

Durham West Girls' Hockey Association

Constitution and By-Laws Issue: May 20, 2010

January 10, 2007 (Revision No. 1 -2)

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Revisions:

Revision No.	Date	Items Description	Page No(s).
1	Jan 10, 2007	Add By-Law 4.3 (Coaching Staff Selections)	17
2	Jan 10, 2007	By-Law 3.0 Change wording	15
3	May 7, 2007	Constitution:Add Article 10.3 (Conflict of Interest)	13
4	May 7, 2007	Constitution:Add Article 11.4 (EC voting privileges)	13
5	May 7, 2007	Constitution: amend election responsibility to PP	13
6	May 7, 2007	Constitution: amend A 6.2 -6.16 from VP to Dir.	7
7	May 7, 2007	Constitution: amend A 6.14 add PP as VP if nec.	11
8	May 7, 2007	Constitution: amend A 6.2 remove as VP	7
9	May 7, 2007	Constitution: amend A 6.3 remove as VP ,chg #	7
10	April 9, 2008	Change By-Law 3.0-3- grandfather clause accept to DWGHA member once a registered player	15
11	May 15, 2008	Remove the term "Select" from Dir. of Rep/Select	5
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18	May 15, 2008	Add duty to Dir. of Hockey Advancement of Tier 1 Coach recruitment and selection	10
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SECTION "A" CONSTITUTION

ARTICLE 1.0 NAME and AFFILIATION:

The name of this organization shall be Durham West Girls' Hockey Association, hereinafter referred to as DWGHA and/or the Association.

1. The Durham West Girls' Hockey Association shall be corporately registered under the Ontario Corporations Act as "Durham West Girls' Hockey Association Inc." and hereby referred to as the Corporation.
2. Durham West Girls' Hockey Association Inc. shall be corporately registered as a "not-for-profit" corporation and there shall be no shares issued by the corporation.
3. Durham West Girls' Hockey Association Inc. shall endeavour to operate on an annual basis with a balanced budget. Any excess revenues less expenditures (net profit) shall be retained in the corporation as retained earnings. Any deficit of revenue less expenditures (net loss) shall be balanced using funds from retained earnings.
4. Retained earnings in the corporation shall not exceed \$100,000.00 without approval and resolution of the membership at any Annual General Meeting.
5. The corporation shall not be sold to any interest, whether corporate or individual, and shall remain in existence as a "not-for-profit" corporation for the benefit of all existing and future members.

ARTICLE 2.0 OBJECTIVES:

The objectives of DWGHA shall be:

1. To develop the ideals of good sportsmanship and fair play in all players, team personnel, and spectators through a well regulated amateur hockey program in accordance with the Ontario Women's Hockey Association, hereinafter referred to as OWHA, and Hockey Canada, hereinafter referred to as HC.
2. To maintain and increase the interest in, and the enjoyment of the game.
3. Promote player development within the organization.
4. Promote and protect the mutual interest of girls' hockey within the boundaries according to By-Laws of the Association.

ARTICLE 3.0 PLAYER WELFARE:

1. DWGHA endorses and fully adopts Hockey Canada's Policy on Harassment and Abuse and as may be amended from time to time; as well as those adopted by the OWHA as detailed in the OWHA Constitution, By-Laws, Regulations and Rules, and as also may be amended from time to time.

ARTICLE 4.0 MEMBERSHIP:

1. Membership in this Association shall be composed of such amateur players, coaching staff, executives and volunteers who agree to abide by and comply with the Constitution, By-Laws and Playing Rules of DWGHA and are members in good standing with dues paid for that year if applicable.
2. DWGHA will strive to maintain an 80% minimum residency registration requirement from the Durham residency according to the By-Laws of the Association.

ARTICLE 5.0 EXECUTIVE OFFICERS:

1. The Executive Officers of DWGHA shall be elected or appointed for a two year term of office at the Annual General Meeting, hereinafter referred to as the AGM, by a majority vote of the delegates present at such meeting. Positions that are up for election will be posted on the DWGHA website no later than 90 days prior to the AGM.
2. The Executive of DWGHA shall comprise of the following elected voting, elected non-voting and appointed officers:

EXECUTIVE COUNCIL (Elected and Voting) and year of election:

- President and OWHA Communications Officer Odd Years
- Director - Rep Program Even Years
- Director - House League Odd Years
- Secretary Even Years
- Treasurer Even Years
- Registrar Odd Years
- Director - Hockey Development Even Years
- Director – Tournaments Odd Years
- Director - Sponsorship and Publicity Odd Years
- Director - Ice Management Even Years
- Director - Senior Ladies Hockey Even Years
- Director - Equipment and Facilities Odd Years
- Referee-in-Chief Odd Years
- Web Master Odd years
- Member at Large Even Years
- Vice President -Past President Appointed

EXECUTIVE COMMITTEE (Non Voting):

N/A

ARTICLE 5.1 EXECUTIVE COUNCIL:

1. Each member of the Executive Council has the power to vote at all General, Annual, Special and Executive Meetings.
2. The Executive Council has the power to appoint replacements for any members of the Executive Council or Committee who resign during their term of office or are neglectful of their duties.
3. The Executive Council shall be further empowered to make appointments to the Executive Committee to cover specialized duties. Voting rights as identified in (1) will not be extended to such appointees.
4. The Executive Council has the power to enforce the provisions of the Constitution, By-Laws, and Playing Rules of DWGHA.
5. The Executive Council shall meet not less than once a month from August to May and once during June/July to run the business of DWGHA.
6. The Executive Council shall establish an annual budget and set the annual registration fees for house league and competitive teams.

