



# Constitution

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## **Code of Conduct**

This Code of Conduct sets out the standards of behaviour expected of all Members of the Lambton Attack Girls Hockey Association (“LAGHA”), including athletes, coaches, parents, directors, volunteers, staff, chaperones, and any individuals participating in LAGHA-sanctioned activities.

LAGHA is committed to providing a safe, respectful, and inclusive sport environment. All Members are expected to conduct themselves in a manner that is fair, responsible, and respectful at all times. Members shall refrain from any behaviour or communication—verbal, written, online, or otherwise—that is disrespectful, offensive, abusive, racist, sexist, or discriminatory.

Harassment, abuse, bullying, and cyber-bullying in any form are strictly prohibited and will not be tolerated. Members are also expected to conduct themselves in a manner that does not bring LAGHA, its Members, or the sport of hockey into disrepute. This includes, but is not limited to, the abusive use of alcohol, the non-medical use of drugs, or the possession or use of unlawful, unauthorized, or performance-enhancing substances.

Members shall not engage in any conduct that endangers the physical or emotional safety of others. All Members must comply with LAGHA policies, procedures, and rules; the rules governing any LAGHA event or activity; and the rules of any competition or governing body under which LAGHA teams participate.

Failure to adhere to this Code of Conduct may result in disciplinary measures, including suspension, removal from activities, or termination of membership. Such measures may result in the loss of privileges associated with membership in LAGHA, including the opportunity to participate in LAGHA programs and events.

## **Mission**

Our mission is to provide girls with a positive, inclusive hockey experience that promotes teamwork, builds strong team relationships, and fosters leadership through mentorship. We strive to develop confident athletes who support one another, grow together, and embody respect both on and off the ice.

## Values

**Passion:** Passion for the game of hockey drives the delivery of our girls' hockey program. This passion is reflected in the commitment and actions of our volunteers, coaches, players, and families.

**Leadership:** The Association is committed to working collaboratively with Hockey Canada, the Ontario Hockey Federation (OHF), the Ontario Women's Hockey Association (OWHA), and local minor and girls' hockey associations to create the best possible experience for our members and to grow the game. We will exercise our responsibilities in a service-focused manner that demonstrates respect, compassion, and appreciation for all who devote their time to hockey.

**Community:** Hockey is deeply woven into Canada's identity, playing a vital role in building stronger, healthier communities. We recognize that the values learned through hockey—such as respect, fair play, and sportsmanship—help develop character, social skills, lifelong relationships, and self-confidence. We believe hockey can and should help shape responsible, engaged citizens.

**Honesty and Approachability:** In serving our hockey community, the Association will conduct its operations with honesty, integrity, and transparency. We strive to remain approachable and accountable in all decisions and actions made in the best interest of the game.

## Purpose

The objectives for which LAGHA are incorporated are:

- To promote and support girls' hockey within Lambton County and the surrounding area by providing opportunities for players to participate at levels appropriate to their skill and development.
- To encourage good sportsmanship, fair play and responsible citizenship while operating as a division of the Ontario Woman's Hockey Association (OWHA) under the authority of Hockey Canada.
- To provide effective guidance, oversight and supervision for the activities, development, and interests of LAGHA teams and players

## Definitions

In this Constitution and all other by-laws and resolutions of the LAGHA, unless the context otherwise requires:

**Act:** The Canada Not-for-profit Corporations Act or any successor legislation.

**AGM:** The Annual General Meeting of the LAGHA; where changes to constitution can be made.

**Annual Meeting:** Means the OWHA annual Members' meeting held in accordance with OWHA by-laws.

**Appoint:** Includes "elect" and vice versa.

**Association:** A centre of which is registered with the OWHA.

**Ballots:** The mechanism by which to register a vote.

**Board:** The Board of Directors (elected or appointed) of the LAGHA.

**By-laws:** Refers to this by-law and all other Bylaws of LAGHA and the OWHA that may be enacted from time to time hereafter.

**Committee:** A committee comprised of a specific number of Directors.

**Conflict of Interest:** A "Conflict of Interest" exists:

When a Director or member has an interest, or may be perceived as having an interest, in a proposed contract or transaction with the Corporation; or

When a Director or member has a personal interest in a matter which may conflict with the Corporation's interests, missions, goals or operations.

