

NIAGARA FALLS

GIRLS

HOCKEY

ASSOCIATION

CONSTITUTION

BYLAWS

REGULATIONS

& RULES

**AMENDED May 11, 2010
Incorporated January, 1995**

TABLE OF CONTENTS

<p>PART 1 3</p> <p>CONSTITUTION 3</p> <p style="padding-left: 20px;">ARTICLE ONE 3</p> <p style="padding-left: 40px;">Name</p> <p style="padding-left: 20px;">ARTICLE TWO 3</p> <p style="padding-left: 40px;">Head Office</p> <p style="padding-left: 20px;">ARTICLE THREE 3</p> <p style="padding-left: 40px;">Seal</p> <p style="padding-left: 20px;">ARTICLE FOUR 3</p> <p style="padding-left: 40px;">Governing Body</p> <p style="padding-left: 20px;">ARTICLE FIVE 4</p> <p style="padding-left: 40px;">Objectives</p> <p style="padding-left: 20px;">ARTICLE SIX 4</p> <p style="padding-left: 40px;">Membership</p> <p style="padding-left: 20px;">ARTICLE SEVEN 4</p> <p style="padding-left: 40px;">Officers</p> <p style="padding-left: 20px;">ARTICLE Eight 5</p> <p style="padding-left: 40px;">Executive Committee</p> <p style="padding-left: 20px;">ARTICLE NINE 5</p> <p style="padding-left: 40px;">Authority of Executive Committee</p> <p style="padding-left: 20px;">ARTICLE TEN 6</p> <p style="padding-left: 40px;">Execution of Documents</p> <p style="padding-left: 20px;">ARTICLE ELEVEN 6</p> <p style="padding-left: 40px;">Meetings</p> <p style="padding-left: 20px;">ARTICLE TWELVE 7</p> <p style="padding-left: 40px;">Annual General Meeting</p> <p style="padding-left: 20px;">ARTICLE THIRTEEN 7</p> <p style="padding-left: 40px;">By-Laws</p> <p style="padding-left: 20px;">ARTICLE FOURTEEN 7</p> <p style="padding-left: 40px;">Regulations and Rules</p> <p style="padding-left: 20px;">ARTICLE FIFTEEN 8</p> <p style="padding-left: 40px;">Constitutional Amendments</p> <p>Part II 8</p> <p>BY-LAWS 8</p> <p style="padding-left: 20px;">BY-LAW ONE 8</p> <p style="padding-left: 40px;">Executive Committee</p> <p style="padding-left: 20px;">BY-LAW TWO 8</p> <p style="padding-left: 40px;">Duties of Officers</p> <p style="padding-left: 20px;">BY-LAW THREE 10</p> <p style="padding-left: 40px;">Duties of Directors</p> <p style="padding-left: 20px;">BY-LAW FOUR 10</p> <p style="padding-left: 40px;">Finances</p> <p style="padding-left: 20px;">BY-LAWS FIVE 11</p> <p style="padding-left: 40px;">General Meetings</p>	<p>PART II (Cont)</p> <p style="padding-left: 20px;">BYLAW SIX 11</p> <p style="padding-left: 40px;">Meetings of the Executive Committee</p> <p style="padding-left: 20px;">BYLAW SEVEN 12</p> <p style="padding-left: 40px;">Expulsion</p> <p style="padding-left: 20px;">BYLAW EIGHT 12</p> <p style="padding-left: 40px;">Disciplinary Board, Appeal Tribunal and Protest Committee</p> <p style="padding-left: 20px;">BYLAW NINE 12</p> <p style="padding-left: 40px;">Amendments</p> <p style="padding-left: 20px;">BYLAW TEN 13</p> <p style="padding-left: 40px;">Incorporation</p> <p>PART III 13</p> <p>REGULATIONS 13</p> <p style="padding-left: 20px;">REGULATION ONE 13</p> <p style="padding-left: 40px;">Age Categorization</p> <p style="padding-left: 20px;">REGULATION TWO 13</p> <p style="padding-left: 40px;">Registration</p> <p style="padding-left: 20px;">REGULATION THREE 14</p> <p style="padding-left: 40px;">Coaches</p> <p style="padding-left: 20px;">REGULATION FOUR 14</p> <p style="padding-left: 40px;">Officials</p> <p style="padding-left: 20px;">REGULATION FIVE 15</p> <p style="padding-left: 40px;">Amendments</p> <p style="padding-left: 20px;">REGULATION SIX 15</p> <p style="padding-left: 40px;">Documents</p> <p>PART IV 15</p> <p>RULES 15</p> <p style="padding-left: 20px;">RULE ONE 15</p> <p style="padding-left: 40px;">Rules for Constitution</p> <p style="padding-left: 20px;">RULE TWO 15</p> <p style="padding-left: 40px;">Tournaments and Exhibition Games</p> <p style="padding-left: 20px;">RULE THREE 16</p> <p style="padding-left: 40px;">Suspensions</p> <p style="padding-left: 20px;">RULE FOUR 16</p> <p style="padding-left: 40px;">Protests</p> <p style="padding-left: 20px;">RULE FIVE 16</p> <p style="padding-left: 40px;">Amendments</p>
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PART 1

