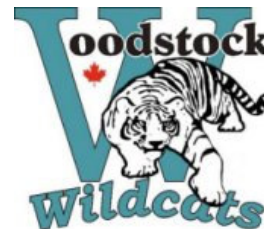


Wildcats Girls' Hockey Association,  
P.O Box 20089, 3 Huron Street,  
Woodstock, Ontario.  
N4S 8X8



## **Constitution**

### **Article #1 NAME OF ASSOCIATION:**

The name of this organization shall be the WOODSTOCK WILDCATS GIRLS' HOCKEY ASSOCIATION (hereinafter referred to as the Association or the Wildcats.)

### **Article #2 OBJECTIVES:**

- (a) The Association shall promote, encourage, and govern the game of hockey for all participants within the City of Woodstock and its surrounding area.
- (b) The Association shall attempt to provide a wholesome hockey experience for players, coaches, managers, league officials, and parents, and will attempt to cultivate a true spirit of sportsmanship and promote fair play and friendly competition.
- (c) The Association shall attempt to promote and foster the belief that every potential player should have an equal opportunity to play the game.
- (d) The Association shall attempt to teach the players to play fairly under all circumstances and conditions, to win modestly, and to lose graciously, to give credit to the team that wins, and not to question or dispute the referee's decision.
- (e) The Association shall attempt to provide the best coaching possible for the development of each distinctive playing level and player ability.
- (f) The Association shall attempt to ensure that all players and coaching staff strictly adhere to all rules and regulations of the arena facilities they use (i.e. no alcohol in dressing rooms, no smoking, vacating dressing rooms in time.)

### **Article #3 MEMBERSHIP:**

- (a) Membership of the Association shall include all parents, guardians and all female registered players over the age of eighteen and coaching staff. The entire membership of the Association shall receive a vote for any General Meeting and is entitled to all benefits of the organization.

#### Article #4 EXECUTIVE AND BOARD OF DIRECTORS:

- (a) President, Vice President, Treasurer, Secretary, and at least six Directors, shall be elected at the Annual General Meeting in accordance to the timeframe set out in “b”. The Past President and the aforementioned members will form the executive..
- (b) The term of office for the Executive and the Board of Directors shall be two operating years from the first meeting after the AGM, to be known as the transition meeting, to the transition meeting after the AGM of the second year in which they served.
  - Odd Years: President, Treasurer, Fund-Raising and Sponsorship Director, Ice Time Director, Coaching & Development Director, Western Ontario Girls Hockey League Director and Equipment Director
  - Even Years: Vice President, Secretary, Canteen Director, Lower Lakes Female Hockey League Director, Public Relations and Website Director, Events Director and Tournament Director.
- (c) The Board shall have the power to fill any vacancies that may occur.
- (d) The Board shall have the authority to appoint any committee(s) it deems necessary for the good of the Association.
- (e) The Tournament Director will form a Tournament Committee. The Committee will follow the guidelines, rules and infrastructure of the O.W.H.A. The committee will follow the guidelines, rules and infrastructure of the O.W.H.A. The committee is answerable to the President and the Executive. The operating budget for the tournament (income & expenditures) shall be included in the annual operation budget of the Association and approved by the Executive.
- (f) The Board of Directors with a 2/3 majority vote shall have the authority to suspend any member of the association from any position within the association for a period determined by the board, or revoke the membership rights of that individual when the member has acted against the best interests of the association, the players, parents or staff.
- (g) Any member of the Executive, who misses three (3) meetings without just cause, shall have their status reviewed by the Executive.

#### Article #5 EXECUTIVE’S AND DIRECTORS’ JOB DESCRIPTIONS:

##### PRESIDENT:

The President shall preside at all meetings of the Executive and at all General Meetings. He/She will schedule monthly meetings as needed, call emergency meetings when needed, and be responsible to notify the Executive of meetings and/or changes to meetings or locations.

He/She will oversee the operation of all rules and regulations. He/She may exercise the powers of the Executive in an emergency, and may suspend teams, or any appointed official, subject to ratification by the Executive within seven (7) days.

