

• PART I • BY-LAWS •

BY-LAW ONE

Overview

- 1.0 These By-Laws are intended to define and clarify the Rules and Regulations governing the game of Women's Hockey played under the jurisdiction of the OWHA.
- 1.1 These By-Laws are subject to amendment as provided for in the Constitution of the TBWHA.

BY-LAW TWO

Duties of the Board of Directors

In accordance with the provisions of the Constitution, the Members of the Board of Directors of the Association shall have the following responsibilities:

PRESIDENT

- 2.0 The President shall:
 - a. Be elected for a period of two (2) years.
 - b. Have served a MINIMUM of one (1) year as a current Member of the Board of Directors or Member of a Divisional Board.
 - c. Be the Chief Executive Officer of the TBWHA.
 - d. Ensure that the interests of the membership are given due and adequate consideration in all activities undertaken by the association.
 - e. Promote the interests of the Association and the sport of female hockey within the community.
 - f. Represent the interests of the Association in its dealings with outside organizations, governments, and agencies.
 - g. Chair all meetings of the Board of Directors, the Annual General Meeting, and any Special Membership Meetings, ensuring that meetings are conducted in an orderly and proper fashion.

- h. Be responsible for approval of the Agenda for all General and Annual General Meetings
- i. Coordinate all activities related to representing TBWHA at the OWHA Annual General Meeting, or at any other meeting pertaining to TBWHA membership in OWHA.
- j. Ensure that the Association follows the rules and regulations established by governing bodies that have jurisdiction over TBWHA.
- k. Attend meetings, conferences, and liaise as necessary with organizations that govern minor hockey in order to represent the interest of the TBWHA.
- l. Be an Ex-Official Member of all committees.
- m. Have joint signing authority as per ARTICLE NINE.TWO (9.2) of the Constitution together with the Treasurer and designated Director, unless there is a conflict of interest.
- n. Exercise the power of the Board of Directors as provided by the Constitution in cases of emergency.

PAST PRESIDENT

2.1 The Past President shall:

- a. Serve for a one year term in a non-voting capacity.
- b. Act as a general advisor to the President and Board of Directors when called upon.
- c. Assist the President and Board of Directors in any capacity that may be required when called upon.
- d. Attend meetings of the Board of Directors, Special Meetings, and any other required meeting to report on activities when requested.
- e. May only advise or attend meetings if still within good standing with the current Board of Directors, or has not resigned, or been removed from the position of President.

SECRETARY

2.2 The Secretary shall:

- a. Be elected for a period of two (2) years.
- b. Record and maintain the Minutes of all meetings of the TBWHA.
- c. Deal with all correspondence of the TBWHA as instructed by the President and/or the Board of Directors.
- d. Give notice, including time, location, and date of all meetings of the TBWHA to all persons entitled to receive such notice.
- e. Make a copy of the Minutes available and distributing it, in advance, to all persons entitled to receive it, within one (1) week of the last meeting, to the President and within one (1) week of the next meeting, to the remaining Executive Board Members.
- f. Publish notice of the Annual General Meeting at least forty-five (45) days prior to such meeting, including date, time, location, Agenda, and any Notices of Motion.
- g. Be responsible for notifying the General Membership of all proposed amendments which are to be considered at the Annual General Meeting.
- h. Be the custodian of the TBWHA's Minutes, Correspondence Files, Constitution, By-Laws, Policies, Procedures and Guidelines, etc. in conjunction with the webmaster or designate where appropriate.
- i. Be responsible for updating any amendments to the Constitution, and By-Laws, etc. at the request of the President.
- j. Ensure that the Membership receives notification of all changes in a timely manner.
- k. Be the custodian of all TBWHA forms, including new game sheets (purchased from the OWHA), and be responsible for printing and copying said forms and making them available to other Board of Directors.
- l. Transfer to his/her successor, at the end of the season, all books, records, and material in his/her possession.
- m. Shall perform any reasonable duty requested by the Board of Directors.

