

**West Northumberland Girls Hockey Association**  
**Annual General Meeting**  
**May 22, 2018**  
**Cobourg Community Centre**

**Attendance:** Jen Ashley, Ron Samis, Ryan Smith, Ian Koellner, Kelly Watson, Mike Watson, Darren Mackey, Jason Dalby, Lyndon Watt, Trisha Watt, Richard Wilson, Lisa Franklin, Erin McGee, Mike Watson, Angela Wood, Jason Wood, Michelle Kwan, Lynn Marie Brocanier, Jo-Anne Mamers, Erik Mamers, Shawn Davis, Tracy Sloan, Joe Ritchie, June McKeen, Wanda McKeen, Nicole Kniff, Steve Kniff, Anne Walker, Shawn Hofstra, Shannon Sheehy, Bob Sheehy, Elisha Young, Scott MacDonald, Sandi MacDonald-Wangen, Mary Venne, Lisa Eagleson, Patricia Ham, Ken Pedersen, Tom Cole, Melanie Cameron, Cory Eagleson, Candy Terry, Cory Olczak, Greg Brocanier, Joel Klassen, John Frank, Dan Young, Rechelle Everdan, Brent Stevenson, Claudia Brown, Nikki Davis, Shane Vene, Kat Farrell, Patti Richards, Graham Richards, Sarah vanSteijn, Tracy Russell, Bernadette Trotter, Graham Richards, Veronica Marriott, Terry Fitzgerald

**Minutes** – Motion made by Ken Pedersen to accept the Minutes dated May 23, 2017. Seconded by Ian Koellner. Carried.

**TREASURER’S REPORT:**

Treasurer, Ian Koellner, provided a year-end financial report for the 2017-2018 season and gave an oral report. (See Appendix A). The floor was open to questions. Motion made by Darren Mackey to accept the Treasurer’s report. Seconded by Lyndon Watt. Carried.

**PRESIDENT’S REPORT:**

Ron Samis thanked all of the outgoing executive members for all of the work they have put in to the executive. Sarah Leblanc was given special recognition for bringing the success of our tournament back. Thanks was extended to everyone who is here tonight.

**POLICIES:**

See Appendix B below for proposed amendments and policy changes, and vote results.

**Motion** – A motion was made by Ryan Smith to dissolve the current executive. Seconded by Jason Dalby. Carried.

**ELECTION OF OFFICERS:**

See Appendix C for nominations that were submitted by the required deadline.

Continuing next season in second of their 2-year terms:

President – Ron Samis  
Treasurer – Ian Koellner  
Registrar – Jason Dalby

Ron Samis explained that some proxy votes had been submitted for nominations. After some discussion, Jen Ashley made the motion that proxy votes not be accepted at this meeting (based on

WNGHA's past practices, lack of communication to all members about the potential of proxy voting at this AGM, and that our WNGHA policies state that the vote will be by secret ballot). Seconded by Steve Kniff. Carried.

Nominations were displayed for the open executive officer's positions and the following were the successful candidates (by vote, unless acclaimed):

1<sup>st</sup> VP – Ken Pedersen

Motion to destroy ballots by Ian Koellner. 2<sup>nd</sup> by Jason. Carried.

2<sup>nd</sup> VP – Steve Kniff

Motion to destroy ballots by Ian Koellner. 2<sup>nd</sup> by Jason. Carried.

Secretary – Jen Ashley\*

### **ELECTION OF DIRECTORS:**

Ice scheduler – Darren Mackey\*

Director of Development – Shawn Davis

Motion to destroy ballots by Ian Koellner. 2<sup>nd</sup> by Jason. Carried.

Tournament Director – Sarah Leblanc\*

Equipment Manager – Scott MacDonald\*

Members at Large – Erin McGee\*, Christine Firth\*

Jr. House League Director – Elisha Young\*

Ladies House League Director – Sandi MacDonald-Wangen\*

Referee-in-Chief – Tom Cole\*

Communications Officer – Ryan Smith\*

Fundraising Director – Shannon Sheehy\*

Sponsorship Director – No nominations. Nominations were accepted from the floor.

Ken Petersen nominated Veronica Mariott. 2<sup>nd</sup> by Shannon Sheehy.

Lyndon Watt nominated by Shawn Davis. 2<sup>nd</sup> by Steve Kniff.

Nominations closed. Both nominees will stand.

Vote – Lyndon Watt was the successful candidate.

