

# Oshawa Girl's Hockey Association Constitution, By-laws and Policies



Adopted May 11, 2017

# Table of Contents

|   |    |
|---|----|
| SECTION A: CONSTITUTION.....                              | 4  |
| GENERAL INFORMATION .....                                 | 4  |
| Article 1.0 Name: .....                                   | 4  |
| Article 2.0 Corporate:.....                               | 4  |
| Article 3.0 Logo:.....                                    | 4  |
| GOVERNING BODY: .....                                     | 5  |
| Article 4.0 Affiliations: .....                           | 5  |
| OBJECTIVES:.....  | 5  |
| Article 5.0 Corporate Objectives: .....                   | 5  |
| Article 6.0 Sporting Objectives:.....                     | 5  |
| MEMBERSHIP .....  | 6  |
| Article 7.0 Membership: .....                             | 6  |
| FINANCIAL.....  | 6  |
| Article 8.0 Banking.....                                  | 6  |
| Article 9.0 Financial Statements .....                    | 6  |
| Article 10.0 Registration Fees.....                       | 7  |
| Article 11.0 Fiscal Year .....                            | 7  |
| Article 12.0 Board of Directors .....                     | 7  |
| Article 13.0 Responsibilities of Board of Directors ..... | 9  |
| Article 14.0 Removal from Office .....                    | 9  |
| Article 15.0 Rules of Conduct .....                       | 10 |
| Article 16.0 Chairperson .....                            | 10 |
| Article 17.0 Quorum.....                                  | 10 |
| Article 18.0 Voting.....                                  | 10 |
| Article 19.0 Notices of Motion .....                      | 11 |
| Article 20.0 General Meeting .....                        | 12 |
| Article 21.0 Annual General Meeting .....                 | 12 |
| Article 22.0 By-Laws .....                                | 13 |
| Article 23.0 Constitutional Amendment.....                | 13 |
| Article 24.0 Dissolution .....                            | 13 |
| SECTION B: BYLAWS.....                                    | 14 |
| 1.0 Duties of Officers .....                              | 14 |
| 2.0 Duties of Directors .....                             | 20 |
| 3.0 Appointed Officials.....                              | 27 |

4.0 Registration.....31  
5.0 Protests and Appeals.....33  
6.0 Discipline Committee .....33  
7.0 Harassment and Abuse Policy.....34

## **SECTION A: CONSTITUTION**

WHEREAS the Oshawa Girl's Hockey Association is a voluntary Association of Members and individuals designed to promote and foster female hockey within Oshawa;

AND WHEREAS Members and individuals participating in the activities and games sponsored by the Oshawa Girl's Hockey Association have confidence in the judgment of the Board of Directors of the Oshawa Girl's Hockey Association;

AND WHEREAS it is declared that one of the purposes of this Constitution, and the Association's By-Laws, and Rules and Regulations will be to confer upon the Oshawa Girl's Hockey Association and its Board of Directors all of the powers of a fully self-governing organization;

NOW THEREFORE be it enacted:

### **GENERAL INFORMATION**

#### **Article 1.0 Name:**

The name of this organization shall be Oshawa Girls Hockey Association, herein after referred to as OGHA and/or the "Association" and/or the "Corporation".

#### **Article 2.0 Corporate:**

- 2.1 The OGHA is a corporation without share capital, registered under the Ontario Corporations Act as a not-for-profit organization.
- 2.2 The head office of the OGHA will be that of the President of the OGHA.

#### **Article 3.0 Logo:**

The official logo of the OGHA will be the "Oshawa Lady Generals" and is the same logo as the Oshawa Generals Hockey Club or such a logo as created by the Oshawa Generals Hockey Club for use by the OGHA. The logo may only be used for such purposes and in such manner, and may only be reproduced in such materials and colours as may be approved in writing by the Executive of the OGHA and the Oshawa Generals Hockey Club. The Oshawa Generals Hockey Club shall retain the rights to the OGHA logo.

- 3.1 Proposals to change the OGHA logo must be presented as a Motion for vote at an Annual General Meeting.
- 3.2 Any approved Logo change is to be implemented and completed across all divisions of the OGHA within a period of no longer than 2 years.

## **GOVERNING BODY:**

### **Article 4.0 Affiliations:**

The OGHA is a Member of the Ontario Women's Hockey Association, herein after the OWHA, the Ontario Hockey Federation, and Hockey Canada.

## **OBJECTIVES:**

### **Article 5.0 Corporate Objectives:**

- 5.1 The OGHA shall endeavour to operate on an annual basis with a balanced budget. Any excess revenues less expenditures (net Profit) shall be retained in the corporation as retained earnings. Any deficit of revenue less expenditures (net loss) shall be balanced using funds from retained earnings.
- 5.2 Retained Earnings in the corporation shall not exceed \$50,000 without approval and resolution of the membership at any Annual General Meeting.
- 5.3 The corporation shall not be sold to any interest, whether corporate or individual, and shall remain in existence as a "not-for-profit" corporation for the benefit of all existing and future members.

### **Article 6.0 Sporting Objectives:**

The objectives of the OGHA shall be:

- 6.1 To promote the ideals of good sportsmanship and fair play in all Players, Coaches, Members and Spectators as well as fostering life skills through a well regulated amateur hockey program;
- 6.2 To promote the participation of females in all aspects of hockey;
- 6.3 To promote both the development of House League and Competitive hockey programs where the need of such a program exists;
- 6.5 To work in accordance with the OWHA, Ontario Hockey Federation and Hockey Canada.

## **MEMBERSHIP**

### **Article 7.0 Membership:**

Membership in this Association shall consist of:

- 7.1 Officers and Members of the Board of Directors
- 7.2 General Members, Associate Members, Life Members and Participating Members who:
  - 7.2.1 Are registered with the Oshawa Girls Hockey Association on a team roster registered with the OWHA in the current season and,
  - 7.2.2 Are in good standing with all fees paid for that year, including either House League or Competitive programs.

## **FINANCIAL**

### **Article 8.0 Banking**

- 8.1 All of the banking business of the OGHA will be transacted with such bank or trust company as the Board of Directors may designate, appoint, or authorize from time to time by Resolution. All accounts will list the League Treasurer as a signing officer for audit purposes only.
- 8.2 The signing officers for the OGHA League bank accounts shall be the Treasurer, President, and Vice-Presidents, or alternatives as approved by resolution; two (2) of which must sign at all times.

### **Article 9.0 Financial Statements**

- 9.1 The Treasurer acting on behalf of the OGHA shall prepare the following financial statements on an annual basis for the review and approval of the Board of Directors:
  - 9.2 An operating budget for the year for all House League and Competitive Programs
  - 9.3 A year end summary of revenues and expenditures for all House League and Competitive Programs.
  - 9.4 A Balance Sheet of Assets and Liabilities for the House League and Competitive Programs.

