



KEENE WOLVERINES

Constitution

Table of Contents

1.0	Organization Name
2.0	Affiliation
3.0	Aim
4.0	Registration
5.0	Membership
6.0	Executive
7.0	Duties of Executives
8.0	Meetings
9.0	Voting
10.0	Compliance and Legislation
11.0	Fundraising Plan

Appendix A – Awards

Appendix B – Communication Plan

Updated June 1, 2023 by Jen Stewart

1.0 Organization Name

The name of the association shall be referred to as **Keene Wolverines**. Our home arena is Otonabee South Monaghan Memorial Community Centre, located at 24 4th Street, in the town of Keene, Ontario.

2.0 Affiliation

The **Keene Wolverines** are a member of the Ontario Women's Hockey Association (OWHA).

3.0 Vision

The aim of the **Keene Wolverines** shall be to develop, direct and promote girl's and women's hockey in the town of Keene and surrounding areas in conjunction with the Ontario Women's Hockey Association (OWHA) at the house league, recreational and competitive levels.

4.0 Registration

- Registration costs for the next season will be reviewed annually and determined by the Executive. Approval by the Executive will occur in conjunction with the approval of the annual budget.
- Registration dates will be determined by the Executive.
- Any Player, whose outstanding fees are not paid in full by the Registration dates as determined by the Executive, will not be allowed to participate in any further on-ice activities until the balance is paid in full, unless alternate arrangements are made with the Treasurer and approved by the President.
- Players must be registered to participate in tryouts. Registered is defined as try-out/ice fee received by Treasurer, registration form completed and received by the Registrar and a completed permission to skate form provided to the Registrar if necessary (i.e., player was registered at another center).
- If a player is not selected to a team at the conclusion of tryouts and chooses not to play with any other Keene Wolverines team, their try-out fee will not be reimbursed if a player is selected to play on a Keene Wolverines team, they must pay the full registration fee by the registration date in order to secure their place on the team. The try-out fee does not count towards the registration fee. Should the registration fee not be paid by the registration date and no other arrangements were made with the Treasurer and approved by the President, the player could forfeit their placement on the team.
- A request to try out at a higher division must be received in writing to the president at least 1 week prior to tryout start date. The player must be in their major year and within the top 5 skill level of the higher division. A permission to tryout is not a guarantee of placement - spots are to be earned .
Should the player not be successful at the higher division it is expected that they will play at their respective age division
Permission to tryout will be considered by the executive on a player to player basis and will take into consideration registration numbers and the team make up
- There will be no refunds after the start of the season for any registered player. Exceptions require approval from the Executive, and refund to be prepared in writing and received by the president.

5.0 Membership

Membership in the Keene Wolverines shall consist of:

- Players registered with the Keene Wolverines with their membership in good standing which is defined as fees paid in full and no suspension or revocation of membership.
- Coaches, Assistant Coaches, Managers and Trainers (i.e., team rostered staff)
- Voting and Non-Voting Members of Executive Committee(s)
- Parents/Guardians of a Keene Wolverine registered player, in good standing. In good standing is defined as registration and any other fees that are due to the association or individual team paid in full by the due date determined by the Executive.
- Membership may be revoked or suspended for failure to abide by and comply with the Constitution, By-Laws, Regulations and Rules of the Association and/or conviction of a criminal offence that is deemed detrimental to the Keene Wolverines. In order to enact a suspension or revoke a membership, the Executive must conduct a meeting and pass said motion by a two-thirds majority.

6.0 Executive

- The Executive's responsibilities are to carry out the aims of the constitution and the decisions of the membership to the best of their ability and conscience
- The Executive will consist of both voting and non-voting members
- The Executive shall set the Policies and conduct the business of the Keene Wolverines
- Members of the Executive shall encourage broader participation of Association Members
- Executive members associated directly or indirectly with a particular team shall not be permitted to bring any matter before the Executive regarding said team except through normal channels (e.g., by written submission to the Secretary)
- The Executive shall have authority to appoint a Coach for each team based on the approved applications submitted by the Coach Convenor
- The Executive shall have the power to form committees as may from time to time be deemed necessary for the good of the organization
- Should a vacancy arise on the Executive prior to the AGM, the President has the authority to appoint one or more people from the current Executive Members to fulfill the vacated role/duties.
- The voting members of the Executive shall consist of:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - OSHA Southern/ OSHA Representative
 - Registrar
 - Past President (when applicable)
 - Ice Scheduler
 - Parent Liason
 - Activities Coordinator
 - Coach Convenor
 - Webmaster
 - Referee in Chief
 - House League Team Rep

