



**St. Catharines Female Hockey  
Association Inc.  
Constitution, By-Laws  
& Code of Conduct  
(May 30, 2008)**

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## **SECTION 1: CONSTITUTION**

### **1.01 NAME**

- a) The name of this Association shall be known as “St. Catharines Female Hockey Association Inc.” hereinafter referred to as the SCFHA.
- b) The head office of the Association shall be in the City of St. Catharines in the Province of Ontario, and at such place therein as the Directors may from time to time determine.

### **1.02 AFFILIATION**

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

### **1.03 MISSION STATEMENT**

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

### **1.04 MEMBERSHIP**

Memberships in this Association shall consist of:

- a) Players, Parents, teams, coaches, executive members and volunteers which agree to abide by and comply with the Constitution, By-Laws, Regulations, Playing Rules and Code of Conduct of the SCFHA and are members in good standing as determined by the Board of Directors.
- b) The Recording Secretary for the Association will be required to keep a Master List of all members of the Association utilizing player registrations, official applications or any other document prescribed by the Board for the purposes of identification. This list will be created at the beginning of each hockey season for the express purpose of the

Board of Directors and any purpose(s) they require for the successful operation of the Association.

#### **1.05 TERMINATION OF MEMBERSHIP**

- a) Any member may resign from the Association by mailing written notice of resignation to the Secretary accompanied by payment of any and all monies owing to the Association.
- b) Members may be censured, suspended or expelled for breach of the By-laws or Rules and Regulations of the Association by a majority vote of the Board of Directors at a meeting called expressly to consider such matters or at regular meetings of the Board.
- c) Termination of membership, whether by resignation, expulsion or otherwise, shall forthwith remove all rights within the Association of the member, but shall not be deemed to discharge any financial obligation of the member to the Association accrued prior to the date of such termination and not then fulfilled.

#### **1.06 ANNUAL AND OTHER MEETINGS OF THE MEMBERS**

a) **Annual General Meetings:**

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

b) **Special General Meetings:**

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

c) **Notice of Meetings:**

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

d) **Quorum of Members:**

- i. A quorum for the transaction of business at any Annual or Special General Meeting shall consist of not less than fifty (50%) of members of the Board and not less than twenty (20) members in good standing in total.
- ii. The Executive Council shall meet as often as necessary to carry out efficiently the business of the SCFHA.
- iii. A Board member must be present and or aware of the voting of issues that primarily affect their area of responsibility.

**e) Voting at Annual General or Special General Meetings:**

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

- f) Rules for Conducting Meetings:** The following rules shall govern all Annual or Special Meetings of the Association:
- i. If there is no quorum within thirty (30) minutes of the time fixed for the meeting to begin the Chair shall declare that there can be no meeting on this occasion.
  - ii. Parliamentary procedure, as specified in Robert's Rules of Order Revised, shall be followed at all meetings;
  - iii. The Chair shall have the right to require that any motion or resolution be presented in writing before the meeting.
  - iv. The Chair shall decide all questions of order, in accordance with Roberts Rules of Order.

**g) Order of Business at Annual General Meetings:**

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

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

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

**h) Order of Business at Special General Meetings**

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

**1.07 BOARD OF DIRECTORS**

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

	Election Cycle (yr. Ending)
• President	Odd
• 1 <sup>st</sup> VP/Representative Director/OWHA Coordinator	Even

- 2<sup>nd</sup> VP/House League Director Odd
- Treasurer Even
- Secretary Odd
- Registrar Odd
- Referee-in-Chief Even
- Director of Coach and Player Development Odd
- Equipment Director Even
- Clothing Director Odd
- Director of Public Relations Even
- Director of Sponsorship Odd
- Tournament Director Even
- Junior House League Director Odd
- Senior House League Director Even
- Past-President Acclaimed

In addition, the Board, at their discretion, may also seek Volunteers or employ individuals in the following positions. If paid positions, these individuals will not have a vote during Board meetings.

- Administrative Assistant Even
- Director of Ice Scheduling Odd

- c) The Board of Directors of the SCFHA shall be elected for a two year term of office, in accordance with the Election Cycle identified above, at the Annual General Meeting by a majority vote of the membership present at such meeting. This Cycle will ensure that sufficient experience and history remains on the Board for the upcoming hockey season. Each elected officer will be eligible to serve for a maximum of 2 terms in one or cumulative positions on the Board. In the event that there are no volunteers seeking election to any position, the Board, at their discretion may appoint an individual to fill a position for the remainder of its term or until the next general elections.
- d) If there are no volunteers willing to run for any position on the Board, at its discretion, the Board may appoint a previous member of the

Board, even if they have served 2 full terms, for a period not to exceed one additional year.