Motion to destroy ballots by Ian Koellner. 2<sup>nd</sup> by Jason. Carried.

*\*acclaimed*

**Motion:** Nicole Kniff made a motion to accept the 2018-2019 Executive as indicated above. Seconded by Anne Walker. Carried.

**Motion:** Jason Dalby made a motion to close the elections. Seconded by Kelly Watson. Carried.

Draw for FREE Registration: Claudia Brown won the draw for a free 2017-2018 registration.

**Motion** – Shawn Davis made a motion to adjourn the Annual General Meeting. Seconded by Ken Pederson. Carried.

**Post AGM Executive Meeting:**

A discussion took place as to whether we should hire Gina to run our tournament. Steve Kniff made a motion to hire Gina to run our tournament in the Fall of 2018. 2<sup>nd</sup> by Shawn. Carried.

The next regular executive meeting will be on Tuesday, June 12, at 7 pm at the CCC (Tournament Room), then the second Tuesday of each month at the same time and location.

**WEST NORTHUMBERLAND GIRLS HOCKEY ASSOCIATION**  
**Statement of Income**  
**For the year ended May 2017 to April 2018**

<b>Revenue</b>	
Fees and registrations	\$ 199,566
Team sponsorships	9,825
Rep and House League banquets	6,535
Development camp and fees	4,475
Tryout revenue	7,355
Hockey Canada grant	3,000
Interest and service fee revenue	1,230
Net lottery revenue raised for WNGHA	5,390
Other revenue	230
	<u>237,606</u>
<b>Expenses</b>	
Advertising and website costs	661
Bank charges	661
Board and AGM meeting costs	68
Coaching certification reimbursements	580
Development camp costs	658
Development program for rep and house league	16,261
House League costs	1,785
Ice rentals (season and tryouts)	184,987
Online registration fee costs	1,128
OWHA registrations and insurance	19,730
OWHA and LLHFL meeting costs	60
Referee fees	6,099
Rep team banquet	5,147
Scholarships	200
Website costs	1,442
	<u>239,467</u>
<b>Income (loss) for the year before Tournament</b>	<b>\$ (1,861)</b>
<b>Tournament results</b>	
Halloween Havoc tournament revenues	42,343
Halloween Havoc tournament costs	<u>(31,307)</u>
<b>Net income (loss) for the year</b>	<b>\$ 9,175</b>
<b>Bank balance, lottery account and cash on hand at April 30, 2018</b>	<b>\$ 17,073</b>

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# Agenda

## **Attendance**

**Minutes** – Motion to accept the 2017 AGM Minutes.

## **TREASURER'S REPORT**

## **PRESIDENT'S REPORT**

**POLICIES:** Review and vote on proposed amendments

**Motion** to dissolve the current executive.

## **ELECTION OF NEW EXECUTIVE**

*Continuing next season in second year of their 2-year terms: President – Ron Samis, Registrar – Jason Dalby, Treasurer – Ian Koellner*

## **ELECTION OF OFFICERS**

1<sup>st</sup> VP

2<sup>nd</sup> VP

Secretary

## **ELECTION OF DIRECTORS**

Ice Scheduler

Director of Player & Coach Development

Sponsorship Director

Tournament Director

Equipment Manager

Members at Large (2)

Jr. House League Director

Ladies House League Director

Referee in Chief

Webmaster

Communications Officer

Fundraising Director

## **Draw for FREE Registration**

**Motion** for adjournment

# Proposed amendments to the Constitution, By-Laws, Regulations or Rules

## Policy/Procedure: House and Ladies League Rules – Teams

Submitted by: Jennifer Ashley

### Current Wording

#### ***Teams***

Teams will be set at the beginning of each season.

The Division Convener will set the number of teams based on the total number of players registered. The players will then be, evaluated and distributed equally amongst the teams (Ladies Division to be exempt from this process). The Division Convener will do their best to create teams of equal ability and reserves the right to move players from team to team up to December 31<sup>st</sup>, to help balance the teams.

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 are to be of a quantity to permit equal scheduling of games during the playing season.

Players are eligible to play in one division only, unless otherwise approved by WNGHA executive. A latecomer to the House League will be placed on a neutral team, if possible, for evaluation and before being placed on her final team.

In the event that the House League Coordinator is unable to create a sufficient number of teams of registered WNGHA house league players, the House League Coordinator is allowed to work with other OWHA organizations (within a 100km radius of the WNGHA office) in order to find other house league teams for our teams to play during the season.

