



Kanata Girls Hockey Association Constitution, Bylaws and Regulations

Revised May 2016



Whereas the KGHA is a voluntary Association of members and individuals established to promote and foster amateur girl's hockey throughout the Kanata district.

And, whereas it is declared that one of the purposes of this Constitution and the Associations bylaws, regulations and rules shall be to confer on the KGHA and its Executive all of the rights, responsibilities and powers of a fully self-governing, non-profit organization;

Now therefore be it enacted:

Article I - INTRODUCTION

1.1. Title/Name

- 1.1.1. This organization shall be called the Kanata Girls Hockey Association (KGHA).
- 1.1.2. Teams shall be known as either the Kanata Rangers or Ottawa Senators

1.2. Objectives

- 1.2.1. The object of the Kanata Girls Hockey Association (hereinafter referred to as the Association) is to provide a hockey program open to all girls and women of hockey playing age in the Kanata District. The Association shall be carried on without purpose of monetary gain for its members. Any profits or other accretions to the Association shall be used for promoting its objectives.
- 1.2.2. Without limit to the foregoing the KGHA will foster, encourage and improve all organized amateur girls hockey within the Kanata District. The KGHA will provide instruction and competition for all registered players while providing an atmosphere wherein good character and sportsmanship, team spirit and life skills on the part of the players, parents, coaches and Executive can be fostered.
- 1.2.3. Membership fees shall be set, and programs shall be developed and delivered, with the objective of providing equitable value to all members.

1.3. Status

- 1.3.1. The Association is the governing body of amateur hockey for girls and women who are bona fide members of the Association within the area to be defined as the Kanata District.

1.4. Definitions

- 1.4.1. **Kanata District** shall mean the western portion of the City of Ottawa, west of what was formerly known as Nepean, including the areas formerly known as Kanata, West Carleton, and Goulbourn.
- 1.4.2. **Division** shall be that group of teams comprised of players within a specified age group. The age groupings shall be consistent with those defined by OWHA.
- 1.4.3. **Playing Rules** shall comprise the Hockey Canada (HC) Playing Rules supplemented by the OWHA and leagues in which the teams participate.
- 1.4.4. **Executive Member** refers to an incumbent filling a position on the KGHA Executive or as an appointed official of the Executive
- 1.4.5. **HC** refers to Hockey Canada.
- 1.4.6. **ODWHA** refers to Ottawa District Women's Hockey Association.
- 1.4.7. **PWHL** refers to Provincial Women's Hockey League

- 1.4.8. **CWHL** refers to Canadian Women's Hockey League
- 1.4.9. **OWHA** refers to Ontario Women's Hockey Association.
- 1.4.10. **KGHA Member** shall be defined as a registered player, and for non-Senior players, a registered players parents (2) and/or guardians (2). Each family with a registered player or players shall be entitled to the same number of association votes as the number of registered players in that family.
- 1.4.11. **Signing Officers** are the Treasurer and the President, and if necessary on behalf of the Treasurer or President, or if the Association at the time is without a Treasurer or President, the Vice-President will serve as an alternate signatory

1.5. Affiliations

The Association is itself a member of OWHA. The KGHA must register and insure their players with the OWHA; the KGHA will then be subject to the pertinent rules and regulations of the OWHA with respect to insurance, tournaments and Provincial playdowns.

1.6. Composition

Any girls or women may be, upon review and approval by the Executive, admitted as a member of the Association or withdraw there from on compliance with the Constitution requirements. Such membership will be governed by the terms and conditions prescribed in the Constitution, Bylaws, and Regulations of the KGHA. The Executive will determine the number of and level of teams to be carried by the KGHA and submitted to the leagues in which they participate.

1.7. Changes to Constitution.

The Association at any Annual General Meeting may adapt, amend, revise or repeal any portion of this Constitution or governance of this Association in accordance with the procedures prescribed in Articles 1.8, 4.8 and 4.9.

1.8. Bylaws and Regulations.

The KGHA may, at any General Meeting, by a three-quarter majority of those present and eligible to vote i.e. at least 75% for versus 26% against, establish Bylaws and Regulations governing among other things the conduct of the meetings, voting, elections, duties of an executive, playing rule variations, conditions for membership, tournaments, playoffs, conduct and conditions of appeals/protests, and without being limited by the foregoing, Bylaws concerning such matters as properly fall within the jurisdiction of the KGHA. The Executive may also at a regular meeting of the Executive by a vote i.e. at least a 75% for versus 26% against, establish or change Bylaws and Regulations; however they must also be ratified at the next General Meeting.