- e) The Treasurer shall have an accounting background or related financial experience and have a demonstrated ability to maintain the financial records and transactions for the Association.
- f) The immediate Past-President shall be a member of the Board of Directors.
- g) Each member of the Board of Directors has the power to vote at all General, Annual, Special and Executive Meetings.
- h) The Board of Directors has the power to appoint replacements for any member of the Board who resigns during their term of office or is neglectful of their duties. The replacement shall have full voting privileges until the next Annual General Meeting whereby the position will be filled through the customary election process for the balance of the remaining term for the position as specified in the Election Cycle.
- i) The Board of Directors shall be further empowered to make appointments to the Board of Directors to cover specialized duties.
- j) The Board of Directors has the power to enforce the provisions of the Constitution, By-Laws, Playing Rules and Code of Conduct of the SCFHA.
- k) The Board of Directors shall establish the annual registration fees.
- l) The only members of the Board of Directors that shall have the right to sign a "Permission to Skate" form shall be the President or the 1<sup>st</sup> VP or the Registrar.
- m) The President, 1<sup>st</sup> VP Representative Director/OWHA Coordinator, 2<sup>nd</sup> VP/House league Director and Registrar shall have the right to have signing authority for OWHA Player Release Forms.

## **1.08 DUTIES OF THE BOARD OF DIRECTORS**

### **a) PRESIDENT/OWHA COORDINATOR**

The President shall:

- Be the Chief Executive Officer of the Association.
- Be charged with the general management and supervision of the affairs and operations of the Association;
- Be kept informed of all business matters pertaining to the Association.

- Preside at all meetings of the SCFHA Board of Directors and at all other general meetings of the SCFHA or assign a designate.
- Be responsible for and represent the SCFHA at all times.
- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Be an *Ex Officio* member of all standing and special committees.
- Be a member of the discipline committee.
- Attend all OWHA and League Meetings pertaining to the Representative Program or arrange for a delegate to be present on their behalf.
- Be the SCFHA voting representative at all OWHA and League Meetings or designate a representative to carry the vote(s).

**b) 1<sup>st</sup> VP/REPRESENTATIVE DIRECTOR/LLFHL COORDINATOR**

The 1<sup>st</sup> VP/Representative/LLFHL Coordinator shall:

- Take on the duties of the President if the President is absent or unable to carry-on with their position.
- Be responsible for the total organization and Administration of the Representative program.
- Recommend to the Board the number of Representative teams (divisions and category) that will represent the SCFHA for the upcoming season.
- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to the Board for approval the expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Be a member of the Discipline Committee.
- Be a member of the Coaching Selection Committee.

- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Board.
- Be responsible for and oversee the Representative Team tryout process.
- Provide management support to all Representative Teams.
- Address parental concerns.
- Approve the schedule of the Representative Teams play-off and play down games.
- Attend all LLFHL Meetings pertaining to the Representative Program or arrange for a delegate to be present on their behalf.
- Be the SCFHA voting representative at all LLFHL and League Meetings or designate a representative to carry the vote(s).

**c) 2<sup>nd</sup> VP/HOUSE LEAGUE DIRECTOR**

The 2<sup>nd</sup> VP/House league Director shall:

- Take on the duties of the President if the President and 1<sup>st</sup> VP/Representative/LLFHL Coordinator are absent or unable to carry-on with their position.
- Chair the Executive Meetings when the President and 1<sup>st</sup> VP/Representative/LLFHL Coordinator are absent.
- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
- Coordinate with the Referee in Chief to ensure referees are booked for all Representative and House League games.
- Oversee the organization of the House league program and be directly responsible for all divisions.
- Chair the Discipline Committee
- Be a member of the Coaching Selection Committee.
- Recommend to the Board of Directors, with the assistance of the Registrar, actual number of House league teams.
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Board.

- Coordinate with the Referee-In-Chief to ensure referees are booked for each game.
- Be responsible for forwarding the House league Statistics on to the Director of Public Relations.
- Address parental concerns.
- Review with all coaches the SCFHA Code of Conduct prior to the beginning of each season.
- Oversee timekeepers.
- Obtain and submit a minimum of two (2) quotations for house league photos for approval by the Board.

d) **SECRETARY**

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

e) **ADMINISTRATIVE ASSISTANT (Paid or Volunteer Position)**

The Administrative Assistant shall:

- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.

- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
- Implement and maintain an on-line registration system and coordinate all registration responsibilities including collecting all registration monies and follow-up on non-payments. Schedule non-online registration times. Register and administer OWHA registration via their new online system.
- Maintain a system to verify Police Checks have been submitted from all bench staff and maintain originals on file. Notify the Board of any delinquent submissions for their appropriate action including removal from their position on the team.
- Update web pages as required to ensure effective communications for the league including the provision of all forms, rules, by-laws, announcements etc.
- Maintain a system to address all Travel permit requirements and enforce the procedures for disbursement.
- With the coordination of the Treasurer, arrange payment of all bills and maintain monthly records of all payments and disbursements. Track all non-payments and report them to the Treasurer for action by the Board.
- Transfer all SCFHA books, official records and material in their possession to their successor, immediately after the Annual General Meeting elections.

**f) TREASURER**

The Treasurer shall:

- Ensure adherence to and implementation of recognized accounting and financial Policies in the financial administration of the Association.
- Ensure the submission of the books of account to the Auditor of the Association at the end of the year.
- Ensure that the new season income and old season income remain separate.

- Receive all moneys paid to the SCFHA including all charity fundraising. Such moneys shall be deposited without delay in one of the Chartered Banks/Trust Companies in account of the SCFHA.
- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Be responsible for and issue all cheques countersigned by one other signature of either the President or the 3<sup>rd</sup> VP/Administrative Assistant.
- Submit a monthly summary of accounts to the Board for review.
- Prepare interim reports of the financial standing of the SCFHA when called upon to do so by the Board.
- Reimburse all Board members for their expenses, with approval from the President and/or 1<sup>st</sup> VP/Representative/OWHA Coordinator.
- Submit a detailed report of the SCFHA finances at the Annual General Meeting.
- Recommend cost-per-player to the Board for approval.
- Transfer all SCFHA books, official records and material in their possession to their successor, immediately after the Annual General Meeting elections.

**g) REGISTRAR**

The Registrar shall:

- Oversee the tryout process for the SCFHA.
- Oversee the registration process for the SCFHA.
- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.

- Verify player eligibility by means of a birth certificate in accordance with the OWHA registration process.
- Prepare OWHA Intent to Register and Participant Registration forms for House league and Representative teams.
- Maintain a confidential SCFHA membership database.
- Develop the SCFHA registration form.
- Attend all registration dates.
- Ensure player provides an official OWHA release as per OWHA requirements.

#### **h) DIRECTOR OF COACH AND PLAYER DEVELOPMENT**

The Director of Coach and Player Development shall:

- Coordinate all player, coaches or trainers certification clinics hosted by the SCFHA or other authorized body.
- Be responsible for developing all coaching applications.
- Develop coaching selection criteria to be approved by the Board.
- Be a member of the Coaching Selection Committee.
- Ensure all coaching staff have their required minimum certification of their respective positions as required by the SCFHA and OWHA.
- Ensure ALL coaching staff submit their police checks prior to league startup.
- Provide development information to coaches and players.
- Develop and obtain approval of the Board a SCFHA coaching philosophy.
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Board.
- Develop, manage and correlate parent and player surveys.
- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.

- Must obtain a minimum of two (2) quotations for all coach & player development programs for approval by the Board.
- Consult with the 1<sup>st</sup> VP/Representative Director/OWHA Coordinator and the 2<sup>nd</sup> VP/House league Director regarding their program needs.
- Be a member of the discipline committee.

#### **i) EQUIPMENT DIRECTOR**

The Equipment Director shall:

- Be responsible for the acquisition and inventory control of all equipment inventories belonging to all SCFHA teams.
- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
- Obtain and submit a minimum of two (2) quotations for house league and representative team jerseys and socks for approval by the Board as required.
- Purchase any such equipment after a proposal to the Board has been approved.
- Be responsible for the issuing of all SCFHA equipment.
- Coordinate all trophies and awards.

#### **j) CLOTHING DIRECTOR**

The Clothing Director shall:

- Be responsible for designing the clothing order form.
- Be responsible for ‘bringing new clothing items to the Board for approval.
- Be responsible for arranging clothing sales dates and times.
- Be responsible for arranging delivery of clothing items to customers.
- Be responsible for the SCFHA “logo”.
- Be responsible for ordering clothing from authorized suppliers only.

- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the next season.
- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract

**k) DIRECTOR OF PUBLIC RELATIONS**

The Director of Public Relations shall:

- Be responsible for all SCFHA publicity and related correspondence.
- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Be responsible for the publication of the SCFHA Newsletter.
- Be responsible for updating the SCFHA bulletin board and showcase.
- Be responsible for publishing all SCFHA statistics.
- Assist the 3<sup>rd</sup> VP/Administrative Assistant with arrangements for the Annual General Meeting
- Be responsible for maintaining and updating the SCFHA website.

**l) DIRECTOR OF SPONSORSHIP**

The Director of Sponsorship shall:

- Secure sponsorships for all SCFHA house league teams and rep teams.
- Recommend annual house league team sponsorship and rep team sponsorship amount to the Executive Council for approval.
- Be responsible for all correspondence and involving sponsors in all SCFHA functions.
- Shall submit to council a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season for both house league and rep programs.

- Shall submit to council approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.

**m) TOURNAMENT DIRECTOR**

The Tournament Director shall:

- Chair and coordinate a committee to run an annual OWHA sanctioned representative tournament.
- Obtain and submit a minimum of two (2) quotations for an annual OWHA sanctioned house league tournament for approval by the Board.
- Shall submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract

**n) DIRECTOR OF ICE SCHEDULING (Paid or Volunteer Position)**

The Director of Ice Scheduling shall:

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

- With the assistance of the Tournament Director, will schedule ice times for the tournament.

**o) JUNIOR HOUSE LEAGUE DIRECTOR – Novice, Atom and Peewee Divisions**

The Junior House league Director shall:

- Submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Be directly responsible for Novice, Atom and Peewee divisions.
- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Board.
- Coordinate with the Referee-In-Chief to ensure referees are booked for each game.
- Be responsible for forwarding the House League Statistics on to the Director of Public Relations.
- Address parental concerns.
- Review with all coaches the SCFHA Code of Conduct prior to the beginning of each season.
- Co-Chair the committee to run the year end banquet.

**p) SENIOR HOUSE LEAGUE DIRECTOR – Bantam, Midget and Intermediate Divisions**

The Senior House League Director shall:

- Submit to the Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season.
- Shall submit to the Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract.
- Be directly responsible for Bantam, Midget and Intermediate divisions.

- Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Board.
- Coordinate with the Referee-In-Chief to ensure referees are booked for each game.
- Be responsible for forwarding the House League Statistics on to the Director of Public Relations.
- Address parental concerns.
- Review with all coaches the SCFHA Code of Conduct prior to the beginning of each season.
- Co-Chair the committee to run the year end banquet.

q) **IMMEDIATE PAST PRESIDENT**

The Immediate Past President shall:

- Act as an adviser to the President.
- Attend Board of Directors Meetings.
- Be a voting member of the Board.
- Perform the duties of President, if President, 1<sup>st</sup> VP/Representative Director/OWHA Coordinator and 2<sup>nd</sup> VP/House league Director are unavailable or incapacitated.

**1.09 NOMINATION PROCESS**

The Administrative Assistant will be responsible for:

- Posting a list of updated nominees prior to the AGM.
- To oversee the conducting of the election of officers at the Annual General Meeting.
- To organize the collection and counting of ballots at the AGM.
- Nominations must be submitted to the Board 30 calendar days prior to the AGM.
- If only one nomination is received 30 days prior to the AGM, then the sole person nominated will become acclaimed to that position.
- A nominee, to be elected must secure a simple majority of total votes cast.
- If more than one person is nominated for a particular position then voting members will vote at the AGM.

- If no nomination is received 30 days prior to the AGM than nominations will be taken from the floor during the AGM.
- To be nominated for President, a nominee must be a currently elected member serving a full term in another position on the Executive.

### **1.10 AMENDMENTS**

No amendment or alteration shall be made to any part of this Constitution except at the Annual General Meeting of the SCFHA and only by a two-thirds majority of the total votes cast. (Exclusion to this will be Article 1.06: Duties of the Executive Council, and only after notification of the Board of Directors.) Notice of any proposed alteration or amendment must be submitted to the 3<sup>rd</sup> VP/Administrative Assistant of the SCFHA in writing no later than 30 days prior to the Annual General Meeting. All notices of any proposed alteration or amendment to the SCFHA Constitution will be made available by the 3<sup>rd</sup> VP/Administrative Assistant in writing, to the SCFHA general membership at least 30 minutes prior to the start of the Annual General Meeting. Amendments to the By-Laws and Playing Rules may be made at any Board Meeting or the Annual General Meeting by a simple majority of votes.

