

Brampton Canadettes
Girls Hockey Association
Constitution and Bylaws
Adopted May 2016

CONSTITUTION

ARTICLE 1

This organization shall be known as the Brampton Canadettes Girls Hockey Association (“BCGHA”). The Executive shall approve a logo 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 2

The purpose of the BCGHA shall be to foster, promote, teach, and develop skills in the game of hockey for girls and women to provide maximum opportunity for eligible participants to play hockey within the framework of the Constitution and Bylaws. And further, to encourage and develop good sportsmanship, fair play, and friendship amongst participants in our league and with other organizations. The rules of Hockey Canada and OWHA shall apply to BCGHA, the Executive, teams and all BCGHA members.

ARTICLE 3

BCGHA shall co-operate with the City of Brampton with respect to their leadership and financial assistance. BCGHA 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 4

Membership in the BCGHA shall consist of all players registered to play in various age categories; and, coaches, managers, trainers, Executive members (including any committee members), parent representatives, Referee in Chief, bingo manager, OWHA Liaison, convenors, and equipment managers 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 5

The Executive shall consist of at least 7 and not more than 15 people:

- President
- Past President
- Vice- President
- Director responsible for Representative Hockey
- Director responsible for House League
- Director responsible for Hockey Development
- Registrar
- Treasurer
- Secretary
- Director responsible for Recruiting
- Director responsible for Publicity
- Director responsible for Scheduling
- Director responsible for Tournaments

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 (4) consecutive years without a vote of 2/3 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 this/her duties or conduct unbecoming an Executive member by a 2/3 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 for a term of up to two years to perform certain administrative functions. The Executive shall determine the scope of each such administrative function. These appointments shall include, but not be limited to, Referee in Chief, Bingo

Manager, Equipment Manager, and OWHA Liaison. The appointees shall attend Executive board meetings and shall have voting privileges at the Annual General Meeting.

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 30th 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% 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 that directly involves a decision concerning themselves, a family member or a team they or a family member is directly involved with.

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 shall meet in January of each year and said meeting shall be an open meeting, advertised to the membership, and a question and answer session shall be the first item on the Agenda for the meeting.

The Executive is empowered to recruit, hire and pay from BCGHA 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 BCGHA. All hiring and associated costs and expenses shall be reported at the Annual General Meeting.

ARTICLE 6

The Annual General Meeting (“AGM”) for the BCGHA shall be held within thirty (30) days of the first date of tryouts for the following season, on a date set by the Executive. Notice of the AGM will be given to all members a minimum of thirty (30) days in advance. Quorum for the AGM includes a majority of the Executive plus a minimum of twenty (20) other Members. 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 be appointment of a Presiding Officer for the meeting, presentation of annual reports by the Executive, presentation of amendments to the Constitution and/or By-laws, vote on any amendments, election of new Executive and any new business.

Eligible Voters at the AGM are all Members, Midget age 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 Eligible 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 fifteen (15) days before the AGM and the Secretary must post the proposed amendments on the website a minimum of fifteen (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 Presiding Officer 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. The nominees shall be called upon in alphabetical order of surname. Nominees may withdraw their name at any point in the voting process. Voting may be by show of hands. If there is more than one nominee, the Presiding Officer shall call the name of each nominee in alphabetical order and the members shall vote for the nominee of their choice. The Presiding Officer 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. If there is still a tie vote, the Presiding Officer shall cast the deciding vote. The Presiding Officer cannot be a nominee. 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, Director responsible for Representative Hockey, Director responsible for House League, Director responsible for Hockey Development, Registrar, Treasurer, Secretary, Director responsible for Recruiting,

Director responsible for Publicity, Directory responsible for Scheduling and Director responsible for Tournaments.

ARTICLE 7

The BCGHA shall be financed through annual registration fees, representative 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 the City of Brampton or at the AGM a majority of the membership present vote to have the unaudited financial statements audited.

No alcohol will be paid for or supplied by the BCGHA for any events. All Executive expenditures in excess of two hundred dollars (\$200.00) must be pre-approved by the Executive prior to any commitment to pay or payment.