1.9. Policy.

The Executive, by majority vote of the Executive, may develop policy relating to the responsibilities and acceptable conduct and activities of members, Executive, team officials, and teams, without being limited by the foregoing.

Article II - MEMBERSHIP

2.0.1 The presiding officer of the KGHA shall be the President.

2.0.2 The business and affairs of the KGHA shall be administered by the Board of Directors who shall govern in a manner consistent with the Constitution, Bylaws and Regulations, and Policies of HC, the OWHA, KGHA and leagues within which KGHA teams play.

2.0.3 The Board of Directors of the KGHA. shall consist of President; Past President; Vice President Finance and Administration, Vice President House League and Vice President Competitive.

2.1. Executive

The Executive shall consist of elected positions as follows, except those noted in section 2.1.1 and 2.1.10:

- Past President
- President
- Vice-President of Finance and Administration
- Secretary
- Treasurer
- Finance Manager
- Registrar (2 people, 1 Executive vote)
- Communications Coordinator
- Equipment Coordinator
- Development Coordinator
- General Manager of Ottawa Senators Women's Intermediate Hockey Club
- Ice Scheduler (2 people, 1 Executive vote)
- Vice-President House League Division
- Vice-President Competitive Division
- Tournament Coordinator
- Special Events Coordinator and Fundraising
- Risk & Safety

2.1.1. The Executive shall be elected at the annual General meeting of the Association except for the positions of General Manager Ottawa Senators Women's Intermediate Hockey Club, Vice-President Competitive, Development Coordinator, and Treasurer which are positions attained through application and interview.

2.1.2. Should a vacancy or vacancies occur in the Executive elected by the KGHA members, any Executive member may fill such vacancy or vacancies.

2.1.3. Should the vacancy, or vacancies, be filled by a current elected member of the Executive, the term of the member serving in the position shall not exceed the term for which the member was elected.

2.1.4. Should the vacancy, or vacancies, be filled by someone other than an elected member of the Executive, that member shall serve on the Executive until the next Annual Meeting if qualified for that position, or until such time as the Executive is able to recruit or train someone that meets the qualifications, who will then serve until the next Annual Meeting.

2.1.5. All members of the Executive may vote on any issue at any full executive meeting. The presence of five or more Executive shall constitute a quorum for meetings and must include the President or Vice-President.

2.1.6. The Executive shall empower the Board of Directors to govern the business and affairs of the KGHA in a manner consistent with the Constitution of the KGHA, Bylaws and Regulations of the KGHA and the Policies of HC, the OWHA, KGHA and leagues within which KGHA teams play.

2.1.7. Executive roles, qualifications, and their primary responsibilities shall be defined in the Constitution, with specific Executive duties detailed in the Bylaws and Regulations.