**Corporation:** The Lambton Attack Girls Hockey Association (LAGHA).

**Days:** Days including weekends and holidays.

**Director:** An individual elected or appointed to serve on the Board pursuant to these by-laws.

**Division:** Age groups within an Association (i.e.U18, U11, U7). All players must register in their appropriate age group. Exceptions will only be granted by the passing of a motion by the Board prior to the registration being complete.

**HC:** Hockey Canada (or such other name as the Canadian Hockey Association may in the future legally adopt).

**HCOP:** Hockey Canada Officiating Program.

**HTCP:** Hockey Trainers Certification Program.

**In Good Standing:** Shall refer to a member who has paid any membership dues or other fees owing to the LAGHA and who is not the subject of a disciplinary investigation or sanction by the LAGHA.

**Letters Patent:** The letters patent incorporating the LAGHA as from time to time amended by supplementary letters patent.

**Meeting of Members:** Includes an AGM and a general meeting of members.

**Members:** There are two types of members in LAGHA.

Roster-Based Members - Parents or legal guardians of players rostered during the season immediately preceding the Annual General Meeting (AGM), and individuals who were rostered to a team during that season and who are eighteen (18) years of age or older as of the date of the AGM. To be considered a member, individuals must be in good standing at the time of the AGM

Paid Members (Non-Roster) - Individuals who do not have a rostered player and are not themselves rostered may be admitted or readmitted to membership for a one-year term. The membership terms shall run from June 1 to May 31st each year. An annual membership fee of one hundred dollars (\$100) is required and must be paid no later than November 30th during the membership term. Failure to pay membership dues by November 30 will result in the loss of all membership privileges, including the right to attend the AGM.

Memberships are personal and shall not be assigned or transferred.

**National Association:** Hockey Canada, the governing body for amateur hockey in Canada.

**OHF:** The Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt).

**Ordinary Resolution:** A resolution passed by a majority of the votes cast on that resolution.

**OWHA:** The Ontario Women's Hockey Association.

**Person:** Includes an individual, sole proprietorship, partnership, unincorporated association, unincorporated syndicate, unincorporated organization, trust, body corporate and a natural person in their capacity as trustee, executor, administrator, or other legal representative.

**Player:** Any person who the OWhA has deemed eligible to play for Lambton Attack Girls Hockey Association and who has paid their registration fee, may participate in the Lambton Attack Girls Hockey Association program. The Directors shall reserve the right to limit or refuse registration for any reason thought detrimental to Lambton Attack Girls Hockey Association and its Hockey Program according to an ordinary resolution vote of the Board of Directors.

**Policies:** Written statements governing issues affecting the affairs of the LAGHA which have been considered and approved by the Board of the LAGHA

**Quorum:** A minimum number of members to give authority to specific committees of the LAGHA or the AGM or any specific general meeting of members, or a number of directors to allow a Board of Directors meeting.

**Regulations:** The OWhA's Regulations and rules of competition and any other rules and guidelines governing competition within the OWhA.

**Roster:** The document on which a player or team official registers to participate in activities of the OWhA.

**Season:** The LAGHA season will commence on the first day following the Provincial Championship Tournament and ending on the final day of the Provincial Championship tournament yearly.

**Special Resolution:** A resolution passed by not less than two-thirds of the votes cast on that resolution.

**Term of office:** The length of time that a Director may serve on the Board without having their position renewed.

Subject to the foregoing, words and expressions defined in the Act have the same meanings when used herein; words importing the singular number include the plural and vice versa; words importing the masculine gender include the feminine and neuter genders; and words importing persons include individuals and bodies corporate.

## Association Information

**Name:** This organization shall be called Lambton Attack Girls Hockey Association (LAGHA). Lambton Attack Girls Hockey Association will be a Not-for-Profit Organization.

**Head Office:** The Head Office of the Lambton Attack Girls Hockey Association shall be in the County of Lambton in Ontario, Canada.

**Jurisdiction:** The jurisdiction of this Corporation shall be as outlined by the Ontario Women's Hockey Association constitution and/or by-laws.

