



Mooretown Lady Flags Girls Hockey Association
Headquartered at Mooretown Sports Complex
1166 Emily St., Mooretown, ON, N0N 1G0

Mooretown Lady Flags Girls Hockey Association Incorporated

Constitution & By-Laws
As approved by Membership April 4, 2023



CODE OF CONDUCT

This Code of Conduct identifies the standard of behaviour which is expected of all Mooretown Lady Flags Girls Hockey Association (MLFGHA) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others. MLFGHA Teams, Associations, Programs and Leagues are committed to providing a sport environment in which all individuals are treated with respect. Members of the MLFGHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment, abuse, bullying or cyber-bullying will not be tolerated by the MLFGHA. During the course of all MLFGHA activities and events, members shall avoid behaviour which brings MLFGHA members or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs. Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods. Members of the MLFGHA shall not engage in activity or behaviour which endangers the safety of others. MLFGHA members shall at all times adhere to the MLFGHA Team, Association, Programme and League operational policies and procedures, to rules governing the MLFGHA events and activities and to rules governing any competition in which the member participates on behalf of the MLFGHA. Failure to comply with this Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the MLFGHA, including the opportunity to participate in MLFGHA activities.

MISSION

MLFGHA's purpose is to create the best girls hockey experience for our members, dedicated to the betterment of the game, creating better people and building a stronger community.

VALUES

Passion: Passion for the game of hockey shall drive our Association in its deliverance of its girl's hockey program as reflected in the actions of our volunteers, coaches, players and families.

Leadership: The Association shall work in partnership with Hockey Canada, the Ontario Hockey Federation (OHF), the Ontario Women's Hockey Association (OWHA) and other local minor and girl's hockey associations to create the best hockey experience for our members and to develop the game. The Association shall administer its powers and responsibilities in a manner which is service focused and demonstrates compassion for each person who devotes their time to the game of hockey.

Community: Hockey lives deep throughout Canada. Our sport plays a critical role in building stronger, healthier communities. We understand the values instilled through hockey (respect, fair play, sportsmanship, etc.) help build lifelong relationships, build character, develop social skills, and support the development of self-esteem. Hockey can, and should, be a method of building good citizens.



Honest and Approachable: In serving our hockey community, the Association shall administer its powers and obligations with honesty, integrity and transparency in the best interest of our game.

PURPOSE

The objects for which MLFGHA are incorporated are:

1. Promoting organized athletics, sports, games and recreation, and in particular, girls hockey in Mooretown and surrounding area;
2. Arranging games, matches and competitions, and establishing and granting prizes, awards and distinctions;
3. Fostering goodwill and sportsmanship;
4. Such other complementary purposes not inconsistent with these objects.

DEFINITIONS

In this Constitution and all other by-laws and resolutions of the MLFGHA, unless the context otherwise requires:

Act: The Ontario Corporations Act or any successor legislation including the Not-for-Profit Corporations Act, 2010 (upon becoming law).

AGM: The Annual General Meeting of the MLFGHA; where changes to constitution can be made.

Annual Meeting: Means the OWHA annual Members' meeting held in accordance with OWHA by-laws.

Appoint: Includes "elect" and vice versa.

Association: A centre of which is registered with the OWHA.

Ballots: The mechanism by which to register a vote.

Board: The Board of Directors (elected or appointed) of the MLFGHA.

By-laws: Refers to this by-law and all other Bylaws of the OWHA that may be enacted from time to time hereafter.

Committee: A committee comprised of a specific number of Officers and Directors.

Conflict of Interest: A "Conflict of Interest" exists:

- When a Director, Officer or committee member has an interest, or may be perceived as having an interest, in a proposed contract or transaction with the Corporation; or
- When a Director, Officer, or committee member has a personal interest in a matter which may conflict with the Corporation's interests, missions, goals or operations.

Corporation: The Mooretown Lady Flags Girls Hockey Association.



Days: Days including weekends and holidays.

Delegate: Means a person designated by a Member to represent that Member's interests at a Members' meeting.

Director: An individual elected or appointed to serve on the Board pursuant to these by-laws. Includes both Officers and Directors.

Division: Age groups within an Association (i.e.U18, U15, U13, U11, U9, U7, U5).

HC: Hockey Canada (or such other name as the Canadian Hockey Association may in the future legally adopt).

HCOP: Hockey Canada Officiating Program.

HTCP: Hockey Trainers Certification Program.

In Good Standing: Shall refer to a member who has paid any membership dues or other fees owing to the MLFGHA and who is not the subject of a disciplinary investigation or sanction by the MLFGHA.

Letters Patent: The letters patent incorporating the MLFGHA as from time to time amended by supplementary letters patent.

Meeting of Members: Includes an AGM and a general meeting of members.

Members: All classes of membership in the MLFGHA

National Association: Hockey Canada, the governing body for amateur hockey in Canada.

Officers: The individuals who hold the offices of President, Director of Risk Management, Past President*, Secretary, and Treasurer (*if applicable).

OHF: The Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt).

Ordinary Resolution: A resolution passed by a majority of the votes cast on that resolution.

OWHA: The Ontario Women's Hockey Association.

Person: Includes an individual, sole proprietorship, partnership, unincorporated association, unincorporated syndicate, unincorporated organization, trust, body corporate and a natural person in their capacity as trustee, executor, administrator, or other legal representative.

Policies: Written statements governing issues affecting the affairs of the MLFGHA which have been considered and approved by the Board of the MLFGHA

Quorum: A minimum number of members to give authority to specific committees of the MLFGHA or the AGM or any specific general meeting of members, or a number of directors to allow a Board of Directors meeting.

Regulations: The OWHA's Regulations and rules of competition and any other rules and guidelines governing competition within the OWHA.



Roster: The document on which a player or team official registers to participate in activities of the OWHA.

Special Resolution: A resolution passed by not less than two-thirds of the votes cast on that resolution.

Term of office: The length of time that a Director may serve on the Board without having their position renewed.

Subject to the foregoing, words and expressions defined in the Act have the same meanings when used herein; words importing the singular number include the plural and vice versa; words importing the masculine gender include the feminine and neuter genders; and words importing persons include individuals and bodies corporate.

BY-LAWS OF MOORETOWN LADY FLAGS GIRLS HOCKEY ASSOCIATION INC.

The Corporation shall be known as the Mooretown Lady Flags Girls Hockey Association (MLFGHA).

The Head Office of the Mooretown Lady Flags Girls Hockey Association shall be in the Village of Mooretown, County of Lambton, St. Clair Township in Ontario, Canada.

Jurisdiction: The jurisdiction of this Corporation shall be as outlined by the Ontario Women's Hockey Association constitution and/or by-laws.

Colours: The official colours of the Corporation shall be a combination of Black, White, and Red.

Nickname: The official nickname of all member teams shall be the Lady Flags.

Logo: The official logo of the Mooretown Lady Flags shall be:

Website: The official website domain of the Mooretown Lady Flags Girls Hockey Association is www.mooretownladyflags.ca.

Members: Individuals over the age of eighteen (18) years and that the OWHA has deemed the individual's /child eligible to play for Mooretown Lady Flags Girls Hockey Associations may be admitted or readmitted to membership in the Corporation. Membership fees shall be \$10.00 per year, per family, due at registration. Any unpaid dues for the year will cancel all privileges, including admission to the annual general meeting. Memberships shall not be assigned or transferred.

Meeting of Members: The Annual General Meeting (AGM) of members shall be held each year at such place within Ontario, on such day and such time as the Directors may determine by resolution. At each AGM, there shall be presented a report of the activities of the Corporation for the previous year, a financial statement of the Corporation, and such other information or material relating to the Corporation's affairs as, in the opinion of the Directors, is of interest or importance. Other meetings of the members may be convened by order of the Directors, for any date and time, and at any place within Ontario.