CONSTITUTION

As amended at the General Meeting of the Niagara Falls Girls Hockey Association on May 8, 2007.

WHEREAS the Niagara Falls Girls Hockey Association is a voluntary Association of members and individuals, designed to promote and foster female hockey in Niagara Falls;

AND WHEREAS it is declared that one of the purposes of this Constitution, and the Association's Bylaws, Regulations and Rules shall be to confer upon the Niagara Falls Girls Hockey Association and its Executive all of the powers of a fully self-governing organization;

NOW THEREFORE be it enacted:

ARTICLE ONE

Name

This organization shall be called the Niagara Falls Girls Hockey Association (NFGHA).

ARTICLE TWO

Head Office

The Head Office of the Corporation shall be in the City of Niagara Falls, in the Province of Ontario, and at such place therein as the directors may from time to time determine.

ARTICLE THREE

SEAL

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

ARTICLE FOUR

Governing Body

(A) This Association is the governing body of female youth hockey in Niagara Falls.

(B) This Association is affiliated with the Ontario Women's Hockey Association.

ARTICLE FIVE
Objectives

The objectives of the Association are:

- (A) To promote and develop girls hockey.
- (B) To provide the members of the association with the opportunity of hockey competition and related activities throughout the year.
- (C) To develop and encourage sportsmanship, team spirit and fair play.
- (D) To foster and improve recreation for all players regardless of ability.

ARTICLE SIX
Membership

Membership in the Association shall consist of:

- (A) Players who:
 - (i) Have registered with the Association; and
 - (ii) Have agreed to abide by and comply with the Constitution, Bylaws, Regulations and Rules of the Association; and
 - (iii) Are in good standing.
- (B) Parents of players who have not reached the legal voting age.
- (C) Officers and Directors - Members of the Executive Committee.
- (D) Coaches and managers and other officials appointed by the executive.

ARTICLE SEVEN
Officers

- (A) The Officers shall consist of the President, Immediate Past-President, 1st and 2nd Vice Presidents, Secretary and Treasurer.
- (B) The President must have served at least one year on the NFGHA executive prior to his/her election.
- (C) The Officers will be elected annually at the Annual General Meeting following standard Parliamentary procedure (Robert's Rules of Order) and supervised by an independent third party engaged by the Association. The protocol must include:
 - a) Nominations as presented by the Nominating Committee,
 - b) Nominations called for – three times - from the floor by an independent third party engaged by the Association,
 - c) Closing of nominations, confirmation of acceptance of each nomination, paper ballot voting and subsequent motion and action for destruction of ballots by the independent third party engaged by the Association.

