



# 2016 WNGHA Annual General Meeting Proposed Amendments

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### **Staff Training Reimbursement Policy:**

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Trish Davidson motioned:

*To amend the staff training reimbursement policy that any course taken by a team staff must have pre-approval by the WNGHA executive if it's over \$200. Christine seconded. Carried.*

Veronica Marriott motioned:

*That any staff training which exceeds \$200.00 receive majority Executive approval BEFORE commencing with said training.*

## **Novice Tryouts Policy:**

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Danielle Rock motioned:

*To amend the by-laws to have both the Novice coach and Novice tryouts moved to the Spring rather than be held in the Fall.*

Veronica Marriott motioned:

*That Novice Rep team tryouts be held in the spring, with all other WNGHA Rep teams; an additional Fall Tryout may be deemed necessary, depending on the numbers present at the Spring Tryout.*

## **Residency Policy:**

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Clarey Ellis-Stretch motioned:

*No more than ten (10) non-residents are allowed on a top level competitive team. A non-resident must be with the WNGHA for one season of play to be considered a resident and therefore not be considered an import any longer. Players are reclassified immediately after each season of play is complete. This would be retroactive for current WNGHA players. Midget age group and above shall be allowed the latitude to increase this number upon presentation by the coach to the three members of a tryout committee agreeable by the executive council. Factors include talent level, competitiveness, and number of players attending. Two out of three members would need to support a decision to increase the allowable number of imports. This would be reviewable annually.*

## **Conflict of Interest:**

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Veronica Marriott motioned:

*[**OMIT OR RE-DEFINE**] any existing "Conflict of Interest" clause that may exist within our documents. ALL members of the Board should be allowed to vote on any and all issues, regardless of whether or not the member has a skater in or around the age group/division being debated/voted upon. EVERYONE is entitled to vote on all issues; unless a member feels strongly that he/she should abstain from voting; and hence declare themselves to be in conflict of interest; but that that decision will be member decided.*

Trish Davidson motioned:

*That members of the board be allowed to vote on any issue pertaining to any team regardless of whether the team involved is in the division that their own child currently or potentially plays.*

Curtis Hackney motioned:

*Members will avoid real or perceived conflicts of interest.*

- 1. A conflict of interest would occur when an individual's private interest interferes, or even appears to interfere, with the interests of the Association as a whole.*
- 2. When any issue arises that may present an actual or apparent conflict the Executive member must disclose that issue to the members of the Executive as soon as the issue arises.*
- 3. Executive members are considered to be in a "conflict of interest" whenever they themselves, business partners, family members or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Executive.*
- 4. If the Executive member is not certain he / she is in a conflict of interest position, the matter may be brought before the President for advice and guidance.*
- 5. It is the responsibility of other Executive members who are aware of a real, potential or perceived conflict of interest on the part of a fellow Executive member to raise the issue for clarification, first with the Executive member and, if still unresolved, with the President.*
- 6. The Executive member must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and unless otherwise decided by the Executive, must leave the meeting room for the duration of any such discussion or vote.*
- 7. The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.*
- 8. If there is any question or doubt about the existence of a real or perceived conflict, the Executive will determine by vote if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.*

### **Import Players:**

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Trish Davidson motioned:

*That WNGHA adopt the same policies as the OWHA and allow free movement among players within associations and not restrict any one team to a specific*

number of "import" players.

Trish Davidson motioned:

*That after a deemed "import" players has played with the WNGHA for TWO consecutive years, that she no longer be referred to an import.*

Veronica Marriott motioned:

*That each division may allow up to three (3) import players from outside our catchment area; with the exception of the Midget AA team; whereby there will not be restriction on the number of imports. If there is enough interest for skaters to perform at that level within our organization; the team should be allowed to proceed – without restrictions. Providing that the team bear all costs incurred with running this team; and that the organization not be expected to bear any expenses.*

Veronica Marriott motioned:

*Import players will be grandfathered after two years of skating with the WNGHA organization; should they desire to continue to play with WNGHA*

### **Players Equipment, Uniforms and Clothing Policy:**

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Darren Mackey motioned:

*House League [**REMOVE**] and Rep teams will use WNGHA supplied playing sweaters.*

