

Revised
June 2024



Twin Centre Girls Hockey Association Manual of Operations

The objectives of the Twin Centre Girls Hockey Association are to promote, encourage and govern all age categories of minor hockey under the jurisdiction of the Twin Centre Girls Hockey Association. We are to protect the mutual interest of its members and to promote the highest standards in competition.

The aims of this Association are to promote a wholesome experience not only for the players but also for coaches, managers, parents and league officials, believing that values desired will assist in the total development of all involved.

We want to encourage all participants to conduct themselves fairly under all circumstances and conditions, to give their opponents a fair chance and not to take unfair advantage of them; to win modestly and to receive defeat graciously; give credit to the winning team and not question or dispute the referee's decision.

It will be the responsibility of each coaching staff to develop the hockey skills of every player through participation in practice and games.

The Twin Centre Girls Hockey Association feels that it has a hockey program for all players, but will only achieve the best results with total cooperation from every member in the Association.

The Twin Centre Girls Hockey Association is divided into two sections:

i) Recreational (Local League/House League)

This program is for players who seek fun and fellowship in our Local League. Each player shall receive, as near as possible "equal ice time" every game so they will develop their skills and a greater love of the game.

ii) Competitive

This program is for the players who seek to test their limits and compete for regional and provincial championships. This is "REP" hockey. In this program all players are entitled to a fair level of participation in all games. "Equal ice time" does not necessarily apply. However, no coach has the right to put winning above fair participation and player development. The coach's responsibility is to develop all his/her hockey players. It is expected that the regular season is for the development of all players. In tournaments and playoffs a player earns the increase or decrease of playing time as determined by the head coach.

General

TCGHA offers Fundamentals through to Senior divisions.

Twin Centre Girls Hockey Association Constitution

Ontario Corporation Number 1434889 (September 1 2000)

SECTION 1 – BY-LAWS

The By-laws of Twin Centre Girls Hockey Association (herein after known as T.C.G.H.A) are as follows:

1. Interpretation:

In these By-Laws and in all other By-Laws of the Corporation hereafter passed, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural of the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

2. Membership:

a) General Membership: The membership in the Association shall not be limited, but open to all persons interested in promoting minor hockey and willing to accept the terms of the Constitution, Rules and By-Laws.

b) Voting Members: Voting members shall be all those working voluntarily on the Association as Directors without remuneration.

c) Visitors to Meetings: Any individual or group desiring to speak, express concerns or present recommendations at the executive meetings must do so in writing and advise the President, Vice-President or the Secretary at least 10 business days in advance of the monthly executive meeting to be scheduled on the agenda. These executive meetings are open to all parties unless restricted by the Executive due to the sensitive nature of the businesses discussed.

3. Head Office:

The Head Office of the Corporation shall be in the Township of Wellesley, in the Regional Municipality of Waterloo and the Province of Ontario, and at such place therein as the Directors may from time to time determine.

4. Seal:

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

5. Board of Directors:

The affairs of the Corporation shall be managed by a maximum board of fifteen (15) Directors, each of whom shall be a member of the Corporation. The fifteen (15) members of the board shall

be comprised of the President, Vice-President, Secretary, Treasurer, immediate Past President and ten (10) regular Directors. All fifteen (15) Directors shall be elected for two (2) year term

6. Election of Directors:

The election of the Board of Directors for the ensuing fiscal year will be held at the Election Meeting.

The Board of Directors presently in office at the Annual Meeting shall continue to hold office until the new officers are elected from within the new Board of Directors at the first meeting of the Board, following the Annual Meeting.

The Board of Directors may at its discretion, appoint a member of the Corporation who is not a Director to the Chairperson of the Annual Meeting only to ensure the impartial conduct of the elections and such Chairperson shall be entitled, in case of a tied vote, to a second or casting vote. At the said election meeting, no nomination shall be accepted for the office of President or Vice-President for any member of the Corporation who has not served at least two (2) previous years as a Director of the Corporation, unless approved by the current Board of Directors.

If a Director is not in attendance without notification for 90 days continuous, they could absolve their position as a director of the TCGHA for that term.

