

# ST. THOMAS PANTHERS GIRLS HOCKEY INC.

## CONSTITUTION

(Adopted June 5, 1999), Revised May 2007, Revised May 2011, May 2018, Revised May 2021, Revised May 2024

### Article 1 - Name of Corporation

The name of this organization shall be 'ST. THOMAS PANTHERS GIRLS HOCKEY INC.' Hereinafter referred to as the corporation.

### Article 2 - Objectives

This Corporation shall be a non-profit organization; the objective being to promote girl's hockey in the St. Thomas area, and to stress the importance of good sportsmanship and good citizenship among the people of this Corporation.

### Article 3 - Membership

The membership of this Corporation shall include all parents and guardians of minor girls and girls who are the age of majority registered with this corporation and any other persons whom the Board of Directors shall deem beneficial to this Corporation.

### Article 4 - Board of Directors

1. The Board of Directors of the Corporation shall consist of: President, Vice President, Treasurer, Secretary and Registrar, who shall all be elected by the membership at the Annual General Meeting to take place in May or as otherwise allowed in the Constitution. In such a case that there is no nomination for the role of president, or such that those nominated decline the nomination. A second vice president will be elected with a term completion in an even year. In this case, the vice presidents will assume chair roles in monthly and general meetings on an alternating schedule. The Board of Directors shall exercise such powers as allowed by the constitution and general operating rules including attending to the business of the Corporation and supervising the work of its officers and volunteers. The Board of Directors shall keep minutes of its transactions and regular meetings of the Board.
2. The term of office for the Board of Directors shall be two (2) operating years from June 1 of the first operating year to May 31 of the second operating year. The term of these positions will come due in alternating years as stated in paragraph 3 (a). The Fiscal year end will be March 31<sup>st</sup>.
3. Any member of the Board of Directors may resign in writing to the Secretary or President, at any time. Should a position remain vacant at the time of the Annual General Meeting, elections may be held to fill such vacancy for the remainder of the two-year term.
  - 3.1. Positions due to end May 31 of odd years, and every 2 years thereafter: Secretary, Registrar. Vice President
  - 3.2. Positions due to end May 31 of even years, and every 2 years thereafter: President, Treasurer.
  - 3.3. Positions appointed yearly: All Conveners and Coaches.
4. The Directors and Conveners shall have the power to fill any vacancies which may occur according to quorum rules.
5. The President shall have the authority to appoint any committee(s) he/she deems necessary for the good of the Corporation or at the request of the Board.

### Article 5 - Job Descriptions

All job descriptions and responsibilities for the Board of Directors and Conveners are as outlined in Part II - Bylaws.

### Article 6 - Voting

1. The Directors and Conveners shall be voting members of the Executive and of the Corporation at regular board meetings, unless otherwise stated in the constitution.
2. All members as outlined in article 3 shall be entitled to one vote at any special or annual general meeting of the Corporation. Voting may be by proxy. To vote by proxy the approved form of proxy must be requested by the member wishing to assign his/her proxy vote from the Secretary at least 7 days prior to the meeting at which the proxy is to be used and that the executed proxy must be deposited with the Secretary at least 48 hours before the meeting. The approved form must be signed by the party assigning the proxy and the party executing the Proxy. No member may hold more than five (5) proxy votes at any special or annual general meeting, and only approved proxy forms will be accepted with no photocopies of the form permitted. Proxy votes will not be considered as part of the quorum at all Board and General Meetings.
3. At all Board and General Meetings (except those where amendments to the Constitution and Bylaws are proposed) a simple majority will be sufficient to carry the motion.
4. Amendments to the Constitution and By-laws will require a 2/3 majority of votes cast to pass such amendments.

## **Article 7 - Elections**

1. Elections are to take place at the Annual General Meeting of the Corporation.
2. All names presented for such elections (Executive and Convenors), must be nominated and seconded by a member in good standing.
3. Such persons must be present or have consented to let their names stand in writing.
4. The membership, with just cause, can change any member of the Board of Directors at a Special General Meeting by a 2/3's majority vote.
5. The Board of Directors can change any member of the Board, with just cause by a 2/3's majority vote of the remaining members of the Board. Should such an event occur, the Director in question shall have the right to appeal such a decision to the membership of the Corporation at a Special General Meeting.

## **Article 8 - Meetings**

1. General Meetings:
  - 1.1. The Annual General Meeting of this Corporation shall be held yearly in the month of May.
  - 1.2. The election of the Board for the next period (two fiscal years) shall take place at the Annual General Meeting. Interim vacancies will be filled per Article 4, paragraph 4 of the Constitution.
  - 1.3. A quorum of ten (10) members is necessary in order to conduct such meetings.
2. Board Meetings:
  - 2.1. The Board shall meet once a month or as determined necessary.
  - 2.2. A quorum of eight (8) Board members, including at least one of the following positions, President, Vice-President, or Treasurer in order to conduct such meetings.
3. Board and General Meetings may also be called under the following conditions:
  - 3.1. The President shall have the sole authority to call any meetings, and the Secretary shall notify all involved of same.
  - 3.2. When 50 or more of the members of this Corporation request in writing with original signatures that a Special General Meeting be called the President shall abide by their request. Such request to be in writing and addressed to the Secretary-. Such a meeting must be held within 30 days.