## **Article 10.0 Registration Fees**

- 10.1 The Board of Directors shall determine the amount of the annual registration fees for players in the OGHA.
- 10.2 The Treasurer may notify any player at any time that the player's registration fees are due and, if not paid within thirty (30) days of such notice, the member shall be in default.
- 10.3 Any player who is in default of the payment of player registration fees can, at the discretion of the Board of Directors, lose her playing and membership privileges until the amount owing has been paid in full. In those instances involving extenuating circumstances, it will be at the discretion of the Board of Directors as to the appropriate course of action.
- 10.4 Any Member may resign from the Association by giving written notice to the Secretary, but if the resignation occurs after January 1<sup>st</sup>, any player registration fees paid shall be forfeited. If the resignation occurs prior to January 1<sup>st</sup>, player registration fees shall be refundable in such amount as the Board of Directors determines to be fair and reasonable in the circumstances.

## **Article 11.0 Fiscal Year**

- 11.1 The fiscal year will be deemed to run from June 1 to May 31
- 11.2 The records of all expenditures to be included in the current fiscal year will be forwarded to the treasurer 30 days prior to the end of the fiscal year

## **Article 12.0 Board of Directors**

- 12.1 The Board of Directors shall be composed of the following elected members:
  - President,
  - Vice President of House League,
  - Vice President of Competitive,
  - Vice President of Senior,
  - Vice President of Development,
  - Treasurer,
  - Secretary,
  - Registrar,
  - Director of House League,
  - Director of Competitive,
  - Director of Senior,
  - Director of House League Development,
  - Director of Competitive Development,

Director of Sponsorship and Fundraising  
Director of Information Technology,  
Director of Equipment,  
Past President (elected as president)

- 12.2 The Board may appoint positions as required (e.g. Referee Assigner, Time keeper Assigner, Ice Scheduler, Competitive Tournament Director or House League Tournament Director) but not limited to, who are non-voting, to undertake specific projects or activities as directed by the Board of Directors. It is at the Board's discretion to offer a stipend for any appointed positions as deemed necessary.
- 12.3 The Members of the Board of Directors will be elected for a period of two (2) years at the Annual General Meeting by a majority vote of the delegates present at such meeting. The positions of Vice President and Directors of their respective divisions, will be elected in alternate years.
- 12.4 The Members of the Board of Directors will not be subject to any personal legal liability for any actions taken by them in that capacity.
- 12.5 The Board of Directors will have the power to fill any vacancies among the elected Officers by appointing other Members of the Executive as Officers and the Board of Directors will have the power to fill vacancies among the elected Members by appointing a General Member of the Association.
- 12.6 All such appointments must be ratified at the next Annual General Meeting.
- 12.7 All Members of the Board of Directors will have voting rights at all General and Annual General Meetings with the exception of the Member at Large.
- 12.8 The term of a member of the Board of Directors expires on May 30th following the Annual General Meeting.
- 12.9 Any Vice President or Director of House League or Competitive Hockey is not permitted to simultaneously hold the position of Ice Scheduler.
- 12.10 A Privacy Officer is appointed by the Board of Directors. The Privacy Officer shall be a current elected Board member. The appointment is to occur following the Annual General Meeting.
- 12.11 No member may be elected to more than one board position at the AGM.

## **Article 13.0 Responsibilities of Board of Directors**

The Members of the Board of Directors shall:

- 13.1 Have control of the affairs of the OGHA and the primary responsibility for achieving its objectives.
- 13.2 Implement rules as set down by the OWHA, the OHF and Hockey Canada
- 13.3 Enforce the provisions of the CONSTITUTION, BY-LAWS, RULES and REGULATIONS, and POLICIES of the OGHA.
- 13.4 Communicate to the members of the OGHA any changes to the CONSTITUTION, BY-LAWS, RULES and REGULATIONS, and POLICIES which may occur from time to time.
- 13.5 Appoint, when necessary, Protest or Appeal Committees and inform the appointed persons and all other parties involved of the approved procedures and rights of the parties involved.
- 13.6 Establish temporary operational Rules & Regulations during the year for the different divisions and facilities whose purpose it will be to control Participants and/or Spectators in the best interest of the OGHA.
- 13.7 Appoint other Committees or assign specific responsibilities as may be required from time to time.
- 13.8 Appoint a duly elected Member of the Board of Directors to attend the Annual General Meeting of the OWHA.
- 13.9 Have the power to set the annual Registration Fees.

## **Article 14.0 Removal from Office**

- 14.1 Upon a seventy-five percent (75%) majority vote, the Board of Directors shall have the power to remove from Office any Officer or Member of the Association who does not perform his/her duties and responsibilities as defined in the By-Laws.
- 14.2 Any Officer or Member of the Board of Directors who misses more than 3 consecutive meetings may, at the discretion of the Board, be automatically removed from the Board of Directors

## **Article 15.0 Rules of Conduct**

All meetings will be conducted in accordance with the accepted or customary rules of parliamentary procedure to the extent that such conduct is considered to be in the best interest of the OGHA.

## **Article 16.0 Chairperson**

The Chairperson of a meeting will be:

- 16.1 In the case of the Annual General Meeting and General Meetings, the President;
- 16.2 In the case of standing Committees, the Chairperson duly elected or appointed for the respective Committee; and
- 16.3 In all other cases, the person appointed for such purpose by the Board of Directors.

## **Article 17.0 Quorum**

- 17.1 For the purposes of conducting a meeting, no quorum is necessary.
- 17.2 For the purposes of passing a Motion, a quorum will be fifty percent (50 %) of the Executive Officers; Executive Members; and Immediate Past President.

## **Article 18.0 Voting**

- 18.1 All Members of the Oshawa Girls' Hockey Association shall be entitled to a vote at the Annual General Meeting subject to the following:
  - 18.1.1 All members who have reached the age of 18 years, including Members of the existing Board of Directors, are eligible to vote at the Annual General Meeting of the OGHA.
  - 18.1.2 In the case of a member who is under the age of eighteen (18) years, a Parent or Legal Guardian will have the right to vote on their behalf.
  - 18.1.3 No individual member may have more than one vote, but a member may have a vote for each member under the age of eighteen that they represent through parenthood or guardianship, and where such player/member has not been released by the OGHA.
  - 18.1.4 In order to vote at the Annual General Meeting each member must register or have a parent register to vote on their behalf.

- 18.2 There will be no proxy votes.
- 18.3 Voting will be by a show of hands at all meetings of the OGHA unless otherwise determined by the Chairperson.
- 18.4 Decisions will be made by a simple majority unless otherwise determined by the Constitution.
- 18.5 Only the Members of the Board of Directors may vote at General Meetings.