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

### Proposed Wording

(Additions **highlighted**, removals in ~~striketrough~~)

#### ***Teams***

##### ***Junior House League***

Teams will be set at the beginning of each season.

The Division Convener will set the number of teams based on the total number of players registered. The players will then be, evaluated and distributed equally amongst the teams. The Division Convener will do their best to create teams of equal ability and reserves the right to move players from team to team up to December 31<sup>st</sup>, to help balance the teams.

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 are to be of a quantity to permit equal scheduling of games during the playing season.

Players are eligible to play in one division only, unless otherwise approved by WNGHA executive. A latecomer to the House League will be placed on a neutral team, if possible, for evaluation and before being placed on her final team.

In the event that the House League Coordinator is unable to create a sufficient number of teams of registered WNGHA house league players, the House League Coordinator is allowed to work with other OWHA organizations (within a 100km radius of the WNGHA office) in order to find other house league teams for our teams to play during the season.

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

### ***Ladies House League***

Teams will be set at the beginning of each season.

The Division Convener will set the number of teams based on the total number of players registered. Any player with any past rep experience must register in the competitive division. Ladies who have little or no experience will register in the rec division. The Division Convener will do his/her best to create teams of equal ability and reserves the right to move players from team to team up to December 31<sup>st</sup>, to help balance the teams.

All efforts will be made so that each House League division shall comprise a sufficient number of teams as are necessary to accommodate the registered players for each division. However, it may be necessary to establish a waiting list in some circumstances. Teams are to be of a quantity to permit equal scheduling of games during the playing season.

Players are eligible to play in one division only, unless otherwise approved by WNGHA executive. A latecomer to the House League will be placed on a neutral team, if possible, for evaluation and before being placed on her final team.

Any player who has not paid her registration fees by the commencement of the regular season will not be permitted to play until the outstanding fees are paid.

### **Rational**

Due to the differences between the two house leagues (junior/ladies), it makes it more clear in the policies to separate the "Teams" sections. The ladies have asked for a more clear definition for "rec" vs. "competitive". Some years there are waiting lists due to numbers so this amendment will just document what is already happening.

**Vote – Passed (unanimous)**



# Policy/Procedure: House and Ladies League Rules – Pick Up Players

Submitted by: Jennifer Ashley

## Current Wording

### **Pick up players**

Pick Up players are not allowed under any circumstances. An exemption may be granted for GOALIES only and must be pre-approved by the Division Convener. Teams must have six (6) players to have a legitimate game. Any team having fewer than six (6) players will forfeit the game by a score of 6 – 0. As per CHA Rules.

## Proposed Wording

### **Pick up players**

#### **Junior House League**

Pick Up players are not allowed under any circumstances. An exemption may be granted for GOALIES only and must be pre-approved by the Division Convener. Teams must have six (6) players to have a legitimate game. Any team having fewer than six (6) players will forfeit the game by a score of 6 – 0. As per CHA Rules.

#### **Ladies House League**

In the event a team forfeits due to lack of players (less than 6), the game will not be cancelled. Teams may choose to combine their teams and play an exhibition game, as ice and referees are already booked.

Teams short a goalie, may pick up one from another team or from the part-time pick up list provided by the convenor. Any other goalie pick-up must be approved by the convenor, in advance.

The league convenor is the only one with authority to cancel games. In the event a player/team coordinates a “no show”, the team will be penalized 2 points in the standings, in addition to the forfeit.

## Rationale

There was some confusion about these issues so to include them in our policies will clarify for all. Also, some teams have been short-changed for games and ice time due to other teams cancelling. Teams can default if they don't have enough players, but may pick up players from other teams and play an exhibition game so those who can, still get to play. Any player is free to make their own decision as to whether to play or not but no player is to facilitate the coordination of a team “no show”.

### **Vote – Passed (unanimous)**

# Policy/Procedure: House and Ladies League Rules – Playoff Games

Submitted by: Jennifer Ashley

## Current Wording

### **Playoff Games**

All House League teams will qualify for playoffs and Championship Day. The Division Convener will set the playoff format each year. In the event of ties, we will use the same tie breaking rules as set out in the OWHA handbook. Teams will NOT be allowed to use call-ups. Teams that show up with six (6) or less players will forfeit the game by a score of 6-0.