ARTICLE EIGHT
Executive Committee

- (A) The Executive Committee shall be composed of the officers and 13 directors.
- (B) The Members of the Executive Committee shall be elected for a one-year term at the Annual General Meeting, with the exception of the Immediate Past President.
- (C) The Members of the Executive Committee shall not be subject to any personal legal liability for any actions taken by them in that capacity.
- (D) All members of the Executive Committee shall receive **no** remuneration for acting as such.
- (E) The President may only vote when it is necessary to break a tie.
- (F) The Directors will be elected annually at the Annual General Meeting following standard Parliamentary procedure (Robert's Rules of Order) and supervised by an independent third party engaged by the Association. The protocol must include:
- a) Nominations as presented by the Nominating Committee
 - b) Nominations called for – three times - from the floor by an independent third party engaged by the Association
 - c) Closing of nominations, confirmation of acceptance of each nomination, paper ballot voting and subsequent motion and action for destruction of ballots by the independent third party engaged by the Association with up to 13 individuals being elected based on majority of votes.

ARTICLE NINE
Authority of Executive Committee

- (A) The Executive Committee shall have control of the Association and the primary responsibility for achieving its objectives.
- (B) The Executive Committee shall have the power to appoint such committees as it considers necessary to assist in carrying out its responsibilities.
- (C) Coaches, managers, referees, timekeepers and scorekeepers must be approved by the Executive Committee. The Executive Committee has the power to reject any coach, manager, or other official.
- (D) The Executive Committee shall have the authority to suspend or discipline any coach, manager, player, official or executive member for conduct prejudicial to the aims NFGHA.
- (E) Any proposed affiliation of the NFGHA with other associations or leagues must be approved at an Annual General Meeting.
- (F) The Executive Committee shall have the power to fill any vacancies among the elected Officers by appointing a member of the Executive as an Officer.
- (G) The Executive Committee shall have the power to fill any vacancies among the elected Directors by appointing a member of the Association as a Director.

ARTICLE TEN
Execution of Documents

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

(B) Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the Corporation by the President, a Vice President, and Treasurer or by any person authorized by the Executive Committee.

(C) The President, a Vice President, Secretary or Treasurer, or any two of them, or any person or persons from time to time designated by the Executive Committee may transfer any and all shares, bonds or other securities from time to time standing in the name of the Corporation in its individual or any other capacity or as trustee or otherwise and may accept in the name and on behalf of the Corporation transfers of shares, bonds or other securities from time to time transferred to the Corporation and may affix the corporate seal to any transfers or acceptances of transfers, and may make, execute and deliver under the corporate seal any and all instruments in writing necessary or proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of shares, bonds or other securities on the books of any company or corporation.

(D) Notwithstanding any provisions to the contrary contained in the bylaws of the Corporation, the Executive Committee may at any time by resolution direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligations of the Corporation may or shall be executed.

ARTICLE ELEVEN
Meetings

(A) The President may call a special, emergency or executive meeting of the Association or Executive Committee at any time. A minimum of 48 (forty- eight) hours notice must be given except for emergency meetings.

(B) Executive Meetings (officers and directors) shall be held at least once every month from August to April inclusive. Frequency of executive meetings is at the discretion of the President.

(C) Any member in good standing can attend an executive meeting whenever he/she wishes. The President may declare an executive meeting goes into closed sessions, at which time any person who is not a member of the Executive Committee may be excluded.

(D) The members of the Association may, by resolution passed by at least two-thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any director before the expiration of his/her term of office, and may by a majority of the votes cast at that meeting, elect any qualified person in his/her stead for the remainder of his/her term.

(E) Any Executive Committee member missing three (3) consecutive regularly scheduled meetings without giving a reason will cease to be a member of the Executive Committee.

(F) Any Executive Committee member who is unable to attend an Executive Committee meeting shall notify the Secretary prior to the meeting.

ARTICLE TWELVE
Annual General Meeting

- (A) There shall be an Annual general meeting with the date and location to be designated by the Executive Committee.
- (B) The agenda for the Annual General Meeting must include:
- (a) The minutes of the preceding Annual General Meeting.
 - (b) The presentation of a financial statement that is in accordance with generally accepted accounting principles.
 - (c) The election of Officers and other members of the Executive Committee (Directors).
 - (d) The ratification of any proposed amendments to the Constitution, Bylaws, Regulations, or Rules.
- (C) The President shall appoint three (3) members to a nominating committee at least thirty (30) days prior to the Annual General Meeting to prepare and submit a proposed slate of Officers and Directors. Nominations for the positions of executives and directors will be welcome from the floor at the Annual General Meeting.