**Colours:** The official colours of the Association shall be a combination of Black, Purple, and Grey.

**Nickname:** The official nickname of all teams shall be Lambton Attack.

**Logo:** The official logo of the Lambton Attack Girls Hocking Association shall be:



**Website:** The official website domain of the Lambton Attack Girls Hockey Association is [www.lambtonattack.com](http://www.lambtonattack.com).

**Fiscal Year:** The fiscal year of the Corporation shall terminate on the 30th day of April in each year or on such other date as the Directors shall, by resolution determine.

## Meetings of Members

**Meetings:** The Annual General Meeting (AGM) of members shall be held each year in May at such place within Ontario, on such day and such time as the Directors may determine by resolution. The details of the AGM shall be communicated to the members at least 6 weeks in Advance. At each AGM, there shall be presented a report of the activities of the Corporation for the previous year, a financial statement of the Corporation, and such other information or material relating to the Corporation's affairs as, in the opinion of the Directors, is of interest or importance.

Other meetings of the members may be convened by order of the Directors, for any date and time, and at any place within Ontario.

**Voting:** Each member in good standing shall be entitled to one vote per member on each motion arising at any annual meeting or general meeting of members, at which the member is present. Every motion submitted to any meeting of members shall be decided by a majority vote and in the case of an equality of votes, the President shall have the deciding vote.

At any meeting, unless a poll is demanded, a declaration by the President that a resolution has been carried unanimously or by a particular majority, or lost or not carried by a particular majority, shall be conclusive evidence of the fact.

**Constitution:** All proposed amendments to the constitution must be submitted to the Secretary of the Board in writing at least 60 days prior to the AGM and will be posted to the membership 30 days prior to the AGM. The member submitting the amendment must be present at the AGM and present it to the membership. Amendments to the constitution require a 2/3 majority of votes to be passed.

## Directors

The affairs of the Corporation shall be managed by the Board of Directors who may be known and referred to as Directors. Directors may exercise all such powers as may be exercised by the Corporation and in the exercise of their powers, the Directors shall follow the by-laws, policies and resolutions of the Corporation.

**Eligibility:** A Director shall:

1. Be eighteen (18) years or more of age;
2. Not have an undischarged bankrupt or of unsound mind;
3. Not have been convicted of any criminal offense contravening the guidelines of Lambton Attack Girls Hockey Association Police Check/Vulnerable Sectors Policies/Criteria;
4. Serve without remuneration. A Director shall not directly or indirectly receive any profit from the Director's position. A Director may be paid or reimbursed for any reasonable expense incurred by the Director in the performance of the Director's duties.

**Terms of Office:** A Director shall be elected for a two (2) year term commencing the first Board of Directors meeting following the AGM which must be held within two (2) weeks of the AGM. Unless they resign or are removed from office, all Directors shall remain in office until the first Board of Directors meeting following the AGM at the end of their two (2) year term, when the newly elected Directors term commences. Six (6) Directors will be replaced yearly.

**Removal from Office:** There are three (3) methods that can be used to remove a Director: by Membership, by Board and absenteeism.

- By Membership - With proper notice given in the meeting notice, the eligible voting members of LAGHA may, by special resolution passed by at least two-thirds (2/3) of votes cast at a general meeting, remove any Director before the end of their term. The members may then elect, by a majority vote at the same meeting, a qualified individual in good standing to serve for the remainder of the term.
- By Board - The Board may, by special resolution approved by two-thirds (2/3) of the Board members, remove any Director for cause before the expiration of the Board Member's term of office.
- Absenteeism - Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board meetings or the absence of a Director from any four (4) out of eight (8) consecutive Board meetings shall be reviewed by the Board at the next Board meeting to determine if the absenteeism warrants a removal from the Board.

## Procedure for the Election of the Board of Directors

The election of the Board shall take place at the AGM of members.

**Nomination:** Nomination forms shall be available each year from the Secretary. All nominees must complete a nomination form prior to voting. Nominations will also be accepted from the floor at the AGM, however in this case the nominee must be present to accept and stand for election or appointment and complete and sign the nomination form. No election or appointment of a Board member is effective without the nominee's consent, given prior to the election or appointment.