7. Vacancies, Board of Directors:

Vacancies on the Board of Directors, however caused, may, so long as a quorum of Directors remains in office, be filled by the Directors from among the qualified members of the Corporation, if they shall see fit to do so; otherwise, such vacancy shall be filled at the next Annual Meeting of the members at which the Directors for the ensuing year are elected. If there is not a quorum of Directors, the remaining Directors shall forthwith call a meeting of the members to fill the vacancy. If the number of Directors is increase, shall thereby be deemed to have occurred, which may be filled in the manner above provided.

8. Quorum and Meetings, Board of Directors:

A Quorum shall be formed of 50 % of Directors for the transaction of business. Except as otherwise required by law, the Board of Directors may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the Directors are present, or if those absent signify their consent to the meeting being held in their absence. Directors' meetings may be formally called by the President or by the Vice Presidents or by the secretary on direction in writing of two (2) Directors.

Notice of such meeting shall be delivered, telephoned or telegraphed to each director not less than one (1) day before a meeting is to take place or shall be mailed to each Director not less than two (2) days before a meeting is to take place. The statement of the Secretary that notice has been given to pursuant to this By-Law shall be sufficient and conclusive evidence of the giving of such notice. The Board may appoint a day or days in any month for such regular meetings at an hour to be named and of such regular meetings no notice needs be sent. A Directors' meeting may also be held, without notice, immediately following the Annual Meeting of the Corporation. The Directors may consider or transact any business either special or general at any meeting of the Board.

9. Errors in Notice, Board of Directors:

No error or omission in giving such notice for a meeting of Directors shall invalidate such meeting or invalidate or make void any proceeding taken or had at such meeting and any director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had there at.

10. Voting, Board of Directors:

Questions arising at any meeting of Directors shall be decided by a majority of votes of the Directors present. In case of an equality of votes, the President at any such meeting shall cast the deciding vote. All votes at any such meeting shall be taken by ballot if so demanded by any Director present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairperson that a resolution has been carried and an entry to that effect in the minutes shall be prima-facie evidence of the fact without proof of the number or proportion of the votes recorded in favor of or against resolution.

11. Powers of Directors:

The Directors of the Corporation and the Executive shall control and administer all of the affairs of the Corporation. The Directors and the Executive shall make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and may generally exercise all such other powers and all such other things as the Corporation is by its Letters Patent or otherwise authorize to exercise and do without in any way limiting the generality of the foregoing, the Directors and the Executive are expressly empowered as follows:

- a) To purchase, lease, sell, exchange or otherwise acquire or dispose of any property and equipment necessary to the conduct of the Corporation's activities, or any team operated by or associated with the Corporation.
- b) To pass, amend and enforce any rules, regulations and procedures which the Directors deem necessary from time to time for the orderly and efficient and sportsmanlike conduct of the affairs of the Corporation and any teams operated by or associated with the Corporation.
- c) To discipline or suspend any coach, manager, trainer, parent, player or referee or other official connected with the Corporation or any of its activities.
- d) To establish and appoint such committees or individuals as the Board may deem necessary from time to time, subject to such restrictions as are determined by the Directors, and to delegate any of the Board's responsibilities for a particular aspect of the Corporation's operations to such committee.

12. Remuneration of Directors:

Voting Directors shall receive no remuneration for acting as such.

13. Officers of Corporation (The Executive):

There shall be a President, Vice-President, Secretary, a Treasurer and such other officers as the Board of Directors may determine by By-Law from time to time. No person may hold more than one office.

14. Duties of President and Vice-Presidents:

The President shall, when present, preside at all meetings of the members of the Corporation and of the Board of Directors. The President shall also be charged with the general management and supervision of all affairs and operations of the Corporation. The President with the Secretary or

other officer appointed by the Board for the purpose shall sign all By-Laws and relating legal documents. The President may be asked to sit as an ex officio tie-breaking voting member on any committee established by the Board of Directors. During the absence or inability of the President, the President's duties and powers may be exercised by the Vice President or such other Director as the Board may from time to time appoint for the purpose.