TREASURER

2.3 The Treasurer shall:

- a. Be elected for a period of two (2) years.
- b. Have responsibility for managing the finances of the TBWHA.
- c. Collect and record all funds received by the TBWHA and record and pay all accounts for the Board of Directors. All expenditures over \$500.00 must have prior approval from the Board of Directors. Purchases made without approval will be the responsibility of the purchaser.
- d. Deposit monies without delay in one of the Chartered Banks/Trust Companies to the account of the TBWHA.
- e. Have joint signing authority pursuant to ARTICLE NINE.TWO (9.2) of the Constitution together with the President, and/or any other Director designated by the Board of Directors in relation to all disbursements.
- f. Disburse funds of the TBWHA by cheque or e-transfer only, as may be directed by the Board of Directors and keep on file all receipts and back up documentation where appropriate.
- g. Keep under review the financial position of the TBWHA and make recommendations to the Board of Directors to manage satisfactory cash flow and oversee the financial security of the Association.
- h. Encourage all Board of Directors to maximize revenues and minimize expenditures.
- i. Present a draft Budget, for the upcoming season, for the approval of the Board of Directors as of August 1, to be finalized after the Registration process is complete.
- j. Present at the Annual General Meeting a Financial Statement which is in accordance with generally accepted accounting principles. The financial statement should outline a report of the previous year's expenses along with anticipated budgetary expenditures and receipts for the successive season.
- k. Prepare interim reports of the financial standing of the TBWHA when called upon to do so by the Board of Directors.
- l. Shall ensure that the financial records of the TBWHA are reviewed as deemed necessary by the President and/or General Membership 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. **NOTE: ANNUAL AUDITS CAN BE COST PROHIBITIVE AND SHOULD BE PERFORMED ONLY AS REQUESTED BY THE GENERAL MEMBERSHIP OR THROUGH THE RECOMMENDATION OF THE INDEPENDENT FINANCIAL SERVICES PROVIDER PERFORMING TBWA ANNUAL TAX FILINGS**

- m. Has accessibility to all Divisional Boards financial statements and will obtain financial reporting for review from all Divisional Boards as required to ensure financial commitments are met.
- n. Be responsible, in conjunction with the Registrar and President, for determining when special payment arrangements are necessary. This may include unpreventable financial hardships.
- o. Keep the President informed of all outstanding debts and all Members in arrears.
- p. Submit to the Registrar the appropriate cheques in order to meet the OWHA deadline to register teams.
- q. Shall perform any reasonable duty requested by the Board of Directors.
- r. Shall not act as treasurer for any other Thunder Bay hockey organization.

VICE-PRESIDENT OF JUNIOR DIVISION

2.4 The Vice-President of Junior Division shall:

- a. Represent the interests of the membership involved in the Junior Division from the Fundamentals Program U7 to U18.
- b. Chair the Junior Division Board.
- c. Oversee and coordinate all activities related to the Junior Division.
- d. Recruit and appoint coaches for all teams with the assistance of, and in consultation with the appropriate Division Convenor.
- e. Perform the grading, drafting, and transferring of players to produce balanced teams with the assistance of, and in consultation with the appropriate Division Convenor.
- f. Participate as a member of the Ice Scheduling Committee.

- g. Develop and publish schedules for games and practices with the assistance of, and in consultation with, the Director of Ice and the appropriate Division Convenor.
- h. Monitor all activities and take appropriate measures to ensure the proper conduct of all individuals involved in the Program.
- i. Attend meetings of the Board of Directors, Annual General Meetings, Special Membership Meetings and any other required meeting to report on the Junior Division.

VICE-PRESIDENT OF COMPETITIVE DIVISION

2.5 The Vice-President of Competitive Division shall:

- a. Represent the interests of the membership involved in the Competitive Division as designated with the OWHA (Queens Program).
- b. Chair the Competitive Division Board.
- c. Oversee and coordinate all of the activities related to the Competitive Division teams.
- d. Ensure the Thunder Bay Queens Policies, Procedures and Guidelines as stated in BY-LAW SEVEN are followed and reviewed yearly.
- e. Recruit and appoint coaches for all teams with the assistance of, and in consultation with the Coaching Selection Committee whose membership is to be determined by the Competitive Division Board.
- f. Coordinate activities with Lakehead Minor Hockey Association to ensure that the competitive teams compete in the appropriate leagues.
- g. Appoint a member from the Competitive Division Board to act as a member of the Ice Scheduling Committee.
- h. Ensure that sufficient ice time is allocated to all Competitive teams in consultation with the Director of Ice and the respective Team Managers.
- i. Advise all competitive teams of upcoming tournaments and clinics.
- j. Liaise with the OWHA regional representative with respect to matters involving the Competitive program.
- k. Coordinate involvement of competitive teams in OWHA playdowns and Provincial Championship.

- l. Monitor all activities and take appropriate measures to ensure the proper conduct of all individuals involved in the competitive program.
- m. Attend meetings of the Board of Directors, Annual General Meetings, Special Membership Meetings and any other required meeting to report on the Competitive Division.

