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Sudbury & District Girls Hockey Association

(SDGHA)



CONSTITUTION

POLICIES & PROCEDURES

Amended July 2015



SUDBURY & DISTRICT GIRLS HOCKEY ASSOCIATION

CONSTITUTION

NAME

This organization shall be called the Sudbury & District Girls Hockey Association (SDGHA).

PURPOSE AND AIM

The purpose of SDGHA shall be to promote the participation of girls in all aspects of female hockey and to promote hockey as a game played primarily for enjoyment but also fostering sportsmanship and life skills.

AFFILIATION

SDGHA is a member of the Ontario Women's Hockey Association (OWHA), which is the governing body of female hockey in Ontario.

MEMBERSHIP

Membership in SDGHA shall include the following:

1. Registered players and their parents.
2. Any member of the current Executive.
3. Approved rostered staff.

Association Executive

- a)
 - (i) There shall be an Association Executive - consisting of President, Immediate Past-President, Vice-President, Treasurer, Secretary, Ice Convener, Registrar, Public Relations Coordinator, Sudbury Lady Wolves (SLW) Program Director (RPD), Division Conveners, Tournament Chairperson, Director of Player Development, Director of Tyke Development, House League Director and maximum of two Directors at Large.



- (ii) The executive may appoint, as advisors, two to four counsellors who have had Association Executive experience.
- b) Only members of the Association Executive listed in a) (i) shall be voting members.
- c) Effective immediately, no person shall be permitted to be a Head Coach of a SLW team and an Executive member on the SDGHA Board during the same season. The exception to this policy would be if a Executive position is left vacant, then the active Executive may at their discretion offer the vacant position to a person they deem the best fit at a subsequent Executive meeting, even if that individual is a Head Coach at the time, if no other capable individual in good standing is able to fill the position. Other than a vacant Executive position, the only other exception to this would be if the person in question is serving on the Executive in the role of Past-President, as this is not an elected position at the time the individual may chose to pursue a Head Coaching job.

ASSOCIATION EXECUTIVE AUTHORITIES

The members of the Association Executive shall be elected for a one year term at the Annual General Meeting (AGM), except for the following positions, which shall be elected for a two-year term commencing with the President, Registrar and Treasurer, alternating with Vice President, Secretary and Ice Convenor.

The President Elect must have been an Association Executive member in good standing in the immediate preceding year (as determined by the outgoing Association Executive).

The President may only vote to break a tie.

A Quorum will consist of fifty per cent plus one member. For annual, special or general meetings, quorum shall be constituted whenever 50% plus 1 of Association Executive members are present. Directors at Large shall have full voting privileges when present at annual, special, or general meetings, however, their presence at meetings will count for purposes of quorum.

The President shall be responsible for calling Association Executive meetings, however; any two Association Executive members may call an emergency meeting of the Association Executive and it is the duty of all executive members to attend such meetings.



Vacancies on the Association Executive may be filled by the Association Executive members subject to a majority vote. All such filled vacancies must be ratified at a properly called Association Executive meeting.

The Association Executive has the authority to appoint a Referee-In-Chief, whose duties will be outlined in the SDGHA Policies & Procedures.

The Association Executive has the authority to appoint a Disciplinary Board, whose powers shall be outlined in the Policies & Procedures.

The Association Executive has the authority to appoint an Appeal Tribunal to deal with matters arising from the Disciplinary Board and/or protests, whose duties will be outlined in the SDGHA Policies & Procedures.

The Association Executive may hold a special meeting to consider whether any member should be expelled for cause. At least 30 days notice of such meeting shall be provided to such member and to members of the Association Executive, together with the reasons for the proposed expulsion. Such member shall be given full opportunity to be present and be heard.

All decisions regarding expenditures must be brought to a full meeting of the Association Executive. The meeting must have a quorum of Association Executive members present. The proposed expenditure must be accepted by a majority of Association Executive members. This excludes expenditures regarding ice allocation.

All Association Executive members shall be Speak Out certified no later than October 31st of the current hockey season.

ANNUAL GENERAL MEETING

An AGM of the membership must be held at least once a year, no later than June 30th.

Each AGM must include a financial statement from the Treasurer, and an election of new Association Executive for the coming season.

The SDGHA fiscal year end is April 30th.