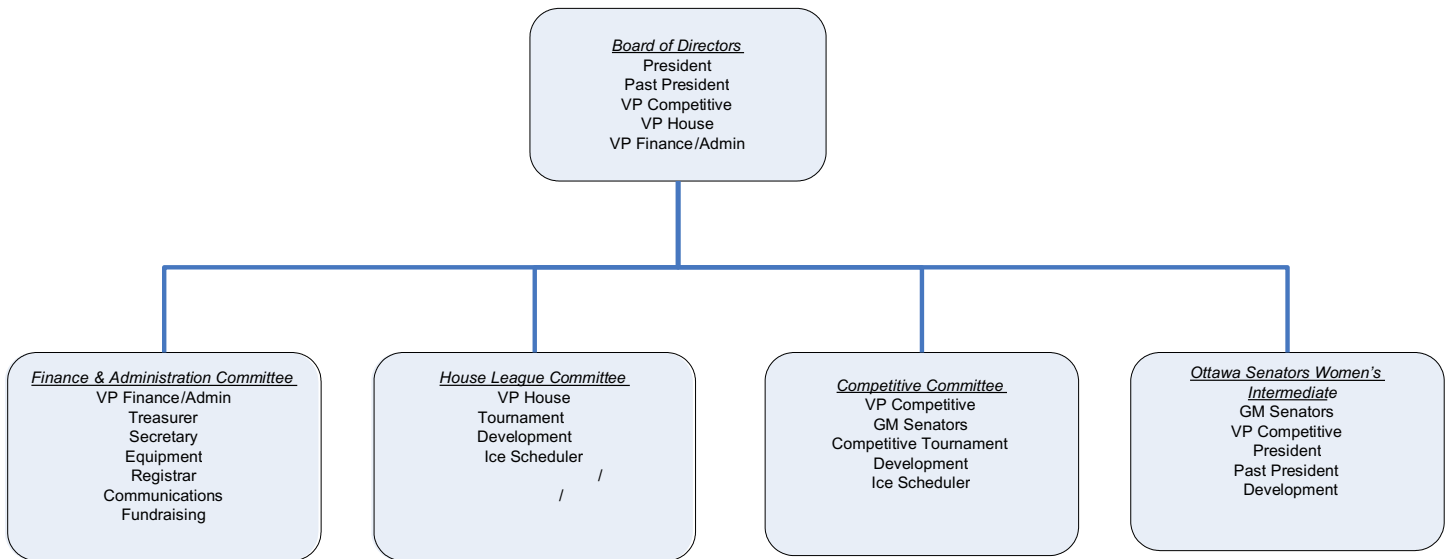
2.1.8. Only qualified individuals may run for positions as defined by the Constitution for positions requiring qualifications on the Executive. Executive qualifications shall be reasonable, with at least 10 members having such qualifications.

- 2.1.9. A member of the Executive, with cause, may be suspended or removed from the Executive by a 75% majority vote of the other members of the Executive.
- 2.1.10. The Executive positions of Vice-President Competitive, Development and Discipline Coordinator, General Manager of Ottawa Senators Women's Intermediate Hockey Club and Treasurer shall be chosen by an interview process that will confirm the qualifications of and suitability of the candidate for said position. These positions may be selected prior to the AGM, however, the positions must be advertised on the Association's website. The selected candidate will not assume the position until after the AGM or when a vacancy occurs.

2.2. KGHA Standing Committees

- 2.2.1. The Standing Committees shall be:
 - a) The Finance and Administration Committee,
 - b) The House League Committee,
 - c) The Competitive Committee, and
 - d) The Ottawa Senators Women's Intermediate Hockey Club Committee.
- 2.2.2. Each Standing Committee shall be responsible for the operation of its part of the KGHA as outlined below and as empowered by the Executive and Board of Directors consistent with the Budget, Constitution, Bylaws and Regulations of the KGHA, and the Policies of HC, the OWHA, KGHA and leagues within which KGHA teams play. Each member of a Committee may vote on any issue of that Committee.

Figure 1: KGHA Standing Committee Structure



- 2.2.3. The Finance and Administration Committee shall be chaired by the Vice-President of Finance and Administration and also include the Treasurer, Finance Manager, Secretary, Registrar, Communications Coordinator, Equipment Coordinator, Fundraising and Volunteer and Special Events Coordinator. It shall have the power to direct the planning, organizing, implementing and monitoring of all financial and non-financial services that support the KGHA hockey program and recommend changes to policies, rules and regulations to the Board of Directors for approval. It may organize Ad Hoc committees to co-ordinate registration, tournaments, banquets, fundraising events and other activities in support of the Finance and Administration activities as required. The Finance and Administration Committee shall meet at least 3 (three) times per year, in March to plan registration and develop budgets, midway through year to review progress and in May to prepare for the Annual General Meeting.
- 2.2.4. The House League Committee shall be chaired by the Vice-President of House League Division and also include the House Tournament Coordinator, Development and Discipline Coordinator and Scheduler. In addition, each year, the Committee may appoint convenors as follows: 1) Fundamentals/Novice, 2) Atom/Peewee and 3) Bantam/Midget; who shall all become members of the House League Committee. Convenors organize, implement, and monitor the operation of the hockey program within their respective house league division(s). The House League Committee shall be responsible for monitoring the operation of the entire KGHA House League program including the appointment and dismissing of coaches and team officials including the establishment of the criteria and methodology for doing so. Ad Hoc committees to coordinate sort-outs, coach selection, tournaments and other house league activities may be formed as required. The House League Committee shall regularly review the operation of the House League Program and recommend and changes to policies, rules and regulations to the Board of Directors for approval.
- 2.2.5. The Competitive Committee shall be chaired by the Vice-President of Competitive Division and also include the Competitive Tournament Coordinator, Development and Discipline Coordinator, General Manager of Senators and Ice Scheduler. The Competitive Committee shall be responsible for monitoring the operation of the entire KGHA "Rangers" Competitive program including the appointment and dismissing of coaches and team officials including the establishment of the criteria and methodology for doing so. Ad Hoc committees to co-ordinate try-outs, coach selection, tournaments and other competitive activities may be formed as required. The Competitive Committee shall regularly review the operation of the Competitive Program and recommend any changes to policies, rules and regulations to the Board of Directors for approval.
- 2.2.6. The Ottawa Senators Women's Committee shall be chaired by the General Manager of Senators and also include the Development and Discipline Coordinator, Vice-President of Competitive, President and Past President. The Ottawa Senators Women's Committee shall be responsible for monitoring the operation of the entire Ottawa Senators Women's Intermediate Hockey Club program including the appointment and dismissing of coaches and team officials including the establishment of the criteria and methodology for doing so. Ad Hoc committees to co-ordinate try-outs, coach selection, tournaments and other Senators activities may be formed as required. The Ottawa Senators Women's Committee shall regularly review the operation of the Senators Program and recommend any changes to policies, rules and regulations to the Board of Directors for approval.

