



**Clarington Girls
Hockey Association**

**By-Laws, Rules and Regulations,
Policy Guidelines and Practices
and Procedures**

2009

Table of Contents

PART I — BY—LAWS	3
ARTICLE ONE – Overview.....	3
ARTICLE TWO - Duties of Officers.....	3
ARTICLE THREE - Duties of Elected Members.....	8
ARTICLE FOUR - Duties of Appointed Officials	17
ARTICLE FIVE – Registration	22
ARTICLE SIX - Appointment of Members to Teams	23
ARTICLE SEVEN - Nominating Committee	23
ARTICLE EIGHT - Suspension and Defaults	24
ARTICLE NINE - Protests and Appeals.....	24
ARTICLE TEN - Discipline Committee	25
PART II — RULES & REGULATIONS	26
ARTICLE ONE - Overview	26
ARTICLE TWO - Playing Rules	26
ARTICLE TWO.ONE - General Playing Rules	26
ARTICLE TWO.TWO - Player Rules	27
ARTICLE TWO.THREE - Team Official(s) Rules	28
ARTICLE TWO.FOUR - Team Rules	29
ARTICLE THREE - Division Rules	31
ARTICLE THREE.ONE - Novice Division.....	31
ARTICLE THREE.TWO - Atom / Peewee / Bantam / Midget / Intermediate Divisions	31
ARTICLE FOUR - Selection of Coaches	32
ARTICLE FIVE - Tournaments	33
ARTICLE SIX - Borrowing of Players	33
ARTICLE SEVEN - Exhibition Games	34
ARTICLE EIGHT - Standings.....	34
ARTICLE EIGHT.ONE - Team Standings - Round Robin Play-offs.....	34
ARTICLE EIGHT.TWO - Team Standings - Finals.....	35
ARTICLE NINE - Goalies/Call-ups - Play-offs and Finals.....	36
ARTICLE TEN - Competitive Teams	36
ARTICLE TEN.ONE - Responsibilities of Team Officials — Competitive Teams	38
ARTICLE TEN.TWO - Responsibilities of Players and Parents or Guardians - Competitive Teams.....	39
PART III — POLICY GUIDELINES.....	40
ARTICLE ONE - Player Registration	40
ARTICLE TWO - Coach Selection Process.....	40
ARTICLE THREE - House League Team Formation Guidelines.....	42
ARTICLE FOUR - Spirit of the House League-Fair Ice Policy.....	43
ARTICLE FIVE - Releases.....	44
ARTICLE SIX - Permission to Skate Forms.....	44

ARTICLE SEVEN - Removal of Party from Arena	45
ARTICLE EIGHT - Correspondence	45
PART IV — PRACTICES & PROCEDURES	46
ARTICLE ONE - General Administration	46
ARTICLE TWO - Coaches'/Trainers' Clinics.....	46
ARTICLE THREE - Competitive Team - Try Out Process.....	46
ARTICLE FOUR- Payment of Referees	47
ARTICLE FIVE - Game Sheets	47
ARTICLE SIX - Borrowing of Players	48
ARTICLE SEVEN - Goalie Clinic	48
ARTICLE EIGHT – CGHA Newsletter	49
ARTICLE NINE - Player Rating Form	49
ARTICLE TEN - Mailings, Correspondence, Notifications.....	50

PART I- BY-LAWS

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.

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.
- 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 Rep, Vice President of House League, Director of Coach and Player Development of Rep and House League, and may include the Referee in Chief, divisions, 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 **revised April 23, 2008** as a current Executive Council Member **revised April 2009** review 2010.
- xiii) Be responsible for ensuring the financial records and financial statements of the CGHA reviewed by season end/annually 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.
- xiv) Be responsible for all House League and Competitive League teams' finances being set at a nil balance at season end.

(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 a House League Sub-Committee to help realize (iii).
- 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.
- 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 **revised April 2009** in the absence of the OWHA & LLFHL rep.
 - xi) Co-ordinate with the Division Conveners the 'Borrowing of Players' Policy pursuant to ARTICLE SIX (6) of the Rules and Regulations.
 - xii) Receive from the Division Conveners 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.

(C) The Vice-President Rep 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).
- v) In forming the Competitive program Sub-Committee; include the Director of Coach and Player Development of Rep.
- vi) Under this committee: (a) assist the Director Of Coach and Player Development of Rep 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 **revised April 2009** in the absence of the OWHA & LLFHL rep.
- x) Have served a MINIMUM of one (1) year as an Executive Council Member.

