



Frontenac Girls' Hockey Association

'Frontenac Fury'

Constitution and By-laws

March 2019

CONSTITUTION

ARTICLE 1

This organization shall be known as the Frontenac Girls' Hockey Association (FGHA).

ARTICLE 2

The mission of the FGHA is to:

- Promote and govern hockey for girls who are interested in playing recreational (house) and competitive hockey in the County of Frontenac.
- Promote hockey as a game played primarily for enjoyment while also fostering skill development, fair play and teamwork within our association and other organizations.
- Ensure that each player, to the extent possible, will be able to participate in a hockey program suited to that player's skill and abilities.
- Foster safety and respect in the game and of the game for all participants involved.
- Exercise supervision and direction over its players, coaches, managers, spectators, and board, with emphasis on the development of good character and community.
- Support the aims and objectives of the Ontario Women's Hockey Association and adhere to all rules within its framework.
- Administer the Association without purpose of monetary gain for its members.

ARTICLE 3

The Executive shall approve a logo (Frontenac Fury) from time to time associated with the name. Any use of the name and/or logo shall be approved by the Executive prior to use. Any change to the name or logo must be approved by the general membership at the Annual General Meeting prior to use.

ARTICLE 4

FGHA shall collaborate with the Frontenac County Arena Board with respect to its leadership and decision-making to support the growth of girls' hockey at the Frontenac Community Arena. The FGHA shall annually affiliate with the Ontario Women's Hockey Association (OWHA), Hockey Canada, and any other organization the Executive shall deem appropriate, required or beneficial.

ARTICLE 5

Membership in the FGHA shall consist of all players registered to play in various age categories; and, coaches, managers, trainers, Executive members (including any committee members), and one parent or guardian of each player registered. Members over the age of 18 are eligible to vote.

Furthermore, a member is considered to be in good standing if all fees due have been paid and he or she is not currently under suspension.

ARTICLE 6

The Executive shall consist of at least 8 members made up from a combination of the following positions:

- President
- Vice- President
- Registrar
- Treasurer
- Secretary
- Scheduling Convenor
- Equipment Convenor
- Development Convenor
- House Convenor
- Competitive Convenor
- First Shift/IP Convenor
- Publicity/Communication Convenor
- Fundraising Convenor
- OWHA Liaison
- Tournaments Convenor

One person may hold more than one position, but not more than three positions at one time. The term of office shall be for one year from the date of the annual meeting to the date of the next annual meeting. A person may be re-elected to the Executive at the expiration of his or her term of office no more than four consecutive years without a vote of two-thirds majority of the Members present at the Annual General Meeting. An Executive member does not have to be a player or a parent/guardian of a player.

Should any Executive member fail to attend three successive Executive Board meetings without authorization from the President, that member's appointment to the Executive Board may be terminated upon a two-thirds vote of the Executive Board members. Any Executive member may also be terminated from the Executive Board for non-performance of their duties or conduct unbecoming an Executive member by a two-thirds majority vote of the Executive Board. If the member's appointment is terminated or, if an Executive Board member resigns during the term, the Executive may appoint another adult Member to take his or her place until the next Annual General Meeting.

Should any position on the Executive remain vacant after the Annual General Meeting due to an absence of nominations, the Executive may appoint a person to the position until the next Annual General Meeting.

The Executive may appoint people to perform certain administrative functions. The Executive shall determine the scope of each such administrative function.

Any paid member may attend Executive Board meetings and shall have voting privileges at the Annual General Meeting (not Executive meetings).

All Executive positions are strictly voluntary. Executive members shall not realize any financial gain from any activity undertaken in the performance of their regular duties as an Executive member.

The first meeting of the Executive Board must be held before June 30 in each year. Executive board meetings are to be held on a regular basis on a date and time mutually agreed upon by the Executive members.