7.0 Duties of Executives

President

- The President shall act as Manager for the entire Keene Wolverines Organization and shall have the power to act on all matters affecting the welfare of the organization
- Shall preside over all meetings of the Executive and ensure all business is conducted in accordance with the Constitution and By-Laws of the Keene Wolverines
- Report to the Executive any matters that are required to be brought to their attention
- Shall have the right to appoint committees as required and be an ex-officio member on all appointed committees, these committees may include but are not limited to: financial committee, disciplinary committee, and house league committee
- Represent and promote the Keene Wolverines within the community
- Sign as officer of the Keene Wolverines any by-laws, documents, certificates and is a co-signatory on all expenses approved by the Executive
- Preside over all meetings or hearings involving disciplinary action
- Appoint one or more people from the current Executive Members to fulfill a vacated role/duties should a vacancy arise on the Executive prior to the AGM
- Keep all members of the Executive informed of all developments and situations within the organization and set Executive Meeting Dates
- Responsible for collecting, reviewing, filing and ensuring Police Checks/Vulnerable Sector Screens are completed by all bench staff and required personnel
- Act as liaison between the Otonabee Wolves Minor Hockey Association and the Keene Wolverines
- The President may delegate any of their prescribed duties to the Secretary.

- Must have served on the Executive for a least one-year prior in order to be eligible for this position
- Is a voting member of the Executive

Vice President

- Assist the President in completing their duties
- In the absence of the President has the authority to perform the duties of the President, including assume the duties of the President should the President resign
- Completion of any duties assigned by the Executive
- Is a voting member of the Executive

Treasurer

- Shall have the general responsibility for the finances of the Keene Wolverines including: collecting registration and league fees from each player, paying accounts upon approval by the Executive, providing Team Managers with funds to pay the Referees, keep a proper record of all financial transactions and maintain all receipts in an accounting format approved by the Executive, preparing and reviewing financial statements. It should be noted that any fees associated with tournaments or specific team events (e.g., purchasing TeamSnap) will be the responsibility of the Team Manager, who will collect any funds from the players and submit a record of all funds collected and used to the Treasurer.
- Looks after all funds being deposited and withdrawn from the Keene Wolverines' account.
- Provides a financial statement at all executive meetings or by request of the President
- Ensures all teams provide a year-end financial report and reviews the financial report
- Shall present a detailed Year End Report at the Annual General Meeting.
- Prepare and present a proposed budget for the current year for approval by the Executive at the first meeting of the full executive after the AGM
- Chair any committee convened that pertains to financial issues
- Act as co-signatory on any cheques/expenses approved by the Executive and ensures all cheques have a minimum of 2 signatures of Executive Members with signing authority
- Ensures all fees are paid by each player and that player accounts remain in good standing. If an account is in arrears, the Treasurer will ensure the Team Manager and Coach is notified so they can ensure the family is notified and assist in collecting the funds. The Treasurer will update the Executive throughout this process.
- The Treasurer shall have custody of the cash books and accounts of the Keene Wolverines and shall deposit all funds in the depository prescribed by the Executive.
- Is a voting member of the Executive

Secretary

- Shall record and preserve the minutes from all meetings of the Executive. Minutes should be sent to the Executive no more than 1 week after each meeting.
- Shall prepare the agenda for each meeting and forward it to the Executive at least 1 week prior to the next meeting
- Shall inform the executive and the membership (via information provided to the Webmaster) of the date, time and place for all meetings
- Is responsible for disseminating all correspondence from the Executive to players and family members
- Shall deal with all correspondence of the Executive and keep a record of all correspondence.
- Coordinate election nominations and secret ballot voting at the AGM
- Shall coordinate with the Registrar to compile a complete and accurate master contact and email list for all current registered players, along with individual lists per team to allow for dissemination of information to the entire organization or individual teams
- Communicate the Manager Duties to all assigned team managers to ensure they are aware of their roles
- Is a voting member of the Executive

