



Cambridge roadrunners Girls' Hockey Association

BY-LAWS

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The following are By-Laws of the CAMBRIDGE *roadrunners* GIRLS' HOCKEY ASSOCIATION and part of the Constitution of the CAMBRIDGE *roadrunners* GIRLS' HOCKEY ASSOCIATION, hereafter referred to as C.r.G.H.A.

1—GENERAL

- 1.1. Provided there is sufficient registration and ice time, C.r.G.H.A. will be responsible for teams in all categories.
- 1.2. The Board of Directors of the C.r.G.H.A. shall have the authority over, and responsibility for, all activities of the Association.
- 1.3. The Vice-President of Travel shall make up the Rules and Protest Committee to be guided by the rule of the LLFHL/PWHL/OWHA and shall be subject to all rulings handed down by these governing bodies.
- 1.4. The Vice-President of House League shall make up the Rules and Protest Committee to be guided by the rule of the Kitchener House League and the OWHA and shall be subject to all rulings handed down by these governing bodies.
- 1.5. C.r.G.H.A. shall not be responsible for ice rentals, except as approved by the Ice Convener.
- 1.6. Only coaches, team officials and players (U11 Level and up) are allowed into the dressing rooms and dressing room area, utilized by C.r.G.H.A. teams, unless the parent and/or guardian has the coach's permission to enter the room. This also applies to the arena dressing rooms at out of town (away) games.
- 1.7. All letters of complaint and correspondence must be submitted to the Secretary\Registrar before any corrective action will be considered. Letters of complaint, which warrant further investigation, will be dealt with by a committee of (3) members and/or persons chaired by the Vice President of Travel or the Vice President of House League. This committee will act separately from the Board of Directors and as a group shall investigate the validity of the complaint. On completion of their investigation they will present a recommendation to the Board of Directors for approval. In the event of a conflict of interest an alternate will be designated. Letters of complaint should be of strictest confidence and therefore contained within a sealed envelope.

2— MEMBERSHIP

- 2.1. Every Member shall uphold the Constitution, the By-Laws, the Administrative Practices and the rules and regulations of the Association.
- 2.2. The Board of Directors shall be elected at the Annual General Meeting for terms of up to two years as follows:
 - 2.2.1. The Secretary/Registrar, Parent Volunteer Chairperson, Ice Scheduler, Vice-President of House League, Referee Liaison and the Director of Hockey Development shall be elected in even numbered years.
 - 2.2.2. The Treasurer, the Equipment Manager, Vice-President of Travel, Sponsorship/Marketing Director and the Tournament Director shall be elected in odd numbered years.
 - 2.2.3. 8 Directors At Large shall be elected annually.
 - 2.2.4. The President shall be elected annually. At the time of nomination, for the positions of President, a candidate must have served on the Board of Directors for the year preceding the Annual General Meeting for which the candidate is seeking election.
- 2.3. In the event the immediate Past President is not available to fill the role of immediate Past President, the Board of Directors shall appoint a Director in lieu of the Past President position. If the immediate Past President is not available at the Annual General Meeting, the Director shall be elected by the membership at large. At all other times of the year, the Board of Directors shall have the right to appoint the Director.
- 2.4. Board of Directors members may resign by resignation in writing, which shall be effective upon acceptance by the Board of Directors. Any Board of Directors Member may be requested to resign or may be expelled from the membership by a vote of two-thirds of the Board of Directors present at a regularly constituted meeting.
- 2.5. The highest level of membership in the Association shall be Honourary Life Membership. The Association may grant Honourary Life Membership to any Member who has served and rendered outstanding service to this Association for at least ten (10) years. In addition to all rights and privileges accorded to Members, Honourary Life Members shall have the privilege of acting in an advisory capacity to the Board of Directors.

3—FINANCIAL

- 3.1. The C.r.G.H.A. fiscal year shall be June 1 to May 31.
- 3.2. All Association cheques must be signed by the Treasurer and co-signed by either the President or the Vice President of Travel.
- 3.3. No fundraising projects may be made, nor donations of any kind, may be solicited in the name of C.r.G.H.A. Except by approval of the Board of Directors.
- 3.4. A Financial Review of the Financial Records of the Association shall be conducted on a yearly basis.
- 3.5. A budget shall be prepared by the Treasurer each year and be presented for approval by the incoming Board of Directors. A simple majority vote shall constitute approval. Changes to the approved budget, must be approved by a majority vote of the Board of Directors.
- 3.6. The Team Treasurer shall not be the Head Coach, any Assistant Coach, the Manager or the Trainer of the Team, or a spouse of any of those previously mentioned. All fundraising and sponsorship by individual teams must be approved by the CrGHA Treasurer.
- 3.7. Budget for each Travel team must be approved by the CrGHA treasurer by September 30th, after it has been approved in a secret ballot by the parents, guardians or players of legal age of the team.
- 3.8. All Travel team bank accounts must be closed at season's end and a statement showing such must be sent to the CrGHA Treasurer.

