



# **Campbell River Women's Wildcat Hockey League**

## **Charter**

June 2024

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## Vision

To develop and maintain, an adult women's hockey league in Campbell River.

## Mission

The mission of the Executive Committee is to:

- foster league growth by developing and promoting a women's hockey league;
- ensure policies and procedures are in place to protect the league from fiscal mismanagement and guide efficient management; and
- maintain documentation in the form of a league charter, roles & responsibilities, special event considerations and any associated forms or documents required by team captains, players or the league Executive over the course of the season.

## Values

The CR Wildcat Hockey League embodies the following values and will measure the activities of the league, and all of its members, against the intent and meaning of these values. We value:

- diversity of members;
- honest and open communication between players, coaches, team representatives and the league Executive;
- inclusive language;
- all players equally and expect equal participation by all league members in practice, game and tournament situations;
- timeliness and organization,
- code of conduct; and
- fun for all members.

## League Charter

This league shall be governed by all of the following articles:

### **1.0 Name**

The name of this league shall be the CR Women's Wildcat Hockey League, herein referred to as the "league" or the "organization".

### **2.0 Head Office**

The operations of the league are to be carried out in the city of Campbell River, B.C. The mailing address for the league is Box 455, Station A, Campbell River, B.C. V9W 5C1.

Members of the league and the general public can access league information, and other appropriate information on the league website at [www.carhahockey.ca/crwhl](http://www.carhahockey.ca/crwhl) (or by request via OneDrive).

### **3.0 Affiliation**

The league is a member of CARHA Hockey and is subject to the constitution rules and policies of this body.

### **4.0 Registered Player Eligibility**

To be eligible to play in this league, a player must be a minimum of 18 years of age (with the exception of goalies). Under age goalies may be eligible to play in this league, at the discretion of the league Executive. All decisions relating to underage goalies are to be documented, preferably within meeting minutes.

No eligible players of the female sex and/or gender, regardless of skill level, shall be excluded from playing in this league unless they are on league suspension as a result of an infraction under Article 9, or the number of registered players has reached the maximum number of allowable players, as established by the league Executive.

### **5.0 Injuries**

The CR Wildcat Hockey League is not responsible for any injuries incurred by any persons on their way to, from or at the place of participation of any league function. Pursuant to this article all league players must sign and submit a waiver form prior to accessing the ice.

### **6.0 Organizational Status**

The league shall be run as a not-for-profit organization while recognizing that we are not officially registered as a "Not For Profit Society" with CCRA.

### **7.0 Games/Practices**

League games will consist of 3 periods with the first and second periods being stop-time periods with the third period only as a run-time period (or as determined on a game-by-game basis by the referees and the coaches for each particular ice time).

Team practices may range in duration. The Executive or team coaches will be responsible to determine the nature of each practice as best suits the needs of their team, and will ensure team learns all appropriate hockey rules regardless of player ability level.

### **8.0 Alcohol/Drugs**

The league and the Executive take no responsibility for any alcohol or illegal drugs consumed on the premises.

Every player in this league has the right to expect other players will not cause injury while impaired by drugs or alcohol while on the ice. It is the responsibility of every player to respect the safety of every other player and if a player feels another player is impaired, they need to bring the issue forward to the Executive, Team Rep. or referee who will then address the situation at their discretion.

## **9.0 Suspensions/ Prohibitions**

The league Executive is the sole decision maker with the authority to evaluate all potential infractions in relation to this article and issue notification of suspensions/ prohibitions to the individual.

Under-age minors are prohibited from the dressing rooms.

Any player with an outstanding financial or equipment debt will be suspended/ prohibited from playing in the league until the situation is rectified and a release is submitted by the League Treasurer to the league Executive for confirmation (submitted written or verbal and documented within the meeting minutes).

Any player or Executive member who commits acts that deemed to be in violation of the Code of Conduct or other League policies may be suspended/ prohibited from the league at the discretion of the Executive. Depending on the nature of the violation, the Executive may implement a progressive discipline process such as initial verbal warning, followed by a second written warning and lastly notification of suspension/ prohibition. However, each specific situation may be evaluated by the Executive and the decision to implement progressive discipline or issue a direct suspension/ prohibition will be made by the Executive based on the evaluation of the nature of the violation.

Any player or coach who intentionally holds, touches, hits, pushes, threatens or verbally abuses another player, coach, referee, linesman or Executive – before, during or after a league game or practice – shall be automatically suspended for an indefinite period. The suspension, depending on the severity of the abuse, could range from 1 game to 1 year or more. The suspension levied will be at the direction of the league Executive.

