

St. Catharines Female Hockey Association Inc.

Constitution, By-Laws & Code of Conduct

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SECTION 1: CONSTITUTION

1.01 NAME

a) The name of this Association shall be known as “St. Catharines Female Hockey Association Inc.” hereinafter referred to as the SCFHA.

b) The head office of the Association is located in the City of St. Catharines in the Province of Ontario at 240 St. Paul Street West, L2S 2E7.

1.02 AFFILIATION

The SCFHA will be the governing body for Female Hockey and affiliate itself with the Ontario Women’s Hockey Association, hereinafter known as OWHA.

1.03 MISSION STATEMENT

The Mission of the SCFHA will be to develop the ideals of good sportsmanship and fair play in all players, team staff, volunteers and spectators through a well-regulated amateur hockey program in accordance with the OWHA and HOCKEY CANADA and to protect and promote the mutual interests of female hockey in St. Catharines. To adhere to a code of conduct that focuses on respect for the game, the officials, the OWHA, the teams its players and fans.

1.04 MEMBERSHIP

Memberships in this Association shall consist of:

a) Players, Parents, teams, coaches, executive members, volunteers and Administrator which agree to abide by and comply with the Constitution, By-Laws, Regulations, Playing Rules and Code of Conduct of the SCFHA and are members in good standing as determined by the Board of Directors.

b) The Secretary for the Association will be required to keep a Master List of all members of the Association utilizing player registrations, official applications or any other document prescribed by the Board for the purposes of identification. This list will be created at the beginning of each hockey season for the express purpose of the Board of Directors and any purpose(s) they require for the successful operation of the Association.

1.05 TERMINATION OF MEMBERSHIP

a) Any member may resign from the Association by mailing written notice of resignation to the Secretary accompanied by payment of any and all monies owing to the Association.

b) Members may be censured, suspended or expelled for breach of the By-laws or Rules and Regulations of the Association by a majority vote of the Board of Directors at a meeting called expressly to consider such matters or at regular meetings of the Board.

c) Termination of membership, whether by resignation, expulsion or otherwise, shall forthwith remove all rights within the Association of the member, but shall not be deemed to discharge any financial obligation of the member to the Association accrued prior to the date of such termination and not then fulfilled.

1.06 ANNUAL AND OTHER MEETINGS OF THE MEMBERS

a) Annual General Meetings:

The Annual General Meetings of the Association shall be open to all members in good standing and to the general public. One such meeting is to be held before the beginning of each hockey season as determined by the Board in the City of St. Catharines.

b) Special General Meetings:

A Special General Meeting of members may be called at the discretion of the Board of Directors as determined by majority vote.

c) Notice of Meetings:

Notice of any General Meetings, whether annual or special, must be given to the members at least twenty-eight (28) days before the meeting is to take place. Notice of any Special General Meeting shall specify the purpose for which it is being called. The notices of Annual General Meetings shall contain invitations to submit nominations for positions to the Board of Directors, for election at the Meeting. BACK TO TOP OF PAGE

d) Quorum of Members:

i. A quorum for the transaction of business at any Annual or Special General Meeting shall consist of not less than fifty (50%) of members of the Board and ten (10) members in good standing in total.

ii. The Executive Council shall meet as often as necessary to carry out efficiently the business of the SCFHA.

iii. A Board member must be present and or aware of the voting of issues that primarily affect their area of responsibility.

e) Voting at Annual General or Special General Meetings:

All members in good standing who are in attendance at an Annual or Special General Meeting shall be entitled to vote on any issue to be determined at such meeting. No person shall have more than one (1) vote. There shall be no proxy voting permitted. All persons voting must be at least eighteen (18) years of age. All questions shall be decided by a simple majority of votes, and in case of a tie-vote the Chairperson shall be permitted to cast a deciding vote. Any election of Officers shall be by secret ballot. Beyond this, voting may be either by a show of hands or by secret ballot; but the latter will be used whenever it is so requested by any member. The Secret vote count shall be made public at the request of any candidate.

f) Rules for Conducting Meetings: The following rules shall govern all Annual or Special Meetings of the Association:

i. If there is no quorum within thirty (30) minutes of the time fixed for the meeting to begin the Chair shall declare that there can be no meeting on this occasion.

ii. Parliamentary procedure, as specified in Robert's Rules of Order Revised, shall be followed at all meetings.

iii. The Chair shall have the right to require that any motion or resolution be presented in writing before the meeting.

iv. The Chair shall decide all questions of order, in accordance with Roberts Rules of Order.

g) Order of Business at Annual General Meetings:

Normally the order of business at all Annual General Meetings of the Corporation shall be as follows:

1. Opening of the meeting and explanation of procedural rules governing meetings
2. Reading of the minutes of the previous Annual General/Special meeting
3. Business arising from the minutes
4. Treasurer's report
5. President's address
6. Amendments to the By-laws of the Corporation, if any
7. Explanations of Directorships open for elections
8. Election of Directors
9. Reports of standing committees
10. Reports of special committees
11. Unfinished business and
12. New business.

The order of business may be altered by two thirds (2/3's) vote of members present at the meeting.

h) Order of Business at Special General Meetings

The Chair shall determine the order of business at any Special General Meeting.

i) Meetings of the Executive/Board of Directors:

- a. The President shall call meetings of the Executive Committee as required throughout the year on a regular basis.
- b. Notice of meetings shall be provided by notice at previous meeting or by contacting Executive by email in advance of meeting. Agenda will be provided.
- c. In case of an emergency or immediate action situation, a meeting or proposal can be put forth via email or conference call and a motion passed with a majority of votes.
- d. Conflicts of Interest—A Director or Board member shall declare a conflict of interest wherever they or one of their family members is directly or indirectly involved in a matter going before the Executive Committee. A conflict of interest can also be determined by another board member with approval of Board. Once a conflict of interest has been declared, said Director or executive member will remove themselves from discussion where necessary and from a vote if taking place.