### **Article 19.0 Notices of Motion**

- 19.1 No Motions shall be moved or passed without the presence of the President or at least 2 Vice Presidents.
- 19.2 That any proposal to expend less than \$300 in total can be introduced and voted upon at the meeting at which it is introduced as a motion under 'New Business'.
- 19.3 That any proposal to expend more than \$300 in total will be introduced as a Notice of Motion, to be voted on at the following, or subsequent meeting thereby allowing the Treasurer to ascertain the total costs and available funds to accommodate such a request. A Notice of Motion can be voted upon as a regular Motion at the meeting it is introduced if approved by unanimous vote and provided the original Notice of Motion meets the requirements as prescribed in Constitutional Article 19.5.
- 19.4 That any motion to address Personnel issues be introduced as a Notice of Motion to be voted on at the following, or subsequent meeting thereby allowing the Privacy Officer and President to address screening prior to hiring.
- 19.5 That all motions to be introduced at a meeting be provided in writing to the Secretary and President at least 7 days prior to the meeting date to be included on the agenda. Motions received after that time will be added to the following meeting agenda.
- 19.6 Any motion from the floor at an Annual General Meeting must be presented as a Notice of Motion to the Secretary, in writing, at least two (2) weeks prior to such meeting.

## **Article 20.0 General Meeting**

- 20.1 The OGHA shall meet on a regular basis. Such meetings will be at the discretion of the President and shall have a maximum of thirty days between consecutive meetings. These meetings shall be known as the 'General Meeting' of the Board of Directors.
- 20.2 The Agenda for the General Meeting must include but not be limited to:
- (i) Minutes of the preceding General Meeting;
  - (ii) Business arising from the Minutes;
  - (iii) Correspondence;
  - (iv) Treasurer's Report;
  - (v) Other Members' Reports;
  - (vi) New Business;
  - (vii) Notices of Motion;
  - (viii) Date of Next Meeting
  - (ix) Adjournment.

## **Article 21.0 Annual General Meeting**

- 21.1 There will be an Annual General Meeting of the General Membership of the OGHA on or before the last day of May.
- 21.2 The President shall determine the date, time, and place of such meeting.
- 21.3 The Board of Directors shall provide the Membership of the OGHA with (60) days' notice of the Annual General Meeting.
- 21.4 The Agenda for the Annual General Meeting must include but not be limited to:
- (i) Minutes of the preceding Annual General Meeting;
  - (ii) Business arising from the Minutes;
  - (iii) The presentation of the Annual Financial Statement, which is in accordance with generally accepted accounting principles, by the Treasurer;
  - (iv) Other Members' Reports;
  - (v) New Business;
  - (vi) Notices of Motion;
  - (vii) Election of Officers and other Members of the Board of Directors;
  - (viii) The ratification of any Expulsions, By-Laws, Rules and Regulations, Policies, or Appointments to the Board of Directors made by the Board of Directors during the previous year;
  - (ix) Adjournment.

## **Article 22.0 By-Laws**

- 22.1 The Board of Directors may, from time to time, set, repeal, or amend such By-Laws as it deems necessary for the conduct of the business of the OGHA in a manner consistent with this Constitution.
- 22.2 Such changes to the existing By-Laws must be first submitted in writing to the Board of Directors for consideration at least two (2) weeks prior to the General Meeting at which such are to be discussed.
- 22.3 Any changes to the By-Laws made by the Board of Directors will be in force but subject to ratification by a majority vote at the next Annual General Meeting.
- 22.4 The General Membership will be given thirty (30) days' notice of any proposed amendments.
- 22.5 Any changes made at an Annual General Meeting may not be modified by the Board of Directors, for a period of two (2) years.

## **Article 23.0 Constitutional Amendment**

- 23.1 Notice of any proposed alteration or amendment must be submitted to the Secretary of the OGHA, in writing, at least thirty (30) days prior to the Annual General Meeting.
- 23.2 No amendment or alteration shall be made to any part of this Constitution except at an Annual General Meeting and only provided that the General Membership receives thirty (30) days' notice of the proposed amendments.
- 23.3 All amendments or alterations must receive a two-thirds majority of all votes cast.

## **Article 24.0 Dissolution**

- 24.1 Upon the dissolution of the Oshawa Girls Hockey Association and after the payment of all debts and liabilities, its remaining property shall be distributed or disposed of to non-profit organizations with similar objectives beneficial to the Oshawa community.
- 24.2 Upon dissolution of the Oshawa Girls Hockey Association, the organization's assets and property held or acquired from the proceeds of licensed lottery events (i.e. lottery trust accounts or property purchased with lottery proceeds) will be distributed to charitable organizations that are eligible to receive lottery proceeds in Ontario.

## **SECTION B: BYLAWS**

### **1.0 Duties of Officers**

#### **1.1 President**

The President of the OGHA shall:

- 1.1.1 Be elected for a period of two (2) years and act as the Chief Executive Officer of the OGHA.
- 1.1.2 Be informed of all activities carried out by each member of the executive, and be informed of all proposed activities which are to be undertaken by each executive member with respect to their job function prior to those activities commencing.
- 1.1.3 Establish the Agenda for all General and Annual General Meetings
- 1.1.4 Act in the capacity of chairperson at all General and Annual General Meetings
- 1.1.5 Be included as a permanent member of all committees of the OGHA including the Competitive Committee, House League Committee and Senior Committee.
- 1.1.6 Represent the OGHA with all other agencies, governing bodies and associations
- 1.1.7 Be solely responsible to appoint persons to Ad-hoc committees of the organization, Appeal tribunals, Protest committees and be solely responsible to convene a Discipline committee as required.
- 1.1.8 Have served as a current member of the Board of Directors
- 1.1.9 Be appointed to act as the liaison to the OWHA. The President may at their discretion appoint a member of the Board of Directors to fulfill this duty.

#### **1.2 Vice President of House League**

The Vice-President of House League shall:

- 1.2.1 Be elected for a period of two (2) years.
- 1.2.2 In the absence of the President, have the authority and perform the duties of the President.

- 1.2.3 Be responsible for the operation of all registered house league teams in conformity with the House league manual, and act as the liaison between the OGHA and any league that is interlocked with the OGHA.
- 1.2.4 Implement the approved coach selection process contained in the House League manual utilizing the House league committee and all other identified staff.
- 1.2.5 Recommend individuals to be appointed as Convenors for each division.
- 1.2.6 Serve on the Discipline Committee, as required
- 1.2.7 Have served as a current member of the Board of Directors
- 1.2.8 To bring forward all staff members including, managers, treasurers, trainers, on-ice staff and assistants for ratification at a General meeting of the Board of Directors.
- 1.2.9 Undertake an annual review of the House league Manual with all House league teams, Board members, and the house league committee; and present any potential amendments to the Board of Directors for approval no later than January of the current hockey season.