## Proposed Wording

### **Playoff Games**

All House League teams will qualify for playoffs and Championship Day. The Division Convener will set the playoff format each year. In the event of ties, we will use the same tie breaking rules as set out in the OWHA handbook. Teams will NOT be allowed to use call-ups. Teams that show up with less than six (6) or less players will forfeit the game by a score of 6-0. Ladies Divisions may opt out of having a Championship Day and instead may choose to conclude their season on their regularly assigned game nights. This will be decided by team reps voting. If it is a tie, Championship Day will commence.

## Rational

Many of the women play on Monday nights because it doesn't interfere with family functions. Many have expressed a concern about being unable to attend a championship day on a weekend so prefer to keep everything on Mondays. Others like the weekend game to end it off. This process has happened the last couple of years and seems to be working. (eg. Competitive stuck with Monday nights for championship games while the rec division opted for the weekend.)

**Vote – Passed (unanimous)**

# Policy/Procedure: House and Ladies League Rules – Game Length

Submitted by: Jennifer Ashley

## Current Wording

### Game Length

All house league games will be stop time with period lengths of 10 –10 – 12. The home teams will be responsible for the timekeepers. **Ladies Division exception** – If a timekeeper is not available they may use period lengths of 10-15-15 running time.

## Proposed Wording

### Game Length

#### Junior House League

All house league games will be stop time with period lengths of 10 –10 – 12. The home teams will be responsible for the timekeepers.

#### Ladies House League

There will be a 3 minute warm-up commencing at the official game start time or once both full teams are on the ice. The referees will not start the warm-up early unless both teams are in agreement. The referees will not blow the whistle to start the game until the 3 minute warm-up time has expired on the clock.

Games will be stop time with period lengths of 10 –10 – 12. If a timekeeper is not available they will use period lengths of 10-15-15 running time, to be started at the time of the first puck drop of each period.

## Rational

Warm Up - This is house league and the players are not required to start their game early if the game before them finished early. The women are generally not ready to go on the ice by then. These ladies are adults (18-60+), many with limited experience, so the warm up is an important component of the game and could prevent injuries. This policy would allow the game to start early if both teams are ready and agree.

Game Timing - There has been confusion by both players and referees what the game times are with vs. without timekeepers. Having it in our policy will clarify this for all.

**Vote – Passed (unanimous)**

## Policy/Procedure: House and Ladies League Rules – Ladies House League Season Length

Submitted by: Jennifer Ashley

### Current Wording

No current policy

### Proposed Wording

#### **Ladies House League Season Length**

All efforts will be made by the WNGHA executive to prolong the season to late March/early April.

### Rational

Fees have been increasing and the season has been getting shorter in recent years. Traditionally, this league ran to the end of March/beginning of April. The players have been disheartened by the shortened schedule and increasing registration costs.

**Vote – Passed (1 opposed)**

# Policy/Procedure: House and Ladies League Rules – Financial Statements

Submitted by: Jennifer Ashley

## Current Wording

No current policy

## Proposed Wording

### **Financial Statements**

A financial statement will be provided to all players in the Ladies house league within one month of the conclusion of their season. ~~The Association will keep a maximum profit of \$25/player per season, which will be used to subsidize the youth house league. If the profit exceeds this amount, refunds will be provided to all players by the amount exceeded.~~

## Rational

Currently, players are unaware of the costs incurred by this league. Many are concerned about the increasing fees and shortened seasons in recent years. This policy will provide more awareness and understanding of expenditures by the players. It will provide transparency of the use of Ladies House League registration fees. It will also provide a limit to the amount the league currently uses to subsidize WNGHA youth programs.

**After discussion the proposed wording was amended to read “A financial statement will be provided to all players in the Ladies house league within one month of the conclusion of their season.” (see strike-through above)**

**Vote – Passed (unanimous)**

# Policy/Procedure: Coaching Staff Policy

Submitted by: Jennifer Ashley

## Current Wording

### House League Teams

The Coaching will be separated into two different parts – Bench Staff and Dressing Room Staff

1. *a) Bench Staff:*

The Bench Staff will consist of a head coach, 2 Assistant Coaches and a trainer.

The Division Convener will choose the Head Coach. The Head Coach will select the two Assistant coaches and a trainer. One member of the bench staff must be FEMALE.

2. *b) Dressing Room Staff:*

Dressing Room Staff will consist of two room moms. The room moms may or may not be part of the Bench Staff.

All Staff must have a minimum of Speak Out. The Trainer must have a VALID Level 1 Trainer Certificate. The Head Coach must have either a Coach Level or D1 Coaching Certificate.