1.07 BOARD OF DIRECTORS

- a) No member of the Board of Directors may hold any head coaching position for any team belonging to the SCFHA.
- b) The Board of Directors of the SCFHA shall be comprised of the following elected and/or acclaimed officers:

<u>Position</u>	<u>Election Cycle (Yr. Ending)</u>
President/OWHA Coordinator	Even
1st VP/Representative Director	Even
2nd VP/House League Director	Odd
Treasurer	Odd
Secretary	Even
Director of Coach Development	Even
Director of Player Development	Even
Equipment & Clothing Director (Rep/HL)	Odd
Director of Communications	Odd
Director of Sponsorship	Even
Tournament Director	Odd
Rep Team Convenor	Odd
House League Convenor	Even
Developmental Stream (DS) Convenor	Even
Senior Division Director	Even
Immediate Past-President	Acclaimed
Director at Large	Annual Terms
Registrar	Volunteer (2 year term)
League Administrator	Paid or Volunteer position
Referee Liaison/Timekeeper Scheduler	Paid or Volunteer position
Webmaster	Paid or Volunteer position
High Performance Director	Paid or Volunteer position
Grass Roots Director	Paid or Volunteer position
Director of Ice Scheduling	Paid or Volunteer position

In addition, the Board, at their discretion, may also seek Volunteers or employ individuals in the various positions. If paid positions, these individuals will not have a vote during Board meetings. The contracts of paid position personnel will be approved annually.

c) The Board of Directors of the SCFHA shall be elected for a two-year term of office, in accordance with the Election Cycle identified above, at the Annual General Meeting by a majority vote of the membership present at such meeting. This Cycle will ensure that sufficient experience and history remains on the Board for the upcoming hockey season. In the event that there are no volunteers seeking election to any position, the Board, at their discretion may appoint an individual to fill a position for the remainder of its term or until the next general elections.

d) The Treasurer shall have an accounting background or related financial experience and have a demonstrated ability to maintain the financial records and transactions for the Association.

e) The immediate Past-President shall be a member of the Board of Directors.

f) Each member of the Board of Directors has the power to vote at all General, Annual, Special and Executive Meetings.

g) The Board of Directors has the power to appoint replacements for any member of the Board who resigns during their term of office or is neglectful of their duties. The replacement shall have full voting privileges until the next Annual General Meeting whereby the position will be filled through the customary election process for the balance of the remaining term for the position as specified in the Election Cycle.

h) The Board of Directors shall be further empowered to make appointments to the Board of Directors to cover specialized duties.

i) The Board of Directors has the power to enforce the provisions of the Constitution, By-Laws, Playing Rules and Code of Conduct of the SCFHA.

j) The Board of Directors shall establish the annual registration fees.

k) The only members of the Board of Directors that shall have the right to sign a "Permission to Skate" form shall be the President or the 1st VP or the Registrar.

l) The President, 1st VP Representative Director/OWHA Coordinator, 2nd VP/House league Director and Registrar shall have the right to have signing authority for OWHA Player Release Forms.

1.08 DUTIES OF THE BOARD OF DIRECTORS

PRESIDENT/OWHA COORDINATOR

The President shall:

- Be the Chief Executive Officer of the Association.
- Be charged with the general management and supervision of the affairs and operations of the Association.
- Be kept informed of all business matters pertaining to the Association.
- Preside at all meetings of the SCFHA Board of Directors and at all other general meetings of the SCFHA or assign a designate.
- Be responsible for and represent the SCFHA at all times. Shall submit to Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Be an *Ex Officio* member of all standing and special committees.
- Be the Chair of the Discipline Committee.
- Attend all OWHA and League Meetings pertaining to the Representative Program or arrange for a delegate to be present on their behalf.
- Be the SCFHA voting representative at all OWHA and League Meetings or designate a representative to carry the vote(s).
- The President shall be a member of all coaching selection committees.
- Shall be a member of the Brock subcommittee.

1st VP/REPRESENTATIVE DIRECTOR

- Take on the duties of the President if the President is absent or unable to carry-on with their position.
- Recommend to the Board the number of Representative teams (divisions and category) that will represent the SCFHA for the upcoming season based on projections from previous year registration numbers.
- Assist Registrar with Rep team player registration and player movement.
- Shall submit to the Board for approval the expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Be a member of the Discipline Committee.
- Be a member of the Coaching Selection Committee.
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Board.
- Be responsible for and oversee the Representative Team tryout process. Oversee the Rep tryout registration numbers and organize the tryout administration setup for tryout staff.
- Provide management support to all Representative Teams.
- Address parental concerns.
- Attend all OWHA Meetings pertaining to the Representative Program or arrange for a delegate to be present on their behalf.
- Oversee the organization and administration of the Rep League Program, coaches and teams and be directly responsible for all divisions.
- Work with the Development Director on player and team programming.
- Work with the Coach Director to provide clear vision and support for coaches and their staff.
- Collaborate and work with the Tournament Director (U9 Influencer Festival, Rep and HL tournaments).
- Meet with the President at least once per month.
- Assist the Administrative Staff to ensure that all Team and Player fees are paid in full.
- Be the SCFHA voting representative at all OWHA and League Meetings or designate a representative to carry the vote(s).
- Ensure all coaching staff for Representative Division submit their police checks within the deadline given
- Be a member of the Brock subcommittee.
- Work with administrative staff to ensure all association timelines are met for critical events.

2nd VP/HOUSE LEAGUE DIRECTOR

The 2nd VP /House league Director shall:

- Take on the duties of the President if the President and 1st VP/Representative/LLFHL Coordinator are absent or unable to carry-on with their position.
- Chair the Executive Meetings when the President and 1st VP/Representative/LLFHL Coordinator are absent.
- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Oversee the organization and administration of the House League program, coaches and teams and be directly responsible for all divisions.
- Be a member of the Discipline Committee or if a committee has already been formed, attend discipline meetings to oversee the complaints, individuals involved, and provide recommendations or final decisions for resolution of each incident.
- Recommend to the Board of Directors, with the assistance of the Registrar, actual number of House league teams.
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Board.
- Coordinate with the Registrar that the Referee-In-Chief has ensured referees are booked for each game.
- Address parental concerns.
- Review with all coaches the SCFHA Code of Conduct prior to the beginning of each season.
- Ensure all coaching staff for HL have their required minimum certification of their respective positions as required by the SCFHA and OWHA.
- Ensure all HL coaching staff submit their police checks by deadline given.
- Be a member of the Coaching Selection Committee for House League and DS Teams.
- Be a member of the Brock subcommittee.
- Oversee and assist with the Tournament Director.
- Oversee and assist the work outlined by the Development Director
- Work with the Coach Director
- Meet with the President once per month where required.
- Meet with, assist, support and assess coaches where required.
- Responsible for Coach Recruitment

TREASURER

The Treasurer shall:

- Ensure adherence to and implementation of recognized accounting and financial Policies in the financial administration of the Association.
- Ensure the submission of the books of account, if necessary, to the Auditor of the Association at the end of the year.
- Ensure that the new season income and expenses and old season income and expenses remain separate.
- Receive all moneys paid to the SCFHA including all charity fundraising. Such moneys shall be deposited without delay in one of the Chartered Banks/Trust Companies or Credit Unions in account of the SCFHA.
- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Be responsible for and issue all cheques/EFT's/E-Transfers countersigned and/or approved by either the President, 1st Vice President or 2nd Vice President.
- Prepare interim reports of the financial standing of the SCFHA when called upon to do so by the Board.
- Reimburse all Board members for their expenses, with approval from the President and/or 1st VP/Representative/OWHA Coordinator.
- Submit a detailed report of the SCFHA finances at the Annual General Meeting.
- Recommend cost-per-player to the Board for Approval.
- Transfer all SCFHA books, official records and material in their possession to their successor, immediately after the Annual General Meeting elections.