There must be a quorum of 51 per cent of the Executive members present to conduct a meeting. Each Executive member may cast one vote, except for the President. In the event of a tie, the President may cast the deciding vote. An Executive member must declare a conflict of interest and abstain from voting on any motion where they might have pecuniary involvement and/or be involved directly in a disciplinary matter that directly involves a decision concerning themselves.

Executive meetings will generally be limited to Executive members and appointees. Any member or group of members may request a meeting with the Executive to discuss a particular concern. Such a meeting will be arranged, usually at the next scheduled meeting. The concern of the member or members will be the first item on the agenda, after which the Executive will meet privately to reach a final, binding decision on the matter.

The Executive is empowered to recruit, hire and pay from FGHA funds, staff, consultants, professionals and others as they deem appropriate for compliance with the Constitution and By-laws, any regulations or legislation and the efficient operation of the FGHA. All hiring and associated costs and expenses shall be reported at the Annual General Meeting.

ARTICLE 7

The Annual General Meeting ("AGM") for the FGHA shall be held on a date set by the Executive after the conclusion of the regular season. Notice of the AGM will be given to all members a minimum of 21 days in advance. Quorum for the AGM includes a majority of the Executive. Copies of the Constitution and By-laws and the minutes from the previous year's AGM must be available.

The order of business of the AGM shall include presentation of annual reports by the Executive, presentation of amendments to the Constitution and/or By-laws, vote on any amendments and election of new Executive members.

Eligible voters at the AGM are all members, age 18 and over, in good standing and in attendance. Only one vote per Eligible voter is permitted. No proxy votes will be permitted. A simple majority vote of voters present shall carry all issues except amendments to the Constitution and By-laws, which must be passed by a two-thirds majority of those eligible voters present at the AGM.

A motion to amend the Constitution or By-laws recommended by an eligible voter must be presented to the Secretary in writing by a minimum of 30 days before the AGM and the Secretary must post the proposed amendments on the website a minimum of 15 days before the AGM.

Any Eligible voter may nominate anyone for a position on the Executive. All positions are open to everyone, with the exception of the President. To be eligible to stand for President, the nominee must have served at least one

term on the Executive. If a nominee is unable to attend the meeting, a signed note of consent must be submitted with the nomination.

The method for nominations and voting shall be as follows: the Secretary shall call for nominations for each position. Nominations can be made at the AGM or anytime during a 21-day period prior to the AGM, in writing to the Secretary. Each nomination shall be moved and seconded by a member. The nominee must consent to the nomination. After nominations for each position are closed by a vote, each nominee may, prior to the vote being taken, be permitted to speak to the nomination for not more than two minutes. Nominees may withdraw their name at any point in the voting process. Voting may be by show of hands. The Secretary shall tally the votes received for each nominee. The nominee with the highest number of votes shall be elected. If there is a tie vote, the vote shall be taken a second time. All voting shall be done in open with no secret ballots permitted. If a person is not successful in the vote for one position, they are eligible to be nominated for another position on the Executive.

The voting is done for each position in order starting with the President, Vice-President, Registrar, Treasurer, Secretary, Scheduling Convenor, Equipment Convenor, and, if applicable, House Convenor, Competitive Convenor, First Shift/IP Convenor, Publicity/Communication Convenor, and Fundraising Convenor.

ARTICLE 8

The FGHA shall be financed through annual registration fees, competitive team fees, development fees, association fundraising efforts, team sponsors, and grants from municipal, provincial and federal governments. The Treasurer shall ensure that the financial records are reviewed annually by an outside, independent accountant. Unaudited financial records must be available at the AGM. The Executive shall appoint an auditor as it deems appropriate or as required by legislation, or required by County of Frontenac or at the AGM, a majority of the membership present vote to have the unaudited financial statements audited.

ARTICLE 9

The President may from time to time appoint a Chairperson for a committee to handle a specific function for the FGHA. The Chairperson shall recruit members to serve on the committee. The President sits as an ex-officio member of each Committee. The committee Chairperson is responsible for reporting back to the Executive on the work of the committee.

