



Policy and Procedure
Rules and Regulations
 Updated June 2009

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POLICY AND PROCEDURE

Officers

The officers of the **Peterborough Ice Kats** shall be President, four (4) Vice Presidents, Secretary, Treasurer, and Registrar.

Executive Board

The Executive Board shall consist of the Officers, and at least four (4) appointed directors to include Ice Scheduler, Referee-In-Chief, Tournament Director, Lower Lakes Female Hockey League Liaison. The Executive Board may appoint a Director without portfolio.

Directors of the Peterborough Ice Kats

The Executive Board shall appoint on a yearly basis directors to sit on the executive board. The directors shall attend all Executive Board meetings and will report regularly on any progress in their portfolio.

Convenors of the Peterborough Ice Kats

The Executive Board shall appoint on a yearly basis Convenors, who will attend **Peterborough Ice Kats** meetings at the request of the Executive Board. Convenors shall include: Equipment Convenor, Sponsorship Convenor, and House League Division Convenors.

- The 3rd & 4th Vice Presidents shall appoint convenors for each of their house league divisions. The 3rd & 4th Vice Presidents will meet regularly with their house league convenors and make regular reports to the Executive Board regarding the house league.

Duties of Directors

Scheduler

- Attend Executive Board meetings of the **Peterborough Ice Kats**
- Will be the only **Peterborough Ice Kats** contact to the city concerning ice rentals.
- Will report assigned ice times to 2nd Vice President (Rep Teams) for distribution to rep teams
- Will give ice times to 3rd & 4th Vice Presidents (House League) for assigning of house league ice time
- Attend rep coaches meetings to discuss ice allocations. Will provide ice time rules & regulations to all rep teams (payment, turn in, booking of etc.)
- Only contact for rep teams concerning ice cancellations or ice availability.
- Work with the Treasurer in collecting ice rental payments from teams who are in arrears.

Referee-In-Chief

- Attend regular meetings of the **Peterborough Ice Kats**.
- Schedule referees for all games and tournaments.
- Organize referee clinics for reviewing rules and developing OWHHA referees in the **Peterborough Ice Kats** area.
- Inform **Peterborough Ice Kats** executive and coaches of new rules each season.
- Sit on any discipline committee within the **Peterborough Ice Kats**.
- Responsible for paying referees monthly for house league games and at the **Peterborough Ice Kats** tournament.

Tournament Director

- Request a co-convenor(s) if necessary (co-convenor does not attend Executive Board meetings.)
- Attend regular meetings of the **Peterborough Ice Kats**.
- Responsible for registering the annual **Peterborough Ice Kats** tournament with the OWHHA once the date is set.
- Act as the primary contact of the annual **Peterborough Ice Kats** tournament held late November or early December each year.
- Responsible for coordinating all aspects of the tournament including the program within approved budgets.
- Responsible for keeping the executive informed of any and all issues that arise before, during, and after the tournament.
- Responsible for preparing and reporting all required information to the OWHHA on time.

LLFHL Liaison

- Attend regular meetings of the **Peterborough Ice Kats**.
- Will attend all **LLFHL** meetings
- Will communicate any fees, scheduling meetings, league play or play-off schedules, suspension or general information to the teams participating in the **LLFHL** and the 2nd Vice President

Convenors

House League Division Convenor

- Will be recommended by the 3rd or 4th Vice Presidents to the Executive Board
- Will meet regularly with the 3rd or 4th Vice President
- Will receive list of all players in their division and put teams together as fairly as possible
- Will receive ice time allotment from Ice Scheduler and will schedule all games for their division
- Will help co-ordinate the distribution and returning of playing sweaters
- Will ensure a game sheet is filled in for each game of their division games
- Will ensure that there is a scorekeeper/timekeeper for every house league game

Equipment Convenor

- Will coordinate, catalogue, and store all equipment and uniforms at the **Peterborough Ice Kats** storage area.
- Obtain price quotes from local merchants for all sweaters, playing socks and equipment (including goalie) purchases.
- Recommend and purchase sweaters, socks and equipment, rep and house league, as required based on approval from the **Peterborough Ice Kats** executive.
- Distribute sweaters to all Rep and house league teams at the beginning of the year and have the Rep Team staff and house league reps sign for them.
- Collect, catalogue and store all LAUNDERED Rep and house league sweaters and equipment at the end of the season.