## **Article 9 - Order of Business**

- A. The following Order of Business shall be a guide for use at all Board meetings of this Corporation
- B. Call to Order
- C. Approval of last Board Meeting minutes
- D. Business arising from Minutes
- E. Correspondence
- F. Business arising from Correspondence
- G. Treasurer's Report
- H. Reports of Board
- I. Reports of Conveners and Committees
- J. Unfinished Business
- K. New Business
- L. Adjournment

The following Order of Business shall be a guide for use at all General Meetings of this Corporation.

- A. Call to Order
- B. Approval of Last General Meeting Minute
- C. Treasurer's Report
- D. Reports of Board
- E. Reports of Conveners and Committees
- F. Elections
- G. New Business
- H. Adjournment

## **Article 10 - Standardized Apparel**

All equipment and apparel worn by any team, group or individual representing the Panthers Corporation shall only consist of approved Corporation design and colours and purchased from the approved provider, as determined by the Board of Directors.

## **Article 12 - Movement of Players**

All OWHA rules and guidelines regarding movement of players will be adhered to by the Panthers along with any rules and guidelines that the Panthers adopt as Corporation standards or as stated in our Bylaws.

## Article 13 - Constitution

1. This Corporation, its Board, and any other member or representative shall recognize, observe and be bound by the provision of the Constitution and By-laws of the St. Thomas Panthers Girls Hockey Inc. The Policies adopted shall conform to the Constitution and Bylaws of this Corporation and shall be recognized as providing the basic rules governing this Corporation. The President, in a regular or special meeting, with a quorum of 8 Board members shall have the authority to interpret and make ruling on matters pertaining to this Corporation and not within this Constitution although subject to revision under Article 13, subsection 2.
2. Amendments
  - 2.1. All proposed amendment(s) to the Constitution and By-laws must be submitted to the President of the Association in a written and signed format at least 30 days prior to an Annual General Meeting. The President shall submit these proposals to the Board of Directors for consideration and for insertion into the Notice of Meeting.
  - 2.2. A proposed amendment will only be considered at a Special General Meeting and membership must be notified of the proposal in writing at least 14 days prior to the meeting.
  - 2.3. The member(s) submitting the proposal must be present to make the formal motion.
  - 2.4. Amendments must receive a 2/3 majority of votes cast to be passed.
  - 2.5. The Executive may, from time to time, set, repeal or amend Articles, By-Laws or the Rules and Regulations of the Association in a manner consistent with this Constitution.
    - 2.5.1. Any changes made by the Executive shall be in force but subject to ratification by a majority vote at the next Annual General Meeting.
    - 2.5.2. Any changes made by the Executive which fail to receive ratification may not be re-introduced for a period of two years.

## **PART II - BY-LAWS**

### **SECTION 1- RESPONSIBILITIES OF BOARD OFFICERS**

#### **(A) President**

The President, within jurisdiction of the Corporation, shall have the power to:

1. act as a signing officer for the Corporation.
2. officiate at meetings - ex-officio at all meetings.
3. exercise the powers of the Board in case of an emergency.
4. assist members of the Board in carrying out their duties.
5. appoint at his/her discretion, an individual(s) from the membership or Board of Directors or Corporation to replace any member of the Coaching Selection Committee deemed in conflict of Interest.
6. the President shall be entitled to vote on all issues and in the case of a tie vote, shall be entitled to cast an additional tie-breaking vote.

#### **(B) Vice-President**

The Vice President shall perform all the duties of the President in his/her absence and shall act as coordinator for all Conveners:

1. Sponsorship & Marketing Convener
2. Equipment Manager
3. Tournament Convener
4. Ice & Referee Convener
5. OWHL Southern League Convener
6. WOGHL Convener
7. Coach & Player Development Convener
8. Communications & Social Media Convener
9. Player Safety, Health & Wellness Convener
10. Special Events & Community Engagement Convener
11. Bond System Convener
12. Fundamentals Convener

The Vice-President :

1. shall assist any Convener in carrying out their duties.
2. shall assist in developing manuals for all Conveners, coaches, and members.
3. shall be responsible for the day to day operations of the hockey program.
4. shall attend to all disciplinary matters and suspensions for players and coaches.
5. shall report on the operations of the hockey program at all regular meetings of the Board.
6. with the assistance of the respective Conveners shall assist in the development of:
  - 6.1. Learn To Skate Program
  - 6.2. Referee Clinics
  - 6.3. Goalie Clinics
  - 6.4. Coaching Certifications
  - 6.5. Summer Hockey School
  - 6.6. Instruction manuals for all Conveners and coaches

#### **(C) Secretary**

The Secretary:

1. shall keep an accurate record of all proceedings of this Corporation and shall handle all correspondence on behalf of this Corporation.
2. shall maintain an up-to date minute book for the Corporation, available to any board member or member of the Corporation as required.
3. shall publish an agenda for all General Meetings and distribute same to all in attendance at the meeting.
4. shall conduct any other business necessary for the welfare of this Corporation and shall conduct other administrative duties assigned by the President.