Voting at Meetings of Members: Each member in good standing shall be entitled to one vote per family on each motion arising at any annual meeting or general meeting of members, at which the member is



present. Every motion submitted to any meeting of members shall be decided by a majority vote and in the case of an equality of votes, the President shall have the deciding vote.

At any meeting, unless a poll is demanded, a declaration by the President that a resolution has been carried unanimously or by a particular majority, or lost or not carried by a particular majority, shall be conclusive evidence of the fact.

Annual Meeting Procedures: If a person wishes to be a candidate for a Directorship of the MLFGHA, it is not necessary for that person to attend the annual meeting. That person's intention must be submitted, in writing, to the Secretary of the MLFGHA Inc. prior to the annual general meeting of the Association. Further, nominations for a Directorship may be made at the Annual General Meeting.

Fiscal Year: The fiscal year of the Corporation shall terminate on the 30th day of April in each year or on such other date as the Directors shall, by resolution determine.

Interpretation: In all By-Laws of the Corporation, the singular shall include plural and the plural singular.

Players: Any person between 3 and 19 years of age, of a given year who the OWHA has deemed eligible to play for Mooretown Lady Flags Girls Hockey Association and who have paid their registration fee no later than November 1st, may participate in the Mooretown Lady Flags Girls Hockey Association program. The Directors shall reserve the right to limit or refuse registration for any reason thought detrimental to Mooretown Lady Flags Girls Hockey Association and its Hockey Program according to an ordinary resolution vote of the Board of Directors.

Directors: The affairs of the Corporation shall be managed by the Board of Directors who may be known and referred to as Directors. Directors may exercise all such powers as may be exercised by the Corporation and in the exercise of their powers, the Directors shall follow the by-laws, policies and resolutions of the Corporation but shall not be strictly bound by them.

a. Eligibility

A Director:

- i. Shall be eighteen (18) years or more of age;
- ii. Shall not be an undischarged bankrupt or of unsound mind;
- iii. Shall not have been convicted of any criminal offense contravening the guidelines of Mooretown Lady Flags Girls Hockey Association Police Check/Vulnerable Sectors Policies/Criteria;
- iv. Shall be a member of the MLFGHA at the time of the Director's election or appointment;
- v. Shall remain a member of the MLFGHA throughout the Director's term of office;



- vi. Shall serve without remuneration. A Director shall not directly or indirectly receive any profit from the Director's position. A Director may be paid or reimbursed for any reasonable expense incurred by the Director in the performance of the Director's duties.
 - vii. Shall have a daughter actively involved in play within MLFGHA.
- b. Nomination
- i. Under normal circumstances, each nominee for President shall have served on the Board for at least one year preceding the nomination.
 - ii. The election of the Board shall take place at the AGM of the members. No election or appointment of a Board member is effective without the nominee's consent.
 - iii. The election of Directors shall be by a show of hands or by ballot, counted to determine the numerical position in the voting results.

PROCEDURE FOR THE ELECTION OF THE BOARD OF DIRECTORS:

Nomination and Eligibility

The election of the Board shall take place at the AGM of members. No election or appointment of a Board member is effective without the nominee's consent, given prior to the election or appointment. Nomination forms for the Board shall be available each year from the Secretary by March 1st. A Nomination form must be completed by all nominees and two (2) nominators who are members of the MLFGHA. Such completed forms must be delivered to the Secretary prior to the election. Nominations will also be accepted from the floor at the AGM, however in this case the nominee must be present to accept and stand for election or appointment.

Eligibility

Under normal circumstances, a person shall not be considered eligible for nomination to the Board until such time that person states in writing that the nominee qualifies for office under the MLFGHA regulations. The Secretary shall advise all nominees, in writing, of the qualification requirements before the nomination is accepted.

Election Procedures

The Secretary shall prepare a report of the vacant positions for nomination for circulation to the membership, no later than March 31st. The Secretary shall advise all members no later than four (4) weeks prior to the AGM of the final list of vacant positions for nomination. Any nominations for election must be submitted to the Secretary no later than 1 week(s) prior to the AGM.



Candidates may stand for a maximum of two (2) positions, in descending order, and must be eligible and nominated for both positions.

Elections for the Board, as required, shall be held in descending order beginning with the position of President, followed by officer positions and then director positions as listed under Board Positions below.

Nominees for election with the Board shall be in good standing with the MLFGHA.

Each family may only vote for one candidate per position.

Vacancies

Any vacancy occurring on the Board may, by resolution of the Board, be filled by appointment, provided there is a quorum of the Board then in office. If the Board elects to fill a vacant position, the Board shall provide a period of not less than thirty (30) days to consider applications from members for appointment to the vacant position. The term of the appointed replacement shall expire at the next AGM.

Terms of Office

1. A Director shall be elected for a two (2) year term and is not eligible to serve more than two (2) two (2) year terms, which must be consecutive. For example the President elected at the 2018 AGM shall commence serving the President's first two year term and shall be eligible to serve a second two(2) year term commencing at the 2020 AGM, provided the requisite nomination form is received by the nominations Committee. A Director's term may be extended beyond the terms contained herein at the end of the Director's term as approved by the existing Board of Directors;
2. Unless they resign or are removed from office, all MLFGHA Directors and Officers shall remain in office until the end of the AGM during which their successors are to be elected or appointed.

Removal from Office

1. Removal of Director by Membership - Provided that notice specifying the intention to pass such a resolution has been given with the notice of meeting, eligible voting members of the MLFGHA, by a special resolution passed by at least two thirds (2/3) of the votes cast at a general meeting of members, may remove any Director before the expiration of the Board Member's term of office. Members of the MLFGHA, by a majority of the votes cast at that meeting, may elect any person in the removed Director's stead for the remainder of the position's term, providing that the person is in good standing with the MLFGHA.
2. Removal of Director by Board - The Board may, by special resolution approved by two-thirds (2/3) of the Board members present, remove any Director for cause before the expiration of the Board Member's term of office.



3. Absenteeism - Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board meetings or the absence of a Director from any four (4) out of eight (8) consecutive Board meetings shall be deemed to be a resignation from the Board.
4. Resignation - A member of the Board may resign the member's position by submitting a letter of resignation to the President of the MLFGHA

BOARD POSITIONS:

The Board shall consist of the following officer positions:

- President
- Director of Risk Management:
- Treasurer
- Secretary
- *if applicable

The Board shall consist of the following director positions:

- Department Head Directors (elected, two (2) year term) Titles and roles subject to review every (2) two years (e.g. 2023) Director Positions include:
 - Registrar
 - Director of Communications
 - Director of U9 & Introduction to Hockey Programs
 - Director of U11 to U18 Hockey Programs
 - Director of Development
 - Director of Fundraising
 - Director of Scheduling/Ref Convenor
 - Director of Sponsorship
 - Director of Volunteers
 - Director of Equipment
 - Committee Members (appointed annually)
 - Administration

Prior to the AGM, the Board shall appoint a Treasurer. This appointment must be presented to the AGM for ratification.

A Director shall not be permitted to hold any salary position with the OWHA during their term of office.



MEETINGS OF THE DIRECTORS:

Governance

The Board of Directors shall govern the MLFGHA in compliance with the objects, powers, by-laws, regulations, policies and resolutions of the MLFGHA.

Board meetings

- a. Regular Board Meetings - Except as otherwise required by law, the Board may hold meetings at such place or places as the President, or another Officer determines. The Board shall meet not less than eleven times per year and it is expected that the Board shall meet at least once per month. All efforts should be made to establish a reoccurring Board of Directors meeting one time per month (e.g. the third Sunday of the month at 6:30 p.m.). These meetings will be scheduled at the September meeting for the following year. The Board of Directors reserves the right to re-schedule these meetings when scheduling conflicts arise as long as the newly scheduled meeting falls within the same calendar month. In this case, the new meeting time shall be communicated to membership via the website at least seven (7) days prior to the meeting.
- b. Special Board Meetings - A special board meeting may be called by the President of the Association, or in the President's absence the Director of Risk Management or on petition in writing to the Secretary signed by any three voting Board members. Notice of such meeting shall be emailed or telephoned not less than one day before the meeting is to take place. The Board of Directors may hold a meeting at any time without formal notice if all the Directors are present or those not present waive notice or signify in writing their consent to the meeting being held in their absence. Business transacted at a special board meeting shall be limited to that specified in the notice calling the meeting.