ARTICLE THIRTEEN
Bylaws

- (A) The Executive Committee may, from time to time, set, repeal or amend such Bylaws as it deems necessary for the conduct of the business of the Association in a manner consistent with this Constitution.
- (B) The powers in Article Thirteen (A) may be exercised by a majority vote at an Annual General meeting.
- (C) Any changes to the Bylaws by the Executive Committee shall be in force but subject to ratification by a majority vote at the next Annual General Meeting.
- (D) Any changes to the Bylaws by the Executive Committee that fail to receive ratification may not be re-introduced and any changes made at an Annual General Meeting may not be modified by the Executive Committee, in both cases, for a period of three years.

ARTICLE FOURTEEN
Regulations and Rules

- (A) The Executive Committee may, from time to time, set, repeal or amend:
- (a) Such Regulations as it deems necessary for the structure of leagues and terms, age categories, fees, membership, associate membership and any other matter related to the carrying out of its objectives;
 - (b) Such Rules as are more restrictive than those established by Hockey Canada.
- (B) The powers in Article Fourteen (A) may be exercised by a majority vote at an Annual General Meeting.
- (C) Any changes to the Regulations or Rules made by the Executive Committee shall be subject to ratification by a majority vote at the next Annual General Meeting.
- (D) Any changes to the Regulations or Rules by the Executive Committee that fail to receive ratification may not be reintroduced and any changes made at an Annual General Meeting may not be modified by the Executive Committee, in both cases, for a period of three years.

(E) All hockey played under the jurisdiction of the Association shall be governed by the Association's Regulations and Rules.

ARTICLE FIFTEEN
Constitutional Amendment

This Constitution may be amended at an Annual General Meeting by a two-thirds majority of all votes cast, provided that the proposed amendments were submitted to the Secretary at least 21 days prior to the Annual General Meeting.

PART 11 - BYLAWS

BYLAW ONE
Executive Committee

(A) The Executive Committee shall set the policies and conduct the business of the Association.

(B) All members of the Executive Committee shall report to and be subject to the direction of the Executive Committee in carrying out their responsibilities.

(C) Delegation and Committees:

1. Wherever appropriate, Members of the Executive Committee shall encourage broader participation in the Association through the delegation of their functions to:
 - (a) Other members of the Executive Committee; and
 - (b) Other persons in the Association.
2. Such delegation may occur through informal assignment and designation as well as through the appointment of committees pursuant to Article Nine (B) of the Constitution.
3. When the Executive Committee appoints a committee pursuant to Article Nine (B) of the Constitution 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 time frame for the work and reporting of each ad hoc committee, after which time it shall cease to exist;
 - (c) Specify the general purpose of the committee and:
 - (i) Its particular objectives,
 - (ii) Its responsibilities by way of constitution or otherwise, and
 - (iii) Any resources that will be provided to assist in the carrying out of its task;
 - (d) Specify whether the committee shall report through a Vice President or directly to the Executive Committee and whether there shall be an interim as well as a final report.

BYLAW TWO
Duties of Officers

(A) 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 Executive Committee and at all General Meetings of the Association.
4. The President shall be an ex officio member of any Committees appointed pursuant to Article Nine (B) of the Constitution.

5. 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.
6. The President shall, from time to time, appoint persons to ad hoc Discipline Board, appeal tribunals and Protest committees.
7. The President may designate, from time to time, a Vice President to shall carry out the duties of the President when the President is absent or unable to act.
8. Along with the Treasurer, the President shall present a budget for the approval of the Executive Committee at its first meeting following the Annual General Meeting.

(B) Past President

1. The Immediate Past President shall assist the President and assume the duties of the President or Vice President(s) in their absence.

