



CONSTITUTION
Amended
April 2022

Constitution

Ennismore Girls Hockey Association

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<https://www.hockeycanada.ca/en-ca/hockey-programs/safety/essentials/download>

Ennismore Girls Hockey Association

ARTICLE I -- NAME

The name of this organization shall be **Ennismore Girls Hockey Association**, referred to herein as the "EGHA".

ARTICLE II -- PURPOSE AND AIMS

2.1. To promote and govern hockey for girls and women who are interested in playing competitive and recreational hockey in the Ennismore and surrounding area.

2.2. To promote hockey as a game played primarily for enjoyment while also fostering skill development, fair play and teamwork.

2.3 To ensure that each player, to the extent possible, will be able to participate in a hockey program suited to that player's skill and abilities.

2.4 To exercise supervision and direction over its players, coaches, managers, spectators and executive with emphasis on the development of good character and friendship

2.5 To develop and promote a league structure that will allow for one or more competitive teams if numbers and interests allow.

2.6 To support the aims and objectives of the Canadian Hockey Association and the Ontario Women's Hockey Association.

2.7 To administer the Association without purpose of monetary gain for its members. Any profits or other accretions to the Association shall be used for promoting its objectives.

2.8 To support a "Fair Play in Hockey" program, the main goal of which is to enhance and foster SAFETY and RESPECT in the game for all participants involved. The Fair Play governing principles, which will guide the conduct of Ennismore Eagles players, coaches and spectators, are:

- Respect the rules
- Respect the opponents
- Respect the officials and their decisions
- Maintain your self-control at all times
- Promote everyone's participation.

ARTICLE III -- MEMBERSHIP

3.1. Membership in the EGHA shall be registered players who agree to abide by the constitution and bylaws of the EGHA, as well as the Executive, Coaches, and Managers, and certain officials appointed by the Executive committee and volunteers.

3.2. A player's membership in the EGHA will commence per the date of renewal set by the Ontario Women's Hockey Association.

3.3 Every application of registration as a player or approval as a coach, trainer or manager of a team in the EGHA is subject to approval by the Executive.

ARTICLE IV -- COLOURS AND CREST

4.1 The official colours of the EGHA shall be green and white.

4.2 The logo shall be:



ARTICLE V -- AFFILIATION

The EGHA's affiliation shall be with the Ontario Women's Hockey Association. The EGHA agrees to abide by the Rules and Regulations of the Ontario Women's Hockey Association (OWHA)

ARTICLE VI – REGISTRATION FEES

6.1. The Executive shall determine the amount of the annual registration fees for players in the EGHA. 6.2 The treasurer or appointee may notify any player at any time that the player's registration fees are due and if not paid within ten (10) days of such notice, the member shall be in default.

6.3 Any player who is in default of the payment of player registration fees can, at the discretion of the Executive, lose her playing and membership privileges until the amount owing has been paid in full. In those instances involving extenuating circumstances, it will be at the discretion of the Executive as to the appropriate course of action. 6.4 All refund requests must be received in writing and forwarded to the attention of the Registrar for approval/consideration by the EGHA Executive refund process.

- ALL refunds will be subject to a \$60 administration fee.
- Upon completion of Tryouts/Evaluations should EGHA be unable to provide a position on a team to a registered player, a full refund of Registration will be granted.

NOTE: This does not include any voluntary withdrawal of a player's registration. All voluntary withdrawals of registration other than noted above, will be subjected to the refund schedule.

ALL REFUNDS REQUESTED DUE TO MEDICAL OR RELOCATION REASONS (PROOF REQUIRED). MUST BE MADE IN WRITING TO THE ATTENTION OF THE REGISTRAR FOR APPROVAL BY EGHA EXECUTIVE. EACH REQUEST WILL BE CONSIDERED ON A CASE BY CASE BASIS.

NO REFUND REQUEST WILL BE CONSIDERED AFTER OCTOBER 1ST OF THE

CURRENT REGISTRATION YEAR.

All registrants excluding Seniors:

- Full refund of Registration fee less \$60 administration fee prior to August 31st.
- 50% refund of Registration fee less \$60 administration between September 1st and September 30th.
- No refund will be given after October 1st.

Seniors

- Once rostered to a team, no refund will be given regardless of timing

6.5 The registration fees are due at registration as a commitment to the EGHA and will be refunded in full if we cannot place them on a team. Refer to Appendix 1 Guiding Principles regarding team size.

ARTICLE VII – EXECUTIVE

7.1 All Executive positions shall be voluntary and as such receive no remuneration for acting, excluding those providing the professional services of an accountant/auditor.. Mileage will be reimbursed accordingly for all OWHA and meetings attended.

7.2 The officers of the Executive of the EGHA will be the President, the Vice President, Coaching Director, Equipment Director, Secretary, Treasurer, Registrar, Ice Scheduler, Fundraiser, IT/Social Media Director and OWHA Liaison. These officers will form the immediate Executive and will be elected by the members at an annual general meeting of members.

ARTICLE VIIIA -- GENERAL DUTIES OF EXECUTIVE

All Executive will be expected to perform the following duties in addition to the specific duties identified for each position:

- Inform any player, coach, manager, or any other person associated with EGHA activities of any observed infraction of any OWHA, , EGHA or affiliated league rule;
- Keep the President informed of all developments and situations within the organization and;
- Any other duties as assigned by the Executive.