- A) Each person attending the AGM shall register for their voting cards.
- B) 1 proxy vote is assigned per approved registered roster player. The proxy vote must be the legal guardian of the approved registered roster player.



- C) 1 vote per non-parent, approved, registered coaching staff.
- D) A voting card shall be used for voting. It shall be held aloft when a vote is called.
- E) Ballots for secret ballot voting will be allotted by the registrar accordingly.

An AGM may only be called by the Association Executive and five weeks prior notice of the meeting must be given by posting a notice on the SDGHA website.

REGISTRATIONS

Registration with SDGHA is required prior to any participation in league activities.

All registrations are to be in accordance with SDGHA Policies & Procedures.

AMENDMENTS

Changes to the Constitution can only be made at the AGM and should be submitted to the Association President, with a copy going to the Association corresponding secretary, no later than 3 weeks prior to the AGM. The changes must include the name of the presenter and a seconder. A rationale should accompany the suggested change. All members of the current Association Executive would then be informed with the list of possible constitutional changes. The suggested amendments shall be presented to the Association Executive prior to the AGM.

POLICIES & PROCEDURES

All activities under the jurisdiction of the SDGHA shall be governed by the SDGHA Policies & Procedures.



SUDBURY GIRLS HOCKEY ASSOCIATION (SDGHA)

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POLICIES & PROCEDURES

ARTICLE ONE

The Association Executive shall set the policies and conduct the business of the Association.

Duties of Association Executive Members

President

1. The President shall be the chief executive officer of the Association.
2. The President shall keep informed of all matters pertaining to the business of the Association.
3. The president shall preside at all meetings of the Association Executive and at all AGM of the Association.
4. The President shall represent the Association in relation to other bodies and at events and shall have the prerogative to appoint any person to carry out this duty on behalf of the president.
5. The President shall, from time to time, appoint persons to ad hoc Discipline Boards, Appeal Tribunals and Protest Committees.
6. The President may designate, from time to time, the Vice-President who shall carry out the duties of the President, when the President is absent or unable to act.
7. The President must have been an active member of the Association Executive.
8. The President is the main contact person between the OWHHA and the SDGHA.

Vice-President

1. The Vice-President shall assist the President in the management and monitoring of all ongoing programs of the Association and the administration of its business.
2. The Vice-President shall preside over all disciplinary boards under the direction of the president.
3. The Vice-President shall be responsible for ensuring all risk management procedures are properly followed and monitored on an ongoing basis i.e., sanctions obtained, liability coverage confirmed, accident reports completed as required etc.



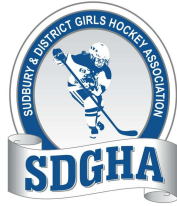
4. The SLW Teams will be overseen by the Vice President, who shall work with all teams management staff to ensure proper registration of SLW Teams with the OWHA.
5. The Vice-President shall ensure that all team's management staff are familiar with SDGHA regulations regarding fundraising and accountability in accordance with Article Four, Item B.

Immediate Past-President

1. The Immediate Past-President will serve as an advisory role, shall assist the Association in carrying out its objectives and shall be a voting member.

Recording Secretary

1. The Secretary shall record and preserve the minutes of all Association Executive and all AGM of the Association and forward the minutes to members of the executive.
2. The Secretary is to keep the membership informed of Association business through team managers, correspondence or our website.
3. The Secretary is to attend to all correspondence.
6. The Secretary is to keep and file in good order, all Association records.
7. The Secretary is to keep on file a record of all Association Executive members.
9. The Secretary is to forward by the prescribed date, to the general secretary, the names and addresses of the members of the Association Executive immediately following the election.
10. The Secretary is to forward the names of the delegates and alternate delegates to the AGM.
11. The Secretary is to forward the proposed amendments to the constitution to the provincial representative by the appropriate date.
- 11 The Secretary is to forward to the Association Executive and to Association Webmaster the proposed amendments to the Association constitution by the appropriate date.