**Eligibility:** Under normal circumstances, a person shall not be considered eligible for nomination to the Board until such time that person states in writing that the nominee qualifies for office under the LAGHA regulations. The Secretary shall advise all nominees, in writing, of the qualification requirements before the nomination is accepted.

**Voting:** The election of Directors shall be by ballot, counted to determine the numerical position in the voting results. Each eligible member present at the meeting shall be entitled to one ballot. Proxy voting is not permitted.

**Vacancies:** Any member of the Board of Directors may resign in writing at any time by submitting a letter of resignation to the President of LAGHA. If a position becomes vacant it shall remain that way until the next Annual General Meeting at which time an election will be held to fill the position for the remainder of the two (2) year term.

The Board of Directors may appoint a nonvoting member to fill the vacancy until the next election occurs if they choose to do so. Any vacancy occurring on the Board may, by resolution of the Board, be filled by appointment, provided there is a quorum of the Board then in office. If the Board elects to fill a vacant position, the Board shall provide a period of not less than thirty (30) days to consider applications from members for appointment to the vacant position. The term of the appointed replacement shall expire at the next AGM.

## Board of Directors

The Board of Directors shall govern the LAGHA in compliance with the objects, powers, by-laws, regulations, policies and resolutions of the LAGHA. The Board of Directors will be comprised of twelve (12) members elected at the AGM. The Board of Directors for the organization consists of the following Director positions:

1. Chair/President
2. Vice Chair/President
3. Secretary
4. Treasurer
5. Registrar/OWHA Representative/League Representative (WOGHL, LL)
6. Ice/Referee Convenor
7. Coaches Representative & Program Development
8. Sponsorship
9. Fundraising
10. Parent Liaison/Volunteer Coordinator
11. Social Media/Website
12. Equipment Representative

Descriptions of the Director positions are included in Appendix A.

Additionally, the Treasurer, League Rep and Ice/Referee Convenor will have a second Director that is trained and knowledgeable in the role in the event of an absence or illness of the Director that holds the position. The secondary Director will be referred to as the Vice-Treasurer, Vice-League Rep and Vice-Ice/Referee Convenor.

**Election of Director Positions:** The election of Director positions shall take place at the first meeting of the Board of Directors following the Annual General Meeting (AGM).

### Procedure for election of Chair/President:

1. The Chair/President positions shall be the first director position to be filled.
2. The presiding Secretary shall call for nominations from the floor. Each nomination must be seconded and accepted by the nominee prior to inclusion on the ballot.
3. Voting shall be conducted by secret ballot.

4. Ballots shall be counted immediately following the vote, in the presence of the Board, and the results shall be announced.
5. In the event of a tie, a second ballot shall be conducted. If the tie remains after the second ballot, the winner shall be determined by lot.
6. The results of the ballot shall be recorded in the minutes of the meeting.

The results of the elections shall be approved by the Board through a motion and recorded in the minutes of the meeting.

**Procedure for election of remaining Director position:**

1. Director positions shall be filled in the order listed in these bylaws, beginning with the Vice Chair/President.
2. For each Director position, the newly elected Chair/President shall ask the incumbent if they would like to remain in the position.
3. If there is no incumbent or the incumbent is not interested in continuing in the role, the Chair/President will call for interest from the floor. If multiple individuals are interested in the position, mutual agreement is required to determine the successful candidate.
4. If mutual agreement is not achieved, voting shall be conducted by secret ballot.
5. Ballots shall be counted immediately following the vote, in the presence of the Board, and the results shall be announced before proceeding to the next Director position.
6. In the event of a tie, a second ballot shall be conducted. If the tie remains after the second ballot, the winner shall be determined by lot.

After all positions are filled, the vice positions will be filled using the same method as above. The results of the elections shall be approved by the Board through a motion and recorded in the minutes of the meeting.

**Board Meetings:** Except as otherwise required by law, the Board may hold meetings at such place or places as the President, or another Director determines. The Board shall meet monthly or as determined necessary. All efforts should be made to establish a reoccurring Board of Directors meeting one time per month (e.g. the third Tuesday of the month at 6:30 p.m.). The Board of Directors reserves the right to re-schedule these meetings when scheduling conflicts arise as long as the newly scheduled meeting falls within the same calendar month.