### **1.3 Vice President of Competitive**

The Vice-President of Competitive shall:

- 1.3.1 Be elected for a period of two (2) years.
- 1.3.2 In the absence of the President, have the authority and perform the duties of the President.
- 1.3.3 Be responsible for the operation of all registered competitive teams in conformity with the Competitive Manual, and act as the LFLHL liaison.
- 1.3.4 Implement the approved coach selection process contained in the Competitive manual utilizing the competitive committee and all other identified staff.
- 1.3.5 Undertake an annual review of the Competitive Manual with all of the competitive teams, Board members and the Competitive committee; and present any potential amendments to the Board of Directors for approval no later than June of the current hockey season.
- 1.3.6 Serve on the Discipline Committee, as required

- 1.3.7 Have served as a current member of the Board of Directors
- 1.3.8 To bring forward all staff members including, managers, treasurers, trainers, on-ice staff and assistants for ratification at a General meeting of the Board of Directors.

#### **1.4 Vice President of Senior**

The Vice President of Senior will:

- 1.4.1 Be elected for a period of two (2) years.
- 1.4.2 In the absence of the President, have the authority and perform the duties of the President.
- 1.4.3 Be responsible for the organization of the senior house league and set up a senior house league committee to verse that group
- 1.4.4 Establish a coach selection process for the senior house league with the Director of Senior
- 1.4.5 Serve on the Discipline Committee, as required
- 1.4.6 Have served as a current member of the Board of Directors

#### **1.5 Treasurer**

The Treasurer shall:

- 1.5.2. Have responsibility for managing the finances of the OGHA.
- 1.5.3. Collect and record all funds received by the OGHA and record and pay all accounts. All expenditures over \$100.00 must have prior approval from the Board of Directors.
- 1.5.4. Deposit monies without delay in one of the Chartered Banks/Trust Companies to the account of the OGHA.
- 1.5.5. Have joint signing authority together with the President, and Vice Presidents of the OGHA in relation to all disbursements.
- 1.5.6. Disburse funds of the OGHA by cheque only, as may be directed by the Board of Directors and keep on file all receipts.

- 1.5.7. Encourage all Board of Directors Members to maximize revenues and minimize expenditures.
- 1.5.8. Present a Budget, for the approval of the Board of Directors
- 1.5.9. Present at the Annual General Meeting a Financial Statement which is in accordance with generally accepted accounting principles.
- 1.5.10. Prepare interim reports of the financial standing of the OGHA on a monthly basis
- 1.5.11. Have the Financial records and Financial Statements of the OGHA reviewed annually by such independent person as the Board of Directors may appoint for such purpose and to present the results of such review to the Membership at the next Annual General Meeting.
- 1.5.12. Provide invoices to all Competitive team Managers on a monthly basis.
- 1.5.13. Obtain monthly Financial Statements from all Competitive teams.
- 1.5.14. Be responsible, in conjunction with the Registrar, for determining when special payment arrangements are necessary.
- 1.5.15. Have served as a current member of the Board of Directors.
- 1.5.16. The Treasurer must possess adequate ability to perform the functions listed above. Should the Treasurer not possess at a minimum a college certificate in bookkeeping or accounting and, if cash received is in total estimate or actual to be in excess of \$100,000 during any year, an independent monthly review by a qualified source as approved by the Board of Directors will be mandatory.
- 1.5.17. In regard to individual team financial reporting, any team treasurer and/or manager as appointed by the Board of Directors will be required to follow generally accepted accounting principles and the reporting guidelines as determined by the Board of Directors'.

## **1.6 Secretary**

The Secretary shall:

- 1.6.1. Be elected for a period of two (2) years.
- 1.6.2. Record and maintain the Minutes of all meetings of the OGHA.

- 1.6.3. Deal with all correspondence of the OGHA as instructed by the President and/or the Board of Directors.
- 1.6.4. Give notice, including time, location, and date of all meetings of the OGHA to all persons entitled to receive such notice.
- 1.6.5. Make a copy of the Minutes available, within one (1) week of the last meeting, to the President and within one (1) week of the next meeting, to the remaining Board of Directors Members.
- 1.6.6. Publish notice of the Annual General Meeting at least thirty (30) days prior to such meeting, including date, time, location, Agenda, and any Notices of Motion.
- 1.6.7. Be responsible for notifying the General Membership of all proposed amendments which are to be considered at the Annual General Meeting.
- 1.6.8. Be the custodian of the OGHA's Minute Book, Correspondence Files, Constitution, By-Laws,
- 1.6.9. Be responsible for updating any amendments to the Constitution, By-Laws, Rules & Regulations, and Policy Guidelines etc.
- 1.6.10. Ensure that the Membership receives notification of all changes in a timely manner.
- 1.6.11. Transfer to his/her successor, at the end of the season, all books, records, and material in his/her possession.

## **1.7 Vice President of Development**

The Vice-President of Development shall:

- 1.7.1. Be elected for a period of two (2) years.
- 1.7.2. In the absence of the President, have the authority and perform the duties of the President.
- 1.7.3. Work with Director of Competitive Development and Director of House League Development to ensure that there is a budget and planned development for players, coaches and trainers in advance of a new season commencing.
- 1.7.4. Cover duties for Director of Competitive Development and Director of House League Development should the position be open.

- 1.7.5. Co-ordinate Coach, Trainer and Player clinics as are deemed necessary.
- 1.7.6. Ensure that each team is running effective practices and offering a program that follows all OGHA Policies.
- 1.7.7. Provide assistance to all Coaches who require it.
- 1.7.8. Serve on the Discipline Committee, as required by the Chairman, for both the House League and Competitive program divisions, or designate an alternative as required.
- 1.7.9. Have served as a current Board of Directors Member

## **1.8 Past President**

The Past President shall:

- 1.8.1. Be appointed upon completion of a two year term as president
- 1.8.2. Advise the President of his/her duties.
- 1.8.3. Give the General Membership thirty (30) days notice of the nominations for each position which will be open for election at the next Annual General Meeting
- 1.8.4. Receive a life membership with the OGHA upon completion of the term of Past President

## **2.0 Duties of Directors**

### **2.1 Registrar**

The Registrar shall:

- 2.1.1 Be elected for a period of two (2) years.
- 2.1.2 Check all players as to their eligibility including Proof of Residency.
- 2.1.3 Prepare the OWHA Registration Forms for House League and Competitive teams for submission to the OWHA
- 2.1.4 Provide the City of Oshawa with enrolment statistics immediately following the Registration process and with any updates throughout the season.
- 2.1.5 Be responsible for the Registration process for any clinics which the OGHA may be holding.
- 2.1.6 Be responsible, in conjunction with the Treasurer, for determining when special payment arrangements are necessary.
- 2.1.7 Be responsible for all Permission to Skate and Release requests
- 2.1.8 Be responsible for recording and submitting to the Treasurer all registration fees within one (1) week of receiving same.
- 2.1.9 Following the official Association registration date, be the only Member able to receive additional Registration Forms

### **2.2 Director of House League**

The Director of House League shall:

- 2.2.1. Be elected for a period of two (2) years.
- 2.2.2. Work with the Vice-President of House League to appoint Convenors for each division.