7. An Executive Council quorum shall consist of a simple majority of the Executive Council members, with not less than 6 voting members.
8. The Executive Council shall appoint an independent auditor to audit the accounts to April 30 of each year for the past season.
9. Each member of the Executive Council shall prepare and present a written report at the AGM.
10. Each member shall provide the league secretary a copy of any correspondence issued by or under his/her direction on behalf of DWGHA.
11. No Executive Council member on behalf of the DWGHA may pursue disciplinary action, legal action, OWHA/LLFHL sanctions, or any other measures against DWGHA members and non members, including individuals outside the DWGHA without the approval of the Executive Council
12. Any Executive Member who is absent for 3 consecutive Executive Council Meetings may be deemed unable to fulfill their duties and, as such, may be dismissed from the Executive Council.

ARTICLE 5.2 EXECUTIVE COMMITTEE: (Non-Voting):

1. All members of the Executive Committee are expected to attend Executive Council meetings as requested by the Executive Council.
2. Each member of the Executive Committee shall prepare and present a written report as requested by the Executive Council.
3. Each member of the Executive Committee shall prepare and present a written report at the AGM.

ARTICLE 6.0 DUTIES OF OFFICERS:

ARTICLE 6.1 PRESIDENT AND OWHA COMMUNICATIONS OFFICER:

1. He/She shall preside at all meetings of the DWGHA Executive Council and the AGM with the usual privileges of the office.
2. He/She shall be responsible for and have the authority to act on all matters of DWGHA at all times.
3. He/She shall be an EX OFFICIO member of all standing and special committees.
4. At all Executive meetings of DWGHA, should the President be absent the Vice President –Past President shall perform the duties of the President. In the absence both, no motions shall be moved or passed.
5. He/She shall be the DWGHA representative at the OWHA (Communications Officer)
6. He/She may be a cheque counter signatory for DWGHA.
7. He/she shall be a director of the corporation.
8. He/She shall be the only individual authorized to purchase annual ice contracts and charge ice on behalf of DWGHA.
9. He/She shall propose the Registration Rate for the upcoming season.
10. He/She shall advise all coaches about clinics available.

ARTICLE 6.2 DIRECTOR OF REP HOCKEY (D-Rep):

1. He/She shall be responsible for the total organization of the Rep. hockey program.
2. He/She will represent DWGHA Rep teams with the LLFHL and attend the meetings
3. He/She will recommend to the Executive, with the assistance of the Registrar and the Director of Ice Management the actual number of Rep teams (divisions and categories) that will represent DWGHA for the upcoming season.

4. He/She will assist with the scheduling of game and practice ice for all Rep teams, with the assistance of the Director of Ice Management.
5. He/She will approve the scheduling of all DWGHA Rep teams.
6. He/She shall submit at all meetings a list of the recent suspensions by players or coaching staff in the rep program.
7. He/She shall attend a minimum of one scheduled game for each registered competitive team.
8. He/She shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time.

ARTICLE 6.3 DIRECTOR OF HOUSE LEAGUE (D-HL):

1. He/She shall be responsible for the total organization of the House League program.
2. He/She will create a House League Committee which will be responsible for the following.
 - i. make-up and balancing of teams.
 - ii. scheduling regular season games and practices.
 - iii. scheduling play-off games.
 - iv. organizing championship day events and awards.
3. He/She will be responsible for recruitment, selection and overseeing of all coaches to the House League teams.
4. He/She will appoint a series of convenors for each age division.
5. He/She will have the Director of Statistics as a direct report.
6. He/She shall provide the Webmaster with the complete DWGHA house league schedule and any house league news for the DWGHA website.
7. He/She shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time.

ARTICLE 6.4 SECRETARY:

1. He/She shall perform the duties of recording minutes and publishing them for the Executive and making them available to the membership on request in addition to posting such minutes on the DWGHA website within a reasonable period of time
2. Any correspondence that shall be addressed to DWGHA will be collected at a Postal Box rented by the Executive of DWGHA.
3. The Secretary shall have a key to this box along with the Treasurer.
4. He/She may be a cheque counter signatory for DWGHA.
5. The Secretary shall have the custody of all books, minutes and records of DWGHA.
6. He/She will keep an accurate report of the proceedings of DWGHA, receive all communications and conduct and keep copies of all correspondence at the direction of the President and/or the Executive.
7. He/She shall transfer to her/his successor in office immediately after her/his election, all books, records and material in her/his possession up to and including the previous seven seasons.
8. He/She may dispose of records older than eight years.
9. He/She shall update the rules and regulations and By-Laws through out the year as changes are made. Changes to the constitution shall be prepared for the AGM.
10. He/She shall distribute all changes to the By-Laws and Rules and Regulations to the DWGHA team personnel, executive council, and executive committee once the minutes from the meeting have been passed.
11. He/She shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time.
12. He/she shall be a director of the corporation.

13. He/she shall be responsible for updating and filing all required changes to documents for the Corporation and Association as may be necessary.

