

2009/2010

***SAULT FEMALE HOCKEY
ASSOCIATION***

Established 2000

***CONSTITUTION
PLAYING RULES
and
OPERATING GUIDELINES***

***Amended
April 30th, 2009
Annual General Membership Meeting***

Sault Female Hockey Association CONSTITUTION, PLAYING RULES and OPERATING GUIDELINES 2009-2010

PREAMBLE: The Constitution and Playing Rules that follow are based on the principle that rules are meant only to make good things happen and keep bad things from happening. In all matters, the interests of the players must come first.

CONSTITUTION

The Association shall be known as the Sault Female Hockey Association. Tournament teams will be known as the Sault Wildcats. The Association shall operate a Sault Female Hockey Association Youth Division (17 yrs and younger) and a Sault Female Hockey Adult Division (18 yrs and older). Accounting and Finances for each Division will be separate. Accounting and Finances for Wildcat teams and House League teams will be separate. The Wildcat Program will operate an annual tournament known as the "Ice Breaker Cup".

ARTICLE 2 - AIMS AND OBJECTIVES

- A) The Association shall exist solely to develop, promote and operate female recreational and competitive hockey in Sault Ste Marie and surrounding areas keeping in mind the following objectives:
- i. to provide hockey instruction and competition for girls and women
 - ii. to develop and encourage sportsmanship, team spirit and fair play
 - iii. to foster and improve recreation for all players regardless of ability
 - iv. to promote interest and involvement in ice hockey for girls and women
- B) The Association will operate a House League for players aged 21 and under based on the number, age and ability of girls registering. The Association will also operate one Wildcat team for each age group where sufficient numbers exist to form a team. **Wildcat teams will be categorized prior to August 1st of the current playing year by the Wildcat committee, as set out in Section 19, G of the By Laws. The following levels or higher - Atom B, Pee Wee BB, Bantam A, Midget AA will be considered.** Additional Wildcat teams may be added if sufficient numbers exist.

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- C) House League players will be allowed to move up to a higher league or play as an over-ager in a lower league, after a review by the House League Committee and formal approval by the Executive. All new players registering after the draft will be appointed to a team by the House League Committee with formal approval by the Executive and in consultation with the parents and player. A Wildcat player may be allowed to play at a higher level than her age dictates, provided both coaches are in agreement, the Executive gives its approval, and in consultation with the parents and player.

ARTICLE 3 - MEETINGS

Sault Female Hockey Association shall hold an Annual General Meeting by the last week of April. The President shall call at least one other Membership Meeting during the season and ensure that proper notice is given to the membership of the time and place of the meetings. The President shall also call any emergency meetings as required.

ARTICLE 4 – AMENDMENTS

This Constitution shall be amended only at the Annual General Meeting by a 2/3 vote of the members present. Notice of motion of any proposed changes to the Constitution must be received by the Association Secretary/Registrar at least (7) days in advance of the Annual General Meeting.

ARTICLE 5 - MEMBERSHIP

- A) Any parent or guardian of a player 17 years and under registered with Sault Female Hockey Association, any player 18 years or older, coaching staff members, and members of the Executive will be granted membership in the Sault Female Hockey Association. Membership takes effect upon registration of the player or assumption of Executive or coaching duties and payment of a \$1 membership fee. The \$1 membership fee is included in the player's registration fee. Coaching staff and Executive members will pay the \$1 membership fee only when applicable (i.e. if not already paid in player's registration).

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ARTICLE 5 - MEMBERSHIP (continued)

- B) All Members are encouraged to attend Membership Meetings. Voting privileges will be as follows: ONE VOTE FOR EACH REGISTERED PLAYER, EACH EXECUTIVE MEMBER AND EACH COACH. (Note: A member serving on the Executive and/or acting as a Coach, and/or has a daughter playing, under 18 yrs old, is entitled to only one vote. A parent who has 2 daughters playing has 2 votes, 3 daughters = 3 votes and so on. Players aged 18 and older will cast their own vote.)
- C) To remain a member-in-good-standing with Sault Female Hockey, members must adhere to the Constitution and Playing Rules of the Sault Female Hockey Association and the Ontario Women's Hockey Association. A person deemed to be a member-not-in-good-standing (by majority vote of the Executive), shall lose all rights and privileges of his/her membership.
- D) Any female living in Sault Ste Marie, the Algoma District or the Upper Peninsula of the state of Michigan is eligible to participate in Sault Female Hockey programs with a limit of three from outside of the Algoma District. Any other outside player may be added with the permission of the executive.

ARTICLE 6 - EXECUTIVE

- A) For the purpose of conducting the business of the Sault Female Hockey Association and administering its programs, the membership shall elect an Executive at the Annual General Meeting. Keeping in mind the best interest of the players, the Executive shall have the right to make any Playing Rules, Policies, etc., and set them out in the Operating Guidelines as needed. The contents of the Operating Guidelines will be approved by the membership at the next Membership Meeting. Any decision of the membership made at a Membership Meeting shall be considered as binding on the Executive, and the Playing Rules, etc. will be adjusted accordingly. All Executive members must attend a minimum of 80% of Executive meetings for the year. If the member does not attend this minimum, he/she will be disqualified from running for an Executive position for the following year.
- B) The Executive shall consist of a President, Past President, 1st Vice President, 2nd Vice President, Secretary, Registrar, Treasurer, House League Directors, Director of Player & Coach Development and Director of Public Relations.