OWHL Southern/OWHA Rep

- Act as the lead contact and liaison between the Keene Wolverines the OWHL Southern, OWHA and any other league in which Keene Wolverines teams play
- Is responsible for distributing all information from the OWHL Southern/OWHA to the Executive
- Attend all meetings as the Keene Wolverines Representative at OWHL Southern and OWHA meetings
- Attend the annual scheduling meeting and ensure Coaches/Team Managers are informed of the scheduling meeting and their required duties at this meeting
- Must be knowledgeable regarding the OWHA and OWHL Southern rules of play and constitutions
- Responsible for sharing any information with Coach Convenor, Coaches and their Staff regarding OWHL Southern policies and procedures (e.g., Rowan's Law)
- Will liaise with the Coaches Convenor to meet with new Coaches to ensure they are fully informed about the rules and regulations that must be met as per OWHA and OWHL Southern requirements
- Report and oversee all suspensions levied to players by the OWHA, OWHL Southern, Referees and Officials
- Is a voting member of the Executive

Registrar

- Organize annual registration of all players
- Process all registration forms and keep accurate records of players registered in each division
- Register all players with the Keene Wolverines and OWHA in accordance with OWHA regulations and rules
- Shall provide registration numbers, by division and by birth year to the Executive
- Shall prepare and provide team rosters to each Coach and Team Manager prior to the start of the season, based on the information that is available
- Ensure Coaches complete and submit registration forms that include all relevant information required to register and roster their team with the OWHL Southern and OWHA or any other League (e.g., House League) as appropriate
- Completes all Permission to Skate forms as requested by players/families, upon approval by the President
- Shall coordinate with the Secretary to compile a complete and accurate master contact and email list for all current registered players, along with individual lists per team and will share the contact information with Team Managers and Coaches for their respective teams
- Coordinate try-outs, including collecting all forms and fees with the assistance of the Treasurer, Coach Convenor and Team Coaches, order any necessary OWHA items (e.g., game sheets, OWHA Constitutions, Rules and Regulation books, etc.) as required by the OWHA
- Is a voting member of the Executive

Past President

- Served as President during a previous season
- Shares information and knowledge gained as part of the Executive Committee from the previous season to ensure continuity of planning and goals
- Is a voting member of the Executive

Ice Scheduler

- Works with the Executive to determine ice time requirements for the upcoming season and prepares master schedules of ice time and black-out dates for games, practices and playoffs
- Provides each team with a schedule regarding their available ice time for scheduling games and practices
- Works with the Municipality to ensure all required forms are completed, to book ice time and is the contact person regarding ice issues/conflicts
- Checks ice invoices compared to ice used monthly (by what teams have actually used)
- Communicates with teams regarding any unused ice time (e.g. due to away games, scheduling conflicts) so any unused ice can be utilized by other teams. Ice time should be offered to teams on an equal basis
- Is responsible for liaising with the Referee-In-Chief to ensure that referees are booked for all home games and is responsible for sharing any concerns regarding referees with the Referee-In-Chief
- Is a voting member of the Executive

Coach Convenor

- Responsible for reviewing all coaching applications and making recommendations regarding coaching selection to the Executive
- Responsible for organizing and chairing an annual Coaches meeting in collaboration with the/OWHA Southern and OWHA Representative
- Is responsible for corresponding with and training coaches before and during the season
- Act as a liaison to coaches and assist them as required
- Will ensure any coaching plans/drills are shared between rep and house league teams of the same age group
- Collect and maintain a record of all necessary documentation for team staff (including but not limited to: Coaching certificates, Trainer certificates, Speak Out certificates, etc.)
- Coordinate the activities of Coaches with regards to try-outs, and is one of the personnel responsible for evaluating and selecting players based on try-outs, as a neutral third party not associated with the team (in the case where the Coach Convenor is also a Coach or a parent, another member of the Executive not associated with the team will fill this role on behalf of the Coach Convenor for that team only).
- Is responsible for organizing any extra skills clinics as directed by the Executive
- Is a voting member of the Executive

Parent Liason

- Deals with player, parent and staff issues/complaints
- Is a voting member of the Executive

Activities Coordinator

- Responsible for planning, organizing and managing the year end awards banquet (venue, meal, trophy name plates and notify team managers of the date) with a pre-determined budget
- Wolverines Clothing & Gear: Organize (choose items and distributors), Ensure membership is notified of sales, Set up fitting times for all teams prior to start of the season and during the season, Assist with distribution
- Support, publicize and actively contribute to fundraising and/or league activities on behalf of the Keene Wolverines at the organizational level.
- Will organize a pre-season meeting of all Team Managers to discuss team fundraising plans for the upcoming season. These plans will be submitted by the Activities Coordinator to the Executive for approval in September
- Will maintain a list of all fundraising activities approved by the Executive for the Organization and each team
- Active role in soliciting sponsors and assisting sponsors to navigate the sponsorship process. Responsible for logging and tracking all sponsorship asks by members of the Executive prior to ask, to avoid duplication. All members of the Executive are encouraged to seek sponsorship but not obligated. Responsible that all Wolverines obligations are completed with set dates
- Will maintain a list of sponsors, including a clear outline of obligations including both current and previous year's sponsors.
- Responsible for obtaining and disseminating sponsor logos (e.g., to Webmaster to add to website)
- Will maintain a list of team needs for upcoming season during an end of year Managers Meeting
- Is a voting member of the Executive

