

Wilmot Girls Hockey Association
Bylaws

The following are the bylaws of the Wilmot Girls Hockey Association (WGHA) as adopted at the Annual General Meeting (AGM) on March 7, 2007.

By-Law #1: General

- a) Provided there is sufficient registration and ice time the WGHA will be field teams in all categories. There will be house league at all levels and if numbers warrant representative teams for Atom and above.
- b) The WGHA Executive has authority over and responsibility for all activities of the Association.
- c) The Vice President and the House League Director shall make up the Rules and Protest Committee to be guided by the Kitchener House League/OWHA and shall be subjected to all rulings handed down by these governing bodies.
- d) The Vice-President and the Competitive Director shall make up the Rules and Protest Committee to be guided by the affiliated league/OWHA and shall be subjected to all rulings handed down by these governing bodies.
- e) All letters of complaint and correspondence must be submitted to the Secretary/Communications Director in writing before corrective action can be taken. Complaints warranting further investigation will be dealt with by a three (3) member committee chaired by the Vice-President. The committee will investigate the complaint and at the end of the investigation will submit a recommendation to the Executive for approval. In cases where there is conflict of interest an alternate will be named to chair the committee.
- f) Bylaws may be amended by membership vote at a General Meeting or at the Annual General Meeting.

By-Law #2: Executive

- a) Voting:
In the event of more than one candidate being nominated for a position, the election will be by secret ballot.
- b) Elections
The Executive Committee consisting of
Past President
President
Vice-President
Secretary/Communications Director
Registrar

Fundraising Director
House League Director
Competitive Director
Equipment Manager
Development Coordinator
Ice Scheduler
Tournament Director

shall be elected or confirmed at the Annual General Meeting (AGM). All positions are open to reelection each year.

The Treasurer and Ice Scheduler shall be appointed by the Executive and confirmed by the membership at the AGM.

c) Duties:

Past President: advises the President

President: shall preside over all Executive meetings, AGM and any GMs called between AGMs.
shall ensure that all Executive duties are properly fulfilled
shall be responsible for the complete well being and operation of the association
shall be an ex-officio member of all committees
shall vote only in the event of a tie
Has cheque signing authority for the association

Vice-President: shall develop and maintain the Constitution and Bylaws of the Association
shall hear and render decisions regarding any disciplinary matters
shall chair committees dealing with protests and letters of complaint (unless the complaint or protest involves the VP or the team on which their daughter plays)
shall assume the duties of the President in the event of illness or prolonged absence
Has cheque signing authority for the association
Is the main OSHA representative for the General Meetings and holds voting power

Secretary/Communications Director: shall maintain the official copy of all (executive meetings, AGMs, GMs)
shall have copies circulated to the Executive members by
shall notify all members of date, time and location of all meetings
shall maintain up to date lists of Executive members, their

addresses, telephone numbers and email addresses
shall prepare all mail and maintain a file of all association
correspondence, both internal and external
shall provide the President with a copy of all
correspondence
shall maintain records of any changes to be made to the
Constitution, Bylaws or Code of Conduct for the AGM
shall maintain the WGHA website
Sends out communications to all members of the
association whether through paper or electronically
Provides press releases to local media
Submits any advertising in regards to tryouts and
registration deadlines

Treasurer: shall collect and deposit all monies within a reasonable period of
time in the local bank selected to handle the association's account
shall maintain a ledger showing revenues and expenses
shall be responsible for the disbursement of all monies ensuring all
disbursements are supported by acceptable receipts
shall ensure that all disbursements are paid by cheques bearing the
signatures of two (2) persons being the Treasurer, the President
and the Vice-President
shall prepare a pre-season budget estimating revenues and
expenses
prepare and present a yearly financial report for the AGM
Has Cheque signing Authority

Registrar: shall prepare registration forms and set timelines for applications
shall collect all registration forms and payments
shall submit all lists and forms to SWGHL; Kitchener HL and
affiliated leagues and the OWHA before the required dates
shall maintain all team lists
shall track and report to the Executive and members on registration
procedure infractions; game reporting infractions and team fines
Is a liaison with OWHA in regards to registration processes
Keeps files of registered players, submits any changes to the
OWHA as they arise

Fundraising Director: shall coordinate all fundraising activities for the association
shall ensure that all teams running individual fundraisers
have proper permission and licenses
shall present all fundraising plans for the association or
individual teams to the executive for approval

Is Contact for each team in regards to fundraising and can appoint a committee as needed to support fundraising initiatives for the association