(BOTH VICE PRESIDENTS WILL BE RESPONSIBLE FOR ENSURING ALL POLICE CHECKS ARE CURRENT AND COLLECTED)

(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 Minute Book, Correspondence Files, Constitution, By-Laws, Rules & Regulations, etc.
- ix) Be responsible for updating any amendments to the Constitution, By-Laws, Rules & Regulations, and Policy Guidelines etc.
- x) Ensure that the Membership receives notification of all changes in a timely manner.
- xi) Be the custodian of all CGHA forms, including game sheets, and be responsible for printing and copying said forms and making them available to other Executive Council Members.
- xii) Be responsible for keeping a supply of CGHA letterhead including the official logo.
- xiii) Transfer to his/her successor, at the end of the season, all books,

records, and material in his/her possession.

(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.
- 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 as of August 1, 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.
- xi) Prepare interim reports of the financial standing of the CGHA when called upon to do so by the Executive Council.
- xii) Have the Financial records and Financial Statements of the CGHA reviewed annually 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 on a monthly basis.
- xiv) Obtain monthly Financial Statements from all Competitive teams on December 31 and April 30 of the current year. Obtain monthly Financial Statements from all House League teams on April 30 of the current year
- xv) Be responsible, in conjunction with the Registrar, for determining when special payment arrangements are necessary.
- 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.

(F) The Immediate Past President shall:

- i) Advise the President of his/her duties.

ARTICLE THREE - Duties of Elected Members

(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 Publicity to adequately advertise CGHA Registration.
- iv) Check all players as to their eligibility including Proof of Residency.
- v) Be shown a copy of a Birth Certificate, for each Player, in accordance with the OWHA carding policy.
- vi) 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.

- vii) Provide the Ice Representative with the enrolment statistics immediately following the Registration process and with any updates throughout the season.
- viii) Be responsible, in conjunction with the Treasurer, for determining when special payment arrangements are necessary.
- ix) Be responsible for all Release requests pursuant to ARTICLE SIX (6) of the Policy Guidelines.
- x) Be responsible for all Permission to Skate requests pursuant to ARTICLE SEVEN (7) of the Policy Guidelines.
- xi) Be responsible for recording and submitting to the Treasurer, be it in cash or cheque, all registration fees within one (1) week of receiving same.
- xii) 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 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.
- 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) Be responsible for all thank you cards and/or appreciation gifts for Coaches when the need arises and said has had prior approval from the Executive Council.

(C) The Director of Coach and Player Development Rep shall:

- i) Be elected for a period of two (2) years.
- ii) Work with the Vice-President in appointing Conveners for each division.
- iii) Be responsible for all Division Conveners.
- iv) Report to the Executive Council any interests, questions, and/or concerns arising within the Rep program which have been submitted by the Division Conveners.
- v) Forward any disciplinary concerns to the Vice President.
- vi) 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.

(D) 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.
- iii) 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.
- iv) Confer with the Referee-in-Chief to ensure that properly certified Officials are in attendance at each game

- v) Provide a CGHA schedule to all arenas, in advance, so that team names may be displayed for dressing room assignments.
- vi) Be responsible for supplying up to date schedules to the **revised April 2009** Executive Council, Coaches and arenas.
- vii) Co-ordinate referee scheduling requirements for House League teams with the Referee-in chief. Competitive will schedule Referees as required for each team's game schedule.
- viii) Be responsible for issuing ice to the Competitive teams.
- ix) Be responsible for keeping records, as directed by Competitive and House League teams, of all Tournaments the teams wish to attend.
- x) Be responsible for co-ordinating the House League and Competitive schedules so as to have the least amount of conflict, during the period of time that the CGHA has Competitive players playing on House League teams.
- xi) Be responsible for communicating to the Executive Council Members and Division Conveners or directly to the Coaches in the absence of Division Conveners, any changes affecting the schedule once it has been distributed and posting any changes on the bulletin board for the General Membership.
- xii) Be responsible for purchasing extra ice, over and above Ice Council ice allocation, as is necessary from time to time.
- xiii) Be responsible for signing all ice contracts with prior approval from the Executive Council.
- xiv) Attend all Ice Council meetings on behalf of the CGHA and act as liaison between the CGHA and the Ice Council.
- xv) Communicate all interests, questions and concerns, as directed by the Executive Council, at Ice Council meetings.
- xvi) Present a report to the Executive Council after each Ice Council meeting.
- xi) Provide the Treasurer with 'clear records so as to determine ice usage by House League and Competitive teams.

(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 yearend 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.
- xi) Work with the Director of Sponsorship to determine the allocation of sponsors to team jerseys.
- xii) Co-ordinate the changes to such sweaters.

