



# *WEST OXFORD GIRLS HOCKEY ASSOCIATION*

## **OPERATIONAL BYLAWS**

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# *WEST OXFORD GIRLS HOCKEY ASSOCIATION*

## **OPERATIONAL BYLAWS**

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### **Section 1: Membership**

#### **1.1 Undeclared Member**

Player and legal guardian(s) of a West Oxford Girls Hockey Association team. Membership shall commence upon receipt of player registration and terminate at the end of the hockey season.

#### **1.2 Declared Member**

An individual that has been elected or chosen for a position within the West Oxford Girls Hockey Association. Executive membership shall commence upon election and terminate at each Annual General Meeting, with the exception of President that holds a two year term. Coaching membership shall commence upon acceptance of position and terminate at the end of the hockey season.

#### **1.3 Player Pick-Up**

A coach that wishes to request a player for a pick-up situation must request to the player's current coach. Upon approval the player/player's parents will be contacted by either their current coach or the requesting coach.

#### **1.4 Tryouts**

Tryouts will occur in the Spring. Tryout fees are subject to change based on ice rental costs. Players must attend at least one tryout session to be eligible to be rostered. Tryouts will be evaluated by; coaching staff, coaching convenor(s), and outside evaluators.

Coaches with a daughter trying out for a competitive team will participate in their evaluation. If the player is not evaluated to take a roster spot, a new coach will be selected by the Coaching Convenor(s).

Any player that wishes to tryout for a team above their age group must submit a written request to the Coaching Convenor(s). Approval of this request is at the discretion of the Executive. A player must be evaluated, by coaching staff, outside evaluators and coaching convenors, within the top five talent pool to be eligible for consideration. If the player is unsuccessful in achieving this status, they will be required to return to their appropriate age group.

### **1.5 Team Rosters**

Rep team rosters must carry a minimum of two minor players and may carry a minimum of 10-13 players. Exceptions must be approved by the Executive. House League team rosters will be open to a maximum of 17 players and two goalies based on OWHA regulations.

Rostering of a second goalie will be at the discretion of the Executive. Each case will be reviewed on an individual basis by the coach(es), Coaching Convenor(s) and the Executive.

Teams travelling to the United States will involve additional insurance that will not be covered by the Association.

### **1.6 Team Staff**

Coaches must submit an application via the association website by the posted deadline. All candidates must be interviewed and selected by Coaching Convenor(s) and approved by the Executive. All coaches must have the required certifications by October 1 of the current season. All coaching staff (including on-ice helpers) must submit a police check, or declaration, prior to the first team skate. It is encouraged that all West Oxford rosters include at least one female staff member.

All team staff and parents are required to complete *Respect in Sport*. Team staff will complete the coaching version of this training.

West Oxford Girls Hockey Association will cover insurance for up to five team staff. Any additional staff will be required to personally cover the cost of individual insurance.

### **1.7 Permission to Skate**

Permission to skate forms can be obtained through the West Oxford President. A minimum of 48-hour notice is requested to obtain a signed form. Player releases are completed electronically by the Registrar as soon as players are rostered to a OWHA team.

### **1.8 Registration**

Registration fees are subject to change on a yearly basis. Fees are based on association operation costs including but not limited to; ice rental, officials, insurance, league registration. Registration is subject to a \$100 late fee. Registration details will be posted yearly on the association website.

### **1.9 Registration Refunds**

Request for registration refunds must be received in writing via email to [westoxfordinferno@gmail.com](mailto:westoxfordinferno@gmail.com) by December 1 of the current season. All requests will be reviewed by the Executive for approval. Non-refundable fees may include but are not limited to;

tryout fees, any fees paid to participate in exhibition games or for extra ice, signing fee, and/or tournament fees.

## **Section 2: Code of Conduct**

### **2.1 Overview**

West Oxford Girls Hockey Association will follow rules and regulations put for by the Ontario Women's Hockey Association (OWHA) and the associated leagues. West Oxford codes of conduct identify a standard of behaviour expected by all members. Registration with the association entitles each member to follow the code of conduct. Failure to comply may result in disciplinary action, suspension or even termination of membership, *See Appendices B (p. 13-16) for details.*

### **2.2 Discipline/Suspension Policy and Procedure**

All disciplinary actions will be decided upon by the Executive. Members shall receive written notice authorizing discipline, suspension and/or membership termination for violation of the Code of Conduct or any such ByLaw. Appeals must be submitted in writing to the Executive, within five days of receiving disciplinary notice.