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ARTICLE 6 – EXECUTIVE (continued)

- C) Term - The Term of Office for **President, 1st Vice President, 2nd Vice President, Secretary, Registrar, Treasurer, Director, Player & Coach Development, and Director, Marketing and Public Relations is two years (May 1-April 30). The Term of Office for Novice, Peewee, Bantam and Intermediate League Directors is one year (May 1-April 30)is two years** (May 1 to April 30).
- D) Eligibility – Anyone can be nominated for a position on the Sault Female Hockey Executive provided a current association member-in-good-standing is the nominator. In the event of a vacancy on the Executive, the remaining Executive Members may appoint someone to fill the vacancy until an election can be held at the next Membership Meeting. No head coach of any Sault Female Hockey Association team can hold an executive or officer position unless the position remains vacant after the AGM.
- E) President - Directs the business and operations of the Association, represents Sault Female Hockey at meetings with other hockey associations, or designates someone to do so on his/her behalf, calls all meetings of the Association, and has signing authority on all Association bank accounts.
- F) 1st Vice President - Reporting to the President, acts as the House League Convenor, responsible for the operation of all House League teams. Assumes the duties of the President in his/her absence, and has signing authority on all Association bank accounts. Is responsible for the House League Year-End Banquet and is also responsible for House League sponsors.
- G) 2nd Vice President - Reporting to the President, acts as the Wildcats Convenor, responsible for the operation of all the Wildcats teams, assumes the duties of the 1st Vice President in his/her absence and is responsible for the Wildcat Year-End Banquet.
- H) Secretary - Reporting to the President, shall take and prepare minutes for all Sault Female Hockey meetings and conduct correspondence on behalf of the Association, and is responsible for collecting the mail from the post office box.
- I) Registrar - Reporting to the President, receives all player registration forms, forwards all registration money to the Treasurer and keeps an accurate record of players registered and also acts as the OWHA contact for the Association.

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ARTICLE 6 – EXECUTIVE (continued)

- j) Treasurer - Reporting to the President, shall be responsible for the finances of the Association, will prepare an annual budget prior to the start of the season, provide a yearly financial statement at the conclusion of the season, receive all money coming into the Association and pay all bills as authorized by the Executive. Also has signing authority on all Association bank accounts. A review engagement performed by a Chartered Accountant will be done on a yearly basis at the end of each season, forwarded to the new Executive by September 31 of each year. This review engagement will be presented to the membership at the Fall (October) GMM.
- L) **Novice**, Peewee, Bantam and Intermediate League Directors - Reporting to the 1st Vice President, shall direct the operation of their respective League, ensuring that coaches and participants adhere to the rules and regulations of Sault Female Hockey and the OWHA. The House League Director is in complete charge of game and arena events. The House League Director should not be part of a team's coaching staff within the Division they are directing for reasons of possible conflict of interest.
- M) Director, Player & Coach Development – Reporting to the President, shall be responsible for all player and coaching development, including, but not limited to, Coaching Selection Committee, Skills Sessions, Volunteer Screening, and Coaches & Trainers Clinics.
- N) Director, Marketing and Public Relations – Reporting to the President, shall be responsible for all press releases, updates, special feature articles and the Association newsletter.
- O) Voting - Only the Past President, Vice Presidents, Secretary, Registrar, Treasurer, and Directors will have the right to vote at Executive Meetings. The President shall vote only in the event of a tie.
- P) Quorum - A Quorum shall consist of 50% + 1 of the afore-mentioned Executive Members.

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ARTICLE 7 - ASSOCIATION MANAGEMENT

- A) The Executive will establish Association Officers as required to fulfill the Association's needs. These Positions will be outlined in the Operating Guidelines. Association Officers and members of various Standing and Ad hoc Committees are not automatically members of the Association Executive and have no rights as such.
- B) Committees in general will report to designated Executive Members. Specific Committee structure will be set out in the Operating Guidelines.
- C) Registration Fees for all programs will be set out in the Operating Guidelines.
- D) The Association's Fiscal Year shall be from July 1st to June 30th.

PLAYING RULES, TEAM OPERATIONS, COACHES

SECTION 1 - PLAYING RULES

- A) House League and Wildcat games will be conducted in accordance with the CHA, OHF and OWHA rules and regulations.
- B) In House League play, all players will receive their fair share of ice time, regardless of ability.
- C) Wildcats will receive fair ice time in exhibition games.
- D) Notwithstanding (B) or (C), coaches have the right to discipline players for violation of team rules. The appropriate League Director or Convenor must be provided with a copy of each team's rules and notified of disciplinary action taken by a team.
- E) House League coaches will follow the directions of their League Director at all times.
- F) Any team wishing to engage in a fundraising activity must have approval of the Executive before commencing this activity. Teams that fundraise without the Executive's pre-approval will pay a \$200 penalty to the Association.
- G) Alcoholic beverages and banned substances are not permitted in dressing rooms.

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SECTION 1 - PLAYING RULES (continued)

- H) No male coaching staff is allowed in the dressing rooms without an adult female present. It is encouraged that a female adult be present in the dressing room at all times.
- I) Coaches are responsible and accountable for all activities of his/her team.
- J) Coaches, in consultation with parents, shall determine at the earliest opportunity which tournaments they will attend and provide a potential list to the Executive.
- K) A suspension to a player or member of a coaching staff may be reviewed by a Committee comprised of 3 members of the Executive, including the appropriate League Director or Convenor.
- L) No player shall play for any other team without first having her Coach's permission.
- M) The House League Committee, before the season starts, will work out a disciplinary process for players with excessive penalties

SECTION 2 - TEAM ROSTERS AND COACHING STAFF

- A) Coaches will be selected annually by a Committee appointed by the Executive. The Senior Wildcats team will select two Senior players or former team members to work with one other person, chosen by the Executive, to serve on the Coaching Committee that will choose the Senior Wildcats Coach.
- B) Coaches shall be selected based on criteria approved by the Executive. The minimum being a Developmental Level 1 Certification (or obtain a Level 1 by December of the year applied for) and a SFHA approved criminal record check.
- C) The Selection Committee will advertise for all coaching positions for the upcoming season.
- D) All coaching applications, once received by the Association, must go directly to the Director of Player and Coach Development.
- E) All coaching applicants will have an interview with the Committee as part of the selection process.

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SECTION 2 – TEAM ROSTERS AND COACHING STAFF (continued)

- F) Teams must have a CHA Certified Trainer behind the bench at all times. Wildcat teams should have two certified trainers. All teams must have one female staff member. A female staff member must be present at all team practices and games including exhibition games.

- G) House League teams will be drafted based on age, ability and numbers of players registered. The Executive, in consultation with the League Director, reserves the right to alter House League teams after the Draft to achieve balance. House League players may be moved to a higher or lower level than their age dictates if it is in the best interest of the player and league to do so. All players who play less than 2/3 of draft games are not eligible for consideration for the House League draft. They will instead be treated as late registrants.

- H) Wildcat teams will be selected at annual tryouts operated by Sault Female Hockey. Selection of each team will be done by the respective coaching staffs. Additional Wildcat teams may be added if sufficient numbers exist.

- I) All new applicants to Sault Female Hockey must provide a copy of their birth certificate at the time of registration.