ARTICLE VIIIB-- DUTIES OF DIRECTORS

A. President:

The President shall have the following responsibilities and duties:

1. Chair all meetings of the Executive;
2. Signing on behalf of the Association all by-laws, documents or certificates;
3. Call any emergency meetings as required by events;
4. Call for a vote by the Executive on relevant issues, but only vote in the event of a tie;
5. Be an ex-officio member of any committee formed for any purpose;
6. Preside, or delegate the vice president to preside, over all meetings or hearings involving decisions or disciplinary action;
7. Negotiate with the Ennismore Recreation Department with regard to the usage of municipal facilities and be the primary contact for the Ice Scheduler to deal with ice issues raised by either the membership or the municipality;
8. Ensure that all necessary forms are completed and submitted on time;
9. Keep all members of the Executive informed of all developments and situations within the organization.
10. Co-sign cheques to pay expenses approved by the Executive;
11. Inform any player, coach, manager, or any other person associated with EGHA activities of any observed infraction of any OWHA, EGHA, or affiliated league rule;
12. The President may delegate any of the foregoing duties and responsibilities to the Vice-President or any Officer or Director of the EGHA.

B. Vice President

The Vice President shall have the following responsibilities and duties:

1. Assist the President and assume the duties of President in his/her absence;
2. Responsible for police checks with all coaching staff, executive members, managers, and any other EGHA volunteer etc
3. Inform any player, coach, manager, or any other person associated with EGHA activities of any observed infraction of any OWHA, EGHA, or affiliated league rule;
4. Keep the President informed of all developments and situations within the organization; and, 5. Any other duties as assigned by the Executive.

C. Secretary

The Secretary shall have the following responsibilities and duties:

1. Record minutes of all Executive and EGHA meetings;
2. Distribute minutes of meetings via e-mail to EGHA Executive within 48 hrs of meeting taking place;
3. Maintain a record of minutes of meetings;
4. Give notice of all meetings;
5. The filing of all necessary notices and for all correspondence for and by the EGHA;

6. Maintain the Register of Members for record purposes;
7. Inform any player, coach, manager, or any other person associated with EGHA activities of any observed infraction of any OWHA, EGHA or affiliated league rule;
8. Keep the President informed of all developments and situations within the organization; 9. Coordinate the taking of team pictures;
10. Plan and organize team photos for the organization. Contact the arena and work with the ice scheduler to utilize a day that all teams can get to the rink to get photos done the same day. Be the direct contact with the photographer and be present on the day that the photos are done. Distribute photos to team Managers for allocation;
11. Any other duties as assigned by the Executive.

D. Treasurer

The Treasurer shall have the following responsibilities and duties;

1. Collect and record all funds received by the EGHA;
2. Chair any committee convened to deal with financial issues;
3. Pay all accounts on the approval of the Executive;
4. Provide a financial report at each meeting of the EGHA Executive;
5. Present a yearly Budget of proposed expenses and income for acceptance by the Executive; 6. Inform any player, coach, manager, or any other person associated with EGHA activities of any observed infraction of any the Ontario Women's Hockey Association, Lower Lakes Female Hockey League and EGHA, or affiliated league rule;
7. Co-sign cheques to pay expenses approved by the Executive;
8. Keep the President informed of all developments and situations within the organization; 9. Any other duties as assigned by the Executive.

E. Coaching Director

The Coaching Director shall have the following areas of responsibility:

1. Direct all operations for teams;
2. Collect and maintain a record of all necessary documentation for team staffs, including Coaching certificates, Trainers' certificates, Speak Out certificates;
3. Act as the primary contact between EGHA and any league in which EGHA teams participate;
4. Assist the President and Vice President in the selection of coaches and the assignment/ reassignment of players to teams;
5. Co-ordinate the activities of coaches, managers, and players for teams with regards to tryouts, playoff schedules and Provincial Playdowns;
6. Communicate with coaches, parents and players with regard to OWHA and EGHA policies and procedures;
7. Organize, and run an annual coaches meeting at the beginning of the year highlighting OWHA and EGHA rules, policies and expectations as well as how the Coaching Director can support coaches throughout the hockey season;
8. Organize and chair Coaching Interviews and attend with a panel including the President (or VP) and 3 outside members who have no affiliation to the EGHA by July 1st of the upcoming season;
9. Organize, distribute and collect annual Coaching Evaluations;
10. Along with the President (or Vice President), address and implement conflict resolution which may arise throughout the year between parents/players/coaches.

F. Fundraising

The Fundraising Chair shall have the following areas of responsibility:

1. Chair any committee convened to address fundraising issues;
2. Represent EGHA at meetings and/or events organized to generate revenue for EGHA;
3. Investigate possible methods of fundraising, including team fundraising;;
4. Organize participants for fund raising activities;
5. Recruit and organize team sponsorships for all league teams;
6. Maintain a list of team sponsors for all league teams;
7. Organize the recognition of team sponsors; and,
8. Keep the Executive informed of any sponsorship issues or conflicts.

G. Registration

The Registrar shall have the following areas of responsibility:

1. Coordinate public relations and communications with the President and Vice-President;
2. Prepare public announcements and contact the print and electronic media to advertise EGHA activities;
3. Prepare EGHA newsletters as needed;
4. Assist in the planning of special activities sponsored by the EGHA; and,
5. Maintain the database set by OWHA of existing players and report to the Executive with regard to the status of registration activities.

H. Equipment

The Equipment Director shall have the following areas of responsibility:

1. Recommend to the Executive new equipment needed and upon approval from the Executive purchase equipment, including but not limited to, goalie equipment, pucks, First aid kits, sweaters, jackets and other apparel relating to the EGHA;
2. Maintain an accurate inventory of equipment owned by EGHA;
3. Arrange for the storage of any surplus equipment and/or sweaters;
4. Purchase trophies for the EGHA annual banquet (if held).