## **Section 3: Executive Members**

### **3.1 Overview**

All Executive shall be voted upon by the members. There shall be a maximum of 20 persons serving on the West Oxford Girls Hockey Association Executive at any time (including Directors at Large). The Executive shall have control of all the affairs of the Association. No monetary decisions or transactions shall be made without the approval of the Executive.

### **3.2 Election and Terms**

Members shall vote on and appoint Executive positions at the Annual General Meeting. A position is filed by the individual that receives the majority of member votes.

The term of office shall be one operating year from May 1 to April 30. All officers will be retired at the Annual General Meeting and be eligible for reappointment or re election, with the exception of the President whom shall hold a two-year term.

### **3.3 Executive Positions**

Positions on the Executive are as follows, but not limited to: President (*appendix Aa*), Past President (*appendix Ab*), Vice President (*appendix Ac*), Registrar (*appendix Ad*), Secretary (*appendix Ae*), Treasurer (*appendix Af*), Ice Scheduler (*appendix Ag*), Webmaster (*appendix Ah*), Coaching Convenor (*appendix Ai*), Sponsorship (*appendix Aj*), Fundraising (*appendix Ak*), WOGHL Representative (*appendix Al*), LLFHL Representative (*appendix Am*), OWHA Representative (*appendix An*), Equipment Manager (*appendix Ao*), Director at Large (*appendix Ap*)

### **3.4 Vacancy**

Should any Executive position become vacant, the Executive members shall appoint a successor until the next Annual General Meeting.

### **3.5 Voting**

Each member of the Executive shall be entitled to one individual vote, except for the President who will only vote in the result of the tie. 60% of Executive members shall be present to constitute a quorum for the transaction of business.

## **Section 4: Executive Meetings**

### **4.1 Calling Executive Meetings**

Meetings may be called by the President or any two members at any time. Meetings shall give members at least five days notice.

### **4.2 Frequency of Executive Meetings**

Executive members shall meet monthly during the hockey season. In the event that a member of the Executive is absent from three consecutive meetings, without providing reason) that members position shall cease and will be filled at the discretion of the Executive. Meetings shall only be attended by Executive members unless specific request to attend has been granted.

### **4.3 Order of Business**

All Executive meetings shall include but are not limited to include;

1. Call to Order
2. Approval of last meeting minutes
3. Business arising from minutes
4. Correspondence
5. Business arising from correspondence
6. Treasurer's report

7. Executive report(s)
8. Unfinished business
9. New business
10. Adjournment

## **Section 5: Annual General Meeting**

### **5.1 Overview**

The Annual General Meeting will be held each Spring, at the end of the current hockey season. All members are encouraged to attend. All attending members will be eligible to vote.

### **5.2 Business**

Business discussed at each general meeting shall include, but not limited to;

1. Approval of the agenda
2. Approval of the minutes of previous AGM
3. Consideration of the financial statements;
4. President Report
5. Election of Directors
6. Member Open Forum
7. Such other or special business as may be set out in the notice of meeting.

### **5.3 Notice**

The Annual General Meeting must be advertised to members, at least two weeks prior to the date.

### **5.4 Meeting Minutes**

Annual General Meeting Minutes shall be posted on the association website for member access.

## **Section 6: Finances**

### **6.1 Fiscal Year**

West Oxford Girls Hockey Association fiscal year commences May 1st and concludes April 30th.



## **6.2 Banking**

Authorized Executive members with signing authority are as follows; Treasurer, President and Vice President.

## **6.3 Funds Advancement**

A rostered West Oxford team may request an advancement of funds for OWHA sanctioned events (tournaments). A request must be made in writing via email to [westoxfordinfernopayments@gmail.com](mailto:westoxfordinfernopayments@gmail.com). Advance funds will be provided with a mutual agreement that the team repay the funds in full within 30 days of the cheque issue date.

## **6.4 Financial Reports**

Financial reports are available to members upon request.