Notice of Meeting

Notice of any meeting or any irregularity in any meeting or notice thereof, may be waived by any Director except for the necessity of a quorum set out herein. All votes at any such meetings shall be taken by ballot if so demanded by any Director present. If no demand is made, the vote shall be taken in the usual way by assent or dissent. A declaration by the President that a resolution has been carried and an entry to the effect in the minutes shall be admissible in evidence as proof of the fact without proof of the number or Director in favor of or against such resolution, unless demanded by any Director present.

Notice for any Board meeting shall include a tentative agenda in the case of a regular board meeting and shall specify the business to be transacted in the case of a special Board meeting. No formal notice of any Board meeting shall be necessary if all the board members are present or if those absent signify their consent to the meeting being held in their absence.



Quorum

A quorum for Board meetings shall consist a majority of the voting Directors eligible for the said meetings and shall include three (3) Officers. No business of the Board shall be transacted in the absence of a quorum.

Confidentiality

Every Board member shall respect the confidentiality of matters brought before the Board for consideration.

Rules of Operation

The Board shall have the power to pass or amend, without immediate confirmation or ratification by members of the MLFGHA, all necessary rules and regulations as it deems expedient or related in any way to the operations of the MLFGHA including, without limitation, the conduct of its members, member teams, and guests, provided such rules and regulations are not otherwise inconsistent with the Letters Patent of the MLFGHA or this Constitution and by-laws. Such prescribed rules and regulations shall have force and effect only until the next AGM when they shall be confirmed and in default of confirmation at such AGM shall, at and from that time, cease to have force and effect.

PROTECTION OF THE BOARD OF DIRECTORS:

Every Director of the Corporation, who has undertaken or is about to undertake any liabilities on behalf of the Corporation, and the Director's heirs, executors and administrators, and estate and effect, respectively, from time to time and at all times be indemnified and saved harmless, out of the funds of the Corporation, from and against:

- a. all costs, charges and expenses whatsoever which such Director, officer or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against the Director for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by the Director in or about the execution of the duties of the Director's office or in respect of any such liability;
- b. all other costs, charges, and expenses which the Director sustains or incurs in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by the Director's own willful neglect or default.

No Director or officer for the time being of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other Director or officer or employee or for the joining in any receipt or act for conformity or for any loss, damage or expense happening to the Corporation through the insufficiency of title to any property acquired by order of the Board of Directors for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy,



insolvency or tortuous act of any person, firm or Corporation with whom or which moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution or supposed execution of the duties of his/her respective office or trust or in relation thereto unless the same shall happen by or through the Director's own willful act or the Director's own willful default.

POWERS OF THE BOARD OF DIRECTORS:

The Board of Directors shall have full control of the affairs of the Corporation. They are expressly empowered, from time to time to sell, assign, transfer, exchange, convert or convey any and all shares, stocks, bonds, debentures, rights, warrants or other securities owned by or registered in the name of the Corporation and to sign and execute all assignments, transfers, conveyances, powers of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting or conveying any such shares, stocks, bonds, debentures, rights, warrants or other securities owned by the Corporation, with a majority consent of the Board of Directors.

The Board shall:

1. Have the powers of the MLFGHA and may delegate any of its powers, duties, and functions as is deemed necessary;
2. Make policies and procedures as necessary for the governance of the MLFGHA, including policies and procedures relating to conduct, discipline and the management of disputes;
3. Have the power to suspend, expel or take disciplinary action against any team, coach, player, team official, game official, member or any individual for breach of the MLFGHA bylaws or of any decision, policy or regulation of the Board;
4. Interpret and clarify any clause of the regulations and, at the request of a Board member, have the authority to correct or amend any decision or omission which may have been granted or allowed by that Board member or the member's designate, or by the preceding Board member or member's designate;
5. Fill any vacancy which may occur in its number, with the position to be filled by election at the next AGM;
6. Be empowered to make agreements, from time to time, with other recognized hockey organizations, provided only that such agreements are within the general rules of organized hockey.



BOARD OF DIRECTORS EXECUTIVE

Officers of the Corporation

President

Duties of the President:

When present, preside at all meetings of members of the Corporation and of the Board of Directors.

Be charged with the general management, operation and supervision of the Corporation & Hockey Program of Mooretown Lady Flags Girls Hockey Association Inc.

With the approval of the Board of Directors, the President may appoint committees consisting of such numbers as may be deemed required and may prescribe their duties.

During the absence or inability of the President to exercise regular duties, the President's duties and powers may be exercised by the Director of Risk Management. In the Director of Risk Management's absence or inability, the Treasurer may exercise the duties and powers of the President. In the absence or inability of the President, Director of Risk Management and Treasurer, the Secretary may exercise the duties and powers of the President.

The President shall:

- Receive all applications for coaching positions, and coordinate coaches' selection process for the Competitive teams following the MLFGHA policies for the selection of coaches.
- Lead and actively work to grow girls' hockey in Mooretown, in various capacities.
- Serve as liaison for OWHHA communications.
- Act as liaison between MLFGHA and Mooretown Minor Hockey Association, ensuring positive relations, and seeking opportunities to collaborate and partner where possible.
- Represent and maintain compliance on behalf of MLFGHA at all OWHHA meetings.

The President will audit bank statements at minimum monthly and as needed.

Past President

Duties of the Past President:

The Past President shall:

- Chair the Nominations and AGM Committees until responsibility is transferred to the next in command.
- Be available to assist any Board member requiring assistance in the completion of the Board member's responsibilities; and Mooretown Lady Flags Girls Hockey Association.
- Carry out other duties as assigned by the President or the Board.



Director of Risk Management

Duties of the Director of Risk Management:

This role is to assess, identify and resolve any potential risks that may affect the reputation and function of MLFGHA. The Risk Manager shall draft, maintain, and enforce all policies, bylaws and constitutional protocols agreed upon by the Corporation.

This includes the general management, operation, and supervision of all aspects of the Corporation relating to risk management that shall include, but not be limited to:

- Direct resolution of any protests, complaints, etc. to the Hockey Committee, comprised of President, Director of U9 & Introduction to Hockey Programs, Director of U11to U13 Programs and outside coaches, if required.
- Assist the Board in Code of Conduct enforcement.
- Policies & procedures creation and maintenance.
- Speak Out/Respect in Sport implementation and compliance.
- Health and safety implementation and compliance.
- Sensitivity training implementation.
- Compliance and management of disciplinary hearings, with the assistance of the Hockey Committee.

Treasurer

Duties of the Treasurer:

The Treasurer will serve as the Director of Finance and be responsible to report to the board of directors of the Association. Any immediate concerns shall be reported directly to the president.

The Treasurer shall:

- Prepare and submit a yearly budget to the Finance Committee for expected expenses incurred specific to OWHA compliance.
- Have the care and custody of all the funds and securities of the Corporation and deposit the same in the name of and to the credit of the Corporation in such bank or banks or with such depository or depositories as the Board of Directors may direct.
- Keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account.

The Treasurer is required to be bonded for the faithful performance of the Treasurer's duties. No Director shall be liable for failure to require any bond or for the insufficiency of any bond for any loss by reason of the failure of the Corporation to receive any indemnity thereby provided.



