed by membership at the Annual General Meeting.

The chairperson shall be elected by and from the "Constitutional Committee." The Committee shall:

- (i) Receive and prepare constitutional amendments and resolutions for presentation to the Annual General Meeting or Special Meeting;
- (ii) Has the power to eliminate duplications in constitutional amendments/resolutions submitted after consultation with and agreement of the proposer;
- (iii) Have the power to decide in order which constitutional amendments/resolutions will be presented;
- (iv) The President of the Association shall be an *ex-officio* member of the Constitutional Committee.

PART II

BY-LAWS

ARTICLE ONE

Executive Committee

- (A) The Executive Committee shall set the policies and conduct the business of the Association.
- (B) The Members of the Executive Committee shall report to and be subject to the direction of the Executive Committee in carrying out their responsibilities.
- (C) Delegation and Committees:
 - 1. Wherever appropriate, Members of the Executive Committee shall encourage broader participation in the Association through the delegation of their functions to:
 - (a) Other Members of the Executive Committee; and
 - (b) Other Persons in the Association.
 - 2. Such delegation may occur through informed assignment and designation as well as through the appointment of committees pursuant to ARTICLE EIGHT (B) of the Constitution.
 - 3. When the Executive Committee appoints a Committee pursuant to ARTICLE EIGHT (B) of the constitution it shall:
 - (a) Specify whether such committees are to be standing committees of unlimited duration or an *ad hoc* committee after which time, they shall cease to exist;
 - (b) Specify the time frame for the work and reporting of each *ad hoc* committee after which time, it shall cease to exist;
 - (c) Specify the general purpose of the committee; and
 - (i) It's particular objectives;
 - (ii) Its responsibilities by way of consultation or otherwise; and
 - (iii) Any resources that will be provided to help in the carrying out of its task;
 - (d) Specify whether the committee shall report through a Vice-President or directly to the Executive Committee and whether there shall be interim as well as final reporting.

ARTICLE TWO
Duties of Officers

(A) President

1. The president shall be the chief executive officer of the Association.
2. The president shall keep informed of all matters concerning the business of the Association.
3. The president shall preside at all meetings of the Executive Committee and at all General Meetings of the Association
4. The president shall be an *ex officio* member of any Committees appointed pursuantly to ARTICLE EIGHT (B) of the Constitution.
5. The president shall represent the Association in relation to other bodies and at events, and shall have the prerogative to appoint any person to carry out this duty on behalf of the President.
6. The president shall, from time to time, appoint persons to *ad hoc* Discipline Boards, Appeal Tribunals and Protest Committees.
7. The president may designate, from time to time, the Vice-President who shall carry out the duties of the President when the President is absent or unable to act.
8. The president will have signing authority for all financial matters.
9. The President may also suspend team officials and players, subject to the approval of the Executive.
10. The President can exercise the powers of the Executive in an emergency.
11. The President has the power, subject to approval of the Executive, to replace an Executive Member who he/she feels is not fulfilling his/her duty, provided such person has had a hearing before the Executive Committee.