House League Director: shall ensure that teams are set for the coming season
shall ensure that all teams have complete coaching staffs
shall coordinate team sort outs
shall determine the development needs for House League
shall represent WGHA at all Kitchener House League meetings
shall ensure that the ice scheduler receives schedules in good time

Competitive Director: shall determine the number of teams for the season
shall coordinate team try-outs
shall ensure that all teams have full coaching staffs
shall determine the development needs at competitive level
shall represent WGHA at all Competitive League meetings

Development Director: shall arrange for all coaches, team staffs to attend the appropriate clinics (coaching clinics, prevention services)
shall maintain records of all qualifications
shall arrange for player development clinics (i.e. goalie clinics) deemed necessary by the association
Sends out feedback forms to all parents for year end evaluations

Equipment Manager: shall be responsible for all WGHA equipment
shall be responsible to assign, disburse, collect and maintain all equipment
shall purchase any extra or replacement equipment as directed by the Executive
shall inform coaches of the consequences of lost or damaged equipment
shall keep the Executive informed on minimum playing standards for all equipment
keeps a written inventory of all equipment owned by the association and updates on a regular basis

Ice Scheduler: shall liaise with the Competitive and House League Directors on schedules
shall establish schedule for all divisions for regular season and playoff games
shall be responsible for scheduling all WGHA league games, practices and play off games
shall communicate the schedule to the appropriate coaching staff and post the schedule at the arena and on the WGHA website
shall make all ice purchases in accordance with the ice purchase objectives of the Executive
Shall schedule referees and time keepers for all games

Tournament Director

shall call on either executive members or members of the organization or community to be part of the committee
looks after paperwork for the tournament, team contact, tournament schedules, sponsors and assigning duties as needed to committee members

Bylaw #3 Registration

All girls signing with the WGHA shall meet the eligibility requirements of the OWHA.

All girls will submit a complete registration form

All girls will submit proof of age

All girls will submit proof of health insurance (OHIP)

Registration fees will be set annually by the Executive and will be paid in one of the following two (2) ways

a) a single payment at time of registration

b) two (2) one dated at time of registration for half the fee
one dated for September 1st

Failure to pay within the scheduled time will result in the player(s) being suspended until such time as the registration is paid in full.

Late Fee: A late fee of \$50.00 will be charged for late registrations. New players will be exempt.

NSF Charges: An additional charge will be added to registration fees for NSF cheques. This amount will be set by the Executive based on bank charges. A player will be suspended until the registration fee is paid in full.

Player Participation:

Players must be registered with WGHA before they may participate in any association activities. Team staffs and the Registrar will monitor all teams to ensure that all girls are properly registered before they participate.

Refunds: All refunds must be requested in writing. Any requests received before the season commences will receive a full refund. Once a season has begun, refunds will be prorated until December 31st. Refunds after December 31st requested for illness or injury will be considered on an individual basis by the Executive.

Tryouts:

The WGHA will hold spring tryouts. The teams will be finalized in September. Once Spring Tryouts are over there will be no further team activity (no meetings, dryland training, practices until the fall session)

The WGHA will set the number of players a team can carry over to the fall based on the number of registrants and the minimums and maximums that teams will be assigned in a given year.

Bylaw #4 Use of Affiliated Players:

- a) AP players may only play with higher WGHA teams unless otherwise authorized by the Executive
- b) A team cannot bring up from a lower team more than three (3) AP players for any given game to a team strength of fifteen (15) including the goalie. A team cannot field more players than on their roster.
- c) A coach wishing to use an AP player will first contact the coach of the AP player. Once permission is received the coach may contact the player. The receiving coach must inform the team coach of the player's decision immediately.

Bylaw #5 Releases

All girls wishing to participate in a WGHA activity currently playing for another girls hockey association must obtain a permission to skate form from their current team.

WGHA will issue Permission to Skate forms and Releases if asked by a player.

Bylaw #6 Coaching Selection

- a) All coaches and bench staff will submit an application each year
- b) Coaches must have current police checks and coaching credentials
- c) Coaches may be asked to have an interview with the Coaches Selection Committee

Bylaw #7 Suspensions and Removals

- a) Any member removed from their position for any reason may appeal their case to the WGHA Executive by giving written notice to the Secretary/Communications Director within five (5) days

- b) Any member requesting a review of their removal must be notified five (5) Days in advance of the date set for the appeal hearing. No further appeal will be entertained if the suspended individual fails to appear on the date and within fifteen (15) minutes of the assigned time.