ARTICLE 8

The President may from time to time appoint a Chairperson for a committee to handle a specific function for the BCGHA. 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 Director responsible for Development shall act as Chairperson for a Representative Coach Selection Committee. The Chairperson shall appoint a minimum of three other persons to the Committee, which includes the Director responsible for Representative Hockey and the President.

The Representative Coach Selection Committee ("RCSC") shall develop an application process and ensure that the process is posted on the website. The application process may include an interview. The RCSC shall review all applications and conduct all interviews in a fair and impartial manner. The RCSC 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 March 31st. Coaching appointments may be made for a term of greater than one year.

ARTICLE 9

The management and administration of the BCGHA shall be the responsibility of the Executive with full power to take action within the scope of the Constitution and By-laws. The Executive shall decide any matter which is not specifically covered by the Constitution and By-laws. The Executive may appoint officials or other volunteers as it shall consider necessary for the efficient operation of the BCGHA.

If the BCGHA disbands or ceases to exist, the assets and funds of the organization shall be transferred to and held in trust by The Corporation of the City of Brampton pending resolution and distribution of such assets and funds.

BY-LAW No. 1

Age of Players

1. The minimum age for registration is three (3) years of age as of December 31st of the year in which the season begins. Younger players may be accommodated if space permits.
2. The ages of players per team division is established by OWHA and BCGHA shall conform to the OWHA provisions.
3. Requests for players to play above the age levels established should be sent to the Director responsible for Representative Hockey or the Director responsible for House League Hockey, as appropriate. The Director 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 practicing until such time as the member has returned to good financial standing.
3. The Executive shall establish annually, what is included in registration fees. Items covered by registration fees could include: number of practices, number of games, apparel, equipment, insurance, association fees, photographs, trophies, etc.

4. Player Release requests are to be communicated to the Director responsible for Representative Hockey. Player Release requests are granted only to members in good financial standing.
5. Permission to Skate requests are to be communicated to the Director responsible for Representative Hockey and must be signed by either the President or the Director responsible for Representative Hockey.

BY-LAW No. 3

Discipline

1. A Committee consisting of the President, Referee-in-Chief, Director responsible for Representative Hockey, and Director 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 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 BCGHA's right to impose further penalties in addition to these minimums.
4. Coaches must inform the President and the Director responsible for Representative Hockey or the Director 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

Coach's Duties and Responsibilities

1. Coaches are expected to instill good sportsmanship in their players while teaching hockey skills appropriate to the age level of the players.
2. BCGHA shall develop a Coaches Manual and provide same to all coaches annually. Further duties and responsibilities of coaches may be set out in the Coaches Manual and same shall be adhered to or the Coach may be subject to disciplinary action.

3. Coaching staff is responsible for ensuring that all players are wearing required equipment properly fastened.
4. All coaching staff must wear helmets, properly fastened, while on the ice. All youth under the age of sixteen must wear a helmet properly fastened both on the ice and on the bench.
5. All coaches and bench staff must be properly registered with BCGHA.
6. Coaches shall work with the Registrar to ensure that all criminal reference checks or vulnerable sector screenings are submitted prior to the beginning of regular playing season.
7. All representative team coaches are required to submit team financial statements to the Treasurer twice a season; on or before January 31st and one week before the AGM.
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. All volunteers must be over the age of 9. All on-ice volunteers under the age of 14 are required to wear full equipment.
9. All on-ice volunteers that are not on an association roster must supply proof of insurance.

BY-LAW No. 5

Roles and Responsibilities

1. The Executive shall establish roles, responsibilities and expectations of a number of positions including but not limited to convenors, Referee in Chief, team managers, dressing room supervisors, ice scheduler, and any hired staff. The Executive shall provide the roles, responsibilities and expectations to the person holding the position.
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. 6

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 Directors Responsible for House League.
2. The BCGHA is committed to offering a viable house league and will make all reasonable efforts to ensure a viable house league is maintained.
3. BCGHA 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 caliber.
5. Playoff format is at the discretion of the Directors Responsible for House League.