All cheques on the Treasury shall be signed by the Treasurer, and the President or the Secretary. If a vacancy shall occur in any office by reason of death, resignation, disqualification or otherwise, the Directors may by resolution elect or appoint a person to fill such vacancy.

With the approval of the Board, the Treasurer may delegate some of the Treasurer's duties to a third party (i.e. record keeping, bookkeeping duties etc.).

The Treasurer shall ensure proper compliance of the Corporation with all government agencies via the completion of an annual process of items to be filed, complete with timelines.

Secretary

Duties of the Secretary:

- Record all facts and minutes of all proceedings in the books of the Corporation.
- Give all notices required to members and to Directors.
- Be responsible to address all correspondence of the Corporation.
- Submit the meeting minutes to the Director of Communications for monthly postings on the website.
- Be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation, which the Secretary shall deliver up only when authorized by a resolution of the Board of Directors or to such person or persons as is the Secretary's successor when the Secretary retires from office.
- Develop, maintain and distribute MLFGHA manuals to all coaches/ team staff.
- Perform other duties as may be, from time to time, determined and assigned by the Board of Directors.

Directors of the Corporation

The Registrar

Duties of the Registrar:

- Be responsible for the registration of players, ensuring the online registration system is maintained and fees are implemented as approved by the Finance Committee.
- Work with the Treasurer in provide regular reconciliation of registration.
- Transfer all monies collected to the Treasurer.
- Report monthly the current registration numbers.
- Ensure team rosters are complete, approved by OWHA and distributed back to teams.
- Establish and maintain a convenient registration system and schedule for all members.



Director of Communications

Duties of Director of Communications:

- Prepare and submit a yearly budget to the Finance Committee for expected expenses specific to Communications.
- Create, maintain and update the website for the purposes of communicating to members & the general public.
- Manage content on all social media channels on behalf of MLFGHA.
- Ensure compliance with members detailing Board of Director business (e.g. posting of minutes, meeting announcements, etc.)
- Management of any and all other communication on behalf of the Association.

Director of U9 & Introduction to Hockey Programs

Duties of the Director of U9 & Introduction to Hockey Programs:

- Manage player movement between teams (U9 & U7).
- Prepare and submit a yearly budget to the Finance Committee for expected expenses specific to U9 & Introduction to Hockey Programs.
- Act as primary contact and convenor for U9 & Introduction to Hockey Programs
- Submit Ice Time Requirements to the Director of Scheduling/Ref Convenor.
- Attend league meetings act as league liaison for U9 & Introduction to Hockey teams on behalf of MLFGHA
- Identify coaches and participate in selection process
- Tryout/sort coordination for U9 & Introduction to Hockey teams
- Work with Director of U11 to U18 Hockey Programs to create development opportunities for players and coaches (i.e. Organize Hockey and Goaltending Clinics and Schools - including head instructors & assistants, registration, time, place, duration, cost & allowable numbers)

Director of U11 to U18 Hockey Programs

Duties of the Director of U11 to U18 Hockey Programs

- Manage player movement between teams (U11 to U18).
- Prepare and submit a yearly budget to the Finance Committee for expected expenses specific to U11 to Midget Hockey Programs.
- Act as primary contact and convener for U11- U18 Hockey Programs
- Submit Ice Time Requirements to the Director of Scheduling/Ref Convener.
- Attend league meetings act as league liaison for U11 to U18 teams on behalf of MLFGHA
- Identify coaches and participate in selection process
- Tryout/sort coordination for Atom to Midget hockey teams



- Work with Director U9 & Introduction to Hockey Programs to create development opportunities for players and coaches (i.e. Organize Hockey and Goaltending Clinics and Schools - including head instructors & assistants, registration, time, place, duration, cost & allowable numbers)

Director of Development

Duties of the Director of Development:

- Prepare a yearly budget for cost of operating hockey school and goaltending school when applicable.
- Submit Ice Time Requirements to the Director of Scheduling/Ref Convener
- Organize the Hockey and Goaltending Schools - including registration, time, place, duration, cost & allowable numbers.
- Select and secure head instructors & assistants for the hockey school and goaltending school.
- Ensure that an appropriate course guideline is prepared and followed for the hockey school and the goaltending school.
- Organize Clinics as required by OMHA guidelines.
- Develop, maintain, and distribute MTMHA coach's manuals to all coaches.
- Develop and maintain Skills Development Library.

Director of Equipment

Duties of the Director of Equipment:

- Prepare and submit a yearly budget to the Finance Committee for expected expenses specific to Equipment.
- Develop inventory system for all equipment and jerseys
- Order, maintain, distribute and collect jerseys
- Order and size socks
- Prepare, distribute and collect first aid kits and trainer bags
- Order, distribute and collect puck buckets
- Purchase, maintain, distribute and collect goalie equipment for Novice & Introduction to Hockey teams
- Work with Mooretown Sports Complex staff to find and maintain adequate space for MLFGHA equipment and storage
- Communicate with arena staff on rink conditions and issues
- Work with Mooretown Minor Hockey on maintenance and process with half ice boards and dividers
- Liaise with the Director of Sponsorship to ensure promised sponsorship is delivered on sweaters and other equipment as agreed upon
- Ensure Canadian Flags on Team Uniforms Policy is compliant.
- Provide training to coaches for half ice divider boards



Director of Scheduling/Ref Convenor

Duties of the Director of Scheduling / Ref Convenor:

- Prepare and submit a yearly budget to the Finance Committee for expected expenses specific to Scheduling Ice and Referee Convening.
- Draft tryout schedule in coordination with the President & Hockey Committee.
- Draft ice schedule in consultation with the Directors of Coach and Player Development and the President by mid-September of current hockey season. Final schedule must be approved by the Board.
- Approve the actual ice usage of MLFGHA
- Coordinate with Director of League Play and Referee in Chief to assign referees for all home games.
- Set up all OWSA play off dates for all Mooretown travel teams in conjunction with other teams' OWSA representatives.
- Administer and operate ice time requirements during OWSA playdowns and finals for MLFGHA.

Director of Sponsorship

Duties of the Director of Sponsorship:

- Prepare and submit a yearly budget to the Finance Committee for expected expenses specific to Sponsorship
- Liase between all sponsors and the Association.
- Secure and promote all potential Association Sponsors.
- Introduce and maintain a Sponsorship package for business to follow.
- Apply for, and obtain, any third-party funding which may be available to fund association opportunities (new equipment, Esso Days, etc.).

Director of Fundraising

Duties of the Director of Fundraising:

- Prepare and submit a yearly budget to the Finance Committee for expected expenses specific to Fundraising.
- Act as liaison between fundraising vendors and MLFGHA Board of Directors.
- Provide recommendations for future fund-raising events for board consideration.
- Administer fundraising activity on behalf of MLFGHA.
- Co-Chair the Fundraising Committee – made up of Directors of Fundraising & Director of Volunteers and all team's Parent Reps. Hold regular meetings and assign tasks as needed.

Fundraising or year end events will not be serving alcohol unless the facility ownership takes responsibility for serving alcohol.



Director of Volunteers

Duties of the Director of Volunteers:

- Prepare and submit a yearly budget to the Finance Committee for expected expenses specific to Volunteers.
- Liaise with Director of Fundraising to assess volunteer needs required to support fundraising initiatives.
- Administer volunteer activity on behalf of MLFGHA including (but not limited to) collecting cheques, coordinating volunteers and tracking volunteer hours.
- Co-Chair the Fundraising Committee – made up of Directors of Fundraising & Director of Volunteers and all team's Parent Reps. Hold regular meetings and assign tasks as needed.

Administration

Duties of Administration

- Compiling and storing all confidential documents such as police checks and vulnerable screening.
- Reviewing for compliance and
- Ensuring uploads are correct in RAMP

Policies of Mooretown Lady Flags Girls Hockey Association Inc.