#### **(D) Treasurer**

The Treasurer:

1. shall be one of three signing officers of the Corporation's bank account(s).
2. shall handle all finances of this Corporation and shall keep an accurate record of all funds received and disbursed, and shall report such matters at all meetings.
3. shall ensure that a financial review of the Corporation be conducted by an independent professional accountant, at the end of the Corporation's fiscal year by person(s) approved by the Board. The fiscal year shall be July 1 to June 30.
4. shall pay all approved accounts of this Corporation by cheque. Such cheques shall be signed by any two of the following: the Treasurer, the President and one other member of the board as designated by the Board.
5. shall issue a Purchase order number for all approved purchases in excess of \$25.00.
6. shall receive any receipts from any member of this Corporation incurring out-of-pocket expenses to a maximum of \$25.00 which may be reimbursed by this Corporation, if the Board deems the expense justified for the welfare of the Corporation.

7. shall receive from all members of this Corporation all monies collected on behalf of this Corporation within one week of collection of the same.

#### **(E) Registrar**

The Registrar:

1. is responsible for all aspects of hockey registration including those required by the O.W.H.A.
2. recommends registration dates.
3. arranges for use of facilities for registration.
4. obtains volunteers and draws up a schedule of times for registration day duties.
5. provides copies of the registration lists to Convenors.
6. provide a list of persons interested in volunteering in any capacity such as coaching, managing, etc.
7. maintains a continuing master list of 9 registration throughout the year and supplies copies to the Secretary when required.
8. collects all registration fees and forwards to the Treasurer, keeping records of collections.
9. ensures that all fees are paid prior to participation in the hockey program.
10. paid at the discretion of the board (paid role is non voting and non signatory).

#### **(F) Past-President**

The Past-President:

1. shall have served one complete term as President and has not resigned from the Board.
2. shall assist the Corporation in any capacity he/she has either knowledge of or interest in.
3. will be a non-voting member, unless holding another current officer or convenor role

### **RESPONSIBILITIES OF THE CONVENORS**

#### **(A) Tournament Convenor**

The Tournament Convenor:

1. shall assemble a committee representative of the membership to assist in Tournament activities.
2. shall be responsible for coordinating all Tournament activities.
3. shall coordinate and work with marketing convenor and Special Events and Community Convenor.
4. shall complete a post-event report detailing the registration and finances of the Big Cat and Panther on the Prowl Tournaments.
5. shall report to the Vice-President and the Board.

#### **(B) Ice & Referee Convenor**

The Ice & Referee Convenor:

1. shall be responsible for assigning ice to Corporation teams for practices and games.
2. shall seek out all ice opportunities required by the Corporation and be part of the negotiations for same with city, county and regional governments responsible for ice in various communities.
3. shall insure that all invoices for ice are verified for accuracy and are forwarded to the Treasurer for payment and reported to board.
4. shall report to the Vice-President and Board.
5. shall be the liaison with the Referee Association
6. shall ensure that game schedules are forwarded to the referee's association.
7. shall ensure that bills for referees are accurate and upon verification are forwarded to the Treasurer and reported to the Board.
8. shall be responsible for objectively assessing any problems or complaints reported with referees.

#### **(C) OWHL Southern League Convenor:**

OWHL Southern League Convenor

1. shall act as the supervisor of all Corporation OWHL Southern League teams.
2. shall identify and communicate their respective responsibilities to the Board of Directors and the OWHL Southern League teams and act as liaison between these parties.
3. will serve as the OWHL Southern League representative and attend OWHL Southern League meetings.
4. shall ensure that Teams are informed about upcoming Tournaments.
5. shall report to the Vice-President and the Board.
6. shall attend, or send a designate approved by the Executive in his/her place, all meetings required by leagues in which we have a OWHL Southern League team.
7. will serve as a member of the Panthers Development Committee.

#### **(D) WOGHL Convenor**

WOGHL Convenor

1. shall be responsible for the day to day operation of the WOGHL teams in cooperation with the Board as required.
2. shall be responsible for communication between the Board of Directors and all WOGHL teams.
3. shall report to the Vice-President and to the Board.
4. shall attend, or send a designate approved by the Executive in his/her place, all meetings required by WOGHL).
5. will Serve as a member of the Panthers Development Committee.

#### **(E) Sponsorship and Marketing Convenor**

### The Sponsorship and Marketing Convenor:

1. shall be responsible for obtaining sponsorships for the association as a whole.
2. shall distribute letters to local businesses for sponsorship/donations.
3. shall be responsible for assembling a committee that is representative of our membership and chairing this Committee.
4. this committee shall be responsible for all activities relating to association fundraising.
5. obtains necessary documents to fulfill any licence requirements to conduct the fundraising activities of the Association.
6. ensures that any law, by-law, rule or regulation stipulated within licence agreements, ie. advertising of prize winners etc. are met.
7. shall ensure appropriate and current signage both within our home arenas and during registration periods
8. shall help facilitate distribution of marketing materials to schools or other organizations.
9. shall report to the Vice-President and the Board.

### **(F) Equipment Manager**

#### The Equipment Manager:

1. shall be responsible for all equipment owned by the organization.
2. shall be responsible for maintaining an active inventory of all equipment owned by the Corporation and track of all equipment assigned to coaches and/or teams for authorized use.
3. shall be responsible for ensuring all signed out equipment is returned upon the end of playing season.
4. shall obtain quotes from at least three suppliers and submit to the board for approval before any purchase will be approved.
5. shall be responsible for all approved purchases of equipment from approved sources and will obtain a purchase order number from the Treasurer prior to ordering of any equipment. Invoices must be verified and submitted to the Treasurer for payment.
6. shall report to the Vice-President and the Board on any purchases.
7. shall not spend over the approved budget unless deemed necessary by the Board of Directors.
8. shall be a liaison between the corporation and the Panther Wear provider.