(F) The Director of Publicity shall:

- i) Be elected for a period of two (2) years.
- ii) Work closely with the President.
- iii) Work closely with the Registrar(s) to adequately publicize Registration.
- iv) Work closely with the Director of Tournaments to adequately publicize any CGHA Tournament(s).

- v) Work closely with the Director of Fund Raising to adequately publicize any CGHA fund raising events.
- vi) Be responsible for all CGHA publicity correspondence.
- vii) Be responsible for recruitment.
- viii) Prepare any promotional material that the CGHA may require to realize
- ix) Publish a CGHA newsletter as required throughout the season.
- x) Receive approval from the Executive Council prior to any publications or contracts for such being authorized.

(G) The Director of Sponsorship 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 teams, Tournaments, clinics and forward such monies to the Treasurer, within two (2) weeks of receiving them.
- v) Assist in individual Player sponsorship under the direction of the Treasurer.
- vi) Prepare letters of appreciation and purchase gifts for Sponsors, when the need arises, and said have had prior approval from the Executive Council.
- vii) Deliver all gifts and letters of appreciation in a timely manner, confirm that all Competitive teams have adequately thanked Sponsors, obtain copies of such letters, and ensure they are filed with the Secretary.

(H) 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) 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 Division Convenor.
- 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 Publicity 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.

(I) The Director of Fund Raising shall:

- i) Be elected for a period of two (2) years.
- ii) Co-ordinate all fund raising activities of the CGHA with prior approval from the Executive Council, including Competitive team fund raising.
- iii) Present a proposal to the Executive Council in order to obtain approval prior to any commitments with regard to fund raising activities.
- iv) Present, to the Executive Council, a financial report at the conclusion of each approved fund raising activity.

- v) Work closely with the Treasurer to ensure the proper recording of all monies.
- vi) Work closely with the Director of Publicity to promote such fund raising events and/or activities.

(J) 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) 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.

(K) The Director of IT Sports of House League and Rep shall:

- i) Be elected for a period of two (2) years.
- ii) Work closely with the Registrar for the Registration process for the CGHA.
- iii) Prepare on-line forms for registration including registration costs, administration fee, post dated payments, on-line payments, multi-family

discounts, automated email messages and policy and procedure statements for payments by credit card and cheques

- iv) Create and maintain opening webpage within IT Sports
- v) Develop categories and teams based on registration numbers
- vi) Assign players to teams as they are formed
- vii) Enter all coaches and trainers certification data
- viii) Generate and analyze actual and forecasted registration reports and give a statement to the Executive Council at the monthly general meetings and a yearend summary report for the Annual General Meeting
- ix) Generate the OWHA Registration Forms for House League and Competitive teams to sign and send in to meet the OWHA deadline
- x) Work closely with the Treasurer in tracking all active and partial payments, NSF's and post all payments on IT Sports within one week of being received.
- xi) Design a registration flyer for all new and returning players with registration dates, price and any other pertinent details and distribute to arenas, schools, CGHA website and paper thirty (30) days prior the live registration date

(L) The General Manager of Hockey Operations of OWHA & LFFHL shall:

OWHA rep:

- i) Represent the CGHA in all matters involving the OWHA
- ii) Attend meetings, discipline hearings and other OWHA matters
- iii) Vote on OWHA matters as required under the OWHA constitution and represent the CGHA
- iv) Uphold OWHA playing rules as it pertains to CGHA players, coaches and executive members

LLFHL rep:

- i) Represent the CGHA in all matters of the LFFHL
- ii) Act as General Manager under the LFFHL policy
- iii) Attend regional meetings and present CGHA interests to the Board

- iv) Vote on matters of interest to the CGHA
- v) Uphold LLFHL rules and enforce as such
- vi) Manage MTW as a GM for the CGHA

ARTICLE FOUR - Duties of Appointed Officials

(A) The Convener shall:

- i) Work under the direction of the Vice President of House League at all times.
- ii) Foster the goals and ideals of the House League as set by the Constitution and Executive Council of the CGHA and implement all Policies, By-Laws, Rules, etc. of the GHA and its governing bodies.
- iii) Keep accurate and detailed documentation of all complaints received concerning any Coach during the season and make these documents available to the Director of Coach and Player Development of House League and/or the Vice President of House League.
- iv) Recommend to the Vice President of House League suspensions for conduct not in the best interest of the Association and contravening its Rules and Policies beyond those that are applied by the Referees. (These suspensions or penalties apply off the ice surface and out of the play as well as on the ice and in play.)
- v) Receive and process all protests and appeals through the Vice President of House League.
- vi) Be at the arena at least thirty (30) minutes before the game time to help organize the dressing rooms, team roster, equipment, and post notices when applicable.
- vii) Act as liaison between the Parents and the Executive Council, through the Vice President of House League, and promote communication between all parties, Participants, Parents, Coaches, and the Executive Council.
- viii) Ask for and receive any suggested Rule changes from Coaches and Parents during and in particular, toward the end of each year and forward such submissions, in writing, to the Executive Council through the Vice

President of House League.