Staff must follow the 2 deep rule at all times.

All Coaching Staff (Bench and Dressing Room Staff) must have a police check on file, by November 1<sup>st</sup>, with WNGHA. The Police check will be renewed every three years. If there is a delay, a confirmation letter stating that the process has started must be submitted. In the event that a volunteer is asked to do the supplementary police check as part of the screening (fingerprint test), WNGHA will reimburse the cost of this supplementary police check.

## Proposed Wording

(Additions highlighted)

### COACHING STAFF POLICY

#### Junior House League Teams

The Coaching will be separated into two different parts – Bench Staff and Dressing Room Staff

1. *a) Bench Staff:*

The Bench Staff will consist of a head coach, 2 Assistant Coaches and a trainer.

The Division Convener will choose the Head Coach. The Head Coach will select the two Assistant coaches and a trainer. One member of the bench staff must be FEMALE.

2. b) *Dressing Room Staff:*

Dressing Room Staff will consist of two room moms. The room moms may or may not be part of the Bench Staff.

All Staff must have a minimum of Speak Out. The Trainer must have a VALID Level 1 Trainer Certificate. The Head Coach must have either a Coach Level or D1 Coaching Certificate.

Staff must follow the 2 deep rule at all times.

All Coaching Staff (Bench and Dressing Room Staff) must have a police check on file, by November 1<sup>st</sup>, with WNGHA. The Police check will be renewed every three years. If there is a delay, a confirmation letter stating that the process has started must be submitted. In the event that a volunteer is asked to do the supplementary police check as part of the screening (fingerprint test), WNGHA will reimburse the cost of this supplementary police check.

**Ladies House League**

All Ladies House League teams must have a certified trainer on the roster. The trainer must sign the game sheet beside "trainer" (as well as the player area, if she is playing). There must be a total of at least one trainer present for each game or the game will not commence and will be deemed a tie. Any team not having a trainer by a timeline assigned by the convenor, will forfeit all games until one of their players becomes certified. Players will be reimbursed for the trainer's course as per WNGHA policies.

**Rational**

There has not been consistency with this over the years. This past season was better but there is still a need to make this process more routine for all teams and referees.

**Vote – Passed (unanimous)**

# Policy/Procedure: Coaching Selection Process – Coaching Selection Committee

Submitted by: Jennifer Ashley

## Current Wording

### ***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.

## Proposed Wording

(Additions **highlighted**, removals in ~~striketrough~~)

### ***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. **The executive council will approve the “Coaching Selection Committee” prior to members being invited to participate in interviews.**

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.

## Rational

This will maximize the credibility of the process and not leave just one person (the VP) accountable for the composition of the Coaching Selection Committee.

**Vote – Passed (unanimous)**



# Policy/Procedure: Player Import and Eligibility Policy – Import Players

Submitted by: Jennifer Ashley

## Current Wording

### ***Import Players***

WNGHA allows three (3) import players per team from outside our catchment area, with the exception of the Midget AA team, which are subject to the import rules below:

No more than ten (10) imports are allowed on the Midget AA team. Midget AA age group 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.

After a deemed “import” player has played with the WNGHA for **TWO** consecutive years (Bantam and below) or **ONE** year for Midget, that she no longer be referred to as an import. This amendment will be retroactive to players who played on the 2015-16 rep teams.

The WNGHA catchment area includes all of Northumberland County (Municipality of Brighton, Township of Cramahe, Township of Alnwick/Haldimand, Township of Hamilton, Town of Cobourg, Municipality of Port Hope, and Municipality of Trent Hills).

**Imports will not be grandfathered.**

## Proposed Wording

(Additions **highlighted**, removals in ~~striketrough~~)

### **Change all “Midget” to “all”...**

WNGHA allows three (3) import players per team from outside our catchment area, with the exception of **all AA teams**, which are subject to the import rules below:

No more than ten (10) imports are allowed on **any** AA team. ~~Midget-AA age group~~ **teams** 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.

After a deemed “import” player has played with the WNGHA for **TWO** consecutive years (Bantam and below, **excluding AA teams**) or **ONE** year for **any** Midget **or any AA player**, that she **will** no longer be referred to as an import. ~~This amendment will be retroactive to players who played on the 2015-16 rep teams.~~

The WNGHA catchment area includes all of Northumberland County (Municipality of Brighton, Township of Cramahe, Township of Alnwick/Haldimand, Township of Hamilton, Town of Cobourg, Municipality of Port Hope, and Municipality of Trent Hills).