### **(G) Coach and Player Development Convenor**

#### Coach and Player Development Convenor

1. shall chair the Development Committee meetings work with OWHL Southern League and WOGHL Convenors to assess needs and plan player and coach's development.
2. shall be responsible for assembling a committee made up of equal representation of competitive and local league members.
3. shall lead and organize the coaching selection committee.
4. shall report to the Vice-President and to the Board.
5. shall attend, or send a designate approved by the Executive in his/her place, all meetings.
6. secure a minimum of 2 independent evaluators (with no conflict of interest for age groups) for tryout process per Tryout Policy 1.6
7. fulfill obligations for Evaluation Committee when necessary for Tryout Policy 2.2

### **(H) Communications and Social Media Convenor**

#### Communications and Social Media Convenor

1. shall assume responsibility of managing website content.
2. shall manage association and team page accessibility.
3. shall monitor content on the webpage for appropriateness and accuracy.
4. work with the Secretary to ensure meeting minutes are posted within 1 week of board and general meetings.
5. shall be responsible for assembling a committee made up of equal representation of competitive and local league members
6. shall assume responsibility for posting current and accurate information to St. Thomas Panther social media accounts including but not limited to Facebook, Twitter, Instagram.
7. shall surrender all website and social media passwords following their term.
8. shall report to the Vice-President and to the Board.
9. shall attend, or send a designate approved by the Executive in his/her place, all meetings

### **(I) Player Safety, Health and Wellness Convenor**

#### Player Safety, Health and Wellness Convenor

1. shall assume responsibility of managing and ensuring team compliance with regards to medical information.
2. work with the Vice president to collect and vet Police Records Checks for all Board members and team staff.
3. will receive and communicate return to play.
4. shall collect and manage association trainer's certifications.
5. shall help plan and deliver team trainer's education sessions.
6. shall be responsible for advertising and facilitating wellness sessions.
7. shall report to the Vice-President and to the Board.
8. shall attend, or send a designate approved by the Executive in his/her place, all meetings.

### **(J) Special events and Community Engagement Convenor**

#### Special events and community engagement convenor

1. shall assemble a committee representative of the organization membership and plan special events including but not limited to The Panther Banquet, World Girls Hockey Weekend, Panther Tournament Activities, Panther Camp Activities, Etc.
2. work with the Tournament convenor to help with special projects at Panther tournaments.
3. seek out ways for panther players to engage with and help within our community.
4. shall report to the Vice-President and to the Board.

5. shall attend, or send a designate approved by the Executive in his/her place, all meetings.

### **(K) Bond System Convenor**

#### Bond System Convenor

1. shall assume responsibility of managing and ensuring team compliance with regards to the bond system.
2. work with each team representative to facilitate the deployment of the bond system.
3. shall collect bond cheques from the team representative.
4. shall consult with the team representative for hour verification of team members.
5. shall report to the Vice-President and to the Board.

### **(L) Fundamentals Convenor**

#### Fundamentals Convenor

1. shall be responsible for the planning and execution of the Fundamentals program.
2. will create a program to develop the skills of new to hockey players in an atmosphere prioritizing fun.
3. shall recruit and coordinate coaches and on-ice helpers.
4. shall work together with the registrar to ensure complete certification of program staff as per OWHA regulations.
5. shall communicate with parents information pertaining to the program.
6. shall work together with the communications convenor to recruit new participants to the program.
7. shall report to the vice president and the board.

### **CHAIN OF COMMAND**

All Convenors will report to the Vice-President. If necessary, Convenors may be requested to bring any conflicts or problems in writing to the Board of Directors for resolution. Members would first contact their Convenors, then the Vice-President, then the Board and Board of Directors, in writing.

## **PART II – BY-LAWS**

### **SECTION II – OPERATING RULES AND REGULATIONS**

1. All playing rules in the Panthers will be OWHA, except for rules that are prescribed and endorsed by the Panthers Corporation.
2. **Registration** – Each player must submit a registration application form properly completed and accompanied by registration fees as determined by the Corporation. Refunds will be issued as per the Refund Policy (Appendix A).
3. **Sponsors** – A member of the corporation of the Panthers may not approach a sponsor for funds for any purpose without permission from the Sponsorship and Marketing Convenor. Failure to comply with this By-law may lead to suspension as determined by the Board of Panthers.
4. **Equipment** – It shall be compulsory for all players in the Corporation of Panthers to wear equipment approved by the C.A.H.A. Any players registered in the Corporation of the Panthers playing hockey, practicing or helping to coach, under the direction of the Corporation of the Panthers, must be dressed in the approved hockey equipment with the exception of a player who has signed up to coach another team in the Corporation. All equipment paid for and owned by the Corporation of the Panthers will be managed by the Equipment Manager.
5. **Player Suspensions** – infractions will be handled by the Vice President who will consult with Coaches and the respective convenor in regard to players. A player may be suspended for infractions during, prior to or after any game or practice for disrespect or abuse to any Board member, Panther member, parent, player, official or arena staff for unsuitable conduct on or off the ice, for stealing property belonging to others, for destroying or mishandling property belonging to others. All suspensions in the Corporation of the Panthers must be reported to the designated Convenor and to the Vice-President. All suspensions which occur in the Corporation of the Panthers may be subject to Appeal Rule 12.
6. **Communications** – Only the President or designate can issue a formal communiqué on behalf of the Corporation of the Panthers.
7. **Injuries** – When injury prevents a player or team official from continuing in the game or practice, the coach or manager will fill out an injury report form and return it to their respective Convenor within 24 hours.
8. **Use of Ice Time** – If allocated ice time is not going to be used, the coach or manager shall notify the Ice Convenor. The Ice Convenor must be given the required notice of unused ice as mandated by the governing municipality and no less than 72 hours. Non-contracted ice used by any team will not be paid for by the Corporation of the Panthers without prior approval of the Ice Convenor.