In particular, the Convenor responsible for Development shall act as Chairperson for a Coach Selection Committee should not be required. The Chairperson shall appoint a minimum of three other persons to the Committee including the President.

The Coach Selection Committee ("CSC") shall develop an application process and ensure that the process is posted on the website. The application process may include an interview. The CSC shall review all applications and conduct all interviews in a fair and impartial manner. The CSC shall report to the Executive on the outcome of the application process and their recommendation to the Executive for the next season's coaches. The Executive shall vote on the recommendation for each team. Any member of the Executive who has applied to

coach shall not vote on the coaching decision for the team he or she has applied for. All applicants will be notified of the coaching appointments. The selection of coaches for the following season shall be completed on or before July 31. Coaching appointments may be made for a term of greater than one year.

ARTICLE 10

The FGHA Executive has the responsibility and power to take action within the scope of the Constitution and By-laws. The Executive are authorized to pass by-laws and resolutions; approve rules and regulations, and operational policies to govern the administrative and operation of the league, within the guidelines of the OWHA; manage financial affairs of the organization, including setting fees and entering into contracts and to otherwise take such actions and do such things as they consider necessary to fully and completely achieve the objectives of the association; suspend or expel anyone for notorious or foul behaviour at any meeting or gathering in the interests of girls' hockey, or for any unacceptable infringements of the code of conduct, rules and regulations of the FGHA or of the OWHA; and suspend or discipline any coach, manager, player, member or other official connected with FGHA; resolve all difficulties arising from emergency situations not provided for in this constitution, or regulations, or in the rules of competition.

The Executive shall decide any matter which is not specifically covered by the Constitution and By-laws, policies, procedures or other regulations or rules. The Executive may appoint officials or other volunteers as it shall consider necessary for the efficient operation of the FGHA.

If the FGHA disbands or ceases to exist, the assets and funds of the organization shall be transferred to and held in trust by the Community Arena Board pending resolution and distribution of such assets and funds.

BY-LAWS

BY-LAW No. 1

Age of Players

1. The minimum age for registration is six years of age as of December 31 of the year in which the season begins. Younger players may be accommodated if skill and space permits as determined by the Executive.
2. The ages of players per team division is established by OWHHA and FGHA shall conform to the OWHHA provisions.
3. Requests for players to play above the age levels established should be sent to the Convenor responsible for Competitive Hockey or the Convenor responsible for House League Hockey, as appropriate. The Convenor responsible shall consider such requests in consultation with affected coaches. Permission for a player to play above her level will be granted only in exceptional cases and with due regard for the welfare of the league, the welfare of the player and the ability of the player. Permission to play above their age limit is required annually and approval one year does not guarantee approval in subsequent years. Each year's application shall be considered afresh.

BY-LAW No. 2

Registration

1. The Executive shall establish annually, a registration process and post the process on the website including the method of payment of the required registration fees. The process shall reference the association's privacy policy, which will state the policy for gathering of the necessary personal information. Personal information shall include, but not be limited to, the player's name, date of birth, address, contact information, parent/guardian name and contact information, necessary player medical information and any other information required for safe play and league/team organization.
2. Payment of registration fees must be received prior to the beginning of the regular playing season. If registration fees are outstanding, the player may be suspended from playing or practising until such time as the member has returned to good financial standing, or individual arrangements have been approved by the Executive.
3. The Executive shall establish annually, what is included in registration fees. Items covered by registration fees could include but are not limited to: number of practices, number of games, apparel, equipment, insurance, association fees, photographs, trophies, etc.
4. Player Release requests are to be communicated to the Convenors responsible for House and/or Competitive Hockey. Player release requests are granted only to members in good financial standing.
5. Permission to Skate requests are to be communicated to the Convenors responsible for House/Competitive Hockey and must be signed by either the President or the Convenor responsible for Competitive Hockey.