Sponsorship Convenor

- Will recruit sponsors for the House League and Rep Teams.
- Responsible for providing the executive with a list of sponsors and their contributions for the current year.
- Responsible for gathering all sponsorship fees and give to the Treasurer.
- Responsible for providing sponsorship information to the 2nd Vice President (Rep) & 4th Vice President (Sr. Rep) on or around September 30th for the rep teams.
- The executive must approve all correspondence.
- Responsible for providing sponsorship information to the 3rd & 4th Vice President (House League) on or around September 30th for the house league teams.
- Maintain an up-to-date information letter on **Peterborough Ice Kats** letterhead to give to prospective new sponsors.
- Must bring any requests from rep teams for sponsorship or fundraising to the Executive Board for approval.

Meetings of the Peterborough Ice Kats

Executive Board Meetings

The Executive Board of the **Peterborough Ice Kats** will meet at least 9 times annually. The Executive Board shall decide at the first board meeting after the AGM the Executive Board meeting dates/times and locations for the year, and this schedule will be published on the PGHA website.

The executive may suspend and replace a board member who misses 3 full consecutive board meetings in a row without extenuating circumstances.

Attending Executive Board meetings

- Any member of the **Peterborough Ice Kats** wishing to attend to observe a **Peterborough Ice Kats** Executive Board meeting may do so by submitting a request to the secretary at least 48 hours prior to meeting time. After discussion with the President, the secretary will notify member requesting to attend, of approval/denial to attend.

- Any member of the **Peterborough Ice Kats** wishing to attend to be part of the agenda of a **Peterborough Ice Kats** Executive Board meeting may do so by submitting a request to the secretary at least 7 days prior to meeting time. After discussion with the President, the secretary will notify member of approval/denial to attend. If approved, the member will be allowed to present at the time allotted on the agenda.

Agendas of Executive Board Meetings

- The Executive Board agenda will be circulated to all executive board members at least 48 hours prior to the meeting time. Written reports will be circulated with the agenda.
- The agenda for Executive Board must include:
 - The minutes of the preceding Executive Board;
 - The presentation of an-up-to date financial statement that should include a balance sheet and income statement and when possible copies of bank statements and GIC holdings
 - Reports from Executive Board members
 - Correspondence

Annual General Meetings of the Peterborough Ice Kats

- a) The Executive Board shall announce the Annual General Meeting of the **Peterborough Ice Kats**. Such Annual General Meeting shall occur on or before June 1st.
- b) The agenda for the Annual General Meeting must include:
 - i. The minutes of the preceding Annual General Meeting;
 - ii. The presentation of the Annual Financial statements for the current season which is in accordance with generally accepted accounting principles;
 - iii. The election of officers;
 - iv. The ratification of By-Laws, Rules and Regulations;
 - v. Proposed amendments to the Constitution

Standing Committees

Disciplinary Committee

The President of the **Peterborough Ice Kats** will appoint members of the **Peterborough Ice Kats** to the Discipline Committee at the first meeting after the AGM. At least 2 of the 3 members of any sitting Discipline Committee must be an Officer of the **Peterborough Ice Kats**. A chairperson will be established. The Chairperson will have the authority to call on other eligible members of the **Peterborough Ice Kats** to serve on this committee if a conflict of interest arises. All disciplinary issues will be dealt with in a timely fashion, and the executive board will be advised of any results of all matters coming before the committee.

Policy Committee

The President of the PGHA will appoint 3 members of the PGHA to the Policy Committee at the first meeting after the AGM. At least one member of this committee will be a member of the Executive Board. This committee will look at proposed amendments stemming from the AGM and executive meetings if required.

Ad Hoc Committees

The President of the PGHA will from time to time, appoint persons to ad hoc committees as deemed necessary by the Executive Board. These Committees will have a specific mandate and time frame. A chairperson will be established and will report regularly to the Executive Board, and will make final recommendations within the specific time frame.

Tournament

Tournament Coordination

- Every rep team will be required to play in the tournament if a division is available
- All rep teams are required to volunteer at the tournament
- All rep teams will send a representative to the tournament meetings
- All rep teams will actively recruit teams to play in their division
- The Tournament Coordinator(s) will endeavor to offer house league divisions

Tournament Finances

The profits from the **Peterborough Ice Kats** tournament will be distributed as follows:

- 10% of all profits will be retained by the **Peterborough Ice Kats**
 - These profits will be used for support and development of the representative teams
- 90% of all profits will be distributed equally to rep teams providing the teams:
 - Participate in the tournament
 - Actively recruit teams to fill their division
 - Send a representative to all tournament meetings
 - Volunteer as required at the tournament

If teams do not fulfill their obligation to the **Peterborough Ice Kats** Tournament the **Peterborough Ice Kats** Executive Board will decide on a case-by-case basis the compensation such teams will receive.