- ix) Monitor the shifting of players
- x) Encourage equal ice time for all Participants including length of shifts.
- xi) Assist the Vice President, Vice President of House League, and the Director of Coach and Player Development of House League at the 'formation of teams' meeting using the guidelines established by the Association in ARTICLE THREE (3) of the Policy Guidelines.
- xii) Provide information to the House League Committee, to support team balancing decisions, as required.
- xiii) Forward a list of any suspensions with a Report of the incident to the Vice President of House League, to the Discipline Committee.
- xiv) Make an Injury Report on any Player requiring professional medical attention to be forwarded to the Vice President of House League.
- xv) Avoid all conflicts of interest in the performance of his/her duties and to this end will not act in the capacity of team Official in the division for which he/she is responsible.
- xvi) Ensure strong lines of communication with the Coaches in his/her division regarding any scheduling changes that may occur throughout the season.
- xvii) Ensure that the Coaches are aware of and are following the procedures regarding timekeepers and game sheets.
- xviii) Inform the Vice President of House League if any Competitive Player is not fulfilling their House League commitment.
- xix) Get game sheets from Home team Coaches after every game in his/her division.
- xx) Demand twenty-four (24) hour cooling off period for all parents, Coaches issuing complaints in an aggressive manner and then address game, Coach, and Parent issues in the Convenor's room if at all possible.
- xxi) Be appointed and apply annually for renewal of his/her status with the Association.

(B) 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 Division Convenor provide a borrowed Player(s) for the game.)
- vi) Inform the Vice President of House League/Rep if any Competitive Player is not fulfilling their House League commitment.
- vii) 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.)
- viii) Ensure that all players' equipment has been inspected in order to verify that only approved equipment is being used.
- ix) 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 Division Convenor and the Referees, and remain until after all players have left the dressing room.
- x) Ensure that all game sheets are filled in properly and legibly pursuant to ARTICLE SEVEN (7) of the Practices and Procedures.

- xi) If listed Home team, distribute the game sheets and contact the Director of Publicity regarding the game results, immediately following the game as per ARTICLE SEVEN (7) of the Practices and Procedures.
- xii) Prohibit the use of alcoholic beverages, smoking, profanity, or unacceptable social conduct within team dressing rooms, at Players' benches, or on the ice surface.
- xiii) Ask and receive instructional assistance, whether in the form of personnel or instructional material to improve the skill development of his/her Players.
- xiv) Apply annually for renewal of his/her Coaching status with the Association.
- xv) Attend and become certified under the OSHA Coaching Certification programs.
- xvi) Be responsible for collecting the team shirts after every game and ensure that team shirts are only used for games.
- xvii) 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.
- xviii) Ensure that the division Convenor/ 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.
- xix) 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).
- xx) When requesting scheduling changes, contact the Division Convenor, who will notify the Ice Convenor, well in advance.
- xxi) Distribute the additional order form envelopes to all Players prior to picture day.
- xxii) In the case of Division Champions, return the trophy to the Director of Equipment.

- xxiii) If participating in the Annual Tournament, collect the Registration Fee from all Players and submit it with the application to the Director of Tournaments.
- xxiv) Ensure that an adult female is in attendance at all times when dealing with Players
- xxv) Ensure that joining washroom doors are locked, when necessary, before Players enter the dressing room.
- xxvi) In conjunction with the Trainer,
 - 1. 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.
 - 2. Ensure for the safety of the arena and ice surface in which the game/practice is taking place.

(C) 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.

ARTICLE FIVE - Registration

- (A) **Revised April 2009** Every girl wishing to play in the CGHA must first be registered on line and have paid the non-refundable payment and registration fee in full
- (B) Players eighteen (18) years of age and over may sign their Registration Form.
- (C) All Players must show a copy of a Birth Certificate or other acceptable form of proof of age.
- (D) The age limits for the Association as of DECEMBER 31st of the current year are
Revised April 2009:
- | | |
|--------------------------------------|----------|
| Senior Division | 21 & up |
| Intermediate Division | 18 to 20 |
| Midget Division | 15 to 17 |
| Bantam Division | 13 & 14 |
| Pewee 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.

