



# Clarington Girls Hockey Association

By-Laws

Updated: June 1, 2022

## PART I- BY-LAWS

### PART I - ARTICLE ONE – Overview

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

### PART I - ARTICLE TWO - Duties of Officers

(A) (The President shall:

- i) Be elected for a period of two (2) years.
- ii) Be the Chief Executive Officer of the CGHA.
- iii) Be kept informed of all matters pertaining to the business of the CGHA.
- iv) Be responsible for approval of the Agenda for all General and Annual General Meetings
- v) Preside at all meetings of the CGHA. Or appoint a designate where deemed appropriate
- vi) Be an Ex-Official Member of all committees.
- vii) Represent the CGHA 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.
- viii) From time to time, appoint persons to ad hoc Discipline Committees, Appeal Tribunals, and Protest Committees.
- ix) From time to time, designate the Vice-President to carry out the duties of the President when the President is absent or unable to act.
- x) Be the Chairman of the Discipline Committee, which includes the Vice President of Competitive, Vice President of House League, Director of Coach and Player Development of Competitive and House League, and may include the Referee in Chief, or designate an alternate Chairman as required.
- xi) Have joint signing authority as per ARTICLE NINE.FOUR (9.4) of the Constitution together with the Vice President and the Treasurer, unless there is a conflict of interest.
- xii) Have served a MINIMUM of one (1) year as a current Executive Council Member
- xiii) Be responsible for all House League and Competitive League teams' finances being set at a nil balance at season end.
- xiv) Be responsible for or delegate authority to ensure ice contracts are signed with the appropriate venues.
- xv) To avoid conflict of interest situations, the President cannot, at any point during their term, serve in the role as Head Coach or Team Manager for any team: House League or Competitive

(B) The Vice-President House League shall:

- i) Be elected for a period of two (2) years
- ii) In the absence of the President, have the authority and perform the duties of the President.
- iii) Be responsible for the organization of the House League programs.
- iv) Set up House League Sub-Committees to help realize (iii) where deemed necessary and appropriate.
- v) Forming the House League Committee, include the Director of Coach and Player Development of House League.
- vi) Under this committee: (a) make up and balance teams; (b) assist the Director Of Coach and Player Development of House League in assigning Coaches and other team Officials; (c) assist in appointing convenors for each division where practicable or to act as convenor when no such appointments have been procured by the Executive Council.
- vii) Under this committee: (a) assist the Director of Coach and Player Development of House League in assigning Coaches; (b) assist the Coaches to make up teams;
- viii) Serve on the Discipline Committee, as required by the Chairman, for both the House League and competitive program divisions, or designate an alternative as required.
- ix) Have joint signing authority as per ARTICLE NINE.FOUR (9.4) of the Constitution together with the President and the Treasurer.
- x) Act as the liaison between the CGHA and the OWHA as required in the absence of the OWHA & LLFHL rep.
- xi) Co-ordinate with the secretary of the Executive Council the "Borrowing of Players" policy pursuant to PART TWO – RULES AND REGULATIONS ARTICLE SIX to maintain as records a list of dates, players and teams affected
- xii) Receive and maintain records with the assistance of the Secretary a list of any suspensions with a report of the incident.

- xiii) Have served a MINIMUM of one (1) year as an Executive Council Member.
- xiv) To avoid conflict of interest situations, the Vice-President House League cannot, at any point during their term, serve in the role as Head Coach or Team Manager for any team: House League or Competitive.

**(C) The Vice-President Competitive shall:**

- i) Be elected for a period of two (2) years
- ii) In the absence of the President, have the authority and perform the duties of the President.
- iii) Be responsible for the organization of the Competitive programs.
- iv) Set up a Competitive program Sub-Committee to help realize (iii) where deemed necessary and appropriate.
- v) In forming the Competitive program Sub-Committee; include the Director of Coach and Player Development of Competitive.
- vi) Under this committee: (a) assist the Director of Coach and Player Development of Competitive in assigning Coaches; (b) assist the Coaches to make up teams;
- vii) Serve on the Discipline Committee, as required by the Chairman, for both the House League and Competitive program divisions, or designate an alternative as required.
- viii) Have joint signing authority as per ARTICLE NINE.FOUR (9.4) of the Constitution together with the President and the Treasurer.
- ix) Act as the liaison between the CGHA and the OWHA as required in the absence of the OWHA rep.
- x) Have served a MINIMUM of one (1) year as an Executive Council Member.
- xi) Shall act as convenor when no such appointments have been procured by the Executive Council.
- xii) Shall perform any reasonable duty requested by the President.
- xiii) To avoid conflict of interest situations, the Vice-President Competitive cannot, at any point during their term, serve in the role as Head Coach or Team Manager for any team: House League or Competitive.

**(D) The Secretary shall:**

- i) Be elected for a period of two (2) years.
- ii) Record and maintain the Minutes of all meetings of the CGHA.
- iii) Deal with all correspondence of the CGHA as instructed by the President and/or the Executive Council.
- iv) Give notice, including time, location, and date of all meetings of the CGHA to all persons entitled to receive such notice.
- v) Make a copy of the Minutes available and distributing it, in advance, to all persons entitled to receive it, within one (1) week of the last meeting, to the President and within one (1) week of the next meeting, to the remaining Executive Council Members.
- vi) Publish notice of the Annual General Meeting at least thirty (30) days prior to such meeting, including date, time, location, Agenda, and any Notices of Motion.
- vii) Be responsible for notifying the General Membership of all proposed amendments which are to be considered at the Annual General Meeting.
- viii) Be the custodian of the CGHA's Minutes, Correspondence Files, Constitution, By-Laws, Rules & Regulations, etc. in conjunction with the webmaster or designate where appropriate
- ix) Be responsible for updating any amendments to the Constitution, By-Laws, Rules & Regulations, and Policy Guidelines etc at the request of the President
- x) Ensure that the Membership receives notification of all changes in a timely manner.
- xi) Be the custodian of all CGHA forms, including new game sheets (purchased from the OWHA), and be responsible for printing and copying said forms and making them available to other Executive Council Members.
- xii) Transfer to his/her successor, at the end of the season, all books, records, and material in his/her possession.
- xiii) Shall perform any reasonable duty requested by the Executive Council

**(E) The Treasurer shall:**

- i) Be elected for a period of two (2) years.
- ii) Have responsibility for managing the finances of the CGHA.
- iii) Collect and record all funds received by the CGHA and record and pay all accounts. All expenditures over \$100.00 must have prior approval from the Executive Council. Purchases made without approval will be the responsibility of the purchaser.
- iv) Deposit monies without delay in one of the Chartered Banks/Trust Companies to the account of the CGHA.
- v) Have joint signing authority pursuant to ARTICLE NINE.FOUR (9.4) of the Constitution together with the President, Vice President, or any other Officer designated by the Executive Council in relation to all disbursements.
- vi) Disburse funds of the CGHA by cheque only, as may be directed by the Executive Council and keep on file all receipts. And back up documentation where appropriate.

- vii) Keep under review the financial position of the CGHA and make recommendations to the Executive Council to manage satisfactory cash flow and oversee the financial security of the Association.
  - viii) Encourage all Executive Council Members to maximize revenues and minimize expenditures.
  - ix) Present a draft Budget, for the upcoming season, for the approval of the Executive Council for the March meeting, to be finalized after the Registration process is complete.
  - x) Present at the Annual General Meeting a Financial Statement which is in accordance with generally accepted accounting principles. The financial statement should outline a report of the previous year's expenses along with anticipated budgetary expenditures and receipts for the successive season.
  - xi) Prepare interim reports of the financial standing of the CGHA when called upon to do so by the Executive Council.
  - xii) Shall ensure that the financial records of the CGHA are reviewed as deemed necessary by the President and / or General Membership by such independent person as the Executive Council may appoint for such purpose and to present the results of such review to the Membership at the next Annual General Meeting.
  - xiii) Provide invoices to all Competitive team Managers as deemed necessary
  - xiv) Obtain monthly Financial Statements from all Competitive teams as required to ensure financial commitments are met.
  - xv) Be responsible, in conjunction with the Registrar and President, for determining when special payment arrangements are necessary. This may include unpreventable financial hardships.
  - xvi) Keep the President informed of all outstanding debts and all Members in arrears.
  - xvii) Submit to the Registrar the appropriate cheques in order to meet the OWHA deadline to register teams.
  - xviii) Shall perform any reasonable duty requested by the Executive Council.
  - xix) Shall not act as treasurer for any CGHA team or consecutively as treasurer for any other hockey organization.
- (F) The Immediate Past President shall:
- i) Advise the President of his/her duties.

PART I - ARTICLE THREE - Duties of Elected Members (Directors)

- (A) The Registrar shall:
- i) Be elected for a period of two (2) years.
  - ii) Be in charge of the Registration process for the CGHA including date, time, and place.
  - iii) Work closely with the Director of Communications to adequately advertise CGHA Registration.
  - iv) Check all players as to their eligibility including Proof of Residency.
  - v) Prepare in order to meet the OWHA deadline, the OWHA Registration Forms for House League and Competitive teams, receive the appropriate cheques from the Treasurer, and submit them to the OWHA immediately upon completion.
  - vi) Provide the Ice Representative with the enrolment statistics immediately following the Registration process and with any updates throughout the season.
  - vii) Be responsible, in conjunction with the Treasurer, for determining when special payment arrangements are necessary.
  - viii) Be responsible for all Release requests pursuant to ARTICLE SIX (6) of the Policy Guidelines.
  - ix) Be responsible for all Permission to Skate requests pursuant to ARTICLE SEVEN (7) of the Policy Guidelines.
  - x) Be responsible for recording and submitting to the Treasurer, be it in cash or cheque, all registration fees without undue delay
  - xi) Following the official Association registration date, be the only Member able to receive additional Registration Forms.
- (B) The Director of Coach and Player Development of House League and Competitive shall
- i) Be elected for a period of two (2) years.
  - ii) Be responsible for recruiting all Coaches for all CGHA teams in conjunction with the Vice President.
  - iii) Present a list of all Coaches, as per ARTICLE FOUR (4) of the Rules and Regulations and ARTICLE TWO (2) of the Policy Guidelines, for ratification at a General Meeting of the Executive Council in advance of a new season commencing.
  - iv) Co-ordinate Coach, Trainer and Player clinics as are deemed necessary from time to time,
  - v) Ensure that each team has at least one Certified Coach and Trainer in attendance
  - vi) Ensure that each team is running effective practices and offering a program that follows all CGHA Policies.
  - vii) Facilitate assistance to all Coaches who require it.
  - viii) Work with the Vice President of House League to balance teams. (House League requirement only)
  - ix) Serve on the Discipline Committee, as required by the Chairman, for both the House League and Competitive

program divisions, or designate an alternative as required.