The following policies are not intended to be mutually exclusive, nor mutually exhaustive. Many are mandated directly by Hockey Canada, OHF or OWHA, who sanctions all play and practice of MLFGHA teams and members. For More information on the policies below, visit www.owha.on.ca. It is the responsibility of team staff to become knowledgeable about expectations of OWHA about specific by-laws, rules, regulations and policies of OWHA beyond the scope of information included here.

Policies are maintained by the Director of Risk Management.

Section 1 – Association Governance

POLICY 1.1 - Committees

The Board shall appoint committees as standing, or temporary, as it deems necessary for managing the Corporations affairs.



The following standing committees have been established:

Finance Committee

This Committee shall include:

- President
- Director of Risk Management
- Treasurer
- Secretary
- Director of Fundraising
- Director of Sponsorship

Roles and Responsibilities of the Finance Committee

The MLFGHA Board of Directors shall include an active Finance Committee to consider financial implications and provide reports to the Board.

Hockey Committee

The Hockey Committee shall include:

- Director of U9 & Introduction to Hockey Programs
- Director of U11 to U18 Hockey Programs
- Director of Development
- Director of Equipment
- President

Roles and Responsibilities of the Hockey Committee

- Ensure general management, development, operations and supervision of the hockey program for the Mooretown Lady Flags Girls Hockey Association
- Coordinate communication in regards to OWHA sanctioned game play and tournaments
- Assist Director of Scheduling with allocating ice times to all Lady Flags groups at Moore Sports Complex & Walpole Arena
- Support coaches in obtaining and maintaining required coaching certifications. Notify coaches of any upcoming clinics for certifications if required.
- Coordinate player development through various channels (i.e. clinics)
- Provide coaches with a variety of resources for teaching/coaching
- Recruit, interview and select head coach for Team 1 at each level through a fair and transparent selection process. Recommendations will be submitted to the Board for final approval.
- Work with Head Coaches to coordinate Try-Out Schedules ahead of the season and as directed by OWHA



- Provide support to coaches during tryouts and assist with ranking players to ensure fairness in player selection. Review coaches' final selection before teams are finalized and provide feedback if required.
- Provide assistance to the Registrar to ensure teams are rostered in a timely manner
- Review coach or player issues as they arise and determine which issues should be brought to the Board for further discussion or decision making. Provide the Board with recommendations based on information (i.e. coach suspensions, player suspensions, misconduct, etc.).

Ad Hoc Committees

At any time, an ad hoc committee may be formed to support the board & organization periodically. Should this committee still be in use over a two year term, the board will review the need to keep the committee on permanently

POLICY 1.2 – Harassment, Abuse, Bullying, Misconduct

It is this association's duty to adhere to the OWHA Harassment, Abuse, Bullying and Misconduct Policy, which states, in part:

"The OWHA is committed to provide an environment that is safe and respectful. The OWHA supports the right of all of its members and staff to participate and work in an environment that prohibits discriminatory practices of all kinds and promotes equitable opportunities.

It is the policy of the OWHA that there be no harassment, abuse, bullying or misconduct of any participant in any of its programs.

The OWHA expects every athlete, coach, assistant coach, trainer, manager, official, parent, guardian, family member, director, officer, volunteer, employee and chaperone within the OWHA to take reasonable steps to safeguard the participants against harassment, abuse, bullying or misconduct.

The OWHA will make all reasonable efforts to promote awareness of the problems of harassment, abuse, bullying and misconduct among all its members."

The OWHA's policy is detailed with requirements, definitions, details on receiving a complaint, how complaints should be administered, how investigation of complaints occur, decisions based on those investigations, disciplines and appeals.

It is the responsibility of MLFGHA to designate one person or committee to accept, administer, investigate (if necessary) and discipline (if necessary) complaints originating from participants within MLFGHA, according to this policy. All complaints within MLFGHA that fall within the context of this policy must be directed to the Director of Risk Management for MLFGHA.

POLICY 1.3 – Screening

It is this association's duty to adhere to the OWHA Screening Policy which states, in part:



“The OWHA will conduct a 10-step screen process for OWHA Personnel and recommends that each team, association, league and program follow the same 10-step screening process.”

Two of the ten steps that are mandatory are:

- Criminal Record Check (CRC)/Vulnerable Sector Screening (VSS)
- Speak Out /Respect in Sport Training

MLFGHA will adhere to both the CRC/VSS screening and the Speak Out/Respect in Sport training, as outlined within the OWHA handbook.

Both CRC/VSS and Speak Out/Respect in Sport training which is completed within MLFGHA must be administered by and directed to the Director of Risk Management for MLFGHA.

Criminal Record Check (CRC)/Vulnerable Sector Screening (VSS)

All individuals who are associated with the MLFGHA must adhere to the OWHA Screening Policy. Those designated in positions listed below must provide annual screening documentation.

- Members of the Boards of Directors and Board Officers
- Team officials (including but not limited to head coaches, assistant coaches, trainers and managers);
- Dressing room attendants
- Parent Representatives
- On-ice officials; and
- Anyone else who, through their duties on behalf of the OWHA may work with children.

The OWHA requires that a person identified above must submit a Criminal Record Check and a Vulnerable Sector Screening that has been completed in the six (6) months prior to submission.

Following the initial check, a person identified will need only complete a Criminal Records Check and Vulnerable Sector Screening Check every three (3) years.

Example:

Year	Screening Requirement
One	Criminal Records Check and Vulnerable Sector Screening (CRC/VSS)
Two	Criminal Offence Declaration Form (CODF)
Three	Criminal Offence Declaration Form (CODF)
Four	Start over with CRC/VSS

On-Ice Officials aged 17 and under will be required to provide a Criminal Record Check. On-Ice Officials aged 18 and over, will be required to provide a Vulnerable Sector Screening Check. All On-Ice Officials must adhere to this Policy.



POLICY 1.4 – Instructors, Coaches and Trainers

It is this association’s duty to adhere to the OWHA Instructors, Coaches and Trainers Regulation, which states, in part:

“All OWHA teams must have at least one female staff registered and OWHA recommends at least one female coach to be registered. It is the responsibility of all teams to know and follow the requirements as outlined in the Team Official Qualification Requirements Policy.

All OWHA teams must have a registered trainer with a minimum of HTCP Level 1 certification present at all OWHA sanctioned events.”

POLICY 1.5 – Hazing

It is this association’s duty to adhere to the OWHA Hazing Policy, which states, in part:

“The Hockey Canada policy currently defines hazing as “an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s). A player, team official, executive member, team, club, association, or any other OWHA/Hockey Canada Registered Participant found, by an investigative process, to have condoned, initiative or, to the detriment of another, participated in hazing actions or behaviours shall be subject to discipline up to and including expulsion from all Hockey Canada registered programs.”

All complaints within MLFGHA that fall within the context of this policy must be directed to the Director of Risk Management for MLFGHA.

POLICY 1.6 – Social Networking

It is this association’s duty to adhere to the OWHA Social Networking Policy, , which states, in part:

“The OWHA holds the entire OWHA community, including Executive members, managers, coaches, trainers, players, scouts, support staff, on/off-ice officials and others who participate in social networking to the same standards as it would with all forms of media, including television, radio and print. Inappropriate behaviours over social networking media will not be tolerated and may result in disciplinary action being taken by the OWHA.”

MLFGHA requires all members, coaches, players, team staff and parents to conduct themselves according to the established Code of Conduct.

POLICY 1.7 – Tobacco

It is this association’s duty to adhere to the OWHA Tobacco Policy, which states, in part:

“No participant (player, team official, on-ice official or off-ice official) may use any tobacco product including, but not limited to, cigarettes, chewing tobacco product or smokeless tobacco (e-cigarettes) in any league, playoff, exhibition or tournament game, practice (on or of ice) or any other event sanctioned



by a member partner. Any individual found to be contravening this policy will be ejected from that game or practice.”