9. **Playing Time for Players** – All coaches in the Corporation of the Panthers local league will ensure that all girls receive equal ice time. Refer to the Corporation's Equal Ice Policy (Appendix B) Competitive coaches are expected to ensure that all girls receive a fair share of ice to ensure total team development.
10. **Penalties** – For all penalties, the Corporation of the Panthers will abide by OWHA and C.A.H.A. rules, except where the Corporation of the Panthers has more strict penalties.
11. **Playoffs** – All local league and travel league play-off formats will be determined by the respective Conveners and/or the directors of the participating league.
12. **Appeals** – A coach, player or parent may appeal a discipline, protest or suspension in writing to the Vice President within 48 hours.
13. **Rule of Conduct** – To foster reasonable behavior, to enhance sportsmanship and to make competition a developmental experience, the Corporation of the Panthers requires its players and parents to meet minimum standards of deportment. As such, all players and at least one parent/guardian must read, understand and sign the appropriate code of conduct with PRIVIT, our on-line medical software. **Players will not be permitted to participate if these documents are not signed.**

The members of this Corporation will not condone nor encourage violence or bad manners or bad language on or off the ice.

Among both local league and traveling teams, C.A.H.A. behavior modification penalties will be implemented. In exceptional circumstances, the Vice-President may impose additional penalties.

N.B. Failure of a game official to call an otherwise obvious infraction does not absolve the coach or manager from enforcing the penalties. It is the responsibility of the coach, manager or other Panthers Board Members to bring such incidents to the attention of the Convener. In any team situation, in or around the ice surface, dressing rooms or arenas, proper behavior is expected of the Corporation of the Panthers' players and coaching staff. Acts of violence, use of offensive language and/or the consumption of alcoholic beverages or drugs are not acceptable behavior.

Coaches are expected to discourage improper player language by means of immediate verbal reprimand followed in cases of repeated or serious occurrences, by loss of shift or shift suspension for a period, or removal from the hockey game or practice. Continuous infractions are to be brought to the Vice-President and the Board where suspensions will be encouraged. Coaches and managers are expected to strenuously enforce this guideline in each category from Tyke to Senior. (The standard of what is acceptable is what is deemed acceptable in the presence of anyone.)

Consumption of alcoholic beverages or drugs by players or coaching staff in a game or practice situation, or arriving inebriated in such a situation, is grounds for immediate dismissal. Players, parents or members of the Corporation of the Panthers who do not meet these standards will be encouraged not to attend games. Failure to comply could result in suspension or expulsion from the hockey program.

14. **Coaching Code of Ethics**
  - 14.1. Abide by the Constitutions of the St. Thomas Panthers, WOGHL and OWHA.
  - 14.2. Exemplify the highest moral character, behavior and leadership. Never ridicule or yell at players for making mistakes or for performing poorly.
  - 14.3. Respect the integrity and personality of each individual athlete.
  - 14.4. Abide by the rules of the game in letter and in spirit.
  - 14.5. Respect the integrity and judgment of the officials.
  - 14.6. Demonstrate a continuing interest in coaching principles and techniques through professional growth and improvement.
  - 14.7. Encourage athletic participation that is free of violence.
  - 14.8. Display modesty in victory and graciousness in defeat.
  - 14.9. Promote ethical relationships among coaches.
  - 14.10. Encourage the highest standards of conduct among all players.
  - 14.11. Strive to develop in each athlete the qualities of leadership, initiative and good judgment.
15. **Complaints** – Any member of the Corporation who has a complaint, objection or advice must go through the following route:



- 15.1. Speak to your coach privately and if necessary wait 24 hours to call him/her – if not resolved.
- 15.2. Speak to your team manager/liaison privately – if not resolved,
- 15.3. Contact the Executive Vice President in writing.

The complaint, objection or advice with regards to the Panthers Corporation will be expressed in a written signed letter directed to the Executive through the President. If the above steps are not followed the issue will NOT be dealt with.

16. **Discipline** – Failure of any coach, player, parent/guardian or board member to comply with the codes of conduct may result in the discipline of the individual/ family involved.

Procedure:

- 16.1. Person(s) concerned with an individual's failure to comply shall notify the Vice President in writing.
- 16.2. Upon receipt of such registered concern, the Vice President will convene a meeting of the Board of Reference. The Board of Reference shall consist of the President, the Vice President, Competitive and Local league Conveners.

It is the prerogative of the Board of Reference to decide a course of action upon receipt of the letter objecting to an individual's behavior. This committee may upon review of the evidence:

- 16.3. Dismiss the complaint and so inform the complainer in writing.
- 16.4. Begin a formal investigation and interview all parties involved. Upon conclusion of the investigation, issue discipline if the findings of the investigation warrant it.