Treasurer

1. The Treasurer shall collect and record all funds received by the Association and shall record and pay all accounts. The Treasurer shall have joint signing authority together with another designated Association Executive member in relation to all disbursements.
2. The Treasurer shall be responsible for applying for all grants and for distributing, monitoring and accounting for any funds received.
3. The Treasurer shall keep, under review, the financial position of the Association and shall make recommendations to the Association Executive for the maximizing of revenues and the minimizing of expenditures. The Treasurer shall present a budget for the approval of the Association Executive at its first meeting following the AGM.
4. The Treasurer shall present at the AGM, a financial statement, which is in accordance with generally accounting principles.
5. Shall not be a manager of a Rep team.

Registrar

- i. The Registrar is responsible to ensure all girls/teams are registered in accordance with SDGHA/OWHA guidelines.
- ii. The Registrar is responsible for coordinating regional registration date and location.

Public Relations Coordinator

1. The Public Relations Coordinator will be responsible for coordinating the publication and distribution of information about the Association and its activities, as is deemed necessary, from time to time.
2. Originate, coordinate and administer projects to promote the sport of girl's hockey to potential players and the general public.
3. Publicity duties shall include sending scores/standings for all divisions and/or game summaries on a weekly basis, to newspapers for publication.
4. Be responsible for coordinating and administrating any special events sponsored by the Association.



SLW Program Director

1. Oversee the SLW Team Program.
2. Assign try-out ice times for both Spring and Fall Try-outs including practice times in September for those teams who have selected their team during Spring Try-Outs.
3. Assist in any capacity with the Coaching Selection Process.
4. Insure the constitution is followed, as laid out under Guiding Principles for Player Selections.
5. Attend meetings that pertain to the SLW.
6. Be responsible for the timely return of all SLW equipment and sweaters..
7. Deal with suspensions and report to the President of the Association.
8. Insure all teams are equipped with necessary information & paperwork from the OWSHA to help conduct the operation of their teams. Must also provide teams with the proper game sheets.
9. Work in conjunction with the Director of Player and Coaching Development with anything pertaining to the SLW hockey clubs.

Ice Convener

1. The Ice convener shall be responsible for the procurement of all ice times for Association use, throughout the region. Responsibilities will include attending all ice allocation meetings in the respective communities covered by the SDGHA.
2. The Ice convener shall confirm all ice contracts along with the President. All ice time invoices shall be validated for payment by the Treasurer.
3. The Ice Convener shall be responsible for all scheduling of ice time and the subsequent distribution to members. **Only the Ice Convener** or his/her designate shall schedule ice time. All Association members must abide the City of Greater Sudbury Ice Allocation rules.

Equipment Manager

1. The Equipment Manager is responsible for the distribution, storage and upkeep of all Association owned equipment.
2. The Equipment Manager must keep the Association Executive apprised of the condition of and/or equipment needs.
3. The Equipment Manager is responsible for the location and upkeep of all Association trophies.



4. The Equipment Manager will ensure that coaches sign a responsibility form to ensure the return and safekeeping of Association owned equipment.

Division Conveners

1. The Division Convener will be responsible for co-coordinating all matters pertaining to the teams of that age group.
2. The Division Convener is responsible for advising, in writing, players who have received suspensions in excess of 2 games. Verbal notification must be given in all cases.
3. The Division Convener shall keep the Association Executive advised of all important matters relating to that division.
4. The Convener shall oversee selection of teams with coaches.
5. The Convener shall obtain complete game/practice schedules.

Directors at Large

1. There will be two Directors at Large. This number to be reviewed yearly .
2. The Directors at Large will assist the Association in carrying out its duties.
3. The Directors at Large will participate in special and ad-hoc committees i.e., coach selection committees, disciplinary committees, nomination committees, etc.
4. Will deal with Risk Management.

Tournament Chairperson

1. The Tournament Chairperson shall be responsible for all activities pertaining to the Annual SDGHA Girl's Hockey Tournament.

Director of Player and Coaching Development

1. Organize coaching/training/Speakout seminars.
2. Organize player development camps.

Director of Tyke Development

1. Recruit coaches/manager.
2. Organize events.



House League Director

1. Oversee the house league program.
2. League conveners report to house league director.
3. Responsible to order medals/trophies/year end awards.



ARTICLE TWO

Registration

1. All girls must register in their own age group. Notwithstanding, the SDGHA Executive may authorize a girl to move up one division when there is either insufficient registration in the higher division or the player's skill level is deemed to be vastly superior. Special consideration may be given by the Convener to a player to move to a lower division to permit the improvement of skills. No player shall be permitted to play in two divisions simultaneously.