MLFGHA requires all smokers to use designated areas while home or away, prior to or after the game or practice in which they participate.

POLICY 1.8 – Gender-based Dressing Rooms

It is this association’s duty to adhere OHF Dressing Room, which states:

“All players have the right to utilize the dressing room in accord with their gender identity and gender expression and that meets their individual needs. If, due to building constraints and despite the best proactive efforts of ‘Mooretown Lady Flags Girls Hockey Association’, a dressing room that meets a player’s individual needs is unavailable, it is the responsibility of ‘Mooretown Lady Flags Girls Hockey Association’, with support from the Ontario Hockey Federation, to work in collaboration with the player to find an appropriate and equivalent changing area.

This may include the MLFGHA working with facility management on behalf of the player to find an appropriate and equivalent changing area to ensure a player’s needs are met and their right to inclusion and equal treatment are respected.”

All separate change facilities must be safe and supervised.

It is recognized that pre and post-game participation is important, therefore all players shall be present 10 minutes before and 10 minutes after the game, integrated as one team in a common area (probably a designated dressing room).

During this time, players shall be dressed. It is the coach’s responsibility to coordinate this time period.

POLICY 1.9 – Banners

MLFGHA will pay for and endorse the hanging of officially approved OWHA Championship, and Silverstick Banners only within the Mooretown Sports Complex. All other banners, including other tournament banners, champion or finalist, will not be hung at Mooretown Sports Complex.

POLICY 1.10 – Coaching Complaints and Grievances

Complaints/grievances should not be filed until after serving a 24 hour wait period following the occurrence. The team manager should be the first point of contact to arrange a meeting with the coaching staff where the complainant will report on the issue. If the issue is unable to be resolved following this group discussion, an email regarding the specific incident or conduct must be sent to the Director of Risk Management no later than 14 days after the incident.

Note: complaint/grievance must be signed, dated, and include a current phone number of complainant.



1. The Director of Risk Management will notify the coach involved that the matter has been escalated and forward a written copy of the complaint/grievance to the coach within 7 days of receiving the complaint/grievance.
2. Within 14 days of receiving the complaint/grievance the Director of Risk Management will arrange a meeting with the complainant, and the coach, and if necessary, the respondent to discuss the complaint/grievance and to work out an appropriate solution.
3. If these meetings were not successful in resolving the issue the Director of Risk Management and a Discipline Panel will meet within 7 days to determine if any action is required.
4. All decisions will be forwarded in writing to the parties involved within 7 days.

Disciplinary Action

Disciplinary may include but is not limited to:

- Verbal warning
- Written warning.
- Disciplinary Suspension
- Dismissal of Membership

POLICY 1.11 – Coach Selection

MLFGHA objectives for coach selection:

- Choose the best available coach for all players and all teams.
- Ensure that coach selection does not prejudice player selection for any team.

Only those who have completed the written application form will be considered for position of Head Coach of any team.

Every attempt must be made by those selecting coaches to remove personal bias or opinion from the process.

All candidates will be invited to an interview with the Coaching Selection Committee. The Coaching Selection Committee includes the President and the Hockey Committee. Should a member not be available or have a conflict of interest with the interviewee, another board member will be selected to assist. At least 2 of the 4 members will be present for the interview and participate in evaluation of the prospective coaches, except for in the case of a Conflict of Interest declaration. All candidates will be evaluated using an objective scorecard/rubric to ensure a fair competition.

The selections shall be made in a timely manner so as to allow the coach to arrange certification or refresher courses for the successful candidates. All selections must be presented to MLFGHA executive for final approval before announcements are made.



After being named Head Coach, following final approval by MLFGHA executive, all Head Coaches must appoint team staff (trainers, assistant coaches, managers etc.; however, this cannot be done until after tryouts have concluded and teams have been selected.

POLICY 1.12 – 24-Hour Rule

MLFGHA is committed to providing a positive learning environment where all individuals are treated with respect. Being a member of this association should be a positive, rewarding, and beneficial experience for all - players, parents, team officials, and volunteers. To ensure that all members of our association are treated fairly and with respect, we encourage everyone to communicate in a positive manner and to follow certain guidelines when discussing issues about practices and games and any other MLFGHA activities. MLFGHA fully endorses the Code of Conduct and encourages all members to follow proper procedures when dealing with sensitive issues. We understand that hockey can be an emotional sport for many and we want to ensure that our players, members and team officials interact in a fair and safe environment. Unfortunately, there are always incidents when parties have acted in a negative and less than professional manner.

Unless there is an immediate safety issue, all board members, parents, team officials, and players, must wait 24 hours before any contact or discussion on the matter has been initiated. The 24-hour period is a time to "cool off" for all parties so things can be discussed in a calm, unemotional manner and not "in the heat of the moment". Failure to abide by this guideline may result in the possible suspension from play. A meeting with the Vice President Risk Management and a Discipline Panel will be scheduled to determine the penalty. All parents, coaches, players, and volunteers are expected to communicate in a positive, professional manner for the betterment of all members. Statements and decisions made should be in the best interest of all players, the team and MLFGHA.

POLICY 1.13 – Canadian Flags on Team Uniforms

It is this association's duty to adhere to the OWHA Canadian Flags on Team Uniforms Policy, which states, in part:

"All registered players with the OWHA and all on-ice personnel within the Association shall be required to wear or have embossed on their jerseys a standard Canadian Flag patch either on their left sleeve or on their upper right chest."

POLICY 1.14 – Inclusion

It is this association's duty to adhere to the OWHA Inclusion Policy, , which states, in part:

"The OWHA governs and registers Female Hockey Players, Teams, Associations, Leagues and Programs. The OWHA supports and promotes Female Hockey for recreation and enjoyment. The OWHA is committed to providing teams and programs for the under-represented women's and girls' population of Ontario in sport. The OWHA supports participation of girls and women in low-income families, indigenous people, older women and newcomers to Canada. The OWHA supports the participation of girls and women with



disabilities and is committed to working with experts in various fields in order to provide a welcoming and safe environment. The OWHA supports the participation of the LGBTQ community in hockey. The OWHA is committed to provide an environment that is safe and respectful.

The OWHA supports the right of its members, participants and staff to participate and work in an environment that prohibits discriminatory practices and promotes equitable opportunities."

MLFGHA remains committed to supporting inclusion in all of its hockey programs.

Policies – Section 2 – Game Play

POLICY 2.1 – Team Tryouts

All Players that wish to play on a MLFGHA Team must:

- Attend at least one (1) of the first two (2) Competitive Team try-outs/sort skates
- A player trying-out in a division outside of their own age group must also attend their own age group's try-outs

Exceptions:

1. In the event that a player has a "significant medical issue"; the Coach and President must be made aware of this prior to or during the 1st two (2) try-outs. A note from a Doctor, stating that the nature of the injury is such that the player cannot perform near expected levels at that time, unless it is obvious (i.e. a cast on) must be received by the Coach prior to or during the 1st two (2) try-outs. If the Coach, after acquainting themselves with the player's past performance, feels that the player would be an asset to the team based on known skill, may save a spot on the team roster. Saving a spot on the team roster must be approved by the President.
2. A player/parent informs the Coach and President that they cannot make it to the first or even the second tryout for a good reason. If the Coach, after acquainting themselves with the player's past performance, feels that the player would be an asset to the team based on known skill may allow the player to try-out for the Competitive Team at a subsequent practice or exhibition game. Approval must be obtained from the President.
3. Note: A good reason could be the player has a work commitment, other sports commitment or family commitment such as vacation/funeral.
4. If a situation presents where there are too many girls on the second team, the board will be consulted before making any team decisions.