BY-LAW No. 3

Discipline

1. A Committee consisting of the President, Officials' Convenor, Convenor responsible for Competitive Hockey, and Convenor responsible for House League shall be responsible for disciplining players, coaches, Executives, parents and all other members as necessary.
2. Any complaints or matters requiring the committee are to be provided to the President in writing and the President shall call a meeting of the Committee to hear the complaint, hear from any concerned members, and hear from any other persons deemed relevant by the Committee. The Committee shall consider the issue and determine what action, if any, shall be taken. The President shall inform all interested parties and the Executive of the Committee's decision. The decision of the Committee shall be final.
3. OWHA minimum suspension guidelines will be enforced but these guidelines will not restrict FGHA's right to impose further penalties in addition to these minimums.
4. Coaches must inform the President and the Convenor responsible for Competitive Hockey or the Convenor responsible for House League Hockey, as appropriate, of any suspensions to his/her players or team officials. Failure to do so may result in further disciplinary action.

BY-LAW No. 4

Roles and Responsibilities

1. The Executive shall establish roles, responsibilities and expectations of a number of positions including but not limited to convenors, coaching/bench staff, and any hired staff. The Executive shall provide the roles, responsibilities and expectations to the person holding the position (see By-Law No. 14).
2. The Executive shall, annually, review the roles, responsibilities and expectations, and amend as required to ensure that the document is reflective and accurate.

BY-LAW No. 5

Coach/Bench Staff Duties and Responsibilities

1. All Coaches/Bench Staff must be properly registered with FGHA.
2. Coaches/Bench Staff are expected to instill good sportsmanship in their players while teaching hockey skills appropriate to the age level of the players.
3. FGHA shall develop a Coaches' Manual and provide same to all coaches annually. Further duties and responsibilities of Coaches/Bench Staff may be set out in the Coaches' Manual and same shall be adhered to or the Coach/bench staff may be subject to disciplinary action.
4. Coaching/Bench Staff are responsible for ensuring that all players are wearing required equipment properly fastened.
5. All Coaching/Bench Staff must wear helmets, properly fastened, while on the ice. All youth under the age of 18 must wear a helmet properly fastened both on the ice and on the bench.

6. All Coaches/Bench Staff must have valid criminal reference check/annual offence declaration before they can coach players.
7. Coaches/Bench Staff shall work with the Registrar to ensure that all criminal reference checks and/or vulnerable sector screenings are submitted prior to the beginning of regular playing season.
8. All on-ice volunteers must be at least two years older than the division age limit they are associated with, excluding volunteers 18 years and older.
9. All on-ice volunteers that are not on an association roster must supply proof of insurance, and criminal record check.

BY-LAW No. 6

Manager Duties and Responsibilities

1. All Managers must be properly registered with FGHA.
2. Team Managers are expected to instill good sportsmanship in their players.
3. FGHA shall provide instructions to Team Managers on various operational expectations prior to the beginning of the season. Further duties and responsibilities of Team Managers may be set out from time-to-time by the FGHA and same shall be adhered to or the Team Managers may be subject to disciplinary action.
4. Team Managers are responsible for ensuring that all players and families have signed the FGHA Code of Conduct at the first practices and before the first game. Managers must maintain a hard copy record for the duration of the season.
5. All Managers must have valid criminal reference check/annual offence declaration before they can coach players.
6. Managers shall work with the Coaches/Bench Staff/Registrar to ensure that all criminal reference checks and/or vulnerable sector screenings are submitted prior to the beginning of regular playing season. Managers will maintain the records for the duration of the season.
7. Managers shall work with the Coaches/Bench Staff/Registrar to ensure that at least one player parent has completed the OWHA mandated Respect in Sport program. Managers will maintain the records for the duration of the season.
8. Managers will be responsible for maintaining team equipment and jerseys.
9. Managers will be the first point of communication contact for families. All issues/concerns should be addressed at the team level first (with assistance/support of Coaches/Bench Staff) before being brought to the Executive.

BY-LAW No.7

House League Play

1. The Executive shall establish rules and responsibilities and expectations of the house league program annually. These rules may require amendment based upon number of registered players. The rules and

responsibilities and expectations shall be communicated to the players by the Convenor responsible for House League.