SECRETARY

The Secretary shall:

- In coordination with the Administrative Assistant, be responsible for the safekeeping of all books, minutes and official records of the SCFHA.
- Keep an accurate report of the proceedings of the SCFHA, receive all communications, and conduct all correspondence at the direction of the President and/or Board.
- Perform the duties of recording Board of Directors meeting minutes.
- Distribute the minutes to the executive members, prior to the start of the next Board of Directors meetings and prepare all materials for upcoming Board meetings.
- Make Board meeting minutes available, upon request, to the general membership.
- Be responsible for all SCFHA stationery.
- Oversee the Annual General Meeting administrative duties.
- Take on the duties of the Administrative Assistant if he/she is absent or unable to carry-on with his/her position.

DIRECTOR OF COACH AND PLAYER DEVELOPMENT (two separate elected positions):

The Director of Coach Development shall:

- Coach Development plans.
- Execute Coach Sessions and Training.
- Responsible for coach On Boarding to the SCFHA and ensure they are aware of all association rules and regulations regarding coaching.
- Work with Rep and HL Directors.
- Provide exit interviews for coaches leaving the association.
- Coach Score card, Coach Interviews, Coach Appointment with Rep and HL Directors.
- Coordinate all coaches or trainers certification clinics hosted by SCFHA or other authorized body.
- Be responsible for developing all coaching applications.
- Develop coaching selection criteria to be approved by the Board.
- Be a member of the Coaching Selection Committee for rep teams only.
- Provide development information to coaches.
- Develop and obtain approval of the Board a SCFHA coaching philosophy.
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Board.
- Develop, manage and correlate parent and player surveys.
- Shall submit a Skills and Development budget to the Board.
- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Must obtain minimum of (2) quotations for all coach and player development programs for approval by the Board.
- Consult with the 1st VP/Representative Director/OWHA Co-ordinator and the 2nd VP/House League Director regarding their program needs.
- Be a member of the Brock subcommittee
- Be a member of the discipline committee.
- Ensure all coaching staff for Representative Division have their required minimum certification of their respective positions as required by the SCFHA and OWHA.

The Director of Player Development shall:

- Work with player and goalie developers and schedulers to build a cohesive program with the necessary ice time.
- Function as a liaison between coaches and developers.
- Ensure planning with coaches for their teams and staff is complete and that they are prepared for the season.
- Keep track of developers' hours and payment cheques.
- Regular check ins with coaches and players regarding the development programming to ensure satisfaction and plan for appropriate growth and changes.
- Responsible for tracking and maintaining the Skills Development Budget and final Financial Report.
- Provide development information to coaches for the players. A baseline to be established from developers; then provided to individual teams based on feedback from developers.
- While working with Treasurer, shall submit a Skills and Development budget to the Board.
- While working with Treasurer, shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- While working with Treasurer, must obtain quotations for all player development programs for approval.
- Consult with the 1st VP/Representative Director/OWHA Co-ordinator and the 2nd VP/House League Director regarding their program needs.
- Be a member of the discipline committee.

EQUIPMENT AND CLOTHING DIRECTOR

The Equipment Director shall:

- Be responsible for the acquisition and inventory control of all equipment inventories belonging to the SCFHA teams.
- A position to be held and represent for each level within SCFHA – Rep and HL.
- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to the Board for approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Obtain and submit minimum of (2) quotations for house league and representative team jerseys and socks for approval by the Board as required.
- Purchase any such equipment after a proposal to the Board has been approved.
- Be responsible for the issuing of all SCFHA equipment.
- Be responsible for designing the clothing order form.
- Be responsible for bringing new clothing items to the Board for approval.
- Be responsible for arranging clothing sales dates and times.
- Be responsible for arranging delivery of clothing items to customers.
- Be responsible for the SCFHA “logo”
- Be responsible for ordering clothing from authorized suppliers only.
- Be a member of the Brock subcommittee.
- Be available during Rep tryouts for sizing, to organize and distribute tryout jerseys.

DIRECTOR OF COMMUNICATIONS

The Director of Communications shall:

- Be responsible for all SCFHA publicity and related correspondence.
- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Be responsible for the publication of the SCFHA Newsletter.
- Maintain SCFHA social media accounts and post updates from teams/association news as required.
- Create visual assets for SCFHA website, social media or internal use.
- Monitor social media email (jrbadgersinaction@gmail.com) and keep photos organized for later use

DIRECTOR OF SPONSORSHIP

The Director of Sponsorship shall:

- Secure sponsorships for all SCFHA House League teams.
- Recommend annual house league team sponsorship and rep team sponsorship amount to Executive Council for approval.
- Be responsible for all correspondence and involving sponsors in all SCFHA functions.
- Shall submit to council a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season for both house league and rep programs.
- Shall submit to council for approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.

TOURNAMENT DIRECTOR

The Tournament Director shall:

- Chair and coordinate a committee to run our annual OWHA sanctioned representative and house league tournaments.
- Select Tournament Committee and oversee its organization and administration.
- Plan and execute SCFHA Rep and House League Tournaments
- Responsible for Tournament Budgets and providing a thorough financial report.
- Tournament submissions to the OWHA on time.
- Organize and recruit volunteers to run the tournament.
- Responsible for meeting with and ensuring that Refs are scheduled appropriately for each tournament game.
- Coordinate with Administrative Assistant for Refs and timekeepers.
- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- All Tournament proceeds will be regarded as Fundraising.
- Work in coordination with any outside contract.
- Arrange Rep and HL Tournament and Championship Weekend medals and trophies.

CONVENORS

- Rep Team Convenor
- House League Convenor
- Developmental Stream (DS) Convenor
- All convenors will perform the duties as required by the Rep and HL Directors.
- SCFHA/GHGHL Convenor (Attend monthly GHGHL meetings to represent SCFHA, take notes and report back to SCFHA Board of Directors, Represent SCFHA teams, ensuring their compliance to all required entries, be on Super Sunday Committee and provide information and feedback to strengthen the GHGHL and the SCFHA participation within this partnership)

SENIOR DIVISION DIRECTOR

The Senior Division Director shall:

- Facilitate the coach selections process.
- Shall have 2 Female member subcommittee selected to assist in operating this position.
- Help promote the SCFHA senior division through marketing as well as within the current GHGHL contract or any leagues required to complete a season schedule.
- Shall be responsible for the planning and management of the operation of the Senior League
- Work with the SCFHA Board of Directors to structure the season which will follow the House League Program.
- Shall coordinate the training of coaches through the use of the appropriate clinics (i.e. Coach Clinics, OWHA approved)
- Act as Liaison between coaches and players to the association for all Senior League teams.
- This position is elected to a two-year term.