SECTION 3 - ABUSE

- A) Sault Female Hockey will not tolerate abuse of any form by any member, coach or player, and any such actions will be grounds for suspension or dismissal from the Association.

- B) All Executive Members and Coaching Staff will be subject to criminal record checks as a condition of their participation. The Executive will determine if the person's record warrants dismissal. Any conviction for sexually related crimes or crimes against children will be grounds for immediate removal from the Sault Female Hockey Association with no right of appeal.

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- C) All Wildcat Coaches and staff of each team must have submitted their criminal record checks to the Executive by June 1 of each year and House League Coaches by September 31 of each year. After these dates you will not be allowed in the dressing room, on the ice or behind the bench until your criminal record check has been submitted. Any new Coaches or staff added during the year will have 2 weeks from the day they were approved by the Executive to submit a criminal record check.
- D) Parents/spectators will not subject any participant of Sault Female Hockey's programs to physical or verbal abuse, and doing so will be grounds for removal from the arena and possible further discipline.

SECTION 4 - DISPUTE RESOLUTION

Should any dispute arise between members of Sault Female Hockey, which cannot be resolved by negotiation between the members, such dispute shall be referred to the Sault Female Hockey Executive. The Executive shall follow the Dispute Resolution Procedure as outlined in the Operating Guidelines. The resolution of such dispute by the Executive shall be final and binding.

**** END OF CONSTITUTION ****

FOR YOUR INFORMATION

Changes to the "Constitution, Playing Rules, Team Operations and Coaches" can be made only once a year at the Annual General Meeting (AGM) held in April.

These changes (amendments) must be submitted in writing to the Secretary/Registrar at least seven (7) days in advance of the AGM.

Sault Female Hockey Association

BY-LAWS

1. Association Management

A *Executive Meetings*

Executive meetings are held approximately once a month. All members are encouraged to submit agenda items for the Executive meetings. Agenda items must be submitted in writing to an Executive member at least (7) days in advance of an Executive meeting. Any SFHA member will be allowed to address the Executive before any scheduled Executive meeting if a written request is submitted to the Executive at least seven (7) days in advance.

B *Association Meetings*

There will be a minimum of (2) Association meetings during the season. The meeting schedule will be as follows:

October - will focus on welcoming all members to the Association, season schedules, fundraising initiatives, and explanation of the ratified Constitution and Guidelines.

April *(AGM)* - the Annual General Membership Meeting will focus on Executive elections and appointment of Officers, voting on amendments to the Constitution and Operating Guidelines, the year-end Financial Statement and approval of the upcoming season's Financial Plan.

- (i) All meetings will be called and chaired by the Association President.
- (ii) Agenda items, including changes to the Operating Guidelines must be submitted in writing to an Executive member at least (7) days in advance of an Association meeting.
- (iii) Changes to the Constitution must be submitted in writing to the Association Secretary at least (7) days in advance of the Annual General Meeting.
- (iv) Changes to the Constitution and By-Laws will be done via a motion/vote procedure.
- (v) The Executive will be elected no later than April in each year.

C) Code of Ethics

- (i) All Executive members must declare any potential conflict of interest regarding an item on the agenda of an Executive meeting, before discussion takes place pertaining to the item. Whether or not a conflict of interest exists should be decided by the remaining Executive members. If it is determined that a conflict exists, the member in question shall remove him or herself from the discussion and any vote on that particular item. A conflict will not be deemed to exist where a Vice President or League Director has a child playing in a league he or she is responsible for, unless the matter deals with his or her child specifically or the team their child plays on.

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- (ii) No Executive member shall divulge the contents of a discussion deemed to be confidential be the Executive to anyone outside the Executive, except where directed by the executive.
- (iii) Under no circumstances shall it be disclosed how a particular member has voted on any issue.
- (iv) Executive members should conduct themselves in a manner befitting their position while acting on behalf on the Association.

2. Association Structure

a) *The Association structure will consist of (3) Divisions:*

1 *House League*

The House League will be constructed based on the number of players. The Association will attempt to group teams by age divisions if sufficient numbers exist. Teams will be offered from Novice (7-8 yr olds) up to Intermediate (21 and under).

2 *Youth Wildcats*

Youth Wildcat teams will be constructed based on the number of players. The Association will offer teams in each of the following categories:

- a) Atom (ages 9 and 10)
- b) Peewee (ages 11 and 12)
- c) Bantam (ages 13 and 14)
- d) Midget (ages 15, 16 and 17)

3 *Adult Wildcats*

Adult Wildcat teams will be constructed based on the number of players. The Association will offer teams in each of the following categories:

- a) Intermediate (ages 21 and under)
- b) Senior (ages 21 and over)

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3. Team Names

- a) *House League*
Team Sponsors will determine House League team names for local play. For out of town tournaments, teams will be registered as Sault Ste Marie along with the Team Sponsor Name. (*Ex: Sault Ste Marie Purvis Marine*).

- b) *Wildcats*
Locally, tournament teams will be referred to as *Wildcats* along with the Team Sponsor Name. (*Ex: Ramada Inn Wildcats*). For out of town tournaments, teams will be registered as the *Sault Ste Marie Wildcats*.

4. Visual Identity - Tournament Teams

- a) Visual Identity (jackets/hats) for players and coaches will be consistent across all teams.
- b) All teams will use the *Wildcats* approved jersey colour scheme, black pants and black helmet.
- c) Team sweaters will display one Player Sponsor Bar on the back at the bottom of the sweater (Red sweaters = Red Name Bar/White Letters; White sweaters = White Name Bar/Red Letters).
- d) Sweaters may display one name bar on the back at the top of the sweater for corporate sponsor (Red sweaters = Red Name Bar/White Letters; White sweaters = White Name Bar/Red Letters).
- e) All teams will use the approved *Wildcats* jacket and/or tracksuit apparel.
- f) Team visual ID must receive approval from the Executive prior to purchase.
- g) The Equipment Manager for the Association will organize visual identity, as approved by the Executive.

5. Ice Times and Scheduling

- a) *All Association teams will receive balanced ice time for games, practices and skills sessions.*
 - i. Ice time will be provided at Sault Area arenas (Rhodes, McMeeken, Rankin, Steelback Centre, and Desbarats).
 - ii. The Ice Manager for the Association will arrange ice for all games, practices and skills sessions.
 - iii. A Master Ice Time Schedule will be provided to the Scheduling Committee for their finalization and then distributed to team coaches and managers.