ARTICLE SIX - Appointment of Members to Teams

- (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, Managers, and Trainers will be placed accordingly and must be sanctioned by the Executive Council as outlined in ARTICLE FOUR (4) of the Rules and Regulations and ARTICLE TWO (2) of the Policy Guidelines.
- (C) Players wishing to play together will be accommodated where possible but 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 there may be a Competitive team at the 'A', 'B', and/or 'C" levels or levels so designated by the OWHA.
- (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.

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 at least forty-five (45) days in advance of the Annual General Meeting and give the General Membership thirty (30) days notice of the Nominations for Election.

- (D) The Chairman will arrange for an independent party, Liaison, to conduct the Elections at the Annual General Meeting.

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 wilfully 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 judged to be perceived as malicious intent to injure or unsportsmanlike, notwithstanding any penalties enforced by Referees, will be subject to an additional suspension as deemed necessary by the CGHA Discipline Committee.

ARTICLE NINE - Protests and Appeals

- (A) Any of the above suspensions have the right of appeal to the Discipline

Committee.

- (B) OWHHA 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 Division Convenor 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 Division Convenor will forward the protest or appeal request to the Vice President of House League who 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.

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 Rep, Director of Coach and Player Development of House League and Rep, and may include the Referee in Chief.
- (C) **Revised April 3, 2007** 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.

PART II - RULES & REGULATIONS

ARTICLE ONE – Overview

The CHA and OWHA 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.

ARTICLE TWO - Playing Rules

ARTICLE TWO - ONE - General Playing Rules

- (A) All games are to be played under the OWHA Rules. The Rules & Regulations of the Association are not in lieu of, but are in addition to those of the Hockey Canada and the OWHA.
- (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 Division Convenor. In the absence of a Convenor the complaints should be made, in writing, directly to 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 Division Convenor, and/or the Referee-in-Chief. If the request is granted, a discussion will be held in the presence of the Division Convenor and/or Referee-in-Chief.
- (F) Any suggestions for rule changes must be submitted in writing to the President for review through the Division Convenor.
- (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) In the Atom/Peewee/B/M/I divisions each game will consist of two (2) ten (10) minute stop time periods and one twelve (12) stop time period set for the balance of time left on the clock. The Tyke/Novice division will run on a two (2) minute stop time buzzer system. All games must end on time. There are NO exceptions.
- (K) 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.

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 League without first obtaining a release from **revised April 2009** 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 League 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.
- (C) Players are eligible to play in one division only, unless otherwise approved by the Executive Council.
- (D) **Revised April 2009** All returning CGHA players must pay the non-refundable registration fee on line by April 15th of the current year or an additional late registration fee will be applied. All outstanding registration fees must be paid in full by competitive players before August 15th and all House League players before September 1st 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, and in particular, **revised April 2009** Mouth guards, approved helmets, face masks, skates, and a CSA approved neck protector must also be worn. In addition, all Goalies must wear a

good quality neck shield securely affixed to the helmet. A Player lacking this equipment will NOT be allowed on the ice until they obtain such equipment. This will be mandated by the coach and trainer.

- (F) The Association cut-off date for 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 **revised April 2009** 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, **revised April 2009** 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) **Revised April 2009** 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.

ARTICLE TWO.THREE - Team Official(s) Rules

- (A) There will be no more than **revised April 2009** 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 Division Convenor to comply with the rule.
- (B) It is recommended that all teams include an Official who is certified and registered with a minimum Level 1 Coaching certificate and an Official who has a Trainer's certificate, pursuant to the OWSHA Regulations governing Coaches and

Trainers.

- (C) 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.
- (D) No Player may be double shifted pursuant to ARTICLE FOUR (4) of the Policy Guidelines **revised April 2009** where possible.
- (E) Coaches must ensure that each **revised April 2009** 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.
- (F) 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. If the game is delayed due to an improperly completed game sheet a two minute bench penalty will be assessed. 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.
- (G) Should a Player arrive late, the Coach, through the Referee, will ensure that the Player is properly signed on the game sheet.
- (H) 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.