(C) Vice Presidents

1. The First Vice President shall assist the President and assume the duties of the President in his/her absence, and will have other duties as directed by the President on an “as needed” basis.
2. The Second Vice President shall assist the President and First Vice President , and assume the duties of the President and/or First Vice President in his/her absence, and will have other duties as directed by the President on an “as needed” basis.
3. One of the Vice Presidents will be responsible for the duties of Privacy Officer for the NFGHA. This will include development and maintenance of a confidential file of Police Background checks for all current adult members of the NFGHA.

(D) Secretary

The Secretary shall:

1. Record and preserve the minutes of all meetings of the Executive Committee and all General meetings of the association. Minutes will be circulated via email to all Executive Committee members in a timely fashion after each meeting.
2. Respond to or re-direct all correspondence of the Association as instructed by the President or the Executive Committee. Correspondence shall include regular mail and email through monitoring the email inbox.
3. Maintain an updated communications list for all Executive Committee members for the Committee member’s use, and provide this information to the OWHA Head Office, the OWHA Director for Central West Region, each League teams are registered with, the NFGHA Webmaster for posting on the website, and the City of Niagara Falls.
4. Update the Annual Return for the Corporations Information Act after each Annual General Meeting as directed by the Ministry of Government Services/Ministry of Finance Corporations Tax Branch
5. Maintain up to date copies of the documents of operation of the NFGHA including the Constitution/Bylaws/Regulations, operating guidelines and handbooks.

(E) Treasurer

The NFGHA Treasurer is responsible for all financial transactions for the NFGHA.

The Treasurer shall have general responsibility for the finances of the Association including but not limited to:

1. Pay all bills received at monthly meetings and throughout the month Payment of accounts in excess of \$100 shall require the prior approval of the Executive Committee
2. Shall have joint signing authority together with another three Officers designated by the Executive Committee with two signatures required on all disbursements
3. Track all bills paid and deposits received on ledger / tracking sheets and reconcile the regular and lottery bank account

4. Prepare bank deposits in timely fashion
5. Prepare and submit monthly/yearly Bingo and Nevada applications and reports to the City of Niagara Falls
6. Track all fundraising including but not limited to Fundscrip, items for sale and fundraising events
7. Prepare monthly financial statements to present at Executive meetings
8. Prepare a year-end financial statement for the Annual General Meeting
9. Arrange for loans for tournament registrations to be available to teams, to be repaid prior to tournament play
10. Work with Registrar on any registration special requests, returned cheques, applications for special assistance, etc
11. Apply for any grants approved by the Executive Committee and distribute/ monitor any funds received
12. Along with the President develop a budget for the approval of the Executive Committee at its first meeting following the Annual General Meeting. This budget will be available to the City of Niagara Falls for fundraising applications and the Association as a whole

BYLAW THREE **Duties of Directors**

- (A) All members of the Executive Committee will participate in the activities of the NFGHA by accepting or sharing in the job descriptions referred to in Regulation Six, item 5.
- (B) All Directors positions will be held for a period of one (1) year.

BYLAW FOUR **Finances**

- (A) The activities of the NFGHA will be financed through players' registration fees, the support of Association sponsors and other sources approved by the executive.
- (B) All fund raising events during the year must be approved by the executive and participation of all members is expected.
- (C) The contribution of sponsors shall be to the whole Association, for a fee to be determined by the executive annually.
- (D) All donations during the year must be approved by the Executive Committee.
- (E) Unless otherwise ordered by the Executive Committee, the fiscal year of the Association shall terminate on the first day of May in each year.
- (F) In the case of dissolution of the Niagara Falls Girls Hockey Association the remaining assets of the Association will be dispersed as follows:
- a) Lottery trust accounts or property purchased with lottery proceeds to another charitable organization eligible to receive lottery proceeds in Ontario, with preference going to an Ontario Women's Hockey Association affiliate,
 - b) Funds or property otherwise earned to another Ontario Women's Hockey Association affiliate once any and all outstanding debts are paid in full.