- 2.2.3. Work with the Vice-President of House League and the Director of House League Development to balance teams.
- 2.2.4. Be responsible for all Division Convenors.
- 2.2.5. Co-ordinate with the Convenors payment procedures for Referees.
- 2.2.6. Collect a copy of all game sheets, from the Division Convenors, and forward any disciplinary concerns to the Vice President.
- 2.2.7. Serve as the chair of the House League tournament committee, and organize the annual House League hockey tournament for the association each year.
- 2.2.8. Serve on the Discipline Committee as required
- 2.2.9. Act in the capacity of the Vice President of House League in his/her absence.

### **2.3 Director of Competitive Hockey**

The Director of Competitive Hockey shall:

- 2.3.1. Be elected for a period of two (2) years.
- 2.3.2. Serve as the chair of the competitive tournament committee, and organize at least one (1) competitive hockey tournament for the association each year.
- 2.3.3. Serve on the committee to manage the affairs of competitive teams
- 2.3.4. Serve on the committee to select coaches for competitive teams
- 2.3.5. Be responsible to ensure that all fundraising activities undertaken on behalf of or by competitive teams are appropriately advertised and coordinated with Director of Sponsorship and Fundraising.

- 2.3.6. Act in the capacity of the Vice President of Competitive Hockey in his/her absence.
- 2.3.7. Carry out other duties as assigned by the Vice President of Competitive Hockey.

## **2.4 Director of Senior**

The Director of Senior shall:

- 2.4.1. Be elected for a period of two (2) years.
- 2.4.2. Schedule all games in the Senior House League Division.
- 2.4.3. Be responsible to ensure that all fundraising activities undertaken on behalf of or by Senior teams are appropriately advertised and coordinated with the Director of Fundraising
- 2.4.4. Act in the capacity of the Vice President of Senior in his/her absence.
- 2.4.5. Carry out other duties as assigned by the Vice President of Senior

## **2.5 Director of Competitive Development**

The Director of Competitive Development shall:

- 2.5.1. Be elected for a period of two (2) years.
- 2.5.2. Ensure that each team has at least one Certified Coach and Trainer in attendance. The Director will ensure that all OWHA and Hockey Canada rules are clearly followed, as outlined in the OWHA Constitution, By-laws, Regulations, Rules and Policies.
- 2.5.3. Present a list of all Head Coaches for ratification at a General Meeting of the Board of Directors in advance of a new season commencing.
- 2.5.4. Co-ordinate Coach, Trainer and Player clinics as are deemed necessary from time to time.
- 2.5.5. Ensure that each team has at least one Certified Coach and Trainer in attendance.

- 2.5.6. Working in conjunction with the Vice President of Player Development, ensure that each team is running effective practices and offering a program that follows all OGHA Policies.
- 2.5.7. Provide assistance to all Coaches who require it.
- 2.5.8. Serve on the Discipline Committee, as required by the Chairman, for both the House League and Competitive program divisions, or designate an alternative as required.
- 2.5.9. Must be an advocate of all OGHA, OWHA and Hockey Canada Values and expectations of Coach, Player and Trainer Codes of Conduct and Codes of Ethics.

## **2.6 Director of House League Development**

The Director of House League Development shall:

- 2.6.1. Be elected for a period of two (2) years.
- 2.6.2. Ensure that each team has at least one Certified Coach and Trainer in attendance. The Director will ensure that all OWHA and Hockey Canada rules are clearly followed, as outlined in the OWHA Constitution, By-laws, Regulations, Rules and Policies. Regulation Five gives a solid understanding of expectations for the Instructors, Coaches and Trainers.
- 2.6.3. Working in conjunction with the Vice President and Director of House League. be responsible for recruiting all Coaches for all OGHA H.L.
- 2.6.4. Present a list of all Head Coaches for ratification at a General Meeting of the Board of Directors in advance of a new season commencing.
- 2.6.5. Co-ordinate Coach and Trainer clinics on a regular basis throughout the current season.
- 2.6.6. Working in conjunction with the Vice President of Player Development, ensure that each team is running effective practices and offering a program that follows all OGHA Policies.

- 2.6.7. Working in conjunction with the Vice President of Player Development, develop a curriculum of player training and development that all OGHA House League coaches can use to develop their players.
- 2.6.8. Provide assistance to all Coaches and Trainers who require it.
- 2.6.9. Work with the Vice-President and Director of House League to balance teams.
- 2.6.10. Serve on the Discipline Committee, as required by the Chairman, for both the House League and Competitive program divisions, or designate an alternative as required.
- 2.6.11. Work with the Conveynor of Trainer Supplies to ensure each team trainer has their appropriate First Aid Kit and contacts to replenish during the season when necessary.
- 2.6.12. Must be an advocate of all OGHA, OWHA and Hockey Canada Values and expectations of Coach, Player and Trainer Codes of Conduct and Codes of Ethics.

## **2.7 Director of Sponsorship and Fundraising**

The Director of Sponsorship and Fundraising shall:

- 2.7.1. Be elected for a period of two (2) years.
- 2.7.2. Propose the amount of sponsorships and all fund raising activities to the Board of Directors, for prior approval.
- 2.7.3. Have the discretion, in consultation with the Vice President of House League or Director of House League, to determine the allocation of sponsors across league teams and jerseys, and that the allocation of sponsors is to be ratified by the Board of Directors.
- 2.7.4. Secure sponsorships for all OGHA teams, Tournaments, clinics and forward such monies to the Treasurer, within two (2) weeks of receiving them.
- 2.7.5. Obtain individual Player sponsorship under the direction of the Treasurer.
- 2.7.6. Prepare letters of appreciation and purchase gifts for Sponsors

- 2.7.7. Deliver all gifts and letters of appreciation in a timely manner.
- 2.7.8. Work closely with the Treasurer to maintain proper monetary records of all sponsorship and fundraising activities and present, to the Executive Council, a financial report at the conclusion of each approved fund raising activity
- 2.7.9. Ensure all insurance, permits and documentation required prior to scheduled events are in place as required

## **2.8 Director of Information Technology**

The Director of Information Technology shall:

- 2.8.1. Be elected for a period of two (2) years.
- 2.8.2. Shall be responsible for maintaining the website and Twitter and Facebook account, or other social media accounts.
- 2.8.3. Shall post items as appropriate, including as provided by Executive Council members.
- 2.8.4. Shall setup the House League Registration, schedules and stats on the website, with schedules provided by the Director of House League or division conveners.
- 2.8.5. Shall be a member of any sub-committee(s) as appointed to by the Executive Council from time to time.