The president will be the liaison for the OWHA, LLFHL, WOGHL and any other league the association has teams registered to play in and shall attend the General

Meetings of said leagues. The President is responsible for the registration of all the teams to the OWHA, LLFHL, WOGHL and any other league, which a team from the association with play in with the information provided by the Vice President. The registration of teams must be done in accordance with the deadlines set out by the aforementioned leagues.

The President is a signing officer for the Association.

The President shall assist other directors with their duties.

## VICE-PRESIDENT

The Vice-President shall perform all duties of the President in his/her absence.

The Vice-President shall be one of the signing officers of the Association and shall be in charge of promotion of the Association.

The Vice-President shall assume all responsibilities of registration as follows:

- a) Arrange registration dates and venues with the assistance of the Events Director.
- b) Obtain and organize volunteers for registration.
- c) Collect from registrants all information required for registration including personal information, contact information and all other information as required by the OWHA (permission to skate forms etc.)
- d) Provide copies of the registered players to the President and Executive.
- e) Provide a list of persons interested in volunteering to the Coaching Director.
- f) Maintain a continuing master list of registered players throughout the year and provide copies to the President and Executive, when required.
- g) Collection of all registration fees, including the fundraising bond cheque and travel fees. Provide each registrant with a receipt.
- h) Forward all cash and cheques from registration onto Treasurer.
- i) Provide coaches with a list of participants and contact information in their division for team try-outs.

The President shall assist other directors with their directors.

## SECRETARY:

The Secretary shall keep an accurate record of all proceedings of the Association as follows:

- a) Responsible to keep an accurate record of all board meetings and provide a copy to every member of the Executive within seven days following a board meeting.

- b) Responsible to keep an accurate list of all teams and players within the Association.
- c) Responsible for all correspondence and conduct other business as is necessary for the welfare of the Association.
- d) Responsible to keep a current record of all volunteers hours for every member of the Association.
- e) Responsible to notify members of the Association that their volunteer hours have not been fulfilled.
- f) To report to the Treasurer, at the appropriate time, the names of the members who have not completed the required right hours of volunteer time so their cheques can be cashed.
- g) to take notes during coaching interviews by the coaching selection committee.

The Secretary shall assist other directors with their duties.

### TREASURER:

The Treasurer shall assume all responsibilities for the Associations finances as follows:

- a) Handle all monies of the Association. The Treasurer shall keep an accurate record of all monies, received and disbursed, and shall report all such matters at all meetings.
- b) The Treasurer shall arrange for an independent financial review of the Associations finances by an external individual knowledgeable in accounting principles and as approved by the Executive. The Treasurer then will present to the Executive a written report on the financial state of the Association as provided by Said individual.
- c) Payment of all accounts of the Association will be done by cheque. The cheques will be signed by the Treasurer as well as one of the following: President, Vice-President or alternative member as approved by the board of directors.
- d) Reimburse approved out-of-pocket expenses to members of the Association. Receipts must be provided.
- e) Collect all monies from other members which have been collected on behalf of the Association.
- f) **The Treasurer will be a signing officer of the Association.**
- g) Establish and maintain a reserve account for the Association for the purpose of maintaining reserve funds. The Treasurer may, on the advice of the Executive, invest funds held in reserve for the benefit of the Association.

The Treasurer shall assist other directors with their duties.

### PAST PRESIDENT:

The Past President must have served one complete term as President and has not resigned from the board.

The Past President will assist the incoming President with his/her duties as President. He/She will provide the information necessary for the new President to assist in the everyday operation of the Association.

The Past President is to assist the Association in any capacity.

The Past President has a full vote.

The Past President shall assist other directors with their duties.

### EQUIPMENT DIRECTOR:

The Equipment Director shall assume all responsibilities for equipment owned by the Association as follows:

- a) Keep an inventory of all equipment. Submit an inventory list of all equipment to the Secretary, Treasurer and President prior to year end April 30.
- b) Responsible for signing out equipment to coaches and other members deemed responsible.
- c) Responsible for ensuring all signed out equipment is returned at the end of the playing season.
- d) Obtain approval from the board for any necessary purchases. Purchase equipment from appropriate sources and submit invoices to the Treasurer for payment. The Equipment Director must report to the board any expenditures which are over the budget and proceed only after approval.