Note: In the event that a player tries out and is selected by a team in a higher division, the Association Executive may authorize her to move up to that division for a SLW team and/or House League participation. The deadline for changes is October 14th.

2. A legal proof of age document shall accompany each player's original registration in an age-restricted category. Falsification of the player's date of birth shall result in suspension of the player or team official involved. A legal proof of age document or an OWA Registrar shall be considered acceptable proof of age.
3. All SLW and House League Team registration fees will be established by the Executive before September 1st each year.
4. House Association costs, such as insurance fees will be added to total registration costs.
5. All registration fees collection for House League shall remain for House League.
6. House League teams in all divisions can be registered with a minor house league system, for league play with boy's teams.
7. The SDGHA House League refund policy shall be as follows:
 - Full refund prior to October 15th, less \$50.00 administration fee
 - 50% (of fully paid registration) refund prior to November 30th
 - 0% refund after November 30
 - Notwithstanding special circumstances, the Registrar or Treasurer may over rule these guidelines.
8. The SDGHA SLW refund policy shall be as follows:
 - The SDGHA player fee is non-refundable.



- The team deposit is non-refundable if the player participates in at least one practice or game.
 - Fees for equipment, tournament fees, apparel, etc., are non-refundable, if expended to prior the termination of play. Otherwise, 100% refundable.
 - The balance of team fees, less fundraising revenue and sponsorships will be refunded on a pro-rated basis based on the number practices/games remaining divided into the total number of practices and games.
 - No refund will be issued after December 31st.
9. Notwithstanding special circumstances, the Association Executive Committee may over rule these guidelines.
 10. Deadline date for registration will be determined prior to Sept 1. Any late registration can be accepted with the approval of the Convener.
 11. All SDGHA teams must register in SDGHA tournaments.



ARTICLE THREE

Officials

1. All on-ice officials must be currently certified through the CHOP program in order to be eligible to officiate SDGHA games.
2. All referees must provide proof of current certification in order to have valid insurance coverage.
3. All officials shall act in accordance with the C.H.A. Officials Handbook, specifically rules pertaining to female hockey.
4. All referees shall wear proper armbands, as designated by CHOP.

Referee-in-Chief Mandate

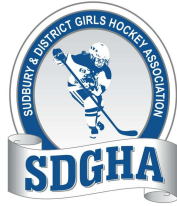
1. The Referee-in-Chief is an appointed position, which must be approved by the majority of the Association Executive.
2. The Referee-in-Chief is responsible for assigning game officials and advising the Association Executive of all suspensions.
3. The Referee-in-Chief is responsible to ensure the proper certification of all on ice officials.
4. The Referee-in-Chief is responsible for ensuring all game sheets are directed to the Division Convener on a weekly basis.
5. The Referee-in-Chief must be available to confer with the Association Executive and/or Disciplinary Board for any suspensions.



ARTICLE FOUR

A) Coaches and Off-ice Team Representatives – Rules of Conduct

1. All teams must have, on their roster, a coach who has a minimum NCCP certification “Coach” level in accordance with OWSA guidelines Regulation 6A.
2. In order to ensure and foster harmony, sportsmanship and player development, all coaching staff will conduct themselves with integrity and respect the individual rights of all players, officials, other coaching staff and members of this Association.
3. Team officials will not direct any obscene, profane abusive or threatening language or gestures to any player or to others, about any player on any team.
4. Any conflicts arising from a coach’s conduct or the conduct of coaching staff shall be reported to either the House League Director or the Sudbury Lady Wolves Program Director. If the director cannot resolve the incident or if the incident is of a repetitive nature it shall be referred to the league Executive. The President may appoint a discipline board to review the matter and make a recommendation to this Executive, which may levy an appropriate suspension or remove the individual from his or her team position.
5. In the interest of fostering sportsmanship, fair play and respect for all others, obscene, profane, abusive language or disruptive conduct by a player will not be tolerated. The coaching staff will at all times insist on and maintain orderly conduct on the part of all players. When misconduct occurs, the coaching staff of a team may levy a suspension of up to three games on a player who does not follow instructions regarding conduct. This extends to any player who, in the opinion of the coaching staff is guilty of such misconduct in any forum.
6. Any such suspension shall be immediately reported by the coach to the appropriate Director in writing. The Director will in turn advise the President who will advise the Association Executive within forty eight hours of being notified. Further misconduct by the player could result in the player being indefinitely suspended. This second incident must be reported immediately to the appropriate Director. The Director shall inform the President who will appoint a disciplinary board to investigate the incident and report to the Executive with appropriate recommendations in accordance with OWSA policy and procedures. The Executive must approve any further suspensions.
- 7 The SDGHA will closely abide to the OWSA Respect Speak Out Policy which promotes positive behaviour in girl’s hockey. It is the policy of the OWSA that there be no harassment, abuse or bullying of any participant in any of its programs. The OWSA expects every athlete, coach, assistant coach, trainer, manager,