ARTICLE 6.5 TREASURER:

1. He/She shall receive all monies paid to DWGHA. Such monies shall be deposited without delay in one of the Chartered Banks/Trust Companies to the account of DWGHA.
2. He/She shall issue all cheques countersigned by one other signature of the President or the Secretary, and shall file a proper receipt for the same.
3. He/she shall provide members a detailed financial statement of DWGHA semi-annually based on the fiscal year of the association. No less than once per fiscal year, the Treasurer shall present a review of the financial result to the association as executed by an independent and chartered accountant.
4. He/She shall keep a book in which his/her receipts and disbursements shall accurately be recorded.
5. He/She shall submit all accounts to the Executive Council for approval.
6. He/She will keep records of incomes and disbursements for the season starting May 1 and ending April 30th of the following year.
7. He/She will provide all records for the auditor upon request.
8. He/She will separate the new season income and disbursements until after the audit.
9. He/She shall prepare interim reports of the financial standing of DWGHA when called upon to do so by the Executive Council.
10. He/She along with the President shall submit a yearly budget to the Executive Council by February 28 for approval of the allocation of funds throughout the up and coming season.
11. He/She shall receive, review and file all rep team budgets.
12. He/She shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time.
13. He/she shall be a director of the corporation.

ARTICLE 6.6 REGISTRAR:

1. He/She shall be in charge of the registration process for DWGHA.
2. He/She shall obtain a birth certificate photocopy or, if not available, other appropriate documents for all players as required for official confirmation in accordance with the OWHHA carding.
3. He/She shall also prepare the OWHHA registration forms for House League and Rep teams.
4. He/She shall recommend to the Executive Council, opening and closing registration dates for the season.
5. He/She must keep up all registration numbers per division up to-date and available for each executive council meeting from June to November.
6. He/She shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time.
7. He/she shall be a director of the corporation.

ARTICLE 6.7 DIRECTOR - HOCKEY DEVELOPMENT (D-HD):

1. He/She shall be responsible for organizing any player skills clinics.
2. He/She shall be responsible for organizing the initiation programs.
3. He/She shall be responsible for coaching developmental opportunities.

4. He/She shall be responsible for maintaining coaching developmental and reference material.
5. He/She shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time.

ARTICLE 6.8 DIRECTOR – TOURNAMENTS (D-Tournaments):

1. He/She shall establish and chair a committee to run at least one (1) annual tournament for rep and 1 annual tournament for HL'as a fundraising activity of DWGHA.
2. He/She shall acquire an OWHA sanction for all DWGHA tournaments.
3. He/She shall report on all DWGHA tournaments to the Executive Council.
4. He/She will manage all tournament revenues and expenses. The profits will be transferred to the association for allocation and disbursement.
5. He/She shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time.

ARTICLE 6.9 DIRECTOR OF SPONSORSHIP AND PUBLICITY (D-S&P):

1. He/She shall secure sponsorships for all DWGHA House League teams and forward said monies to the Treasurer. The amount of team sponsorship will be determined by the Executive Council each year.
2. He/She shall attempt to secure additional sponsorships for the benefit of the association.
3. He/she will work with and assist the Director of Tournaments in maximizing sponsorship opportunities for any and all sanctioned DWGHA tournaments.
4. He/She shall be responsible for all DWGHA publicity correspondence with all the media and appropriate municipalities.
5. He/She shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time.

ARTICLE 6.10 DIRECTOR OF ICE MANAGEMENT (D-IM):

1. He/She will prepare and present the ice time requirements to the appropriate municipalities.
2. He/She shall recommend ice allocation for games and practices in both House League and Rep to the Director of House League and the Director of Rep.
3. He/She shall assist DWGHA users in acquiring ice when presented with a formal written request that identifies the specific needs.
4. He/She shall review and approve all invoices for all contract ice as well as all ice purchased for the rep program. Statements will be issued (when requested) to the treasurer identifying ice usage for each category identified in the budget.
5. He/She shall submit a report to the budget committee detailing the ice usage and cost with a recommended hourly ice charge for the upcoming season.
6. He/She shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time.

ARTICLE 6.11 DIRECTOR - EQUIPMENT AND FACILITIES (D-E&F):

1. He/She shall be responsible for the acquisition and inventory control of all inventories belonging to all DWGHA teams.

2. He/She may purchase any equipment after a proposal to the budget committee and Executive Council has been accepted. At least two quotes shall be submitted to the Executive Council for approval, with samples if possible.
3. He/She shall be responsible for the issuing and storage of DWGHA equipment.
4. He/She shall do a year-end inventory report for the Annual General Meeting.
5. He/She shall prepare and acquire a signed uniform contract from all DWGHA team coaches for any issuance of DWGHA equipment.
6. He/She shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time.

ARTICLE 6.12 DIRECTOR - SENIOR LADIES HOCKEY (D-SL):

1. He/She shall be the liaison between the senior ladies division and the DWGHA Executive Council.
2. He/She shall attend all Executive Council meetings.
3. He/She shall be the representative of the senior ladies division.
4. He/she shall be responsible for the day to day operations of senior ladies hockey, house league only.
5. He/She shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time.

ARTICLE 6.13 PAST PRESIDENT:

1. He/She shall advise and assist the President in his/her duties.
2. He/She shall make every effort to attend all Executive Council meetings.
3. He/She shall conduct the nomination and election procedures of the association.
4. He/She shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time.
5. He/She shall take on the duties of the President if the President is absent or unable to carry on with his/her position.
6. He/She shall be responsible for the recruitment; selection and overseeing of all tier 2 and below competitive team coaches. He/She shall chair the coaching selection committee (UNLESS IN CONFLICT)

ARTICLE 6.14 REFEREE-IN-CHIEF:

1. He/She shall be responsible for recruiting CARDED referees.
2. He/She shall be responsible for arranging officiating clinics required to become or remain carded.
3. He/She shall solicit & schedule timekeepers and referees for all House League, rep/select and sanctioned DWGHA tournament games.
4. The fees applicable will be passed by the Executive Council for the current playing season.
5. He/She shall be a member of the Rules and Discipline Committee.
6. He/She shall make every effort to use DWGHA OWHA-carded officials.
7. He/She shall be a mentor for all DWGHA officials.
8. He/She shall report to the President.
9. He/She shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time.