(B) Vice-President Competitive and Select Teams

1. The Vice-President shall assume and exercise the Office of the President, where the President is unable to perform the Office. Direct the operations of the Competitive Teams Program with respect to the Association.
2. The Vice-President is responsible to the Association for the selection and proper supervision of all competitive and select team coaches. He/She shall recruit and replace coaches with the approval of the Executive and meet with the coaches on a regular basis.
3. The Vice-President shall coordinate with the Vice-President House League regarding the responsibility of managing any committees set up by the Executive.
4. The Vice-President shall act as a liaison between the competitive and select teams and the Executive Committee of the Association.
5. The Vice-President shall determine the number of teams for each age series. Prepare and distribute all ice time and maintain a full and accurate record of such ice rentals and monies owing from each team.
6. The Vice-President shall work with the Treasurer to ensure that all monies owed are paid and up to date.
7. The Vice-President shall provide to the Executive Committee at the start of the season, a projected budget from each team and again at the end of the season prior to the Annual General Meeting, a final financial statement from each competitive and select team.
8. The Vice-President shall ensure proper tryouts are duly posted and carried out in a fair system for each competitive and select team.
9. The Vice-President shall sit on the disciplinary committee involving matters related to the teams.
10. The Vice-President will evaluate coaches during the year and make recommendations on acceptance for the next season to the Executive.
11. The Vice-President will prepare a list of coaches by series, showing name, address and telephone number for distribution to the coaches and the Executive Committee.
12. The Vice-President shall act as an official representative of the Association at all associated leagues, such as the 'North Metro Girls Hockey League'.
13. The Vice-President shall provide coaching staff with course information and dates of clinics for required levels. He/she shall submit to the Treasurer all receipts received for reimbursement of 50% of total costs paid out for certified training programs.

14. The Vice-President shall coordinate and arrange clinics using senior teams where possible.
- (C) Vice-President House League`
1. The Vice-President shall direct the operations of the House League with respect to the Association.
 2. The Vice-President shall decide with the President, the number of teams for each age series, before the start of the new season.
 3. The Vice-President shall recruit coaches for the house league teams.
 4. The Vice-President will evaluate each coach's application and communicate acceptance or rejection to each applicant with the approval of the Executive Committee.
 5. The Vice-President shall appoint a convener in each house league division upon the start of the current year. They will be responsible for liaising issues and concerns from the coaches to the Vice-President.
 6. The Vice-President shall prepare and distribute regular league and play-off schedules.
 7. The Vice-President shall coordinate with the Vice-President of Competitive Teams regarding the responsibility of managing any committees.
 8. Register the suspension of players or team officials.
 9. The Vice-President will evaluate coaches during the year and make recommendations on acceptance for the next season to the Executive.
 10. The Vice-President will prepare a list of coaches by series, showing name, address and telephone number for distribution to coaches and the Executive.
 11. The Vice-President will meet with Coaches, Trainers and Referees on a regular basis.
 12. The Vice-President shall provide coaches, trainers and referees with course information and dates of clinics for required levels. He/she shall submit to the Treasurer all receipts received for reimbursement of 50% of total costs paid out for certified training programs that coaches, trainers or league registered female referees attend.
 13. The Vice-President shall ensure that house league practices are run productively and beneficial to the improvement of players' hockey skills.
 14. The Vice-President shall be responsible for incorporating programs for both the coaches and players. Such programs shall be directed toward further improving the player's hockey skills and assist the coaches in these areas.
 15. The Vice-President shall coordinate and arrange clinics using senior teams where possible.

(D) Secretary

1. The Secretary shall attend all meetings of the Executive Committee and record all facts and minutes of such meetings.
2. The Secretary shall maintain the minutes of the meetings and provide each member with a copy of all meetings.
3. The Secretary shall be the custodian of all books, records, contracts and other documents belonging to the Association.
4. The Secretary shall carry on all general correspondence and keeps on file, copies of all such correspondence.
5. The Secretary shall give all notices, bulletins, etc., to the Executive, regarding any business concerning them.
6. The Secretary shall be responsible for maintaining an adequate supply of all stationary supplies.
7. The Secretary shall give every member of the Executive a copy of the Constitution, by-laws and Playing Rules of the Association.

(E) Treasurer

1. The Treasurer shall keep full and accurate accounts of all receipts and disbursements.
2. The Treasurer shall deposit all monies and the Association may from time to time designate other valuable effects to the credit of the Association in such banks as.
3. The Treasurer shall disburse the funds of the Association under the direction of the Association.
4. The Treasurer shall render to the Association at the regular meetings or whenever required, an account of all transactions as the Treasurer.
5. The Treasurer shall be bonded in an amount decided by the Executive.
6. The Treasurer shall be one of two signing officers with the President.
7. The Treasurer shall obtain necessary insurance policies to cover equipment and public liability subject to the approval of the Association.
8. The Treasurer shall prepare the budget and arrange for the audit of all financial records.