2.3. Terms of Membership of Executive and Committees.

- 2.3.1. A member of the Association serves voluntarily in an elected position on the Executive or one of the committees established by the Executive.
- 2.3.2. A member of the Executive, with cause, may be suspended or banned from the Association, or certain activities, by a 75% majority vote of the Executive.

- 2.3.3. The term of an elected Executive is from the date of the AGM in which they were elected, to the AGM which takes place two seasons later.
- 2.3.4. All appointed Committee positions (as indicated by * in 2.2.2) terms shall expire at the end of each hockey season.

Article III - DUTIES AND RESPONSIBILITIES

The Duties and Responsibilities of the KGHA Executive can be found in the BYLAWS AND REGULATIONS document.

Article IV - MEETINGS

4.1. Annual General Meeting.

The Annual General Meeting of the Association shall be held in the spring of each year at a date, place and time as fixed by the Executive.

4.2. General Meeting.

4.2.1. A General Meeting of the Association may be called at any time by the President or Acting President.

4.3. Executive Meetings.

Executive meetings will be called at the discretion of the President; however, an Executive Meeting must be called if three (3) or more Executive members request same stating the object of the meeting. Such requests must be called in to the Secretary and the meeting must be called within 10 days of receiving the request.

4.4. Notice of Meetings.

Notice of Annual General Meetings of the Association shall, in all cases, be given in writing from the Secretary to the Membership at least twenty eight (28) days prior to the date fixed for such meeting, stating the place, time, objective and requesting nominations.

4.5. Quorum for Annual Meeting.

The presence of ten (10) members of the Association and one-half of the Executive shall be deemed to constitute a quorum for an Annual General Meeting.

4.6. Quorum for General Meeting.

The presence of five (5) of the members of the Association and one-half of the Executive shall be deemed to constitute a quorum for a General Meeting.

4.7. Executive Decisions.

All Executive decisions will require at least a majority by those eligible to vote. The President will not vote except to break a tie.

4.8. Notice for Amendments to Constitution.

Notices of motion or amendment to the Constitution must be received in writing by the Secretary not later than fourteen (14) days prior to the Annual General Meeting.

4.9. Approval of Amendments to Constitution.

All amendments to this Constitution must be approved by at least a three-quarter-majority vote (i.e. at least 75% of those eligible votes cast must be in favour) at a General Meeting of the Association.

4.10. Voting Privileges.

4.10.1. At the Annual General Meeting, each member of the Executive, including the President (as a tiebreaker only), shall be allowed one (1) vote each. Members as defined shall be allowed one (1) vote each. All voting members are guaranteed a vote in their absence by written proxy.

4.10.2. At General Meetings, each member of the Executive, including the President (as a tiebreaker only), shall be allowed one (1) vote each. Members as defined shall be allowed one (1) vote each. All voting members are guaranteed a vote in their absence by written proxy.

4.11. Voting Method.

Voting shall be on all occasions by a show of hands unless the meeting decides on a ballot.