15. Duties of Secretary:

The Secretary shall attend all sessions of the Board of Directors and record all facts and minutes or all proceedings in the books kept for that purpose. He/she shall give all notices required to be given to members and to Directors. He/she shall be the custodian of the Seal of the Corporation and all of the books, papers, records, correspondence, contracts and other documents belonging to the Corporation which he/she shall deliver up only when person or persons as may be named in the Resolution, and he/she shall perform such duties as may from time to time be determined by the Board of Directors.

16. Duties of Treasurer:

The Treasurer, or persons performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursement of the Corporation in proper books of account and shall deposit all monies or other available effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors. He/she shall disburse the funds of the Corporation under the discretion on the Board of Directors, taking proper vouchers therefore and shall render to the Board of Directors at the regular meetings thereof or whenever required of him, an account of all his transactions as Treasurer, and of the financial position of the Corporation. He/she shall also perform such other duties as may from time to time be determined by the Board of Directors.

17. Duties of Other Officers:

The duties of all other officers of the Corporation shall be such as the terms of their engagements call for or the Board of Directors requires of them.

18. Execution of Documents:

Deeds, transfers, licenses, contracts and engagements on behalf of the Corporation shall be signed by either the President and by the Secretary, or by one of the Vice-Presidents and the Secretary, and the Secretary shall affix the seal of the Corporation to such instruments as require the same.

Contracts in the ordinary course of the Corporation's Operations may be entered into on behalf of the Corporation by the President, Treasurer, or by any person authorized by the Board. Notwithstanding any provisions to the contrary contained in the By-Laws of the Corporation, the Board of Directors may determine from time to time the manner in which the person or persons by whom, any particular instrument, contract or obligation of the Corporation may or shall be executed.

19. Books and Records:

The Directors shall see that all necessary books and records of the Corporation required by the By-Laws of the Corporation or by any applicable statute or law are regularly kept.

20. Annual and Special Meetings of Members:

The annual meeting of the members shall be held within thirty (30) days of the fiscal year end and all meetings of the members, whether special general meetings or annual meetings, shall be held at such place in the Township of Wellesley and on such a day as the Directors shall appoint. At every annual meeting, in addition to any other business that may be transacted, the report of the President, the Executive, the financial statement from the Treasurer shall be presented. The members may consider and transact any business either special or general without any notice thereof at any meeting of the members of the Executive. The President or Vice-President shall have the power to call at any time a special meeting of the members. An Election meeting will be held at the first meeting of the Directors after the Annual General Meeting (AGM) to elect Directors and appoint an Auditor for the ensuing fiscal year.

21. Notice of Meetings:

Notice of the time and place of every meeting of members shall be made by a public notice posted in the Committee's choice of media (Website) at least 14 days before the time fixed for the holding of such meeting. No personal notice of members meetings in any circumstance shall be required.

22. Adjournments:

Any meeting of the Corporation or of the Directors may be adjourned to any time and from time to time such business may transact at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

23. Quorum of Members:

A quorum for the transaction of business at any meeting of members shall consist of not less than fifty (50) % of the members present in person.

24. Voting of Members:

Subject to provisions, if any, contained in the Letters Patent of the Corporation, each member of the Corporation shall at all meetings of members be entitled to one (1) vote on any question to be decided.

At all meetings of members every question shall be decided by a majority of the votes of the members present in person unless otherwise required by the By-Laws of the Corporation. Every question shall be decided in the first instance by a show of hands unless a secret ballot is demanded by any member. Upon a show of hands, every member present in person shall have one (1) vote, and unless a secret ballot be demanded, a declaration by the Chairman of the meeting that a resolution has been carried or not carried and an entry to that effect in the Twin Centre Girls Hockey Association. Minutes of the Corporation shall be sufficient evidence of the fact without proof of the number proportion of the votes recorded in favor or against such resolution.

The demand for a secret ballot may be withdrawn, but if a secret ballot is demanded and not withdrawn, the question shall be decided by a majority of votes given by the members present in person and such secret ballot shall be taken in such a manner as the Chairman of the meeting shall direct and the result of such a vote shall be deemed the decision of the Corporation in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or on a secret ballot, the President of the meeting shall be entitled to a casting vote.