BYLAW FIVE
General Meetings

(A) General Meetings:

1. A general meeting of the Association may be called by the Executive Committee from time to time as may be required.
2. At least 30 days notice of each meeting shall be provided to all members of the Association.

(B) Agenda and Notice for Annual General Meetings:

1. The agenda is listed in Article 12 B
2. The list of all proposed amendments to the Bylaws, Regulations or Rules must be received by the Secretary in writing at least 21 days in advance of the General Meeting and shall be distributed to the membership at the General Meeting.
3. In the absence of notice of proposed amendments, a change made to a Bylaw, Regulation or Rule by the Executive Committee in the previous year shall be either ratified or rejected. If rejected, the Bylaw, Regulation or Rule shall return to the form in which it existed prior to the change by the Executive Committee.
4. The Annual General Meeting of the membership must be held during the month of May each year.

(C) Voting at General meetings

1. Every member of the Association shall be entitled to vote at general meetings, including the Annual General Meeting. When members of the Association vote for election of executive committee members or any other matter at general meetings, the following persons may vote: each player who has reached the legal voting age by the time of the general meeting, parents of players who have not reached the legal voting age, each Executive Committee member, coach and bench staff who have reached the legal voting age, and certain other officials appointed by the Executive Committee. Each individual has only one (1) vote.
2. The President may only vote when it is necessary to break a tie.
3. No quorum shall be required at general meetings including the Annual General Meeting.
4. Voting by proxy shall not be permitted at any general or Annual General Meeting.

BYLAW SIX
Meetings of the Executive Committee

(A) Calling: Notice and Agenda

1. The President shall call meetings of the Executive Committee as required but at least once a month during the hockey season.
2. Notice of meetings shall be provided at least 48 hours in advance.

(B) Voting:

1. Every Member of the Executive Committee shall be entitled to a voice at a meeting of the Executive Committee.
2. All votes shall be taken by ballot if so demanded by any director present, but if no demand is made, the vote shall be taken in the usual way by assent or dissent.
3. A quorum of at least one-half of the members of the Executive Committee is required.
4. The President may only vote to break a tie.
5. Voting by proxy shall not be permitted at Executive Committee meetings.

BYLAW SEVEN
Expulsion

- (A) The Executive Committee may hold a special meeting to consider whether any member should be expelled for cause.
- (B) At least 15 days notice of such meeting shall be provided to such members and to the Members of the Executive Committee, together with the reasons for the proposed expulsion. Such member shall be given his/her opportunity to be present and to be heard.

BYLAW EIGHT
Disciplinary Board, Appeal tribunal and Protest Committee

- (A) All disciplinary matters, including suspensions, shall be dealt with by the appropriate Travel Convenor or House League Convenor in keeping with the applicable League guidelines, OWHA guidelines and in accordance with the Rules and Regulations of the Association.
- (B) Disciplinary Board.
 - 1. Where a disciplinary matter arises the President shall appoint a special Disciplinary Board to deal with the matter and shall designate the person to chair the Board.
 - 2. A Disciplinary Board shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard.
- (C) Appeal Tribunal:
 - 1. Where the Rules and Regulations provide for an Appeal from the decision of the local association, the Appeal shall be heard by the Appeal Tribunal.
 - 2. The Appeal Tribunal shall consist of three members of the Executive Committee 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.
 - 3. 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.
 - 4. The Appeal Tribunal shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard.
 - 5. The Appeal shall be conducted in accordance with the Rules and Regulations of the Association.
- (D) Protest Committee:
 - 1. An ad hoc protest Committee, consisting of three members of the Executive Committee, shall be appointed by the President to hear protest.
 - 2. The protest must comply with the terms of RULE FOUR - Protest.

BYLAW NINE
Amendments

A proposed amendment to the Bylaws of the Association must be received by the secretary in writing at least 21 days in advance of the Annual General meeting.

BYLAW TEN

The Niagara Falls Girls Hockey Association is incorporated through the Ministry of Government Services/Ministry of Finance Corporations Tax Branch.