- x) Work with the respective Vice President for the appointment and responsibility of Division Conveners where available and appropriate
  - xi) Forward any disciplinary concerns to the Vice President and / or disciplinary committee
- (C) The Ice Convener & Ice Representative shall:
- i) Be elected for a period of two (2) years.
  - ii) Be responsible, given the ice availability, for scheduling a pre-season Round Robin event to assist with the balancing of teams. Where deemed necessary by the VP House League and Dir of Coach and Player Development House League
  - i) Be responsible for scheduling practices, league games and play-off games for the House League division, and attempt to give all teams fair and equal ice times.
  - ii) Provide a CGHA schedule to all arenas, in advance, so that team names may be displayed for dressing room assignments.
  - iii) Be responsible for supplying up to date schedules to the Executive Council, Coaches and arenas.
  - iv) Provide current ice schedules to the Referee in Chief and Time Keeper scheduler for House League scheduling purposes and communicate any changes as they may arise. Competitive will schedule Referees as required for each team's game schedule.
  - v) Be responsible for issuing ice to the Competitive teams.
  - vi) Be responsible for keeping records, as directed by Competitive and House League teams, of all Tournaments the teams wish to attend.
  - vii) Be responsible for communicating to the Executive Council Members or directly to the Coaches, any changes affecting the schedule once it has been distributed and posting any changes on the association Website for the General Membership
  - viii) Attend all Ice Council meetings on behalf of the CGHA and act as liaison between the CGHA and the Ice Council.
  - ix) Provide the Treasurer with 'clear records so as to determine ice usage by House League and Competitive teams.'
- (D) The Director of Communications shall:
- i) Be elected for a period of two (2) years.
  - ii) Regularly update and refresh website content with new information
  - iii) Create engaging and branded social media posts and content
  - iv) Review communication materials as needed
  - v) Assist in the preparation of the Annual General Meeting by creating a presentation or other materials
  - vi) Assist the Director of Fund Development in preparing fundraising or sponsorship letters
  - vii) Oversee and approve the use of the Association's logo and overall brand guide in collaboration with the Director of Equipment
  - viii) Take meeting minutes if the Secretary is unable to attend
- (E) The Director of Equipment shall:
- i) Be elected for a period of two (2) years.
  - ii) Be responsible for the acquisition and inventory of all CGHA equipment.
  - iii) Prepare an equipment purchase, repair and replacement budget for the next season.
  - iv) Provide three (3) quotes for all proposed equipment purchases for the consideration of the Executive Council.
  - v) Purchase all equipment and supplies as may be required by the CGHA, with prior approval of the Executive Council.
  - vi) Be responsible for the issuing of all CGHA equipment.
  - vii) Prepare a sign-out procedure for all CGHA equipment and provide a detailed account of the equipment inventory to the Executive Council when required.
  - viii) Provide a year-end Inventory Report for the Annual General Meeting.
  - ix) Arrange for the storage, handling, and repair of all equipment including sweaters at the end of each season.
  - x) Arrange for the cleaning and sanitizing of all Goalie equipment at the end of each season as deemed necessary
  - xi) Work with the Director of Fund Development to determine the allocation of sponsors to team jerseys.
  - xii) Maintain equipment lock up in an orderly fashion for ease of equipment cataloguing / retire

- (F)** The Director of Director of Fund Development shall:
- i)** Be elected for a period of two (2) years.
  - ii)** Propose the amount of sponsorships, to the Executive Council, for approval.
  - iii)** Make recommendations, to the Executive Council for ratification, of which sponsorships should be applied to which teams.
  - iv)** Secure sponsorships for all CGHA House League teams, House League and competitive tournaments and forward such monies to the Treasurer, within two (2) weeks of receiving them. Work in conjunction with the Treasurer to ensure invoices are issued to and payments are received from sponsors
  - v)** Liaise with the appointed member with the responsibility of trophies to ensure that sponsorship acknowledgements are made in the manner directed by the current Executive Council
  - vi)** Co-ordinate all fund-raising activities of the CGHA with prior approval from the Executive Council, including Competitive team fund raising.
  - vii)** Present a proposal to the Executive Council in order to obtain approval prior to any commitments with regard to fund raising activities.
  - viii)** Present, to the Executive Council, a financial report at the conclusion of each approved fund raising activity.
  - ix)** Work closely with the Director of Communications to promote such fund raising events and/or activities.
  - x)** Ensure all insurance, permits and documentation required prior to scheduled events are in place as required
- (G)** The Director of Tournament(s) shall:
- i)** Be elected for a period of two (2) years.
  - ii)** Co-ordinate a Committee to run at least one (1) Annual Tournament as a fund-raising activity for the CGHA.
  - iii)** Prepare and present an operating plan and budget for the Tournament(s), to the Executive Council, for ratification.
  - iv)** Seek Executive Council approval to spend funds in excess of \$100.00
  - v)** Obtain an OWHA sanction for the Tournament.
  - vi)** In conjunction with the respective VP ensure the Tournament and date(s) are listed in the OWHA annual list of Tournaments.
  - vii)** Receive all information regarding OWHA sanctioned Tournaments and process that information to the Coaches concerned through the respective VP.
  - viii)** Ensure that all Coaches are aware of OWHA Rules and Regulations concerning Tournament play and oversee the implementation of such Rules and Regulations.
  - ix)** Work closely with the Director of Communications to publicize the Tournament.
  - x)** Prepare a financial report for the review of the Executive Council subsequent to the Tournament(s) and submit all monies collected from the Tournament to the CGHA Treasurer.
  - xi)** Provide financial statements as prescribed by the OWHA at tournament completion.
  - xii)** Provide completed game sheets to the OWHA at tournament completion as prescribed.
  - xiii)** Ensure signed Hotel contracts are procured eight (8) weeks prior to each tournament.
- (H)** The Referee in Chief shall:
- i)** Be elected for a period of two (2) years.
  - ii)** Be responsible for the recruiting of all CGHA Referees and line persons.
  - iii)** Assist in giving appropriate clinic dates required to become certified.
  - iv)** In conjunction with the Timekeeper Scheduler, provide Referees and timekeepers for every game to ensure that game assignments are fulfilled.
  - v)** Provide properly Certified Officials for all CGHA games.
  - vi)** Inform all Referees of all CGHA Rules, special Rule interpretations and Rule changes that may occur during the season.
  - vii)** Observe all Referees on a regular basis and offer constructive criticism of Referees regarding handling of games, making of calls, positioning, attitude, appearance, responsibilities and deportment.
  - viii)** Follow up on game sheets where suspensions are involved and instruct Referees on the proper procedure of writing on game sheets and writing up game reports.
  - ix)** Assist on the Discipline Committee, as required by the Chairman, for both the House League and Competitive program divisions.
  - x)** Publicize the opportunity of becoming a Referee to the senior CGHA players.
- (I)** The OWHA Rep shall:
- i)** Be elected for a period of two (2) years.
  - ii)** Represent the CGHA in all matters involving the OWHA.

- iii) Attend meetings, discipline hearings and other OWHA matters.
  - iv) Vote on OWHA matters as required under the OWHA constitution and represent the CGHA.
  - v) Uphold OWHA playing rules as it pertains to CGHA players, coaches and executive members.
- (J) The Director of Goalie Development shall
- i) Be elected for a period of two (2) years.
  - ii) Develop and execute a plan to support Coaches with Goalie development in House League, Competitive and DS.
  - iii) Develop and execute a plan to support Coaches with active goalie engagement and participation in practices.
  - iv) Develop a strategy to build a pipeline of Goalies from House League.
  - v) Support the Director of Equipment with the needs and procurement of Goalie equipment for House League
  - vi) In conjunction with the Director of Rep and House League Development procure goalie training as agreed upon by Executive Council to support the overall Player development plan for the year.
- (K) The Director of Wellness and Safety
- i) Be elected for a period of two (2) years
  - ii) Manage and collect all CRC/VSS for Coaches in all programs, House League, Competitive and DS.
  - iii) Order and maintain Trainer Kits for House League.
  - iv) Look for proactive ways to support and improve player mental wellness (Guest speakers, etc).
  - iv) Oversee the Return to Sport Strategy for injured players and assist coaches with Concussion Protocol Information and Awareness.