~~Imports will not be grandfathered.~~ → (This contradicts the explanation 2 paragraphs above)

## Rational

With the potential of having a Bantam AA team (and eventually AA in other divisions), this could be necessary to make it possible to offer teams at this level in divisions other than midget.

**Vote – Defeated**

## Policy/Procedure: Spring Tryout Policy

Submitted by: Jennifer Ashley

### Current Wording

#### **SPRING TRYOUT POLICY**

Spring tryouts for representative teams in the divisions of Novice, Atom, Peewee, Bantam and Midget will be held no sooner than 72 hours following the OWHa Provincial Tournament.

Spring tryouts will provide an excellent opportunity for WNGHA teams to prepare and evaluate the talent pool prior to the fall ice schedules. Spring tryouts are governed by the following rules:

- Each team will be provided with sufficient tryout/ice time for selection purposes.
- Tryouts are open to all players currently registered with WNGHA, and any other player who can provide a proof of insurance showing they are currently registered with another Hockey Canada Association (i.e. boys' team)
- Permission to skate forms must be presented prior to participating, for all out of area players who are or were registered with to any other female hockey association other than WNGHA.
- Players must attend a minimum of 3 out of 4 tryouts, or 2 out of 3 tryouts, whichever is deemed necessary in order to be eligible for a roster spot. If any player cannot attend the minimum required tryouts, they must make a written submission to the executive at least 24 hours prior to the first tryout.
- If a player, for a specific reason, injury or illness, cannot take part in the tryouts and still wishes to be considered for a roster spot on the team, they must make a request in writing to the Executive prior to the first tryout. The request will outline the reasons for missing tryouts and may be granted approval by the Executive to tryout at an alternatively scheduled time.
- All players will be charged a nominal fee for each session or a fee for a yearly try-out card. The fee will be determined and posted each year prior to tryouts.
- After 3 or 4 tryouts/ice sessions as per requirement, a roster will be set and submitted.

**Exceptions: Any player wishing for an exemption from tryouts must make a written submission to the executive by March 1<sup>st</sup> (special circumstances will be considered).**

### Proposed Wording

(Additions **highlighted**, removals in ~~strikethrough~~)

#### **SPRING TRYOUT POLICY**

Spring tryouts for representative teams in the divisions of Novice, Atom, Peewee, Bantam and Midget will be held no sooner than 72 hours following the OWHa Provincial Tournament.

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- Permission to skate forms must be presented prior to participating, for all out of area players who are or were registered with to any other female hockey association other than WNGHA.
- Players must attend a minimum of 3 out of 4 tryouts, or 2 out of 3 tryouts, whichever is deemed necessary in order to be eligible for a roster spot. If any player cannot attend the minimum required tryouts, they must make a written submission to the executive at least 24 hours prior to the first tryout.
- If a player, for a specific reason, injury or illness, cannot take part in the tryouts and still wishes to be considered for a roster spot on the team, they must make a request in writing to the Executive prior to the first tryout. The request will outline the reasons for missing tryouts and may be granted approval by the Executive to tryout at an alternatively scheduled time.
- All players will be charged a nominal fee for each session or a fee for a yearly try-out card. The fee will be determined and posted each year prior to tryouts.
- After 3 or 4 tryouts/ice sessions as per requirement, a roster will be set and submitted.

**Exceptions:**     **Any player wishing for an exemption from tryouts must make a written submission to the executive by March 1<sup>st</sup> (special circumstances will be considered).**

Senior teams will be exempt from the tryout process. The core of the team carries over from one year to the next and gaps are filled by the process of recruitment.

## Rational

This process has worked successfully in Cobourg (independent team) for many years.

**Vote – Passed (unanimous)**

## Policy/Procedure: WNGHA (OWHA) Player and Rep Fees – Rep Team Refunds

Submitted by: Jennifer Ashley

### Current Wording

#### ***Rep Team Refunds***

If at the end of a season, the rep team has not spent all of the rep monies collected, or has fundraised (see fundraising policy), resulting in funds remaining at the end of a season, these funds may be returned to the parents.

None of these funds may be given to any member of the coaching or training staff or team manager, as consideration for the work completed during the season.

All funds must be returned to the parents no later than the competitive (rep) team banquet.

If funds have not been paid by the rep team by the competitive (rep) team banquet, these monies become the property of WNGHA.