(F) Registrar

1. The Registrar shall be responsible for the proper registration of all house league and competitive players on an approved form.
2. The Registrar shall establish controls to ensure proof of age, as necessary.
3. The Registrar shall arrange for annual registration and pre-registration activities.
4. The Registrar shall ensure that all registered players have obtained necessary releases and that player releases are properly endorsed.
5. The Registrar shall immediately notify the President, where the Registrar may find out that a non-registered player is listed on a game report, to participate with that team.

(G) Public Relations Director

1. The Public Relations Director shall place all authorized advertising approved by the Association.
2. The Public Relations Director with the Statistician shall issue communiqués on Competitive and House League activities for bulletin board posting or distribution to parents and/or League officials (coaches, etc.) and/or local papers.

(I) Ways & Means Director

1. The Ways & Means Director shall recommend to the Executive Committee fund-raising activities to support the operation of the Association.
2. The Ways & Means Director shall obtain at least two competitive bids from suppliers for all league merchandise for submission to the Executive.
3. The Ways & Means Director shall coordinate all fund-raising activities of the league.
4. The Ways & Means Director shall coordinate all special and social events of the Association.
5. The Ways & Means Director shall provide an accounting to the Executive for all the leagues fund-raising activities.

(K) Honourary Representative

1. The Honourary Representative shall be appointed to the Executive by a majority vote of

the Executive.

ARTICLE THREE

Duties of Directors

(A) Equipment/ Uniform Director

1. The Equipment Director shall ensure that there are sufficient supplies to operate the House League and Competitive Teams.
2. The Equipment Director shall obtain at least two competitive bids from suppliers for equipment, including sweaters and socks, for submission to the Executive.
3. The Equipment Director shall purchase equipment as required up to an amount of \$500.00 without prior approval of the Executive.
4. The Equipment Director shall disperse and collect league equipment each season and maintain records on equipment and its disposition.
5. The Equipment Director shall evaluate the equipment at the end of the season and arrange for repairs to equipment as required between seasons and report to the Executive.
6. The Equipment Director shall arrange for sale or disposal of worn out or unnecessary equipment with prior approval of the Executive.
7. The Equipment Director shall arrange proper storage of equipment between seasons.

(B) Tournament Director

1. The Tournament Director shall be responsible for the set up, sanctioning and operation of any Scarborough Sharks Girls Hockey Association Tournaments, with the approval of the Executive.
2. The Tournament Director shall maintain a separate financial record of all transactions with respect to the tournaments.
3. The Tournament Director shall work with the Treasurer to ensure that all monies owing, are paid up to date and all monies received are turned over to the Association.
4. The Tournament Director shall upon completion of the tournament, hand in to the Executive Committee detailed financial statements.
5. The Tournament Director shall maintain a proper record of all correspondence associated with running the tournament.
6. The Tournament Director shall set up ice scheduling and officiating and team contacts related to all tournaments.