PART I - ARTICLE FOUR - Duties of Appointed Officials

- A) The Coach shall:
- i. Provide for his/her team an example which will foster a high level of sportsmanship and encourage positive attitudes among the Participants.
  - ii. Implement all ideals, Policies, and Rules & Regulations of the Association set by the Executive Council and as an appointee of the Association, enforce the Policies and Rules and Regulations of the Association whenever and wherever possible.
  - iii. Inform Parents and Players of the Rules of the game as determined by the OWHA, etc. and the Policies and Rules & Regulations further determined by the Association. (The Coach shall make available a copy of the Association Rules & Regulations for anyone upon request.)
  - iv. Control the behaviour of his/her Players and encourage socially acceptable behaviour among all Participants in arena facilities as necessary.
  - v. Advise the Division Convenor or Director of Player and Coach Development of any Player shortages as soon as possible, preferably twenty-four (24) hours before game time. (If needed, he/she will request at this time that the Director of Coach and Player Development provide a borrowed Player(s) for the game.)
  - vi. Inform the Division Convenor of any difficulties with sweater numbers or equipment prior to game time (Sufficient time must be given in order that the situation might be remedied.)
  - vii. Ensure that all players' equipment has been inspected in order to verify that only approved equipment is being used.
  - viii. Be present at the arena thirty (30) minutes before game time, and ensure that the Players are on the ice ready to play at the proper time or at the request of the Director of Coach and Player Development and the Referees, and remain until after all players have left the dressing room.
  - ix. Ensure that all game sheets are filled in properly and legibly pursuant to ARTICLE SEVEN (7) of the Practices and Procedures.
  - x. If listed Home team, distribute the game sheets and contact the Director of Communications regarding the game results, immediately following the game as per ARTICLE SEVEN (7) of the Practices and Procedures.
  - xi. Prohibit the use of alcoholic beverages, smoking, profanity, or unacceptable social conduct.
  - xii. Ask and receive instructional assistance, whether in the form of personnel or instructional material to improve the skill development of his/her Players.
  - xiii. Apply annually for renewal of his/her Coaching status with the Association.
  - xiv. Attend and become certified under the OWHA Coaching Certification programs.
  - xv. Be responsible for collecting the team shirts after every game and ensure that team shirts are only used for games (House League ONLY).
  - xvi. Ensure all sweaters are properly cleaned prior to being returned at the end of the season, and advise the Director of Equipment of any damaged equipment.
  - xvii. Ensure that the Director of Coach and Player Development of House League has received a Doctor's approval

- on official letterhead, where a Player has sustained an injury requiring professional medical attention, from the Player prior to her returning to her team as an active player.
- xviii. Provide the Director of Coach and Player Development of House League with a Player Rating Form at the end of each season as per ARTICLE THIRTEEN (13) of the Practices and Procedures. (This will include all Players in his/her division).
- xix. When requesting scheduling changes, contact the Director of Coach and Player Development, who will notify the Ice Convenor, well in advance.
- xx. Distribute the additional order form envelopes to all Players prior to picture day.
- xxi. In the case of Division Champions, return the trophy to the Director of Equipment.
- xxii. Ensure that an adult female is in attendance at all times when dealing with Players
- xxiii. Ensure that joining washroom doors are locked, when necessary, before Players enter the dressing room.
- xxiv. In conjunction with the Trainer,
- xxv. Decide if a Player may return to a game after an injury, ban a Player from playing with damaged or defective equipment, prevent a Player from participating due to illness, intoxication, or impaired judgement.
- xxvi. Ensure for the safety of the arena and ice surface in which the game/practice is taking place.
- xxvii. It is strongly suggested that all on ice staff participating in on ice drills wear appropriate protective equipment including but not limited to Hockey Gloves (securely fastened helmets are mandatory as prescribed by the OWHA)

**ii) The Trainer shall: be a female 18 years of age or over**

- i) Attend and successfully complete the OWHA Hockey Trainers' Certification program at Level One (1).
- ii) Apply annually for renewal of her certified status with the Association.
- iii) Provide for his/her team an example which will foster a high level of sportsmanship and encourage positive attitudes among the Participants.
- iv) Ensure that a first aid kit, including ice pack, is on the bench at all times.
- v) Ensure that joining washroom doors are locked, when necessary, before Players enter the dressing room.
- vi) Perform only that first aid or medical assistance that they are qualified to render.
- vii) Be responsible for having available adequate medical information for each Player and a list of emergency numbers.
- viii) In conjunction with the Coach:
  - 1. Attend in the dressing room at all times in the presence of the Coach.
  - 2. Assist the Coach with the collection of team sweaters.
  - 3. Provide for her team an example which will foster a high level of sportsmanship and encourage positive attitudes among the Participants.
- ix) Advise Coaches when the Players are dressed and he/she may enter the dressing room.
- x) Particularly at the younger levels, help Players dress and ensure that all equipment is approved and worn properly.
- xi) Obtain the dressing room key and ensure the room is locked before leaving for the ice.
- xii) Assist the Coach and Trainer to ensure that all equipment has been inspected in order to verify that only approved equipment is being used.

**PART I - ARTICLE FIVE - Registration**

- (A) Every girl wishing to play in the CGHA must first be registered on line. Those paying by cheque shall provide all post-dated cheques at time of registration where prescribed. All NSF cheques will be subject to a \$25.00 admin fee
- (B) The date of registration shall be determined by the Executive Council and communicated to the general membership of the CGHA via best means available.
- (C) All new CGHA participants must provide a copy of their Birth Certificate or other suitable government issued proof of age. For those registering online documents must be provided prior to participating in any OWHA sanctioned event (i.e.: tournaments, league play, practices etc). This may be facilitated through your coaching staff or any elected OFFICER of the CGHA.
- (D) The age limits for the Association as of DECEMBER 31st of the current year are: Senior
  - Division .....21 & up
  - Intermediate Division ..... 18 to 20
  - Midget Division ..... 15 to 17
  - Bantam Division..... 13 & 14
  - Peewee Division ..... 11 & 12
  - Atom Division..... 9 & 10
  - Novice Division ..... 7 & 8
  - Tyke Instructional/Fundamentals .....open age
- (E) No Player will be deemed registered and consequently will not be allowed on CGHA ice unless the Registrar has



confirmed the registration process is complete and there is space available.

- (F) The act of registering with the CHGA shall be deemed as acceptance of the terms outlined in the CGHA Bylaws and Constitution as well as those prescribed by Hockey Canada and the OWHA.

#### PART I - ARTICLE SIX - Appointment of Members to Teams (House League)

- (A) Members registered to participate in the CGHA will be appointed to House League teams in a common placement as outlined in ARTICLE THREE (3) of the Policy Guidelines.
- (B) Coaches, will be placed accordingly and must be sanctioned by the Executive Council as outlined in ARTICLE FOUR (4) of the Rules and Regulations
- (C) Players wishing to play together will be accommodated due to extreme hardship or where family members are qualified to participate on the same team. Team equity and balancing of skilled Players will take precedence.
- (D) Competitive teams may be formed' where possible, by duly appointed Coaches approved by the Executive Council, for each age division by a try-out selection system.
- (E) Where numbers are warranted competitive teams shall be formed at the appropriate level as designated by the CGHA Executive Council.
- (F) Competitive players must wear Association approved jerseys and socks.
- (G) All Competitive teams must follow the Competitive team Guidelines of the CGHA as outlined in ARTICLE TEN (10), TEN.ONE (10.1), TEN.TWO (10.2) of the Rules and Regulations.

#### PART I - ARTICLE SEVEN - Nominating Committee

- (A) A Nominating Committee for the ensuing year shall consist of a Chairman, who shall be the Immediate Past President, and a minimum of two (2) other Members selected by the President. It is the responsibility of the Nominating Committee to recommend persons for election as Officers and Members at the next Annual General Meeting of the Association.
- (B) Such recommendations shall take the form of a list of Directorships and corresponding positions as Officers and Members, and the names of those persons who have indicated their willingness to serve in the positions so designated.
- (C) The Chairman will provide the Executive Council with the List of Nominees upon its completion prior to the General meeting preceding the AGM. The General Membership shall be given two (2) weeks advance notice of those nominated. Should the General Meeting not allow sufficient notice to the General Membership, alternative arrangements will be made.
- (D) In the event that no nominations are brought forth for a specific vacancy further nominations will be accepted from the floor at the AGM. In the event that only one nomination is received for a specific vacancy, per the terms outlined above, the nominee shall be acclaimed at the AGM. Two (2) or more nominees shall require a vote by the membership with 50% plus one (1) required to determine the successful candidate.
- (E) The Chairman will arrange for an independent party, Liaison, to conduct the Elections at the Annual General Meeting.

#### PART I - ARTICLE EIGHT – Suspension and Defaults

- (A) Any Player having been ejected from any regularly scheduled House League game or Competitive team game may be suspended from further competition until the CGHA Discipline Committee has met. This meeting will be held without unreasonable delay from the issuance of the suspension.
- (B) Any Member of the CGHA Executive Council, Manager, Coach, Trainer, Referee, Spectator, or Player willfully violating the Constitution, By-Laws, Rules and Regulations, etc., of the CGHA or refusing to abide by the decision of the Executive Council shall be subject to suspension.
- (C) Any Member of the CGHA, whose conduct is judged to be detrimental to the best interest of the CGHA, shall be subject to suspension by the CGHA.
- (D) Any Coach, Manager, Trainer, Player, Spectator, or other team Official ejected from a game could incur further suspensions upon review by the Executive Council.
- (E) Anyone under suspension, who participates in a game, will be suspended indefinitely and the team will automatically forfeit the game(s) in question.
- (F) Any Player, Coach, Manager, or Trainer in attendance at a game while under suspension, will not be permitted in the area of the team's dressing room or Players' bench. They must remain in the stands at all times and conduct themselves in a proper manner. Any violation of this will result in an extension of the suspension at the discretion of the Discipline Committee.
- (G) Any Coach or team Official who knowingly plays a Player under suspension, will themselves be suspended indefinitely, pending a CGHA hearing of the Discipline Committee without unreasonable delay from the time of the infraction.
- (H) A Player, whose conduct is perceived to be as malicious intent to injure or grossly unsportsmanlike, notwithstanding any penalties enforced by Referees, will be subject to an additional suspension as deemed necessary by the CGHA Discipline Committee. This may include complete removal from the association without remuneration.