### **1.11 DISSOLUTION OF THE ASSOCIATION/ CORPORATION**

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

## ATTACHMENTS

### SECTION 2: BOUNDARIES

#### 2.1 SCFHA BOUNDARIES

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

# ST. CATHARINES FEMALE HOCKEY ASSOCIATION BY-LAWS

## SECTION 3: BY-LAWS

### 3.1 OVERVIEW

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

### 3.2 GENERAL PLAYING RULES

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

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

### **3.3 REGISTRATION AND PLAYER PLACEMENT**

- 3.3.1 All players affiliated with the SCFHA must, in ink, sign an OWHA Registration form.
- 3.3.2 SCFHA will operate various divisions in the House league as decided by SCFHA Board of Directors. Birth dates for playing seasons will be designated as of December 31<sup>st</sup>.
- 3.3.3 Each House league division shall comprise a sufficient number of teams as are necessary to accommodate the registered players for each division. Such numbers of teams to be of a quantity to permit equal scheduling of games during the playing season.
- 3.3.4 Players registered to participate in the SCFHA will be appointed to House league teams, using the player evaluations and survey results as guidelines by the 2<sup>nd</sup> VP/House league Director and his/her committee.
- 3.3.5 No player will be accepted by SCFHA who is signed with any other OWHA sanctioned league, nor will any player registered sign with any other league without first obtaining a written release. The only exception to this would be school hockey.
- 3.3.6 Players will not be accepted by SCFHA while under suspension from any other league.

- 3.3.7 Players are eligible to play in one division only, unless otherwise approved by SCFHA Board.
- 3.3.8 The maximum number of coaching staff will consist of a coach, two assistant coaches, a trainer and a Manager. It is strongly recommended that a trainer of each coaching staff be a woman.
- 3.3.9 A latecomer to the house league will be placed on a neutral team, if possible, for evaluation before being placed on her final team.
- 3.3.10 All registered players must have paid their SCFHA registration fees prior to the commencement of the SCFHA season. Any player who has not paid her registration fees by the commencement of the regular season will not be permitted to play until such time as all outstanding fees are paid.

### **3.4 HOUSE LEAGUE PLAYING RULES**

- 3.4.1 This is a non-contact league and contact is prohibited for all levels.
- 3.4.2 Players in forward and defense positions, while practicing, playing, either on bench or in penalty box for SCFHA, will wear skates, shin pads, shoulder pads, elbow pads, hockey gloves, hockey pants, Jill, BNQ throat protector, helmet, mouth guard and face mask. Helmets and facemasks must be CSA approved and chinstrap must be fastened. All equipment should be in proper working order. A player lacking this equipment will not be allowed on the ice until they obtain such equipment.
- 3.4.3 Goalies, while practicing and playing for SCFHA, will wear skates, goal leg pads, body protector, goal gloves, goal arm pads and chest protector or all-in-one body protector, hockey pants, Jill, BNQ throat protector, helmet and face mask. Helmets and facemasks must be CSA approved. Neck guards must be worn. All equipment should be in proper working order. A player lacking this equipment will not be allowed on the ice until they obtain such equipment.
- 3.4.4 Players may not remove any equipment prior to returning to the dressing room at the completion of the game or practice.
- 3.4.5 Teams must play their players in rotation. When a violation of this rule is noted, the proper rotation will immediately be re-

- established. For repeated violations, the coach will be referred to the Program Coordinator and/or the 1<sup>st</sup> VP/House league Director.
- 3.4.6 Rotation Systems: as per draft coaching philosophy (rulebook).
  - 3.4.7 No game shall commence without an official game sheet, which has been properly filled out. If the game is delayed due to an improperly completed game sheet, a two-minute bench penalty may be assessed. Any late arriving players are to be placed at the bottom of the rotation
  - 3.4.8 In case of injury to a player or equipment repair, the last player from the previous shift will replace her. Should the player be unable to play her next shift, the team will follow regular rotation rules.
  - 3.4.9 Any house league player, who receives a major penalty and is ejected from the game, will proceed immediately to the dressing room. Other players will serve her penalty and the line up will be shortened accordingly. No player, serving a penalty she did not incur, will sit in the box for more than two (2) minutes.
  - 3.4.12 Players may not step on the ice until the Zamboni is off the ice and the doors are closed.
  - 3.4.13 At the completion of the game, teams must exit the ice promptly under the direction of the referees.
  - 3.4.14 Each team must have a properly equipped goaltender for each game.
  - 3.4.15 If a goaltender is injured or becomes sick during the game and is unable to continue, the team is allowed five (5) minutes to dress a player and resume the game. When a goaltender designated to play a specific game is unable to play due to injury or illness, the coach may designate another player from his team to play in net.
  - 3.4.16 Teams must have six (6) skaters plus a goalie to have a legitimate game. Any team having less than 6 skaters may call up a maximum of two (2) players from the next lower age division. No call-ups will be allowed during round robin and championship games.