*Playing sweaters are the property of WNGHA. Any alteration to the players' sweaters can only be done by WNGHA. Any request to alter sweaters must be sent in writing to the equipment manager for executive approval. Sponsor bars approved to be put on WNGHA sweaters must remain on for the duration of the season.*

*Representative players will be responsible for [**ADD**] the purchase of their sweaters and carry them in a garment bag to and from all games. [**ADD**] Sponsorship bars or sponsor logos are not permitted on REP jerseys at any time.*

*Playing sweaters are NOT permitted to be worn for practices.*

*WNGHA Representative team colours are blue and white.*

*All players will have the following mandatory pieces of equipment:*

- *Black helmet-goalies are excluded*
- *Black pants*
- *Black gloves [**REMOVE**] (by 2014-15)*
- *BNQ bib style neck guard*
- *WNGHA coloured hockey socks*

*Optional but strongly recommended*

- *Mouth guard*

*All Representative players are required to wear WNGHA approved warm up suits to games and tournaments. [ADD] Warm up suits to be reviewed every 3 years starting with 2016-2017 season so as to remain up to date. [REMOVE] Coaches may submit alternative warm-up suit criteria that must be approved by the WNGHA Executive Board. All Requests to use the WNGHA logo must be sent in writing to the Equipment Manager for Executive approval.*

*[REMOVE] All male coaches must wear a shirt & tie to all games.*

*[ADD IN PLACE OF ABOVE REMOVAL] All Representative teams male bench staff; coaches, assistant coaches, and trainers to wear approved WNGHA jackets, shirt and tie to all games, home/away and tournament. All female staff to wear WNGHA approved jackets. Failure to do so will result in disciplinary action against member of bench staff.*

*Ron Samis motioned:*

*[REMOVE]*

*All House League and Rep teams will use WNGHA supplied playing sweaters.*

*Playing sweaters are the property of WNGHA. Any alteration to the players' sweaters can only be done by WNGHA. Any request to alter sweaters must be sent in writing to the equipment manager for executive approval. Sponsor bars approved to be put on WNGHA sweaters must remain on for the duration of the season.*

*[CHANGE TO]*

*All House League players will use WNGHA supplied playing sweaters.*

*Playing sweaters are the property of WNGHA. Any alteration to the players' sweaters can only be done by WNGHA. Any request to alter sweaters must be sent in writing to the equipment manager for executive approval. Sponsor bars approved to be put on WNGHA sweaters must remain on for the duration of the season.*

*[REMOVE]*

*Representative players will be responsible for their sweaters and carry them in a garment bag to and from all games*

*[CHANGE TO]*

*Representative players will be responsible for the purchase and maintenance of their own sweaters. Only WNGHA approved jerseys will be worn for games.*

*Playing sweaters are NOT permitted to be worn for practices.*

WNGHA Representative team colours are blue and white.

**[REMOVE]**

All players will have the following mandatory pieces of equipment:

- Black helmet-goalie are excluded
- Black pants
- Black gloves (by 2014-15)
- BNQ bib style neck guard
- WNGHA coloured hockey socks

**[CHANGE TO]**

All players will have the following mandatory pieces of equipment:

- Black helmet-goalie are excluded
- Black pants
- Predominantly black gloves-goalie are excluded
- BNQ bib style neck guard
- WNGHA coloured hockey socks

**[REMOVE]**

All Representative players are required to wear WNGHA approved warm up suits to games and tournaments. Coaches may submit alternative warm-up suit criteria that must be approved by the WNGHA Executive Board. All Requests to use the WNGHA logo must be sent in writing to the Equipment Manager for Executive approval.

**[CHANGE TO]**

All Representative players will have the choice of two approved game day outfits, consisting of either

1. WNGHA approved warm up suit or
2. All black flare bottom yoga pants combined with the approved navy coloured Wild jacket

To wear for games and tournaments, with the stipulation that all players will be dressed the same.

**Bench Staff Dress Code Policy:**

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Veronica Marriott motioned:

That ALL bench staff: coaches, assistant coaches, trainers wear appropriate WNGHA apparel; jackets, shirt/tie for men, and head wear for all staff, for all games and tournaments whereby WNGHA is being represented. Failure to do so will result in repercussions.