#### PART I - ARTICLE NINE - Protests and Appeals

- (A) Any of the above suspensions have the right of appeal to the Discipline Committee.
- (B) OWSA protest rules will apply as outlined in the Hockey Canada Rule Book, with the exception of the following:
  - i) At the beginning of the playing season, the CGHA will establish a Discipline Committee.
  - ii) All protests or appeals must be submitted in writing and in duplicate to the respective association Vice President after twenty-four (24) hours and within forty-eight (48) hours following the game. All protests or appeals must be accompanied by a fee, in cash, of twenty five dollars (\$25.00). This fee will be refunded if the protest or appeal is upheld. The Vice President will be responsible for submitting it to the Discipline Committee.
  - iii) An official protest NOT concerning an interpretation of the Rules (i.e. Ineligible players, etc.) will be handled in the same manner as (ii) above. (Referees' calls are NOT grounds for a protest.)
  - iv) When a protest is made during a game, the Referee will outline their remarks on the official game sheet.
  - v) The Discipline Committee will advise the protesting party of their decision at least forty-eight (48) hours prior to the replaying or continuing of any protested game. Upon their decision, they will advise all involved Division Convenors and Coaches.

PART I - ARTICLE TEN - Discipline Committee

- (A) All disciplinary matters, including suspensions, protests, and appeals will be dealt with by the Discipline Committee.
- (B) The Discipline Committee will be chaired by the President and will include the Vice President of House League and Competitive, Director of Coach and Player Development of House League and Competitive, GM of Hockey Operations of OWSA & LFLHL, and may include the Referee in Chief. Or other parties as deemed necessary by the President.
- (C) Any member of the discipline committee who holds a personal relationship within the issue under review shall excuse themselves from the committee for the duration of such matters. The balance of the disciplinary committee shall appoint a replacement member. As deemed necessary.

PART II - RULES & REGULATIONS

PART II - ARTICLE ONE – Overview

Hockey Canada and OWSA Rules and Regulations will be enforced except where amended with additional CGHA By- Laws. These shall apply to all persons affiliated with the CGHA in any capacity.

PART II - ARTICLE TWO - Playing Rules

PART II - ARTICLE TWO.ONE - General Playing Rules

- (A) All games are to be played under the OWSA Rules. The Rules & Regulations of the Association are not in lieu of, but are in addition to those of Hockey Canada and the OWSA.
- (B) The Association will not be responsible for any injury to either Participants or Spectators, before, during, or after any game/practice that is held under its jurisdiction or approved games with one of its Competitive teams and any other team under the jurisdiction of any other organization.
- (C) The use of alcoholic beverages, drugs, smoking, profanity, or unacceptable social conduct, is prohibited in the arena. Violation of this rule in reference to alcohol, profanity, or conduct discrediting the Association, in or about the arena facility will result in immediate suspension as determined by the Discipline Committee.
- (D) The Referees are in charge of the game, and persistent questioning of their decisions, or harassment during a game will not be tolerated. Justifiable complaints may be made, within twenty-four (24) hours and in writing, through the Vice President of House League/Competitive.
- (E) No verbal or physical contact with the Referees is allowed. Where clarification of a ruling or a call is desirable, a request may be submitted by a Coach, through the Director of Coach and Player Development, and/or the Referee-in-Chief. If the request is granted, a discussion will be held in the presence of the Director of Coach and Player Development and/or Referee-in-Chief.
- (F) Any suggestions for rule changes must be submitted in writing to the President for review through the Director of Coach and Player Development and / or association secretary.
- (G) The CGHA will operate various divisions in the House League/Competitive as decided by the Executive Council.
- (H) Each House League division will comprise a sufficient number of teams as are necessary to accommodate the registered Players for that division. Such number of teams to be of a quantity to permit equalized scheduling of ice times, within each division, during the playing season.
- (I) At the beginning of ice time for each game, the warm up shall consist of two (2) minutes run time.
- (J) This is a non-body checking Association. Body checking is prohibited for all levels and will result in a minor penalty, at the Referees discretion.

## PART II - ARTICLE TWO.TWO - Player Rules

- (A) NO Player will be accepted by the Association who is signed with any other Association, nor will any Player registered with CGHA sign with any other Association without first obtaining a release from IT Sports as outlined in ARTICLE SIX (6) under the Policy Guidelines. Any Player wishing to tryout with another League or who wishes to attend a clinic of another Association must first acquire Permission to Skate from the Registrar
- (B) Players will not be accepted by the CGHA while under Suspension from any other League / Association.
- (C) Players are eligible to play in one division only, unless otherwise approved by the Executive Council.
- (D) All outstanding registration fees must be paid in full by competitive players before August 15<sup>th</sup> and all House League players before September 1<sup>st</sup> or they will not be permitted to play until such time as all outstanding registration and late fees are paid in full (excluding fundamentals, Intermediate and Senior players).
- (E) All Players must wear C.S.A. approved equipment as prescribed by the OWHA
- (F) The Association cut-off date for House League players coming into the Association will be once each team has reached a maximum of fifteen (15) skaters (not including goalies). Players will be accepted at the discretion of the Executive Council throughout the season.
- (G) Each House League Player registered is obligated to support her team for one (1) game and one (1) practice per week (practice ice may not always be available on a weekly basis for all teams in all divisions). Any additional games, practices, or Tournaments are not mandatory but participation is encouraged as much as possible. It must be noted that Tournaments, although beneficial, are not an explicit part of the Association's program to provide recreational House League hockey on a regularly scheduled basis for all Participants.
- (H) Injured Players are not allowed behind the bench.
- (I) Players must remain in the dressing room until the other teams have left the ice and may not step on the ice until the Zamboni is off the ice and the doors have closed and a team official is present.
- (J) Any House League Player receiving more than 3 minor penalties receives an automatic game misconduct. Any Player receiving a major penalty, which carries with it an automatic game misconduct, will proceed to the dressing room immediately. The major penalty must be served by a player on the ice at the time of the infraction. The last player from the last shift may be placed on the ice to substitute for the player serving the penalty.
- (K) Players are given the use of Association jerseys during the season, only, and are responsible for the condition of said jerseys while in their possession. Jerseys are to be worn only during games which have received approval by the CGHA.

## PART II - ARTICLE TWO.THREE - Team Official(s) Rules

- (A) There will be no more than five (5), Association approved, Team Officials behind the bench at any time. Generally, this should include Coach, Assistant Coach, and Trainer. Any more than this will result in a request by the Director of Coach and Player Development to comply with the rule.
- (B) Team Officials shall only be permitted to be rostered to one (1) competitive team per season. A spouse of a Team Official shall be permitted on House League rosters but shall not be permitted to be on any competitive team roster. (Spouse is defined as wife, husband, ex-wife, ex-husband, or common law spouse or relationship)
- (C) All costs associated with additional staff over and above the five (5) outlined above shall be borne by the team. Team personnel shall include all association members as prescribed by the OWHA.
- (D) All teams shall have registered at least one coach and one trainer with a minimum certification as prescribed by the OWHA.
- (E) Coaches are responsible for all Association sweaters and equipment loaned to them for Association play and must return them to the Director of Equipment within a week of the last season game. Furthermore, all sweaters must be cleaned prior to their return. Loaned equipment must not be marked or defaced in any way.
- (F) No Player may be double shifted pursuant to ARTICLE FOUR (4) of the Policy Guidelines where possible.
- (G) Coaches must ensure that each House League Player, regardless of her hockey skills, receives equal ice time including length of shifts as near as is practical pursuant to ARTICLE FOUR (4) of the Policy Guidelines.
- (H) All game sheets will be filled out by game date, team name and/or colour. Names and numbers should be clearly printed. The sheets will then be passed to the timekeeper. Once the game has started, no alterations will be permitted with the exception as outlined in ARTICLE TWO.TWO (2.2) (L), of the Rules and Regulations.
- (I) Should a Player arrive late, the Coach, through the Referee, will ensure that the Player is properly signed on the game sheet.
- (J) No team Official will go onto the ice unless requested by the Referee. Any team Official entering the ice without permission may be subject to a misconduct penalty at the Referee's discretion.

## PART II - ARTICLE TWO.FOUR - Team Rules

- (A) All teams must wear Official Association sweaters during all games including Association, Tournament, and Exhibition games. Official Association sweaters may only be substituted when there is a conflict between the color of home and visitor teams.

- (B) At the completion of the game, teams will shake hands and exit the ice promptly with the LOSING team exiting first.
- (C) Team colors will be determined at the discretion of the Director of Equipment.
- (D) During games the teams will change ends between periods.
- (E) Only the Captain or Alternate Captain, who is on the ice at the time of an infraction, will be allowed to communicate with the Referee in a proper manner.
- (F) Any Player substituted for the Goalie is to be considered as a sixth attacker and does not have the privileges of the Goalie. Any Player on the bench may be substituted for the Goalie but must return to the bench when the Goalie returns.
- (G) In the case of injury to a Player during a game, the team will follow regular rotation rules.
- (H) Should adjustment or repair of equipment be necessary, the Player must go to the bench and will be replaced following the regular rotation rules.
- (I) Each team will be allowed one (1) request for equipment inspection per game. All Hockey Canada rules pertaining to equipment measurement will apply. Any illegal equipment found, will be removed from the game.
- (J) Any Player or team Official repeatedly displaying unsportsmanlike conduct may receive an immediate game ejection, at the discretion of the Referee, and must proceed directly to the dressing room, leaving the ice or bench area.
- (K) Any Coach, Manager, Trainer, or Player using obscene or abusive language, or gestures, before, during, or after a game will be given a game or gross misconduct and be immediately ejected from the game. The Referee will immediately furnish a Report, in writing, to the Vice President of House League, through the Referee-in- Chief, for further action.
- (L) Any Coach, Manager, Trainer, or Player receiving a Misconduct, Game Misconduct, Match Misconduct, or Gross Misconduct will immediately go to the dressing room and remain there until the conclusion of the game, and the teams will follow regular rotation rules. The OWHA MINIMUM suspensions will apply and may be reviewed and increased at the discretion of the Discipline Committee:
- (M) The Association is willing to supply Goalie equipment, including shoulder and arm pads, neck shield, leg pads, chest pads, and goal gloves. In the event of NO full time Goalie, the Association will supply a goal stick. The Coach will be responsible for ALL signed out equipment.
- (N) The Coach is responsible for signing an 'Equipment Sign Out' form and must submit said form to the Director of Equipment
- (O) There shall be two female adults in attendance in the dressing room at all times with one being the registered trainer where at all possible. No other parents shall be permitted in divisions above NOVICE. Appropriate levels of competence / approval as prescribed by the OWHA shall be met.