(C) Referee-in-Chief

1. The Referee-in-Chief shall report to the Vice-President of Competitive and Select Teams.
2. The Referee-in-Chief shall obtain a sufficient number of referees to officiate all Competitive and Select games held on Scarborough Ice.
3. The Referee-in-Chief shall possess a thorough knowledge of the Constitution, by-laws, Rules & Regulations, in addition to the OWSA and CHA, Rules and Regulations.
4. The Referee-in-Chief shall with the approval of the Executive, be authorized to appoint qualified persons to position of referee and may, with justifiable cause suspend any referee.
5. The Referee-in-Chief shall ensure that all referees provide proof of current certification in order to have valid insurance coverage. They must also be familiar with any new rules implemented in the current year. He/she will also prepare a schedule of referee assignments, as required.
6. The Referee-in-Chief shall provide necessary officials for tournaments associated with league as requested.
7. The Referee-in-Chief shall submit recommendations to the Vice-President, with respect to punitive actions that may arise from violations of the League Rules and Regulations, OWSA and CHA, Rules and Regulations.
8. The Referee-in-Chief shall authorize the referees to require all players to remove earrings, rings, or such other items as may be deemed dangerous equipment by the referee under CHA, Rule 25, and the player shall be ruled off the ice until such equipment is removed.
9. The Referee-in-Chief shall not overrule a decision handed down by the referee, except where extraordinary circumstances shall justify the action.
10. The Referee-in-Chief shall instruct the referees to record on a game report the nature of each recorded penalty, and where a major, misconduct, gross misconduct, game misconduct or match penalty may be imposed by the referee. The referee shall prepare a report in writing, and such reports shall be written on or forwarded with the game report.
11. The Referee-in-Chief shall provide advice to the Vice-President in all matters concerning rules and regulations.
12. The Referee-in-Chief shall encourage and utilize our own female officials whenever or wherever possible.
13. The Referee-in-Chief shall meet with Coaches and the Vice-President before commencement of the current season to review and discuss rule changes and concerns.

(D) Sponsorship Director

1. The Sponsorship Director shall maintain accurate records of monies received and current sponsor names and addresses.
2. The Sponsorship Director shall solicit all sponsors required by the House League and coordinate the assignment of sponsors and crestring of the sweaters with the Equipment Director.
3. The Sponsorship Director shall collect sponsorship fees and turn proceeds over to the Treasurer for deposit into the Association account.
4. The Sponsorship Director shall have the sponsorships obtained by September 1st of the current year, to be approved by the Executive.

(E) Statistician

1. The Statistician shall report to the Vice-President House League and be required to maintain such records that include the scheduled hours and locations of all house league exhibition, regular season and post-season games and practices.
2. The Statistician shall on a biweekly basis, compile from the game sheets, statistics from game results, to include the number of wins, losses and ties for each series, as well as the goals for and goals against, penalty minutes and total points for each team.
3. The Statistician shall provide results and standings on a prescribed form for insertion in monthly sports magazines and bulletin boards on a biweekly basis.
4. The Statistician shall receive all of the game sheets with respect to each teams exhibition game, regular season games, round robin games and championship games.
5. The Statistician shall determine from the regular game reports and play-off reports, that each player is duly registered with the league and with the respective team.

ARTICLE FOUR
General Meetings

(A) General Meetings

1. The Executive Committee may call a general meeting of the Association from time to time as may be required.
2. At least 30 days notice of such meetings shall be provided to all members of the Association with a statement of the purpose of the meeting and the proposed agenda.

(B) Annual General Meeting

1. Elections: At each Annual General Meeting the Executive Committee shall be dissolved and new elections will take place. The Vice-President shall present to the floor the positions of the Executive Committee and call the election of said positions. Any member can be nominated to a position on the Executive Committee.
2. Amendments: All proposed amendments to the by-laws, Regulations or Rules must be received in writing by the Secretary at least 60 days before the Annual General Meeting.
3. Notice: at least 30 days before the Annual General Meeting, the Secretary must send out to all members the notice of the Annual General Meeting, the Agenda and all proposed amendments to by-laws, Regulations and Rules.
4. Amendments Made During the Year by the Executive Committee: All changes to by-laws, Regulations or Rules made during the year by the Executive Committee, as authorized in the Constitution, ARTICLE TEN and ELEVEN, must be included on the list of amendments sent out by the Secretary.