The Equipment Director shall be responsible for making equipment available for other Association events, such as providing and assigning jerseys during try-outs and hockey school.

The Equipment Director shall assist other directors with their duties.

### FUNDRAISING AND SPONSORSHIP DIRECTOR:

The Fundraising Director shall be responsible for any fundraising and sponsorship programs to be carried out by the Association as follows:

- a) Responsible to oversee the sponsorship program for the Association, including promoting the sponsorship program and acquiring appropriate sponsors. Oversee the program during season ensuring that there is appropriate promotion.
- b) Inform Equipment Director of sponsorship names to be printed on team sweaters.
- c) Co-ordination of all fundraising events as approved by the board.

- d) Responsible to monitor team fundraising projects. Assist the coach in presenting their fundraising ideas to the board for approval.
- e) Assist the Vice-President with the promotion of the Association.
- f) Assist the Tournament with the development of the tournament program, secure ads and development for the tournament program.

The Fundraising and Sponsorship Director shall assist other directors with their duties.

### COACHING AND DEVELOPMENT DIRECTOR:

The Coaching Director shall be responsible for the selection of all coaching staff as follows:

- a) To accept coaching applications.
- b) To interview prospective volunteers for Head Coach positions with the aid of a board approved Coach Selection Committee.
- c) To assist the Head Coach in selecting Assistant Coaches, Trainers and Managers.
- d) To ensure every coaching and team staff volunteer has completed the necessary Police Check Form. Responsible to have the Police check forms reviewed and accepted by a lawyer designated by the Executive.
- e) To appoint, with board approval, Head Coach, Assistant Coach, Trainers, Managers and Parent Representatives.
- f) To provide information about available coaches' clinics, trainers' clinics and speak out clinics.
- g) To keep an accurate record of coaches' and trainers' certification numbers and expiry dates.
- h) To monitor and to act as a liaison between the executive and the coaching staff in disciplinary matters.
- i) To assist and educate coaches and staff as to the rules and regulations of the Association and to provide information to the coaches to assist them in their duties. To ensure all coaching staff receives a copy of the Wildcats rules and regulations and/or provide them with the website to find this information.
- j) To assist the coaching staff in understanding the rules and regulations of our governing bodies, the WOGHL, the LLFHL and any competitive league the association has teams playing in, and the OWHA. Providing the coaches with a handbook and/or educating the coaches as to the appropriate websites to find this information.
- k) To co-ordinate, with assistance from the equipment manager, try-out sessions for coaches. This includes the collection of player information, collection of fees, and providing coaches with player lists.
- l) To oversee the development of all hockey players; to work in conjunction with the Ice time Scheduler to provide opportunities for power skating, skills training, shooting instruction.
- m) To agree not to hold a head coach or other on-ice staff position due to the possible conflict of interest this could cause and also recommend immediate family

members do not apply for a head coach or assistant coach position for the same reason unless the executive approves in emergencies

To Coaching and Development Director shall assist other directions with their duties when necessary.

Coaches of competitive teams, in which try-outs are held, wanting their daughters to play on the team must be willing to have their daughter(s) evaluated by unbiased executive appointed parties prior to their selection as a coach.

### LOWER LAKES FEMALE HOCKEY LEAGUE (LLFHL) DIRECTOR:

- a. To be the designated liaison between the Wildcat President and the coaching staff regarding matters between our association and the LLFHL.
- b. To provide teams registered in LLFHL assistance and guidance for coaches in deciding each team's category for level of play for the season
- c. Provide feedback to the executive on each team
- d. Attend mandatory coaches meetings
- e. Oversee LLFHL playoffs and provide all parties in (a) with playoff information as required
- f. To attend LLFHL meetings as required
- g. Assist coaches and staff in finding, understanding and following rules, regulations and timelines set forth by the LLFHL.

The LLFHL Director shall assist other directors with their duties when necessary.