VICE-PRESIDENT OF SENIOR DIVISION

2.6 The Vice-President of Senior Division shall:

- a. Represent the interests of the membership involved in the Senior Division.
- b. Chair the Senior Division Board.
- c. Oversee and coordinate all activities related to the Senior Division.
- d. Participate as a member of the Ice Scheduling Committee.
- e. Develop and publish schedules for games and practices with the assistance of, and in consultation with, the Director of Ice and the appropriate Division Convenor.
- f. Monitor all activities and take appropriate measures to ensure the proper conduct of all individuals involved in the Senior Program.
- g. Attend meetings of the Board of Directors, Annual General Meetings, Special Membership Meetings and any other required meeting to report on the Senior Division.

DIRECTOR OF ICE ALLOTMENT

2.7 The Director of Ice Allotment shall:

- a. Be responsible for the management of all TBWHA Junior and Senior Division ice contracts, act as a liaison with the City booking office and work closely with the Treasurer, Referee in Chief, etc.
- b. The Director of Ice is responsible for scheduling the Junior and Senior Division games and practices for the season, tracking ice time used by the teams and providing invoices to the Treasurer for those teams utilizing league ice for extra practice time.
- c. The Director of Ice will work closely and support the Ice Convenor of the Competitive Division with the scheduling of ice requirements.

- d. The Director of Ice will mentor an ice scheduler in the event that the appointed scheduler does not continue in the position after the two year (2) term, if possible.
- e. The Director of Ice will control the ice allotment being distributed to the Divisions based on the junior/senior distribution of ice provided by the City contracts. The Director of Ice in consulting with the Competitive Ice Convenor will be the contact person with the City to maintain control over the ice and the subsequent charges to the Divisions for any overage of ice or shortfalls that may arise. The distribution of ice in the Junior and Competitive Divisions will be based on the last year's usage on a percentage basis. Any conflicts concerning ice allotment will be referred to the Board of Directors for final decision which cannot be appealed.
- f. The Director of Ice shall provide a report to the Junior and Senior Directors monthly during the hockey season.

DIRECTOR OF EQUIPMENT

2.8 The Director of Equipment shall:

- a. Obtain quotes and make recommendations to the Board of Directors of the equipment required and maintain league storage facilities.
- b. Attend meetings of the Junior Division, to report on equipment.
- c. Keep inventory lists of all league equipment, trophies, paperwork etc. in storage.
- d. Distribute equipment to players and coaches, get contract signed as required.
- e. Purchase equipment valued over \$500.00 or total invoice greater than \$500.00 only after obtaining Board of Directors approval.
- f. Purchase items required immediately, or a combination of items, not exceeding \$500.00.
- g. Provide a full inventory list to the Board of Directors in July.
- h. Any outstanding equipment not returned; the member who holds the equipment is no longer a member in good standing with the TBWHA.
- i. In consultation with the Board of Directors, the Treasurer will sign or order equipment which includes jerseys, socks, goalie equipment or other supplies on behalf of the league. If a member orders or signs for equipment without

authorization from the Director of Equipment, the member will be financially responsible for the bill and if not paid will be declared a member not in good standing.

BY-LAW THREE

Appointed Committees

- 3.0 The Board of Directors shall encourage broader participation of the Association members by appointing committees to assist in the operation of the organization.
- 3.1 When the Board of Directors appoints a committee, it shall:
 - a. Specify whether such committee is to be a standing committee of unlimited duration or an ad hoc committee after which time it shall cease to exist.
 - b. Specify the general purpose of the committee and its objectives and responsibilities.
 - c. Where applicable, specify resources available to assist in the carrying out of its task.
 - d. Specify the time frame for the work and reporting procedure.

BY-LAW FOUR

Duties and Authority of Division Committees

- 4.0 The Divisions will be responsible for the daily running of their division. They will serve as the discipline committee for their divisions based on the policy set out by the Board of Directors. They will be responsible for equipment purchases in coordination with the director of equipment, letters for sponsorship and letters for criminal records checks for their respective division.
- 4.1 The committee meetings will follow the same format as the Board of Directors which relies on Roberts Rules of Order. The committees will be provided with a copy of the rules of order for their meetings.
 - a. Secretaries may apply to the Board of Directors for a laptop computer to be purchased but the money will come from the division funds collected during registration. Any computers, printers or software purchases must also be purchased with division funds and shall be approved by the Board Treasurer. The computer, printer and any software purchase become the property of TBWHA and shall be returned at the end of the fiscal year.