Webmaster/ Social Media

- Responsible for running and maintaining the Keene Wolverines website
- Updates website with any relevant information (e.g., meeting dates, times, locations, etc.). All finalized meeting minutes will be posted to the website after they are approved by the Executive
- Is responsible for posting to social media any information approved by the Executive
- Is responsible for liaising with Team Managers/Coaches to obtain and post team news, scores and other information as deemed appropriate and approved by the Executive
- Anything to be posted is to be authorized by the Secretary and one other Executive Member before being posted
- Is a voting member of the Executive

Referee-In-Chief

- Responsible for scheduling on-ice officials for all home OWHL Southern /OWHA games (e.g., exhibition/regular season/tournament/playoffs)
- Communicates directly with the Ice Scheduler for all matters concerning on-ice officials (e.g., game changes/cancellation, coach/parent concerns about officiating)
- Is a Voting member of the executive

House League Team Rep

- Act as the lead contact and liaison between the Keene Wolverines and the league in which Keene Wolverines teams play
- Work with registrar and coach coordinator to ensure all teams and staff are registered accordingly
- Report any ideas to improve the house league to the executive
- Support the House League teams throughout the season as required

8.0 Meetings

There are three types of meetings that can be held by the Keene Wolverines

- Executive Meetings
- Annual General Meetings
- Special Meetings

Executive Meetings

- Executive Meetings will be scheduled on a regular basis during the season. The date and frequency of the Executive meeting is to be determined by the current Executive within one (1) month of the Annual General Meeting. General Members are encouraged to bring any questions and/or concerns that are pertinent to the Executive Committee to the appropriate Executive Member for review and once approved will be added to the agenda of the next Executive Meeting. Only items brought forth prior to the meeting and appearing on the agenda will be discussed. Only Voting Executive Members will be able to vote on motions during Executive meetings.
- The Agenda for the Executive Meeting must include but are not limited to:
 - i. Minutes of the preceding General Meeting;
 - ii. Business Arising from the Minutes;
 - iii. Correspondence;
 - iv. Treasurer's Report;
 - v. Other Members' Reports;
 - vi. New Business;
 - vii. Date of Next Meeting;
 - viii. Adjournment
- Dates and times of the Executive Meeting are to be published and/or distributed to the membership. Members are allowed to attend the meetings, but any questions or concerns must be added to the agenda prior to the meeting as noted above.
- Minutes from the meeting will be submitted to the Executive for approval within 1 week of the meeting and will be finalized and sent to the Webmaster to be posted to the website within 2 weeks of the meeting date.

Annual General Meeting

- There will be an Annual General Meeting of the General Membership of the Keene Wolverines on or before the last day of May. The date, time and location of such meeting will be determined by the President and communicated to the general membership of the Keene Wolverines a minimum of four (4) weeks prior and shall include the Agenda, along with any "notices of motion" and Executive Council positions open for election with a list of interested individuals for each open position. Any amendments to the constitution/notices of motion must be received in writing by the Secretary at least two (2) weeks prior to the AGM.
- The Agenda for the Annual General Meeting must include but is not limited to:
 - i. Minutes of the preceding Annual General Meeting;
 - ii. Business Arising from the Minutes;

- iii. The presentation of the Annual Financial Statement by the Treasurer;
 - iv. Other Members' Reports;
 - v. New Business;
 - vi. Notices of Motion;
 - vii. Election of Officers and other Members of the Executive Council;
 - viii. The ratification of any Expulsions, By-Laws, Rules and Regulations, Policies, Constitution Amendments, or Appointments to the Executive Council made by the Executive Council during the previous year;
 - ix. Adjournment
- The newly elected Members will become a Member at Large to be trained under the auspices of the outgoing Member. The outgoing Member will turn over the responsibility of their Office within one month following the AGM.