4.12. Annual General Meeting Order of Business.

The business to be scheduled at the Annual General Meeting shall be conducted as follows:

- a) Call to order
- b) Adoption of minutes of previous Annual General Meeting;
- c) Business arising out of the minutes;
- d) Presidents Report;
- e) Treasurers Report;
- f) Other Reports:
 - (i) Vice-President of Finance and Administration
 - (ii) Vice-President of Competitive
 - (iii) Vice-President of House League
- g) Constitutional matters;
- h) Bylaw matters;
- i) Election of officers;
- j) New Business; and
- k) Adjournment.

Article V - ELECTION OF OFFICERS

5.1. Time of Election

The election of the Executive shall be held at the Annual General Meeting. The assignment of those elected to specific positions will be in accordance with Article 2.1.2.

5.2. Type of Election

The Executive shall be elected at the Annual General Meeting for terms as stated in Section 2.1 and to a maximum of two (2) consecutive terms in the same position, unless an extension is

approved by resolution at the AGM or a General Meeting. The election will be simple majority by show of hands. Secret ballot will be allowed if requested.

5.3. Nominations

At the Annual General Meeting, nominations can be put forward.

5.4. Consent of Nominees

Each candidate must accept the nomination, in person if present or in writing if not in attendance at the Annual General Meeting.

5.5. Assumption of Office

The new Executive will assume office following the Annual General Meeting.

Article VI - FINANCIAL ADMINISTRATION

6.1. Books of Account

6.1.1. A draft income statement and balance sheet shall be prepared, on an early best efforts basis, for presentation at the spring Annual General Meeting, which may be updated and revised to final form for presentation at a fall General Meeting.

6.1.2. The annual books of the Association shall be reviewed by an independent licensed public accountant, appointed by the Executive, and a Review Engagement Report produced for presentation to the membership at a fall General Meeting.

6.2. Payment of Expenses

All cheques issued by the Association shall be signed by two (2) persons being the Treasurer and the President or Vice-President signing for the President or the Treasurer only when necessary.

6.3. Fiscal Year

The fiscal year of the Association shall end on the 30th of April.

6.4. Assets and Monies

Any and all monies, equipment and assets belong to the KGHA cannot be transferred, distributed or otherwise disbursed without the consent of 80% of the voting membership at a General Meeting.

KANATA GIRLS HOCKEY ASSOCIATION BYLAWS AND REGULATIONS

Article VII - Executive

6.1. Voting

6.1.1. If a position has more than one person nominated, the nominees shall leave the room for the vote.

6.2. Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

6.3. Eligibility

6.3.1. Any member of the Executive, Officials, or Referees can be associated with a KGHA team or committee in any capacity.

6.4. Duties

6.4.1. Immediate Past President

6.4.1.1. Will assume office on the date that a new President is elected to succeed his/her term of office as President.

6.4.1.2. To be the advisor to the President.

6.4.2. President

6.4.2.1. Shall preside at all meetings of the Executive, Board Of Directors, and at all General Meetings of the Association.

6.4.2.2. To be responsible for ensuring that the duties of all the Executive members are fulfilled properly.

6.4.2.3. To be responsible for the complete well being and operation of the Association.

6.4.2.4. Shall be Ex-Officio member of all committees.

6.4.2.5. Shall not vote except in the case of a tie when s/he shall cast the deciding vote.

6.4.2.6. To be nominated for KGHA President, a candidate must have had previous experience serving on the Executive of a youth hockey association.

6.4.3. Vice President, Finance and Administration

- 6.4.3.1. Specific duties of the Vice President include the development and maintenance of the Constitution, Bylaws and Regulations, and the documentation of procedures for all aspects of the Association.**
- 6.4.3.2. To assume the duties of the President if the President is unable to do so due to illness or prolonged absence.**
- 6.4.3.3. Chairperson of the Finance and Administration Committee and be responsible for the co-ordination of the Finance and Administration functions within the KGHA.**
- 6.4.3.4. To be responsible for coordination or nomination of someone to co-ordinate the Annual General Meeting**