- 4.2 The divisions will organize the coaches' meetings (disseminating rules and other paperwork from the Board of Directors relating to the season) and send members to the coaches and trainers clinics when organized by the Board of Directors. They will liaise with the Board of Directors to set up the clinics and fundamentals program.
- 4.3 The Division Committees will meet monthly unless issues require fewer meetings or more meetings. The Divisional Vice Presidents will prepare and present a summary report for each Board of Directors meeting.
- 4.4 The President at the request of the Vice President of each division may attend a division meeting. The President may send a designate from the Board of Directors to the meeting if not able to attend. The President will not have voting powers at these meetings but will be allowed to speak to any matters on the agenda, and or agenda items, rules of the league or regulations needed to be discussed.
- 4.5 In consultation with the Board of Directors Treasurer, each division is responsible for completing a budget for the season with costs including ice, referees, tournament budget, awards and the banquet and any fundraising ideas for the season. The Board of Directors will furnish the information on ice allocation, the cost for referees and timekeepers in the Junior, Competitive and Senior division prior to the registration dates.
- 4.6 The divisions will be fiscally responsible for any shortages or overages for the year. Any funds left over from the season will be held in trust in the Committee Accounts and will not be distributed to the division players. The Committee will hold the money and it will become the start-up funds for the following season. The Board of Directors Treasurer and the League accountant will audit any discrepancies in the records.
- 4.7 The Committees are financially responsible for their own banking account and shall submit an account activity/balance report to the Board of Directors Treasurer every month.
- 4.8 The Divisional Boards will supply any official correspondence templates from their division, including letters for records checks, any sponsorship letters on behalf of the players. Each Division will forward a set amount of money per player, decided upon by the Board of Directors to cover administration costs.
- 4.9 The division may lobby for funding for the Association through agencies and corporate businesses as well as government funding agencies.
- 4.10 The Media relations or PR person for each division will be responsible for the approval of any articles placed in the paper or the media coming from any team or division.

- 4.11 The Board of Directors will be available for advice to the Divisional Boards for clarification of any rules, regulations or questions that they may have concerning the OSHA procedures.
- 4.12 At the request of the individual committees the Referee in Chief and/or assignor may be asked to attend a monthly meeting to address concerns by the committee. The Referee in Chief will then be excused from the duration of the meeting.
- 4.13 The Junior and Senior Divisions may appoint an interview committee to conduct interviews for the purpose of selecting coaching and/or rostered staff as per By-Law Five.

BY-LAW FIVE

Committees

COMPETITIVE COACH SELECTION COMMITTEE (CSC)

- 5.0 Competitive Coach Selection Committee (CSC)
 - a. The CSC must consist of the Vice President (VP) Competitive, along with two (2) other members that are approved by the Competitive Board and one (1) outside member selected by the VP Competitive Division.
 - b. Any Competitive Division member, parent and/or coach on the Competitive Divisional Board who is in direct conflict with the age division coach selection can NOT sit on the CSC and will not be allowed to vote on the coach selection specific to that team and must absent themselves from any relevant discussion.
 - c. The CSC will review the applications, this includes verification of references and credentials of each candidate prior to the candidate interviews.
 - d. The CSC will choose which applicants will be interviewed by the CSC.
 - e. The CSC will select the Competitive Team coaches through the coaching application and interviews.
 - f. Members of the CSC will hold their position for one season with the exception of the VP Competitive Division.

DISCIPLINE COMMITTEE

- 5.1 The Discipline Committee shall:
- a. Be established at the first Board meeting following the AGM. The committee shall consist of a minimum of three and a maximum of five members.
 - b. The committee shall consist of the VP Junior Division, VP Competitive Division and VP Senior Division plus up to two additional Board members.
 - c. The President shall chair the Discipline Committee.
 - d. The Discipline Committee shall be governed by the TBWHA Discipline Policy.

BY-LAW SIX

Responsibilities of Team Staff Members

HEAD COACH

- 6.0 Head Coach shall:
- a. Provide leadership to the team.
 - b. Organize and coordinate all team activities utilizing team staff and others as necessary.
 - c. Select and obtain approval from the respective Board for team staff including a minimum of two assistant coaches, one trainer, and one team manager. (One member of the staff must be a female). Ensure that all team staff and on ice helpers are at least two (2) years older than the age of the players on the team.
 - d. Shall appoint the Team Manager or designate to serve as a liaison between parents and team staff.
 - e. Teach and demonstrate by example the principles of fair play and good sportsmanship at all times.
 - f. Maintain discipline of all team members before, during and after all team games, practices, and other activities.
 - g. Cooperate and support the efforts of Association officials and referees to maintain order and discipline at all times.