4—TEAMS

- 4.1. All first and 2nd travel teams must carry fifteen (15) skaters as a minimum number of players per team. All coaches must agree to and adhere to this roster specification. Coaches who do not adhere to this By-Law, without prior approval or direction, from the Board of Directors could be subject to suspension or dismissal.
- 4.2. All Travel Teams shall carry two (2) goaltenders unless otherwise directed by the Board of Directors.
- 4.3. All 3rd teams roster sizes will be at the discretion of the coach and the Board of Directors.
- 4.4. Coaches and Team Official Selection:
 - 4.4.1. A Coach Selection Committee will be appointed by February 1st of each year. Their function will be to review current coaching staffs and to conduct interviews

with coaching applicants for the following year. Interviews will begin no later than February 15th of each year. The Coach Selection Committee will consist of the Director of Hockey Development, 1 additional Executive Member, plus 3 Members of the hockey community to be recommended by the Director of Hockey Development, and approved by the Board of Directors. The same people must interview all applicants in a particular division. If an interviewer has a conflict with one applicant, that interviewer must sit out of all interviews of that division. There must always be 2 members from the board of directors present.

- 4.4.2. The selection of the Cambridge Rivulettes coach will be at the discretion of the Cambridge Rivulettes Operational/Development Committee.
- 4.4.3. The Director of Hockey Development or his/her designate, will be appointed to schedule and oversee the interviews.
- 4.4.4. The deadline for submission of coaching applications will be decided by the executive each year and posted on the web site. All applications must be received no later than midnight of the deadline or postmarked no later than said date.
- 4.4.5. A list of all coaching applicants shall be made available upon written request to the Secretary/Registrar prior to the commencement of interviews. The Selection Committee will recommend candidates for the said coaching positions to the C.r.G.H.A. Board of Directors for final approval. The selected coach of each team will submit a list of team officials to the C.r.G.H.A. Board of Directors for approval no later than two weeks after final selection of the team.
- 4.4.6. It is recognized that on a travel team, that non parent head coaches will incur expenses in travel and accommodation with the team over the season. A non-parent head coach is defined as the coach is not related to a player on the team as a mother or father, grandparent, sibling, aunt or uncle, cousin, or legal guardian.

Below is a minimum guideline for covering non-parent head coaches for their expenses

- Teams will reimburse \$0.40/km for any destination for a hockey function over 50 km from Cambridge. Determination of this will be the city center to city center.
- Any required accommodation.

These expenses will come from the team's budget and are to be part of the approved budget annually. Any non-parent assistant coach will be remunerated at the discretion of the team.

All coaches will be expected to follow the 'Coaches Expectations' guidelines.

4.4.7 U15 AA and U18 AA Non Parent Head Coaches will be paid an honorarium. A Non parent head coach is defined as the coach not related to a player on the team as a mother or father, grandparent, sibling, aunt or uncle, cousin, or legal guardian.

4.4.8 Honorarium will be as follows: Bantam AA - \$3000.00 to \$5000.00; Midget AA - \$3000.00 to \$5000.00. Compensation will be determined by the Coaching Selection Committee, commensurate with experience. Compensation will be paid in two installments throughout the season. The team/parents will be responsible for these costs as part of the team carding fees. Team fundraising will be allowed to offset these costs.

5—EQUIPMENT

- 5.1. No one shall buy equipment in the name of C.r.G.H.A. or its teams without consent of the Equipment Manager.
- 5.2. No one shall lend C.r.G.H.A. equipment without a written receipt and the approval of the Equipment Manager.
- 5.3. C.r.G.H.A. equipment may be signed out on a temporary basis as per the C.r.G.H.A. Equipment Policy.
- 5.4. C.r.G.H.A. to provide all necessary protective goaltender equipment to all House League teams and all U9 and U11 Travel team groups alike, as required without prejudice. Equipment pieces to include pads, glove, blocker and chest protector. All additional pieces are the responsibility of the individual player.
- 5.5. A First Aid Kit shall be provided to all teams in the C.r.G.H.A. and must be available at every game/team function.
- 5.6. C.r.G.H.A. travel players are required to purchase their own home and away team sweaters as required. If there is a conflict with player numbers, the player with the older birth year will have precedent and prior year players will have precedence over new players to the association.
- 5.7. It is the responsibility of the player/parent to take appropriate care of the team sweater and ensure that the sweater is in appropriate condition for game play to properly reflect the C.r.G.H.A.

6—ADMINISTRATIVE PRACTICES

The C.r.G.H.A. shall have a category of policies and practices known as Administrative Practices. These Administrative Practices are subordinate to the Articles and By-Laws of the Constitution. An Administrative Practice may be created, amended or deleted by a three-quarter majority vote at any properly constituted meeting of the Board of Directors. Moving a By-Law into the category of Administrative Practices is considered an amendment to that By-Law and must be accomplished according to Article Nine of the Constitution. Administrative Practices will be communicated to the Membership in the same manner as the Articles and By-Laws of the Constitution.