6.4.4. Vice President, House League Division

- 6.4.4.1. Duties include, but not limited to, the following:**
- 6.4.4.2. Determination of teams for the upcoming season**
- 6.4.4.3. Coach selection**
- 6.4.4.4. Coordination of team sort-outs**
- 6.4.4.5. Determination of required development programs**
- 6.4.4.6. Conduct mid-season surveys and mid-season coach reviews by end of December, and post season surveys and reviews by end of April.**
- 6.4.4.7. Maintain confidential records of player and parent survey results, review notes, etc. along with player histories for players directly associated with each team official.**
- 6.4.4.8. Chairperson of House League Committee and responsible for the planning and management of House League operations.**
- 6.4.4.9. To act as Chairperson on any Discipline issues within the KGHA House League Program**
- 6.4.4.10. If there is a discipline issue on or with the team on which his / her daughter plays, the Executive will appoint an alternate chairperson that is not involved.**

6.4.5. Vice President, Competitive Division

- 6.4.5.1. Duties include, but not limited to, the following:**
- 6.4.5.2. Determination of teams for the upcoming season**
- 6.4.5.3. Coach selection**
- 6.4.5.4. Coordination of team try-outs**
- 6.4.5.5. Determination of required development programs**
- 6.4.5.6. Conduct mid-season surveys and mid-season coach reviews by end of December, and post season surveys and reviews by end of April.**
- 6.4.5.7. Maintain confidential records of team officials experience, player and parent survey results, review notes, etc. along with player histories for players directly associated with each team official.**
- 6.4.5.8. Chairperson of Competitive Committee and responsible for the planning and management of the Competitive "Rangers" and "Senators" operations.**
- 6.4.5.9. To act as Chairperson on any Discipline issues within the KGHA Competitive Program**
- 6.4.5.10. If there is a discipline issue on or with the team on which his / her daughter plays, the Executive will appoint an alternate chairperson that is not involved.**
- 6.4.5.11. The minimal qualifications for the position of Vice President, Competitive Division, will be Hockey Canada's Development 1 Coaching Level, and at least three years as a competitive level head coach of a minor hockey team.**

6.4.6. General Manager of Senators

- 6.4.6.1. Chairperson of the Senators Committee and responsible for the planning and management of the Ottawa Senators Women's Intermediate AA Hockey Club. Will chair the intermediate coach selection committee**
- 6.4.6.2. To act as Chairperson on any Discipline issues within the KGHA Ottawa Senators Intermediate AA Team.**
- 6.4.6.3. If there is a discipline issue on or with the team on which his / her daughter plays, the Executive will appoint an alternate chairperson that is not involved.**
- 6.4.6.4. The minimal qualifications for the position of General Manager of Senators will be Hockey Canada's Development 1 Coaching Level, and at least three years as a competitive level head coach of a minor hockey team or suitable professional hockey coaching or playing experience.**

6.4.7. Treasurer

- 6.4.7.1. To oversee the collection and deposits of all monies received.**
- 6.4.7.2. To be responsible for the disbursement of all monies, ensuring that all disbursements are supported by acceptable receipts. All expenditures over \$2,500 require Executive approval.**
- 6.4.7.3. To ensure that all disbursements are made by cheque and signed by two persons, being the Treasurer and the President with the Vice-President, Finance and Administration as the alternate signee signing for the President or Treasurer when necessary.**
- 6.4.7.4. To report all receipts and disbursements to the Executive at periodic Executive meetings as arranged by the President a) one prior to the Annual General Meeting b) a final one at close of the current season's financial transactions; and c) such other(s) as directed by the President.**
- 6.4.7.5. To be responsible for the proposal and co-ordination of fund raising events.**
- 6.4.7.6. To be responsible for all monies belonging to the Association, maintaining an adequate record of all receipts and disbursements.**
- 6.4.7.7. To issue financial statements per season. A separate report will be included that details hours of ice purchased from each vendor and the total costs for said ice time as well as a listing of all development programs and their costs.**
- 6.4.7.8. Prepare a pre-season budget of estimated revenues and expenses.**
- 6.4.7.9. The qualifications for the member serving as the Treasurer will be significant accounting experience, and preferably a recognized accounting designation.**
- 6.4.7.10. Any other duties assigned by the President.**

6.4.8. Registrar

- 6.4.8.1. To submit all required lists and forms to leagues and OWHA before required dates.**
- 6.4.8.2. To maintain all team lists and co-ordinate a waiting list of players.**
- 6.4.8.3. Publish team coverage lists by November 30th annually.**
- 6.4.8.4. Notify Executive and Members of registration procedure infractions, game reporting infractions and team fines.**
- 6.4.8.5. To arrange for the coordination of registration of players for the Association, application forms, registration dates, adequate announcements of registrations, and other matters relating to registration.**