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- iv. House League schedules will be set for the same days and times during regular season and playoffs.
 - v. Teams wishing to arrange additional ice may do so, with the understanding that they are financially responsible for such additional ice.
- b) *House League*
- i. Regular ice times will be provided within Sault Ste Marie. House League practice times may be held at other arenas.
 - ii. House League teams will receive (1) to (2) hours per week (1.5 hours average per week).
- c) *Wildcats*
- i. Youth Wildcats will receive (2) to (3) hrs per week (2.5 hrs average per week).
 - ii. Adult Wildcats will receive (1) to (2) hrs per week (1.5 hrs average per week).

6. Games and Practices

- a) A Scheduling Committee will be formed to schedule games, practices, officials and skills sessions.
- b) Qualified officials will referee all games.
- c) House League Directors must follow the rules and guidelines as set out in the House League Director's Handbook.
- d) All game sheets must be handed in to the House League Director or Wildcats Convenor after each game.
- e) Suspensions must be reported to the Program Convenor who shall notify the President. These game sheets must be submitted to the Secretary for submission to the OWHA.
- f) Wildcats games may be arranged with Sault Area teams as outlined in agreements with other Associations. Games will also be scheduled within the Association with Wildcat teams being charged 2/3 hour of ice per game to cover ice costs and referees when interlocking with SFHA House League Teams. (*Example: Bantam vs Midget, Intermediate vs Senior*).

7. Skills Sessions

- a) Skills Sessions will be scheduled by the Scheduling Committee.
- b) Skills Sessions will be provided to all house league registrants at the beginning of each season.
- c) Players will be grouped according to age, regardless of playing ability. Goalies will be split into two divisions (Pewee and under, Bantam and up).

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- d) Each group will get a minimum of three hours of instruction (one hour per night). The schedule will be similar to Wildcats Tryouts/House League Drafts and may include weekend ice.
- e) Volunteer SFHA House League and Wildcat Coaches will run Skills Sessions provided they have Criminal Background Checks.
- f) Costs for the Sessions will be included in Registration Fees for house league. Players who are not registered, or are registered as a Wildcat player, but would like to attend the Skills Sessions are welcome to do so, if a vacancy exists, by paying the appropriate fee (\$30).

8. Olympian Skills Camp

An Olympian Skills Camp may be planned for the spring of each season, dependent upon volunteers and player interest.

9. Financial Management

- a) *Treasurer's Duties*
 - i. Produce Quarterly Reports for the Executive. A Year-End Financial Statement will be presented to the membership at the Annual General Membership Meeting in March.
 - ii. Prepare a Financial Plan for membership ratification in March for the upcoming fiscal year.
 - iii. The House League program account will be maintained as a separate account from the Wildcats program so that no cross program subsidization occurs.
 - iv. The Adult program account will be maintained as a separate account from the Youth program so that no cross program subsidization occurs.
- b) *Fee Structure*
 - i. Fees will differ in each Division due to program variations (referee and ice costs).
 - The 2008/2009 Registration Fees are:
 - \$375 for House League Division (\$450 for late registrations)
 - \$660 for Youth Wildcats
 - \$500 for Adult Wildcats

See Appendix 1 for a breakdown of Registration Fees
 - ii. Registration Fees do not include additional team functions such as tournaments and additional ice time (or Provincial Championship entry fees for Wildcat teams).
 - iii. Family discounts will be provided for (3) or more House League and/or Wildcat Players.

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c) *Association Sponsorship*

- i. There are (4) levels of Association Sponsorship:
 - 1 Corporate Minimum \$3000
 - 2 Wildcats Team Minimum \$1000
 - 3 House League Team \$300/yr for (3) years
 - 4 Patron Minimum \$100

See Appendix 2 for a range of fees and benefits
- ii. All members are encouraged to actively pursue sponsorships on behalf of their daughter and/or team. If members have ideas or association sponsorship leads, they are welcome to pursue them on their own or provide information to the Program Convenor.
- iii. The House League Convenor (1ST VP) is responsible for acquiring House League Team Sponsors.

d) *Player Sponsorship*

- i. Player sponsorship will help offset player registration and team costs. One name bar per sweater at a cost of \$250.00.

See Appendix 3 for a range of fees and benefits
- ii. All members are encouraged to actively pursue Player Sponsorships. If members can acquire Player Sponsorships for more than one player, they are encouraged to do so.

e) *Team Fundraising*

- i. Teams may fundraise if agreed to by the majority at team meetings. These funds may be used for tournaments, transportation, team gatherings, and/or other team expenses as decided by a majority of the team.
- ii. The Executive must approve all team fundraising prior to the event taking place. Teams that fundraise without the Executive's pre-approval will pay a \$200 penalty to the Association.

f) *Executive Expenses*

- a) Executive members only, maximum of 2, will be reimbursed for expenses incurred while attending OWHA meetings on behalf of the Sault Female Hockey Association.
- b) Expenses to be covered will be, but not limited to, hotel accommodations (maximum 2 nights), gas and meals
- c) Reimbursement for other expenses incurred while attending meetings will be at the discretion of the Executive and must be receive majority approval.
- d) All receipts must be provided for reimbursement.

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10. Wildcats Team Tryouts

- a. Tryouts for the Atom, Peewee, Bantam, and Midget teams will be held as soon as possible following the Provincial Championships each season. All rosters for these teams must be finalized and submitted to the Executive by May 31st. Failure to meet this deadline will result in the team not being offered.
- b. Tryouts for the Senior and Intermediate teams will be held any time after the Midget Wildcat tryouts are completed each season.
- c. Players must try out with their own age group.
- d. Each player will receive (3) hours of ice time. Coaches will determine their own format.
- e. Tryout fees are \$230. (\$200 will be applied to next year's Registration Fee if player is selected. Once a player has accepted a position on a Wildcat team the \$200.00 is non-refundable or non-transferable if they choose not to play at any time on the selected Wildcat team.) *Should a player choose not to play after accepting a position, the \$200.00 non-refundable money stays with Sault Female Hockey Association, any individual sponsorship monies return to the sponsor and the team dues stay with the team to help offset the cost of losing a player.*
- f. *A player cannot try out for a Wildcat team until all outstanding monies owing to the previous season's team are paid in full. It is the responsibility of the Manager of the previous team to notify the Executive of any unpaid funds.*

11. Player Registration Deadlines

- a) House League players: June 30th (bonus if paid early)
- b) Youth Wildcats: Full payment due by September 1st
- c) Adult Wildcats: Full team payment due by September 30th
- d) Late Registrations will be accepted on a first come basis, provided there are team vacancies. House League team rosters are final as of January 15th. Every girl registered and paid in full by this date is eligible to participate in League and Play off games.
- e) No player will be OWHA registered until her registration fees are paid in full. (Example: No Wildcat player will be eligible to play or practice and no House League player will be entered into the Draft until they are completely paid in full.)