- Tournament fees will be set by the Executive and will be reviewed each year.

RULES AND REGULATIONS

The **Peterborough Ice Kats** will endeavour to support the OWHHA's three objectives:

1. To promote the participation of girls and women in all aspects of female hockey
2. To foster and encourage leadership programs in all areas related to the development of female hockey in Ontario
3. To promote hockey as a game played primarily for enjoyment while also fostering sportsmanship and life skills

House League

Cost to Play

The cost to play in the **Peterborough Ice Kats** House League will be as recommended by the 3rd & 4th Vice-President each season. The fees will be presented to the executive for approval.

Team Programs

- Each division will play at least an 18 game season
- The **Peterborough Ice Kats** will offer all divisions from pre-novice to senior where numbers warrant
- Number of teams in each division offered will depend on numbers, and will be decided by the 3rd & 4th Vice Presidents (House League) in conjunction with the Division Convenor
- Number of players on each team in each division offered will depend on numbers, and will be decided by the 3rd & 4th Vice President in conjunction with the Division Convenor
- The Division Convenor's decision at the arena shall be final in an emergency.
- A team must ice at least 6 players at game time or forfeit the game.
- Equal ice time is mandatory in all divisions. It is the responsibility of the coach to ensure all players receive equal ice time in each game.
- Subject to the number of players registered, only one goalie will be dressed per team. Each team should try to have a reserve goalie. If no goalie is available the Division Convenor should be notified and he/she will have the authority to provide one. If one cannot be found, then 6 skaters will be utilized.
- The **Peterborough Ice Kats** will ensure that the Novice, Atom & PeeWee Divisions are provided with practices.
- Each team is responsible for providing either a timekeeper or scorekeeper.
- House League games will be three 12 minute stop time periods, the 3rd period being only as long as is necessary to fill the allotted 50 minute time slot.
- Players may be moved to help balance teams. Team balancing should be completed before the fifth game is played. The coaches will be contacted by the Division Convenor with the relevant moves.
- No player who is knowingly pregnant shall play in the league.
- There will be no smoking, drinking, or profane language used in the dressing rooms, on the benches or on the ice. Destruction or defacing of arena property will result in suspension or expulsion of the league. Throwing of tape, snow, etc. will not be tolerated.
- Any violations of **Peterborough Ice Kats** rules by team management or players will result in said violators being called before the executive to face possible game suspensions or removal from the league
- All house league teams will have a year end event.
- All players Bantam and below will be provided with an individual and team picture.

Sponsorships

- The Sponsorship Convenor will attempt to have a sponsor for every house league team. The sponsorship fees will go directly to the **Peterborough Ice Kats** and will be used to support and develop the **Peterborough Ice Kats** house league program.

Representative Teams

Coaches

- Coaching applicants must submit a written application to the 2nd Vice President for Intermediate and younger; and to the 3rd Vice President for Senior Hockey by date determined each year.
- Interview dates will be set by the 2nd Vice President.
- The Executive Board must approve the appointment of managers and staff. A list of team bench personnel and staff must be given in writing to the 2nd or 3rd Vice President by dates provided.
- It is the responsibility of the **Peterborough Ice Kats** executive to ensure proper reviews (including criminal) are completed on all coaches and trainers prior to their approval.
- Any member of the coaching staff that is ejected from a game must notify the appropriate league convenor, the 1st Vice President and the 2nd or 3rd Vice President within 48 hours of the incident.
- After two ejections in one season by any member a coaching staff a review will be held with the **Peterborough Ice Kats** Disciplinary Committee to determine if any disciplinary action is required. Any subsequent ejections will result in a review with the executive to determine further action.
- Coaches and Trainer Clinics, including re-certification, will be paid for by the **Peterborough Ice Kats** to a maximum of 4 per team.
- Must abide by coach's policy as set by the **Peterborough Ice Kats**

Team Information

- All coaches/managers are responsible for all monies collected for their teams. They must supply the 2nd Vice President (Rep Teams) or 3rd Vice President (Sr. Women) a budget prior to the start of the season. They must supply a monthly financial update and year ending statement to the parents and 2nd Vice President or 3rd Vice President.
- The 1st Vice President (OWHA Liaison) and the 2nd Vice President or 3rd Vice President should be advised of all tournaments entered for the year. The **Peterborough Ice Kats** and the OWHA must approve any out of Province tournament.
- All Rep teams must participate in the annual **Peterborough Ice Kats** tournament and are required to actively recruit teams to play in their division.
- All Rep teams must participate in the OWHA Provincial Championships if they qualify. Any team wishing not to attend OWHA Provincial Championships must request permission by October 31st.