IMMEDIATE PAST PRESIDENT

The Immediate Past President shall:

- Function as an adviser to the President
- Function as an adviser to the board of directors
- Attend Board of Directors meetings
- Be a voting member.
- Perform the duties of the President if President, 1st VP/Representative Director and 2nd VP/House League Director are unavailable or incapacitated.
- Member of the SCFHA Discipline committee
- When available Assist in the planning of SCFHA events where required

DIRECTOR AT LARGE

- All Directors at large will perform the duties as required by the Board of Directors.

REGISTRAR

The Registrar shall:

- Have a two-year term.
- Assist with online registration.
- Build the teams and submit Waiver forms to OWHA for Rep and House League.
- Secure Signed Waiver forms and prepare to submit to OWHA.
- Collect advance tryout registrations for Rep Division.
- Assist with Rep Team Registration after tryouts.
- Be in attendance at night to accept registrations after tryouts.
- Oversee the registration process for the SCFHA.
- Verify player eligibility by means of birth certificate in accordance with the OWHA registration process.
- Prepare OWHA Intent to Register and Participant Registration forms for House League and Rep Teams.
- Maintain a confidential SCFHA membership database.
- Develop the SCFHA registration form.
- Attend all registration dates.
- Ensure player provides and official OWHA release as per OWHA requirements.

LEAGUE ADMINISTRATOR (Paid or Volunteer Position)

The League Administrator shall:

- Secure and hold Police Checks
- Review and advise training status for coaches (Rep & House League)
- Collect association mail
- Answer Association phone calls and phone messages at a timely matter
- Be in attendance at the SCFHA office on agreed times (minimum 6 hours per week)
- Answer or direct any emails from Association inbox address - scfha@scfha.com
- Assist with Association tournaments, committees and other meetings
- Order and secure items used in the operation of SCFHA office
- Record and submit photocopy numbers to service company each month
- Secure and submit names for any SCFHA Trophies and Awards
- Other duties as assigned by the President
- Work with Treasurer for Association related tasks.

REFEREE LIAISON/TIMEKEEPER SCHEDULER (Paid or Volunteer Position)

The Referee Liaison/Timekeeper Scheduler shall:

- Download master schedule of all home games from Ramp (late September)
- Send master schedule to Head Referee who inputs into their scheduling system (Horizon)
- Send master tournament schedule to Head Referee 3-4 weeks prior to tournament date (U18AA festival August, U9 festival September/October, Rep tournament November, HL tournament January).
- Throughout season will need to email Head Referee with any changes or additions made to the master schedule.
- Will have access to Horizon and cross reference both Horizon, Ramp, website calendar to ensure all games are covered.
- Be a liaison for Referees and our association for both the season and tournament games.
- Have access to Ramp software and cross reference both Ramp and website calendar to ensure every game is covered.
- Be a liaison, resource, support for timekeepers if they encounter any issues with Ramp, coaches, officials, etc.
- Obtain game sheet codes from Ramp and send codes to timekeepers. Timekeepers to provide official codes to the referees.
- Download master schedule of all home games from Ramp (schedule is mad late September with season starting early October)
- Arrange for timekeepers for all home games, tournament games and all tryout/preseason exhibition games.
Note – there are four tournaments – U18AA preseason festival in August, U9 festival in September or October, Rep tournament in early November and HL tournament in mid January.
- Attempt to ensure equal distribution of games between timekeepers.
- Ensure Treasurer receives all timekeeper schedules, in a timely fashion/agreed upon timeframe, in order to receive payment for games served. Typically, on a monthly basis.
- Collect all timekeepers contact information and keep accurate records.

WEBMASTER (Paid or Volunteer Position)

The Webmaster shall:

- Maintain the SCFHA website as directed by SCFHA board of directors.

HIGH PERFORMANCE DIRECTOR (Paid or Volunteer Position)

The High-Performance Director shall:

- Execute and plan on-ice development program for Rep Teams identified by the Board.
- Director of AA teams and Coaches
- Coach recruitment and hiring.
- Responsible for the development of players on and off the ice.
- Shall submit to the Board for approval of expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Work with the Ice Scheduler
- Collaborate with Rep Coaches on appropriate development strategies and tactics for their program, team and players.
- Work with the Development Director to create continuity.
- Meet with the President, Vice President, Rep Director, Development Director monthly.
- Collaboration of high-performance committee.

GRASSROOTS DIRECTOR (Paid or Volunteer Position)

The Grassroots Director shall:

- Plan and execute an on-ice plan for Fundamentals, U7 and First Shift Pathway Development
- Work with the ice scheduler to plan the season.
- First Shift Liaison and pathway
- U9 House League and U9 Rep Program support and development, U7 Program, Fundamentals (IP) Program
- Marketing and Promotion within the Community
- Working with the Treasurer for approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.

DIRECTOR OF ICE SCHEDULING (Paid or Volunteer Position)

The Director of Ice Scheduling shall:

- With the assistance of the President or their designate, prepare and present the ice time requirements to the City.
- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- With the assistance of the 1st VP/Representative Director/OWHA Coordinator, will disburse ice times required for games and practices for the Representative Program.
- With the assistance of the 2nd VP/House League Director, will schedule all games and practices for the House League Program.
- With the assistance of the Director of Coach and Player Development, will schedule all on ice Development Programs.
- With the assistance of the Tournament Director, will schedule ice times for the tournaments.
- Coordinate with the Referee-In-Chief to ensure referees are booked for games.

1.09 NOMINATION PROCESS

The Administrative Assistant will be responsible for:

- Posting a list of updated nominees prior to AGM.
- To oversee the conducting of the election of officers at the Annual General Meeting.
- To organize the collection and counting of ballots at the AGM.
- Nominations must be submitted to the Board 30 calendar days prior to AGM.
- If only one nomination is received 30 days prior to AGM, then the sole person nominated will become acclaimed to that position.
- A nominee, to be elected must secure a simple majority of total votes cast.
- If more than one person is nominated for a particular position, then voting members will vote at the AGM.
- If no nomination is received 30 days prior to the AGM then nominations will be taken from the floor during the AGM.
- To be nominated for Past President, a nominee must be a currently elected member serving a full term in another position on the Executive.

1.10 AMENDMENTS

No amendment or alteration shall be made to any part of this Constitution except at the Annual General Meeting of the SCFHA and only by a two-thirds majority of the total votes cast. (Exclusion to this will be Article 1.08: Duties of the Board of Directors.) Notice of any proposed alteration or amendment must be submitted to the Administrative Assistant of the SCFHA in writing no later than 30 days prior to the Annual General Meeting. All notices of any proposed alteration or amendment to the SCFHA Constitution will be made available by the Administrative Assistant in writing, to the SCFHA general membership at least 30 minutes prior to the start of the Annual General Meeting. Amendments to the By-Laws and Playing Rules may be made at any Board Meeting or the Annual General Meeting by a simple majority of votes.

1.11 DISSOLUTION OF THE ASSOCIATION/CORPORATION

Upon the dissolution of the Association and after the payments of all debts and liabilities, its remaining property shall be distributed or disposed of to the local registered charity of the Board's choice.