In addition, any player or Executive member who is determined to have jeopardized, the continued existence of a team or the league, either through willful misconduct; negligence; the commission of illegal acts or financial mismanagement shall be suspended and/or prohibited from playing on any team in the league.

## **10.0 Teams**

The league Executive determines the teams based on an evaluation system that takes place early in the season. The teams will be structured so that they are evenly matched based on skill and experience.

The Executive may, if necessary, reorganize the teams to achieve a more balanced field of play.

## **11.0 Fees**

League fees for the season must be submitted, in full, to the League Treasurer prior to September 30. Any player with a balance owing on their fees will not be allowed to play. Any other fees over the season will be collected by the team representative and submitted to the League Treasurer along with a list of players which are covered in the submission, as well as identification as to what the fees are for. League fees include a non-refundable jersey deposit contingency.

The League Executive may approve special requests for payment options on a case-by-case basis to maintain an all-inclusive League.

Any requests for player or team refunds from the Executive will be paid by cheque or e-transfer.

All cash transactions must be recorded within the receipt books that have been provided to each team representative, the Registrar and/or the Treasurer. One receipt copy goes to the player, and the other accompanies the funds for delivery to the Treasurer.

E-Transfer electronic notifications from a payee's bank shall be considered a receipt of payment

All insurance and waiver forms, rosters, team and league fee cheques are to be handed in to the Treasurer prior to September 30, NO EXCEPTIONS. Every player must be paid in full – if they have not paid, they will not be allowed to play.

Players joining the league after the initial registration date, but prior to December 15<sup>th</sup> will pay full league fees.

Players joining the league after December 15<sup>th</sup> will pay 50% of the applicable fees plus the insurance fee (fees are determined annually by the Executive)

For players that paid their fees in full, refunds will only be provided up to December 15<sup>th</sup> and will consist of 50% of the fees paid, minus the insurance fee and the fundraising contribution (fees are determined annually by the Executive). Refunds will be issued for medical reasons, provided that a doctor's note is copied to the executive (the note does not need to include any confidential information). Refunds may also be issued in the event that a player is moving away from Campbell River. In the event that sponsorship money was received, the refund will be payable to the sponsor and not the player (pro-rated based on the initial contribution).

## **12.0 Sponsorship**

A player playing in the league and/ or travel team may obtain a portion of their league registration fee as sponsorship, as outlined in the annual sponsorship letter provided by the Executive.

## **13.0 Meetings**

League Executive Committee meetings will be held periodically (as required) and are open to any players wanting to attend. If any players wish to attend the meeting, they should contact a member of the Executive to determine the location of the meeting.

## **14.0 League Executive**

The league Executive shall be voted in at the end of each year and the new Executive shall begin the transition to their positions following the Spring Annual General Meeting (AGM).

Members of the Executive should not serve in the capacity of their original position for more than three consecutive terms; however, exceptions may be granted where no other persons are nominated. Executive members are allowed to be voted into other Executive positions if they so choose.

Annual elected positions that hold voting authority must include, but are not limited to the following:

- President;
- Vice President;
- Treasurer;
- Equipment Manager
- Secretary

Additional Roles that may be fulfilled by existing executive members or filled by additional non-executive positions include: registration/ insurance, ice scheduler, spare list coordinator, scorekeeper scheduler, referee scheduler, tournament coordinator, website administrator.

All members of the league Executive and members for additional roles must be registered league players.

Elections for the Executive will take place at the Spring AGM (typically held in May/June).

The Executive from the previous year will facilitate the transition phase to the new Executive and will ensure that all previous business is complete and closed prior to considering their involvement in the league Executive complete.

The Executive is charged with the task of maintaining and, where possible, enhancing the size of the league. In addition, they will determine the direction the league will take by reviewing the league charter and the roles and responsibilities of Executive members. To ensure the best interests of the league are fully maintained the following rules shall apply:

- changes to league rules, charter documents and roles and responsibilities shall require a 60% vote approval by the members present at the Spring AGM. The Executive may choose to circulate the proposed changes to the Charter to the league members prior to the AGM and solicit "pre-voting" from members to assist in capturing the majority required at the AGM;
- signing authority shall be retained by 3 members of the Executive while each cheque/outgoing E-transfer will require 2 signatures/ approvals; incoming e-transfers only require one signature/ approval
- all money paid to the league, from any individual or organization, must be done so by cheque, electronic transfer or be accompanied by an official receipt issued by an Executive member, and
- all money paid by the league, to any individual or organization, must be paid by cheque or e-transfer (which requires authorization by two members with signing authority for each transaction) except in extreme and unusual circumstances. In such cases, original receipts for the exact amount paid out must be submitted to the Treasurer and verified by another member of the Executive.