Decisions of the Board of Reference may be appealed as per Appeal Rule #12

17. **Local league players may be moved** – to produce balanced teams, the movement of players from team to team may normally take place up to November 1, if required. Local league players requesting to play up a division must apply to the Board, through the Vice-President, in writing for permission to do so. Requests must be received prior to first ice time of the season and fully explain the reason for the request. Board, or a Committee appointed by the Board, will consider each situation on a case-by-case basis.

# APPENDIX A

## REFUND POLICY

- All refund requests must be communicated directly to the Registrar in writing.
- For calculation of refunds, the date of withdrawal will be based on the date that the request was received by the Registrar.
- Refunds will be processed only upon confirmation of receipt of any property or equipment belonging to the Association.

### Refund Schedule

#### Team's with Spring Tryouts

Players offered a position on a competitive travel team will have 48 hours in which they may decline the offer without financial penalty. After this 48 hours period, the following will apply:

After 48 hour period and before Sept. 1 .....\$100 deducted  
Withdrawal Sept. 1 – Sept. 30 .....50% registration fees deducted All  
refunds received after Sept. 30 shall be reviewed on an individual basis and will only be granted in exceptional circumstances as deemed by the Executive.

#### Team's with Fall Tryouts

Withdrawal after 48 hour period and before first ice..... \$100 deducted  
Withdrawal after first ice – Sept. 30 .....50% registration fees deducted All  
refunds received after Sept. 30 shall be reviewed on an individual basis and will only be granted in exceptional circumstances in as deemed by the Executive.

# APPENDIX B

# **EQUAL ICE POLICY**

The St. Thomas Panthers Girls Hockey Association endorses an **EQUAL ICE POLICY** in it's Local League Program which essentially dictates that teams will provide equal ice to all players on the team. Coaches should be encouraged to develop all the players for Specialty Units such as: Power Play, Penalty Killing, etc.....since each team will be only as strong as its weakest players.

# APPENDIX C

## TRYOUT POLICY

### 1. PLAYER TRYOUT POLICY

- 1.1. Coaches have up to 4 tryouts, based on ice availability and level, including designated STPGHA try out ice times and exhibition games to pick their teams.
- 1.2. Player selection will be based on each player's ability, knowledge of the game and attitude.
- 1.3. It is recommended that all players should be at all tryouts to have the best opportunity to make the team.
  - 1.3.1. A registered player must attend at least two tryout sessions (Must attend one of the first two tryout sessions) in order to be eligible to make a Rep team, unless permission is granted by the Executive after a written request.
  - 1.3.2. If a player registers but fails to make tryouts she will be placed on the lowest team, if there is a spot available. She is NOT guaranteed a spot on a team.
  - 1.3.3. If a player is injured and unable to attend tryouts, they must provide Executive with a doctor's note at the first tryout. At the discretion of the coach and the Executive, the player may be granted a spot on the team based on the coach's evaluation of the player. This decision must occur before the first tryout at the next lower level.
  - 1.3.4. Coaches must outline the expectations for the season (financial and time commitments) before offering positions.
  - 1.3.5. Players must accept the position and pay registration fee in full before the team can be posted.
- 1.4. All Representative Player decisions will be made and posted online.
- 1.5. Coaches are encouraged to provide parents/players with an explanation of skills development for improvement as requested.
- 1.6. Coaches can appoint an additional evaluator (with no conflict of interest with that team) and are required to use a minimum of two (2) independent evaluators (with no conflict of interest with that team) provided by the Head of Coach and Player Development.
- 1.7. All Head Coaches are responsible for finding on-ice instructors for tryouts.
- 1.8. Evaluators will develop a list of 5 skaters and 1 goalie to be used in the case of player movement if numbers change during or after the tryout process. The list will rank in order the coaches next 5 selections beyond the original roster.
  - 1.8.1. If teams are not filled at the end of the tryout period girls will be allowed to register until the teams are filled but NOT guaranteed a spot if registration is completed.
  - 1.8.2. The purpose of the development of a list of 5 skaters and 1 goalie is to avoid further evaluation at a later date. The Coach should discuss the possibility of players movement after the teams selection with the families on the list. The Head of Coach and Player development will revisit the list at a later date (if needed) to identify girls eligible for movement and contact the families to see if they are interested.
- 1.9. All Rep Teams must carry seventeen (17) players comprising fifteen (15) skaters and two (2) goalies unless otherwise specified by STPGHA. Any deviation from this requires approval from the Executive. Coaches can apply for the deviation or the Executive reserves the right to make changes as needed.
- 1.10. All players must complete ONLINE tryout registration and pay the non-refundable fee 24 hours prior to the start of tryout. The fee will be determined and posted each year prior to tryouts.
- 1.11. The Executive reserves the right to place players on teams for exceptional reasons.