ATTACHMENTS

Section 2: BOUNDARIES

2.1 SCFHA BOUNDARIES

The OWHA has declared no residency rule regarding girls' hockey.

BY-LAWS

Section 3: BY-LAWS

3.1 OVERVIEW

The Ontario Women's Hockey Association (OWHA) rules and regulations will be enforced except where amended with these St. Catharines Female Hockey Association By-Laws. They shall also apply to all persons associated with the SCFHA in any capacity. These By-Laws are subject to amendment as provided for in the Constitution of the SCFHA.

3.2 GENERAL PLAYING RULES

The Rules and Regulations that govern the operation of the St. Catharines Female Hockey Association shall be:

- a) The Official rulebook of the Canadian Hockey Association, as amended from time to time, and known herein as the CHA.
- b) The Official rulebook of the Ontario Women's Hockey Association, as amended from time to time, and known as the OWHA.
- c) Such further rules and regulations as have been passed and approved by the Board of Directors, as amended from time to time, and known herein as the St. Catharines Female Hockey Association (SCFHA).
- d) Such directives as may be published from time to time by all Governmental Bodies: The Canadian Hockey Association, the Ontario Hockey Association, the Ontario Women's Hockey Association and SCFHA, for the purpose of improving the sport of hockey.

3.3 REGISTRATION AND PLAYER PLACEMENT

3.3.1 All players affiliated with the SCFHA must, in ink, sign an OWHA Registration form.

3.3.2 SCFHA will operate various divisions in the House League as decided by SCFHA Board of Directors. Birth dates for all playing seasons will be designated as of December 31st.

3.3.3 Each House League division shall comprise a sufficient number of teams as are necessary to accommodate the registered players for each division. Such numbers of teams to be of a quantity to permit equal scheduling of games during the playing season.

3.3.4 Players registered will be appointed to HL teams using the SCFHA draft procedure with the main goal being team parity. Player evaluations and on ice evaluations if required will be used as guidelines for the 2nd VP/House League Director and his/her committee. Coaching partners and friend requests will be honoured to the best of the Boards ability and based on the registration guidelines.

3.3.5 No player will be accepted by SCFHA who is signed with any other OWHA sanctioned league, nor will any player registered sign with any other league without first obtaining a written release. The only exception to this would be school hockey.

3.3.6 Players will not be accepted by SCFHA while under suspension from any other league.

3.3.7 Players are eligible to play in one division only, unless otherwise approved by SCFHA Board.

3.3.8 The subsidized number of coaching staff will consist of a coach, two assistant coaches, a trainer and a manager. It is strongly recommended that a trainer of each coaching staff be a woman.

3.3.9 For players registered to House League after the draft, they will be placed on a team with the lowest number of players first; then the team with the lower overall team evaluation score; or otherwise determined by the 2nd Vice President/House League Director. Friend requests will not be honoured at this time.

3.3.10 All registered players must have paid their SCFHA registration fees prior to the commencement of the SCFHA season. Any player who has not paid her registration fees by the commencement of the regular season will not be permitted to play until such time as all outstanding fees are paid.

3.3.11 Under the direction of the OWHA, the SCFHA will offer a DS Program. The DS program is to give those players interested the availability to play at a developmental level in addition to HL. This is a select team with costs over and above HL fees. Eligible players are those registered on a house league team within our organization and will play in their registered division only (For example, Novice aged players playing in atom will not be eligible to play Novice DS).

3.4 HOUSE LEAGUE PLAYING RULES

3.4.1 This is a non-contact league and contact is prohibited for all levels.

3.4.2 Players in forward and defense positions, while practicing, playing, either on bench or in penalty box for SCFHA, will wear skates, shin pads, shoulder pads, elbow pads, hockey gloves, hockey pants, Jill, BNQ throat protector, helmet, mouth guard (recommended but optional) and face mask. Helmets and facemasks must be CSA approved and chinstrap must be fastened. All equipment should be in proper working order. A player lacking this equipment will not be allowed on the ice until they obtain such equipment.

3.4.3 Goalies, while practicing and playing for SCFHA, will wear skates, goal leg pads, body protector, goal gloves, goal arm pads and chest protector or all-in-one body protector, hockey pants, Jill, BNQ throat protector, helmet and face mask. Helmets and facemask must be CSA approved. Neck guards must be worn. All equipment should be in proper working order. A player lacking this equipment will not be allowed on the ice until they obtain such equipment.

3.4.4 Players may not remove any equipment prior to returning to the dressing room at the completion of the game or practice.

3.4.5 Teams must play their players in rotation. When a violation of this rule is noted, the proper rotation will immediately be re-established. For repeated violations, the coach will be referred to the House League Convenor and/or the 2nd VP/House League Director.

3.4.6 Player Rotation Systems: as per policy written in Coaches Handbook (Distributed to coaches prior to the beginning of each season).

3.4.7 No game shall commence without an official game sheet, which has been properly filled out. If the game is delayed due to an improperly completed game sheet, a two-minute bench penalty may be assessed. Any late arriving players are to be placed at the bottom of the rotation

3.4.8 In case of injury to a player or equipment repair, the last player from the previous shift will replace her. Should the player be unable to play her next shift, the team will follow regular rotation rules.

3.4.9 Any house league player, who receives a major penalty and is ejected from the game, will proceed immediately to the dressing room. Other players will serve her penalty and the line up will be shortened accordingly. No player, serving a penalty she did not incur, will sit in the box for more than two (2) minutes.

3.4.12 Players may not step on the ice until the Zamboni is off the ice and the doors are closed.

3.4.13 At the completion of the game, teams must exit the ice promptly under the direction of the referees.

3.4.14 Each team must have a properly equipped goaltender for each game. A coach may call up a player from another team within their division or from one division lower. (Notification and request must be made through the players' coach first and not directly with the call up player). Assistance from the House League Director is available upon request.

3.4.15 If a goaltender is injured or becomes sick during the game and is unable to continue, the team is allowed five (5) minutes to dress a player and resume the game. When a goaltender designated to play a specific game during regular season is unable to play, the coach may designate another player from his/her team to play in net or call up a player from within their division or from one division lower (Notification and request must be made through the players' coach first and not directly with the call up player). Goalie Call ups only, ARE ALLOWED during round robin play. On championship weekend, coaches are allowed to call up a goalie if there is an injury or illness to their own registered team goalie from one division lower or from an eliminated team within their own division (Notification and request must be made through the players' coach first and not directly with the call up player).

3.4.16 Teams must have six (6) skaters plus a goalie to have a legitimate game. Any team having less than 6 skaters may call up a maximum of two (2) players from the next lower age division (Notification and request must be made through the players' coach first and not directly with the call up player). This is during regular season play only and WILL NOT BE ALLOWED DURING ROUND ROBIN PLAY OR CHAMPIONSHIP WEEKEND. This applies to skaters only and not goalies. See by-law 3.4.15 for the goalie exception.