## **Section 7: Rowan's Law**

### **7.1 Overview**

[http://owha.pointstreaksites.com/files/uploaded\\_documents/3323/ROWAN'S\\_LAW\\_Document\\_\(FINAL\\_June\\_27\)\\_small.pdf](http://owha.pointstreaksites.com/files/uploaded_documents/3323/ROWAN'S_LAW_Document_(FINAL_June_27)_small.pdf)

### **7.2 OWHA Concussion Code of Conduct**

[http://owha.pointstreaksites.com/files/uploaded\\_documents/3323/OWHA\\_Rowan's\\_Law\\_Concussion\\_Code\\_of\\_Conduct.pdf](http://owha.pointstreaksites.com/files/uploaded_documents/3323/OWHA_Rowan's_Law_Concussion_Code_of_Conduct.pdf)

### **7.3 OWHA Rowan's Law Acknowledgment Form**

[http://owha.pointstreaksites.com/files/uploaded\\_documents/3323/OWHA\\_Rowan's\\_Law\\_Acknowledgement\\_Form\\_2.pdf](http://owha.pointstreaksites.com/files/uploaded_documents/3323/OWHA_Rowan's_Law_Acknowledgement_Form_2.pdf)

## **Section 8: ByLaw Adjustment and Amendment**

### **8.1 Amendments to ByLaws and/or Constitution**

Changes to the Constitution and/or ByLaws must be approved with 60% approval at the Annual General Meeting. ByLaws are open for review during the operating season by Executive Members.

## BYLAW APPENDICES

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### Appendix A: Roles of Executive Members

#### **President**

The President will preside over all meetings and call all meetings of the Association as deemed necessary. He/She will conduct the business of the Association in a proper manner as required and be a member of all committees and delegate as needed. The President Will be a representative to the OWHA and have voting privileges for WOGHA. They will sign and distribute all Permission to Skate and Release forms, have signing authority for all financial transactions (unless related to the Treasurer) and serve on the Ethics Committee.

#### **Past President**

The past President will be available for guidance and advice to the incoming President. He/She will submit a slate of officers for the election at the Annual General Meeting.

#### **Vice President**

The Vice President will act in the absence of the President and will assume all duties. If the current President resigns, the Vice President will step in. He/She will assist whenever possible to help enforce the terms of the Constitution, serve on the Ethics Committee and have signing authority for financial transactions (unless related to the Treasurer). They will collect all signed police clearance checks and/or declarations for all declared members.

#### **Registrar**

The Registrar will be responsible for registering all players as members to the West Oxford Girls Hockey Association. He/She will register all players with OWHA, submit all association team rosters in accordance with OWHA guidelines and work with the Treasurer to collect all associated registration fees.

#### **Secretary**

The Secretary will keep accurate minutes of all meetings and distribute to all Board of Directors prior to the next meeting. He/She will conduct any correspondence as directed by the Association. They will notify all Executive Members as to the time, place, and dates of all meetings, and book facilities for meetings. The Secretary will serve on the Ethics Committee. He/She will act as a Liaison to the Ingersoll, Embro, and Thamesford community publications for advertising of events.

**Treasurer**

The Treasurer will be responsible for all Association finances. He/She will keep accurate records of all financial transactions, submit a report for all board meetings, pay all expenses, have cheque signing authority and will prepare the year-end financial report for the Annual General Meeting. They will work with Registrar to ensure all fees have been collected prior to due dates. The Treasurer will not be related to any other members that have signing authority. He/She will be a member of the Ethics Committee.

**Ice Scheduler**

The Ice Scheduler will assign all ice times in Ingersoll, Embro and Thamesford arenas, to all teams as equally as possible. He/She will work with coaches to schedule all league and playoff games and will be in charge of all game changes. They will keep the Webmaster up-to-date on all scheduling changes and will reassign all returned ice to rep teams for games or practices. The Ice Scheduler will attend municipal ice allocation meetings as required.

**Webmaster**

The Webmaster will maintain and update the West Oxford Girls Hockey Association website. He/she will ensure scores for all Association games are reflected on the website and that all member documentation is posted and available.