## **2.9 Director of Equipment**

The Director of Equipment shall:

- 2.9.1. Be elected for a period of two (2) years.
- 2.9.2. Be responsible for the acquisition and inventory of all OGHA equipment.
- 2.9.3. Prepare an equipment purchase, repair and replacement budget for the next season

- 2.9.4. Provide three (3) quotes for all proposed equipment purchases for the consideration of the Executive Council.
- 2.9.5. Act as the Association Liaison for all purchases, ensuring proper billing and invoice correctness from suppliers.
- 2.9.6. Be responsible for the issuing of all OGHA equipment.
- 2.9.7. Prepare a sign-out procedure for all OGHA equipment and provide a detailed account of the equipment inventory to the Executive Council when required.
- 2.9.8. Provide a yearend Inventory Report for the Annual General Meeting.
- 2.9.9. Arrange for the storage, handling, and repair of all equipment including sweaters at the end of each season.
- 2.9.10. Arrange for the cleaning and sanitizing of all Goalie equipment at the end of each season as deemed necessary
- 2.9.11. Maintain equipment lock up in an orderly fashion for ease of equipment cataloguing

### **3.0 Appointed Officials**

- 3.0.1 The OGHA shall appoint officials to run both house league and competitive teams.
- 3.0.2 The term of appointment shall be for the current playing year.
- 3.0.3 All appointments of officials will terminate at the end of the playing year, which shall be no later than April 30<sup>th</sup>, for the levels Tyke to Intermediate.
- 3.0.3.1 All appointments of officials will terminate at the end of the playing year which shall be no later than June 30<sup>th</sup>, for the Senior Spring session
- 3.0.4 The OGHA shall have the power to remove any appointed officials from their duties for failure to perform their assigned duties, for failure to receive the appropriate accreditation, or for conduct detrimental to the association, or for non-disclosure of prior conduct that may be detrimental to the association

### **3.1 Head Coach**

The Head Coach shall:

- 3.1.1 Provide for his/her team an example which will foster a high level of sportsmanship and encourage positive attitudes among the Participants.
- 3.1.2 Implement all ideals, Policies, and Rules & Regulations of the Association set by the Board of Directors and as an appointee of the Association, enforce the Policies and Rules and Regulations of the Association whenever and wherever possible.
- 3.1.3 Inform Parents and Players of the Rules of the game as determined by the OWHA, etc. and the Policies and Rules & Regulations further determined by the Association.
- 3.1.4 Control the behaviour of his/her Players and any staff assigned to the team
- 3.1.5 Advise the Division Convenor of any Player shortages as soon as possible, preferably twenty-four (24) hours before game time.
- 3.1.6 Ensure that all equipment has been inspected in order to verify that only approved equipment is being used.
- 3.1.7 Be present at the arena thirty (30) minutes before game time, and ensure that the Players are on the ice ready to play at the proper time or at the

request of the Division Convenor and the Referees, and remain until after all players have left the dressing room.

- 3.1.8 Ensure that all game sheets are filled in properly and legibly
- 3.1.9 Apply annually for renewal of his/her Coaching status with the Association.
- 3.1.10 Be responsible for collecting the team shirts after every game and ensure that team shirts are only used for games.
- 3.1.11 House League Coaches are to ensure all sweaters are properly cleaned prior to being returned at the end of the season and to advise the VP or Director of HL of any damaged or missing equipment.
- 3.1.12 Ensure that the division Convenor has received a Doctor's approval on official letterhead, where a Player has sustained an injury requiring professional medical attention, from the Player prior to her returning to her team as an active Player.
- 3.1.13 Ensure that a "Team Mom" is in attendance at all times when dealing with Players.

### **3.2 The Trainer shall:**

- 3.2.1 Attend and successfully complete the OWHHA Hockey Trainers' Certification program at Level One (1).
- 3.2.2 Apply annually for renewal of his/her certified status with the Association.
- 3.2.3 Ensure that a first aid kit, including ice pack, is on the bench at all times.
- 3.2.4 In the case of male trainers, ensure that a female is in attendance while attending to a Player.
- 3.2.5 Ensure that all equipment has been inspected in order to verify that only approved equipment is being used.
- 3.2.6 Perform only that first aid or medical assistance that they are qualified to render.
- 3.2.7 Be responsible for having available adequate medical information for each Player and a list of emergency numbers.
- 3.2.8 Decide if a Player may return to a game after an injury, bar a Player from playing with damaged or defective equipment prevent a Player from participating due to illness, intoxication, or impaired judgement.

3.2.9 Ensure for the safety of the arena and ice surface in which the game/practice is taking place.

**3.3 The "Team Mom" shall:**

3.3.1 Attend in the dressing room and on the bench at all times in the presence of the Coach.

3.3.2 Assist the Coach with the collection of team sweaters.

3.3.3 Advise Coaches when the Players are dressed and he/she may enter the dressing room.

3.3.4 Obtain the dressing room key and ensure the room is locked before leaving for the ice.

3.3.5 Assist the Coach and Trainer to ensure that all equipment has been inspected in order to verify that only approved equipment is being used.

**3.4 The Convenor shall:**

3.4.1 Work under the direction of the Director of House League

3.4.2 Keep accurate and detailed documentation of all complaints received concerning any Coach during the season and make these documents available to the Director of Coach and Player Development and/or the Director of House League.

3.4.3 Recommend to the Director of House League suspensions for conduct not in the best interest of the Association and contravening its Rules and Policies beyond those that are applied by the Referees. (These suspensions or penalties apply off the ice surface and out of the play as well as on the ice and in play.).

3.4.4 Receive and process all protests and appeals through the Director of House League.

3.4.5 Be at the arena at least thirty (30) minutes before the game time to help organize the dressing rooms, team roster, equipment, and post notices when applicable.

3.4.6 Ask for and receive any suggested Rule changes from Coaches and Parents during and in particular, toward the end of each year and forward

such submissions, in writing, to the Board of Directors through the Director of House League.

- 3.4.7 Communicate with the arena management regarding the ice and facility or equipment requests with the assistance of the Director of House League and/or the Ice Convenor.
- 3.4.8 Co-operate with or request the assistance of the arena attendants regarding matters of facility control and usage.
- 3.4.9 Monitor the shifting of players, and encourage equal ice time for all Participants including length of shifts.
- 3.4.10 Assist the Vice President, Director of House League, and the Director of Coach and Player Development at the 'formation of teams' meeting using the guidelines established by the Association in ARTICLE THREE (3) of the Policy Guidelines.
- 3.4.11 Provide information to the House League Committee, to support team balancing decisions, as required.
- 3.4.12 Ensure that the Coaches are aware of and are following the procedures regarding timekeepers and game sheets.
- 3.4.13 Get game sheets from Home team Coaches after every game in his/her division.
- 3.4.14 Compile and publish team standings and team statistics, weekly, in co-operation with the Director of Publicity.
- 3.4.15 Demand twenty-four (24) hour cooling off period for any incident at the arena involving coaches, parents or players
- 3.4.16 Be appointed and apply annually for renewal of his/her status with the Association.