2. The FGHA is committed to offering a viable house league and will make all reasonable efforts to ensure a viable house league is maintained. All teams must carry a minimum of 10 players and maximum of 16 players unless otherwise directed by the Executive.
3. FGHA is committed to the principle of equal ice time for all house league players.
4. Age categories in House League are flexible depending on registration numbers and player calibre.
5. Playoff format is at the discretion of the Convenor Responsible for House League.

BY-LAW No. 8

Competitive Play

1. FGHA will offer Competitive hockey in an age division as per OWHA guidelines depending on registration numbers and player calibre. This might include a direct agreement with the OWHA and/or an agreement with another association and approved by the OWHA.
2. Competitive play shall be the direct responsibility of the Convenor responsible for Competitive Hockey.
3. Competitive coaches and players should be aware that they reflect the FGHA and the County of Frontenac, and they are expected to conduct themselves accordingly.
4. Tryouts will be arranged and advertised as early as possible in the season. Player selection is the decision of the coaching staff. All teams must carry a minimum of 15 skaters and 2 goalies unless approved by the Convenor Responsible for Competitive Hockey and the Executive. Unless approved, the team will be assessed a fee to offset the deficiency in the number of players registered to the team.
5. A Rep Fee will be assessed for each team to offset program costs. The fee will be assessed for the team regardless of the number of players on the roster. The Rep fee must be paid by dates determined by the Executive.
6. Competitive teams are responsible for their own expenses for all tournaments, extra ice time, development and training, jerseys, etc.
7. Each Competitive team shall be responsible for following rules provided by the Convenor responsible for Competitive Hockey. Said rules to be reviewed annually for accuracy and relevance. Rules shall include, but not be limited to, equipment, apparel, volunteers, tournament obligations, number of tournaments, coaching staff, etc. The rules shall be conveyed to the coaches by the Convenor responsible for Competitive Hockey at tryouts.

BY-LAW No. 9

Tournaments

1. The Executive must approve of any tournaments hosted by FGHA. The President is responsible for any and all applications and obtaining all approvals required to host a tournament.
2. Tournament funds and expenses are to be maintained separately from general operating funds.

BY-LAW No. 10

Fundraising

1. All members have a responsibility to support the fundraising projects of FGHA to the greatest degree possible.
2. The Fundraising Convenor, if one exists, is responsible for league-wide fundraisers/sponsorships with the support and assistance from the Executive.
3. A full accounting of all league-wide fundraising activities/sponsorships and finances is to be submitted to the Treasurer on a regular basis.

BY-LAW No. 11

Bursaries

1. The Jessie Arthur Bursary will be allocated to a candidate that meets the financial criteria as determined by the Executive, and support to play with the FGHA. Other means of financial support will be offered at a corporate level.

BY-LAW No. 12

Banking arrangements

1. The banking business of the FGHA, or any part thereof, shall be transacted with such banks, trust companies or other financial institutions as the Executive may designate, appoint or authorize from time to time by resolution.
2. All such banking business, or any part thereof, shall be transacted on the FGHA's behalf by two or more members of the Executive.
3. Business transacted with banks, trust companies or other financial institutions shall have two signatories and any two shall authorize the withdrawal of funds.
4. Competitive teams must establish their own bank accounts each season and maintain and operate their own budgets and finances. Competitive teams must provide a monthly accounting to the Convenor responsible for Competitive Hockey for presentation at regular Executive meetings. Competitive teams may not carry balances forward from season to season, and all bank accounts must be closed at the end of each season. They are a completely separate and independent operation.

BY-LAW No. 13

Policies & Procedures

1. The FGHA will maintain various policies and procedures to oversee its operations including but not limited to: Refund Policy, Code of Conduct (Officials' & Parent Contracts), Dressing Room Policy etc.
2. The FGHA will defer to OWHF policies where a FGHA Policy does not exist.
3. The FGHA will make these policies available at the time of registration and on the FGHA website.