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. I
- (G) When a Goalie is unable to play due to illness or injury, and no other Player on said team will play in net, the Coach must notify the Division Convenor, or in the absence of a Division Convenor, the Vice President of House League, to make arrangements to borrow a Goalie from the next division down. There must be approval from the Coach, if at all possible, from which the Goalie is being borrowed prior to any contact with the Player.
- (H) In the case of injury to a Player during a game, the team will follow regular rotation rules.
- (I) Should adjustment or repair of equipment be necessary, the Player must go to the bench and will be replaced following the regular rotation rules.
- (J) 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.
- (K) 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.
- (L) 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.
- (M) 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 following automatic MINIMUM suspensions will apply and may be reviewed and revised at the discretion of the Discipline Committee:
 - i. Misconduct - 1 Additional Game
 - ii. Game Misconduct - 2 Additional Games
 - iii. Match Misconduct - 3 Additional Games
 - iv. Gross Misconduct - 5 Additional 'Games

- (N) 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.
- (O) The Coach is responsible, to ensure their responsibility for borrowed equipment, for signing an 'Equipment Sign Out' form and must submit said form to the Director of Equipment, through the Division Convenor.
- (P) The OWHA recommends and the CGHA requires that there be a female on the bench and in the dressing room at all times.

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 Rep, 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.

ARTICLE THREE.ONE - Novice Division

The Novice division will use the two (2) minute buzzer system **revised April 2009** up until December 31st. Starting in January the two (2) minute buzzer system will be removed.

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.

ARTICLE FOUR - Selection of Coaches

- (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) Unsuccessful Coaching Candidates will be notified, **revised April 2009** by a phone call, of the decision of the Executive Council, by the Director of Coach and Player Development.
- (D) All Coaches must apply annually for renewal of their Coaching status with the Association.
- (E) 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.
- (F) 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 **revised April 2009** as an Assistant Coach.
- (G) Any successful Coaching applicant has the right to have his/her daughter or ward on his/her team provided the Player's age applies to that division.
- (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

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 OWHA rules and regulations must be followed in all Tournaments; however, the rules of the Tournament must have first priority.
- (D) All Tournaments must be OWHA sanctioned and must be approved by the Vice President before registering.
- (E) All Tournament game sheets must be forwarded to the Vice President and if possible, the Director of Publicity immediately following the Tournament.

ARTICLE SIX - Borrowing of Players

- (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 Convenor, or the Vice President of House League in the absence of a Convenor, requires a minimum twenty-four (24) hours advance notice to organize the borrowing of Players.
- (D) Agreement must be provided by the Coach, 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.
- (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) Borrowing of Players will follow a rotation through the division. No Player will be borrowed a second time before other eligible Players in that division are considered, with the exception of Goalies.

Note: please refer to ARTICLE EIGHT (8) of the Practices and Procedures for further details.

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 Division Convenor 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) OWSHA 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 OWSHA through the CGHA OWSHA Representative.

ARTICLE EIGHT – Standings

ARTICLE EIGHT.ONE - Team Standings - Round Robin Play-offs

- (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) the team with the higher number of wins, will record the higher standing;
- ii) the team with the best record against other tied teams, will record the higher standing;
- iii) the team with the most periods won in games against other tied teams, will record the higher standing;
- iv) the team with the most periods won in the series, will record the higher standing;
- v) the team with the fewest penalty minutes, will record the higher standing;
- vi) the team who scored the first goal in the game between the tied teams, will record the higher standing;
- vii) the toss of a coin will determine the team with the higher standing;

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 ten (10) minute, stop time, 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

ARTICLE NINE - Goalies/Call-ups - Play-offs and Finals

Call-ups are only facilitated by the Director of Player and Coach Development, and are done in a manner to maintain the strength and numbers of a team. A maximum of two (2) call-ups are allowed only to bring the numbers up to a maximum of ten (10) Players and only if the Coach has asked for it a minimum of two (2) days prior to the game. The Director of Player and Coach of Development can utilize call-up players from either the same age group or the age group lower if deemed to be fair by the Division Convenor. If a team does not have a goalie and wishes to call one up, the Division Convenor will use similar logic to provide one.

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) **Revised April 5/06** .No more than 4 (four) non-residents are allowed on a top level competitive team and they must be rated among the top ten players on the team. A non-resident must be with the CGHA for two consecutive years to be considered equal to a resident for this purpose. This section to be reviewed annually.
- (C) **Revised April 23, 2008** Non-residents may be allowed on the competitive team if ranked in the top 25 percentile to make up the balance to 17 players or at the discretion of the CGHA Committee who would include the President, VP of Rep, Rep Director of Coach and Player development and the General Manager of the LLFHL/OWHA **revised April 2009** review again in 2010.
- (D) Competitive teams will be held accountable to the Vice President at all times.
- (E) 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.
- (F) Coaches must provide on-ice staff and an evaluation process.
- (G) CGHA Executive Council Members will collect funds, take names and phone numbers, and determine how jerseys will be organized.
- (H) **Revised April 3, 2007** Teams may consist of up to seventeen (17) Players except for Midget and higher which may consist of up to twenty-one (21) Players.
- (I) 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.