official, parent, guardian, family member, director, officer, volunteer, employee and chaperone within the OWHA to take reasonable steps to safeguard the participants against harassment, abuse and bullying.

B) SLW Teams / House League

1. As above.
2. All teams must have registered, at least one coach with a minimum certification of NCCP “Coach” Level. The OWHA recommends that OWHA SLW teams encourage at least one member of their coaching staff achieve NCCP Intermediate Level certification.
3. All SDGHA teams must have registered with their teams a trainer who has a minimum HTCP Level I certification (valid for 3 years).
4. SLW coaches will be selected by the date of the AGM, prior to the season, in order that they may begin fundraising/organizing for the next season. The Association Executive has the option to appoint a Coaching Recommendation Committee to recommend coaches to the Association Executive for their approval.
5. SLW Team coaches will be responsible for team tryouts and selection of players. As well, they are responsible for the selection and conduct of their staff. Available Ice will be allocated by the Association and will be paid for by the Association.
6. All teams fundraising will be the responsibility of the management staff of those teams. The Team Officer/Manager is responsible for ensuring the payment of all debts incurred by the team, and will be accountable for financial statements regarding the activities of said team. Teams must also be prepared to provide a financial accounting of their activities, when requested, by the Association Executive.
7. All SLW Teams must provide two (2) Financial Statements to the Treasurer of the SDGHA during the course of a season. The first installment shall be provided no later than December 31 and the final statement no later than April 30th.

C) Player Eligibility / SLW Teams

Movement in all divisions must only be permitted for players in their major year. Players will only be permitted to jump one division.

Players in their second year in a division are not permitted to tryout for a category (AA, A, B or C) lower than they played in their first year, unless released by the coach. For Example: If an Atom player is playing on the highest level atom team, as a 9 year



old (minor Atom age) this player would not be permitted to play on any subsequent team in the Atom division unless released by the coach of the highest level Atom team. There are not to be more than two (2) players playing above their appropriate age group on any SLW team, except for Intermediate or Senior.

The Association strongly recommends that all skilled players strive to play on the highest level team within their own age group. In order to ensure these players the opportunity to participate at their appropriate level, the SLW has adopted a general “team selection” process.

Guiding Principles for Player Selection

Each year, team selection takes on an importance in the late spring – the “Spring Tryout”. Spring Tryouts allow designated head coaches the opportunity to conduct “player selection” while the players are at their peak playing ability after a full season of competition. To help SLW teams to conduct proper evaluation during Tryouts, the Association has put in place certain guidelines to define issues that are important for the well-being of the players, coaches, parents and the Association. Above all, the Association wants to see their teams play at the top of the skill categories in order to allow maximum learning and development. All team rosters should be picked with the objective of selecting the best team with the best players available, with the greatest amount of fairness.

Being regarded as one of the top girls’ hockey organizations, there has to be a process in place to allow a proper progression of players to grow continuously from the Novice level through to the highest age category.

The Association encourages players to participate in divisions that are within their age range. For example, if a player is of Peewee age, she should be participating in the Peewee age category.

The Association, however, recognizes rare exceptions to the selection criteria. Decisions will be made for the well-being and development of the players(s) involved and the Association as a whole.

Current SDGHA policy governs that any players, parents or coaches who intend to place or include under-aged players on an older team must follow the established policy. Intermediate and Senior players exempted.

1. All intended “play-up” players must be of the “AA” level or highest level of their own age group and at an age no earlier than Bantam.
2. The intended player(s) must attend “tryouts” of her own age category.