25. Financial Review:

A financial review will be performed on the association's finances each year.

26. Financial Year:

Unless otherwise ordered by the Board of Directors, the financial year of the Corporation shall terminate on the 31th day of May each year.

27. Cheques, Payments, etc.

All cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation, shall be signed by two officers, agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors and any one of such officers or agents may alone endorse noted and drafts for collection on account of the Corporation through its bankers' and endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with banks of the Corporation by using the Corporation's rubber stamp for the purpose. Any officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms of settlement of balances and release or verification slips.

28. Deposit of Securities for Safekeeping:

The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or the other financial institutions to be selected by the Board of Directors. Any and all securities so deposited may be withdrawn from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation and in such manner as shall, from time to time, be determined by the Board of Directors and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians by the Board of Directors shall be fully protected in acting in accordance with the directions of the Board of Directors and shall in no event be liable for the due application of the securities so withdrawn from deposit or proceeds thereof.

29. Borrowing:

The Directors may from time to time:

- a) Borrow money;
- b) Charge, hypothecate, mortgage or pledge any or all of the real or personal property, including books, debts and unpaid calls, rights, powers, undertakings and franchises of the Corporation to secure any liability of the Corporation. From time to time the Directors may authorize any Director, officer or employee of the Corporation or any other person to make arrangements with reference to the moneys borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and such as to the securities to be given therefore,

with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any moneys borrowed or remaining due by the Corporation as the Directors may authorize and generally to manage, transact and settle the borrowing of money by the Corporation.

30. Amendments:

This By-Law and any other By-Law of the Corporation may be amended by either of the following two procedures:

- a) An amendment may be passed by a three-quarter majority of the Board of Directors and confirmed by a two-thirds majority of all of the members in attendance at any annual or special meeting of the members duly called in accordance with the provisions of section 19 of this By-Law. Such an amendment shall not be effective until confirmed by the members as aforesaid.
- b) Any ten (10) voting members may, by notice in writing delivered to an officer of the Corporation at least fifteen (15) days prior to the annual meeting of members, move any amendment to this By-Law. Such amendment shall immediately come into force upon receiving the approval of a two-thirds majority of the members in attendance at the next meeting of members following delivery of such notice of motion.

SECTION II – COMMITTEES

1. Coaching Committee

- a) The Directors shall appoint one person to act as a Chairperson of this Committee b) The Chairperson shall solicit names annually to sit on the committee (executive or non-executive members)
- c) The Chairperson, President, Vice President and/ or Past President shall appoint annually the committee from the solicited names
- d) The Coaching selection committee shall comprise of the President and a minimum of 3 selected members
- e) This Committee is responsible for the following:
 - i) Selecting the coaches for the coming season by July 1st
 - ii) Enforcing the rules set by the T.C.G.H.A
 - iii) Final decision on determining the size of teams
 - iv) Conducting coaches meetings
 - v) Assisting in player selection

2. Disciplinary Committee

- a) The President and three appointed Directors will sit on this Committee b) This Committee is responsible for disciplinary action and any applicable suspensions for all players, parents and team officials unless a conflict of interest is evident in which case the next person in the chain of command will be appointed.
- c) The President shall be responsible for announcing any suspensions
- d) Board of Directors shall be informed of all decisions made by the Disciplinary

Committee.

e) T.C.G.H.A. will follow the current guidelines established by OSHA Code of Conduct.

3. Hockey Development Committee

a) The Directors may appoint one person to act as Chairperson of this Committee b) The Chairperson shall be allowed to appoint other members for this Committee with Board approval

c) This Committee is responsible for:

- Coordinating any hockey schools or power skating programs,
- Assisting teams in providing resources material on skill and development of the game of hockey

4. Equipment, Trophy & Purchasing Committee

a) The Directors shall appoint a member as Chairperson of this Committee b) The Chairperson shall be allowed to appoint assistants with Board approval. c) This Committee is responsible for storing, maintenance and distribution of all T.C.G.H.A. equipment

d) This Committee is responsible for submitting a list of equipment and medical requirements to the Board

e) This Committee shall have chairperson approval for all purchases f) This Committee shall be responsible for purchasing and maintaining all trophies g) This Committee is responsible for the upkeep of the trophy and picture cases in the arena lobby

5. Finance & Budget Committee

a) The Treasurer of the T.C.G.H.A. shall act as Chairperson of this Committee b) A maximum of three appointed members from the Board of Directors shall sit on this Committee

c) This Committee is responsible for recommending all fees for the upcoming season

d) All fees must be approved by the Board

e) This Committee is responsible for maintaining current Corporation Liability and Equipment insurance

f) The committee is responsible for ensuring an annual audit is performed by a certified professional.