ARTICLE 6.15 Member at Large

1. He/She shall be responsible for the organizing of all clothing orders for Rep and HL

2. He/She shall be responsible for the organizing of all photos for the Rep and HL
3. He/She shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time

ARTICLE 7.0 ADVISORY BOARD:

The Advisory Board to the Association, under the chairmanship of the Past President, shall consist of the Past President and duly elected Life Members. Members of the Advisory Board shall have the power to vote at the Annual General Meeting of DWGHA in accordance with the Constitution and By-Laws of the Association. (Being a member of the Advisory Board does not preclude holding an Executive position).

ARTICLE 8.0 LIFE MEMBERS:

Any member or past member of DWGHA who has rendered valuable service to DWGHA, may after nomination and upon a majority vote at the AGM, be elected a Life Member.

ARTICLE 9.0 HONOURARY PRESIDENT:

Any person who has rendered important services to the sport of Women's Hockey in general, or to DWGHA in particular, may, after nomination at an Executive Council meeting and upon simple majority of the ballot, be appointed HONOURARY PRESIDENT for the period of one year.

ARTICLE 10.0 MEETINGS:

1. At all meetings of DWGHA, a quorum shall consist of a simple majority of the Executive Council members, with not less than 6 voting members.
2. The AGM of DWGHA shall be held on or before May 31 of the current year and after the completion of any competitive team tryouts that occur prior to May 31.
3. No Executive Council member, or general member, shall take part in a committee or vote, with the exception of the annual AGM, where there is deemed to be a direct conflict of interest in regards to the member themselves, or the position of a family member. The association shall rely on members' self-declaration of such conflicts of interest, however, in the event of any question or disagreement regarding the presence of such a conflict, the president shall have the full and final determination of whether or not a member is in conflict.

ARTICLE 11.0 VOTING PRIVILEGES AT THE AGM:

1. Players under the age of 18 as of the date of the AGM shall be represented by a parent or guardian for voting purposes.
2. Registered members in DWGHA will have 1 vote per registered player maximum.
3. Each member in good standing of DWGHA shall have the power to vote while in attendance at the AGM in conjunction with Article 10.
4. Each Executive Council member shall have one vote per position held. In the event of an Executive Council vacancy, there shall be no voting privileges for that position, regardless of whether any member has been conducting the day to day operations of that position.

ARTICLE 12.0 NOMINATIONS AND ELECTIONS:

1. Positions that are up for election shall be posted on the DWGHA website no later than 60 days prior to the AGM. Nomination form on website to be posted
2. The Past President shall accept nominations for election as follows:
 - i. For President and Director of Rep Hockey, nominations received no later than 45 days in advance of the AGM. Candidates for these positions must have served on the DWGHA executive council for at least 1 year.
 - ii. For Director of House League, Director Ice Management, Treasurer, Registrar, Director of Tournaments, Director of Hockey Advancement and Referee in Chief, nominations received no later than 45 days in advance of the AGM.
 - iii. For Secretary, Director of Hockey Development, Director of Sponsorship & Publicity, Director of Senior Ladies Hockey and Director of Equipment & Facilities, Member at Large, and Webmaster, nominations received no later than 30 days in advance of the AGM. If position remains vacant then nominations may be taken from the floor.
3. Nominations from the floor in absentia must be supported by written documentation.
4. The Past President shall appoint an executive member and a non-executive association member as scrutineers for the election process.
5. All secret ballots will be destroyed at the end of each round of voting by a simple majority vote of present voting membership.
6. A nominee, to be elected, must secure a simple majority of the total votes cast.

ARTICLE 13.0 AMENDMENTS:

1. No amendment or alteration shall be made to any part of this Constitution except at the Annual General Meeting of DWGHA and only by a two-thirds majority of the total votes cast.
2. Notice of any proposed alteration or amendment must be submitted to the Secretary of DWGHA at least 30 days prior to the Annual General Meeting.
3. Notice of any proposed alteration or amendment to the DWGHA Constitution, shall be filed with the Secretary and he/she will make such amendments available, in writing, to the members at least 30 minutes prior to the start of the Annual General Meeting.
4. Amendments to the By-Laws and Playing Rules may be made at any Executive Council Meeting or the Annual General Meeting by a simple majority of votes cast by the members at such meeting.

ARTICLE 14.0 LIABILITY INSURANCE:

The executive council will be responsible to ensure they obtain liability insurance for a minimum of \$5,000,000 each season.

ARTICLE 15.0 PRIVACY:

A DWGHA members' personal information is not, without consent, used or disclosed to a third party for any purpose other than that for which it was collected, unless such use or disclosure is required or allowed by law. This may include use or disclosure in order to protect the Association's interests in civil proceedings and in proceedings involving criminal activity, fraud or misrepresentation.

The Association retains personal information only as long as necessary to fulfill the identified purpose or as otherwise required or allowed by law.

The Association protects the security and confidentiality of personal information with safeguards appropriate to the sensitivity of the information.

SECTION "B" BY-LAWS

BY-LAW 1.0 OVERVIEW:

These by-laws are intended to define and clarify the rules and regulations governing the game of Women's Hockey played under the jurisdiction of the Ontario Women's Hockey Association (OWHA). The OWHA rules and regulations will be enforced except where amended with the additional DWGHA By-laws. These shall also apply to all persons affiliated with the DWGHA in any capacity. These By-laws are subject to amendment from time to time as provided for in the Constitution of the DWGHA.