3. The intended player(s), must receive an invitation from the coach of the higher age category to attend the “tryouts” of the higher age category. If the intended player(s) is/are invited to a higher level tryout, the RPD must be advised ahead of time to allow for the arrangement of a neutral party or parties to attend and to assess the intended player(s) skill level for further recommendation.
4. The intended player(s) can be given exceptional status and shall be in the opinion of the coach of the team of the higher age category, regarded as an impact player(s). The SDGHA stipulates that she (they) must be regarded to be impact players using the following progressive formula (1-3-5);
 - Number #1 goalie among the goalies in the higher age category team (50%)
 - Among the top 2 defense in the higher age category team (50%)
 - Among the top 3 forwards in the higher age category team (55%)(Third party observers may be invited at the discretion of the RPD and Coach of the team of the higher age category to assess player skill level)
5. Upon successful progression of the above policy, the RPD may then present the case of each individual to the Association Executive for final approval. This procedure will be strictly enforced by the Association to facilitate players competing at an appropriate skill level. It should be however noted that a player(s) should not be restricted from attending the tryouts of the higher age category team if they have approval from that team’s coach.

Playing Situations

It is the expectation and intention of the Association that all coaching staff shall aim for fairness, development opportunity, communication and enjoyment for the team and players.

The Association’s Constitution governs that teams under the SLW Program should be regarded as part of an organization. It must not be regarded as a group of coaches who happen to be appointed and entrusted to lead teams that wear the same colored sweaters. Teams will be managed to ensure that all players have a positive experience. Coaches, players, parents, and club representatives should strive to represent the SLW in a first class manner. We expect our teams to exhibit good sportsmanship and class. Trash talking, inappropriate aggression towards other players and abuse of officials is not part of our culture and never should be. Play hard, play clean, and keep your stick on the ice.

D) House Association – Team Selection



1. All coaches along with the Division Convenor will work diligently to balance all the teams within the division in the spirit of healthy competition.
2. Each team can protect their legitimate staff member's daughter(s). The convenor reserves the right to ask a staff member to volunteer on another team should they deem it necessary to balance all teams.
3. A draft and the dispersal of players will be administered by the Convenor, in order to facilitate the goal of parity within the division as laid out in Article-4 section D) #1 above.
4. In the interest of fair play the Convenor reserves the right to initiate changes, with the approval of SDGHA House League Director, should the group of coaches be unable to reach a consensus on balancing the teams.
5. Players will be notified by each coach of their selection only after given approval by the Division Convenor.

E) Tiered SLW Hockey

1. There shall be a minimum of two SLW teams in all divisions, if the following criteria are met:
 - a) A coach has applied for the position.
 - b) There are enough girls wanting to play at that level.
2. The coaching applications and selection process shall be the same as the first SLW teams.
3. All SLW team tryouts will be decided annually by the Association Executive.
4. The primary SLW team will inform the RPD at what level they intend to play A/AA, no later than August 1. They secondary SLW team shall inform the RPD at what level they intend to play BB/B/C, no later than August 1.
5. Any considerations for reclassifications for any teams registered with the OWHA shall be submitted in writing to the RPD for approval and submissions, and the RPD will inform the Registrar.

F) Player Call-Up

1. Coaches are prohibited from dealing directly with a player or parent/guardian of a player who is not directly on the roster on their own team for arranging a Call-Up.