6. Ice Scheduler

a) Ice Scheduler must reapply each year.

b) Will be hired with the approval of the Board of Directors.

c) Remuneration must have Board of Directors approval.

d) Will act as the primary contact for all ice scheduling matters for Rep, Local League & O.W.H.A.

e) Is responsible for dispersing ice time for all teams in a fair and equal manner. f) Must post up to date schedules on website and arena bulletin boards and maintain

contact with team officials.

g) Attendance at League Scheduling meetings must be a priority.

7. Registration Committee

- a) An appointed member of the Board shall act as Chairperson
- b) The Chairperson shall be allowed to appoint assistants to this committee approved by the Board.
- c) The Committee shall receive and certify all registration forms submitted by June 15.
- d) The Committee shall submit a list of all players in each division to the Coaching Committee and the Secretary by July 1st

8. Tournament Committee

- a) The Board may appoint Directors as Chairpersons for these Committees b) Others may be appointed to these Committees with Board approval c) These Committees are responsible for the planning, preparations and operation their events.
- d) The Chairperson with the Treasurer's help shall prepare a financial statement for all events to be submitted at the Annual Meeting.
- e) These committees must have a written report submitted to the Board at last Executive meeting prior to the AGM.

9. Webmaster

- a) Board shall appoint chairperson.
- b) Chairperson shall appoint assistants with Board approval.
- c) Responsible for maintenance and updates of website on a regular basis.

10. Web Page Policy

Updates on the TCGHA website individual team pages shall not contain negative comments or complaints about any players, teams/centres, other parent groups, executive or referees. The webmaster will have the authority to refuse to post any submission that is in violation of the TCGHA web page policy.

11. Executive Committee

The Executive committee reserves the right to move responsibilities between committees or create new committees as required.

SECTION III - GENERAL REGULATIONS, GUIDELINES & POLICIES

1. Playing Rules

The T.C.G.H.A. member teams shall abide by the playing rules and regulations as defined by the

KMHA, WOGHL, OWHA Manual of Operations and rules and regulations of registered leagues.

2. Responsible Officials

The coaching staff shall assume the responsibility for the conduct of their players and team officials.

3. Registration

All players must be properly registered before participating in any T.C.G.H.A. team or division. Any player failing to comply with this rule shall not be permitted to participate until the registration form has been recorded and approved by the Registration Committee. The team management shall assume the responsibility for eligibility of their players. No player shall play for a team unless she has been properly registered and placed on a team.

Registration fee assistance may be available by contacting the President.

4. Proof of Age

Photocopied proof of age must be submitted upon registration. Birth certificates must be the Registrar General's Certificate of the Province of birth or other proof as may be satisfactory to the T.C.G.H.A. and the O.W.H.A. All players must upon request provide satisfactory proof of age. Any team found guilty of playing a player over the age limit permitted in the category in which he is participating without prior approval of the Executive, the team management may be suspended by the Coaching Committee.

5. Suspension Hearing

A hearing may be set up by the Disciplinary Committee to hear evidence by the individual involved in a situation where a suspension is warranted. The President shall be responsible for announcing any suspension and having it ratified by the Executive.

6. Appeals

Any person, player or combination thereof feeling aggrieved by a decision of any person or Executive under the by-laws or Manual of Operations of the T.C.G.H.A. may appeal to the appeal tribunal.

The appeal shall be in writing and addressed to the Secretary setting forth the decision appealed from, and a concise statement of the alleged grievance. The appellant must register the appeal within ten (10) days of the rendering of the decision of which he is appealing.