- h. Ensure familiarity and compliance of all team staff, players, parents and guardians with the Constitution, By-Laws, Policies, Procedures and Guidelines of TBWHA.
- i. Support and ensure full participation by the team in the activities of the Association including those connected with fundraising for the benefit of the entire Association.
- j. Maintain at all times a minimum Coach Level certification through the clinics conducted under the auspices of the OWHHA and Hockey Canada.
- k. Attend Association sponsored coaching and other clinics as required.
- l. Act as one of the required signing officers unless the Team Manager is a spouse, partner, or family member of the Head Coach. In the case of spouses, or partners, or family members being the Head Coach and Team Manager, one of the Assistant Coaches shall act as a signing officer for the team.
- m. Must have Respect in Sports or Speak Out, a valid criminal records check (within 2 years) and vulnerable sector check.
- n. Must be 18 years of age or older and at least 2 years older than the age of the players on the team and approved by the appropriate Divisional Board.

ASSISTANT COACH

6.2 Assistant Coach shall:

- a. Provide assistance to the head coach as required.
- b. Teach and demonstrate by example the principles of fair play and good sportsmanship at all times.
- c. Maintain discipline of all team members before, during and after all team games, practices, and other activities.
- d. Cooperate and support the efforts of Association officials and referees to maintain order and discipline at all times.
- e. Ensure familiarity and compliance of all team staff, players, parents and guardians with the Constitution, By-Laws, Policies, Procedures and Guidelines of TBWHA.
- f. Pursue Coach Level certification through clinics conducted under the auspices of the OWHHA and Hockey Canada.

- g. May act as signing officer for the team when the Head Coach and team Manager are in conflict.
- h. Must have Respect in Sports or Speak Out, a valid criminal records check (within 2 years) and vulnerable sector check.
- i. Must be at least 2 years older than the age of the players on the team and approved by the appropriate Divisional Board.

TRAINER

6.3 Trainer shall:

- a. Provide assistance to the Head Coach as required.
- b. Should be a female, as a male shall never be alone with a player.
- c. Promote fitness for team members.
- d. Attend to the needs of the players in respect to equipment repairs and injuries.
- e. Maintain at all times at minimum a Level 1 Trainer certification through clinics conducted under the auspices of the OWHHA and Hockey Canada.
- f. May remove a player from practice or game play if an injury occurs that the Trainer deems serious enough for removal.
- g. Required to fill out all injury reports and submit them to the appropriate Divisional Board Vice President.
- h. Encourage the safety of players, opponents, team staff, and spectators. This includes but not limited to bullying, harassment, abuse, horseplay in dressing room.
- i. Ensure the environment is safe in dressing rooms, arena area, and player bench and at all team functions.
- j. Maintain a proper trainer's kit as outlined by Hockey Trainers Certificate program.
- k. Stay up to date on procedures regarding concussion protocol.
- l. Must have Respect in Sports or Speak Out, a valid criminal records check (within 2 years) and vulnerable sector check.

- m. Must be 18 years of age or older and at least 2 years older than the age of the players on the team and approved by the appropriate Divisional Board.

MANAGER

6.5 Manager shall:

- a. Provide assistance to the Head Coach as required.
- b. Shall act as the parent Liaison.
- c. May assist in scheduling and coordinating all team games, practices and other events.
- d. Handle all team finances as required including the collection and disbursement of funds (when applicable).
- e. May assist in opening a team bank account as required and act as one of two required signing officers for any transaction.
- f. Ensure that the requirements of the Association regarding the handling of team finances are followed.
- g. Must have Respect in Sports or Speak Out, a valid criminal records check (within 2 years) and vulnerable sector check.
- h. Must be 18 years of age or older and at least 2 years older than the age of the players on the team and approved by the appropriate Division Board.

BY-LAW SEVEN

Competitive Division - QUEENS

- 7.0 Policies, Procedures and Guidelines pertaining to the Competitive Division QUEENS and the Competitive Divisional Board are posted to the Thunder Bay Queens Website and can be located under "FORMS".

BY-LAW EIGHT

Junior Division – House League and FURY

- 8.0 Policies, Procedures and Guidelines pertaining to the Junior Division and the Junior Divisional Board are posted to the Thunder Bay Women's Hockey Association Website and can be located under "HANDOUT".

BY-LAW NINE

Senior Division

- 9.0 Policies, Procedures and Guidelines pertaining to the Senior Division and the Senior Divisional Board are posted to the Thunder Bay Woman's Hockey Association Website and can be located under "HANDOUT".