Special Meetings

- The Executive may, as deemed necessary, or upon receiving a request in writing by seven or more members in good standing, convene a Special General Meeting.
- The requisition shall express the subjects of the meeting and shall be delivered to the Secretary.
- Upon receipt of such requisition, the Executive shall convene a Special General Meeting. There is to be a seven (7) day grace period before the meeting can be called. In order for a special meeting to be scheduled it is expected that a quorum be achieved at the meeting.
- At this meeting, in pursuance to a requisition, no business other than that stated on the requisition are to be subject of the meeting.
- Only Voting Executive members will be eligible to vote at special general meetings, unless specified by the Executive that voting will include general members of the Keene Wolverines.

9.0 Voting

- Not all members of the Executive are voting members. Only voting members are allowed to vote on matters brought before the Executive at Executive Meetings. All members of the Executive are allowed to vote at the AGM.
- Quorum will be defined as $\frac{1}{2} + 1$ of the voting members for all meetings unless otherwise specified. Quorum must be achieved in order for a vote to occur.

AGM Voting

- Members must be present at the meeting and be a member in good standing (defined as registration and any other fees that are due to the association or individual team paid in full by the due date determined the Executive and Membership is not suspended or revoked by the Executive) in order to vote for any nominated positions. No proxy voting will be allowed at the AGM.
- Families get 1 vote per nomination for each player registered with the organization per nomination. Players over the age of 18 are allowed to vote and forfeit parental voting if they chose to vote.
- Existing Executive Members get 1 vote per nomination, regardless of the number of positions they hold
- Past President gets 1 vote per nomination
- If there is more than one person nominated for one position a paper vote via secret ballot will occur and will be coordinated by the Secretary. One other person in addition to the Secretary will be selected from the current executive to collect, calculate and share the results of the vote. Ideally the people selected will not be running for a position on the next executive. If one of the people counting the votes is nominated for a position, they will remove themselves from the vote collection for that vote and be replaced by another member of the Executive. At the end of the AGM all ballots will be destroyed by the Secretary.

Regular Meeting Voting

- Each Voting Executive Member has 1 vote per item
- Past President has 1 vote per item
- The President has 1 vote. The President is allowed to vote on behalf of another Voting Executive Member via proxy vote as noted above.

- Voting Executive Members who are directly involved in the item being voted upon, must declare a conflict of interest and forfeit their right to vote on the item
- If a Quorum is not able to be achieved due to lack of Voting Executive Members in attendance or Voting Executive Members having a conflict of interest, the vote will be deferred to the next meeting. Quorum must be achieved by physical attendance of Voting Executive Members at the meeting.
- The business of the association happens between meetings and the Executive has the authority to conduct votes via email outside of regular meetings. The items to be voted on, including any relevant information are to be sent by the Secretary to all members. Each Voting Executive Member's response (i.e., vote) is to be sent back to the Secretary and CC'd to the President. The Secretary will keep a copy of all votes on record. Any votes that take place outside of meetings shall be reflected in the minutes of the following meeting.

10.0 Compliance and Legislation

The Keene Wolverines understand and agree to comply with all league rules, compliance requirements and legislation. A Compliance and Legislation policy has been developed to ensure compliance with and adherence to all of the requirements that require submission, completion, signature and compliance. Examples of these types of activities include but are not limited to:

- Rowan's Law
- Vulnerable Sector Check
- Respect in Sport
- Medical Forms
- Code of Conduct

This policy is reviewed as part of the initial meeting that occurs immediately after the organization's Annual General Meeting (AGM) and is updated and adopted for the upcoming season of play. As new compliance and legislative rules arise or are either removed or revised, these will be added to or deleted from the Compliance and Legislation Policy.

11.0 Fundraising Plan

The Keene Wolverines operate fundraising in 2 distinct categories:

- Organization fundraising
- Team fundraising

Organization Fundraising

- In order to ensure adequate funding and to help with the operating costs of the organization, fundraising activities are required at the organizational level
- Any of the funds that are collected on behalf of the Keene Wolverines organization will be for use at the organizational level and will be dispersed by the Executive at their discretion
- All fundraising activity and any dispersed funds will be included in the minutes of regular executive meetings, special meetings or the AGM dependent on the timeframe in which the fundraising event or dispersed monies occur
- Fundraising activity will be managed and executed by the Activities Coordinator- as listed in Section 7.0 of this document
- The Activities Coordinator will continue to build a record of fundraising activities on behalf of the organization and will assist in running the organizational fundraising activities and the solicitation of donations and sponsorships for the Keene Wolverines