Curtis Hackney motioned:

*This policy applies to all bench staff, for all games and tournaments whereby WNGHA is being represented. Failure to do so will result in repercussions before the Discipline Committee.*

*House League Bench Staff is exempt from this policy but is encouraged to wear WNGHA approved apparel*

**[REMOVE]** *All male coaches must wear a shirt and tie to all games*

**[CHANGE TO]**

*Coach/Assistant Coach Staff shall wear:*

- 1. Jacket, as authorized by WNGHA*
- 2. Men - dress pants, dress shoes, and collared shirt (tie optional)  
Women - dress pants, dress shoes and dress shirt*
- 3. Head wear is optional but must be WNGHA crested and approved by WNGHA*

*Trainers shall wear:*

- 1. Jacket or wind suit authorized by WNGHA*
- 2. Footwear appropriate for ice surfaces*

**Coaching Staff Policy:**

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*Veronica Marriott motioned:*

*That all WNGHA bench staff be 'age appropriate' – depending on division; i.e. minimum 18 years old.*

**Coach Evaluation Policy:**

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*Veronica Marriott motioned:*

*That 'Coach Evaluation' forms be completed at least once; possibly two times per season. These forms may be online; on our WNGHA website – access codes may be granted by the manager or webmaster; or paper forms completed*

*All forms will be held by the 2<sup>nd</sup> Vice President; who presides over the Coach Selection Committee. These forms will be utilized at the appropriate time, i.e. when coach interviews are being completed for posted positions.*

**Coaching Selection Policy:**

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*Veronica Marriott motioned:*

*That we remove the terms "preference will be given" and replace it with*

*"consideration may be granted" to candidates applying for WNGHA Coaching positions, who have prior service within our organization.*

*Veronica Marriott motioned:*

*Coaching applications will be submitted through the organization website to the 2<sup>nd</sup> VP who will chair the committee. Applications will also be submitted to the President; hence having two points of contact versus one. The President will not sit on the committee as he/she does not maintain voting rights; unless in the situation of a tie.*

*Veronica Marriott motioned:*

*When multiple Coaching applications are received for one division, and the Coaching Selection Committee has made their selection; said selection will be presented to the WNGHA executive, for majority consensus, via a live meeting; whereby allowing for any dialogue to occur. This mode of communication versus an electronic vote.*

*Veronica Marriott motioned:*

*Final selection (Coaching Selection Process) – that the wording "any executive members that have a daughter playing in the age category of the recommended candidate will declare themselves ineligible for that vote" be removed. All members have a right to vote.*

*Trish Davidson motioned:*

*That no one person be allowed to coach more than one team within the association and that the Committee involved in Coaching Selection bring selection(s) to the Executive for a majority vote via a live meeting.*

*Curtis Hackney motioned:*

*That no one person be allowed to coach more than one **competitive** team within the association.*

*Curtis Hackney motioned:*

*[OMIT] Coaching Staff Policy: House League Teams- "At no time will spouses be permitted to be part of the same bench staff"*

*Curtis Hackney motioned:*

*Include the following title; **Coach Selection Policy-Competitive** under the Coaching Selection Process*

*Curtis Hackney motioned:*



**[OMIT]**

**Coaching Selection Committee** under Coaching Selection Committee

The 2<sup>nd</sup> Vice-president will chair the committee and co-ordinate the entire process. The other committee members will be members of the WNGHA executive, or have either coached in our organization or another hockey organization at a high Rep level, or been involved and have a strong knowledge of the WNGHA Rep program and its intricacies.

Each candidate for a specific position will be interviewed by a Coaching Selection Team comprised of, at least three members of the coaching selection committee.

**[REPLACE WITH]**

**Coach Selection Process – COMPETITIVE**

- a) The 2nd Vice President and the Director of Coach and Player

Development will form a committee of a minimum of five (5) for the purpose of preparing a roster of Coaches, one per team for the upcoming season. The roster will show only the name that the committee is recommending for each team. The Executive Council will vote, to accept or reject each recommended name without knowing the names of the other possible candidates. The subcommittee shall include but not be limited to the WNGHA President, 2nd Vice President, Director of Coach and Player Development, an Executive member and / or Association member and one additional party not currently a sitting member of the Executive Council.