PART II - ARTICLE THREE - Division Rules

- (A) The division of Players will be such to provide for a balance of teams in each division.
- (B) Any inequalities realized through this process will be dealt with by the Division Convenors, Vice President of House League, Director of Coach and Player Development of House League and Competitive, and the Vice President of Rep. Should players be required to change teams, these Executive Council Members will make the necessary arrangements.
- (C) An injury to any Player causing a stoppage in play will result in that Player leaving the ice for the balance of that shift. The clock will stop while the injured Player is attended unless there is a great goal differential.

PART II - ARTICLE THREE.TWO - Atom / Peewee / Bantam / Midget / Intermediate Divisions

- (A) Teams are to use the honour system in place of the buzzer system. Coaches must ensure that each shift receives equal ice time. Any misuse of this rule may result in the establishment of the buzzer system.
- (B) All teams must adhere to ARTICLE FOUR (4) of the Policy Guidelines dealing with the practice of fair ice.

PART II - ARTICLE FOUR.ONE - Selection of Coaches (House League)

- (A) The Association has the right in the selection or refusal of Coaches for all teams in the Association.
- (B) The Director of Coach and Player Development shall be responsible for the procedure of the selection of Coaches as outlined in ARTICLE TWO (2) of the Policy Guidelines.
- (C) Selection of House League Coaches should be completed prior to the start of the season and should be limited to the number of teams it is believed will exist for the upcoming season. Additions may be made after registration, if the registration numbers indicate that the number of teams must be increased.
- (D) Unsuccessful Coaching Candidates will be notified, by a phone call, of the decision of the Executive Council, by the Director of Coach and Player Development.
- (E) All Coaches must apply annually for renewal of their Coaching status with the Association.
- (F) Successful applicants will be restricted to acting as Head Coach of one (1) team in one (1) division only. However, in cases where there are insufficient applicants to fill all of the Association's Coaching needs, the Executive Council will have the right to fill such positions at its discretion. Such appointments shall be

presented as a notice of motion at a General Meeting for ratification

- (G) Where a new Coach is being selected or the status of a current Coach is being questioned by the Association, the following considerations should be investigated:
  - i) the prior record of the individual with this Association or any other League in which he/she served;
  - ii) the present status within this Association or any other League in which he/she served;
  - iii) any experiences with this Association or any other organization in the city as a Coach, an administrator, instructor, or manager, which would reflect on his/her capabilities to serve as a Coach in the Association;
  - iv) the age of the applicant (the recommended minimum age is twenty-one (21) years);
  - v) Applicants between the ages of sixteen (16) and twenty (20) inclusive, as of September, are encouraged to apply to the Association as an Assistant Coach.
- (H) The Selection Committee shall consist of the Director of Coach and Player Development and the Vice President and they will follow the process as outlined in ARTICLE TWO (2) of the Policy Guidelines.
- (I) All recommendations will be submitted to the Executive Council for ratification

#### PART II - ARTICLE FOUR.TWO - Coach Selection Process – COMPETITIVE

- (A) The Vice President and the Director of Coach and Player Development of Competitive will form a committee of a minimum of five (5) for the purpose of preparing a roster of Coaches, one per team for the upcoming season. The roster will show only the name that the committee is recommending for each team. The Executive Council will vote, to accept or reject each recommended name without knowing the names of the other possible candidates. The subcommittee shall include but not be limited to the CGHA President, VP of House League and Competitive, a female Executive and / or association member and one additional party not currently a sitting member of the Executive Council.
- (B) The Director of Coach and Player Development of Competitive will solicit input from others, using the “Coach Evaluation” form so as to obtain honest input from a suitable representation of people who could have opinions as to each candidate’s performance as a Coach.
- (C) The committee will compile inputs for each candidate into a summary sheet by averaging the ranking numbers. The summary sheets for each candidate will be compared. Ideally, the sub-committee would select the candidate with the best overall rating.
- (D) The sub-committee may also need to consider the “best fit” for a coaching candidate (in cases where a candidate has applied for more than one team or age group, or both Competitive and House League). Ideally, a single candidate would not be assigned to more than one team.
- (E) The selection of Competitive team Coaches should be completed prior to registration for the upcoming season.
- (F) After advanced notice to all Executive Council Members that the Selection of Coaches will be an item on the Agenda, the Director of Coach and Player Development of Competitive will present a roster of recommended Coaches at a regular Executive Council meeting. Each Coach will be ratified individually by a vote of Executive Council Members in attendance at said meeting. A vote is carried by a simple majority. Any Executive council member with child/spouse applicant at that age shall refrain from voting.
- (G) Attributes of the Coaching candidates will not be reviewed, nor will names of candidates not recommended be brought forward. If a recommended Coach is rejected by the Executive Council, the Director of Coach and Player Development of Competitive will need to recruit another candidate for ratification.
- (H) The Director of Coach and Player Development of Competitive is responsible for notifying ratified Coaches of their assignment and for notifying other Coaching candidates by phone. Should state the result but should not state why someone else was deemed a better candidate or what, if any, shortcomings were found with such a rejected candidate. Upon request a debriefing can be supplied.
- (I) Providing and analyzing evaluations of Coaches is a sensitive process, and requires that this information stays with the committee. Discussions during the ratification process should be limited to “yes” or “no”, unless there are extreme issues why someone should not be ratified.
- (J) All Executive Council Members have an obligation to NOT reveal any information regarding any candidate or regarding the voting on a candidate, to anyone not on the Executive Council.
- (K) For the purposes of this committee formation as referenced in this parent article in sub parts (A), (C) and (D), no Executive Council member shall participate in the interview process nor shall they have a vote with regards to a particular selection at the committee level that includes an age group pertaining to their child or a child that they directly represent through relation (i.e. niece, granddaughter, step-daughter, cousin, etc. (also includes daughter of common law spouse)), for the respective season you are voting on. This is to ensure we maintain the integrity of the selection process and avoid negative optics due to the sensitive nature of said process.

#### PART II - ARTICLE FIVE – Tournaments

- (A) All Tournaments whether hosted by the Association or attended by Association teams will be subject to all OWHA Rules and Regulations governing Tournaments.
- (B) All teams and Coaches should remember that when participating in any Tournament, they are representing the Clarington Girls’ Hockey Association and at all times, on or off the ice, they should act in a manner that maintains the positive reputation of the Association.

- (C) Association and OWHHA rules and regulations must be followed in all Tournaments; however, the rules of the Tournament must have first priority.
- (D) All Tournaments must be OWHHA sanctioned and must be approved by the Vice President before registering.

PART II - ARTICLE SIX.ONE - Borrowing of Players (House League)

- (A) Players may only be borrowed if the team has fewer than ten (10) Players, excluding Goalies, in attendance.
- (B) Players may be borrowed for any one game to increase the team size to ten (10) Players, excluding Goalies.
- (C) The Vice President of House League, requires a minimum twenty-four (24) hours advance notice to organize the borrowing of Players. Where practicable
- (D) Agreement must be provided by the Coach or other team official, if at all possible, from whose team the Player(s) is being borrowed before any contact with the Player.
- (E) The borrowed Players will come from the division lower than the one in which they are required, except In the case of Novice. Goalies shall be allowed to be called across in the same division where necessary.
- (F) Borrowed Players must not jeopardize the integrity of the team requesting them. That is, Players being replaced may not be replaced with stronger Players.
- (G) In the case of a combined division (example: Midget / Intermediate) the division shall be viewed as the older classification (example: Intermediate) with regards to league play (regardless of OWHHA registration / designation) and borrowing of players. The division "lower" will be deemed as Bantam in this case for the purpose of borrowing players.
- (H) Midget players may be "called across" to reach a number of ten (10) skaters and shall be agreeable by both opposing coaches otherwise PART II. ARTICLE SIX.ONE (E) shall be enforced

PART II - ARTICLE SEVEN - Exhibition Games

- (A) Exhibition games will follow all the same Rules and Regulations as regular season games.
- (B) All Exhibition games must be approved, in advance, by the Director of Coach and Player Development who will confer with the Ice Convenor and the Vice President of House League.
- (C) Association game sheets must be used for all Exhibition games and the signed game sheet must be forwarded as outlined in ARTICLE SEVEN (7) of the Practices and Procedures.
- (D) OWHHA certified Referees must be used in all Exhibition games against teams from other Leagues. The use of at least one (1) certified Referee is to be encouraged for Exhibition games between CGHA teams wherever possible.
- (E) Teams may only play against teams in their own age division unless otherwise stated elsewhere in the Rules and Regulations or special permission is received, in advance, from the Executive Council.
- (F) Any team wishing to arrange an Exhibition game with a boys' or mixed team must receive approval, in advance, from the OWHHA through the CGHA OWHHA Representative.