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

### **3.5 REPRESENTATIVE TEAM PLAYING RULES**

- 3.5.1 Representative teams will be permitted only on the authorization of the SCFHA Board.
- 3.5.2 The SCFHA will be responsible for the organization and collection of funds for the on-ice try-outs. Head coaches will be responsible for handing out team information.
- 3.5.3 Players registered with the OWHA, but not the SCFHA, in the previous year must have "Permission to Skate" or "Release Forms" signed by last year's association to go on the ice.
- 3.5.4 Player releases from a representative team will be conducted in a humane and compassionate manner.
- 3.5.5 SCFHA Representative team players will not play in the SCFHA house league program.
- 3.5.6 Representative team players must play in their own age group unless there are insufficient numbers to form complete teams at that age group, based on the current year registration. Extenuating circumstances may be brought to the 1<sup>st</sup> VP/Representative Director, which will be presented to the SCFHA Board of Directors for review
- 3.5.7 Players interested in playing on the Second or Third representative teams must first obtain a coach's release from the higher rated teams in their own age division.
- 3.5.8 Once a player has been signed to a representative team, the coach and player are mutually committed for the year. Extenuating circumstances may be brought to the 1<sup>st</sup> VP/Representative Director, which will be presented to the SCFHA Board of Directors for review.
- 3.5.9 Representative coaches must provide to the 1<sup>st</sup> VP/Representative Director and Parents, an estimated budget of expenses by

- November 30, Feb 28, and 1 week after the end of the OWHA Provincial Championships.
- 3.5.10 Representative teams will be managed in an organized manner and communication to the parents will be done in writing when necessary.
  - 3.5.11 Representative teams will give all players (parents) a proposed budget and season itinerary. Possible tournaments, leagues and costs to play should be known to all participants prior to the final team roster being chosen.
  - 3.5.12 Representative teams are expected to enter the SCFHA tournament.
  - 3.5.13 Representative teams must submit an interim Income/Expense Statement by December 31 and a year-end Income/Expense Statement to the SCFHA and a copy is to be given to the 1<sup>st</sup> VP/Representative Director on or before the end of the season.
  - 3.5.14 Representative team's financial records are subject to review at any time by SCFHA Board of Directors. Each team must maintain a bank account requiring 2 signatures, and all cash either raised or received by the teams must be deposited in a timely manner.
  - 3.5.15 Representative bills must be paid within 10 days of billing date.
  - 3.5.16 The coach will inform the 1<sup>st</sup> VP/Representative Director of all scheduled games, scores of games, penalties and suspensions during a game.
  - 3.5.17 Representative coaches must attend all meetings relating to the centre for which they are playing in, and comply with the by-laws and rules and regulations of that association.
  - 3.5.18 Representative team exhibition games with boys' teams and leagues not sanctioned with the OWHA must receive approval from the 1<sup>st</sup> VP/Representative Director and the OWHA (48 hours minimum notice must be given).
  - 3.5.19 The Representative team sweaters shall be the responsibility of the coaching staff. The white jerseys will be our home sweaters and the red jerseys will be the visitor's sweaters. They are to be the responsibility of players and their parents during the current

- hockey season. Replacement costs for any reason will be the responsibility of the player's parents.
- 3.5.20 Representative jerseys are to have a Canada Flag sewn on the left shoulder, centered 1" above the left shoulder seam.
- 3.5.21 Sponsors names may be used on competitive team sweaters across the back of the shoulders as well as the players names BUT these MUST be affixed using SPONSOR BARS and only after approval of the SCFHA and must be done by an approved supplier. Should any team not obtain the approval of the SCFHA (the Equipment Director; in writing) then said team will be responsible for the entire cost of replacing the sweaters.
- 3.5.22 Jerseys may have a temporary name patch, sewn on across the back of the sweater, which must be removed at the end of the season. Captain and Assistant Captain designations may also be applied in the same manner.
- 3.5.23 Anything that bears our crest must be approved by the SCFHA Board of Directors. (i.e. sweaters, jackets, sweats, etc.)
- 3.5.24 If a player is to be called on to play in a higher category or age division on a Representative team, her coach must be called first, before the player is asked. The player's coach must give permission for a member of his/her team to play as a call-up. The asking coach may seek three (3) additional players only to reach a maximum of 12 players, including goalies.
- 3.5.25 No call-up players are allowed for Provincial play-downs or Championship games. Tournament Directors also have the right to refuse call-up players to team rosters. Goalies may be exempted from this ruling.