BY-LAW No. 7

Representative Play

1. Representative play shall be the direct responsibility of the Director Responsible for Representative Hockey.
2. Representative coaches and players should be aware that they reflect the BCGHA and the City of Brampton and they are expected to conduct themselves accordingly.
3. Tryouts will be arranged as early as possible in the season. Tryouts will be advertised. Player selection is the decision of the coaching staff. All teams must carry a minimum of fifteen (15) skaters and two (2) goalies unless approved by the Director Responsible for Representative Hockey. Unless approved, the team will be assessed a fee to offset the deficiency in the number of players registered to the team.
4. 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.
5. Representative teams are responsible for their own expenses for all tournaments, extra ice time, development and training, etc.

6. A development fee will be assessed for each team to offset development costs. The fee will be assessed for the team regardless of the number of players on the roster. The development fee must be paid by dates determined by the Executive.
7. Each representative team shall be responsible for following rules provided by the Director responsible for Representative 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 Director responsible for Representative Hockey at tryouts.

BY-LAW No. 8

Tournaments

1. The Executive must approve of any tournaments hosted by BCGHA. 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.
3. All BCGHA Representative teams are expected to play in the Easter tournament and are not required to pay a registration fee. All players and parents of players of BCGHA Representative teams are required to volunteer their service as requested to ensure the smooth and cost effective operation of tournaments.

BY-LAW No. 9

Fundraising

1. All members have a responsibility to support the fundraising projects of BCGHA to the greatest degree possible.
2. The Director of Recruiting is responsible for league-wide fund raisers with the support and assistance from the Executive.
3. A full accounting of all league-wide fundraising activities and finances is to be submitted to the Treasurer on a regular basis.

BY-LAW No. 10

Awards/Scholarships

1. Individual awards and/or recognition for service may be presented from time to time at the discretion of the Executive.
2. Each Representative Midget and Intermediate Team shall be required to submit a minimum \$1,000 that is to be applied to scholarships to be granted to players on each team as selected by the coach for said team. The teams are entitled to submit more than the minimum and all funds submitted will be handed out in scholarships to players. An individual scholarship shall be awarded for a minimum of \$1,000.00.
3. In addition to the team scholarships, the Executive shall, from general operating funds, provide a minimum of five \$2,000.00 scholarships to selected players who meet certain criteria. The President is responsible for developing an application process and ensuring the process is posted on the website. The Executive, coaches and managers are responsible for promoting the scholarship program with all team and players. The scholarship applications shall be reviewed and recipients chosen by a panel of five people who are not related to any of the applicants. Members of the panel do not necessarily have to be members of BCGHA.
4. Scholarship funds are to be maintained in an internally restricted scholarship account, replenished to \$50,000 in each year where the Easter tournament revenue exceeds expenditures by the amount of scholarships awarded.

BY-LAW No. 11

Banking arrangements

1. The banking business of the Corporation, or any part thereof, shall be transacted with such banks, trust companies or other financial institutions as the board may designate, appoint or authorize from time to time by resolution and all such banking business, or any part thereof, shall be transacted on the Corporation's behalf by two or more members of the Executive.
2. Business transacted with banks, trust companies or other financial institutions shall have three signatories and any two of the three shall authorize the withdrawal of funds.

BY-LAW No. 12

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 BCGHA representative at meetings of other organizations which required BCGHA or appoint another Member of the Executive to represent BCGHA at said meeting or meetings;
 - g. Have signing authority on all BCGHA bank accounts; and,
 - h. Such other duties as agreed from time to time with the Executive.

2. The Past-President shall:
 - a. Act in an advisory capacity to the Executive;
 - b. Assume other responsibilities at the President's or Executive's request; and,
 - c. Such other duties as agreed from time to time with the Executive.

3. 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; and,
 - c. Such other duties as agreed from time to time with the Executive.

4. The Director Responsible for Representative Hockey shall:
 - a. Be responsible for the operations of the representative team division;
 - b. Co-ordinate equipment requirements for representative teams;
 - c. Work with the Treasurer to develop a budget;
 - d. Appoint an individual to act as a liaison with the OWHA and any leagues in which the BCGHA participates;
 - e. Keep representative team coaches informed of all developments pertaining to their teams including, but not limited to, tournaments, OWHA rulings, schedules, disciplinary action, league policies;
 - f. Act as a member of the Discipline Committee;
 - g. Act as a member of the Representative Coach Selection Committee;
 - h. Schedule and preside over a minimum of three representative coaches meetings per year;
 - i. Recruit representative coaches and other team staff, preside over the Representative Coach Selection Committee and participate in the training of coaches; and,
 - j. Such other duties as agreed from time to time with the Executive.