Releases:

1. A player may be released from the Competitive Team ongoing tryout after a tryout by a coach's decision or if the player/parent confirms to the Competitive Team coach the player wants to play house league level hockey, and therefore the coach may release the player based upon the player/parent decision.
2. If a player/parent elects to exercise this decision before the second Competitive tryout, the player forfeits permanently any right to the second try-out for Competitive hockey.

Because players are permitted to move associations freely from year to year under the OWHA rules, it is the policy of MLFGHA to hold tryouts and sort skates concurrently. MLFGHA encourages all players to try out, however parents/players may advise preference for a house league team and request a release from the competitive team prior to the first tryout/sort skate. Requests must be made in writing to the President. A player may only be granted exemption from participating in the tryout/sort skate and the associated fee if their registration is complete including payment. PLEASE NOTE: Registration and payment does NOT guarantee a spot on a house league team because it is possible that numbers will not allow for a house league team. For this reason, it is always the recommendation of the board to participate in a tryout/sort skate. ALSO NOTE: This policy only applies to U11 and above divisions. U9 players will not be exempt from tryout/sort skates for any reason.

POLICY 2.2 – Smart Phones/Devices in the Dressing Room

It is this association's duty to adhere to the OWHA Camera, Phones & PDAs Facility Alert, , which states, in part:

"Ontario Recreation Facilities Association President, Dan MacArthur recommends that signage be posted immediately that "prohibits the use of cell phones, and personal digital assistants in all recreation facility change rooms."

Together with MTMHA, MLFGHA supports the usage of these signs that are affixed and maintained by Mooretown Sports Complex staff.

Only when all players are dressed and there are a minimum of two parents present, will a team photo be permitted in the dressing room.

POLICY 2.3 – Concussions

It is this association's duty to adhere to the OWHA Concussion Policy, which states, in part:

"The OWHA believes that the safety and health of female hockey players is of paramount importance. When an individual has suffered a suspected concussion, the following steps must be taken:

- Any female hockey player who suffers a suspected concussion must stop participation in the hockey activity immediately. If there is doubt as to whether a concussion has occurred, it is to be assumed that it has.



- When a player is diagnosed by a medical doctor as having a concussion, the individual must stop participation in all hockey activities immediately.
- The participant is not permitted to return to any hockey activity until a medical doctor gives written permission.

NOTE: Return to full participation shall follow the adopted Hockey Canada Safety Program return to play guidelines.”

MLFGHA will adhere to the Hockey Canada Concussion Card/Return to Play, as outlined for all players with diagnosed concussions.

All injuries that remove the player from the game (beyond the immediately rest/recovery period) must be reported to the Director of Risk Management by the team trainer or coach.

POLICY 2.4 – Dressing Room Supervision

It is this association’s duty to adhere to the OWHA Dressing Room Supervision Policy, which states, in part:

“...when any player under the age of 18 is in the team dressing room(s) before, during and after a game, tryout or practice, a minimum of two (2 deep) of the following shall be present in the dressing room(s)

or immediately outside the dressing room(s) with the door ajar: two team or association officials, properly screened or one such official and an adult person, 18 years or older, association with the team.”

MLFGHA recommends establishing expectations and volunteers at the outset of the seasons through team meetings in order to ensure compliance.

POLICY 2.5 – Handshake

It is this association’s duty to adhere to the OWHA Handshake Policy, which states, in part:

“It is the policy of the OWHA that teams shake hands immediately following each game.” Referees do have the authority to prohibit this, if they feel necessary.

In the interest of good sportsmanship, all MLFGHA teams will be expected to participate in this policy with full cooperation. We expect all of our coaches and players to conduct themselves according to our established code of conduct.

POLICY 2.6 – Helmet Stickers

It is this association’s duty to adhere to the OWHA Helmet Sticker Policy, which states, in part:

“Hockey Canada requires all players to wear helmets that are CSA certified from the manufacturer. It is the responsibility of the equipment user to ensure that throughout the life of the helmet the CSA certification is maintained. Hockey Canada recommends that prior to applying anything to the helmet including stickers that they refer to the manufacturer’s instructions and if applicable, the sticker manufacturer to confirm the



type of adhesive they are applying will not jeopardize CSA certification and/or the manufacturer's warranty.

It is the sole responsibility of the equipment user to ensure that they are not applying adhesives or other materials that may affect the integrity of the helmet and ultimately void the CSA certification and/or the manufacturer's warranty."

MLFGHA expects all players to be responsible for the good condition of their own hockey gear.

POLICY 2.7 – Equipment

It is this association's duty to adhere to the OWHA RULE ONE – Equipment Policy, which states, in part:

"Required equipment for females to participate in hockey: helmet - CSA approved, facemask – CSA approved, shoulder pads (chest protector), throat protector – BNQ approved, elbow pads, hockey pants or hockey girdle, gloves, shin pads, pelvic protector (Jill), hockey skates, socks, hockey stick and hockey sweater.

All team officials participating in on-ice activities must wear a properly fastened CSA hockey approved helmet. Trainers or any other team officials attending an injured player are considered exempt from this rule."

MLFGHA expects all players to abide by the requirements listed above and to be responsible for the good condition of their own hockey gear.

OWHA's recommends mouth guards, stating, in part:

"It is recommended that every player participating in an OWHA sanctioned game or practice shall at all times while engaged in play or practices, practice drills or scrimmages on the ice surface wear an intra-oral mouth guard."

Further, MLFGHA recommends all players, to wear an intra-oral mouth guard in all games and practices while engaged in play or practices, practice drills or scrimmages.

POLICY 2.8 – Hockey Jerseys/Sweaters

Jerseys are an expensive part of the operational costs of MLFGHA. For that reason, all players/parents are required to acquire a garment bag to transport their loaned jerseys throughout the duration of the season. Jerseys must be stored in garment bags at all times and aired out after every use.

Individual players/parents are responsible for maintaining their loaned jersey throughout the season. If jerseys are in disrepair, players/parents must inform their team manager who can arrange for repairs.

Individual players/parents are responsible for replacement costs (approximately \$300 per jersey) should their loaned jersey not be maintained properly and require replacement at the end of the

season. Players/parents will not be eligible for play the following season if the replacement cost are not paid in full.



POLICY 2.9 – Sharing Water Bottles

It is this association's duty to adhere to the OWHA Water Bottle Policy, which states, in part:

"Good team hygiene includes ensuring all players and staff have their own water bottles to prevent the transmission of viruses and bacteria. Bottles should be labeled and washed after each practice or game."

MLFGHA requires every player have their own labeled water bottle, placed on the bench for every game and practice.

POLICY 2.10 – Dress Code

Running shoes are mandatory to participate in team warm up.

POLICY 2.11 – Anti-Doping

It is this association's duty to adhere to the OWHA Anti-Doping Policy, which states, in part:

"The Ontario Women's Hockey Association (OWHA) is unequivocally opposed to illegal drug usage. In its sport, ice hockey, The OWHA is similarly unequivocally opposed to the use of banned and restricted substances and methods by athletes for the purpose of performance enhancement. This position applies to all members/ participants of the game of hockey within the OWHA structure.

The OWHA's Board of Directors has adopted the Doping and Control Policy as established by Hockey Canada and by the Canadian Centre for Ethics in Sport (CCES)."

MLFGHA expects all players to avoid banned and restricted substances as outlined by Hockey Canada.

POLICY 2.12 – Exceptional Player Status

After consideration of numbers to roster all teams as planned, a select number of players at any level may be considered at the discretion of the board to try out up one division (i.e. U9 to U11 Team 2) based on skill and player tenure.

Additionally, unique circumstances may be considered in making these decisions. MLFGHA does not take player movement lightly and will only move players when it is for the benefit of both the player and the hockey program. Factors of consideration when making these decisions include division numbers and player talent.