- (J) 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.
- (K) 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 **revised April 2009**:

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

- (L) 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.
- (M) All Competitive teams will adhere to ARTICLE FIVE (5) of the Rules and Regulations regarding Tournaments.
- (N) All Competitive teams will be responsible for paying, to the CGHA, **revised April 2009** 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.
- (O) The Ice Convenor will allot game and practice ice for all Competitive teams.
- (P) 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.
- (Q) 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.

- (R) 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 **revised April 2009** non-residents and residents as per Article Ten (B) and (C). Proof of Residency may be required.

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 ARTICLE TWO (2) of the Policy Guidelines.
- (B) The Coach must have or obtain a minimum Certification of National Coaching Certification Program (NCCP) Level One (1).
- (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(es) are responsible for all on ice help as directed by the Coach.
- (M) The Team Fund Raiser will work under the direction of the CGHA Director of Fund Raising.
- (N) The OWHA recommends and the CGHA requires that there be a female on the bench and in the dressing room at all times.

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. These costs will be above those covering the House League program, during the period of time Competitive Players play on House League teams.
- (B) Parents and Players must participate in all team fundraisers.
- (C) 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.
- (D) If unsatisfied, questions, concerns, or complaints should be directed to the CGHA Vice President, then to the President.

PART III - POLICY GUIDELINES

ARTICLE ONE - Player Registration

- (A) A date for registration will be set in accordance by the executive.
- (B) Each Participant must complete a Registration Form .
- (C) In the case of new Participants a Birth Certificate must be shown with every registration form.
- (D) A minimum fee, as outlined on the registration form and due on the date of registration, will accompany all forms and will NOT be refundable.
- (E) Cheques for the balance of the registration fee must accompany the registration form.
- (F) Any N.S.F. fees will be the responsibility of the registrant or her parent/guardian.
- (G) No Participant may play for more than one (1) ice sport team in Clarington, with the exception of School Hockey.

ARTICLE TWO - Coach Selection Process

- (A) The Vice President and the Director of Coach and Player Development of Rep will form a subcommittee of two (2) 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.
- (B) The Director of Coach and Player Development of Rep 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) In the case of more than one (1) candidate offering to Coach a particular team, it is advised that the Director of Coach and Player Development of Rep solicit input from **revised April 2009** three (3) different people to conduct the interviews using the same five (5) people in each division. It is preferable that the five (5) not to be stakeholders in the team being considered. If an evaluator is a stakeholder he/she is not to participate in the evaluation, just the interviewing of the coach(s).
- (D) It is preferable that the five (5) not be stakeholders in the team being considered,

but in the case where this is not possible, picks an evaluator that is knowingly supportive of the Coaching candidate and another that is knowingly critical of the Coaching candidate. The intent is to evaluate each candidate for a team equally and to invoke a wide range of input so that all aspects of a candidate's performance can be recognized.

- (E) The sub-committee of two (2) will compile the five (5) 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 number. **(revised April 2009)**
- (F) 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.
- (G) The selection of Competitive team Coaches should be completed prior to registration for the upcoming season. 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 **revised April 2009** after registration, if the registration numbers indicate that the number of teams must be increased.
- (H) 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 Rep 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. **Revised April 2009** Any Executive council member with child/spouse applicant at that age should refrain from voting if a quorum can be met.
- (I) 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 Rep will need to recruit another candidate for ratification.
- (J) The Director of Coach and Player Development of Rep is responsible for notifying ratified Coaches of their assignment **revised April** 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.

- (K) Providing and analyzing evaluations of Coaches is a sensitive process, and requires that this information stays with the sub-committee of two (2). Discussions during the ratification process should be limited to “yes” or “no”, unless there are extreme issues why someone should not be ratified.
- (L) 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.

ARTICLE THREE - House League Team Formation Guidelines

- (A) The process of dividing registered Players into teams is managed by the Division Convenor or other designate, under the direction of the President, Director of Coach and Player Development of House League, and the Vice President of House League.
- (B) The flip of a coin or draw is used to assign Goalies to each team. The Division Convenor or Vice President of House League will identify the high impact forward Players and place one on each team. The same is done with high impact defence Players.