- The 1st Vice President (OWHA Liaison) and the 2nd Vice President or 3rd Vice President must be advised by all teams of any incidents that may effect individual or team eligibility within the OWHA. The 1st Vice President and the 2nd Vice President or 3rd Vice President must then inform the President of the pertinent information.
- It is the team's responsibility to ensure write-ups get into the local print media to promote their sponsor.
- Any player selected for a rep team is encouraged NOT to play house league. The 3rd and 4th Vice Presidents have the authority to move the player to a higher division if necessary.
- It is the intention of the **Peterborough Ice Kats** to have a rep team in every age category offered. Where numbers warrant, there may be more than one rep team in a particular age category.
- Any rep player not playing house league is still required to pay a registration fee which covers liability insurance, house league equipment, administrative costs, and will be determined by the executive.
- The final roster of any team may not consist of more than three players that are trying out on a Permission To Skate/Release Form as outlined by the OWHA.
- It is the responsibility of the coach to inform the 1st Vice President and the 2nd Vice President or 3rd Vice President of any player that arrives at a tryout with a Permission To Skate/Release Form.
- A player that arrives at a tryout with a Permission To Skate/Release Form due to a change of the player's family domicile will not be considered a released player when determining the final roster.
- A player, who arrived at tryouts with a Permission To Skate/Release form and is released from the 1st team, may try out for the 2nd team if their home centre does not offer a team in their category.
- Any variation or exception to the coaching policy must be made in writing and presented to the President and the 1st Vice President for consideration.
- A player playing for the **Peterborough Ice Kats** may not play for any other association.
- Every player will register and play for the team in her own age group, except a player with outstanding ability who may play for a team in an older age category subject to the Constitutions of the **Peterborough Ice Kats** and OWHA with approval by the PGHA, her parents and the respective coach.

Playing Uniforms/Clothing

- All Rep teams will use **Peterborough Ice Kats** supplied playing sweaters and socks. Playing sweaters are property of the **Peterborough Ice Kats**. Any alteration to the playing sweaters can only be done if approved by the **Peterborough Ice Kats** – including any sponsor bars etc. Any such request must be sent in writing to the Sponsorship/equipment Convenor for Executive approval. Any sponsor bars approved to be put on **Peterborough Ice Kats** sweaters must be removed prior to handing sweaters back in.
- The **Peterborough Ice Kats** Rep team colours will be maroon, black and white
- All Rep sweaters must be returned to the Equipment Manager cleaned by the date set by the equipment manager.
- Mandatory playing uniforms starting in the 2006-07 season. This uniform is as follows:
 - White helmet – goalies are excluded

- Black pants
- Black gloves
- Mandatory Travel Uniform will consist of black Kewl 3-in-1 jacket with Ice Kats logo and an approved black pant with paw logo on calf.
- The **Peterborough Ice Kats** Executive Board must approve all team clothing using the **Peterborough Ice Kats** logo. All requests to use the **Peterborough Ice Kats** logo must be sent in writing to the Equipment Manager for Executive approval.

Rep Sponsorships- Fundraising****

- The sponsorship fees (set by the **Peterborough Ice Kats**) will be split evenly between the team and the PGHA. All sponsorship fees collected by the **Peterborough Ice Kats** will be used to support and develop the rep program.
- Any team wishing to get their own sponsors in any form, or do any fundraising must get permission from the **Peterborough Ice Kats**. Any such request must be sent in writing to the 2nd Vice President or 3rd Vice President for Executive approval.
- Major sponsorship costs \$1200 and give the sponsor their name bars on shirts. Any amount less than this qualifies as a minor sponsor and they will be recognized on the Ice Kats website.

Try-Outs

- Spring try-outs will be held based on ice availability. All other try-outs will take place in late August/early September.
- Try-Outs for any 2nd or 3rd team will be held in late August and early September, coaches and try-out dates will be announced in August if a 3rd team will be formed.
- Any coach or manager may apply in writing to the Treasurer if “tournament advances” are needed to allow teams early entry in to a maximum of two tournaments prior to the season starting.