I. Scheduling

The Scheduler shall have the areas of responsibility:

1. Attend annual scheduling meeting as designated by the OWHA;
2. Liaise with conveners of the OWHA and any league in which EGHA teams play;
3. Co-ordinate all activities with Officiating personnel;
4. Present schedule in a timely manner to Executive for approval, present approved schedules to each team.

J. Officiating

Officiating shall have the following areas of responsibility:

1. Liaise with referee assigner on all issues regarding officiating in the EGHA, such as, fees and commissions, scheduling, suspensions, rules, officiating standards, supervision, and development;
2. Liaise with the referees committee of the OWHA and any league in which EGHA teams play;
3. Receive all complaints on officiating and report findings and recommendations back to the EGHA Executive;
4. Oversee the development of female officials from within the EGHA.

K. OWHA Liaison

The OWHA Liaison shall have the following areas of responsibility:

1. Attend annual scheduling meeting as designated by the OWHA;
2. Liaise with conveners of the OWHA and any league in which EGHA teams play;
3. Act as the Communications Officer in all matters relating to the OWHA
4. Ensure that every EGHA player and staff member (bench staff and all den moms) are registered with the OWHA and insured. Ensures that each team has an official OWHA approved roster by October 1 of each season.
5. Support, receive and sign Permission to Skates required by the OWHA for players looking to try out elsewhere or in Ennismore and keep the Registrar and President informed.

L. IT/Social Media Director

The IT/Communications Director shall have the following areas of responsibility:

1. Maintenance of the EGHA website including scheduling/calendar updates;
2. Work closely with Registrar and Treasurer to manage online registration;
3. Manage and moderate Facebook and Twitter feeds;
4. Communicate with Executive, Coaches, Parents etc all scores, events and specific accomplishments of our EGHA membership.

ARTICLE IX -- THE EXECUTIVE

9.1 Each member of the Executive may accept any position or duty assigned by the President, not otherwise assigned to Directors above.

9.2 Each member of the Executive has the right to vote on any matters of the EGHA business, both at Executive meetings and general meetings. The Chair of the meeting will vote only in the event of a tie.

9.3 Each member of the Executive will actively participate in all functions of the EGHA.

9.4 Each member of the Executive is expected to attend every Executive meeting, any member missing three regularly scheduled meetings without just cause may cease to be a member of the Executive.

9.5 Regular meetings of the Executive to conduct the business of the EGHA will be held at a minimum once a month on a date to be determined as to facilitate the maximum attendance.

9.6 Special or Emergency meetings may be held at the discretion of the President and Executive.

9.7 Any Executive member who is unable to attend an Executive meeting shall notify the EGHA Secretary prior to the meeting.

9.8 Executive members associated directly or indirectly with a particular team shall not be permitted to bring any matter before the Executive regarding said team except through normal channels by written submission to the Secretary.

9.9 The Executive' responsibilities are to carry out the aims of the constitution and the decisions of the membership to the best of their ability and conscience.

9.10 The Executive is responsible for providing the best playing conditions possible and enforcing the regulations of the EGHA.

9.11 The Executive is responsible to the players, to team officials, to the Recreation Department, Selwyn Township and to the Community of Ennismore. The Executive is responsible for the EGHA teams both in our arenas, and in league and tournament competition in other communities.

9.12 The Executive shall have authority to appoint, reject or remove Coaches and the Executive may at their discretion appoint, reject or remove Assistant Coaches, Managers, Trainers, Timekeepers, Scorekeepers and Referees.

9.13 The Executive has the right to accept new Directors on an interim basis. All Directors accepted on an interim basis must be confirmed at the next Annual General Meeting.

9.14 The Executive shall have the authority to suspend or discipline any Coach, Manager, Trainer, player, parent, official or Executive member for conduct prejudicial to the aims of the EGHA based on the expectations for the behaviour set forth in the OWHA and EGHA Players, Coaches and Parents Code of Conduct.

9.15 Any proposed affiliation of the EGHA with other leagues will be approved by the Executive.

9.16 The Coach, and or, the Manager shall advise the Executive of all Tournaments entered into and all exhibition games requiring OWHA sanctioning by any team of the EGHA.

9.17 Assignment of players to teams will be approved by the Executive on the advice of Coaches

9.18 The Executive of the EGHA shall be responsible for the Operation of the EGHA assigning duties to its members as it deems necessary for the valued operation of the EGHA.

ARTICLE X -- PLAYERS

10.1 A player may belong to the EGHA by paying her membership fee at the start of each season. A membership is valid from the time of registration, in accordance with the rules and regulations of the OWHA, or until a written release is provided by the EGHA..

10.2 Any female player of the ages covered by the EGHA may play hockey in the EGHA provided she agrees to observe the terms and conditions of these bylaws.

10.3 Players are expected to cooperate with the organization in their conduct. Conduct unbecoming of a player in the EGHA as set out in the EGHA Players Code of Conduct will not be tolerated and will be consequence accordingly.

10.4 Players must wear full hockey equipment at every game and practice within the jurisdiction of the EGHA.

10.5 A player or parent may object, complain, or give advice to the Executive by means of a signed letter or email after 24 hours on any matter pertaining to the EGHA.

10.6 Any releases, in the form required by the Ontario Women's Hockey Association, from the EGHA must be approved by a majority of the Executive at a regularly scheduled EGHA meeting and be signed by (1) one of President, Vice President, Secretary or Treasurer and/or (1) one other member of the Executive of the EGHA.

10.7 Any Permission to Skate, in the form required by the Ontario Women's Hockey Association, from the EGHA may be signed by the President or OWHA Liaison.

10.8 The EGHA will not assume or accept responsibility for the registration of a child/player without the direct intention and consent of a parent guardian. Registration must be completed and fees paid in accordance with the guidelines set forth. It is the intention of the organization to ensure that this is the responsibility of the parent/guardian.