PART III

REGULATIONS

REGULATION ONE

Age Divisions

- (A) Divisions:
- | | |
|--------------|--------------------|
| Intermediate | 21 years and under |
| Midget | 17 years and under |
| Bantam | 14 years and under |
| Peewee | 12 years and under |
| Atom | 10 years and under |
- All ages are as of December 31.
Additional divisions may be added pending OWHA approval.
- (B) All players must play in their respective age division unless the Executive Committee approves otherwise.
- (C) All Travel Team players must try out for the team at the highest level (category ie AA/A/BB/B) offered in their age division unless they speak directly with the Head Coach and an NFGHA Executive Member for an exemption prior to trying out for a 2nd team.
- (D) A maximum of 3 try-out fees per season – or a preset overall try-out fee per player will be charged including, spring, fall, 1st and 2nd team try-outs.
- (E) A player is eligible to try out for the top travel team in the division above her normal division as long as another player is not being displaced from playing on a travel team within our association. If she makes that team she may play there. Extenuating circumstances will be evaluated by the Executive Committee. Each case will be evaluated on its own merit, and the executive will not be bound by previous decisions. If a player wishes to play with a team above her age group, this form MUST be accompanied with a letter signed by a parent or guardian stating why the player is requesting to play in an age division other than her own. **The NFGHA has the right to refuse any movement after review.**

REGULATION TWO

Registration

- (A) All players must be registered with the NFGHA and as a result with the OWHA.
- (B) To support a Travel team in any of the above Divisions, (ie. Peewee, Bantam) after the team has been selected, there must be a minimum of 13 skaters and one goalie, of the proper age and suitable ability, for a total of 14 players. Without this commitment, the players will be eligible to play in the NFGHA House League.
- (C) To support a 2nd Travel team in any of the above Divisions, (ie. Bantam AA & Bantam B teams) after the 1st team has been selected, there must be a minimum of 13 suitable skaters and one goalie, for a total of 14 players

& sufficient ice time available for the Association to support that additional team. Without this commitment the remaining players will be eligible to play in the NFGHA House League. Deadline for 2nd team finalization will be dependant upon League opportunities.

(D) A player who belongs to NFGHA will be allowed to play with another association (or multiple associations combined) for a maximum of 2 games per season or one (1) tournament, as long as the following criteria have been met:

i) There are no conflicts between the player's team and the call up team on the day requested. If the player's NFGHA team has any activity on the day, the player will not be permitted to participate with the other association, unless permission is given by the player's NFGHA coach and the activity of the NFGHA team is not a league or tournament game.

ii) The player must be moving up at least one category and to a category higher than is offered by NFGHA.

iii) NFGHA must have 7 days notice (if less notice is given, the case will be reviewed ASAP by 5 member panel. No action will be taken until said panel can convene (may be via e-mail) and reason given for late notice).

iv) Each case must be reviewed and approved by a panel of at least 5 NFGHA Executive Members.

v) No tampering has taken place.

vi) A player may participate in a maximum of 2 practice sessions with another association, providing she has been scheduled to play a game with that association.

Special circumstances will be reviewed on a case by case basis by a panel of at least 5 NFGHA Executive Members.

REGULATION THREE

Coaches

(A) Each Coach will be appointed by the NFGHA executive for each season. His/her duty will be to fulfill the objectives of the Constitution with his/her team and within the organization. The Coach is responsible for enforcing all NFGHA operating procedures.

(B) Each Coach shall strive to ensure fair ice time for each player on his/her team.

(C) Coach Selection:

1. All current Head Coaches willing to return to the Association to coach in the upcoming year must apply and be subject to the coaching selection process as set out by the NFGHA.

2. The NFGHA Executive Committee will assess the performance of all coaches in each age division for Travel and House League teams based on the previous year.

3. Applications for Coaches will be available starting in January

a) Travel Team Head Coach candidates must submit applications to the NFGHA by March 1st.

b) House League Head Coach candidates must have applications into the NFGHA by August 30th.