PART II - ARTICLE EIGHT – Standings

PART II - ARTICLE EIGHT.ONE - Team Standings Round Robin Play-offs (House League)

- (A) All divisions will play a Round Robin series which will consist of two (2) ten and one (12) minute stop time periods.
- (B) Team standings will be determined according to points earned where two (2) points are awarded for a win and one (1) point for a tie and zero (0) points for a loss.
- (C) Ties in the Round Robin series will be broken according to the following rules in the order listed:
  - i) Winner between the tied teams (2 teams only, 3 or more teams use next tiebreaker) when they played.
  - ii) Most wins in round robin.
  - iii) Percentage as calculated by dividing the team's total "Goals for" by the SUM of the team's Goals for and Goals against"  $TGF/(GF + GA) = \%$  (see chart) in round robin.
  - iv) Fewest penalty minutes in round robin.
  - v) Fewest goals against in round robin.



- vi) Most goals for in round robin.
- vii) Coin Toss
- (D) Each team will have 1, 30 second timeout available to them in the championship games ONLY.

**TIE BREAKER CHART**

		TOTAL GOALS AGAINST																				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
T O T A L	1	0.500	0.333	0.250	0.200	0.167	0.143	0.125	0.111	0.100	0.091	0.083	0.077	0.071	0.067	0.063	0.059	0.056	0.053	0.050	0.048	0.045
	2	0.667	0.500	0.400	0.333	0.286	0.250	0.222	0.200	0.182	0.162	0.154	0.143	0.133	0.125	0.118	0.111	0.105	0.100	0.095	0.091	0.087
	3	0.750	0.600	0.500	0.429	0.375	0.333	0.300	0.275	0.250	0.231	0.214	0.200	0.188	0.176	0.167	0.158	0.150	0.143	0.136	0.130	0.125
	4	0.800	0.667	0.571	0.500	0.444	0.400	0.364	0.333	0.308	0.286	0.267	0.250	0.235	0.222	0.211	0.200	0.190	0.182	0.174	0.167	0.160
	5	0.833	0.714	0.625	0.556	0.500	0.455	0.417	0.385	0.357	0.333	0.313	0.294	0.278	0.263	0.250	0.238	0.227	0.217	0.208	0.200	0.192
	6	0.857	0.750	0.667	0.600	0.545	0.500	0.462	0.429	0.400	0.375	0.353	0.333	0.316	0.300	0.286	0.273	0.261	0.250	0.240	0.231	0.222
	7	0.875	0.778	0.700	0.636	0.583	0.538	0.500	0.467	0.438	0.412	0.389	0.368	0.350	0.333	0.318	0.304	0.292	0.280	0.269	0.259	0.250
	8	0.889	0.800	0.727	0.667	0.615	0.571	0.533	0.500	0.471	0.444	0.421	0.400	0.381	0.364	0.348	0.333	0.320	0.308	0.296	0.286	0.276
G O A L S	9	0.900	0.818	0.750	0.692	0.643	0.600	0.563	0.529	0.500	0.474	0.450	0.429	0.409	0.391	0.375	0.360	0.346	0.333	0.321	0.310	0.300
	10	0.909	0.833	0.769	0.714	0.667	0.625	0.588	0.556	0.526	0.500	0.476	0.455	0.435	0.417	0.400	0.385	0.370	0.357	0.345	0.333	0.323
	11	0.917	0.846	0.786	0.733	0.688	0.647	0.611	0.579	0.550	0.524	0.500	0.478	0.458	0.440	0.423	0.407	0.393	0.379	0.367	0.355	0.344
	12	0.923	0.857	0.800	0.750	0.706	0.667	0.632	0.600	0.571	0.545	0.522	0.500	0.480	0.462	0.444	0.429	0.414	0.400	0.387	0.375	0.364
	13	0.929	0.867	0.813	0.764	0.722	0.684	0.650	0.619	0.591	0.565	0.542	0.520	0.500	0.481	0.464	0.448	0.433	0.419	0.406	0.394	0.382
	14	0.933	0.875	0.823	0.778	0.737	0.700	0.667	0.636	0.609	0.583	0.560	0.538	0.519	0.500	0.483	0.467	0.452	0.438	0.424	0.412	0.400
	15	0.938	0.882	0.833	0.789	0.750	0.714	0.681	0.652	0.625	0.600	0.577	0.556	0.536	0.517	0.500	0.484	0.469	0.455	0.441	0.429	0.417
	16	0.941	0.889	0.842	0.800	0.762	0.727	0.696	0.667	0.640	0.615	0.593	0.571	0.552	0.533	0.516	0.500	0.485	0.471	0.457	0.444	0.432
F O R	17	0.944	0.895	0.850	0.810	0.773	0.739	0.708	0.680	0.654	0.630	0.607	0.586	0.567	0.548	0.531	0.515	0.500	0.486	0.472	0.459	0.447
	18	0.947	0.900	0.857	0.818	0.783	0.750	0.720	0.692	0.667	0.643	0.621	0.600	0.581	0.563	0.545	0.529	0.514	0.500	0.486	0.474	0.462
	19	0.950	0.905	0.864	0.826	0.792	0.760	0.730	0.704	0.679	0.656	0.633	0.613	0.594	0.576	0.559	0.543	0.528	0.514	0.500	0.487	0.475
	20	0.952	0.909	0.870	0.833	0.800	0.769	0.741	0.714	0.690	0.667	0.645	0.625	0.606	0.588	0.571	0.556	0.541	0.526	0.513	0.500	0.488
	21	0.955	0.913	0.875	0.840	0.808	0.778	0.750	0.724	0.700	0.677	0.656	0.636	0.618	0.600	0.583	0.567	0.552	0.538	0.525	0.512	0.500

**GOALS FOR DIVIDED BY / ( GOALS FOR + GOALS AGAINST )  
HIGHER % TEAM ADVANCES**

**PART II - ARTICLE EIGHT.TWO - Team Standings - Finals**

- (A) Final standing in all Divisions will be determined on the basis of the total points earned at the end of the Round Robin series.
- (B) The first and second place teams will play a one game final consisting of two (2) ten and one (12) minute stop time periods.
- (C) Ties at the end of all championship finals will be broken according to the following rules in the order listed:
  - i) one five (5) minute, stop time, four (4) on four (4) sudden victory overtime period will be played;
  - ii) a 3 Player simultaneous shootout, where the (3) shooters will have been designated on the game sheet prior to the start of the game and where all three (3) will be given the opportunity to shoot;
  - iii) additional players (who have not previously shot) will be selected from the bench, to shoot simultaneously (each team being given the opportunity to shoot) until the tie is broken

**PART II - ARTICLE TEN - Competitive Teams**

- (A) Though competitive in nature, Competitive teams are still governed by the spirit of the Constitution, By-Laws, Rules and Regulations, and Policy Guidelines of the CGHA unless otherwise directed through ARTICLE TEN (10), TEN.ONE (10.1), OR TEN.TWO (10.2) of the Rules and Regulations.
- (B) No more than 4 (four) non-residents are allowed on a top-level competitive team. A non-resident must be with the CGHA for one hockey season immediately prior to the tryouts to be considered equal to a resident. The highest-level team shall be allowed the latitude to increase this number upon presentation by the coach to the executive council and successful vote by said council. This section to be reviewed annually.
- (C) No more than three (3) non-residents shall be allowed on secondary competitive teams. A non-resident must be with the CGHA for one hockey season immediately prior to the tryouts to be considered equal to a resident. This section to be reviewed annually.
- (D) No more than two (2) non-residents shall be allowed on third competitive teams. Additional non-residents shall

be permitted if required to fill a roster and approved by the executive council. A non-resident must be with the CGHA for one hockey season immediately prior to the tryouts to be considered equal to a resident.

- (E) Non residents shall be reviewed by the CGHA committee in consultation with the head coach to ensure they meet the requirements as prescribed. The CGHA committee shall include where practicable but not be limited to the following: CGHA President, VP Competitive, Director of Coach and Player Development Competitive and the General Manager LLFHL / OWHA.
- (F) Competitive teams will be held accountable to the Vice President at all times.
- (G) There will be a try-out selection process that incurs a cost. The time lines will be determined by ice availability and will be arranged by the Ice Convenor.
- (H) Coaches must provide on-ice staff and an evaluation process.
- (I) All competitive teams shall carry a minimum of fifteen (15) skaters and two (2) goalies and a maximum as prescribed by the OWHA unless approval to the contrary is received by the CGHA President, Vice President Rep and Vice President House League and in accordance with OWHA governance.
- (J) The Coaching staff will confer with the Vice President, before the try-out selection process begins, regarding their program outline including team rules and philosophies and should make every reasonable attempt to have the Vice President in attendance at the first team meeting of parents.
- (K) It is the responsibility of the Coach and/or his/her staff to notify Players who attend the tryouts as to whether or not they have made the team.
- (L) Players will be eligible to try-out only for the specific level for which they meet the age requirements as of current year. If insufficient players are registered at a specific level to allow for a team, players at that level may play at the next level up.