ARTICLE XI -- COACHES

11.1 Each coach will be appointed by the EGHA Executive for each season. His/her duty will be to fulfill the aims of the constitution. The coach is responsible for enforcing the rules of EGHA and be familiar with the rules and regulations of OWHA.

11.2 Each coach of a team shall strive to ensure fair ice time for each player on his/her team during regular season play. Ice time during playoff or tournament play and for all teams within OWHA shall be determined by the coach, Purpose and Aims of the EGHA Constitution. It will be the discretion of the coaching staff to "shorten the bench" for the last

three to five minutes of the game if deemed necessary. At the beginning of the season, all coaches are responsible to have a parent/coach meeting to outline the coaches' philosophy. The parents have the right to contact a member of the EGHA Executive if they have any concerns.

11.3 Each coach or team official may require a player to leave any game, practice or other team function for conduct prejudicial to the aims of the EGHA. Any coach, who deems further disciplinary action to be necessary against an individual player, for any reason, must apply to the Disciplinary Committee for permission to take action.

11.4 Coaches are to have a team meeting and read the EGHA Players Codes of Conduct to all players on their respected teams by October 15 of their season.

11.5 All Bench staff, on-ice volunteers and Den Moms are to have their criminal police checks up to date and into the EGHA Vice President by October 15th of their season or risk being removed from their roster. Team budgets will have to pay for bench staff exceeding 5, being re-rostered and re-insured.

11.6 All Coaches are to conduct themselves in ways that align with the expectations of the EGHA and set forth in the Coaches Code of Conduct. Failure to do so will result in consequences laid out in the Coaches Code of Conduct.

ARTICLE XII -- MANAGERS

12.1 Coaches will appoint managers to their teams, subject to the approval of the Executive. A manager assists the coach in fulfilling the aims of the constitution and enforcing the rules of the EGHA.

12.2 The manager is responsible for team administration and communication with players and parents.

12.3 The manager is responsible for collecting all sweaters and equipment belonging to EGHA at the end of the season

12.4 Managers are responsible to submit the game sheet and the statistics of each game per OWHA guidelines..

12.5 Managers are not to proceed with a budget until it receives 70% of parental approval.

12.6 Managers are to send in approved budgets to the EGHA Treasurer by October 30 of the hockey season.

ARTICLE XIII -- DISCIPLINARY COMMITTEE

13.1 The Disciplinary Committee shall have the authority to suspend or discipline any coach, manager, trainer player or other team official and parents for conduct prejudicial to the aims of the EGHA.

13.2 The disciplinary committee shall review all matters where a minimum suspension is applied by the OWHA or any league in which the EGHA plays.

13.3. The Disciplinary committee shall comprise of:

1. The President or his designate and will be the Chair;
2. Coaching Director;
3. If possible, Two coaches, assistant coaches or managers of EGHA teams who have no ties to the team in discussion

13.4 Chair any committee struck to deal with suspension review.

ARTICLE XIV -- EQUIPMENT

14.1 Team sweaters and socks are to be worn only at games.

14.2 When sweaters and other equipment are removed from the equipment room, they must be treated with respect and returned by the Manager to the equipment room as soon as possible. Any loss or damage must be reported immediately to the Executive. Lost, stolen or excessively damaged jerseys are subject to replacement costs that must be paid by the player prior to registering for subsequent seasons or having a release/permission to skate signed for another association.

14.3 Goalies may take goalie equipment home with them provided they sign a receipt for it and promise to give it good

care. It must not be used by anyone except the person who signed for it.

ARTICLE XV -- FINANCES

15.1 The activities of the EGHA will be financed through player's registration fees, the support of the team sponsors, and other sources approved by the Executive.

15.2 Certain fundraising events during the year will be approved by the Executive and participation of all members is expected.

15.3 The contribution of major sponsors shall be for the whole EGHA, for a fee to be determined annually by the Executive.

ARTICLE XVI -- PLAYING RULES

16.1 All EGHA competition shall be governed by the rules of OWHA as amended from time to time, except where various leagues and tournaments have specified particular exceptions to OWHA rules.

16.2 The EGHA will provide referees for each league game with the qualifications necessary for the particular level of play.

ARTICLE XVII -- GENERAL MEETINGS

17.1 The Annual General Meeting of the membership must be held after March 1st and no later than May 31st each year.

17.2 Each Annual General Meeting must include a financial statement from the Treasurer, which is in accordance with generally accepted accounting principles, and an election of Officers and Directors for the coming seasons. A Financial Statement must be presented to the Executive and be made available to the general membership by June 30 each year.

17.3 A quorum of 15% Executive Members, including the President, is required "to constitute an AGM for the exercise of its powers". AGM will be rescheduled if it lacks a quorum.

17.4 When members of the EGHA vote for election of officers or any other matter at the General Meeting, the following persons may vote: each player who has reached her 16th birthday by December 31st in the year of the Annual Meeting, one vote for each active player (the player, if 16, or her parent NOT BOTH), each Executive member, Coach and Manager who has reached the legal voting age, and certain other officials appointed by the Executive. An individual has only one vote and must be present at the General Meeting. Members eligible to vote cannot vote by proxy.

17.5 General Meetings of the membership may be held at any time. A general meeting must be called by the President and notice of the meeting must be given by the Secretary to all members two weeks beforehand.

17.6 The first meeting after the general meeting will be considered the first meeting of the new executive.

ARTICLE XVIII -- AMENDMENTS

18.1 Amendments to this constitution may be made at any properly called General meeting of the membership. 18.2 An amendment in writing signed by a proponent and seconded must be given to the Secretary at least one week before the General Meeting is to take place. Both the proponent and seconded of the proposed amendment must be voting members of the EGHA.