## **4.0 Registration**

### **4.1 Eligibility to Register**

- 4.1.1 Registration is not restricted to the residents of the City of Oshawa. Proof of Residency must be provided at the time of Registration.
- 4.1.2 All OGHA Registration Forms must be signed in ink by a Parent or Guardian for Players under eighteen (18) years of age.
- 4.1.3 Players eighteen (18) years of age and over may sign their Registration Form.
- 4.1.4 All Players must provide a copy of a Birth Certificate or other acceptable form of proof of age.

### **4.2 Age Categorization**

- 4.2.1 The age limits for the Association as of December 31st of the current registration year are:

| <b>Category</b> | <b>Age</b>   |
|-----------------|--------------|
| Senior          | 22 and older |
| Intermediate    | 18 to 21     |
| Midget          | 15 to 17     |
| Bantam          | 13 to 14     |
| Peewee          | 11 to 12     |
| Atom            | 9 to 10      |
| Novice          | 7 to 8       |
| Tyke            | 6 and Under  |

- 4.2.2 Players in the Intermediate age category may register and play in either the combined Midget/Intermediate or the Senior division within the house league.
- 4.2.3 Players in the Intermediate age category may play for either Intermediate or Senior within the competitive division

### **4.3 Appointment of House League Members to Teams**

- 4.3.1 Members registered to participate in the OGHA will be appointed to House League teams through a player draft
- 4.3.2 Coaches, Managers, and Trainers will be placed according to the draft in which the players are dispersed
- 4.3.3 Players wishing to play together will be accommodated where possible but team equity and balancing of skilled Players will take precedence.

## **5.0 Protests and Appeals**

- 5.1 Any of the above suspensions have the right of appeal to the Discipline Committee.
- 5.2 OWHA protest rules will apply as outlined in the Hockey Canada Rule Book
- 5.3 All protests or appeals must be submitted in writing and in duplicate to the Division Convenor after twenty-four (24) hours and within forty-eight (48) hours following the game. All protests or appeals must be accompanied by a fee, in cash, of twenty-five dollars (\$25.00). This fee will be refunded if the protest or appeal is upheld.
- 5.4 The Division Convenor will forward the protest or appeal request to the Director of House League who will be responsible for submitting it to the Discipline Committee.
- 5.5 An official protest not concerning an interpretation of the Rules (ie. Ineligible players, etc.) will be handled in the same manner as above. (Referees' calls are NOT grounds for a protest.)
- 5.6 When a protest is made during a game, the Referee will outline their remarks on the official game sheet.
- 5.7 The Discipline Committee will advise the protesting party of their decision at least forty-eight (48) hours prior to the replaying or continuing of any protested game. Upon their decision, they will advise all involved Division Convenors and Coaches.

## **6.0 Discipline Committee**

- 6.1 All disciplinary matters, including suspensions, protests, and appeals will be dealt with by the Discipline Committee.
- 6.2 The Discipline Committee will be chaired by the President and will include the Vice President, Director of House League, Director of Coach and Player Development, and may include the Referee in Chief.

## **7.0 Harassment and Abuse Policy**

### **7.1 Policy Statement**

- 7.1.1 It is the policy of the O.G.H.A. that there shall be no abuse or neglect, whether physical, emotional or sexual of any participant in any of its programs. The O.G.H.A. expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of mal-treatment.
- 7.1.2 The O.G.H.A. is committed to providing a sport and work environment that promotes equal opportunities and prohibits discriminatory practices.
- 7.1.3 Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

### **7.2 Application and Scope**

- 7.2.1 This policy applies to all categories of members in the O.G.H.A., as well as to all individuals participating in activities of or employed by the O.G.H.A. but not limited to, players, parents, coaches, officials, volunteers, directors, officers, convenors, statisticians, committee members, team managers, trainers, administrators, and employees.
- 7.2.2 This policy applies to harassment and abuse which may occur during the course of all O.G.H.A. business, activities and events, including but not limited to competitions, team practices, training camps, exhibitions, meetings and travel associated with these activities.

### **7.3 Definition of Child Abuse**

- 7.3.1 Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care that causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust. In the Province of Ontario the definition of a child is any person under eighteen (18) years of age, as per the Child and Services Act - Subsection 37(2).
- 7.3.2 Emotional Abuse
- 7.3.3 Emotional abuse is a persistent, repeated attack on a child's self-esteem. It is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs.
- 7.3.4 Physical Abuse
- 7.3.5 Physical abuse is when a person in a position of trust or power purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting,

shaking, kicking, pulling of hair and ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

#### 7.3.6 Sexual Abuse

7.3.7 Sexual abuse is when an adolescent or adult uses a young person for his or her own sexual stimulation or gratification. There are two categories: contact and non-contact.

#### 7.3.8 Neglect

7.3.9 Neglect is chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe; no one intervenes when team members are persistently harassing another player, or road trips are not properly supervised.

#### 7.3.10 Abuse and Neglect of Minor

7.3.11 When any person in authority has a reasonable belief that in the course of O.G.H.A. business, activities or events, a minor is being abused or neglected, he or she shall report this belief to Ontario child protection authorities or Police and shall advise an official at the O.G.H.A. of having made this report.

7.3.12 The O.G.H.A. shall take no further action until such time as the authorities and/or police have concluded their investigation.

7.3.13 This matter shall be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence under these proceedings.

### **7.4 *Definition of Harassment***

7.4.1 Harassment is defined as conduct, which is insulting, intimidating, humiliating, offensive or physically harmful. Types of behaviour which constitutes harassment include, but are not limited to:

- a) Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, gender or sexual orientation.
- b) Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.
- c) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance.
- d) Unwanted or unnecessary physical contact including touching, patting or pinching.
- e) Any form of hazing.
- f) Any form of physical assault or abuse.

- g) Any sexual offence.
- h) Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.
- i) In general terms certain actions that would fall under the definition of 1.3 could become harassment with players over the age of sixteen.

## **7.5 Confidentiality**

7.5.1 The O.G.H.A. recognizes the sensitive and serious nature of harassment and abuse and will strive to keep all matters relating to a complaint confidential adhering to the provisions of the Freedom of Information and Protection to privacy legislation unless other legislation takes precedence and warrants disclosure. However, if required by law to disclose information, the O.G.H.A. will do so. This shall not preclude publication of the final outcome of any matter, where a sanction imposed under this policy includes publication and in either case the provisions of the Freedom of Information and Protection to Privacy Act legislation shall be used as a guideline only if warranted.