**Coaching Convenor**

The Coaching Convenor will distribute, collect and recruit coaching applications, set up coaching applicant interviews, and will chair coaching selection committee (with up to four other board members or outside evaluators). He/She will present selected coaches to the Executive for final approval. They will provide all coaches with support and contribute to their coaching development. Throughout the season the coaching convenor will be available to provide advice and on drills, strategies, discipline, and expectations. The Coaching Convenor will ensure all bench staff have proper coaching/training certification and Respect in Sport completed prior to deadlines. He/she will be a member of the Ethics Committee. The Coaching Convenor will assist with facilitation of tryouts including providing outside evaluators and assist with team selection if required.

**Director of Sponsorship**

The Director of Sponsorship will approach existing and potential sponsors for the upcoming season. He/she will ensure sponsors are properly recognized as per contracts. They will work with the Treasurer in collecting funds from sponsors.

**Director of Fundraising**

The Director of Fundraising will report ideas and budgets for fundraising events to the Executive. They will coordinate and recruit help for association fundraising events. He/she will conduct committee meetings for fundraising concerns, coordinate and recruit help, and report back to the Executive on all findings. The Director of Fundraising will obtain/maintain appropriate licencing, as required.

#### **Western Ontario Girls Hockey League (WOGHL) Representative**

The WOGHL representative will ensure all West Oxford Inferno teams are adequately registered for WOGHL and act as a liaison between coaches, players, parents, Executive and WOGHL. He/she will understand and be knowledgeable of the rules and regulations of OWHA and will attend meetings as a representative, as required.

#### **Lower Lakes Female Hockey League (LLFHL) Representative**

The LLFHL representative will ensure all West Oxford Inferno teams are adequately registered for LLFHL and act as a liaison between coaches, players, parents, Executive and LLFHL. He/she will understand and be knowledgeable of the rules and regulations of OWHA and will attend meetings as a representative, as required.

#### **Ontario Women's Hockey Association (OWHA) Representative**

The OWHA representative will act as a liaison between coaches, players, parents, Executive and OWHA. He/she will understand and be knowledgeable of the rules and regulations of OWHA and will attend meetings as a representative, as required.

#### **Equipment Manager**

The Equipment Manager will keep an accurate list of all equipment owned by West Oxford Girls Hockey Association. He/she will make purchases of all equipment, maintain equipment and keep it in good repair and keep records tracking borrowed equipment. They will be responsible for organizing order of association sock, name bars, and sponsor bars. The equipment manager will distribute and collect team jerseys, as well as be responsible for collecting and returning jersey bonod cheques. He/she will be responsible for ensuring that all teams are provided with pucks and pylons, and a fully stocked trainer kit. They will supply jerseys and/or pinnies as required for tryouts.

#### **Director at Large**

A Director at Large will assist with organizing and facilitating special events such as (but not limited to); picture night, WOGHA clothing fitting, association banquet, parade participation, He/she will only serve as a Director at Large for two years before moving onto the Executive in a specific capacity.

## Appendix B: Code of Conduct

### PLAYER CODE OF CONDUCT

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The Code of Conduct identifies the standard behaviour which is expected of all West Oxford Girls Hockey Association members. West Oxford Girls Hockey Association is committed to providing a sport environment in which all players are treated with respect.

Players shall respect other players, coaching staff, officials, parents, fans, and volunteers. Players will refrain from offensive and disrespectful behaviour. Bullying, cyberbullying, threats, harassment and/or abuse will not be tolerated and will be subject to discipline.

Players will refrain from cell phone use within dressing rooms.

During WOGHA events, players shall avoid behaviour including, but not limited to; alcohol use, vaping, smoking, and non-medical drug use. Behaviour such as this, will not be tolerated and will be subject to discipline.

All players shall respect the rules of OWHHA and WOGHA and will consider the safety of other players, coaching staff, officials, parents, and volunteers.

WOGHA players shall play for their own enjoyment. They will be a team player playing by the rules and in the spirit of the game.

***As a member of West Oxford Girls Hockey Association, members must agree and abide by this code. Failure to comply with this Code of Conduct may result in disciplinary action, suspension or termination of membership.***

## PARENT CODE OF CONDUCT

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The Code of Conduct identifies the standard behaviour which is expected of all West Oxford Girls Hockey Association members. West Oxford Girls Hockey Association is committed to providing a sport environment in which all players are treated with respect.