BY-LAW 2.0 BOUNDARIES:

The geographic boundaries of the Durham West Girls' Hockey Association shall consist of the municipal boundaries of the City of Pickering and the Town of Ajax. In the event that only one of the parents resides within the DWGHA boundaries, the child, subject to proof of residency of the parent residing within the DWGHA boundaries, will be considered a DWGHA resident.

BY-LAW 3.0 REGISTRATION:

1. All players and parents affiliated with the DWGHA must have registration fees paid in full, prior to the date set by the president.
2. The total House League players must be a minimum of 80% Durham residents as per the DWGHA boundaries.
3. Grandfathered residents are residents who live outside the DWGHA boundaries but who or whose child is a registered player of DWGHA. Once registered the player is considered a resident of DWGHA by DWGHA.
4. All competitive rep teams, up to and including Midget, where there are up to 3 tiers of teams, is limited to the number of non-residents that can be rostered. Tier 1 may roster up to 3 non-residents, Tier 2 up to 2 non-residents, and Tier 3 and subsequent tier may roster up to 1 non-resident.
5. All competitive rep teams up to and including Midget, where there are 4 or more tiers of teams, is limited to the number of non-residents that can be rostered. Tier 1 may roster up to 4 non-residents, Tier 2 up to 3 non-residents, and Tier 3 up to 2 non-residents and any subsequent tier may roster up to 1 non-resident.
6. Prior to being rostered to a competitive rep team, non-residents must be judged to be in the top half of the quality of the overall team by the coach.
7. Any non-resident player that is released from the DWGHA and rosters with another OWHA Association shall immediately lose any grandfathered residency status previously held by that player within the DWGHA.
8. Any non-resident player that leaves the DWGHA, and is not released and does not play hockey for the season(s) that she is not with the DWGHA, shall not lose any grandfathered residency status previously held by that player within the DWGHA.
9. Any non-resident player that leaves the DWGHA and is not released and that player then plays hockey in the OHF, the GTHL or the OMHA for the season(s) that she is not with the DWGHA shall immediately lose any grandfathered residency status previously held by that player within the DWGHA.
10. Any non-resident player who enters the DWGHA where that player's sibling has been granted residency status within the DWGHA shall be automatically credited with the same residency status in the DWGHA.

BY-LAW 4.0 APPOINTMENT OF MEMBERS TO TEAMS:

4.1 House League

Members registered to participate in the DWGHA will be appointed to House League teams in a common placement by the Director of House League and his/her committee. Coaches, Managers & Trainers will be placed accordingly and must be sanctioned by the Executive Council. Players wishing to play together will be accommodated where possible but team equity and the balancing of skilled players will take precedence.

4.2 Rep

1. Competitive Rep Teams will be formed only at the discretion and the authorization of the DWGHA Executive Council.
2. Competitive rep teams will be formed where warranted and justified by duly appointed coaches approved by the Executive Council for each age division by a try-out selection system. Competitive teams are completely independent financially from DWGHA. As point of clarification, the use of the term "Tier" in the By-Laws reflects the hierarchy of rep teams within the Association in each age category. It is not intended to represent a specific OWHA category and/or competitive league playing category.

AA/A teams will have a minimum of 13 skaters and 1 goaltender prior to commencement of BB tryouts.

BB teams will have a minimum of 14 skaters and 1 goaltender prior to commencement of B/C/All levels of Novice try-outs.

B/C/All levels of Novice teams will have a minimum of 15 skaters and 2 goaltenders.

In the four tier team divisions where teams are permitted to select one additional non-resident, and they elect to do so, they must select a minimum roster size of one additional player than stipulated in the above clause.

3. All new DWGHA players must be registered with the association and must have a RELEASE FORM or PERMISSION TO SKATE form signed by their last year's association to go on the ice. All new players to the OWHA only require that they be registered with DWGHA for insurance purposes.
4. All Rep team players must register with the DWGHA upon completion of their respective try-outs.
5. Tier 1 rep players are prohibited from playing House League. Tier 2 rep players are permitted to also register within the House League program, however, this is subject to space availability and their written consent to play up one division. Tier 3 and below rep players may register with the House League program; however, this is subject to space availability.
6. All Rep Teams', excluding the Intermediate AA teams', players must try-out with their own age group. Players may try out for a Tier 1 rep team for the division that is one calendar year older without prior Executive Council approval. Players wishing to try-out for a team which is two calendar years older (or three in the case of Midget aged players only) must receive prior approval of the Executive Council. Example: A major Peewee may try-out for a Bantam rep team; however, a minor Peewee must obtain Executive Council approval to try-out for a Bantam rep team.

7. Players may roster with a rep team, excluding the Intermediate AA team, which is one division higher than their actual age group, however, this is permitted for Tier 1 only and the player must be judged in the top half of the quality of the overall team by the coach. The Intermediate AA team shall have no roster limitations on the number of Midget aged players that they may roster, however, shall not be permitted to roster any Bantam aged players.