**Electronic Board Meetings and Voting:** When circumstances warrant, meetings of the Board may be conducted by electronic or other virtual means that permit all participants to communicate effectively. Between regular meetings, when decisions of the Board are required, voting may be conducted by electronic means. All such votes shall be duly ratified and recorded in the minutes of the next duly constituted meeting of the Board.

**Quorum:** A quorum for Board meetings shall consist of majority plus one (1) of the Directors eligible for the said meetings.

**Confidentiality:** Every Board member shall respect the confidentiality of matters brought before the Board for consideration.

**Minutes:** The minutes of Board of Directors meetings shall be a factual and objective summary of the proceedings and shall contain a record of all actions taken and decisions made. The minutes shall include, but are not limited to, the following:

- The type of meeting (regular, special, etc.), date, time, and location.
- The names of all attendees, including directors, officers, and guests, and a list of absentees.
- Confirmation that a quorum was present throughout the meeting.
- The approval of the minutes from the previous meeting, noting any amendments.
- A brief summary of discussions for each agenda item, focusing on key facts and the rationale behind decisions.
- The exact wording of all motions proposed, the names of the mover and seconder, and the outcome of the vote (carried, failed), including the vote count if requested.
- Any declared conflicts of interest and the recusal of the affected director from discussion and voting on that matter.
- Specific action items assigned, including the responsible party and deadline.
- The time of adjournment and the date and time of the next meeting.

All minutes will be posted to the Association website once approved by the Board.

**Rules of Operation:** The Board shall have the responsibility to create the Rules of Operations (ROO) that will govern the LAGHA. The Board has the power to pass or amend all necessary rules and regulations as it deems expedient or related in any way to the operations of the LAGHA including, without limitation,

the conduct of its members, member teams, and guests, provided such rules and regulations are not otherwise inconsistent with the Letters Patent of the LAGHA or this Constitution and By-Laws.

**Protection of the Board of Directors:** Every Director of the Corporation, who has undertaken or is about to undertake any liabilities on behalf of the Corporation, and the Director's heirs, executors and administrators, and estate and effect, respectively, from time to time and at all times be indemnified and saved harmless, out of the funds of the Corporation, from and against:

- all costs, charges and expenses whatsoever which such Director, officer or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against the Director for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by the Director in or about the execution of the duties of the Director's office or in respect of any such liability;
- all other costs, charges, and expenses which the Director sustains or incurs in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by the Director's own willful neglect or default.

No Director or officer for the time being of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other Director or officer or employee or for the joining in any receipt or act for conformity or for any loss, damage or expense happening to the Corporation through the insufficiency of title to any property acquired by order of the Board of Directors for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or Corporation with whom or which moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution or supposed execution of the duties of his/her respective office or trust or in relation thereto unless the same shall happen by or through the Director's own willful act or the Director's own willful default.

**Powers of the Board of Directors:** The Board of Directors shall have full control of the affairs of the Corporation. They are expressly empowered, from time to time to sell, assign, transfer, exchange, convert or convey any and all shares, stocks, bonds, debentures, rights, warrants or other securities owned by or

registered in the name of the Corporation and to sign and execute all assignments, transfers, conveyances, powers of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting or conveying any such shares, stocks, bonds, debentures, rights, warrants or other securities owned by the Corporation, with a majority consent of the Board of Directors. The Board shall:

1. Have the powers of the LAGHA and may delegate any of its powers, duties, and functions as is deemed necessary;
2. Make policies and procedures as necessary for the governance of the LAGHA, including policies and procedures relating to conduct, discipline and the management of disputes;
3. Have the power to suspend, expel or take disciplinary action against any team, coach, player, team official, game official, member or any individual for breach of the LAGHA bylaws or of any decision, policy or regulation of the Board;
4. Interpret and clarify any clause of the regulations and, at the request of a Board member, have the authority to correct or amend any decision or omission which may have been granted or allowed by that Board member or the member's designate, or by the preceding Board member or member's designate;
5. Fill any Board vacancy which may occur, with the position to be filled by election at the next AGM;
6. Be empowered to make agreements, from time to time, with other recognized hockey organizations, provided only that such agreements are within the general rules of organized hockey.