6.1. REGISTRATION PAYMENT POLICY

Registration will be set by the Board of Directors yearly and is to be paid in one of the following two manners:

6.1.1. Teams Selected in the Spring

Any player who makes a finalized roster in the spring must sign an Intent To Register Form and pay a \$300 deposit on the last tryout date when selected. This \$300 deposit will be non-refundable, and will be applied towards the player's carding fees.

6.1.2. All Teams (selected in Spring or Fall):

Registration fees are to be paid in full upon registration, or by the following payment schedule:

- 1/3 of registration fee on registration date,
- 1/3 of registration fee due on or before August 15,
- 1/3 of registration fee due on or before September 15.

6.1.3. Failure to pay within this schedule will result in the player(s) being suspended until such time as registration is paid in full.

6.1.4. Registration after January 1 will require that a percentage of the amount owing, (determined by the year's Board of Directors) be paid in full.

6.1.5. There will be a \$25 charge added for each N.S.F. cheques received. Any NSF cheques will result in the player being suspended; their spot will become open until registration and NSF fee(s) are paid in full.

6.1.6. Players must be registered in C.r.G.H.A. before being allowed to participate in any activities with the Association. Coaches, Managers, Trainers and the Registrar shall monitor to ensure all players have been registered.

6.2 REFUND POLICY

- 6.2.1. The \$300 deposit paid by players of any finalized teams in the spring, are non-refundable.
- 6.2.2. Application for a refund for all other players, must be made in writing, to the Registrar of the C.r.G.H.A. Refund requests will only be accepted up until November 30th of the current hockey season.
- 6.2.3. Applications for a refund in writing due to a major injury or illness may be accepted after November 30th by Board of Directors approval, in cases where the incident occurred before the end of the year and the player is unable to return for balance of the season.
- 6.2.4. Registration Fee refund structure will be as follows:

On or before August 15	Full registration fee less a \$75.00 Administrative Fee (\$25 Admin Fee for Rookies)
August 16 to September 15	Full registration fee less \$150 (\$40 Admin Fee for Rookies)
September 16 to October 31	Full registration fee less \$300 (\$60 Admin Fee for Rookies)
November 1 to November 30	Full registration fee less \$400 (\$75 Admin Fee for Rookies)

- 6.2.5. Travel refund structure will be as follows:

Up to November 15	2/3 of the carding fee will be refunded
November 16 to December 31	1/2 of the carding fee will be refunded

6.3 TOURNAMENTS

- 6.3.1. All Cambridge *roadrunner* Teams must participate in the Cambridge *roadrunners* Girls' Hockey Tournament if their division is available. The Tournament Registration Fee will be determined by the Board of Directors and based on the team's Parent Volunteer Hours fulfillment for the tournament.
- 6.3.2. All Cambridge *roadrunner* Teams must participate in all league finals & provincial championship if they qualified. This will be an additional fee set by the LLFHL/PWHL/OWHA

- 6.3.3. All tournament requests must be approved by the Ice Scheduler Convener prior to submitting tournament application.
- 6.3.4. Tournaments must not interfere with Playoff Schedules. Playoff games take precedence.
- 6.3.5. Travel Teams may enter up to 5 (five) tournaments including the Cambridge Tournament and the Provincials.
- 6.3.6. Travel Teams may enter additional tournaments, as the team [majority of parents] agrees to and is approved by the Board of Directors.
- 6.3.7. House League Teams may enter up to 3 (three) tournaments including the Jason Cripps Tournament and the Cambridge roadrunners Girls' Hockey Tournament.
- 6.3.8. Development Stream Teams may enter up to 3 (three) tournaments.
- 6.3.9. Tournaments for the Cambridge Rivulettes will be determined by the Cambridge Rivulettes Operational/Development Committee and will not be subject to this policy.

6.4 FUNDRAISING

- 6.4.1. Any team approved to do fundraising by the Board of Directors, which requires a license from the City of Cambridge must name the C.r.G.H.A. Fundraising Chairperson on their application and must include the Board of Directors in all planning.
- 6.4.2. All fundraising by individual teams must be approved by the Board of Directors prior to commencing.
- 6.4.3. Any team accepting sponsorship money and/or team gifts must identify the sponsor and obtain approval from the Executive Committee prior to accepting the money/team gifts.

6.5 HOUSE LEAGUE GOALIE REGISTRATION REBATE

- 6.5.1 At the end of each season, full-time house league goalies are eligible for a rebate of 75% of the full registration cost, provided the following conditions were met for the duration of the season:
- The player registered as a goalie at the start of the season. This discount is not pro-rated, nor a late decision offer.
 - The goalie is in good standing with the Association.

- The goalie dressed and played as a goalie during all practices and games for her house league team. There are no discounted fees for hybrid player / goalies.
 - If registration was paid in part or in full by subsidy, the rebate will not include the dollar value paid by subsidy.
 - All Association owned goalie equipment has been returned to the equipment manager.
 - The request for rebate must be received by the VP of House League and the Treasurer no later than April 15th each year.
 - The goalie rebate request form must be submitted and verified by the goalie's head coach.
- ☆ Note: a house league goalie does not also have to be a full-time DS goalie to qualify for the rebate.