BY-LAW 4.3: Coaching Staff Selections

1. All head coaches shall only be approved for final appointment by the Executive Council.
2. The Director of House League and the past President shall recommend to the Executive Council the appointment of all house league and rep coaches in accordance with the policies and procedures outlined in this by-law.
3. All head coaching positions shall be advertised on the association bulletin boards and/or website for a minimum period of two (2) weeks prior to the coaching application deadline(s).
4. All coaching applicants shall be received by the respective Director's and all candidates shall be approved by the Executive Council prior to the commencement of the selection process.
5. The selection process for house league coaches shall consist of the investigation into each applicant by the Director of House League to a level and extent deemed reasonable by the Director of House League.
6. The selection process for rep coaches shall consist of the following elements:
 - a. Application/resume submission.
 - b. Background reference/evaluation checks.
 - c. Interview process.
7. The application format shall be established by the Past President, however, as a minimum must include outlines of the candidate's experience and qualifications, coaching philosophies, yearly plan, proposed budget, and references.
8. The background reference checks shall be conducted by the Past President, and a confidential summary report prepared, including a summary of the Coaching Evaluation process (if applicable).
9. The interview process shall be conducted by a committee consisting of five (5) persons, the Past President as the Chairperson, and four (4) members, which shall consist of two (2) Executive Council members and two (2) volunteers from outside the Executive Council, but with experience in rep coaching matters. The committee shall be the same committee for each age and division, preferably the same for all divisions within each age category. The Past President shall make available to all committee members in advance of the interview process, the information obtained in Items 7 and 8 above. This information shall not be copied and shall be returned to the Past President at the conclusion of the interview process.
10. At the conclusion of the interview process, the committee members shall discuss each candidate and their respective positions thereon in an in-camera session. At the conclusion of the discussions, the four committee members shall vote on their preferred candidate. If more than two candidates are applying for a position, the candidates shall be firstly narrowed down to the top two candidates prior to the final vote. The majority vote shall govern. In the event of a 2-2 tie vote, the Chairperson shall cast the deciding vote.
11. The committees' recommended coaching selections shall be presented to the Executive Council for final approval and ratification as soon thereafter as possible. The Executive Council shall have final approval authority.

12. All rep head coaches, once selected, shall be required to submit to the Executive Council for approval a detailed list of their proposed ancillary staffs. The Executive Council shall approve all team staff, however, such approval shall not be unreasonably withheld.
13. The Executive will set the category each Rep team will register at.

BY-LAW 5.0 COMMITTEES:

All committees formed by the Executive Council will meet on an as required basis throughout the year and shall elect, on an annual basis, at their first meeting after the AGM, a chairperson for the succeeding year. The committees shall conduct business pertaining to their area of governance and report to the Executive Council.

BY-LAW 6.0 SUSPENSION AND DEFAULTS:

1. Any Coach, Manager, Trainer, Player, Spectator or Team Official having been ejected 3 times from any OWHA sanctioned game shall be automatically suspended from further competition pending a DWGHA hearing.
2. Any member of the DWGHA Executive, Manager, Coach, Trainer, Referee, Spectator or player violating the Constitution, By-laws or Playing Rules of the DWGHA or refusing to abide by any decision of the Executive Council shall be subject to suspension.
3. Any member of the DWGHA, whose conduct is judged to be detrimental to the best interest of the DWGHA, shall be subject to suspension by the DWGHA.
4. If any Coach, Manager, Trainer, Player, Spectator or Team Official has been ejected from a game; a team official must contact all of the following individuals in the order listed with-in 24 hours:
 - i) The OWHA Regional Director
 - ii) The Director of Rep for DWGHA (rep teams) / the Director of House League for DWGHA (House League teams).
 - iii) The League convenor (LLFHL) (rep teams).
5. Anyone under suspension, who participates in a game, will be suspended indefinitely and the team will automatically forfeit the game(s) in question.
6. Any Coach or Team Official, who knowingly plays a player under suspension, will themselves be suspended indefinitely, pending a DWGHA hearing.

BY-LAW 7.0 APPEALS & PROTESTS:

Any appeals and protests to DWGHA shall be conducted in accordance with the policies and procedures of the OWHA.

BY-LAW 8.0 RISK MANAGEMENT:

1. There shall be no male occupation of the dressing rooms at any time under any circumstances unless all the girls are fully uniformed. Skate tightening or equipment assistance shall take place outside the dressing rooms. Dressing room "Moms" shall be assigned to supervise the dressing rooms until all girls are fully uniformed.
2. The use of personal electronic devices (PEDs) shall not be permitted in the dressing rooms at any time under any circumstances.
3. It is mandatory for all staff members of all House league and Rep teams who appear on their respective Participant Registration Form (PRF) to have their OWHA Speak Out program certificate.

4. On an annual basis, the association must receive a police check for all team personnel appearing on an OWHA PRF. Rep team personnel must submit by no later than October 31 and House league personnel must submit by no later than November 30. New personnel added to a team's OWHA PRF after the police check submission deadlines must submit police check within 30 days of being added to a team's OWHA PRF. Failure to comply will result in an immediate suspension by the association.
5. Inebriation or drinking while in charge of a team or participating in a game will not be tolerated. Drugs and Alcoholic beverages are not permitted in the arena and any player or team official found to be in violation of this rule will be immediately suspended until his/her case has been reviewed by the Executive Council.
6. CSA approved helmets shall be worn by all players and team personnel registered in the DWGHA, for any DWGHA team event, regardless of whose name the ice contract is registered in. CSA approved helmets shall be worn by all non-DWGHA registered personnel for any DWGHA team event on DWGHA contracted ice.