## **15.0 Tournaments**

Out of town tournaments are open to all league players, but spots are secured by paying the required fees by the pre-determined date, on a first pay, first play basis. Specific tournaments may require limitation placed on skill levels or total number of players being permitted to play, and will be determined by the Tournament Coordinator/Executive. All decisions for any of the aforementioned specific tournaments, must be documented within the meeting minutes.

Unless specified, out of town tournaments will not be organized by the executive as a group. Out of town tournaments shall be organized by independent members of the CRWHL (which may comprise an executive member acting solely as a player).

The League will not pay for tournament fees. If requested and approved, the League may submit a cheque or e-transfer on a team's behalf; only if all funds have been submitted to the League in full. No refunds will be provided.

Wildcat Jerseys may be signed out from the Equipment Manager for use during tournaments and are the responsibility of the individual tournament organizer.

Out of town tournament players must remember that they represent the CRWHL on and off the ice, and are expected to act responsibly and respect the game.

### **CRWHL Annual Tournament**

Any member of the in-town league is eligible to play in the year end home tournament. The teams will be determined by the coaches and/or Executive according to ability.

Every member is required to play a role in the managing of the tournament. This may include roles in organizing the tournament or signing up for jobs through the duration of the tournament. All players are required to complete the required number of shifts, contribute one prize for the raffle table and contribute one food item to the luncheon (or otherwise revised by the Executive for a specific tournament year). Player fees may be waived for the tournament (to be determined annually by the Executive).

Any member who does not contribute to the tournament management, will be expected to pay an additional fee, upon registering for their next season of play (as determined by the executive).

## **16.0 League Governance**

The league Executive shall handle the governance of the league and will carry out league business. The league Executive retains the right to determine the merit of each complaint and act in accordance to the betterment of the league.

Any and all changing of players between teams and any question of player eligibility in the league will be reviewed and approved by the Executive. Any issues associated with this article should be submitted in writing to the league Executive.

Any and all disciplinary action concerning players, coaches and teams will be handled by the Executive in concert with each team's representative. Any issues associated with this article should be submitted in writing to the league Executive.



## ***17.0 Penalties Resulting From Play***

Refer to CARHA rules.

## ***18.0 Disputes, Complaints and Suggestions***

Any players with complaints, disputes or suggestions are asked to submit them first to the Team Representative. If resolution isn't possible the player should then submit their concern, in writing, to the league Executive.

If a player or coach is unable, for whatever reason, to follow the steps outlined above they may provide a written account of the problem to any member of the league Executive who will then move to resolve the issue.

## ***19.0 Waiver Form and Insurance***

Each player must sign and submit a waiver form prior to accessing the ice surface for the season. The waiver shall be held on file and a new one will be issued and required prior to the start of each new season. The CR Wildcat Hockey League does have insurance coverage. These insurance policies will cover some injury costs however they are not very comprehensive.

Insurance information can be reviewed on the CARHA website.

## ***20.0 Cameras, Camera Phones and Personal Digital Assistants (PDAs)***

We must respect the personal privacy of all league members.

Given the potential of violating another person's privacy through the taking and distribution of photographs, the use of any form of camera or video camera, is prohibited in any recreational facility change rooms.

Any league member taking photographs or video during a league managed/ sponsored social event should attempt to obtain approval from other league members contained in the photo/ video prior to sharing the photos/ video on any email distribution, website, social media, etc.

## ***21.0 Blood on Jersey***

Any player with a bloody injury must immediately leave the ice to stem the flow of blood and may not return to the ice until the wound has ceased bleeding, is cleaned, sanitized and covered with a bandage.

If a player has blood on their jersey, clothing or gear they must leave the ice and change the affected article(s) prior to returning to the ice. The affected articles must be washed with soap and hot water before they can be worn again.

## **22.0 Equipment**

All equipment and uniforms are the property of The League and shall be treated with respect and kept in a well maintained and clean condition; As it may be necessary for equipment, to be utilized by multiple League members.

Players will be issued a team jersey and socks for the season. They are the responsibility of the player. At the end of the season, they must be returned to the Equipment Manager (prior to the Tournament) or at any time at the request of the Equipment Manager.