3.4.17 A Coaches Handbook will be distributed to all selected coaches prior to the beginning of the season. Procedures, rules, and any other information contained within will supersede any information written under the by-law section. The Board of Directors may from time to time, set, repeal or amend information contained within the Coaches Handbook as it considers necessary.

3.4.18 Dressing Room procedures. Dressing rooms will be off limits to all males including male coaches, trainers, fathers, brothers and grandparents while players are changing into or out of their hockey equipment. A minimum of two female adults must be present in the dressing room at all times during which players are in the room changing. Preferably, they will be a female trainer and/or another designated female from the team. The 2-Deep Rule is upheld at all other times. The use of cell phones or other image taking devices are prohibited from the dressing room. All electronic devices are forbidden in the dressing rooms at all times. One device will be allowed at the discretion of the team manager to play music. Silly, disruptive play and or aggressive acts will not be tolerated. Violators will be removed from the dressing room and will be disciplined at the discretion of the coach under the direction of the Board of Directors.

In Addition, New Cell Phone Policy in accordance with the OWHA rules and policies:

- a. No cell phones or picture taking equipment are to be used or visible in any and all SCFHA change rooms. This includes all players, team moms, parents and coaches.
- b. Failure to comply will result in an automatic 3 game suspension. There will be no exceptions to this policy being enforced.
- c. If any SCFHA athlete incurs a second offense, then a hearing will be set up with the Board of Directors to discuss the players potential for further suspension or a complete removal from the association.

3.4.19 All volunteers must have current Vulnerable Sector Police Checks and Respect in Sports certification to enter the change room. This documentation must be submitted to the SCFHA prior to the start of the season. This includes all "team moms", managers, coaching staff and trainers.

3.4.20 President, 2nd VP/House League Director and the Director of Coach and Player Development must be notified of all Player and Coaching Staff Suspension.

3.5 REPRESENTATIVE TEAM PLAYING RULES

3.5.1 Representative teams will be permitted only on the authorization of the SCFHA Board.

3.5.2 The SCFHA will be responsible for the organization and collection of funds for the on-ice try-outs. Head coaches will be responsible for handing out team information.

3.5.3 Players registered with the OWHA, but not the SCFHA, in the previous year must have “Permission to Skate” or “Release Forms” signed by last year’s association to go on the ice.

3.5.4 Player releases from a representative team will be conducted in a humane and compassionate manner.

3.5.5 SCFHA Representative team players will not play in the SCFHA house league program.

3.5.6 Representative team players must play in their own age group unless they are of the calibre to make the 1st team in the higher division age group.

3.5.7 Players interested in playing on the Second or Third representative teams must first obtain a coach’s release from the higher rated teams in their own age division.

3.5.8 Once a player has been signed to a representative team, the coach and player are mutually committed for the year. Extenuating circumstances may be brought to the 1st VP/Representative Director, which will be presented to the SCFHA Board of Directors for review.

3.5.9 Representative coaches must provide to the 1st VP/Representative Director and Parents, an estimated budget of expenses by November 30, Feb 28, and 1 week after the end of the OWHA Provincial Championships.

3.5.10 Representative teams will be managed in an organized manner and communication to the parents will be done in writing when necessary.

3.5.11 Representative teams will give all players (parents) a proposed budget and season itinerary. Possible tournaments, leagues and costs to play should be known to all participants prior to the final team roster being chosen.

3.5.12 Representative teams are expected to enter the SCFHA tournament.

3.5.13 Representative teams must submit an interim Income/Expense Statement by December 31 and a year-end Income/Expense Statement to the SCFHA, and a copy is to be given to the 1st VP/Representative Director on or before the end of the season.

3.5.14 Representative team's financial records are subject to review at any time by SCFHA Board of Directors. Each team must maintain a bank account requiring 2 signatures, and all cash either raised or received by the teams must be deposited in a timely manner.

3.5.15 Representative bills must be paid within 10 days of billing date.

3.5.16 The coach will inform the President, 1st VP/Representative Director and the Director of Coach and Player Development of all suspensions.

3.5.17 Representative coaches must attend all meetings relating to the centre for which they are playing in and comply with the by-laws and rules and regulations of that association.

3.5.18 Representative team exhibition games with boys' teams and leagues not sanctioned with the OWHA must receive approval from the 1st VP/Representative Director and the OWHA (48 hours minimum notice must be given).

3.5.19 Representative jerseys are to have a Canada Flag sewn on the left shoulder, centered 1" above the left shoulder seam.

3.5.20 Sponsors names may be used on competitive team sweaters across the back of the shoulders as well as the players names BUT these MUST be affixed using SPONSOR BARS and only after approval of the SCFHA and must be done by an approved supplier. Should any team not obtain the approval of the SCFHA (the Equipment Director; in writing) then said team will be responsible for the entire cost of replacing the sweaters.

3.5.21 Anything that bears our crest must be approved by the SCFHA Board of Directors. (i.e. sweaters, jackets, sweats, etc.)

3.5.22 If a player is to be called on to play in a higher category or age division on a Representative team, her coach must be called first, before the player is asked. The player's coach must give permission for a member of his/her team to play as a call-up. The asking coach may seek three (3) additional players.

3.5.23 No call-up players are allowed for Provincial play-downs or Championship games. Tournament Directors also have the right to refuse call-up players to team rosters. Goalies may be exempted from this ruling. BACK TO TOP OF PAGE

3.6 SUSPENSIONS

3.6.1 OWHA protest rules will apply as outlined in the CHA Rule book, with the exception of the following: SCFHA will establish a Discipline Committee under the Chairperson of the President and shall consist of the 1st VP/Rep Director, 2nd VP/House League Director and the Director of Coach and Player Development and any external resource as may be determined by the Board.

3.6.2 Any player having been ejected from any game, either house league or Representative shall be automatically suspended from further competition and the Discipline Committee will be made aware of all suspensions within 24 hours of occurrence or return from tournaments. Any member of SCFHA willfully violating the Constitution, by-laws, Code of Conduct or Playing Rules of SCFHA or refusing to abide by the decision of the Board shall be subject to suspension by the Discipline Committee.

3.6.3 Any coach, assistant coach, manager, trainer, player or team official receiving major or misconduct penalties, may be subject to further suspension at the discretion of the Discipline Committee. Additional incidents will result in further disciplinary action.

3.6.4 Any player, while playing as a call-up player, who receives a suspension, must serve her suspension in her own team's scheduled games. No other game, in which she is a call-up player, may serve to satisfy the suspension.

3.6.5 Anyone under a suspension, who knowingly participates in a game, will be suspended indefinitely pending a SCFHA hearing, and the team will automatically forfeit the game(s) in question. Any coach or team official, who knowingly plays a player under suspension, will themselves be suspended indefinitely, pending a SCFHA hearing.