The Secretary shall forthwith direct the three (3) members of the tribunal designated by the President to hold a hearing at the appointed time and notify the appellant and any other person who has obvious interest in the same thereof.

The appeal tribunal, which shall consist of one member from the Coaching Committee, one Executive member and one additional member (who shall select among themselves a chairperson) and the majority decision thereof shall be final and binding. The tribunal members shall not be actively connected with the individuals involved.

The tribunal shall at the conclusion of the hearing, or as soon thereafter notify the President.

7. Sponsorship

All sponsors must receive approval by the Board of Directors prior to committing their funds. All equipment purchased by a sponsor shall become the sole property of the T.C.G.H.A. subject to all Rules and Regulations and be of a type and standard approved by the T.C.G.H.A. Purchase of goods must be made through the Board of Directors and be approved by the T.C.G.H.A. Board of Directors. Therefore, all colour combinations will be red, black and white as stipulated by T.C.G.H.A. Designs and quality will have the approval of the T.C.G.H.A. Board of Directors.

All equipment may be worn only during official T.C.G.H.A. activities, unless first approved by the Executive.

8. Fund Raising

Fundraising by teams may occur but a complete written proposal must be submitted to the executive and/or presented to the Executive with four weeks notice, prior to the fundraising event for approval.

9. Protective Equipment

The T.C.G.H.A. states that all players must wear full, properly fitted protective equipment that conforms to C.H.A. and C.S.A. guidelines. The T.C.G.H.A. will supply full protective goal equipment in the Local League and Rep players for Bantam age and below. TCGHA highly recommends the use of an approved mouth guard for all players when on the ice.

10. Smoking and Swearing

Smoking and swearing is prohibited in the dressing room and on the players' bench. Suspension shall be levied for failure to observe this rule.

11. Alcoholic Beverages and Drugs

The use of alcoholic beverages or drugs by team officials or players prior to or during T.C.G.H.A. athletic related activities is prohibited. Suspension shall be levied for failure to observe this rule.

12. Injuries

Team Trainers or their delegated authority shall be responsible to see that injured players receive medical attention in the case of serious injury. Any player receiving attention will not be permitted to return to play or practice without written permission from a licensed medical doctor and parent.

13. Ice Rental

The T.C.G.H.A. will not assume the cost of ice rented beyond regular ice time. Failure to give fourteen (14) days notice for cancelled ice time may result in canceling of their next ice time.

14. Rep Affiliated Player Movement & Signing

a) T.C.G.H.A. expects a good working relationship between affiliated teams. The Association is in

favor of limited movement between affiliated teams, i.e. players moving up to replace sick, injured, or absent players during the regular season.

b) It is up to the coaches to encourage the players to play up if given the opportunity. c) Coaches requesting permanent underage player movement to the next highest age level must seek permission of the Executive.

When a coach requires an affiliated player, he/she must:

- a) Must have verbal or written permission from the Head Coach of the team to which the player is carded.
- b) Must have the parents' permission
- c) If a disagreement over the affiliated player should arise, either coach or parent may refer the matter to the Coach Selection Committee Chairperson.
- d) Sign affiliated players as per O.W.H.A. Guidelines.

15. Local League Teams

All local teams must adhere to league guidelines pertaining to player movement and affiliation.

16. Mileage

Mileage will be paid to all Executive members for approved excursions while attending T.C.G.H.A. business.

17. Conference Policy

O.W.H.A. Annual Meeting and WOGHL Meetings: Expenses for T.C.G.H.A. Representatives as approved by the Executive may or may not include: overnight room, banquet ticket cost and transportation.

18. Subsidization of N.T.C.P. Courses

The T.C.G.H.A. will pay 100% of the enrollment cost for any necessary and approved coach or trainer clinics required to fulfill an individual's role with TCGHA. TCGHA will pay for all police check renewals if submitted within six months of the expiration date.

19. Referees

Referees for League and Playoff games are to be paid based on the O.W.H.A. pay structure. Mileage rates will be based off the CRA recommendations

20. Post-Season Play Assistance

A team reaching OWHHA Southern and/or provincial finals may apply for financial assistance. All applications for assistance must be submitted in writing ahead of the scheduled games. Funds may or may not be made available on a year to year basis as determined by the Executive.