(C) Voting at General Meetings

1. Every member of the Association shall be entitled to vote at general meetings, including the Annual General Meeting. An Executive member shall not be allowed to be the voting person for a member, or carry any proxy votes.
2. The President may only vote in the event of a tie.
3. The vote shall be by raised hands unless otherwise requested.
4. All motions will be carried by a majority vote of members present.
5. Every member of the Association shall be entitled to a vote at a general meeting, including the Annual General Meeting, by way of proxy. To cast a proxy vote, the person intending to vote must file with the Secretary, at the outset of the meeting; a notice in writing which includes:
 - (a) The name of the absent member who is authorized to vote;
 - (b) The name of the member who is authorized to cast the proxy vote at the meeting;
 - (c) A statement that the member is authorized to cast the proxy vote on all matters that may arise at the meeting;
 - (d) An authorized signature of the member referred to in ARTICLE FIVE (C)(4)(a) of these by-laws.

The secretary shall inform the meeting of all notices received under this provision before any vote taking place and shall make them available for inspection by any other member of the Association at that time.

ARTICLE FIVE

Meetings of the Executive Committee

(A) Calling, Notice and Agenda

1. The President shall call meetings of the Executive Committee as required throughout the year on a monthly basis.
2. Notice of meetings shall be provided by notice at the previous meeting, or by contacting each member by telephone by 15 days in advance.
3. Any proposed amendments to the by-laws, Regulations or Rules must be included in the previous meeting minutes referred to in ARTICLE FOUR (A)(2) of these by-laws.

(B) Voting

1. Every member of the Executive Committee shall be entitled to vote at meetings of the Executive Committee.
2. The President may only vote in the event of a tie.
3. A *quorum* of at least one-half of the Members of the Executive Committee is required.
4. Voting by proxy shall not be allowed at Executive Committee meetings.

ARTICLE SIX

Expulsions

- (A) The Executive Committee may hold a special meeting to consider whether any member should be expelled for cause.
- (B) At least 30 days notice of such meetings shall be provided to such members and to the Members of the Executive Committee together with the reasons for the proposed expulsion. Such members shall be given full opportunity to be present and to be heard.

ARTICLE SEVEN

Disciplinary Committee

- (A) The Association shall deal with all disciplinary matters, including suspensions.
- (B) Disciplinary Board:
1. Where a disciplinary matter arises out of competition, the President shall appoint a special Disciplinary Board to deal with the matter and shall designate a person to chair the Board.
 2. A Disciplinary Board shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard.
- (C) Appeal Tribunal:
1. Where the Rules and Regulations provide for an Appeal from the decision, the Appeal Tribunal shall hear the Appeal.
 2. The Appeal Tribunal shall consist of three members of the Executive Committee and/or members at large, of which one member will be of the Executive Committee, appointed by the President on an *ad hoc* basis for hearing an Appeal. One of the Tribunal Members shall be designated to chair the Tribunal. The President may choose to sit personally and to chair the Tribunal.
 3. Members of the Tribunal shall have no direct association with any of the parties involved. Upon appointment to the Tribunal, Members shall not discuss the merits of the case with anyone before hearing the Appeal.
 4. The Appeal Tribunal shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard.
 5. The Appeal shall be conducted according to the Rules and Regulations of the Association.
- (D) Protest Committee:
1. An *ad hoc* Protest Committee, consisting of three members of the Executive Committee, shall be appointed by the President to hear protest.
 2. The protest must comply with the terms of RULE FIVE - protests.

ARTICLE EIGHT

Amendments

- (A) The Secretary in writing must receive a proposed amendment to the by-laws of the Association at least 60 days before the Annual General Meeting.

PART II REGULATIONS

REGULATION ONE

Registration

- (A) (i) All Players, Coaches, Managers, Trainers and support staff must be registered with the League to be insured by the OWHA, before participating in any Association function.
- (ii) The Executive Committee shall approve all Coaches, Managers, Trainers and support staff before participating in League activities.
- (iii) All Tier I players shall be registered with their team by September 1st of the current season.
- (iv) All Tier II and III players shall be registered with their team, by October 15th of the current season.
- (v) All fees for the current season shall be decided and passed by a majority vote of the Executive Committee before the end of the previous fiscal year.
- (vi) All players will be required to provide a legal proof of age document up to Senior Level and shall accompany each player registration form to be handed in to the Association.