The age limits for the Association as of DECEMBER 31st of the current year are: Senior

Division.....	21 & up
Intermediate Division .....	18 to 20
Midget Division .....	15 to 17
Bantam Division.....	13 & 14
Peewee Division .....	11 & 12
Atom Division.....	9 & 10
Novice Division .....	8 & under

- (M) The only cost CGHA will bear in reference to Competitive teams will be the cost of a Certification clinic for one (1) Coach and/or one (1) Trainer per team.
- (N) All Competitive teams will adhere to ARTICLE FIVE (5) of the Rules and Regulations regarding Tournaments.
- (O) All Competitive teams will be responsible for paying, to the CGHA, outstanding CGHA registration fees, all ice costs incurred, OWHA Provincial Bond, OWHA/Hockey Canada Player's Insurance, OWHA/Hockey Canada Coaching Staff Insurance, Lower Lakes Rep League Fee, CGHA sweater rental, socks, awards, and the cost of pictures. Note: after the House League and Competitive programs are separated, the OWHA Player registration fees will be added to team costs and any cost associated with running of the team.
- (P) The Ice Convenor will allot game and practice ice for all Competitive teams.
- (Q) The CGHA Treasurer will issue, to all Competitive teams, a monthly invoice for all expenses incurred during the previous month. Such an invoice will be payable at the end of the month it is issued and failure to do so will cause a team's ice allotment to cease until payment has been received.
- (R) All Competitive teams will start and end the season with a zero (\$0) balance. Under no circumstances should a Competitive team carry over any balance into the next season.
- (S) Residency for the purpose of Competitive teams is defined as a Member of the CGHA in the current season who is a Member in Good Standing. Competitive teams will be comprised of non-residents and residents as per Article Ten (B) and (C). Proof of Residency may be required.
- (T) In an effort to strengthen and retain CGHA talent at the Midget AA and Bantam AA levels, one (1) non-parent head coach ratified by the Executive Council will be entitled to reimbursement of all hotel rooms at out of town tournaments equal to the cost of rooms purchased by the majority of team parents. The non-parent Head Coach shall also be entitled to reasonable per diem expenses incurred during tournaments as outlined above (i.e. gas, meals etc.). Total yearly expenses shall not exceed \$1,500 per season unless agreed upon by a 75% majority vote of the player's parents and presented to and approved by the President, Treasurer and VP of Competitive as a budget item. Said funds are to be paid out of the team bank account. The non-parent head coach will be required to submit expense receipts to the team treasurer for reimbursement. Expense funds shall not be extended to include the cost of items normally required to run a team at this level. (i.e. puck, pylons, nomenclature etc.). Said coach shall be responsible to register in a minimum of one (1) "showcase" tournament as deemed appropriate by the VP of Competitive.
- (U) One (1) non-parent Competitive Assistant Coach rostered to a team as outlined in (T) will be entitled to reimbursement for per diem items (i.e.: gas and meals) up to but not to exceed \$300 per season. This is to be paid out of the team bank account. The assistant coach will be required to submit expense receipts to the team treasurer for reimbursement. Hotel rooms shall NOT be accepted as a per diem expense as both non- parent team officials are encouraged to lodge together.



PART II - ARTICLE TEN.ONE - Responsibilities of Team Officials - Competitive Teams

- (A) Coaches will be selected pursuant to ARTICLE FOUR (4) of the Rules and Regulations and if deemed necessary any further criteria as may be outlined in CGHA policies
- (B) In accordance with the OWHA handbook, coaches and trainers must have or obtain the minimum certifications for the level of coaching they require.
- (C) The Coach will be responsible for all aspects of the team, but should enlist help for both on and off ice responsibilities.
- (D) The Coach makes recommendations regarding a team Manager, team Treasurer, Assistant Coach(es), and team Fund Raiser but final approval must come from the CGHA Executive Council, through the Vice President.
- (E) The Coach must communicate, both verbally and in writing, the team philosophy on Player's ice time at the time of team selection.
- (F) The Coach or Manager must inform the Vice President of any team suspensions or penalties given out by the Coach or Manager and the reasons for such penalties or suspensions.
- (G) The Manager, or delegate, will be responsible for scheduling, telephoning, tournament paperwork, game sheets, arranging and paying for Referees, distributing and collecting jerseys, completing OWHA Registration forms and any other OWHA requirements, and parental complaints.
- (H) In realizing the above responsibilities the Manager will work closely with the Ice Convenor, the OWHA Representative, the Referee in Chief, and the Registrar and should be aware of pertinent deadlines.
- (I) The Team Treasurer will be responsible for collecting funds, paying bills in a timely manner, issuing a projected budget at the beginning of the season, and issuing monthly Financial Statements to Parents and the CGHA Treasurer, throughout the season.
- (J) The Team Treasurer will provide a proper accounting of all team funds to the Executive Council, through the CGHA Treasurer, immediately following the end of the season.
- (K) The Trainer must have or obtain a minimum of HTCP Level One (1) Certification and be in attendance at all OWHA sanctioned events the team attends. The Trainer's number should appear on the game sheet as proof of Certification.
- (L) Assistant Coach(s) are responsible for all on ice help as directed by the Coach.
- (M) The OWHA recommends and the CGHA requires that there be a female on the bench and in the dressing room at all times. The 2 deep rule shall be enforced at all times.

PART II - ARTICLE TEN.TWO - Responsibilities of Players and Parents or Guardians - Competitive Teams

- (A) Parents or Guardians must commit to covering ALL costs associated with the Competitive team. Parents and Players must participate in all team fundraisers.
- (B) Any question and/or concerns should be raised with the Coach and/or Manager in a respectful manner. Conversations of a contentious nature should not be held in arenas and, in the best interest of all parties, a twenty-four (24) hour cool down period should be strictly adhered to at all times.
- (C) If unsatisfied, questions, concerns, or complaints should be directed to the CGHA Vice President, then to the President.

PART III - POLICY GUIDELINES

PART III - ARTICLE THREE - House League Team Formation

DRAFT GUIDELINES:

To help ensure a fair and expedient draft for all teams please review our draft guidelines very carefully. These policies will be strictly adhered to throughout the draft process.

1. Only the Head and Assistant coach may be present at the draft. IF YOU ARE UNABLE TO ATTEND AS HEAD COACH you must notify the Director of Coach & Player House League immediately to arrange for an approved proxy.
2. Each Head Coach will select a poker chip to determine position in the draft process.
3. The draft positions will be as follows:
  - a. Round One: 1 2 3 4 5
  - b. Round Two: 5 4 3 2 1
4. This will be repeated until all players have been selected.
5. Players are rated from 5 – 1
  - a. Players without a CGHA player rating (from an outside association House League) will be evaluated and assigned a rating by the HL committee and placed accordingly into the draft according to level.

NOTE: The evaluation process will be followed if a pre-skate is held otherwise they will be placed into a no-rating level and randomly drawn just prior to and separate from the NP (never played) based on selection order. They may not be selected while levels 5-1 players are being drafted.

- b. Never played players will be either evaluated, assigned a rating by the HL committee and/or be part of a random draft following level 1 rated player and based on draft selection order.
  - c. Coaching members that are part of the House League executive and are impacted by the ratings assigned are excluded from the rating evaluations for that particular division.
  - d. Players returning from REP / Competitive play at AA or A in previous season are assigned a level 5 rating, whereas players coming from BB or B will be rated a 4.
6. All NP players will also be randomly drawn following the draft order following all other levels and no-rating players.
  7. The Head Coach is responsible for making the final player selection during a round.
  8. Only daughter(s) for both the Head Coach and Assistant Coach are protected.
  9. A protected player will count as the first selection for that rating level for the Head and Assistant coaches.
  10. The draft will begin selection at the 5 rated players and can extend to a level below (when 5 rated players are active a coach may select a 4 rated player).
  11. A lower level player may not be drafted more than one level below the highest rated unselected/available player. Exceptions include: a) when # of goalies do not equal # of teams, b) the drafting coach already has a sponsored player and the remaining player available for that level or lower level is a sponsorship player, c) when it interferes with a protected player.
  12. No coach or assistant coach is permitted to request or suggest interest in a player prior to their turn. Any coach speaking out of turn or making comments to persuade or dissuade selection may be asked to leave the draft at the discretion of the Director of Coach & Player Development and or CGHA President.
  13. No person throughout the draft process is permitted to make comments or remarks on a player or player's parent that may dissuade and/or encourage another coach's selection.
  14. Each 'team' is permitted to initiate ONE trade following the draft completion of all players and is permitted to accept a trade request from another initiating coach (there should be no discussion or planned player selections for the purpose of trading with another team).
  15. Any trade must be vetted / approved by the Director of Coach and Player House League.
  16. No trades will be honored prior to or following the draft.
  17. Pairings that have been requested through the online registration process will be evaluated and is subject to approval by the Director of Coach and Player House League and President. Pairing selections will only be considered for siblings, guardianship and/or special circumstances that may impact the players' ability to participate in house league hockey.
  18. All ratings were reviewed by the House League organization and reflect the player's ability for the division they had played in and not the upcoming division.
  19. All coaches will be provided an opportunity to review the player ratings prior to the draft start time to address concerns or issues with the assigned ratings. A coach may voice concern for a player rating prior to the official player selection begins. The Coach & Player Director has final say over the player rating in question.
  20. Goalies will be indicated in the draft spreadsheet/player list.
  21. If the # of goalies equals the number of drafting teams the Goalie selection will be awarded in the initial round of the draft following the draft process. In this case a coach must select a goalie in his turn and not select a level 5 rated player until all goalies are selected.

NOTE: The Director of Coach & Player Development, House League has the right to choose placement of goalies when sufficient goalies exist for each team based on the combined rating of the Head and Assistant Coaches protected players (daughters). If a staff member does not have a player they will be automatically assigned a level 3.

22. If there are insufficient goalies to equal the number of teams in the division round one of the draft will begin with 5 rated players and a coach may choose to select a goalie during any turn. In this case a coach/assistant coach with a 5 rated daughter will count as his/her first selection before they can take a goalie.
23. Players that are associated to a sponsor will be identified and the selecting coach will automatically be assigned to that team and jersey assignment. A coach with a selected player associated to a sponsor may NOT select another player associated to a sponsor (even for the purpose of a trade).
24. Any remaining jersey assignments will be handled in a random draw following completion of player selection.

#### PART III - ARTICLE FOUR - Spirit of the House League-Fair Ice Policy

- (A) The intent of our House League program is to give equal ice time (as near as is practical) to all Players regardless of the Player's skill or experience level.
- (B) All defence Players will have equal ice time with respect to other defence Players and all forwards will have equal ice time with respect to other forward Players. There may be certain Players that always play center, but

they should NOT have more shifts than the other forwards.