6.4.9. Secretary

- 6.4.9.1. To maintain official copies of the minutes of meetings held by each Vice-President and ensure that copies of these minutes are circulated by the subordinate secretary(s) to member Convenors/Coaches by the next scheduled meeting.**
- 6.4.9.2. To maintain a complete up-to-date list of all the Association's Executive members, their addresses and telephone numbers, and any other necessary information.**
- 6.4.9.3. Prepare mail and maintain a file of all the Association's internal and external correspondence, providing the President with a copy of each letter.**
- 6.4.9.4. All Bylaws, Constitution, and Code of Discipline changes to be amended annually.**
- 6.4.9.5. To keep minutes of all full Executive and Board of Directors meetings, Annual General Meeting, General Meetings and ensure copies are circulated to members of the Executive by the next scheduled meeting.**
- 6.4.9.6. Schedule meeting dates and locations. Notify Executive members of meetings.**

6.4.10. Communications Coordinator

- 6.4.10.1. Specific duties of the Communications Coordinator include: Webmaster, general membership email list, Executive email addresses, KRC bulletin boards, advertising, media relations, general membership surveys other than coach evaluations.**
- 6.4.10.2. To oversee general communications by the Executive to the Membership.**
- 6.4.10.3. To assume the duties of the Secretary in his/her absence.**

6.4.11. Ice Scheduler

- 6.4.11.1. He/she effects liaison with all leagues in respect of ice allocations and establishes schedules for all divisions for regular season play, practices and playoffs as directed by the Executive.**
- 6.4.11.2. He/she is responsible for all KGHA ice scheduling for practices, special events and tournaments and for communicating all such scheduling to the team managers and others as directed by the Executive.**
- 6.4.11.3. He/she, or someone acting with Executive approval on their behalf, shall make all ice purchases on behalf of, and in the name of the Association, to the ice purchase objectives set forth by the Executive.**

6.4.12. Tournament Coordinator

- 6.4.12.1. Will establish a pre-Tournament budget and submit to the Treasurer for his/her input and presentation to the Executive for support and provide a post-tournament financial record to the Executive.**
- 6.4.12.2. Responsible for the planning, establishment of and operation of the annual KGHA Tournaments.**

6.4.13. Special Events and Fundraising Coordinator

- 6.4.14. Specific duties of the Volunteer and Special Events coordinator include planning and management of the AGM, GMs, events such as Esso Fun Days, photo days, etc.**
 - 6.4.14.1. To coordinate special events.**
 - 6.4.14.2. Coordinate all fundraising activities for the Association.**

6.4.15. Development Coordinator

- 6.4.15.1.** To maintain and to liaise with appropriate Associations regarding the development of girls hockey in Kanata and establish relationships to foster the growth of the KGHA to better serve the members.
- 6.4.15.2.** To develop and maintain a Player Development Plan that serves all members of the Association. This would include, but not be limited to:
 - a) Following Hockey Canada's Development Guide
 - b) Define how much off-ice training should be done at each level
 - c) Define how much pre/post-game/practice warm-up/cool-down should be done at each level
- 6.4.15.3.** To develop and maintain a Coach Development Plan that serves all members of the Association. This would include, but not be limited to:
 - a) Define training goals for coaches at each level
 - b) Gather and distribute tools and tips for coaches
- 6.4.15.4.** The qualifications for the member serving as the Development Coordinator will be Hockey Canada's Development 1 Coaching Level, and at least three years as a head coach of a minor hockey team, or suitable professional hockey coaching experience.

6.4.16. Equipment Coordinator

- 6.4.16.1.** Responsible for KGHA equipment control, storage, disbursement and collection.
- 6.4.16.2.** Responsible for the purchase of any new equipment and for reporting to the Executive and members the minimum playing equipment standards.

6.4.17. Finance Manager

- 6.4.17.1.** To collect all monies and provide to the book keeper within a reasonable period of time to be deposited in a local chartered bank selected to handle the Association's account.
- 6.4.17.2.** To disburse all monies, ensuring that all disbursements are supported by acceptable receipts and fall within defined budgets. All expenditures over \$2,500 require Executive approval.
- 6.4.17.3.** To track all receipts and disbursements and to provide a report to the Treasurer on a monthly basis.
- 6.4.17.4.** Any other duties assigned by the President.