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- f) Player Sponsor money may be used to offset the cost of registration fees, but cheques must to be made out to the player's Team Account. The Team will in turn write a cheque to Sault Female Hockey on behalf of the player. If the Player Sponsor money arrives AFTER the player/parent has already paid Sault Female Hockey, the Team can either write a cheque to reimburse the player/parent, or apply the Sponsor money to the player's Team Fees. In either case, a Player Sponsor Bar should be ordered and displayed on the player's sweater (on the back, at the TOP).
- g) Refund Policy. No refunds in House League after the first Draft Game has been played. Registration fees less \$45 will be refunded to players withdrawing prior to the first Draft game. No refunds to Wildcat players after accepting a position on the team and/or after the full payment deadline. All requests for withdrawal must be made to the Registrar. Each Wildcat team must turn into the Registrar, within 5 days of their first team meeting, the SFHA acceptance form which will have the players listed along with their signature, their parent's/guardian's signature and the coaches signature.
- h) No Pay—No Play Policy will be in effect in accordance with all payment deadlines.
- i) Individual players having outstanding monies owing to teams shall follow the above (h) No Pay-No Play Policy when registering for the following year. To remain a member in good standing with SFHA, and the OWHA. A person deemed to be a member not-in-good standing (by majority vote of the Executive), shall lose all rights and privileges of standing (by majority vote of the Executive), shall lose all rights and privileges of his/her membership.

12. Tournaments

- a) All teams are expected to cover their own tournament costs, including Provincial Championships.
- b) Team Managers are responsible for tournament registrations and accommodations.
- c) Teams must advise the Executive of all tournaments they plan to attend ahead of time.
- d) House League players are encouraged to “sign up” with teams of their own age group in order to participate in House League tournaments.

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- e) Wildcat coaching staff (maximum 5) will be provided remuneration for their travelling costs while with their respective Wildcat team, not to exceed a maximum of 2.5 rooms for the duration of tournament play. Bus travel will be paid by the team for a maximum of 5 coaching staff. In the case of automobile transportation, a maximum of two vehicles (gasoline) can be claimed, receipts required. Team staff must be present at a reasonable amount of PRACTICES, EXHIBITIONS, GAMES, AND TOURNAMENTS TO BE ELIGIBLE FOR TRAVELLING EXPENSE REIMBURSEMENT.

13. Marketing and Public Relations

- a) A Marketing Committee will be responsible for advertising and promoting the Association.
- b) A Public Relations Officer will be responsible for press releases for House League and Wildcat teams, updates, and public service announcements for the Association
- c) A Marketing Plan will be designed by June of each year.
- d) The Marketing Committee will organize an Information Night/Registration Day.

14. Team Management Guidelines

- a) Each team will appoint a Team Manager. The Team Manager will be responsible for team funds and accounting, transportation requirements, tournament information, distribution of team and association handouts, and general interface with the coaching staff and parents.
- b) Each team account will require a 2-signature system. Each team will submit a year-end Financial Statement to the Finance Committee.
- c) Each Team Manager is responsible for preparing and distributing a financial budget to be given to parents and league directors at the beginning of the season. In addition financial statements are to be prepared twice a season (January and year end) - a copy to be given to all parents and the League Director.
- d) Coaching Staff will include a certified Coach, one or two Assistants, Manager, and a certified Trainer, one of whom must be female. Wildcat teams should have two certified trainers.
- e) Coaches and Managers may meet with the Executive to discuss Association operations.
- f) Coaches and Managers are encouraged to hold regular team meetings with players/parents to discuss team operations and to collectively decide on fundraising, transportation, tournaments, special events, and outstanding issues.

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- g) Team management guidelines will be provided to each Coach. It will be the responsibility of the Coaching Staff to implement the guidelines as stated. Guidelines will be developed jointly between the Coaching Selection Committee and the Coaching Staff. Guidelines will include:
 - 1 Codes of Conduct for players, parents, coaches, spectators, and officials.
 - 2 Promotion of fair play and good sportsmanship.
 - 3 Fair ice time for exhibition games.
 - 4 Fair ice time for tournament play.
 - 5 Dispute Resolution Guidelines for players and parents.
- h) Every team (House League and Wildcat) will be given a copy of the most recent and up-to-date version of the Constitution/Operating Guidelines at the beginning of the hockey season.
- i) All coaching staff, managers and trainers of all teams shall supply the Registrar with a Criminal Record Check by the deadline date as stated in the Constitution, Section 3 – Abuse – C These Criminal Record Checks should not be more than 4 months old when accepted by the Association. Once an individual has been permitted to act as a volunteer or staff person these Criminal Record Checks will be required every 4 years. Receipts for reimbursement must be submitted to the Treasurer by October 31st of the playing season.
- j) No alcohol consumption on the bus or the hospitality room where player attendance is mandatory.

15. Annual Ice Breaker Cup Tournament (Wildcats Fundraiser)

- a) The Wildcats Program will host an annual Ice Breaker Cup tournament.
- b) All families in the Wildcats Program are expected to volunteer time for the Ice Breaker Cup tournament, to an hourly amount to be determined yearly by the Ice Breaker Cup Committee. Distribution of profits will be adjusted if required hours are not covered.
- c) All profits raised at the Ice Breaker Cup Tournament are to go directly to the participating Wildcat teams provided no money is owed by the Wildcat Program to the Association.
- d) Each Wildcat team is required to have a minimum of two representatives sit on the Ice Breaker Cup Committee. These people will fill various positions not already filled by volunteers, selection to open positions will be via name draw. Any team failing to fill their team requirement will lose part of their profits.