Policies – Section 3 – Finances

POLICY 3.1 – Financing a Team

Registration costs for MLFGHA will cover the costs of ice for weekly scheduled practices, games plus loaned jerseys (see Policy 2.8 – Hockey Jerseys/Sweaters). Teams often decide to attend tournaments and share other experiences/goods/services as well that incur extra costs (i.e. the purchase of team water bottles,



yearend swag, etc.). These extra costs are not covered in the registration fees. For that reason, teams have the ability to collect team fees from every player/parent that are then pooled to pay for these costs.

Team managers must open team-specific bank accounts to operate the funds. MFLGHA Treasurer will provide further detail as to the current practice.

All budgets must be approved by the MLFGHA Treasurer at the beginning of the season, during a mid-season check in, and again at the close of the season.

Sample budgets are available from the MLFGHA Treasurer.

Updated budgets must be made available to any interested players/parents within one (1) week of the request being made to the Head Coach or Manager.

POLICY 3.2 – Financing Team Tournaments

In order to avoid coaches funding the initial cost of tournament registration fees, the MLFGHA shall pay the initial cost on behalf of the team providing there are sufficient funds in the MLFGHA operating account to accommodate the request for funding. This funding is a loan only and must be paid back in full once the team funds have been collected or no later than November 5th of the season for which the funds were required.

Requests for financial assistance from the MLFGHA with funding for a team's tournaments, for the upcoming year, can be made, in writing, to MLFGHA Treasurer with the following restrictions to apply:

1. No tournament fees will be given for any teams until the team has an official roster and a dedicated team manager
2. Request for funding must be submitted no later than September 30 of the current year.
3. Funding will be given to cover two (2) OWSHA approved away tournaments per team only.
4. Funding will not exceed a maximum cost of \$3000.00 total. If the total of the two (2) tournaments are in excess of \$3000.00 then the coaching staff will have to personally issue funding to cover the excess amount.
5. A copy of the invoice must accompany the request for funding and must be submitted to the Treasurer for approval. The Treasurer will forward the funds to the contact information provided on the invoice.
6. The funding loan from the MLFGHA must be paid back in full, in one installment to MLFGHA by November 5th of the year that the assistance was issued. If the monies are not returned to the MLFGHA, that team will lose their ice time and games will be forfeited until those funds are paid back to MLFGHA.
7. After the coaching selections have been made by MLFGHA, the coaches can apply for tournament funding by sending an email requesting assistance to the Treasurer. Once approved by the Treasurer, cheques will then be issued by the Treasurer of MLFGHA.



POLICY 3.3 – Coaches Expenses

Under no circumstance shall the MLFGHA provide financial reimbursement for any coaching expense related to travel cost or accommodation for a specific team attending a league, exhibition, provincial or tournament game.

This provision does not apply to any expenses for level coaching clinics or training expenses that may be deemed, by the MLFGHA executive, as beneficial to the whole organization.

POLICY 3.4 – MLFGHA Fund Raising

MLFGHA is run by a team of volunteers who are committed to keeping the cost of playing girls hockey as low as possible. In doing this, MLFGHA will conduct fundraising efforts throughout the year. Members will participate in supporting these fundraisers either through the purchase of product/service, by volunteering (see Policy 3.8 – Volunteering), or both.

Each team will hold a position on team staff for a Parent Rep. These Reps will form the Fundraising Committee, reporting to the Director of Fundraising, who will act as Chair of the committee, to work on initiatives. The Parent Rep role will track individual volunteer hours from their team members, provide updates and reminders for acquiring volunteer hours, distribute items and collect funds necessary to the role (order forms, purchased goods, etc.), coordinate the team in regards to organization fundraisers, and assist in the development and distribution of the fundraising packages.

POLICY 3.5 – Team Fund Raising

No team shall raise funds from third parties without the written approval of the MLFGHA Finance Committee.

All decisions by the MLFGHA Finance Committee are final. Submission in writing does not guarantee permission will be granted.

Any team wishing to be considered for fund raising must complete the following:

1. Under normal circumstances, submit a request, in writing, for team fund raising to the Directors, six (6) weeks before the fund raising event is tentatively scheduled. The request must include what charity the funds will be donated towards and a proposed budget for the extra activity.
2. Fund raising cannot interfere with or compete with any activity or effort in fund raising undertaken by the MLFGHA.
3. No team shall solicit any companies/persons that sponsor MLFGHA as a whole so as not to overwhelm or confuse the MLFGHA regular sponsors.

NOTE: It is the desire of the MLFGHA to be considerate of the family and friends of our players through minimization of requests for fundraising and sponsorship within our home arena.



POLICY 3.6 – Corporate Donations

All members of MLFGHA may only solicit team donations from their places of employment with express consent from the Director of Sponsorship. All members are expected to express interest in approaching their employer to the Director of Sponsorship before making any requests to their employer.

Any team receiving a corporate donation must report it on their team budget and state what it was used for.

Any team receiving a corporate donation under \$1001.00 is eligible to keep 100% of the funding given. This funding must be used in accordance with any stipulations set out by the corporate donor. If no directive is provided by the donor, this funding can be used to offset the expenses associated with a regular hockey season including tournaments etc. but must be split equally per player when offsetting team fees. The funds cannot be used to supplement the financial needs of individual families. If there are funds left at the end of the year in the team account, the donation money will be considered spent first and the remaining balance will be considered left over team fees and can be returned to the players. If the entire team fee is returned at the end of the season, and there is still donation money left over, it must be spent equally on each player on the team. Donation money cannot be returned to players at the end of the year. The money can be spent on swag etc., unless the donor has stipulated what it can be spent on.

Any team receiving a corporate donation over \$1001.00 must report it to the Treasurer for approval. Any team receiving a donation over \$1001.00 must be approved by MLFGHA Finance Committee to determine the amount that the team is allowed to keep.

Teams are not permitted to use the corporate donors name or logo in any form of advertising for the team.

POLICY 3.7 – Extra Team Funding

All Teams (Travel & House League) must pay for any extras that they deem necessary throughout the year including extra ice for practice or games, unless the Director of Scheduling/Ref Convener gives out in a “last minute situation”.

MLFGHA will pay for an OWSA Championship swag (up to \$60 CDN per player) for a team that wins the OWSA Provincial Championships.

POLICY 3.8 – Volunteering

Every hockey family within MLFGHA must contribute six (6) volunteer hours to the MLFGHA each season to assist with keeping operational costs at a minimum. Several opportunities will be available to accommodate busy schedules. Volunteer hours (or arrangements for) must be completed by January 20.

MLFGHA requires one (1) \$500 cheque from every family that registers with MLFGHA. This cheque:

- Must be submitted at the beginning of the season before any player from the family can skate.
- Be post-dated for March 31 of the respective year in which the season falls.



- Will be returned or shredded on or before April 1 for those that have completed their volunteer hours.

NSF cheques will result in players being ineligible to play until payment is made in full, including the NSF charges incurred by MLFGHA.

Volunteer Hours will be considered complete for:

- Each Board of Director
- A maximum of seven (7) staff per team. Typically, those staff members include:
- Head Coach
- Trainer
- Assistant Coach (1-2)
- Goalie Coach
- Manager
- Parent Rep

Regardless of role, ALL families will be required to submit a cheque (this includes those designated in roles listed directly above).

It is the role of the Parent Rep to coordinate and support the acquiring of volunteer hours for all parents within their respective teams.

Questions around how to acquire volunteer hours should be addressed to the Parent Rep and/or the Director of Volunteers.



**This acting Constitution was voted in at the Annual General Meeting of
Mooretown Lady Flags Girls Hockey Association on April 4, 2023.**

Date: April 4, 2023

Name: Brendan Kennedy

Position on Board of Directors: President

Signed: 

Date: April 4, 2023

Name: Jessica Shaw

Position on Board of Directors: Director of Risk Management

Signed: 

Date: April 4, 2023

Name: Kirstin Salisbury

Position on Board of Directors: Secretary

Signed: 