### WESTERN ONTARIO GIRLS HOCKEY LEAGUE (WOGHL) DIRECTOR:

- a. To be the designated liaison between the Wildcat President, Executive and the coaching staff regarding matters between the association and the WOGHL.
- b. To provide teams registered in WOGHL assistance and guidance for coaches in deciding each team's category for level of play for the season
- c. Provide feedback to the executive on each team
- d. Attend mandatory coaches meetings
- e. Oversee WOGHL playoffs and provide all parties in (a) with playoff information as required
- f. To attend WOGHL meetings as required
- g. Assist coaches and staff in finding, understanding and following rules, regulations and timelines set forth by the WOGHL.

The WOGHL Director shall assist other directors with their duties when necessary.

### ICETIME DIRECTOR:

The Ice Time Director shall be responsible for scheduling all needed ice time for the association as follows:

- a) Responsible to lobby city to acquire necessary ice time to run our program.
- b) Responsible to allot said ice time to both the LLFHL and WOGHL teams for all practices and games.
- c) Responsible to assign, train and monitor timekeepers.
- d) Shall be the liaison to the Referee Association and be responsible for acquiring referees for all games.
- e) Shall ensure that the bills for the timekeepers and referees are accurate. Report to the Treasurer and the Executive all amounts owing. Distribute cheques to the timekeepers and referees.
- f) Shall ensure that game schedules are forwarded to the referees.
- g) Responsible to check accuracy of the ice bill before submitting to the Treasurer for payment.
- h) Shall apply for next years ice time in January. Shall schedule ice for the summer hockey school and the annual tournament.

The Ice Time Director shall assist other directors with their duties when necessary.

### PUBLIC RELATIONS AND WEBSITE DIRECTOR:

The Public Relations and Website Director shall be responsible for the following:

- a) Shall be responsible for any news released to the local papers with the approval of the Executive and/or the president.
- b) Shall be the designated liaison to the Sports Editor of the local paper and the Association's coaches. Shall oversee the publication of Wildcats game times and game reports for publication in the sports section by the coaches.
- c) Shall be responsible for the promotion and distribution of any literature on the organization.
- d) Responsible for publicizing upcoming events in the local papers, including the Try-outs, Registration, Pre-Season Ice, The Annual General Meeting, The Annual Banquet and other Association events as directed by the Executive.
- e) Responsible, along with the President, to oversee the operation of the Association's website [www.WoodstockWildcats.com](http://www.WoodstockWildcats.com).

The Public Relations and Website Director shall assist other directors with their duties when necessary.

## CANTEEN DIRECTOR:

The Canteen Director will be responsible for the day to day operation of the Civic Centre Canteen as follows:

- a) Shall be responsible for arranging for and signing the contract for the Canteen with the City.
- b) Shall be the designated liaison to the City and/or suppliers and/or product representatives.
- c) Shall ensure that the Board of Health regulations are followed.
- d) Shall train and co-ordinate for the Canteen. Responsible for maintaining an accurate record of volunteers and the hours of which they have worked.
- e) Shall arrange for stock and have the Canteen open by the start of the season.
- f) Responsible for all the monies of the Canteen. Maintain a float and ensure the till roll and profits are removed and taken to the Treasurer on a regular basis.
- g) Will ensure that the Canteen is secure at all times.
- h) Shall organize the set up and dismantling of the Canteen equipment at the appropriate times.
- i) Shall oversee opening the Canteen during off season events.

The Canteen Director shall assist other directors with their duties when necessary.

## EVENTS DIRECTOR:

The Events Director shall be responsible for the co-ordination of all Association events as follows:

- a) Responsible to schedule a suitable date and time.
- b) Responsible to book a suitable location.
- c) Responsible to arrange for food, guest speakers and agenda, and/or instructors if necessary.

Annual Events to be planned by the Events Director include: Registration, Try-Outs, Pre-season ice, Annual Banquet, Annual General Meeting and summer hockey school and all other events as director by the Executive.

The Events Director shall assist other directors with their duties when necessary.