16. Coach Selection

- a) A Coaching Selection Committee will conduct interviews with coaching applicants and appoint the coaches for the Wildcats and House League programs. Wildcat coaches for the upcoming season will be announced on the Monday after Provincial Championships. Selections for House League team coaches will be made in mid July.
- b) The Senior Wildcats Coaching Selection Committee will consist of two Senior players and one other person chosen by the Executive.
- c) Successful coaches will be required to submit the names of Assistants, Trainers and Managers by a specific deadline for Committee approval.
- d) All Coaching Staff will be required to obtain record screening in accordance with OWHA guidelines.
- e) The Vice President of Wildcats or House League will oversee their respective Coaching Selection process. If the coaching selection process is behind schedule, the respective Vice President will take over or appoint a representative to take over the Coaching Selection process in order to maintain deadlines.

17. Year-End Banquet

- a) The Association will host two year-end banquets to honour the volunteers, players and sponsors. There will be no cost to the players and coaches to attend the banquet (already included in player registration fees).
- b) The House League Banquet will be held in early April each season.
- c) The Wildcats Banquet will be held in late April each season.
- d) It is the responsibility of the 1st VP (House League) and the 2nd VP (Wildcats) to organize and finalize arrangements for the respective year-end banquets.

18. Association Officers

The following Association Officers will be appointed by the membership and approved by the Executive at the April Annual General Meeting:

- (i) Ice Manager
 - arranges all ice for the Association
 - has authority to enter into contracts with arenas and other associations to secure ice time
 - maintains ice time in accordance to the weekly/yearly allocation to each team
 - establishes a Scheduling Committee to coordinate and communicate schedules

- (ii) Equipment Manager
 - arranges all equipment for the Association in accordance to standards.
 - conducts direct contact with businesses for equipment purchases as approved by the Executive.
 - maintains an inventory of all Association equipment and ensures proper sign-out as needed by the team representative after receiving the approved damage deposit fee.
 - manages storage facilities for equipment, trophies, banners, team jerseys and tournament supplies.
- (iii) Tournament Chair
 - Chairs the Ice Breaker Cup Tournament Committee
 - Responsible for the overall organization of the Ice Breaker Cup
- (iv) Web Master
 - Works closely with the Executive and Director of Public Relations to maintain the SFHA website www.saultfemalehockey.com ensuring security, accuracy and appropriateness.
- (v) **Christmas Classic Chair**
 - **Chairs the Christmas Classic Tournament Committee**
 - **Responsible for the overall organization of the Christmas Classic**
- (vi) **Assistant to house league Vice President**

19. Committees

a) Committees Structure:

(i) The following Committees will be formed:

- | | |
|-------------------------|----------------------------------|
| 1 Coaching Selection | 2 Wildcats Committee |
| 3 Marketing Committee | 4 Ice Breaker Cup Committee |
| 5 Scheduling Committee | 6 Olympian Skills Camp Committee |
| •7 Nominating Committee | 8 Year-End Banquet Committee |
| •9 House League | |

(ii) The responsibilities of each Committee are outlined in the following section. Committee members are not limited to the duties listed. They are welcome to offer suggestions and provide further assistance (within the scope of the Committee) when it is required. All committees must file a complete report containing the minutes with the President of SFHA within 7 days of their last meeting.

b) Coaching Selection Committee (3)

- (i) The House League Coaching Selection Committee will be recommended by the House League Committee to the SFHA Executive for approval.
- (ii) The Wildcat Coaching Selection Committee will be recommended by the Wildcat Committee to the SFHA Executive for approval.
- (iii) The Senior Wildcats Coaching Selection Committee will consist of two Senior players or former team members to work with one other person chosen by the Executive.

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- (iv) Establishes selection criteria and advertises for coaching positions
- (v) Collects applications, arranges and conducts interviews
- (vi) Selects coaches and provides selections to Executive for formal approval
- c) Marketing Committee (2 + Public Relations Officer)
 - (i) Under the leadership of the Public Relations Officer
 - (ii) Responsible for press releases, updates, special feature articles and the newsletter
 - (iii) Assists in the preparation of Association Newsletter - produced three (3) times a year
 - (iv) Organizes an Association Information Night/Registration Day
 - (v) Sits on other Committees requiring public relations (i.e. Ice Breaker/Olympians Camp)
- d) Scheduling Committee (Wildcat Team Managers, HL Convenor + Ice Manager)
 - (i) Under the leadership of the Ice Manager
 - (ii) Arranges House League schedule for games/practices and provides schedule to teams
 - (iii) Arranges Wildcats ice time schedule and provides schedule to teams
 - (iv) Assists in arranging referees for games
 - (v) Includes Skills Sessions in practice schedules and provides schedule to teams
- e) Nominating Committee (3)
 - (i) Appointed by the Executive at least (4) weeks in advance of the April AGM
 - (ii) Advertises the Executive and Officer positions
 - (iii) Provides the Executive with a list of potential candidates at least (7) days prior to the AGM
- f) House League Committee (3)
 - (i) Consists of the 1st Vice President, League Directors from all House Leagues, one coach and one Manager from each House League Team, to meet every other month during the playing season. All meetings to be called and chaired by the 1st Vice President.
 - (ii) Meets the third week of August to structure the Skills Sessions, *organize* the team structure at the House League Draft and other pre-draft concerns
 - (iii) Manages House League program and issues
- g) Wildcats Committee (Wildcats Convenor + Director of Player and Coach Development + 2 representative from each team)
 - (i) Under the leadership of the Wildcats Convenor, the committee will meet to discuss common aspects of Wildcat team management.
 - (ii) Organizes all aspects of the Wildcat Program as per the Operating Guidelines including **Categorization**, advertising, registration, player eligibility, coaching selection, tryouts, scheduling, referees, discipline, sponsorship, fundraising, visual identity, public relations, website and financial management.
 - (iii) Financial Management – as per Article 1 of the Constitution, maintain records of revenue and expenses for all aspects of the Wildcat Program and submit said records to the SFHA Treasurer at each Executive meeting for approval. A year-end Financial Statement must be presented to the SFHA Executive at the conclusion of each season.

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- (iv) The Wildcat Committee will be responsible for ensuring the approved mandate of the Wildcat Program as developed by the SFHA Executive. The Wildcat Committee will make recommendations to the SFHA Executive for any program operational amendments or procedural changes when necessary.