4. The Executive will review these policies at least every two years prior to the start of the new season.

BY-LAW No. 14

Roles and Responsibilities of the Executive

1. The President shall:

- a. Preside over all regular Executive meetings and the Annual General Meeting;
- b. Preside over the Discipline Committee;
- c. Assist the Secretary to prepare monthly meeting agendas;
- d. Set the schedule, including date, time and location, for regular and any additional meetings of the Executive;
- e. Participate as an ex-officio member of any committee of the Executive;
- f. Act as the FGHA Competitive at meetings of other organizations which required FGHA or appoint another Member of the Executive to represent FGHA at said meeting or meetings;
- g. Have signing authority on all FGHA bank accounts; and
- h. Such other duties as agreed from time to time with the Executive.

2. The Vice-President shall:

- a. Act as the President in the President's absence;
- b. Assist the President as determined by the President and the Vice-President from time to time;
- c. Act as House Convenor; and
- d. Such other duties as agreed from time to time with the Executive.

3. The Registrar shall:

- a. Organize the annual registration of players;
- b. Maintain a proper database of players and protect its privacy;
- c. Process registration forms and keep accurate records of players registered in each age category;
- d. Make registration lists available to the Executive or as they require;
- e. Work with the Treasurer to develop a budget;
- f. Collect registration fees and submit them to the Treasurer;
- g. Complete all proper registrations with the OWHHA including payment of requisite fees (unless a separate OWHHA Liaison exists);
- h. Keep a separate record of all non-resident or non-rate payer players;
- i. Keep accurate records of all volunteers including criminal reference checks or vulnerable sector screenings, coaching certificates and trainers' certificates;
- j. Book hotels to include all house FGHA teams, and register all the teams for two tournaments per season as per the Executives recommendations (or a designate); and
- k. Such other duties as agreed from time to time with the Executive.

4. The Treasurer shall:

- a. Collect and properly record all funds directed to the FGHA;
- b. Verify and pay or cause to be paid all accounts by cheque;
- c. Submit regular statements of income and expenses to the Executive;
- d. Submit a full financial report at the Annual General Meeting;
- e. Review Competitive team financial statements annually;
- f. Have signing authority on all FGHA bank accounts;
- g. Notify members of outstanding fees and make all attempts to collect fees as directed by the Executive;
- h. Work together with the paid staff of FGHA to ensure full compliance with the above;
- i. Make all required provincial and federal corporate filings in accordance with legislation and regulations;
and
- j. Such other duties as agreed from time to time with the Executive.

5. The Secretary shall:

- a. Record all minutes of all meetings of the Executive and the Annual General Meeting;
- b. Prepare agendas in consultation with the President for all Executive meetings and the Annual General Meeting;
- c. Notify all Executive members of all meetings;
- d. Notify all Members of the Annual General Meeting;
- e. Make arrangements for the location of all meetings;
- f. Prepare all correspondence for the Board unless otherwise directed by the Executive;
- g. Maintain the corporate records including the meeting minutes; and
- h. Such other duties as agreed from time to time with the Executive.

6. The Scheduling Convenor shall:

- a. Be responsible for ice scheduling in consultation with the Executive and the Kingston Ice Wolves;
- b. Work closely with the Treasurer to minimize ice and referee costs;
- c. Reconcile the invoices for ice with the schedule and submit approved invoices for payment;
- d. Attend the annual LLFHL scheduling meeting to assist coaches/managers with scheduling;
- e. Be responsible for recruiting a Officials' Convenor; and
- f. Such other duties as agreed from time to time with the Executive.