6.4.18. 1.3.18. Risk and Safety

- 6.4.18.1. 1.3.18.1.** To collect all required certifications from KGHA volunteers and keep records of these certifications.
- 6.4.18.2. 1.3.18.2.** To support the Program VPs/GM on discipline issues.
- 6.4.18.3. 1.3.18.3.** To liaise and coordinate with other minor sports associations on matters of risk and safety.
- 6.4.18.4. 1.3.18.4.** Any other duties assigned by the President.

Article VII - Members

7.1. Suspensions

- 7.1.1.** Any member who is suspended or removed from their position by the KGHA Executive for any reason may appeal their case to the Association's Executive by giving written notice to the Secretary within five (5) days of the suspension notice.

- 7.1.2. Any member requesting a review of their suspension or removal from their position must be notified five (5) days in advance of the date set for the Executive appeal meeting. No further appeals will be entertained if the suspended member of the Executive fails to appear on the date and within fifteen (15) minutes of the time set for the Executive appeal meeting.

Article VIII - Registration / Team Association

8.1. Player Registration Fees

- 8.1.1. All player registration fees will be decided and paid directly to the KGHA. The fees will be used for operating expenses incurred by the KGHA. NOTE: Fees for referees for all Divisions are included in the Team Registration fee to the leagues.

8.2. Registration Fee

- 8.2.1. Registration fees consist of but are not limited to:
- a. Administration expenses (mailing, photocopying, phone calls, etc.);
 - b. costs of crests, trophies, awards;
 - c. performance bond;
 - d. League Team Registration fee and OWHA Player and Personnel registration and insurance;
 - e. referee costs for league regular season and playoff games
 - f. ice costs; and
 - g. equipment (sweaters, goalie pads, etc.)

- 8.2.2. The amount of the registration fees and payment schedule shall be determined by the Executive annually.

- 8.2.3. Payment of team registration fees is due before the first league game of the playing season.

8.3. Players

- 8.3.1. Players residing in Kanata and surrounding district may play in the program (House or Competitive) of their choice if numbers and skill level allow. The team must be her age category or higher subject to the approval of the Executive.

- 8.3.2. All registration and pre-registration forms for girls under 18 must be signed by the parent or guardian. All players are required to complete a KGHA registration form.

- 8.3.3. Participation of players is restricted to one KGHA team at a time per playing season subject to player movement and player release clause.

- 8.3.4. When there are more applications than teams available for players a reserve list (subject to approval by the parents or guardians) shall be maintained by the KGHA. Every effort will be made by the KGHA to find a team for each player.

- 8.3.5. An underage player whose skills are well above the average for her age group may be permitted to play in a higher age group subject to Executive approval and adherence to the Player Acceleration Policy.

8.4. Teams

- 8.4.1. Team lists to include full name, address, telephone number, medical insurance number, and player birth date will be submitted to the Association Registrar prior to the first league

game. The goalies are to be identified on the team lists. Team lists are to be on the OWHA team registration form, or alternate provided by the Association and a copy of each player's registration form must accompany the team list. These will be kept amended as necessary.

8.4.2. KGHA team registration forms (or copies) must also be submitted to the league Registrar for those teams registering in the league.

8.4.3. In no case may a player participate in league play unless a) the player registration form is submitted to the Registrar before the game, or b) the Registrar or Secretary is notified by phone of the addition/switch, in which case, the player registration form must be submitted within three (3) days. Players not duly registered through submission to the Registrar on team lists shall be deemed to be ineligible players for league games. The team shall be subject to forfeiture of any league games where such ineligible player participated.

8.4.4. Team lists must be finalized by the dates set forth by the OWHA and leagues. After this date annually, new registrations can be added to team lists in accordance with the OWHA and league rules. Exceptions due to extenuating circumstances will be reviewed and decided upon by the OWHA and the KGHA Executive.

8.4.5. The maximum number of players that can be registered on a team is 19 (which includes 2 goalies) and must be consistent with OWHA regulations).

Article IX - PLAYING RULES AND REGULATIONS

9.1. All Playing Rules and Regulations are as per Hockey Canada and amended by the OWHA and the ODWHA.