### **3.6 SUSPENSIONS**

- 3.6.1 OWHA protest rules will apply as outlined in the CHA Rule book, with the exception of the following: SCFHA will establish a Discipline Committee under the Chairperson of the 2<sup>nd</sup> VP/House League Director consisting of the President, the 1<sup>st</sup> VP/Representative Director and/or Director of Coach and Player

- Development and any external resource as may be determined by the Board..
- 3.6.2 Any player having been ejected from any game, either house league or Representative shall be automatically suspended from further competition and the Discipline Committee will be made aware of all suspensions within 24 hours of occurrence or return from tournaments. Any member of SCFHA willfully violating the Constitution, by-laws, Code of Conduct or Playing Rules of SCFHA or refusing to abide by the decision of the Board shall be subject to suspension by the Discipline Committee.
  - 3.6.3 Any coach, assistant coach, manager, trainer, player or team official receiving major or misconduct penalties, may be subject to further suspension at the discretion of the Discipline Committee. Additional incidents will result in further disciplinary action.
  - 3.6.4 Any player, while playing as a call-up player, who receives a suspension, must serve her suspension in her own team's scheduled games. No other game, in which she is a call-up player, may serve to satisfy the suspension.
  - 3.6.5 Anyone under a suspension, who knowingly participates in a game, will be suspended indefinitely pending a SCFHA hearing, and the team will automatically forfeit the game(s) in question. Any coach or team official, who knowingly plays a player under suspension, will themselves be suspended indefinitely, pending a SCFHA hearing.
  - 3.6.6 The referees are in charge of the game, and persistent and/or inappropriate questioning of their decisions, or harassment, during a game will not be tolerated. Justifiable complaints may be made in writing to the Board of Directors. The Board's decisions shall NOT be subject to appeal.
  - 3.6.7 Any coach, assistant coach, manager or trainer refusing to finish a game, or leaving the bench in protest may receive a suspension up to one calendar year.
  - 3.6.8 Any player incurring a total of three (3) or more stick penalties during the same game shall be ejected from the game.

- 3.6.9 The referee on duty, the Referee-in-Chief, the Program Coordinator or any member of SCFHA Board of Directors may put any coach, assistant coach, manager, trainer or player on report for her/his conduct off the ice in the arena. The Discipline Committee shall determine the suspension given.
- 3.6.10 Use of any tobacco product by any SCFHA personnel, member or player is not permitted on the bench, on the ice, or in the dressing rooms. The referees or Board of Directors will issue a warning for the first offense, a bench penalty for the second and a game misconduct for each subsequent offense. Further offenses shall be brought before the Board.
- 3.6.11 Inebriation while in charge of a team or participating in a game will not be tolerated. Drugs and alcoholic beverages are not permitted in the arena and any player or team official found to be in violation of this rule would be immediately suspended until his/her case has been reviewed by the Board.
- 3.6.12 Any coach, assistant coach, manager, trainer or player in attendance at a game while under suspension may not go near the team's dressing room or player's bench and will conduct themselves in a proper manner. If this rule is not obeyed, the suspension may be increased at the discretion of the Discipline Committee.
- 3.6.13 Any coach, assistant coach, manager, trainer or player receiving a game or match penalty during a game or after a game, while still part of that event, must be reported to the 1<sup>st</sup> VP/Representative Director immediately without delay. The SCFHA Discipline Committee will be notified without delay. The game sheet is to be forwarded within 24 hours to the 1<sup>st</sup> VP/Representative Director for any further disciplinary action and/or hearing.
- 3.6.14 All game sheets from any competitive team that have major penalties, fighting or game suspensions, must be given to the 1<sup>st</sup> VP/Representative Director within 48 hours from returning from a tournament, exhibition, or league game for review, and any suspension may be further increased by the Discipline Committee.

Failure to adhere to this rule may result in the coaching staff being suspended from all games, including exhibition games until such game sheets are submitted.