- h) Ice Breaker Cup Tournament Committee (Tournament Chair + Wildcats players and parents)
 - (i) Under the leadership of the Tournament Chair
 - (ii) Organize all aspects of the tournament based on tournament guidelines including advertising, registration, ice management, scheduling, sponsorship, fundraising, sales, program production, tournament operations, refereeing, safety, financial accounting, etc.

- i) Olympian Skills Camp Committee (6)
 - (i) Plans and arranges Olympian Skills Camp
 - (ii) Manages special fundraising and sponsorship as needed
 - (i) Manages the Skills Camp operations including arranging for instructors, accommodations, transportation, ice time, special recognition, etc.

- j) Year-End Banquet Committee (3)
 - (i) Plan and organize the year-end banquet for the Association
 - (ii) Manage specialized fundraising as needed
 - (iii) Organize sponsorship appreciation with House League and Wildcats Convenors
 - (iv) Arrange for Player Awards and recognition

20. Dispute Resolution Procedure

Should any dispute arise between members of Sault Female Hockey, which cannot be resolved by negotiation between the members, such dispute shall be referred to the Sault Female Hockey Association Executive. The Executive shall adhere to the following Dispute Resolution Procedure.

A Member must:

1. Submit written documentation to the Sault Female Hockey Association President, either in person or by mail, stating the facts of the dispute, and the reasons supporting his/her position. A complaints form has been established and can be used for this purpose.
2. The Member must include his/her name, address and phone number so that the resident can easily inform him/her of the date of the Dispute Hearing.

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Upon receipt of written documentation from the Member, the President must:

- 1 Within (7) days of the dispute being filed, set a date for hearing the dispute. The Hearing date will be no more than (15) days after the filing date.
- 2 Notify all parties involved as soon as the Hearing date is set. Such notice shall inform the parties of the time, place and date of the Hearing.
- 3 Establish an ad hoc Dispute Resolution Committee consisting of the President and (3) Executive Members. Should any of these members be in a conflict of interest, including the President, they will step down and other Executive members will be selected. The Executive has the authority to select members outside of the Executive if necessary, in order to ensure no conflict of interest.
- 4 The President (or appropriate substitute, if necessary) will Chair the Hearing. The President does not have a vote.
- 5 The Dispute Resolution Committee shall render its decision not more than (5) days after the Hearing.
- 6 The resolution shall be final and binding.

21. League Play with Other than Sault Female Hockey Association Teams

Any city/town/community that wishes to participate in the Sault Female Hockey Association, with their own selected team, may do so on an exhibition basis only, at the discretion of the Executive. Teams will be allowed to play in our house league program, under Sault Female Hockey Association rules and regulations, with standings to count for Sault Female Hockey Association house league teams, but will not be included in play-offs. Games, ice time, referees, scheduling and any costs associated with these to be worked out with our ice manager, Executive and out of town Association.

22. Infractions and Penalties

The Executive of the Sault Female Hockey Association shall have the right to discipline any coaching staff or member that disregards Playing Rules and League guidelines. Infractions shall include, but not be limited to:

- a) Harassment
- b) Inappropriate touching
- c) Inappropriate language
- d) Attendance of male coach in dressing room without another adult female being present
- e) Failure to wear helmet during practice as advised by OWHA and Insurance rules.
- f) Fundraising without notification to and approval from the Executive
- g) Exhibition games without notification to and approval from Executive (outside of OWHA games)
- h) Unfair ice time

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- i) Wildcat teams wearing team clothing not approved by the Executive

The penalties shall be deemed by the Executive and can include any combination of the following:

- a) Reprimand
- b) Suspension
- c) Fine
- d) Dismissal

23 Appeals

The cost of the appeal process will be \$100, by cheque. The penalized individual must, within 3 days of the penalty being handed out, notify in writing or by email, the President, First Vice-President, or Second Vice-President that they wish to appeal and why. The appeal will not be official until the \$100 payment has been received. The payment must be received by the President, First Vice-President or Second Vice-President within 5 days of the penalty being handed out.

Appeals Committee

The President will establish an appeals committee as per the dispute resolution process within 5 days of the appeal being made official.

Appendix 1 Registration Fees

There are (2) components to Registration Fees: **Association Fees** and **Team Fees**.

1. Association Fees

These fees are paid directly to the Association and are used for the following expenses ONLY. Player sponsors may be used to offset these costs; however, cheques must be made out to the Team Account and then forwarded to the Association by the appropriate registration deadline.

\$375 – House League Division – June 30 (\$425 late sign-ups)

\$635 – Youth Wildcats – Sept 1

\$465 – Adult Wildcats – Sept 30

(These fees are based on a 14-player team. Any funds over and above are used for covering deficits of other teams and Administration costs.)

- 1 **House League** – 40 hours of ice time, skills sessions, referee costs, equipment purchases and repairs, association administration, year-end banquet, trophies, OWHA registration and reimbursement to coaching staff for clinics and volunteer screening.
- 2 **Youth Wildcats** – 65 hours of ice time, skills sessions, team sweaters when needed, association administration, year-end banquet, OWHA registration and Provincial Bond.
- 3 **Adult Tournament** – 40 hours of ice time, skills sessions, team sweaters when needed, association administration, year-end banquet, OWHA registration and Provincial Bond.

2. Team Fees

These fees are paid directly to the team to cover the following team expenses. Player sponsors may be used to offset these costs; however cheques must be made out the Team Account. Listed below is an estimate of expected costs.

- 1 **Fundamentals** – none
- 2 **House League** – expect extra team fees (each team cost may vary) over and above registration fees. This may cover such things as team socks, name bars, tournament entry fees, pop fund and possible extra equipment purchases (such as pucks, water bottles etc). All goalie equipment must be returned to the league equipment manager at the end of the year. Failing to do so may result in a penalty.
- 3 **Youth Wildcats** – expect to pay a minimum of \$400 to your team (each team will vary) to cover tournament entry fees, bus trips, sponsor bars for sweaters, team socks, team jackets/suits, referees for exhibition games, team equipment (pucks, water bottles), reimbursement for coach's expenses, etc. (in accordance with the Coaches Guidelines.)
- 4 **Adult Wildcats** – expect to pay a minimum of \$300 to your team (each team will vary) to cover expenses identical to the Youth Wildcats

Other Team Income Sources – Team Sponsor and Team Fundraising.