- (C) If a Player is switched between forward and defence, they should NOT advance any positions in their rotation so as to get more ice time.
- (D) When lines are changed, the entire line should be changed as a unit (as near as is practical and reasonable). Coaches should attempt to change lines on an equal basis, to neither have very long nor very short shifts, and so that over the course of a game, all lines will have had approximately equal ice time.
- (E) House League hockey should be seen as an opportunity to develop as a player and as a person and should be facilitated with the aid of the team staff. Every player shall receive equal ice time to the best of the coach's ability. "Short Benching" is not an acceptable part of the CGHA House League program. Running three (3) forward lines while utilizing the same two (2) centres for the entire game would be deemed an example of "short benching". In consultation with the CGHA Disciplinary Committee the coach may sit a player for disciplinary measures if approval to do so is received by said committee.
- (F) When penalty killing, it would be appropriate to choose the next four (4) Players from the five (5) whose turn it was next. The Player missing that shift would go out with the following shift. If a defence Player is serving the penalty, two (2) defence and two (2) forwards may be placed on the ice or a forward may play the defence position provided she is on the next line to go on the ice.
- (G) On a power play, there should NOT be any alterations to the lines.
- (H) The bench will be organized such that the Players near the door go on the ice next and the players coming off the ice go to the end of the line. If at any point in the game the goalie is pulled, it must be done in accordance with ARTICLE TWO.FOUR (2.4) (F) and ARTICLE NINE (9) (A) of the Rules and Regulations.
- (I) In maintaining the equal ice time policy within the House League program, Coaches should remember that the outcome of the game should be determined by the Players' hustle and ability as opposed to coaching strategies.

#### PART III - ARTICLE FIVE – Releases

- (A) No CGHA Player can register with another Association without first obtaining a Release.
- (B) A Player wishing to receive a Release must request such, in writing, from the Registrar.
- (C) Releases are considered for, but not restricted to, the following reasons:
  - i) Players seeking a higher calibre of hockey than CGHA can provide for that Player at the time;
  - ii) Players who have or are planning, in the near future, to move outside Clarington.
- (D) Only the Player, as per ARTICLE FIVE (5) (C) of the By-Laws, or the parent/guardian of a Player can request a Release.
- (E) The Registrar will verify that any Player requesting a Release is in good standing (i.e. no money is owed to the CGHA or any team within the CGHA by the Player).
- (F) All Releases will be provided electronically by the Registrar through IT Sports.
- (G) No Player will be accepted by CGHA, from another female hockey Association, without first providing, to the Registrar, a Release from that Association.

#### PART III - ARTICLE SIX - Permission to Skate Forms

- (A) A Player wishing to try out for another Association must first receive Permission to Skate form.
- (B) The request for Permission to Skate form must be submitted, in writing, to the Registrar, well in advance, and must include the period of time for which the form is required.
- (C) The Registrar will monitor all Permission to Skate forms regarding the duration for which they were issued.
- (D) Only the Registrar's signature is required on a Permission to Skate form.
- (E) The Registrar must receive a Permission to Skate form from any Players registered with another female hockey Association who wish to try out for a CGHA team.
- (F) All OWHA criteria regarding Permission to Skate forms must be strictly adhered to and particular attention should be taken regarding the time lines surrounding Permission to Skate forms.

#### PART III - ARTICLE SEVEN - Removal of Party from Arena

- (A) The CGHA has the right to request that an individual be refused admittance, to City owned facilities where CGHA conducts its programs, if that individual's behaviour is deemed inappropriate.
- (B) An Executive Council Member is required to approach arena personnel at the time of the incident to assist in the controlling of the situation.
- (C) If necessary, the arena personnel have the ability to contact the Police in order to remove the individual at the time of the incident.
- (D) Should it be deemed necessary to ban the individual, from City facilities being used by CGHA, for an extended period of time, the Executive Council must ensure that all requirements are met.

### PART III - ARTICLE EIGHT – Correspondence

- (A) All paper correspondence received by any Executive Council Member must be submitted to the Secretary and kept on file.
- (B) A copy of all paper correspondence distributed by any Executive Council Member must be submitted to the President, Vice President, and Secretary as well as any Executive Council Member whose position is connected with such correspondence. When deemed necessary

### PART IV - PRACTICES & PROCEDURES

#### ARTICLE TWO - Coaches'/Trainers' Clinics

- (A) Each year, with Coach/Trainer turn over, it is necessary to have candidates attend clinics.
- (B) Information can be found, regarding these clinics, by contacting the OWHA. This refers to both seeking clinics run by other centers and/or hosting these clinics.

#### ARTICLE THREE - Competitive Team - Try Out Process

- (A) The Executive Council will determine the dates and times of competitive try-outs with regard to ice availability. The dates and times should be adequately advertised to all Members, well in advance, by the various means open to the Executive Council. These could include but not be limited to:
  - i) Flyer hand outs at the time of banquet, registration, and/or pre season clinic, etc.
  - ii) Advertisements in the local newspapers
  - iii) Flyers to schools
  - iv) CGHA bulletin board
  - v) CGHA Website
  - vi) Electrical board at arena
- (B) The Vice President will be responsible in conjunction with other appropriate Members for notifying the Coaching Staff of each team of all pertinent data regarding the try-out process. He/she will review the proper organization necessary to ensure the registration tables are covered at all times. Again, non Members need to sign the appropriate Waiver in order to skate. Also, the Code of Conduct regarding Rep teams needs to be available to each Player trying out and the parents/guardians need to know that once they accept placement on the team, they will be required to sign and return this form to the team Manager. People volunteering at this time need to record names, phone numbers, ages, whether the skater is or isn't registered or on a waiting list, and will follow the same procedure as the pre season Ice Clinic regarding the handling of money.
- (C) In conjunction with the Coach and/or team Manager, the system regarding the distribution of shirts and recording of numbers will be determined. Shirts must be collected after each tryout hour.

#### ARTICLE FOUR - Payment of Referees

- (A) The Treasurer or designate will create envelopes for each game, with the information on it regarding: game date, time, location, and team names and allowance for recipient signatures.
- (B) In each envelope place the exact amount of money (per Referee) to cover all game fees
- (C) If only one (1) Referee officiates a game, they receive the entire amount. As deemed appropriate.
- (D) Empty, signed envelopes will accompany the game sheet and be returned to the Treasurer. All envelopes collected should reconcile with Ice Convener records
- (E) In the case of Competitive teams, the Team Manager is responsible for contacting the Referee-in-Chief to arrange Referees for the games and is also responsible for payment of Referees. And time keepers
- (F) The Referees are to be paid in the Referee room BEFORE each game. Where practicable

#### ARTICLE FIVE - Game Sheets

- (A) The "Home" team Coach is responsible for submitting, to the Division Convener, the top and bottom copy of the game sheet. This may be accomplished through the mail slot located in the Rickard Arena B Pad.
- (B) The second copy is for the "Home" team Coach and the third for the "Visiting" team Coach.
- (C) The Webmaster or designate will update game sheet statistics to the association website
- (D) In the case of Competitive teams involved in League play, the top copy of the game sheet is submitted to the League Convener, the following two copies of the game sheet are for the Coaches, and where possible.

- (E) Competitive teams must notify the Vice President in the case of any suspensions or injuries.

ARTICLE SEVEN - Developmental Clinics

- (A) The CGHA will make an attempt whenever possible to incorporate Developmental Clinics including power skating, skills development and goalie clinics
- (B) Compensation will not be available to those who do not participate in (A)
- (C) This program will be offered based on the following criteria:
  - i) ice availability
  - ii) ice affordability
  - iii) manpower availability

ARTICLE EIGHT - CGHA Newsletter

- (A) Ideally, the Association Newsletter should be published a minimum of three (3) times per season, as time and money will allow.
- (B) When considering when to publish the Newsletter, the beginning, middle (pre Christmas) and end of the season should be considered. A publication should be available at the end of the regular season games in time for the Championship weekend. This publication should offer the schedule for those games as well as reporting the team standings at the end of the regular season.
- (C) The Newsletter is considered a two-way communication vehicle for the Association and therefore, participation in its content should be encouraged from within all sections of the Association. Some examples of format and content include:
  - i) Articles of interest, notifications, pictures, charts, graphs (i.e. letters from Players, updates on the Women's Provincial and/or National teams).
  - ii) reports from Executive Council Members
  - iii) teams standings and team statistics
  - iv) important dates to remember
  - v) safety issues
  - vi) a list of Executive Council Members and their phone numbers

ARTICLE NINE – House League Player Rating Form

- (A) Each season, usually around February, Coaches will receive Player Rating Forms from the Director of Coach and Player Development of House League.
- (B) Coaches are asked to rate all Players in their Division, as best as possible, and submit the completed forms to the Director of Coach and Player Development of House League when requested. Failing to comply, coaches wishing to be considered for a "team official" position for the upcoming season will be denied said position at the discretion of the Executive Council.
- (C) At the end of the current Season the Coaches will be asked to try to rate ALL Players.
- (D) A cover letter will accompany the Rating Form.

ARTICLE TEN - Mailings, Correspondence, Notifications

- (A) Each year, toward the end of the season, Registration Forms and Team Official Application Forms, for the coming season, will be distributed. If possible, these should be incorporated with the Notice of AGM mailing.
- (B) Any teams holding team fund raisers, whether they be House League or Competitive, must display the winner's name on the CGHA bulletin board and when possible, an issue of the Association Newsletter.
- (C) Current mailing address of the CGHA shall be: Clarington Girls Hockey Association, 120, 172-2377 Highway#2, Bowmanville, ON, L1C 5E2