7. The Equipment Convenor shall:

- a. Maintain the FGHA equipment inventory including but not limited to jerseys, First Aid Kits etc.;
- b. Ensure jerseys are returned by the end of the season. A post-dated cheque is also required at the beginning of the season from each player;
- c. Ensure hoodie and sock orders are submitted at the beginning of the season to the supplier approved by the Executive. Hoodies will have sponsor names on the back of them in order to advertise their contribution;

- d. Coordinate with competitive teams to ensure the Competitive Convenor and/or competitive team managers purchase their own jerseys, and assign them to players accordingly;
- e. Organize and coordinate the online store for the FGHA that includes many items that support girls hockey; and
- f. Such other duties as agreed from time to time with the Executive.

8. The Development Convenor shall:

- a. Organize and operate a development program for players and goalies;
- b. Oversee the development and maintenance of a Coaches' Manual
- c. Work with the Treasurer to develop a budget;
- d. Co-ordinate required Coach, Trainer and Referee Clinics;
- e. Chair the Competitive Coach Selection Committee;
- f. Attend coaches' meetings;
- g. Recruit Competitive team coaches in collaboration with the Vice-President;
- h. Support the First Shift program; and
- i. Such other duties as agreed from time to time with the Executive.

9. The House League Convenor shall:

- a. Be responsible for the operations of the house league division;
- b. Organize a hockey school for interested players;
- c. Organize teams taking into account player age, calibre and number of players;
- d. Recruit and assign coaches to teams;
- e. Prepare and distribute team lists and schedules to coaches;
- a. Co-ordinate equipment requirements junior house league teams;
- b. Work with the Treasurer to develop a budget;
- c. Communicate as needed with the liaison appointed by the Convenor responsible for Competitive Hockey and keep junior house league coaches informed of all developments pertaining to their teams including, but not limited to, tournaments, OWHHA rulings, schedules, disciplinary action, league policies;
- d. Act as a member of the Discipline Committee;
- e. Co-ordinate ice and referee requirements with the Scheduling Convenor;
- f. Schedule and preside over a minimum of one managers' and one coaches' meeting per year; and
- g. Such other duties as agreed from time to time with the Executive.

10. The Competitive Convenor shall:

- a. Be responsible for the operations of the Competitive team division;
- a. Co-ordinate equipment requirements for Competitive teams;
- b. Work with the Treasurer to develop a budget;
- c. Appoint an individual to act as a liaison with the OWHHA and any leagues in which the FGHA participates;
- d. Keep Competitive team coaches informed of all developments pertaining to their teams including, but not limited to, tournaments, OWHHA rulings, schedules, disciplinary action, league policies;

- e. Act as a member of the Discipline Committee;
- f. Schedule and preside over a minimum of one managers' and one coaches' meeting per year;
- g. Act as a member of the Competitive Coach Selection Committee;
- h. Recruit Competitive coaches and other team staff, preside over the Competitive Coach Selection Committee and participate in the training of coaches; and
- i. Such other duties as agreed from time to time with the Executive.

11. The Publicity Convenor shall:

- a. Be responsible for all publicity for FGHA through social media and any other means deemed appropriate;
- b. Prepare and distribute newsletters, registration forms and other notices to members and potential members and the public as directed by the Executive;
- c. Be responsible for the FGHA website management and content;
- d. Co-ordinate publicity for all FGHA tournaments;
- e. Arrange media coverage for FGHA special events as directed by the Executive;
- f. Arrange for team photos for all teams and players;
- g. Work with the Fundraising Convenor on marketing initiatives for sponsorships and member recruitment; and
- h. Such other duties as agreed from time to time with the Executive.

12. The Fundraising Convenor shall:

- a. Be responsible for sourcing, securing, recognizing and managing sponsorships;
- b. Co-ordinate all fundraising activities including tournament vendors;
- c. Actively seek grants from the County of Frontenac, and other sources, with the support of the Executive;
- d. Arrange for sponsorship recognition annually;
- e. Organize special events with the direction and assistance of the Executive; and
- f. Such other duties as agreed from time to time with the Executive.

13. The Officials' Convenor shall:

- a. Co-ordinate referee scheduling requirements; and
- b. Officials' Convenor may receive an annual honorarium to be decided by Executive.