- 1 **Team Sponsors (Wildcats Only)** – will help reduce the amount each player will have to pay in Team Fees. Each individual team can determine the amount a Team Sponsor contributes; however we strongly recommend a minimum of \$1000. Teams are expected to solicit their own team sponsor. All proceeds will go directly to the team.
- 2 **Team Fundraising** -- team fundraising will also help reduce player costs to the team. All team fundraising must pre-approved by the Executive. All proceeds will go directly to the team.

**FYI – if a team collects \$400 per player from either player sponsors or player/parent contributions (or a combination of the two), they would have \$5600 to pay for tournaments, etc. PLUS whatever they can get from a Team Sponsor and/or team fundraising.*

Appendix 1 -- (Continued) How Registration Fees Are Determined

House League Program

Expenses per Team

Ice Time = 40 hrs @ \$110/hr	= 4400/2 teams	= 2200 / team (ice time)
Referees = 30 games @ \$40	= 1200 /2 teams	= 600 / team (referees)
OWHA fees = 5 staff @ \$45	= 225 / team	= 225 / team (bench staff insurance)
OWHA team fee @ \$25/team	= 25 / team	= 25 / team (team registration)
Reimbursement for Clinics (approx) reimbursement)	= 225 / team	= 225 / team (clinic/screening)
Equipment repairs/purchases (crestring)	= 200 / team	= 200 / team (goalie equip/association)
Coaching staff banquet 5 @ \$20	= 100/ team	= 100/team
Coaching staff membership fee	= 5/team	= 5/team
	total	= 3589 (Team Expenses)

Expenses per Player

Team Expenses of \$3580 / 14 players	= 256	
OWHA fees/player	= 40	
Banquet	= 20	
Skills Sessions	= 30	
Advertising/Administrative Costs	= 25	
Membership fee	= 1	
	total	= 372
		player registration fees (\$375)

Youth Wildcats

Income = 14 players @ \$660 each		= \$9240(Income)
Ice Time = 65 hrs @ 110/hr	= \$7150	
OWHA Fees = 14 @ \$45/ea	= 630	
OWHA Team Fee @ \$25	= 25	
OWHA Provincial Bond @ \$150	= 150	
Bench Staff = 5 @ \$45 ea	= 225	
Advertising/Administrative Costs	= 100	
Sweater Purchases/Repairs	= 200	
Banquet = 19 @ \$20/ea	= 380	
Membership fee \$1 per player & Coaching staff	= 19	
Reimbursement for clinics	= 200	
Total	= \$9079	= \$9079(Expenses)
		\$ 161

Adult Wildcats

Income = 14 players @ \$465 each		= \$6510(Income)
Ice Time = 40 hrs @ 120/hr	= 4800	
OWHA Fees = 14 @ \$45/ea	= 630	
OWHA Team Fee @ \$25	= 25	
OWHA Provincial Bond @ \$150	= 150	
Bench Staff = 5 @ \$45/ea	= 225	
Advertising/Administrative Costs	= 100	
Sweater Purchases/Repairs	= 200	
Banquet = 19 @ \$20/ea	= 380	
Membership fee \$10 per player	= 19	
And coaching staff		
Reimbursement for clinics	= 200	
total	= \$6729	= 6729(Expenses)
		\$ 219(deficit)

The major fundraiser for the Wildcats Program is the Ice Breaker Cup. All Wildcat teams are responsible for the operation of the tournament and all profits raised are to go directly to the participating Wildcat teams provided no money is owed by the Wildcat Program to the Association.

Appendix 2

Association Sponsorship Program

The Sault Female Hockey program offers a range of options for businesses and individuals to contribute to the program. There are (4) options of Association Sponsorship.

The Corporate Sponsor (\$3000 minimum)

- 1 Sponsorship funds are applied to the entire Wildcats Program
- 2 All Wildcats teams will wear a Corporate Sponsor patch on all home and away jerseys
- 3 Funds are used to offset the cost of operating the Wildcats program
- 4 Gives the sponsor the highest level of profile
- 5 Advertising in all Newsletters and publications as a Corporate Sponsor
- 6 Sponsor will receive a Corporate Sponsor plaque of appreciation
- 7 Sponsor will be invited as a guest to attend the year-end banquet

Wildcats Team Sponsor (\$1000 minimum)

- 1 Sponsorship funds are applied to the individual Wildcats team to offset team expenses
- 2 Each player on the team will wear a Team Sponsor patch on all home and away jerseys
- 3 The sponsor's name is identified with the team (*i.e. Cambrian Mall Midget Wildcats*)
- 4 Advertising in all Newsletters and publications as a Wildcats Team Sponsor
- 5 Teams are encouraged to provide the sponsor with a framed team picture
- 6 Teams are encouraged to invite the sponsor to the year-end banquet

The House League Team Sponsor (\$300/year for 3 years)

- 1 Funds are used to offset sweater costs, ice time, officials, banquet costs, trophies, etc.
- 2 Sponsor name is identified with the House League team
- 3 Sponsor will receive a House League Team Sponsor plaque of appreciation with team picture
- 4 Advertising in all newsletters and publications as a House League Team Sponsor
- 5 Teams are encouraged to invite the sponsor to the year-end banquet

The Patron Sponsor (\$100 minimum)

- 1 Funds are used for general Association administration costs
- 2 Advertising in all Newsletter and publications as a Patron Sponsor

Appendix 3

Wildcats Player Sponsorship Program

There **is one level of** player sponsorship for Wildcat players. These sponsorship funds are used to help cover registration fees, tournaments, uniforms, ice time costs, cost of officials, Provincial Championship **fees**, etc.

Sponsorship cost for one name bar per sweater is \$250.00.

- 1) This gives player a sponsor bar at the bottom of one sweater (white or red)
- 2) Provides Sponsor with advertising in publications and newsletters
- 3) Recognition of Sponsorship in the media at the conclusion of the season
- 4) Players are encouraged to invite the Player Sponsor to the annual year-end Banquet

**** END OF BY-LAWS ****

FOR YOUR INFORMATION

Changes to the "By-Laws" can be made throughout the season, but must be ratified at the very next membership meeting (September, April or an "emergency meeting" called by the President). Members must submit changes in writing to the Secretary/Registrar at least seven (7) days in advance of the membership meeting.