### **3.7 GAME PROTESTS**

3.7.1 All protests must be in writing, accompanied by an appeal fee of Fifty Dollars (\$50.00) and be presented to a member of the Discipline Committee within 48 hours of completion of the game in question. The appeal fee will be refunded if the protest is upheld.

### **3.8 HOUSE LEAGUE PLAYOFFS**

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

3.8.2 Playoff rules will be distributed to participants prior to the start of playoffs.

3.8.3 See House league Handbook for further details.

### **3.9 HOUSE LEAGUE AWARDS**

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

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

### **3.10 EQUIPMENT**

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

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

- 3.10.3 Goalies must wear skates, goal leg pads, body protector, goal gloves, goal arm pads and chest protector or all-in-one body protector, hockey pants, Jill, BNQ throat protector, helmet and face mask. Helmets and facemasks must be CSA approved. Neck guards must be worn. All equipment should be in proper working order. A player lacking this equipment will not be allowed on the ice until they obtain such equipment.
- 3.10.4 All player uniforms must be worn in their entirety. All House league players will wear their sweaters of the appropriate sponsor for all games. Representative team players must wear their socks and sweaters of the appropriate sponsor for all games.

# ST. CATHARINES FEMALE HOCKEY ASSOCIATION INC.

## CODE OF CONDUCT

### SECTION 4: CODE OF CONDUCT

#### 4.1 CODE OF CONDUCT

This Code of Conduct identifies the standard of behaviour, which is expected of all St. Catharines Female Hockey Association (SCFHA) members, including athletes, coaches, parents, directors, volunteers, staff and chaperones. SCFHA is committed to providing a sporting environment in which all individuals are treated with respect. Members of SCFHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviors that are disrespectful, offensive, abusive, racist or sexist. In particular, behavior that constitutes harassment or abuse will not be tolerated by SCFHA. During the course of all SCFHA activities and events, members shall avoid behavior that brings SCFHA or the sport of female hockey into disrepute. SCFHA members shall at all times adhere to SCFHA's constitution and bylaws, to rules governing SCFHA events and activities and to rules governing any competitions in which the member participates on behalf of SCFHA.

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

## **4.2 STAND ALONE HARASSMENT AND ABUSE POLICY**

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

## **4.3 STANDARDS OF BEHAVIOUR**

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

- Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance
- Practical jokes which cause awkwardness or embarrassment endanger a person's safety or negatively affect performance
- Unwanted or unnecessary physical contact including touching, patting or pinching
- Unwelcome flirtation, sexual advances, requests or invitations
- Any form of hazing
- Any form of physical assault
- Any form of Bullying as described by a person expressing their power through the humiliation of another person.
- Any sexual offence including sexual assault
- Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment

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

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

#### **4.4 RECEIVING A COMPLAINT**

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

Once an incident is reported, the role of the official is to serve in a neutral, unbiased capacity in receiving the report of the incident, advising the parents or guardians of the incident (if the person who has experienced the harassment is a minor), and assisting in an **informal** resolution of the complaint, where this is appropriate. Details of the complaint and actions taken must be put in a written report to the Board by whichever official has dealt with the complaint. If an official considers that he or she is unable to act in this capacity, the complaint shall be referred to the President, 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> VP who will immediately deal with the complaint in accordance with this policy.

#### 4.5 FACT FINDING

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

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

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

#### 4.6 PROCEDURES FOR REVIEWING COMPLAINTS

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

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

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

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

If at any point in these proceedings, the complainant becomes reluctant to continue, it shall be at the sole discretion of the Board to continue the review of the complaint in accordance with this policy. After reviewing and deciding any harassment matter, the Panel shall present its findings in a report to the Board with a copy provided to both the complainant and respondent. This report shall contain:

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

#### **4.7 IMPOSING DISCIPLINARY SANCTIONS**

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

- The nature and severity of the harassment or abuse
- Whether the harassment or abuse involved any physical contact
- Whether the harassment or abuse was an isolated incident or part of an ongoing pattern of behaviour
- The nature of the relationship between the complainant and harasser
- The age of the complainant
- Whether the perpetrator had been involved in previous harassment incidents
- Whether the perpetrator admitted responsibility and expressed a willingness to change
- Whether the perpetrator retaliated against the complainant

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

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

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

#### **4.8 APPEAL MECHANISM**

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

Permissible grounds for an appeal are:

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

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

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

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

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

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

decision of the Panel, where the acts complained of constitute harassment.