REGULATION TWO

Player Movement / Tryouts

- (A) 'Player Movement', 'Tryouts' and the 'OWHA Tampering Policy' will be in effect and must comply with REGULATION FOUR of the Constitution, by-laws, Regulations and Rules of the OWHA.

REGULATION THREE

Officials

- (A) All on-ice officials must be currently certified through the Canadian Hockey Officiating Program to be eligible to officiate OWHA games.
- (B) All referees must provide proof of current certification to have valid insurance coverage.
- (C) All referees shall act in accordance with the OWHA Officials' Handbook.

REGULATION FOUR

Coaches and Trainers

- (A) All teams must have registered at least one coach with a minimum certification of National Coaching Certification Program (NCCP) "Coach" Level for Atom, Novice and Tyke. It is recommended that competitive teams encourage at least one member of their coaching staff achieve NCCP 'Intermediate' Level certification.
- (B) All teams must have a registered trainer with a minimum of HTCP Level 1 certification present at all OWHA sanctioned events. Trainers' number should appear on the game sheet as proof of certification.

REGULATION FIVE

Conveners

- (A) The Vice-President House League will appoint a convener for each series.
- (B) The convener will be responsible for liaising issues and concerns from the coaches to the Vice-President House League.
- (C) They will report immediately any dispute arising out of the interpretation of rules of the Association.
- (D) The convener will have the authority to suspend any game until the matter in dispute has been resolved.
- (E) The convener will ensure that game sheets are submitted before the game and are properly executed and signed after the game and delivered to the statistician.

REGULATION SIX

Timekeepers

- (A) The Vice-President House League will govern all timekeepers.
- (B) They will accurately report the events of the game.
- (C) They will report any disputes arising from the game to the Vice-President House League for interpretation of league rules.
- (D) They will have the authority to suspend any game until the matter in dispute has been resolved.
- (E) They will ensure that game sheets are submitted before the game and are properly executed and signed after the game and delivered to the statistician.

REGULATION SEVEN

Releases

- (A) The President shall rule on all matters, which relate to player releases, including a refusal to complete or submit a Release Form by a donor Association, League or Team. In mitigating circumstances, the President and one other Executive Member may waive the signature of the donor Association, League, Team. The President and one other Executive Member may not allow the transfer where it is decided that such a transfer may be considered a deterrent to the best interest of the League, the teams and the respective player.
- (B) A player or parent/guardian requesting a release within the association must submit in writing to the President the reason(s) for said release.

REGULATION EIGHT

Player Movement

- (A) The Player/Parent must submit a written request to the Vice-President Competitive and Select Teams.
- (B) The Player must be of exceptional ability.
- (C) Only major age players will be allowed to move up one division.
- (D) The player must first try out in her own age group and by request to the League may apply to be moved up.
- (E) The respective coaches of each age group must agree to the request.
- (F) The Vice-President Competitive and Select Teams must then speak with the player and her parents to discuss the decision at hand.
- (G) The final decision lies with the Vice-President Competitive and Select Teams.

REGULATION NINE

League Property

- (A) The Executive Committee shall be responsible for the league property, which may from time to time be purchased, donated, or received by grant, and shall also be responsible for the control of distribution, or the Executive may appoint a qualified person to exercise control.
- (B) The League shall maintain ownership of any such property, and any League Club that may receive loan of equipment, shall be responsible for the maintenance of such equipment in good order.

REGULATION TEN

Error or Omission

No error or omission in a notice, of any General Meeting, including the Annual General Meeting of members, shall invalidate such meetings or make void any proceedings.

REGULATION ELEVEN

Adjournments

(A) All League meetings may be adjourned by resolution at any time.