BY-LAW 9.0 GENERAL PLAYING RULES:

The RULES and REGULATIONS which govern the operation of the Durham West Girls' Hockey Association shall be:

1. The OFFICIAL RULE BOOK of Hockey Canada, as amended from time to time.
2. The OFFICIAL RULE BOOK of the O.W.H.A., as amended from time to time.
3. Such further rules and regulations as have been passed and approved by the Executive Council, as amended from time to time.
4. Such directives as may be published from time to time by all hockey governance bodies; Hockey Canada (HC), The Ontario Women's Hockey Association (OWHA), and the Durham West Girls' Hockey Association (DWGHA) for the purpose of improving the sport of hockey.
5. All DWGHA head coaches, both rep and house league, shall submit a list of their proposed coaching staffs to the Executive Council for review. The Executive Council shall have full authority to refuse any individual the right to sign a Player Participant Form belonging to a DWGHA team.

BY-LAW 9.1 HOUSE LEAGUE PLAYING RULES:

1. The League will operate various series in the House League as decided by the DWGHA Executive Council. Birth Dates for playing seasons will be designated as of December 31st.
2. Each House League series shall comprise a sufficient number of teams as are necessary to accommodate the registered players for each series. The number of teams are to be of a quantity to permit equalized scheduling of games during the playing season.
3. No player will be accepted by the League who is signed with any other League, nor will any player registered sign with any other League without first obtaining a release. The only exceptions to this shall be school hockey.
4. Players are eligible to play in one division only, unless otherwise approved by the Association.
5. Each game will consist of three periods, of lengths 10-10-12 minutes, time permitting, otherwise they shall be 10-10-10 minutes. Novice and Atoms will have each period divided into five-2 minute shifts. The Atom division will change on the fly after Christmas and equal ice time will be a priority. The Peewee, Bantam and Midget divisions will change on the fly and equal ice time for all players will be a

- priority. All games must end on time. Curfews and game extensions shall be identified and approved by game officials only.
6. Players should be in the dressing room getting ready at least twenty minutes before game time to allow the coach time to plan the line-up. Parents (or the player) are to phone the coach if the player is expected to miss a game.
 7. The League will supply goal equipment for House League on a loan basis, including shoulder and arm pads, leg pads chest pads, goal gloves, goal stick, and throat protector. Each goaltender must supply her own helmet and facemask. In the event of NO Full Time Goaltender, the coach is responsible for the signed out equipment.
 8. The league will supply team jerseys and socks to each House League player which shall be kept by all players at season's end.
 9. Equipment on loan must not be marked or defaced in any way.
 10. The coaching staff is responsible for the care, reasonable maintenance and return of any equipment loaned. Equipment to be returned to the Director of Equipment or designate immediately after the last game. The "C" HL sweaters shall be left in the possession of the Director of Equipment and not players.
 11. Teams must endeavour to play their players in rotation (equal ice for all players). For violation of this rule a bench minor penalty will be assessed and the short-shifted player placed on the ice.
 12. ROTATION SYSTEM: Players in Novice and Atom (until Christmas) will change players at two minute intervals when a buzzer will signal a shift change. The players must be rotated in groups of five to ensure equal ice time. When short one or more players, then the first and/or second player from the first group will play that shift etc...
 13. All games sheets should be filled out by putting date, team number and/or colour. Please print clearly the names and numbers of the players. The sheets will then be passed to the time keepers.
 14. The Novice division will not change ends between periods. All other teams will change ends between periods of the game.
 15. Novice coach from each team will be allowed on the ice (wearing a CSA approved helmet) during games to assist the players in positioning for face offs, teaching the players the game and about off side rules. This is limited from the beginning of the season until Christmas of each year. The coach is not to interfere with the play of the game.
 16. All registered players must have paid their fees fully by the date set annually. Any player who has not paid her registration fees by the date set annually will not be permitted to play until such time as all outstanding fees are paid.
 17. Any protest by a coach, manager or trainer shall be made, in writing to the Vice-President – House League along with \$100.00 (cash) within 48 hours of the incident.
 18. Call ups from the division below will be at the discretion of the Director of House League.
 19. The Referee on duty, the Referee in-Chief, the Convenor or any DWGHA Executive, may put any player, coach, manager or trainer on report for her/his conduct off the ice in the arena. The suspension given shall be determined by the Executive.
 20. The following uniform standards must be upheld:
 21. Only DWGHA approved socks and jerseys are to be worn while playing any OWHA sanctioned games.
 22. Signatures or autographs are not permitted on game jersey(s) during any OWHA sanctioned games.
 23. Only registered first and last names are permitted on the jerseys unless approved by the Executive.
 24. All OWHA PRFs will be filled out by the coach. The players and parents are responsible only for signing in the appropriate section

25. Any team staff including all personal appearing on the OWHA PRF must have a police check registered with the Association on an annual basis no later than November 31st of that year and/or within one month of being assigned to the team.

BY-LAW 9.2 HOUSE LEAGUE PLAY-OFF RULES:

It is the intention of the DWGHA to utilize the regular season for player development. At the completion of the regular season, the Convenors, in consultation with the Director of House League, shall formulate a play-off schedule that ensures that all teams participate in post-regular season play. The exact format will vary from year to year and division to division depending on how many teams there are in each division, however, all divisions will play to a divisional champion. The overtime rules will also be formulated on a year to year basis depending on the availability of ice time.