## Appendix A – Duties of the Board of Director Positions

### Chair/President

- The President is a non-voting member of Board of Directors however will vote as a tie breaking measure when required.
- Signing Officer for LAGHA
- Responsible for overseeing the overall operation of the organization
- Provide leadership for the organization
- Ensure the interests of the membership are considered at all times by the organization
- Represent the LAGHA and its interests when dealing with outside agencies, governments and organizations
- When present, preside at all meetings of members of the Corporation and of the Board of Directors.
- Be charged with the general management, operation and supervision of the Corporation & Hockey Program of Lambton Attack Girls Hockey Association.
- With the approval of the Board of Directors, the President may appoint committees consisting of such numbers as may be deemed required and may prescribe their duties.
- The President shall:
  - Receive all applications for coaching positions, and coordinate coaches' selection process for the teams following the LAGHA policies for the selection of coaches.
  - Lead and actively work to grow girls' hockey in Lambton, in various capacities.
  - Serve as liaison for OWHA communications.
  - Act as liaison between LAGHA and Petrolia Minor Hockey Association/East Lambton Minor Hockey Association, ensuring positive relations, and seeking opportunities to collaborate and partner where possible.
  - Represent and maintain compliance on behalf of LAGHA at all OWHA meetings.
- The President will audit bank statements at minimum monthly and as needed.
- Any other related duties

## **Vice Chair/President**

- Signing Officer for LAGHA
- Responsible for taking over responsibilities of Chair/President at Board meetings if the Chair is absent
- Responsible for assisting Chair/President with matters pertaining to the organization
- Ensure the interests of the membership are considered at all times by the organization
- Represent the LAGHA and its interests when dealing with outside agencies, governments and organizations

## **Secretary**

- Ensure the interests of the membership are considered at all times by the organization
- Record all facts and minutes of all proceedings in the books of the Corporation.
- Give all notices required to members and to Directors.
- Be responsible to address all correspondence of the Corporation.
- Submit the meeting minutes to the Director of Social Media/Website for monthly postings on the website.
- Be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation, which the Secretary shall deliver up only when authorized by a resolution of the Board of Directors or to such person or persons as is the Secretary's successor when the Secretary retires from office.
- Develop, maintain and distribute LAGHA manuals to all coaches/ team staff.
- Receive and present amendments for the constitution to the Board of Directors
- Make changes to the Constitution or Rules of Operation following approval by the Board of Directors or a membership vote at AGM
- Perform other duties as may be, from time to time, determined and assigned by the Board of Directors.

## **Treasurer**

- The Treasurer shall:
  - Prepare and submit a yearly budget to the Finance Committee for expected expenses incurred specific to OWHA compliance.
  - Have the care and custody of all the funds and securities of the Corporation and deposit the same in the name of and to the credit of the Corporation in such bank or banks or with such depository or depositories as the Board of Directors may direct.
  - Keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account.
  - Ensure that a fiscal audit of LAGHA is conducted annually.
  - Report any immediate concerns directly to the president.
- Report financials monthly at Board meetings
- Ensure proper compliance of the Corporation with all government agencies via the completion of an annual process of items to be filed, complete with timelines.
- Any other related duties

The Treasurer is required to be bonded for the faithful performance of the Treasurer's duties. No Director shall be liable for failure to require any bond or for the insufficiency of any bond for any loss by reason of the failure of the Corporation to receive any indemnity thereby provided.

All cheques on the Treasury shall be signed by the Treasurer, and a signing officer. The signing officers will be determined by resolution of the Board.

With the approval of the Board, the Treasurer may delegate some of the Treasurer's duties to a third party (i.e. record keeping, bookkeeping duties etc.).