- b) The 2nd Vice President will solicit input from others, using the "Coach Evaluation" form so as to obtain honest input from a suitable representation of people who could have opinions as to each candidate's performance as a Coach.
- c) The committee will compile inputs for each candidate into a summary sheet by averaging the ranking numbers. The summary sheets for each candidate will be compared. Ideally, the sub-committee would select the candidate with the best overall rating.
- d) The sub-committee may also need to consider the "best fit" for a coaching candidate (in cases where a candidate has applied for more than one team or age group, or both Competitive and House League). Ideally, a single candidate would not be assigned to more than one team.
- e) The selection of Competitive team Coaches should be completed prior to registration for the upcoming season.
- f) After advanced notice to all Executive Council Members that the Selection of Coaches will be an item on the Agenda, the 2nd Vice President will present a roster of recommended Coaches at a regular Executive Council meeting. Each Coach will be ratified individually by a vote of Executive Council Members in attendance at said meeting. A vote is carried by a simple majority. Any

*Executive council member with child/spouse applicant at that age should refrain from voting if a quorum can be met.*

- g) Attributes of the Coaching candidates will not be reviewed, nor will names of candidates not recommended be brought forward. If a recommended Coach is rejected by the Executive Council, the 2<sup>nd</sup> Vice President will need to recruit another candidate for ratification.*
- h) The 2nd Vice President is responsible for notifying ratified Coaches of their assignment and for notifying other Coaching candidates by phone. Should state the result but should not state why someone else was deemed a better candidate or what, if any, shortcomings were found with such a rejected candidate. Upon request a debriefing can be supplied.*
- i) Providing and analyzing evaluations of Coaches is a sensitive process, and requires that this information stays with the committee. Discussions during the ratification process should be limited to "yes" or "no", unless there are extreme issues why someone should not be ratified.*
- j) All Executive Council Members have an obligation to NOT reveal any information regarding any candidate or regarding the voting on a candidate, to anyone not on the Executive Council.*

### **Intent to Register (ITR) Policy:**

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Veronica Marriott motioned:

*When ITR's are being considered, and/or team dissolution; that full disclosure to appropriate parties be made; i.e. existing Coach and staff. That WNGHA discuss their recommendations with the existing staff.*

### **Bookkeeping Policy:**

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Curtis Hackney motioned:

#### **[ADD UNDER TEAM FINANCES]**

*The team Treasurer must not be related to the any team Bench Staff. If there is no one suitable, approval must be sought by the Executive in writing.*

### **Job Descriptions:**

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Curtis Hackney motioned:

*Change the job title from Director of Player Development to Director of Coach and Player Development*

## **Non Resident Guidelines:**

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Greg Broncanier motioned:

*In order to promote long term development within the WNGHA rep programs, it is important to establish guidelines that will encourage players who wish to play for WNGHA to do so for more than one year, before leaving the program to return to their previous home centre.*

*The following applies to any non-resident player, as defined by the WNGHA boundaries, who are successful in acquiring a rep position with a WNGHA team:*

### **1.1. 1ST YEAR NON RESIDENT:**

*This is a non-resident player who has been selected to play for any WNGHA rep level team for the first time and is counted against that team's non-resident quota.*

### **1.2. 2ND YEAR NON-RESIDENT:**

*This is a non-resident player who has been selected to play for any WNGHA rep team in their 2nd year with WNGHA, where they were a 1st year non-resident player the season prior.*

### **1.3. GRANDFATHERED NON RESIDENT (GNR):**

*This is a non-resident player who has:*

*Been selected to play for any WNGHA rep team in their 3rd year (or more) with WNGHA. Upon being selected to play for any WNGHA rep team and upon accepting a position in their 3rd year, the player will henceforth be considered a GNR and will not count against the team's quota spot.*