Parents shall respect other parents, players, coaching staff, officials, fans, and volunteers. Parents will refrain from offensive and disrespectful behaviour. Bullying, cyberbullying, threats, harassment and/or abuse will not be tolerated and will be subject to discipline.

Parents will respect the 24-hour response rule to discuss matters arising from practice and/or game situations.

All parents shall respect the rules of OWHA and WOGHA and will consider the safety of other parents, players, coaching staff, officials, and volunteers.

Parents will refrain from condoning, permitting, defending, or engaging in actions on or off the ice which are not consistent with good sportsmanship. Parents will encourage their child(ren) to have fun and demonstrate good sportsmanship. Parents will assist their child(ren) to understand and respect the rules of the game and encourage them to be a good team player.

***As a member of West Oxford Girls Hockey Association, members must agree and abide by this code. Failure to comply with this Code of Conduct may result in disciplinary action, suspension or termination of membership.***

## COACH CODE OF CONDUCT

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The Code of Conduct identifies the standard behaviour which is expected of all West Oxford Girls Hockey Association members. West Oxford Girls Hockey Association is committed to providing a sport environment in which all players are treated with respect.

Coaches shall respect other coaching staff, players, parents, officials, fans, and volunteers. Coaches will refrain from offensive and disrespectful behaviour. Bullying, cyberbullying, threats, harassment and/or abuse will not be tolerated and will be subject to discipline.

All coaches shall respect the rules of OWHA and WOGHA and will consider the safety of other coaching staff, players, parents, officials, and volunteers.

Coaches will refrain from condoning, permitting, defending, or engaging in actions on or off the ice which are not consistent with good sportsmanship. Coaches will communicate with players, parents, officials and volunteers in an honest, generous, and fair manner. They will set attainable goals for their team and individual players, while encouraging safety and fun for everyone. Coaches will lead by example and respect the rules of the game. He/she will continuously learn and develop as a coach. Coaches will encourage their team to have fun and demonstrate good sportsmanship. Coaches will assist their players to understand and respect the rules of the game and encourage them to be a good team player.

***As a member of West Oxford Girls Hockey Association, members must agree and abide by this code. Failure to comply with this Code of Conduct may result in disciplinary action, suspension or termination of membership.***

## TRAINER CODE OF CONDUCT

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The Code of Conduct identifies the standard behaviour which is expected of all West Oxford Girls Hockey Association members. West Oxford Girls Hockey Association is committed to providing a sport environment in which all players are treated with respect.

Trainers shall respect other coaching staff, players, parents, officials, fans, and volunteers. Parents will refrain from offensive and disrespectful behaviour. Bullying, cyberbullying, threats, harassment and/or abuse will not be tolerated and will be subject to discipline.

All trainers shall respect the rules of OWHA and WOGHA and will consider the safety of other coaching staff, players, parents, officials, and volunteers.

Trainers will refrain from condoning, permitting, defending, or engaging in actions on or off the ice which are not consistent with good sportsmanship. Trainers will do their best to protect the players, having their safety as the primary concern. Trainers will encourage good nutrition and physical fitness for all players. They will strive to provide the highest standard of training appropriate to players age, strength and skill. Trainers will be open to improving their skills as required.

***As a member of West Oxford Girls Hockey Association, members must agree and abide by this code. Failure to comply with this Code of Conduct may result in disciplinary action, suspension or termination of membership.***



## EXECUTIVE CODE OF CONDUCT

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The Code of Conduct identifies the standard behaviour which is expected of all West Oxford Girls Hockey Association members. West Oxford Girls Hockey Association is committed to providing a sport environment in which all players are treated with respect.

The Executive shall respect all coaching staff, players, parents, officials, fans, volunteers and Executive members. Executive members will refrain from offensive and disrespectful behaviour. Bullying, cyberbullying, threats, harassment and/or abuse will not be tolerated and will be subject to discipline.

All Executive members shall respect the rules of OWHA and WOGHA and will consider the safety of coaching staff, players, parents, officials, and volunteers.

Executive members will act on behalf of *all* members demonstrating honesty and integrity as they professionally conduct Association business.

***As a member of West Oxford Girls Hockey Association, members must agree and abide by this code. Failure to comply with this Code of Conduct may result in disciplinary action, suspension or termination of membership.***