21. Equipment Distribution & Collection

Equipment will be distributed at a time set by the Equipment Committee. Team Official will sign a form on which equipment is being obtained. Equipment will be returned on a date set by the Equipment Committee. All sweaters will be returned to the team official in charge after each game and will remain in their possession between games for the season.

Team officials will be invoiced at replacement cost for missing sweaters and goalie equipment that are not returned at season's end.

22. Registration Refund

Refunds will be given in the following situations:

- a) Long term illness or injury makes it impossible for the player to be active with her team. (Requires a doctor's note.)
- b) Any reason deemed justifiable by the Executive.

No refund will be issued for the following situations:

- a) Not playing hockey due to suspensions.
- b) The player does not like her coach and/or team.
- c) Other reasons deemed unjustifiable by the executive.

All refunds will be calculated on a pro-rated basis according to the amount of time spent with Twin Centre Hericanes for that year. No refunds will be given if the player has played one half of the hockey season.

Withdrawal Fees:

If you register with TCGHA and then request a refund, the following fees will apply:

All Players:

- After July 1 - \$50 including HST
- After October 15 - \$200 including HST
- After December 15 - no return of fees

NSF fee: \$35.00 including HST

23. Registration

Registration for the next hockey season takes place starting April 1st via the Online Registration. Fees will not increase until June 1st at which time a late fee will be added. Registration closes August 15th unless you are new to the association.

Payment will be accepted by credit card or E-Transfer (Contact the Registrar for any special circumstances). A player is not considered registered until they are registered online, paid and any outstanding requirements have been received and approved by the Registrar.

Families with three (3) or more players are entitled to a 10% discount on the total amount of their registration.

24. Release Policy

Permission to Tryout and Releases

A) Permission to tryout forms are required for any player wishing to try out for Representative level of play from another Association, or a player from this Association "Hericanes" trying out for another. Permission to Tryout forms shall be signed by one of the following members: President, Vice-President, or Registrar (as long as they are not the applicant's parent or guardian) and a copy of the form must be presented to the TCGHA Registrar.

Forms may take 48hrs and up to 5 days to be completed

B) Local players are considered players who played for The Twin Centre Hericanes during the previous season and not their place of residency

C) Players wishing to move to a team in another association must request a Release from the TCGHA in writing. Please allow ten (10) business days for this form to be processed.

D) Players that leave the association must obtain permission from the Executive to return to TCGHA.

In the case of a parent disagreeing with a decision made by the TCGHA, an appeal will need to be made by the affected parent to the OWHA.

25. Coaching Selection

a) All applicants will be interviewed, even when only one application has been submitted.

b) Coaches selected for Rep Teams will be responsible for calling all players to invite them to try-outs.

c) Players trying out for Rep Teams are expected to attend all try-outs.

d) Each Rep Team will have 3 try-out times scheduled; Players cannot be released until after the 2nd tryout at the Head Coach's discretion.

e) The Head Coach will not select or name his/her coaching staff until after the final team has been selected.

f) The Head Coach needs to assure that a variety of parent volunteers are used during try outs. If extra help is needed for this to happen, Coach is to contact executive members to help on the ice.

g) A Coaching Package will be provided for all successful candidates. h) Throughout this tryout period all players are entitled to equal ice time.

All coaching staff must have all police checks submitted prior to the start of season as well as their PRS numbers.

26. Sweater Policy

Sweaters are the property of the T.C.G.H.A. and are not to be used for practices or activities not approved by the Executive.

27. Championship Policy

A banner will be displayed by the T.C.G.H.A. in the arena when a team is an O.W.H.A. champion or finalist and league championships.

28. Trophy Case Policy

The criteria for the trophy cases will be:

- a) Tournament trophies or pennants will be displayed for the rest of the season and then returned to the coaching staff.
- b) League Trophies at all levels (L.L. or Rep) will be displayed in the trophy case for one year.
- c) O.W.H.A. Champions and Finalists Trophies are to be returned by their appointed date.