## **2. MIDGET AA GRANDFATHERED NON RESIDENT (GNR)**

*In order to encourage high level hockey at the older ages of Midget AA, and in accordance with the WNGHA constitution (**Article 3. Purpose: The purpose of the WNGHA shall be to develop, direct, and promote girl's and women's hockey in the area of West Northumberland and surrounding area in conjunction with the Ontario Women's Hockey Association (OWHA) at the house league, recreational and competitive levels.**), the following will apply to any non-resident player, as defined by the WNGHA boundaries, who are successful in acquiring a position with the WNGHA Midget AA program in any year.*

### **2.1. 1ST YEAR NON RESIDENT:**

*This is a non-resident player who has been selected to play for the WNGHA Midget AA rep program for the first time and is counted against that team's non-resident quota.*

## **2.2. GRANDFATHERED NON RESIDENT (GNR):**

*GNR Guideline 1: This is a previously designated non-resident player, who according to section heading Non-Resident Guidelines as defined above has already achieved the GNR status by meeting the criteria for non Midget AA teams. This player will not count against the Midget AA team quota for non-residential players.*

*GNR Guideline 2: This is a non-resident player who has been selected to play on the Midget AA team the immediate previous year, regardless of what year and will not be counted against the Midget AA team non-resident player quota.*

## **Executive / Board Election Process:**

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*Greg Brocanier motioned:*

### **1.1. NOMINATIONS:**

*The election of the Executive shall take place at the Annual General Meeting (AGM) of the Membership.*

*No election or appointment of an Executive Member is effective without consent given in writing prior to the election or appointment or verbal consent for any nominations taken from the floor at the AGM.*

*All nominations must be made in accordance to WNGHA Constitution: Annual General Meeting Article 15 b).*

### **1.2. ELECTION PROCEDURES**

#### **1.2.1. Nominated Positions**

*The Chair of the AGM shall confirm consent from the candidate(s), for their nominations for each position received by the secretary according to the WNGHA Constitution: Annual General Meeting Article 15 b). Upon completion of the consent of the candidates submitted by email for that specific position, and in accordance with WNGHA Constitution: Annual General Meeting Article 15 b) the Chair will then accept nominations from the floor at the AGM for the same position that email nominations were received for. Each position will be nominated on, and so that a single candidate has been nominated to that position for which the vote is being held, before moving on to the next position.*

*In the event that more than one person accepts a nomination for a position then a secret ballot vote will be held by the attending members. The secret ballot vote will*

*be conducted by non WNGHA members, and non WNGHA Executive, (Election Volunteer or EV). A minimum of 2 and no more than 4 EV's are required for a vote count. Ballots will be passed out to the attending members, one ballot per person, and the members will write down the name of the candidate for which they wish to fill the position being voted for. After all the ballots are collected the EV's will leave the room to perform the count. After the votes have been counted the EV's will pass the successful candidates name to the Chair for the Chair to announce the successful candidate.*

*In the event that a close count has occurred, any of the candidates may request only 1 recount to confirm the count.*

*If a different result is reached a third and final count will be conducted by which this count will be deemed final.*

*In the event that a candidate declines the position, so that the position becomes vacant, all nominated positions will be filled in first, and the recently open position will be attended to under the Vacancies guideline as defined below.*

#### *1.2.2. Vacancies At AGM*

*Once all of the nominated positions have been filled, the Chair may call for floor nominations for vacant positions on the Board.*

*The same election process will be followed as outlined above in the Election Procedures: Nominated Positions.*

#### *1.3. VACANCIES POST AGM*

*Any vacancy for the Board may be filled for the current year of the vacated term if appointed by the President and approved by the Board in office provided there is a quorum of Board Members. A Board Member may be appointed to a second position, but may not hold more than two (2) positions at any such time.*

### **Article 10. Financial Year:**

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*Ian Koellner motioned:*

*The fiscal year end of the WNGHA shall terminate on the 30th day of April each year.*

### **Article 15. Annual General Meeting:**

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*Veronica Marriott motioned:*

- a) That all proposed amendments be received at least: change 60 days to 30 days prior to the AGM*

Trish Davidson motioned:

*That the secretary of the association prepare a list of changes from the preceding year for inclusion in the annual general meeting and that the list be posted on our website 60 days prior to annual general meeting for inclusion in proposed amendments.*