4. The NFGHA Executive Committee will select all Travel Team Head Coaches (for the first team in each division) for the next up coming season, in the month of April. This selection will be made from applications received and a satisfactory assessment of qualifications, training, past experience and a review of the answers to questions requested on the NFGHA Volunteer Application. Travel Team Head Coach positions will be offered to successful candidates based upon the needs of the Association.

5. The NFGHA Executive Committee will select all House League Team Head Coaches by the middle of September for the next up coming season. This selection will be made from applications received and a satisfactory assessment of qualifications, training, past experience and a review of the answers to questions requested on the NFGHA Volunteer Application. House League Team Head Coach positions will be offered to successful candidates based upon the needs of the Association.

(D) Every Head Coach will submit a list of his or her complete coaching staff, assistant coach(s), trainer(s), and manager, to be approved by the NFGHA Executive Committee. Attached to this list will be a completed NFGHA Volunteer Application form for each individual, unless an application is already on file with the NFGHA.

(a) Travel Team Head Coaches will submit this list to the NFGHA Executive Committee by September 15th.

(b) House League Team Head Coaches will submit this list to the NFGHA Executive Committee by October 15th.

(E) Each Travel Team Head Coach will receive a copy of the TRAVEL TEAM HANDBOOK. This handbook is to act as a guideline to assist the coaches.

REGULATION FOUR **Officials**

(A) All on-ice officials must be currently certified through the Hockey Canada Officiating Program.

(B) All referees shall act in accordance with the OWHA Official's Handbook.

REGULATION FIVE **Amendments**

All proposed amendments to the Regulations must be received in writing by the secretary at least 21 days in advance of the Annual General Meeting.

REGULATION SIX **Documents**

The following documents will be reviewed annually and used to assist the Association in meeting the objectives of the NFGHA, and values of the OWHA.

- 1- NFGHA Code of Conduct
- 2- NFGHA Policy on Abuse and Harassment
- 3- NFGHA Report of Disclosure of Abuse and Harassment Form
- 4- NFGHA Travel Team Handbook
- 5- Job descriptions for the Executive Committee

PART IV

RULES

RULE ONE **Rules for Competition**

(A) Hockey Canada rules shall be followed including the rules specific to female hockey.

(B) All OWHA rules will be followed.

(C) House league rules may be modified for NFGHA use, but must continue to comply with OWHA and Hockey Canada standards.

(D) No Coach or Team member may request to the OWHA or League for a team's recategorization, up ("A" to "AA") or down ("A" to "BB"). The Coach/team must first submit a request to the NFGHA Executive Committee, who will then review what is best for the players, the team and the Association. The Executive Committee will notify the Coach of their decision, and if necessary make the request to the OWHA or League that the team be recategorized.

- (E) No ice will be allocated to travel teams once they have been eliminated from both league playoffs and OWHA provincial playdowns. If a team provides proof to NFGHA executive that a year end tournament was booked prior to January 1st, then 1 practice session per week (up to the maximum budgeted allocation) will be allocated prior to the tournament.

RULE TWO
Tournaments and Exhibition Games

- (A) Any player or team entering a tournament or playing an exhibition game with any team outside of the regular NFGHA affiliations must have the permission of the NFGHA President or Executive Committee.

RULE THREE
Suspensions

- (A) All NFGHA members must follow the OWHA minimum suspension guidelines as circulated prior to the commencement of each hockey season.
- (B) The NFGHA may add on more severe suspensions as deemed necessary by the Executive Committee.
- (C) Any game where there are penalties that result in game ejections or suspensions, must be reported to Travel Convenor or President of the NFGHA, within 24 hours. Failure to do so will result in the Head Coach receiving a one (1) game suspension.

RULE FOUR
Protests

- (A) NFGHA member teams may file a protest on a game played within their regular league or other OHWA play as per the League guidelines and OWHA Rule Five.
- (B) NFGHA House League teams may file a protest on a game played as per OWHA Rule five; however, said team will direct their protest in writing to the NFGHA House League Convenor or President.

RULE FIVE
Amendments

All proposed amendments to the Rules must be received in writing by the Secretary at least 21 days in advance of the Annual General Meeting.