18.3 An amendment must be approved by a two-thirds majority of the voting members present at the meeting.

ARTICLE XIX -- BYLAWS

The elected Executive may, from time to time, edit, repeal, or amend such Bylaws as it deems necessary for the conduct of the business of the EGHA. Any such amendment shall be in full force and effect until approved or rejected by the membership at the next Annual General Meeting.

BYLAW 1

19.1 All expenditures must be approved by the Executive and recorded in the minutes.

APPENDIX 1



Ennismore Girls Hockey Association Executive Guiding Principles

The following principles are developed to assist the EGHA executive in upholding the spirit of the EGHA constitution, and the general principles of providing a program of fun, fair, and competitive hockey founded in the OWHHA and Hockey Canada.

1. **Team Size should be capped at 15 skaters per team and 2 goalies.** Placing a cap at 15 allows all skaters a fair amount of ice time throughout the season, exceeding the cap could be detrimental to the development of the team (excluding intermediate and senior teams).
2. **In the case where there are two teams in a division with an unequal amount of total registered players, tier one team has the choice of taking one more than half during the tryout period. (i.e. If there are 29 skaters, the tier one team can take 14 or 15)**
3. **The EGHA executive should strive to have teams with at least 13 total players per team.** This provides enough skaters to ensure the ability of the team to compete with illness or injury to one or more players. Teams less than 13 players is not cost effective. The EGHA executive must consider finances to accommodate a team of this size.
4. **Whenever possible the coach should strive to have a female trainer on their bench.**
5. **To honour the integrity of the organization players are strongly encouraged to try-out for the tier one team in their division.**
6. **Players registering for the EGHA are not permitted to play with any other minor hockey association (i.e. OMHA) without signing a letter of commitment to EGHA and designating which association will be their priority, and accepted by the coach**
7. **Player Ice Time: Each player is entitled to fair ice time during regular season play, excluding the last three to five minutes of the game, which is left to the coach's discretion.** This principle is consistent with EGHA constitution and OWHHA policy. It allows all players to develop and have fun. Fair ice time cannot be misunderstood for equal ice time. Many situations arise in a game including penalties, discipline, line changes etc., which make equal ice time unrealistic.
8. **Must Win Playoff and Tournaments Ice Time:** While observing the purpose and aims of the EGHA constitution- ice time for must win games in playoffs and a tournament is up to the discretion of the

coaching staff. Coaches will be required to communicate this policy to their team at the beginning of the season and again prior to tournament or playoffs for all players to understand if ice time will be managed differently than regular season play.

- 9. Playing Outside Age Division: Players from U13 to U18 should not be permitted to move outside of their age category unless there is a need to move the players to accommodate team numbers.** On occasion the executive may require players to move up a category to equalize the team size. This move should be managed with the aims and purposes of the constitution as a guide. Players should not be required to move age categories but should be offered to players/parents as a choice. In the instance the EGHA does not have a U9 Rep division, U9 players are permitted to tryout for U11 Rep.
- 10. Dispute resolution between coaches and parents must follow the following steps:**
1. Parents of all players (up until the age of 18) must sign Parent Code of Conduct at the beginning of the year. These players will still be required to sign the Players Code of Conduct.
 2. After observing the 24 hour rule, a parent should request a meeting with the coaching staff to discuss concerns and try to resolve the issue
 3. If issue cannot be resolved, parents must submit to the EGHA Executive President a written summary of the concerns/complaint and the coach will be required to submit a summary from the coaching staff
 4. As per the constitution, the executive will set up a Conflict Resolution Committee (Formally the Discipline Committee) to resolve the issue
- 11. Executive Conflict of Interest:** When an issue requires a vote any executive that is part of the coaching staff of the team or player in question, that has family member on the team in question, or has a vested interest in the decision, they must leave the room and be exempt from the voting process.
- 12. Quorums for Executive Meetings:** Regular scheduled and emergency meetings of the executive must have 50% attendance to pass motions and make decision (withstanding members abstaining from a vote due to conflict of interest, therefore 50% those eligible to vote)
- 13. Executive Absenteeism:** If an executive misses more than 3 meetings consecutively (barring illness or injury) they will lose their voting privilege
- 14. Tryouts and Registration**

In an effort to be as fair as possible to our current members while also attempting to serve girls from Selwyn and local areas as much as possible, the EGHA has developed the following process for registration.

***** Selwyn area - refers to players living in the Township of Smith/Ennismore/Lakefield*****

***** Local Areas (Outside Selwyn township) - refers to players living in areas surrounding Selwyn where the EGHA and Ennismore is the closest female hockey center (ie. Buckhorn)*****

***** The waiting list - The waiting list does not operate under a first come, first serve premise. All players placed on the waiting list before the last Registration date will be considered for tryouts if the EGHA Executive determines the waiting list is necessary. These decisions will be made following the final registration date *****

In an effort to transition to Spring Tryouts, the following system will be put in place to ensure placement of as many players as possible to ensure the continued success and growth of girl's hockey in Ennismore.

14.1 To honour the integrity of the organization, players are strongly encouraged to try-out for the tier one team in their division. No player will be permitted to tryout to the division above their age group, unless approved by the executive and without an invitation from the coach excepting U9 players who are permitted to try out for the U11 tier one team.

14.2 All players who register for tryouts will be considered equally, though the tier one team in each division will only be permitted to roster 3 players who are new members of the EGHA. This provision is waived if an insufficient number of EGHA players attend the tryout process.

14.3 Coaches will be advised a number of skaters and goalies to take on the tier one team, while also preparing a list of further players they will be asked to accept as well if required to balance tier one and subsequent teams in that division.