## **7.6 Complaint**

- 7.6.1 A person who experiences harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known to the offender that the behaviour is unwelcome, offensive and contrary to the values of O.G.H.A. and this policy.
- 7.6.2 If confronting the harasser is not possible, or after confronting the harasser the harassment continues, the matter should be reported to an official of the O.G.H.A. either in written form or verbally. For the purposes of this policy, an official may be a Director, Convenor, President, Officer, Prevention Services Co-coordinator, Prevention Services Appointees or Chairperson of any O.G.H.A. Standing Committee.
- 7.6.3 Once the incident is reported, the role of the official is to serve in a neutral, unbiased capacity in receiving the report of the incident, advising the parents/guardians if the person who has experienced the harassment is a minor, and assisting with an informal resolution of the complaint, where this is appropriate.
- 7.6.4 If the official considers that he or she is unable to act in this capacity, the complaint shall be referred to another O.G.H.A. official.
- 7.6.5 If informal resolution of the complaint is not appropriate or possible, the person who has experienced or witnessed the harassment, may make a formal written complaint to the O.G.H.A. or contact the O.G.H.A. personally. Third party complaints will also be accepted.

## **7.7 Investigation**

7.7.1 An official who receives a formal written complaint shall advise the President of the O.G.H.A. who shall appoint an individual to conduct an investigation of the

complaint. For serious matters, the investigator should be experienced in harassment matters and investigation techniques, and may be an outside professional.

7.7.2 The investigator shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the President.

7.7.3 Within seven days of receiving the written report of the investigator, the President shall decide if the complaint should be dealt with directly, without a hearing, in which case he shall direct the appropriate response and the matter shall then be concluded, provided the subject of the complaint is fully informed and given the opportunity to respond to the complaint.

### **7.8 *Incidents Requiring Immediate Response***

7.8.1 This policy shall not prevent a person in authority from taking immediate, informal, corrective and appropriate disciplinary action in response to behaviour that, in his or her view constitutes a minor instance of harassment.

7.8.2 Harassment complaints arising during competitions may be dealt with immediately, if necessary by an O.G.H.A. representative in a position of authority, provided the individual being disciplined is told of the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, sanctions shall be for the duration of the competition only. Further sanctions may be applied, but only after review of the matter in accordance with this policy.

7.8.3 In the event that an alleged offence is so serious it possibly jeopardizes the safety of others, the official may immediately remove the alleged offender from O.G.H.A. activities, pending an investigation of the complaint in accordance with this policy.

### **7.9 *Hearing***

7.9.1 If the President decides that the complaint shall be dealt with by means of a hearing, he shall appoint three individuals to serve as a panel, and shall appoint one of these persons to serve as the Chairperson of the Panel.

7.9.2 The Panel shall govern the hearing by such procedures as it may decide, provided that:

- a) the Complainant and the Respondent shall be given written notice of the day, time and place of the hearing
- b) all parties shall receive a copy of the investigator's report
- c) both Complainant and Respondent shall be present at the hearing
- d) the Panel may request that witnesses to the incident be present or submit their recorded response transcribed as written evidence or written evidence which is certified by a Notary Public. If at any point in the proceedings, the Complainant becomes reluctant to continue, it shall be the sole discretion of the Panel whether or not to continue the review in accordance with this policy. After reviewing and deciding the harassment matter, the Panel shall present its findings in a written report to the President, with a copy both to the Complainant and Respondent.

This report shall contain:

- a) a summary of relevant facts
- b) a determination as to whether the acts complained of, constitutes harassment as defined in this policy
- c) disciplinary action to be taken, if the acts constitutes harassment

## **7.10 Sanctions**

7.10.1 When directing appropriate sanction, the panel shall consider factors such as:

- a) The nature and severity of the harassment
- b) Whether the harassment involved any physical contact
- c) Whether the harassment was an isolated incident or part of an ongoing pattern
- d) The nature of the relationship between the complainant and harasser
- e) The age of the Complainant
- f) Whether the harasser admitted responsibility and expressed a willingness to change
- g) Whether the harasser retaliated against the complainant

7.10.2 In directing disciplinary sanctions, the Panel may consider the following options, singularly or in combination, depending on the nature and severity of the harassment:

- a) Verbal apology
- b) Written apology
- c) Letter of reprimand from the O.G.H.A.
- d) A fine or levy
- e) Referral to counselling
- f) Removal of certain privileges of membership or employment
- g) Temporary suspension with or without pay
- h) Termination of employment contract
- i) Suspension of membership
- j) Expulsion from membership
- k) Publication of details of the sanctions (7.5.1 if required by legislation)
- l) Any other which the Panel feels appropriate

7.10.3 Failure to comply with a sanction as determined by the Panel shall result in automatic suspension of membership in the O.G.H.A. until such time the sanction is fulfilled.

7.10.4 Notwithstanding the procedures set out in this policy, any individual participating in O.G.H.A. business, activities or events who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from participating in any activities of the O.G.H.A. until such time as an application is made or reinstatement and a hearing is held.

## 7.11 Appeal Procedure

7.11.1 Both the Complainant and Respondent shall have the right to appeal the decision and sanctions of the Panel in accordance with the O.G.H.A. Appeal Policy and Procedure.

### DUTY TO REPORT

Abuse and neglect are community problems requiring urgent attention. The C.H.A./O.G.H.A. is committed to help reduce and prevent the abuse and neglect of participants. The C.H.A./O.G.H.A. realizes that persons working closely with children and youth have a special awareness of abusive situations. Therefore these people have a particular reporting responsibility to ensure the safety of Canada's young, by knowing their provincial protection acts and following through as required. Every province and territory in Canada, except the Yukon, has mandatory reporting laws regarding the abuse and neglect of children and youth; the Yukon requests that concerns be reported. Consequently, it is the policy of the Canadian Hockey Association and the Ontario Hockey Association that any C.H.A./O.G.H.A. personnel (part-time and full-time staff, volunteer, participant, team official, on ice official) or C.H.A./O.G.H.A. partner (parent, guardian) who, has reasonable grounds to suspect that a participant is or may be suffering or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. Across Canada a person is considered a child up to the age of 16 to 19 years depending on provincial legislation. Those involved with the C.H.A./O.G.H.A. in providing hockey opportunities for participants understand and agree that abuse or neglect, as defined above, may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report an offence and thereby, failure to provide safety for participants may render the adult who keeps silent legally liable for conviction under the provincial child protection acts.

### HAZING

The Association takes a strong stand as it relates to initiations and hazing of players. Any player, team official, executive member of a team, club or association having been party to or having had knowledge of any degrading Hazing or Initiation, rite shall be automatically suspended for a period of not less than one year from playing or holding office with any team, club or association affiliated with the O.G.H.A./C.H.A.

### USE OF ALCOHOL

The Association in no way condones the use of alcohol before, during, or after games. Given the sensitivity to issues which give rise to questions of liability, Executives of hockey clubs must be aware of the presence of minors with their teams and their ability to provide adequate supervision on a constant basis. We therefore forbid alcohol in any form where a member team is ultimately responsible for the safety of their players. The Association does not support the use of non-prescription drugs in any form.