2. **Short-Term Call Up:** If one team requires a player for a Call-Up on a short term basis (i.e. a single game or practice or a weekend of games), the coach of the team requiring the player **MUST** initiate the process directly with the other coach of the player in question. The higher level coach may request a specific player *but* the lower level coach must agree to and authorize the Call-Up. It is strongly encouraged to give as many girls as possible the opportunity to “play up” and the SDGHA discourages the repeated Call Up of a single player only on multiple occasions. The lower team coach should not be refusing the player unless there are discipline issues with the player, payment issues on the player in question, or his/her team is going to a tournament or has a playdown game during the time requested for the Call-Up. The lower level coach may also refuse if he/she recognizes that the higher team coach is not giving other capable girls any opportunity and is only requesting the same player or couple of players each time. In addition, the lower team coach should not hold back a player from a Call-Up game due to her only missing a regularly scheduled league game or exhibition game with her own team as the experience and opportunity to enhance both self-esteem and confidence are more important for the player than a single league or exhibition game (exception being if the player’s normal league game is in the LLFHL). In this situation, the lower team coach should initiate the same process with the next lower level team to give another girl on that team the opportunity to receive a Call-Up for his/her team.
3. **Permanent Call Up:** If a team requires a player to be called up on a permanent basis, then the Rep Program Director and / or the House League Director (if dealing with a House League Player) **MUST** be notified and approve in writing prior to any communication with the coach of the team with the player being requested for the Call-Up. Upon approval of a permanent Call-Up Player, the Registrar must be notified and the player cannot play in any games until approval provided by the league Registrar. In absolutely ***no circumstances*** should a coach deal directly with a player or parent in isolation of the player’s current coach and the SDGHA applicable Director.
4. **In General:** In regards to ***all*** Call-Up situations, the SDGHA both expects mutual respect between the coaches with all decisions being made with the player’s overall best interest in mind. Failure to properly follow the Call-Up process could lead to disciplinary action against any coach who is not properly respecting, cooperating and following the process. It is strongly encouraged to offer at least 48 hours’ notice to the coach of the lower team for the Call-Up request. The SDGHA does recognize that there may be instances where the window of time is shorter than 48 hours and in those situations, the process must still be followed and the requirement for mutual respect and cooperation is further heightened. All Call- Up players may



only participate once all required OWHHA paperwork is properly completed prior to the Call-Up player playing in any game(s). The final decision if a player accepts the Call-Up is ultimately that of the player and the player's parent(s)/guardian(s) once the process has been followed. OWHHA rules and guidelines must always be adhered to.

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ARTICLE FIVE

Disciplinary Board, Appeal Tribunal and Protest & Special Committees

All special or ad-hoc committees shall present their findings and recommendations to the Association Executive for approval, prior to their release.

All disciplinary matters, including suspensions, shall be dealt with by the Association in accordance with the Policies and Procedures of the SDGHA.

1. Disciplinary Board:

- a. Where a disciplinary matter arises out of a competition, the President shall appoint a special Disciplinary Board to deal with the matter and shall designate the person to chair the Board. The President may choose to sit personally and to chair the Board.
- b. Members of the Disciplinary Board shall have no direct association with any of the parties involved. Upon appointment to the Disciplinary Board, Members shall not discuss the merits of the case with anyone prior to hearing the Appeal.
- c. A Disciplinary Board shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard.
- d. The Disciplining shall be conducted in accordance with the Policies and Procedures of the Association.

2. Appeal Tribunal:

- a. The Appeal Tribunal shall consist of three Members of the Association Executive appointed by the president on an ad hoc basis for the purpose of hearing an Appeal. One of the Tribunal Members shall be designated to chair the Tribunal. The President may choose to sit personally and to chair the Tribunal.
- b. Members of the Tribunal shall have no direct association with any of the parties involved. Upon appointment to the Tribunal, Members shall not discuss the merits of the case with anyone prior to hearing the Appeal.
- c. The Appeal Tribunal shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard.



- d. The Appeal shall be conducted in accordance with the Policies and Procedures of the Association.

3. Protest Committee:

- a. An ad hoc Protest Committee, consisting of three members of the Association Executive, shall be appointed by the President to hear a protest. The President may choose to sit personally and to chair the Committee.
- b. Members of the Committee shall have no direct association with any of the parties involved. Upon appointment to the Committee, Members shall not discuss the merits of the case with anyone prior to hearing the protest.
- c. The Protest Committee shall provide a recommendation arising out of each protest to the Association Executive.
- d. The Protest Committee shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard.
- e. The protest shall be conducted in accordance with the Policies and Procedures of the Association.

** Any matter arising as a result of a disciplinary action – appeal or protest must be responded to within 10 days!*

4. Releases/Permission to Skate

Permission to Skate Forms can be signed by the current RPD or President or Vice-President for SLW players. For Houseleague players the Permission to Skate Forms can be signed by the HL Director, or President or Vice-President. Releases can only be signed by the current RPD and President for SLW players and President and Vice-President for Houseleague players.

Accounts to be in good standing prior to Permission to Skate Forms being approved.