14.4 After one season of play, all players are considered to be full EGHA players and are not included in the limit of 3 outside players rule in 14.2 in the next season.

14.5 Any player offered a tier one team position will be required to submit their registration within 2 weeks of registration opening to secure their spot. Any player not submitting their registration within the 2 weeks will forfeit their tier one team position and will be placed on the second or subsequent team in that division once their registration is received.

14.6 After tier oneteam selections have been made, all subsequent registrations of returning EGHA members will be placed on second teams providing there are sufficient numbers to form a second team. All new registrations of anyone not registered with EGHA in the last season will be placed on a waiting list pending review of division numbers by the registrar and EGHA executive.

14.7 Registrations from the township of Selwyn and local areas will be given priority on the waiting list if/when it is accessed.

- Example. If a particular division needs 3 players to form two teams (or even 3 players to form just one team), the waiting list will be utilized. If there are 8 players on the waiting list and 2 reside in Selwyn and local areas – the 2 local girls will be given 2 guaranteed spots. Therefore the remaining 6 players from outside areas (not from Selwyn or local areas) will tryout for the final 1 spot. The 5 players who are unsuccessful will get a 100% registration refund. Tryout fees will not

be refunded.

14.8 All players who register before the final registration deadline will be given priority over late registrations (despite players who live in Selwyn or local areas, or past registration with EGHA). • Example. If a previous years EGHA member does not register before the Registration Date (but registers after) they will not be considered for an EGHA team until the waiting list is exhausted first.

14.9 After the final registration the executive will determine the number of teams and consider whether the waiting list will be required or not. If it is required, the EGHA will communicate to all players and their parents on this list.

14.10 If the executive determines that a division has enough registrations for two or more teams, beyond the tier one team, subsequent teams will be determined through a series of competitive tryouts - all registered players regardless of their address and or seniority will be given the opportunity to try out for this team

Any Selwyn and local area girl who did not play in the EGHA last year and donot have a spot to play in Ennismore in their own division because of numbers will be supported by the EGHA Executive in the following process:

1. Playing in an EGHA age group above if the age group above them has 2 teams and needs additional players
2. Facilitating a move to Peterborough Girls House League.
3. Facilitating a move to Keene or Lindsay Girls Hockey Associations.

‘ Approved April 2018

APPENDIX 2
Codes of Conduct



Ennismore Girls Hockey Association

EGHA PLAYER CODE OF CONDUCT

Coaches are to communicate this Code of Conduct to their players during their first team meeting. Coaches are to modify what is communicated to the team based on age group.

The EGHA Executive, volunteers, coaches and others have all made a commitment to making this season a successful one. The most important commitment though, comes from the players themselves, in time, effort, attitude and behaviour. Your success in hockey and in life is determined by the decisions that you make and the accountability that you have for your actions.

As an Ennismore Eagle Girls Hockey Player, I understand and acknowledge the following rules that form the Players Code of Conduct:

1. I understand that the participation in EGHA Hockey is not a right – it is a privilege.
2. I will treat everyone involved in the EGHA fairly, regardless of age, colour, sexual orientation, religion, gender and place of origin.
3. I realize that any type of bullying/harassment is completely unacceptable. Examples of bullying are:
 - a. Physical – hitting, slapping, punching, pushing, staring.
 - b. Verbal – name calling.
 - c. Cyber – posting inappropriate comments or pictures on the internet. (Refer to EGHA Social Media Policy)
4. I will maintain self-control at all times. I will refrain from demonstrations of frustration or anger after a penalty or game loss. I will avoid unnecessary or exaggerated celebration of a goal scored or a game won that would embarrass the EGHA or demean the opposing team.
5. I am representing not only myself but also the Ennismore Eagles, the EGHA, and the entire township of Selwyn and its surrounding areas and am expected to act in an appropriate manner.
6. I will show respect for my teammates, opponents, coaches, management, referees and timekeepers.
7. I will follow the rules laid out by Team Management (ie: dress code, before game arrival time).
8. I will be respectful of all arenas that I am in, especially the dressing rooms.

9. I will report violations of this Players Code of Conduct to team management/coaches. 10. I will follow the EGHA Social Media and Networking Policy. This policy outlines how coaches, parents, and players should voice any concerns privately, not in public, nor on a public forum (e.g. Facebook, Twitter).

Possible Consequences of EGHA Player Not Respecting The EGHA Code of Conduct

Player consequences depend entirely on the nature, duration and intensity of the player's inappropriate action(s). All situations are unique. The EGHA believes in progressive discipline that encourages open communication, transparent consequences, and promotes positive player actions and relations.

Examples That Reflect Progressive Discipline

1. Team meeting between coaches and all team players going over Player Code of Conduct. Coaches to modify based on age group and to let the EGHA Coach Director know they have had this discussion. *Must happen before October 15th.*
1. Discussion between coaching staff and player and parent if rule broken after observing the 24 hour rule.. 2. Loss of ice-time during a game.
3. Player removed from practice, game, team event. *(EGHA Coach Director to be notified by coach)* 4. Player asked to stay away from team events for 1 week. *(EGHA Conflict Resolution Committee must be notified at this point)*
5. Player removed for 2 weeks or more and possibly permanently.

Coaches are to communicate this Code of Conduct to their players during their first team meeting. Coaches are to modify what is communicated to the team based on age group.

APPROVED May 2016



**Ennismore Girls Hockey Association
EGHA COACHING CODE OF CONDUCT**

The Coaching Code of Conduct was created to make the Coach's role more transparent to all. Coaches have the most important and influential role in EGHA and are valued greatly by the EGHA Executive. We thank you for your time and commitment and we are here to support you .