### 2. PLAYER MOVEMENT POLICY

- 2.1. At the start of each season, a Player may be eligible to skate with the highest competitive category team at an older age level, depending on her ability, physical stature and maturity. Prior to the Player skating with the aforementioned team, the Player and her parent(s) or legal guardian will be required to request, in writing to the Executive, that she be given permission to skate with the aforementioned team.
- 2.2. An Evaluation Committee consisting of the Head of Coach and Player Development, the coach of the team at the older age level, and a third person (TBD), will assess each player requesting permission. The Head of Coach and Player Development, with agreement from the Executive, will nominate the third person, who is both knowledgeable and experienced in the evaluation of hockey players, to the committee. The Head of Coach and Player Development will chair the Evaluation Committee.
- 2.3. A player is eligible for movement if she is ranked in talent, ability and maturity as being among the top three (3) forwards or top two (2) defensemen in aforementioned division, goaltenders will be at the discretion of the Executive. Player movement will not be allowed on second or third teams.
- 2.4. If a Player is evaluated as being eligible for movement, the Evaluation committee will recommend to the Executive that the Player be elevated to the aforementioned team in the older category. The Executive must approve the recommendation before the player can skate with the aforementioned team in the older age category.
- 2.5. The Evaluation Committee will also assess the movement of a goaltender to a team in an older age category. In addition to the ability, stature and maturity of the goaltender, the Executive will consider the goaltending needs of other teams in the Association. The Executive will approve the movement of a goaltender before the player can skate with the older age category team.
- 2.6. The approval for a Player to play with the highest competitive category team at an older age level will only apply to the season in which such approval is granted.

### 3. SELECTION OF IMPORT PLAYERS

#### 3.1. DEFINITION AND PROCESS:

- 3.1.1. The player has been released from the St. Thomas Panthers Girls Hockey Association 2 or more times while competing at a higher level than the highest category offered by the Panther's.
- 3.1.2. The player resides outside of Elgin County.
- 3.1.3. The player was registered with another OWHA centre in previous years.
- 3.1.4. For an Import Player to be selected, the player must demonstrate a higher skill level than "local" residents trying out for the team (regardless of the position).

### 4. ACHIEVING NON IMPORT STATUS

- 4.1. All out of town players may be considered for non-import status provided the following criteria are met:
  - 4.1.1. Player has been registered with STPGHA for at least two (2) consecutive seasons.
  - 4.1.2. Player and family have and will continue to demonstrate commitment to STPGHA.
  - 4.1.3. Family and player (as appropriate) have and will continue to volunteer to help support STPGHA activities.
  - 4.1.4. These players are expected to pay "out of town" additional registration fees. If the said player leaves STPGHA and registers in another OWHA association and then returns, she will be considered an Import Player
- 4.2. Players wishing to be considered for Non- Import Status must submit their request to the Executive. The request must include:
  - 4.2.1. Teams player has played for over the past two years
  - 4.2.2. Volunteer activities that the family and player (as appropriate) have been involved with over the past two years
  - 4.2.3. Leadership activities, such as being a member of the Coaching staff, that member(s) of STPGHA the family have been involved with over the past two years.

### 5. NUMBER OF IMPORT PLAYERS

- 5.1. The maximum number of Import Players allowed per team is as follows: (unless otherwise specified by STPGHA)

| Divisional Classification | Number of Import Players<br>(inclusive of all positions – defence, forward and goalie) |           |               |
|---------------------------|--|-----------|---------------|
|                           | Tier 1   | Tier 2    | Tier 3/Tier 4 |
| U9                        | Unlimited  | Unlimited | Unlimited     |
| U11                       | Up to 4  | Up to 3   | Up to 2       |
| U13                       | Up to 4  | Up to 3   | Up to 2       |
| U15                       | Up to 4  | Up to 3   | Up to 2       |
| U18                       | Up to 5  | Up to 4   | Up to 3       |

- 5.2. Priority selection given to STPGHA players.
- 5.3. Under special circumstances, a Tier 1 Coach may request additional import players above the number allocated for the respective age group. All requests must be in writing, supported by the Coach and player, reviewed and approved by the Executive. Players being considered must meet the criteria for the respective age category in the Selection of Import section above. The decision of the Executive is final and not subject to appeal.
- 5.4. Considerations for Goaltenders Developing and retaining goalies is a priority for STPGHA, in order to achieve this, the following considerations apply:
- 5.4.1. When the total number of STPGHA goaltenders in a division is equal to or exceeds the total number of available goaltender positions, import goaltenders will NOT be permitted without approval.
- 5.4.2. When the total number of STPGHA goaltenders in a division is less than the total number of available goaltender positions, import goaltenders will be permitted. Import goaltenders may attend tryouts beginning with the Tier 1 team tryout and continue to subsequent team tryouts if released and approved.
- 5.4.3. If an import goaltender is selected under 5.4.1. above the import goaltender counts as one of the total Import Players allowed for the team. If an import goaltender is selected under 5.4.2. above the import goaltender does not count as one of the total Import Players allowed for this team. Any deviation from these considerations requires approval.