Refunds are to be given back to the parents in cash, in order that the bank account and the records can be effectively closed (ie. leaving \$20 in the account) as soon as the season is essentially complete. A bank statement with the closing balance along with a final financial report must be handed into the Treasurer of the Association, no later than 5 days after the competitive (rep) team banquet.

### Proposed Wording

(Additions **highlighted**, removals in ~~striketrough~~)

#### ***Rep Team Refunds***

If at the end of a season, the rep team has not spent all of the rep monies collected, or has fundraised (see fundraising policy), resulting in funds remaining at the end of a season, these funds may be returned to the parents.

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Senior rep teams will maintain their bank accounts year round. Excess funds will be provided by cheque to those not returning to the team. Those returning, will have the reimbursement amount come off their rep fees for the following season.

### Rational

There is little turnover on Senior teams because they are not bound by an upper limit on age restrictions. This modification will allow players to receive rebates while limiting banking transactions (for returning players).

**Vote – Passed (unanimous)**

# Policy/Procedure: Players Equipment, Uniforms and Clothing Policy – Game Day Clothing

Submitted by: Jennifer Ashley

## Current Wording

### **Game Day Clothing**

All Rep team players and coaches, including ALL bench staff are required to wear the WNGHA approved Blue Soft Shell Wild Jacket and pants, along with appropriate footwear to all home and away games, including tournaments. If headwear is worn, it must be the approved WNGHA ball hat or toque.

The above criteria also applies to house league staff when attending away games or tournaments. \* The Senior ~~C-Rep team is~~ **rep teams are** exempt from the bench staff dress code policy of WNGHA.

During Rep practices, on-ice team staff shall be required to wear an approved WNGHA warm up suit.

During any off-ice work outs or warm ups, home, away or at tournaments, players must be **either in** their approved WNGHA dress clothes **or** the approved shorts and a long/short sleeved dry fit shirt. All team members must be dressed the same - could vary from team to team.

## Proposed Wording

(Additions **highlighted**, removals in ~~strikethrough~~)

### **Game Day Clothing**

All Rep team players and coaches, including ALL bench staff are required to wear the WNGHA approved Blue Soft Shell Wild Jacket and pants, along with appropriate footwear to all home and away games, including tournaments. If headwear is worn, it must be the approved WNGHA ball hat or toque.

The above criteria also applies to house league staff when attending away games or tournaments. \* The Senior Rep teams are exempt from the ~~bench staff dress code~~ **the game day clothing** policy of WNGHA.

During Rep practices, on-ice team staff shall be required to wear an approved WNGHA warm up suit.

During any off-ice work outs or warm ups, home, away or at tournaments, players must be **either in** their approved WNGHA dress clothes **or** the approved shorts and a long/short sleeved dry fit shirt. All team members must be dressed the same - could vary from team to team.

## Rational

Senior teams are generally exempt from these policies. This winter, 18 teams were surveyed on only 1 of them was not exempt from their association dress code policies. (Students and young adults move from city to city more often for school and jobs, making it somewhat unreasonable to expect them to buy new gear, etc. each time they move). Note – This was approved by the executive for the past season but must be passed at AGM to become part of our policies.

**Vote – Passed (unanimous)**

# Policy/Procedure: Players Equipment, Uniforms and Clothing Policy – Hockey Equipment

Submitted by: Jennifer Ashley

## Current Wording

### **Hockey Equipment**

All players will have the following mandatory pieces of equipment:

- Black helmet – goalies are excluded
- Black pants – goalies are excluded
- Predominantly black gloves – goalies are excluded
- BNQ certified neck guard
- WNGHA coloured hockey socks

House League is exempt from having to have black pants, gloves and helmets.

## Proposed Wording

(Additions **highlighted**, removals in ~~striketrough~~)

### **Hockey Equipment**

All players will have the following mandatory pieces of equipment:

- Black helmet – goalies are excluded
- Black pants – goalies are excluded
- Predominantly black gloves – goalies are excluded
- BNQ certified neck guard
- WNGHA coloured hockey socks

House League **and Senior rep** teams are exempt from having to have black pants, gloves and helmets.

## Rational

Senior teams are generally exempt from these policies. This winter, 18 teams were surveyed on only 1 of them was not exempt from their association dress code policies. (Students and young adults move from city to city more often for school and jobs, making it somewhat unreasonable to expect them to buy new gear, etc. each time they move). Note – This was approved by the executive for the past season but must be passed at AGM to become part of our policies.