3.6.6 The referees are in charge of the game, and persistent and/or inappropriate questioning of their decisions, or harassment, during a game will not be tolerated. Justifiable complaints may be made in writing to the Board of Directors. The Board's decisions shall NOT be subject to appeal.

3.6.7 Any coach, assistant coach, manager or trainer refusing to finish a game, or leaving the bench in protest may receive a suspension up to one calendar year.

3.6.8 Any player incurring a total of three (3) or more stick penalties during the same game shall be ejected from the game.

3.6.9 The referee on duty, the Referee-in-Chief, the Program Coordinator or any member of SCFHA Board of Directors may put any coach, assistant coach, manager, trainer or player on report for her/his conduct off the ice in the arena. The Discipline Committee shall determine the suspension given.

3.6.10 Use of any tobacco product or e-cigarette or vaping etc. by any SCFHA personnel, member or player is not permitted on the bench, on the ice, or in the dressing rooms. The referees or Board of Directors will issue a warning for the first offense, a bench penalty for the second and a game misconduct for each subsequent offense. Further offenses shall be brought before the Board.

3.6.11 Consumption of alcohol leading to suspicion of impairment while in charge of a team or participating in a game will not be tolerated. Drugs and alcoholic beverages are not permitted in the arena property and any player or team official found to be in violation of this rule would be immediately suspended until his/her case has been reviewed by the Board.

3.6.12 Any coach, assistant coach, manager, trainer or player in attendance at a game while under suspension may not go near the team's dressing room or player's bench and will conduct themselves in a proper manner. If this rule is not obeyed, the suspension may be increased at the discretion of the Discipline Committee.

3.6.13 Any coach, assistant coach, manager, trainer or player receiving a game or match penalty during a game or after a game, while still part of that event, must be reported to the 1st VP/Representative Director immediately without delay. The SCFHA Discipline Committee will be notified without delay. The game sheet is to be forwarded within 24 hours to the 1st VP/Representative Director for any further disciplinary action and/or hearing.

3.6.14 All game sheets from any competitive team that have major penalties, fighting or game suspensions, must be given to the 1st VP/Representative Director within 48 hours from returning from a tournament, exhibition, or league game for review, and any suspension may be further increased by the Discipline Committee. Failure to adhere to this rule may result in the coaching staff being suspended from all games, including exhibition games until such game sheets are submitted.

3.7 GAME PROTESTS

3.7.1 All protests having to do with games and their Regulations shall be filed in writing (by email or delivered in person) to the appropriate Director within forty-eight (48) hours after the playing of the game under protest. The protest must highlight the violation and the rules or regulations involved. Supporting evidence must be provided. The protest must also be accompanied by an appeal fee of Fifty Dollars (\$50) and be presented to the Chair of the Game Protest Committee. This fee will be refunded if the protest is upheld. The Game Protest Committee shall consist of a Chair (the Director of the Division either House League or Chaos) and not less than two (2) other members appointed by the Board of Directors. A hearing date will be set with the appropriate people. All persons appearing before the Committee shall be given full opportunity to be heard. The Committee shall as soon as possible after the conclusion of proceedings make a report to all persons of their ruling.

3.7.2 Grievances and Appeals, for matters other than game protests, members can file a complaint or grievance in the following manner. File complaint through a team Coach or team Manager. Secondly, file complaint through the appropriate Director. The complaint will be reviewed by the Board of Directors if not settled within these avenues.

3.8 HOUSE LEAGUE PLAYOFFS

3.8.1 SCFHA shall conduct play downs in all series under its jurisdiction to declare a Divisional Champion.

3.8.2 Playoff rules will be distributed to participants prior to the start of playoffs. BACK TO TOP OF PAGE

3.9 HOUSE LEAGUE AWARDS

3.9.1 All Play-off participants will receive individual awards. These shall be presented to all players and to the sponsors. All registered bench staff will receive a letter of recognition or appreciation from the SCFHA.

3.9.2 All play-off finalists (with the exception of novice division) will receive a "Finalist" award. These shall be presented to all players, coaching staff (up to 4) and to the sponsor.

3.10 EQUIPMENT

3.10.1 SCFHA Board of Directors MUST approve anything that bears our crest (i.e. sweaters, jackets, sweats etc.)

3.10.2 Players in forward and defense positions must wear skates, shin pads, shoulder pads, elbow pads, hockey gloves, hockey pants, Jill, mouth guard, BNQ throat protector, helmet and face mask which are CSA approved. A player lacking this equipment will not be allowed on the ice until they obtain such equipment.

3.10.3 Goalies must wear skates, goal leg pads, body protector, goal gloves, goal arm pads and chest protector or all-in-one body protector, hockey pants, Jill, BNQ throat protector, helmet and face mask. Helmets and facemasks must be CSA approved. Neck guards must be worn. All equipment should be in proper working order. A player lacking this equipment will not be allowed on the ice until they obtain such equipment.

3.10.4 All player uniforms must be worn in their entirety. All House league players will wear their sweaters of the appropriate sponsor for all games. Representative team players must wear their socks and sweaters of the appropriate sponsor for all games.

CODE OF CONDUCT

SECTION 4: CODE OF CONDUCT

4.1 CODE OF CONDUCT

This Code of Conduct identifies the standard of behaviour, which is expected of all St. Catharines Female Hockey Association (SCFHA) members, including athletes, coaches, parents, directors, volunteers, staff and chaperones. SCFHA is committed to providing a sporting environment in which all individuals are treated with respect.

Members of SCFHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviors that are disrespectful, offensive, abusive, racist or sexist. In particular, behavior that constitutes harassment or abuse will not be tolerated by SCFHA. During the course of all SCFHA activities and events, members shall avoid behavior that brings SCFHA or the sport of female hockey into disrepute.

SCFHA members shall at all times adhere to SCFHA's constitution and bylaws, to rules governing SCFHA events and activities and to rules governing any competitions in which the member participates on behalf of SCFHA.

Members of the SCFHA shall not engage in any activity or behaviour which interferes with a competition or with any athlete's preparation for a competition, or which endangers the safety of others. Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline policy of the SCFHA. Such action may result in the member losing the privileges that come with membership in SCFHA, including the opportunity to participate in SCFHA activities.

4.2 STAND ALONE HARASSMENT AND ABUSE POLICY

SCFHA is committed to providing a sport and work environment that promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination that is prohibited by human rights legislation in Canada. In its most extreme forms, harassment can be an offence under Canada's Criminal Code. This policy applies to all members including directors, officers, volunteers, coaches, athletes, officials, parents and members of the SCFHA. It applies to harassment that may occur during the course of all SCFHA business, activities and events. This policy shall not prevent a person in authority from taking immediate, informal, corrective disciplinary action in response to behaviour that, in their view, constitutes a minor incidence of harassment.