# APPENDIX D

## Coaching Selection Process

1. Head of Coach and Player Development will lead and organize the coaching selection committee.
2. Candidates will be given at least 30 days to apply for open coaching positions for the subsequent season. Applications available on Panthers website.
3. Fully completed and submitted applications of those candidates who have met the deadline requirements will then be reviewed by the coaching committee.
4. Following review, select candidates will be interviewed using pre-drafted questions that will be used for all applicants.
5. Following interviews, the coaching committee reserves the right to gather further applicant information from candidate's references and past coaching evaluation data.
6. Upon completion, the coaching committee collectively determines each age group's head coach.
7. Coaching committee to present coaching selections to the Board for approval, with quorum vote needed for all chosen coaches. If a coach applicant has an active Board position (executive or convener) at time of vote – their vote is void.
8. The successful candidate to then accept the offer as head coach. Non-successful candidates to be advised of committee decisions.
9. With the role acceptance coach must be made aware of and meet the roles season requirements;
  - 9.1. Must successfully pass Vulnerable Sector Check screening with local Police organization prior to season.
  - 9.2. Must agree to follow Panthers Constitution and organization ethos throughout the season.
  - 9.3. Must agree to be available for at least 75% of team scheduled ice.
  - 9.4. Must take responsibility for coaching staff and player safety as laid out by board direction – i.e. RAMP registrations, payments, insurance and Privit as required by OWHA.
10. If a head coach team vacancy was not applied for, the coaching committee would post the opening for 7 days. Applicants go through the interview process after a time frame.
11. If a head coach vacancy still remains unfilled, the coaching committee may reach out to qualified community members to discuss interest and fill these vacancies, while still gathering interview answers and additional qualified data prior to filling the role.

The coaching committee and/or Board reserve the right to release a coach from his/her duties at any point of the season due to lack of care, duty, responsibility or dishonesty. At occurrence the coaching committee may select an agreed upon candidate to fill the vacancy.

# APPENDIX E

## Volunteer Bond System Policy

1. The Bond Convenor will direct and administer The Volunteer Bond System.
2. Volunteer Bond is mandatory for all members to remain in good standing with the association and must be submitted before your child will be allowed to begin the hockey season.
3. Parent Rep. will work with the Bond Convenor to track and record bond hours for their teams.
4. Every family with a registered player must provide one \$300 bond cheque.
5. Cheque must be made out to St Thomas Panthers and post-dated for April 15th of the coming year. (example for the 2023/2024 season cheques payable for April 15th, 2024)
6. Cheques will be cashed on April 30th of the coming year from all families with unfulfilled bond hours.
7. Parent Rep will collect funds and deliver them to the Panthers office before the first game of the season. The parent rep will also be responsible for picking up the cheques or cash to be returned after the last game of the season.
8. Panthers Board Members, Coaches and Team Staff are not exempt and will be required to submit a cheque prior to all Hockey activity.
9. Volunteer positions and requirements will be reviewed annually
10. Any changes for the coming year will require board ratification at the AGM.
11. Approved volunteer positions and roles will be listed on the St. Thomas Panthers website.
12. As events are planned and volunteers are needed, more opportunities can become available and posted on our web page throughout the year.
13. Team fundraising does not attribute to the bond program
14. You must be 12 years old to participate in the completion of Bond points.
15. It is up to each family to ensure they fulfill the volunteer obligation
16. Yearly positions will lose bond hours if not fulfilled to the end of the current season.
17. Coaches and Managers will lose bond cheque for the following reasons:
  - 17.1. Booking a tournament on our home tournament dates
  - 17.2. Booking more than one game on our home tournament dates
  - 17.3. Not getting game codes in 7 days prior to games
  - 17.4. Knowingly leaving ice unused (must report unused ice to scheduler minimum 7 days prior to date unless uncontrolled circumstances occur)
  - 17.5. Ordering team apparel, items through vendor not approved by STPGHA board.
18. Board Members will lose bond hours for the following reasons:
  - 18.1. Missing 3 board meetings in a given year.
  - 18.2. Not completing 4 shifts per tournament.
  - 18.3. Not completing 4 shifts per tryout process.
  - 18.4. Not completing roles in a beneficial way for the organization.



# APPENDIX F

## Bond System Requirements

### REQUIREMENTS FOR REIMBURSEMENT OF VOLUNTEER/SECURITY BOND

Each family is required to complete volunteer time with their team as well as within the organization.

Families with multiple players will be required to fulfill 10 hours for the first player and 5 for each additional player. Families must declare how many hours they will be completing for each team with a minimum of 5 hours per team.

Once your team hours are fulfilled then it will be a shared effort by all team parents to fulfill the remaining volunteer duties for their child's team. There are many opportunities to earn hours within the organization for all. The parent rep. on each team is responsible for documenting and submitting a written record of hours earned and will provide monthly updates to the team for tracking/monitoring purposes. For bond requirements to be considered complete, all team equipment/sweaters must be returned to the Equipment Manager in the same condition that it was received in, except for normal wear and tear, no later than the Friday after the Provincial Championship Tournament. Once bond hours and equipment return have been confirmed as complete, bond cheques or cash will then be returned and those not meeting criteria will have cheques cashed. If a cheque is returned as NSF then the player will be ineligible to participate in St. Thomas Panthers Association activities until such are paid in full prior to registration of next season, including the NSF fee incurred by the organization.

#### DUTIES

1. Serve on the Executive for full season
2. Coach for entire season
3. Trainer for entire season
4. Manager for entire season
5. Den Mom/Dressing room attendant
6. Parent Rep. for entire season
7. Timekeeper
8. Scorekeeper
9. Volunteer for St. Thomas Panther hosted tournaments
10. Volunteer for a St. Thomas Panther sanctioned event
11. Media Rep. newspaper/website 2 or more articles per month
12. Tournament Committee
13. Association fundraising Committee

#### HOURS

Exempt  
Exempt  
Exempt  
Exempt  
Exempt  
Exempt  
Per hour  
Per hour  
Per hour  
Per hour  
Exempt  
Per Hour  
Per Hour