**Vote – Passed (unanimous)**



## Policy/Procedure: Fundraising Policy – Team Fundraising Deadline

Submitted by: Veronica Marriott

### Current Wording

No policy exists regarding WHEN fundraising should be completed by.

### Proposed Wording

#### **Team Fundraising Deadline**

All fundraising initiatives be completed by end of regular season LLFHL play.

### Rational

If a team is not continuing for LLFHL Championship weekend, or OWHA Provincials, yet selling fundraising tickets, what are funds going towards, other than parent end of year refunds. (Optically this is what it appears to be.) LLFHL Championship weekend and OWHA Provincial weekend should be included in beginning of season budget, and therefore no additional fundraising required. If teams are not proceeding, then these budget items would be returned to parents.

**Vote – Defeated**

## Policy/Procedure: Job Descriptions – Director of Coach and Player Development

Submitted by: Ryan Smith

### Current Wording

Director of Coach and Player Development

### Proposed Wording

Director of Development

### Rational

The addition of the words "Coach and Player" are redundant to the position title as this position oversees all development within the WNGHA.

**Vote – Passed (unanimous)**

# Policy/Procedure: Job Descriptions – Communications Officer

Submitted by: Ryan Smith

## Current Wording

### **Communications Officer**

- Attend regular meetings of the WNGHA

## Proposed Wording

### **Communications Officer**

- Attend regular meetings of the WNGHA
- Responsible for the design and management of association website and social media accounts;
- Communicates news and updates to association members through above mentioned media;
- Creates and administers pages on the website via the online site administration tools provided by the website host;
- Manages website user accounts and privileges;
- Submits any advertising/press releases to the media in regards to WNGHA events such as registration, tryouts, etc.
- The Communications Officer does not need to be familiar with html/coding, but significant experience with Microsoft Excel and Word is recommended.

## Rational

No defined job description has been established for the Communications Officer.

**Vote – Passed (unanimous)**

## APPENDIX C

## Nominations Submitted

### WNGHA Executive 2018-2019 Nominations

	Accepted ✓	Nominated by	Seconded by
<b>1<sup>st</sup> Vice President</b>			
Ken Pedersen	✓	Jen Ashley	Ryan Smith
Lyndon Watt	✓	Richard Wilson	Joel Klassen
<b>2<sup>nd</sup> Vice President</b>			
Veronica Marriott	✓	Jen Ashley	Ryan Smith
Steve Kniff	✓	Anne Walker	Scott MacDonald
Lyndon Watt	✓	Joel Klassen	Richard Wilson
<b>Secretary</b>			
Jennifer Ashley	✓	Ryan Smith	Veronica Marriott
<b>Tournament Chair</b>			
Sarah LeBlanc	✓	Jen Ashley	Ryan Smith
<b>Fundraising Chair</b>			
Shannon Sheehy	✓	Jen Ashley	Ryan Smith
<del>Christine Firth</del> <i>declined</i>	✓	Jen Ashley	Sandi MacDonald-Wangen
<b>Coach &amp; Player Development</b>			
Greg Brocanier	✓	Veronica Marriott	Jen Ashley
Shawn Davis	✓	Anne Walker	Scott MacDonald
<b>Referee-in-Chief</b>			
Tom Cole	✓	Veronica Marriott	Jen Ashley
<b>House League Representative</b>			
Elisha Young	✓	Barb Hackney	Curtis Hackney
<b>Ladies HL Representative</b>			
Sandi MacDonald-Wangen	✓	Jen Ashley	Kelly Goody
<b>Ice Scheduler</b>			
Darren Mackey	✓	Veronica Marriott	Jen Ashley
<b>Sponsorship Representative</b>			
<del>Joel Klassen</del> <i>declined</i>	✓	Lyndon Watt	Scott MacDonald
<b>Equipment Manager</b>			
Scott MacDonald	✓	Jen Ashley	Sandi MacDonald-Wangen
<b>Communications Officer</b>			
Ryan Smith	✓	Jen Ashley	Veronica Marriott
<b>Member at Large (2)</b>			
Erin McGee	✓	Jen Ashley	Sandi MacDonald-Wangen
Christine Firth	✓	Jen Ashley	Sandi MacDonald-Wangen
<b>Serving second year of 2 year Term:</b>			
President	Ron Samis		
Registrar	Jason Dalby		
Treasurer	Ian Koellner		