5. The Director Responsible for House League 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, caliber and number of players;
 - d. Recruit and assign coaches to teams;
 - e. Prepare and distribute team lists and schedules to coaches;
 - f. Co-ordinate equipment requirements junior house league teams;
 - g. Work with the Treasurer to develop a budget;

- h. Communicate as needed with the liaison appointed by the Director responsible for Representative Hockey and keep junior house league coaches informed of all developments pertaining to their teams including, but not limited to, tournaments, OWHA rulings, schedules, disciplinary action, league policies;
 - i. Act as a member of the Discipline Committee;
 - j. Co-ordinate ice and referee requirements with the Director responsible for Scheduling;
 - k. Recruit or act as convenor for each division within the House League;
 - l. Schedule and preside over a minimum of three convenor meetings per year;
 - m. Co-ordinate the team schedules;
 - n. Quarterback and co-ordinate any events such as a Day of Champs;
 - o. Schedule and preside over a minimum of three house league coaches meetings per year; and,
 - p. Such other duties as agreed from time to time with the Executive.
6. The Director Responsible for Hockey Development 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 Representative Coach Selection Committee;
 - f. Attend coaches meetings;
 - g. Recruit representative team coaches in collaboration with the Vice-President; and,
 - h. Such other duties as agreed from time to time with the Executive.

7. 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 OWHA including payment of requisite fees;
- 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; and,
- j. Such other duties as agreed from time to time with the Executive.

8. The Treasurer shall:

- a. Collect and properly record all funds directed to the BCGHA;
- 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 Representative team financial statements annually;
- f. Have signing authority on all BCGHA 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 BCGHA to ensure full compliance with the above; and,
- i. Such other duties as agreed from time to time with the Executive.

9. 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 Board 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 minute book;
- h. Make all required provincial and federal corporate filings in accordance with legislation and regulations;
- i. Have signing authority on all BCGHA bank accounts; and,
- j. Such other duties as agreed from time to time with the Executive.

10. The Director responsible for Recruiting shall:

- a. Be responsible for recruitment for membership and volunteers;
- b. Source, secure, recognize and manage sponsorships;
- c. Co-ordinate all fund raising activities including tournament vendors;
- d. Actively seek grants from the City and other sources, with the support of the Executive;

- 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.

11. The Director responsible for Publicity shall:

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

12. The Director responsible for Scheduling shall:

- a. If the Executive decides to hire a scheduling coordinator, the Director shall recruit the coordinator, manage the contract and report to the Executive on the contract including costs, term and duties of the coordinator;
- b. Be responsible for ice scheduling in consultation with the Executive and the City of Brampton;
- c. Work closely with the Treasurer to minimize ice and referee costs
- d. Reconcile the invoices for ice with the schedule and submit approved invoices for payment;
- e. Attend the annual LLFHL scheduling meeting to assist coaches/managers with scheduling;

- f. Co-ordinate referee scheduling requirements with the Referee in Chief;
- g. Be responsible for recruiting a Referee in Chief; and,
- h. Such other duties as agreed from time to time with the Executive.

13. The Director responsible for Tournaments shall:

- a. If the Executive decides to hire a tournament consultant/coordinator, the Director shall recruit the coordinator, manage the contract and report to the Executive on the contract including costs, term and duties of the coordinator;
- b. To the extent that a tournament consultant/coordinator isn't outsourced, work with the treasurer to develop a budget;
- c. Select teams for any college prep tournament;
- d. Maintain all tournament records;
- e. Work with the Treasurer to prepare post event reporting on the outcomes from any tournaments to the Executive in a form that can be presented at the Annual General Meeting;
- f. To the extent that a tournament consultant/coordinator isn't outsourced, be responsible for the smooth operation of tournaments; and,
- g. Such other duties as agreed from time to time with the Executive.