BY-LAW 9.3 HOUSE LEAGUE AWARDS:

1. All Play-off Champions will receive a team award. Individual awards shall be presented to all players.
2. All Play-off Finalists will receive a "Finalist" award. These shall be presented to all players.
3. All other players will receive individual participation awards.
4. Every coach shall present the following awards to an individual player on his/her team that he/she feels has demonstrated the specified qualities:
 - i. Most Improved Player
 - ii. Most Dedicated Player
 - iii. Most Sportsmanlike Player
5. Sears Memorial: Presented to a player from the novice House League division who best exemplifies Andrew and Rebecca Sears. The recipient of this award is someone who is respected by her teammates and coaches, and demonstrates a willingness to work hard and encourage others by their words and actions. This player may not excel in the game of hockey, but their tenacity towards achieving their personal best is admired by all.
6. The Don Clarry Memorial Award: This award is dedicated to the memory of Don Clarry, a volunteer and friend to DWGHA. Don was passionate about our House League Program and for many years donated his time and efforts to the program. It will be awarded annually to an individual who has dedicated his/her time unselfishly to the betterment of the DWGHA House League Program.

BY-LAW 9.4 REP TEAM PLAYING RULES:

1. All rep and select teams shall be governed by the most current rules and regulations of the Ontario Women's Hockey Association (OWHA), the Lower Lakes Female Hockey League (LLFHL) or alternative league (see Rule 3), and the DWGHA. In the event of any discrepancy or inconsistency between the aforementioned jurisdictional bodies, whether as a result of recent changes or otherwise, the hierarchy of rules application shall be:
 1. OWHA
 2. LLFHL (or other)
 3. DWGHAThe DWGHA head coaches, (with the assistance of the DWGHA Director of Rep and Executive Council), shall be solely responsible for the accurate application of all governing rules and regulations. Failure for any team to comply with any governing

rules shall be dealt with in a swift and efficient manner by the DWGHA Director of Rep and/or Executive Council.

2. All rep and competitive teams shall register for league play in the Lower Lakes Female Hockey League (LLFHL) or the Provincial Women's Hockey League (PWHL) unless approved otherwise by the Executive Council.
3. All rep teams will give all players (parents) a proposed budget and season itinerary prior to, or at the first try-out for the team. The budget will identify all proposed expenses including tournaments, uniforms, practices, and all game related costs for the entire season. Solid estimates on fees to play for the season should be made known to all participants before October 31st.
4. All rep teams must distribute Income and Expense statements identifying all team transactions to all team participants on or before December 31st and prior to teams' season end. Two copies are also to be given to the Treasurer and Director of Rep three times during the season on the following dates; Proposed Budget - October 31st, Actual Year To Date - December 31st and Actual Finals prior to the DWGHA AGM.
5. All competitive rep teams will be assessed an annual association fee. The amount and timing of the installments shall be determined on an annual basis by the Executive Council.
6. In the event that one official is absent from a two-official system, the official is to be consulted as to whether they will officiate the game on their own. The official has the first right to accept or decline. If the official declines, the game shall not proceed. If the official accepts, both head coaches must subsequently agree to the game proceeding with a one-official system. In the event that either head coach declines the one-official system, the game shall not proceed. If both head coaches agree to a one-official system, this shall be duly noted on the gamesheet and signed by both head coaches, prior to the game commencing.
7. Any player/coach or parent receiving a game misconduct, gross misconduct, or match penalty during a game or after a game while still part of that event must be reported to the Director of Rep immediately. The game sheet is to be forwarded within 24 hours to the Director of Rep for any further disciplinary action and/or hearing.
8. All DWGHA jerseys and socks must be purchased from the DWGHA approved supplier. The DWGHA shall retain jurisdiction over the jerseys and socks for the duration of the season to ensure all uniforms are maintained in a clean and presentable fashion, including free of autographs. Sponsor name bars may be displayed on both the home and/or away jerseys, however, must be sewn or screened across bottom area of the rear of the jerseys. Different sponsors' names on different jerseys are permitted however; only one sponsor per jersey is permitted, unless prior written approval is received from the Executive Council. Personal name bars are permitted on both the home and/or away jerseys, however, must be sewn or screened across the shoulder pads area of the rear of the jerseys. Only family surnames are permitted, unless prior written approval is received from the Executive Council. All must be ordered from jersey supplier so that they are all uniform. Blue print
9. All rep players shall be required to wear black hockey pants and black helmets.
10. All DWGHA apparel bearing the DWGHA logo, cresting and name shall be supplied to the teams by the DWGHA approved supplier unless prior written approval is received from the Executive Council.
11. If a head coach requires or desires an additional player to be added to his/her roster for any practice, game or tournament, said call-up must firstly be permitted under the rules and regulations of the OWHA or LLFHL (or alternative approved league). Prior to calling up a player, the head coach must consult with, and receive consent, of the

head coach of the call-up's regular team prior to making contact with the call-up player or family. In the event that the coach is unable to make contact with the call-up's coach within a reasonable timeframe, the coach shall contact the Director of Rep for further direction, and possibly permission. The utilization of call-ups is a practice which is both encouraged and endorsed by the DWGHA and as such, said consent shall not be unreasonably withheld.

12. All rep teams must register all fundraising events, including dates and times, with the Director of Sponsorship and Publicity immediately upon the affirmation of the event. This requirement is to ensure that all events conform to acceptable practices for fundraising in the DWGHA as well as to ensure that there are not two or more teams scheduling similar events on the same date.
13. All rep teams must register all confirmed sponsors with the Director of Sponsorship and Publicity immediately upon securing them as sponsors. This requirement is to ensure that the association, or additional rep teams, does not approach the same sponsor repeatedly. No Rep team shall approach a HL sponsor.

BY-LAW 10.0 SENIOR LADIES HOUSE LEAGUE PLAYER ELIGIBILITY:

The Senior Ladies House League shall be comprised of registrants that are 18 years of age and older. No players that are Midget age or younger can register with the Senior Ladies House League without prior written approval of the Executive Council.

Durham West Girls' Hockey Association Inc.