## TOURNAMENT DIRECTOR:

The Tournament Director shall be responsible for organizing the Annual Tournament as follows:

- a) Ensuring there is sufficient ice time scheduled for the dates pre-determined by the Executive.
- b) Responsible to determine the divisions and classifications.
- c) Advertising the tournament, notifying other centers and the OWHA.
- d) Apply to the OWHA for permission to run a sanctioned tournament.
- e) Oversee the application process: receiving applications, accepting participation and notifying teams.
- f) Contact person for the tournament: responsible for contacting teams with tournament information, schedules, rules, directions and any other information required.
- g) Oversee, in conjunction with the Fundraising director, the production of the tournament program, promoting the tournament and selling ads for the program.
- h) Oversee the scheduling of vendors to be present at the tournament.
- i) Responsible for arranging gifts, awards, banners, and/or medallions and/or trophies with direction from the Executive.
- j) Responsible for day to day operation of the tournament ensuring results are posted, teams are kept notified, rules for the tournament are followed and disputes are dealt with in a positive manner.

The Tournament Director shall assist other directors with their duties when necessary.

#### Article #6 ANNUAL GENERAL MEETING:

The Annual General Meeting of the Association shall be held on the date determined by the Executive for the specific purpose of reviewing the past year's activities, receiving the annual report of the Treasurer for the upcoming year, voting upon amendments to the Constitution, and electing Executive Officers and Directors for the upcoming year. The entire membership (stated article #3) shall receive a vote at any General Meeting. Notice of the Annual General Meeting shall be published once a week, two times consecutively, one month prior to the meeting date. Any amendments to the Constitution should be made in writing one month prior to the Annual General Meeting and be submitted to the President. The member submitting the changes to the Constitution must be present to present the motion. The amendment must receive a two-thirds majority to be passed. The Annual General Meeting is to take place as soon as possible following the OWHA Provincial Championships.

#### Article #7 BOARD MEETINGS:

- a) Board Meetings shall be once a month and at other times as required.
- b) A quorum of 60% (sixty percent) of the Board Members is required to conduct such meetings.

BOARD AND GERNERAL MEETINGS: (May also be called under the following conditions)

- a) The President shall have the sole authority to call any meetings, and the Secretary shall notify all involved of same.
- b) When 1/3 (one third), or more, members of the Board, excluding the President, request, in writing, that a Board of General Meeting be called, the President shall arrange for such a meeting to be held within 3 (three) weeks.
- c) When more than 1/3 (one third) of the members of the Association request that a General and addressed to the Secretary. Such a meeting must be held within 30 (thirty) days.

#### Article#8 ORDER OF BUSINESS:

The following Order of Business shall be adhered to at all Board Meetings of the Association:

- a) Call to order.
- b) Approval of last Board Meeting minutes.
- c) Business arising from minutes.
- d) Correspondence.
- e) Business arising from correspondence.
- f) Treasurer's Report.
- g) Reports of Executive.
- h) Reports of Directors and Committees.
- i) Unfinished Business.
- j) New Business.
- k) Adjournment.

#### Article #9 STANDARDIZED JACKETS:

Any team, group or individual obtaining outerwear jackets to be used as a means of a team or Association identification must conform to the Wildcat regulation. Association colours are teal, white and black.

#### Article # 10 TOURNAMENTS:

- a) All teams in the Association entering tournaments must provide notification to the Travel and/or House League Director.
- b) All teams who wish to campaign for extra funds must obtain permission from the Board in writing.
- c)

#### Article # 11 MOVEMENT OF PLAYERS:

All OWHA rules and regulations regarding movement of players will be adhered to by the Wildcats along with any rules and guidelines that the Wildcats adopt as the Association standards, as stated in our By-laws.

Article # 12 CONSTITUTION:

The Association, its Executive, Board and any other member or representative, shall recognize, observe and be bound by the provisions of the Constitution of the Woodstock Wildcats Girls' Hockey Association. The policies adopted shall conform to the Constitution of the Association and shall be recognized as providing the basic rules governing the Association. The President, in a regular, or special meeting, with a quorum of 60% (sixty percent) Board members, shall have the authority to interpret and make ruling on matters concerning the Association.

Revised:

April 1996/ April 1997/ April 1988/ April 1999/ April 2000/ April 2001/ April 2002/  
April 2003/ April 2004/ April 2006 / April 2008 / April 2009