4.3 STANDARDS OF BEHAVIOUR

Harassment is defined as conduct that is insulting, intimidating, humiliating, offensive or physically harmful. Types of behaviour which constitute harassment and abuse include, but are not limited to:

- Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance
- Practical jokes which cause awkwardness or embarrassment endanger a person's safety or negatively affect performance
- Unwanted or unnecessary physical contact including touching, patting or pinching
- Unwelcome flirtation, sexual advances, requests or invitations
- Any form of hazing

- Any form of physical assault

*Any form of Bullying as described by a person expressing their power through the humiliation of another person.

- Any sexual offence including sexual assault

• Behaviours such as those described above which are not directed towards individuals or groups, but which have the effect of creating a negative or hostile environment

- In the case of minors, abuse and neglect are as defined in Provincial/Territory child protection legislation

When any member has a reasonable belief that a minor is being abused or neglected, he/she shall report this belief to authorities, pursuant to the provisions of the Act, and shall advise the Board. SCFHA shall take no further action until such time as child protection authorities and/or police have concluded their investigation. The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence in these proceedings.

4.4 RECEIVING A COMPLAINT

A person who experiences harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behavior is unwelcome, offensive and contrary to this policy. If confronting the harasser is not possible or if after confronting the harasser the behavior continues, the person who has experienced the harassment, who has witnessed the harassment, or who believes that harassment has occurred should report the matter to an official of the SCFHA. For the purposes of this policy, an official is any person in a responsible staff or volunteer position with the organization.

Once an incident is reported, the role of the official is to report the incident to the Discipline Committee. The Discipline Committee will serve in a neutral, unbiased capacity in receiving the report of the incident, advising the parents or guardians of the incident and assisting in an informal resolution of the complaint, where this is appropriate. Details of the complaint and actions taken must be put in a written report to the Board by the Discipline Committee.

4.5 FACT FINDING

If informal resolution of the complaint is not appropriate or possible, and if the person who has experienced or witnessed the harassment, or who believes that harassment has occurred decides to pursue a formal complaint, the Discipline Committee shall receive this complaint and shall provide a copy to any member of the Board of Directors for further action.

Once the complaint has been reported to the Board, the Discipline Committee shall then gather facts surrounding the incident by speaking directly with the complainant and the person against whom the complaint (the “respondent”) is made, and any witnesses who in the opinion of the Discipline Committee, might have relevant facts or observations about the incident.

In addition to providing information to the Discipline Committee, the respondent shall have the opportunity to provide a written statement to the Discipline Committee, if he or she wishes. The Discipline Committee, in a written report shall summarize the results of the fact gathering. Upon completion of the fact gathering stage, the Discipline Committee shall provide copies of the complaint and his/her factual report to the Board.

4.6 PROCEDURES FOR REVIEWING COMPLAINTS

Within 48 hours of acknowledged receipt of a documented formal complaint, the Board shall decide if the complaint should be dealt with informally, in which case it shall direct the appropriate response and the matter shall then be concluded.

If the Board determines that the complaint should be dealt with by means of a hearing, it shall appoint three individuals to serve as a Panel and shall appoint one of these individuals to serve as the Chairperson of the Panel.

The Board shall then, at its sole discretion, and having regard to the nature of the complaint and the potential seriousness of the outcome, determine which of the following procedures shall be used by the Panel to review the complaint:

- 1) The Panel shall review the statement of the complainant; the documentation provided by the official and the statement of the respondent and shall render a decision.
- 2) The Board of the SCFHA shall appoint an outside investigator who shall conduct a formal investigation of the incident and shall provide a written report to the Panel. The Panel shall consider this report, as well as the statements of the complainant and the respondent, and the report of the official, and shall then render a decision.
- 3) The Board shall appoint an outside investigator who shall conduct a formal investigation of the incident and shall provide a written report to the Panel. The Panel shall review this report at a hearing with the complainant and respondent present, may ask questions of the complainant and respondent, and may allow the complainant and respondent to ask questions of each other. Following the hearing, the panel shall render its decision.
- 4) The Panel shall convene a hearing involving the complainant, respondent and witnesses. The parties shall have an opportunity to present evidence and to cross-examine each other and witnesses. At the conclusion of the hearing, the panel shall render its decision. In holding a hearing, the Panel shall govern the hearing by such procedures as it may decide.

If at any point in these proceedings, the complainant becomes reluctant to continue, it shall be at the sole discretion of the Board to continue the review of the complaint in accordance with this policy.

After reviewing and deciding any harassment matter, the Panel shall present its findings in a report to the Board with a copy provided to both the complainant and respondent. This report shall contain:

- A summary of the relevant facts;
- A determination as to whether the acts complained of constitute harassment or abuse as defined in this policy;
- Disciplinary action to be taken, if the acts constitute harassment or abuse; and
- Measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment or abuse.

4.7 IMPOSING DISCIPLINARY SANCTIONS

The following circumstances and other factors should be considered while determining the appropriate sanction.

- The nature and severity of the harassment or abuse
- Whether the harassment or abuse involved any physical contact
- Whether the harassment or abuse was an isolated incident or part of an ongoing pattern of behaviour
- The nature of the relationship between the complainant and harasser
- The age of the complainant
- Whether the perpetrator had been involved in previous harassment incidents

- Whether the perpetrator admitted responsibility and expressed a willingness to change
- Whether the perpetrator retaliated against the complainant

In recommending disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment or abuse:

- Verbal apology
- Written apology
- Letter of reprimand from the organization
- A fine or levy
- Referral to counseling
- Removal of certain privileges of membership or employment
- Expulsion from membership or official position within the Association
- Publication of the details of the sanction
- Any other sanction which the Panel considers appropriate

The Executive of SCFHA may determine that the alleged offence is of such seriousness as to warrant suspension of the member from the SCFHA pending a review of the complaint.

4.8 APPEAL MECHANISM

Both the complainant and respondent shall have the right to appeal the decision of the Panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the Board within 14 days of the complainant or respondent receiving the Panel's decision.

Permissible grounds for an appeal are:

- The Panel did not follow the procedures laid out in this policy.
- Members of the Panel were influenced or biased; or
- The Panel reached a decision which could not be supported by the evidence, or which was grossly unfair or unreasonable.

The appeal shall be heard by the Board, who shall base its decision on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the report of the official, the report of the investigator and/or the report to the Panel, and the notice of appeal.

In deciding the Appeal, the Board shall have the authority to uphold the decision of the Panel, to reverse the decision of the Panel, and/or to modify any of the Panel's recommendations from disciplinary action or remedial measures.

The decision of the Appeal Body shall be final and binding, and not open to any further intervention by any court within exception of a review in accordance with the rules of arbitration set out in Alternate Dispute Resolution Program for Amateur Sport.

In extraordinary circumstances, and at its sole discretion, the Panel may abridge or extend the timelines in this policy.

The SCFHA recognizes the sensitive and serious nature of harassment and abuse and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, the SCFHA will do so. It is also the policy of SCFHA to allow publication of the decision of the Panel, where the acts complained of constitute harassment.