Coaching Code of Conduct:

- 1) I will place the emotional and physical well-being of my players ahead of a personal desire to win. 2) I will teach my players to play fairly and to respect the rules, officials, and opponents.
- 3) I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- 4) I will provide a safe playing situation for my players.
- 5) I will lead by example in demonstrating sportsmanship.
- 6) I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol.
- 7) I will be knowledgeable in the rules of the sport and I will teach these rules to my players. If I lack hockey knowledge in a particular area I will research independently or ask hockey minded people for advice.
- 8) I will be prepared and organized for all practices and games.
- 9) I will teach mutual respect between coaches and players.
- 10) I will Read and follow the EGHA Social Media and Networking Policy. This policy outlines how coaches, parents, and players should voice any concerns privately, not in public, nor on a public forum (e.g. Facebook, Twitter).

- 11) I will seek out the EGHA Coaching Director advice/guidance when an issue arises (i.e., Parent/player breaking their own Codes of Conduct) that warrants it. If a matter is serious I will communicate to the EGHA President and ask for a Conflict Resolution Meeting be set up.
- 12) It is my responsibility to communicate the expectations of behaviour to all bench staff and to model appropriate behaviour.
- 13) I understand that all bench staff behaviour falls under the responsibility of me as the head coach.
- 14) I understand that I am not able to guarantee absolute equal ice time because of how hockey is governed by referees, buzzers and situations, but I will do my best to ensure short shift lengths (Between 30 seconds and 90 seconds) whenever possible and I will give all players an opportunity to succeed, especially after mistakes. Must win playoff and tournament games are the only exception but it is understood that ranges in players ice time should not be drastic.
- 15) I will follow all of the rules, regulations and codes of conduct that are outlined by Hockey Canada and the OWHA.

Position: _____

Name: _____

Signature: _____

Date: _____

Team: _____

Approved May 2016



Ennismore Girls Hockey Association

PARENT CODE OF CONDUCT

By the very nature of the game, hockey is physical and aggressive. When a game is as fast paced as hockey, it is sometimes inevitable that tempers will flare and poor judgment will occur. As parents, guardians and coaches it is our responsibility to encourage our daughters/players to play by the rules. We must remember that children learn best by example. When we show positive attitudes towards the game, other players, coaches, as well as referees, our children will benefit.

As a Parent or Guardian I acknowledge the following rules that form this Code of Conduct: 1.

Participation in the Ennismore Girls Hockey Association is not a right – it is a privilege.

2. Physical abuse or threatening abuse towards other parents, coaches, officials, players or members of the EGHA Executive will not be tolerated.
3. Foul language or other forms of verbal abuse or harassment towards other parents, coaches, officials players or members of the EGHA Executive will not be tolerated.
4. Respect and adhere to all ideals, policies and rules determined by Hockey Canada, OWHA and Ennismore Girls Hockey Association.
5. Respect the rules of the game, opponents, officials and their decisions.
6. Maintain self-control at all times.
7. Encourage my daughter to attend as many games and practices as reasonably possible in a timely manner and to notify the coach ahead of time in regards to absences.
8. Respect the facilities either home or away in which my daughter is privileged to play.
9. Remember that my daughter and I represent the Ennismore Eagles, the EGHA, the village of Ennismore as well as the township of Selwyn and are expected to act in an appropriate manner.
10. Show respect for the decision, judgment and authority of the officials and timekeepers. Players, coaches, and referees are all human and they may make mistakes too.
11. Show respect for the feeling and abilities of my daughter, my daughter's team-mates and the players on the other team.

12. Refrain from demonstrations of frustration and anger at all times.
13. Refrain from expressing opinions of coaches, players and parents from both my daughter's team and the opposing team in front of my child or anyone else's.
14. Wait 24 hours as a cool down period before approaching a coach or member of the team staff as well as the EGHA Executive with a concern or complaint.
15. Read and follow the EGHA Social Media and Networking Policy. This policy outlines how coaches, parents, and players should voice any concerns privately, not in public, nor on a public forum (e.g. Facebook, Twitter).



Ennismore Girls Hockey Association
PARENT CODE OF CONDUCT AGREEMENT

As a parent or guardian of _____, a participant in the EGHA, I agree to adhere to the EGHA Hockey Parent Code of Conduct as attached hereto as Page 1.

I fully understand that violation of any provisions of this Code of Conduct by any parent, guardian, or relative of a participant or coach may result in an immediate suspension from attending EGHA Hockey events and/or arenas for the remainder of the current and subsequent seasons by the offending individual. In severe cases, this suspension or expulsion may include family (including player) suspension or expulsion from EGHA Hockey events and or arenas for the remainder of the current and subsequent seasons.

The following are guidelines for progressive disciplinary action that could (all incidents are handled uniquely) occur for a violation(s) of the Parent Code of Conduct:

- 1st Offence - Not permitted in the rink cold part for the duration of the game.
- 2nd Offence - Ejection from the arena for the remainder of the season and OWHA notification.
- 3rd Offence - Ejection of the offender and their daughter from the EGHA HOCKEY for the remainder of the season and subsequent seasons and OWHA notification.

In the event of an alleged violation of this Code of Conduct, the President, VP, OWHA Rep and Coaching Director will be notified immediately and a Conflict Resolution Committee hearing will be held as soon as possible with at least three members of the Executive and they shall adjudicate the alleged violation in any manner deemed required after hearing from all involved parties. I further agree that the decision of the Committee is final at the EGHA Hockey level. This agreement applies to all EGHA HOCKEY affiliated events and teams.

An EGHA consequence is completely separate from a possible OWHA consequence.

I understand failure to sign this PARENT CODE OF CONDUCT will result in my daughter not being able to play EGHA HOCKEY.