ARTICLE SIX

Fundraising

1. SLW Team fundraising activities shall be separate from Association programs and all costs incurred shall be the responsibility of those teams and not the SDGHA.
2. The SDGHA retains the rights to all NEVADA fundraising privileges in the Greater City of Sudbury.



ARTICLE SEVEN

Equipment

1. The dress code for all players playing in the SLW program to be:
 - Helmet: White Reebok old 6k-8k model, new 7k-11k model with blue insert or any other solid white helmet.
 - Gloves: Any model but must be "Toronto Blue".
 - Pants: Any Style pant but must be navy blue or pant with navy blue shell.
 - The Jerseys will remain the property of the SLW and must be returned to team officials at the end of the season.
2. Should a player encounter a problem with the jerseys supplied by the Association at any time throughout the season, it must be reported immediately to the team Manager and this information will be forwarded to the Rep Program Director by the Team Manager for repair or replacement, at his/her discretion.
3. Due to the increase of wear and tear to our Jersey's, the Association has decided not to allow Sponsor/ Name Bars on the back of jerseys except for Midget and Bantam AA.
 - a. Must be an approved supplier of name bars.
 - b. Must be an approved supplier for the stitching of name bars.
 - c. Must be placed above the number.
 - d. Purchase, installation, and removal to be at the cost of the SLW team.
 - e. The whole team is to have name bars if a decision is made to put name bars on the jerseys.
 - f. Name bars must be removed prior to returning the jerseys.
 - g. Must be in accordance with league standard for name bars (size, colour, font).
4. SLW general jersey rules:
 - a. The SDGHA is to supply each Rep Team with two sets of league jerseys, one home set and one away set, at the beginning of the hockey season.
 - b. The SDGHA may have an additional set of rep jerseys available to be borrowed by a team in case of a conflict with team colors during league play or for use during tournaments.
 - c. SDGHA rep jerseys are not to be worn for any other purpose than league games, tournaments, team pictures and/or sanctioned team functions.
 - d. SDGHA rep jerseys are not to be worn at practices.



- e. SDGHA rep coaches/managers are responsible for their team jerseys. Coaches or managers are to pickup rep jerseys after the last game of the season and keep the jerseys in their possession until arrangements can be made for them to be returned to the SDGHA. All rep jerseys are to be returned once they have been laundered and air dried. An additional fee may be levied against a team should unwashed or soiled jerseys be returned.
 - f. SDGHA members that lose a SDGHA rep jersey must replace that jersey with a new jersey from an approved supplier of the SDGHA at their expense. Players may not be permitted on the ice until the lost jersey is replaced or compensated for.
 - g. SDGHA members that damage a SDGHA rep jersey must repair the jersey to the satisfaction of the Rep Director of the SDGHA at their expense. Players may not be permitted on the ice until the damaged jersey is repaired or compensated for.
 - h. Requests to purchase additional rep team jerseys by a SDGHA team must be approved in writing or by e-mail from the Rep Director of the SDGHA prior to being purchased regardless of whom is paying for the jerseys.
 - i. SDGHA rep teams are not permitted to wear jerseys that were not supplied by the SDGHA while representing the SDGHA in any capacity unless written or e-mail approval has been received from the Rep Director of the SDGHA.
 - j. Additional rep jerseys purchased by SDGHA teams must only be purchased through an approved supplier of the SDGHA. The SDGHA Rep Director will provide the details of the approved suppliers.
 - k. Sponsor bars or player names must not be placed on any rep jersey whether it was purchased by the SDGHA, a player or team. Sponsor bars or player names must not be placed on any garment bag supplied by the SDGHA.
 - l. Sponsor bars can be sewn or printed on practice jerseys, player hockey bags or personal garment bags only.
 - m. Players will ensure jerseys are laundered regularly and air dried to avoid damage to letters/numbers.
 - n. Players and parents are to be made aware of SDGHA jersey policy.
5. As per the OWHA, the SDGHA strongly recommends the use of mouth guards. As per the NOHA, girls playing in boys' hockey leagues have to abide by the OWHA guidelines and are therefore not required to wear mouth guards.



ARTICLE EIGHT

Amendments

All proposed amendments to the Policies and Procedures must be received in writing to the Secretary, at least 10 days in advance of any Association Executive meeting.