## **Registrar/OWHA Representative/League Representative (WOGHL, LL)**

- Be responsible for the registration of players, ensuring the online registration system is maintained and fees are implemented as approved by the Finance Committee.
- Transfer all monies collected to the Treasurer.
- Work with the Treasurer in providing regular reconciliation of registration.
- Report monthly the current registration numbers.
- Ensure team rosters are complete, approved by OWHA and distributed back to teams.
- Ensure all coaches/staff have the appropriate level of training for their team
- Responsible for overseeing Venerable Sector checks are completed for the organization
- Establish and maintain a convenient registration system and schedule for all members.
- Keep player information updated
- Ensure all intent to register forms and rosters are completed on time and monies forwarded to OWHA
- Attend OWHA/League meetings as required
- Provide support to parents regarding online player registration
- Follow up on player suspensions with OWHA, if required
- Assist with startup of new season
- Transfer all information from leagues to coaches, manager as well as the coaches rep
- Keep current with all league policies and procedures and communicate changes to teams
- Any other related issues

## **Ice/Referee Convenor**

- Draft ice schedule for the upcoming season.
- Develop and maintain ice schedule for all teams or games, practices and hockey clinics
- Approve the actual ice usage of LAGHA
- Contact Municipalities about ice time allotments and invoicing
- Book referees for all home games.
- Ensure all invoices are sent to Treasurer for payment
- Report monthly the current ice allocation.
- Any other related duties

## **Coaches Representative & Program Development**

- Act as the primary contact and convener for the Hockey Program.
- Head the coaches selection committee
- Choose members of the coaches selection committee which will include the Chair/President and receive Board approval before selecting coaches
- Act as liaison between LAGHA and coaches of teams to pass along information as needed
- Report names of coaches selected for teams for approval by Board of directors
- Recommend hockey training groups to the Board of directors for approval and oversee the implementation of hockey training days once approved
- Organize the Hockey and Goaltending Schools - including registration, time, place, duration, cost and allowable numbers.
- Select and secure head instructors & assistants for the hockey school and goaltending school.
- Ensure that an appropriate course guideline is prepared and followed for the hockey school and the goaltending school.
- Organize Clinics as required by OWHA guidelines.
- Develop, maintain, and distribute LAGHA coach's manuals to all coaches.
- Ensure the successful development of all programs.
- Any other related duties

## **Sponsorship Lead**

- Liaise between all sponsors and the Association.
- Secure and promote all potential Association Sponsors.
- Introduce and maintain a Sponsorship package for business to follow.
- Apply for, and obtain, any third-party funding which may be available to fund association opportunities (new equipment, Esso Days, etc.).
- Ensure all Sponsorship money is given to Treasurer to deposit in LAGHA bank account
- Complete tax receipts for sponsors and provide to Treasurer
- Any other related duties

## **Fundraising Lead**

- Act as liaison between fundraising vendors and LAGHA Board of Directors.
- Provide recommendations for future fund-raising events for board consideration.
- Administer fundraising activity on behalf of LAGHA.
- Oversee and approve all team fundraisers to ensure they are in the best interest of LAGHA
- Responsible to organize and oversee all Association fundraisers to ensure they are conducted in the best interest of LAGHA
- Any other related duties

## **Parent Liaison / Volunteer Coordinator**

- Administer volunteer activity on behalf of LAGHA including (but not limited to) collecting cheques, coordinating volunteers and tracking volunteer hours.
- Ensure all commitments to volunteer are followed through on
- Liaise with Fundraising Lead to assess volunteer needs required to support fundraising initiatives.
- Act as a liaison between LAGHA and the parents to ensure that all important information is communicated to them
- Any other related duties

## **Social Media/Website Coordinator**

- Create, maintain and update the website for the purposes of communicating to members & the general public.
- Manage content on all social media channels on behalf of LAGHA.
- Ensure compliance with members detailing Board of Director business (e.g. posting of minutes, meeting announcements, etc.)
- Management of any and all other communication on behalf of the Association.
- Any other related duties

## **Equipment Representative**

- Develop inventory system for all equipment and jerseys
- Order, maintain, distribute and collect jerseys
- Order and size socks
- Prepare, distribute and collect first aid kits and trainer bags
- Order, distribute and collect puck buckets
- Purchase, maintain, distribute and collect goalie equipment
- Work with municipal staff to find and maintain adequate space for LAGHA equipment and storage
- Communicate with arena staff on rink conditions and issues
- Liaise with the Sponsorship Lead to ensure promised sponsorship is delivered on sweaters and other equipment as agreed upon
- Ensure Canadian Flags on Team Uniforms Policy is compliant.
- Provide training to coaches for half ice divider boards
- Any other related duties