I, _____ acknowledge having read this agreement and irrevocably agree to be bound by it for the duration of the 20__/___season. This agreement applies to all EGHA HOCKEY affiliated events and teams.

Parent Name: _____

Signed: _____

Dated: _____

Appendix 3



Ennismore Girls Hockey Association

SOCIAL MEDIA AND NETWORKING POLICY

The EGHA Social Media and Networking Policy will encompass public communications through such internet media and websites as Twitter, Facebook, Snapchat, Instagram, LinkedIn, and any other social media network that allows users to communicate news and opinions online as well as other forms of electronic communication.

The policy will be applicable to all members of the Ennismore Girls Hockey Association (EGHA), including executive members, coaching & bench staff, teams, EGHA members, on-ice and off-ice officials, players, players' family members and supporters.

The EGHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The EGHA also respects the right of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers that social media and networking can present.

The purpose of this policy is to educate the EGHA Community on the risks of social media and to ensure all EGHA Community members are aware that conduct deemed to be inappropriate will be subject to disciplinary action by the EGHA.

When using social media and networking media, the EGHA community should assume at all times that they are representing all members of the Association, the Association itself, and the EGHA Governing Associations. All members of the EGHA should remember to use the same discretion with social media and networking (e.g. texting, posting pictures and/or messages online, participating in discussion or chat fora, etc.) as they do with other traditional forms of media (e.g. radio, TV, newspaper). In other words, if you would not want a particular picture or message to appear in a traditional newspaper, then it should not appear on social media.

SOCIAL MEDIA GUIDELINES

- i. EGHA holds the entire EGHA Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- ii. Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an Individual will not be tolerated and will be subject to disciplinary action.
- iii. It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.

- iv. Refrain from divulging confidential information of a personal or team-related nature. For example, avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Do not discuss injury information about any player. Only divulge information that is considered public.
- v. Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent they cannot be retracted. Ultimately, you are solely responsible for your comments.
- vi. If requested to participate in an online network as a direct result of your affiliation with or participation in the EGHA, the EGHA recommends that you request approval from the Team or the Association.

EXAMPLE SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media and networking media that are considered violations of the EGHA Social Media and Networking Policy and may be subject to disciplinary action by the Association.

- i. Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- ii. Divulging confidential information that may include, but is not limited to the following:
 1. player injuries; player movement; game strategies; or
 2. any other matter of a sensitive nature to a member Team, the Association or an Individual.
- iii. Negative or derogatory comments about any of the EGHA Teams, the Association, the League(s) and/or EGHA programs, stakeholders, players or any members of the EGHA.
- iv. Any form of bullying, harassment, intimidation or threats against players or officials.
- v. Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, hazing, sexual exploitation, etc.
- vi. Online activity that contradicts the current policies of the EGHA or any of its member Associations.
- vii. Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the EGHA policies and regulations on these matters.
- viii. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

DISCIPLINE

EGHA will investigate reported violation(s) of this policy as deemed appropriate by the Association. If the investigation determines that a violation has occurred, the EGHA will impose an appropriate sanction as outlined in the EGHA Code of Conduct including the Appeal process.

Approved May 2016

Appendix 4



Dressing Room Policy

Effective September 7, 2016

Ennismore Girls Hockey Association
Dressing Room Policy

Per current policy of the OWHA, including any revisions occurring after acceptance of this document

https://cloud.rampinteractive.com/whaontario/files/Forms%20and%20Policies/DRESSING_ROOM_SUPERVISION_POLICY_REVI SED_June_2017.pdf

Appendix 5



PAYMENT & REFUND POLICY

FAMILY DISCOUNT POLICY

First two family members pay full price

Third family and subsequent members will receive a \$50 discount each

Applies only to immediate family members only (ie. Sisters)

REGISTRATION FEES PAYMENT POLICY

Full payment at time of registration must be made by online payment if alternate arrangements are required please contact the registrar prior to registering.

If paying by split payment plan, the payment dates will be set annually by the EGHA

While the EGHA recognizes that players may have varying family situations, full payment is the responsibility of the individual registering the player and EGHA will not be responsible for obtaining payment from additional parties

Full-time rostered goalies pay half the listed registration fee in all divisions

All NSF cheques or declined credit card payments will be subjected to a \$25 Charge. If this happens twice in a season, all subsequent registration payments must be made in cash directly to an executive of the EGHA.

All players must be registered and fees must be paid in full prior to stepping on the ice (evaluation skate(s)/tryouts included). If registration fees are not paid, the player will not be permitted on the ice.

REFUND POLICY

All refund requests must be received in writing and forwarded to the attention of the Registrar for approval/consideration by the EGHA Executive refund process.

ALL refunds will be subject to a \$60 administration fee.

Upon completion of Tryouts/Evaluations should EGHA be unable to provide a position on a team to a registered player, a full refund of Registration will be granted.

NOTE: This does not include any voluntary withdrawal of a player's registration. All voluntary withdrawals of registration other than noted above, will be subjected to the refund schedule.

ALL REFUNDS REQUESTED DUE TO MEDICAL OR RELOCATION REASONS (PROOF REQUIRED). MUST BE MADE IN WRITING TO THE ATTENTION OF THE REGISTRAR FOR APPROVAL BY EGHA EXECUTIVE. EACH REQUEST WILL BE CONSIDERED ON A CASE BY CASE BASIS.

NO REFUND REQUEST WILL BE CONSIDERED AFTER OCTOBER 1st OF THE CURRENT REGISTRATION YEAR.

All registrants:

- Full refund of Registration fee less \$60 administration fee prior to August 31st.
- 50% refund of Registration fee less \$60 administration between September 1st and September 30th.

No refund will be given after October 1st.