- (C) The flip of a coin is used to determine the order in which the Coaches will pick their team and the order of picking is as follows:

Team A	Team B	Team C	Team D
1st	2nd	3rd	4th
8th	7th	6th	5th
9th	10th	11th	12th
16th	15th	14th	13th

- i) The first time a Coach’s daughter’s ranking is called, that is his/her pick;
 - ii) Except for his/her daughter, a Coach does not have to pick the next Player on the list but is required to choose a Player of the same ranking;
 - iii) If the Division Convenor has determined that there is NOT any great inequality between Goalies, that is, one is not considered a high impact Player, they are drawn at the end, or again by the flip of a coin;
- (D) **Added April 5/06** .Only the head coach and the assistant coach may attend the player selection meeting and can only reserve each of their own respective daughters. No other protections permitted.

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) It is NOT right to shorten the bench in the House League program. The only exception to this would occur as a discipline measure and only where it was well outlined in advance as a team rule. (i.e. absenteeism without advanced notification)
- (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.

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 and should allow a reasonable amount of time as requests are only dealt with at a regular Executive Council meeting.
- (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) Releases are only considered for those Players who are deemed a “Member in Good Standing”.
- (F) Once the Executive Council approves a Release, the Registrar will provide such and will be sure to have the form signed by the Registrar and the President.
- (G) No Player will be accepted by CGHA, from another Association, without first providing, to the Registrar, a Release from that Association. The only exception to this would be a School Hockey team.

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 Association who wish to try out for a CGHA team. The only exception to this would be a School Hockey team.
- (F) All OWSHA 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.

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 grossly inappropriate.
- (B) An Executive Council Member or Division Convenor 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.

ARTICLE EIGHT – Correspondence

- (A) All correspondence received by any Executive Council Member must be submitted to the Secretary and kept on file in the Minute Book.
- (B) A copy of all 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.
- (C) A Convenor wishing to distribute correspondence first needs to have concurrence with the Vice President of House League and the Vice President.

PART IV - PRACTICES & PROCEDURES

ARTICLE ONE - General Administration

The following are general practices and procedures followed by the CGHA at the time of adopting this document. These may be altered, amended, deleted, etc. as necessary in recognition of the change in Membership and/or administrative practices of the CGHA.

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 Rep 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 would 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) **Revised April 2009** CGHA Website
 - vi) **Revised April 2009** 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 **revised April 2009** Code of Conduct regarding Rep teams needs to be handed out 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 will create envelopes for each game, with the information on it regarding: game date, time, location, and team names.
- (B) In each envelope place the exact amount of money (per Referee) to cover the fees for two (2) Referees.
- (C) If only one (1) Referee officiates a game, they receive the entire amount.
- (D) Create and complete a chart, representing each team and each envelope by the date.
- (E) Whether you distribute these envelopes to the Coaches directly or through the Division Convenors, a signature is required on the chart indicating they received the money.
- (F) The signature will confirm if any Referee money is misplaced, who was responsible for it. The chart should be completely signed once all games-to-date have been completed.
- (G) Repeat this process throughout the season, as necessary.
- (H) In the case of Rep 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.
- (I) In all cases, the Referees are to be paid in the Referee room BEFORE each game.

ARTICLE FIVE - Game Sheets

- (A) The "Home" team Coach is responsible for submitting, to the Division Convenor, 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 Division Convenor will submit, to the Vice President of House League, the top copy of the game sheet and keep the bottom copy for themselves.
- (D) In the case of Competitive teams involved in League play, the top copy of the game sheet is submitted to the League Convenor, 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 SIX - Borrowing of Players

- (A) It is imperative when seeking to borrow a Player(s), the Division Convenors make every attempt to match the skill level of the absent Player(s).
- (B) With the exception of Novice, players will be borrowed from the division below
- (C) In the Novice division players will be borrowed from within the division as long as the borrowed Player matches the skill level.
- (D) The following are some examples to assist in making these decisions:
 - i) All eligible players from the lower division must be used before any Player can be used twice.
 - ii) Goalies are the only exception; they are allowed to be called up as much as is needed so that all teams have the opportunity to have a goalie.
 - iii) The Coach, from whose team the Player is being borrowed, must be notified first (if at all possible), before the Player is approached.

ARTICLE SEVEN - Goalie Clinic

- (A) The CGHA will make an attempt whenever possible to incorporate a Goalie Clinic into the House League program.
- (B) This program will be offered based on the following criteria:
 - i) ice availability
 - ii) ice affordability
 - iii) manpower availability

- (C) Such a program will try to offer one-on-one or low ratio assistance to Players aspiring to learn the position of Goalie.
- (D) A Coach is expected to attend with the Goalie.

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.
- (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, thirty (30) days or more in advance of the AGM, the CGHA will issue to all current Members notification of the pending AGM.
- (B) Such notification will include date, time, and location of the AGM, as well as the Agenda, any Notices of Motion, and the list of positions open for Election.
- (C) 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.
- (D) 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.