Team Fundraising

- Each rostered team in the Keene Wolverines organization will be responsible for any and all efforts for team-based fundraising
- Prior to the start of each regular season, the Activities Coordinator will call a Managers meeting to explore and discuss implementation of fundraising for each team
- Each Team Manager will attend the meeting and will identify how they intend on raising money, soliciting donations and/or seeking sponsorships. Once this meeting is complete, each Team Manager will submit their fundraising plan to the Activities Coordinator who will present the plans to the Executive for approval. If a

team would like to add any additional fundraising opportunities throughout the season, Managers will advise the Activity Director of their idea for approval by the Executive before starting the fundraiser. Any fundraising added during the season is to be first approved by the Executive before the fundraiser commences.

- The Keene Wolverines Executive reserves the right to reject any fundraising activity for any reason should they feel it will be detrimental to the Keene Wolverines organization
- All team-based fundraising is done to supplement the operating budget of the team for the season in which the fundraising event occurs. All monies collected for the season must be allocated to the team in that season. Any remaining funds at the end of the season will be refunded to the Team Members or used collectively by the team.
- All fundraising monies are to be managed by the Team Manager who will complete a team budget of monies collected and dispersed for the season. Each Team Manager is to provide the Treasurer a completed financial statement at the end of each season, prior to the AGM.
- League Finals and Provincial tournament fees are the responsibility of the team.

Appendix A

Awards

When funds permit the following awards will be awarded on behalf of the Keene Wolverines. The Awards will be presented annually at a special awards ceremony, the date of which is to be set by the executive.

The awards presented to a player from each team include ESSO Medallions to be presented to 3 players on each team and are as follows:

- Most Dedicated
- Most Sportsmanlike
- Most Improved

Team Specific Awards will be provided to a player from the specified team based on the criteria provided.

U18Rep

- Taylor Award (Donated by the Ward family in memory of Taylor Ward) This award is presented to a player who demonstrates Dedication and Sportsmanship. Player to be in their final season with the Wolverines
- Crowley Award (In Memory of Albert Crowley SR) Awarded to the player who demonstrates and supports a team concept

U15 Rep

- Lou Award (Donated by Louisa Norris) Awarded to the player who best demonstrates and inspires team spirit

U15/18 Houseleague

THE BEST TEAMMATE AWARD (Sponsored by Menzies Developers) When you put together a team, you're dealing with an amalgamation of different personalities. The Best Teammate Award should be given to that "glue" person that brings everyone together and bridges the gap. This is the player that is giving high fives when someone does well, and who picks a player up when they fail. These are the intangible qualities that take you from a winning team to a championship team over the course of a long season.

U15- 2nd Team

Thompson Fuels Delivering the Energy Award - Given to the player that has shown the ability to give all that they have to give in all aspects of the game. On the Ice, whether in game action or practices, in the dressing room, and supporting team initiatives off the ice.

U13Rep

- Camp Cherokee (Donated by the Loucks Family) Awarded to the player that best demonstrates team leadership
- Guts, Glory, Ram Award (Sponsored by Stewart Motors) Awarded to a player who plays with constant energy, grit and reliability. Sponsor contributes to the cost of keeper trophy for winner

U11 Rep

- K.A.W Leadership Award (Donated by the Wesenberg Family) Presented annually to an atom aged player who demonstrates leadership, commitment, passion, teamwork and sportsmanship on and off the ice. Wesenberg family to be contacted as they may contribute in addition to the award.

U11 Houseleague

Dave Nelson Spirit Award (Sponsored by the Nelson Family) Presented to the player that shows the most enthusiasm on and off the ice. *Special Note: Awarded to the Most Junior Team iced that season - preferably to the House league, if no house league in a season then to the Rep team.*

The Nelson family contributes to the cost of the keeper trophy

Hockey Heart Award (Sponsored by: Nicole Wilson, Real Estate Broker, EXIT Realty Liftlock Brokerage)

Given to the player that shows the following:

- ***Dedication:*** To the game & their team
- ***Effort:*** Works hard at both practices and games, regardless of "skill level. Leaving everything on the ice
- ***Passion:*** Is always ready to listen and learn from their coaches and looks to improve their skills
- ***Love of the game:*** Has a smile on their face and comes to the rink willingly to play & have fun.

Special Awards

Marg Todd – Champion of Girl’s Hockey . Given annually to a member of the community who advocates, promotes and is a defender of Girl’s Hockey in Otonabee South Monaghan Township. The nominee supports and fights for the growth and success of our female athletes. Someone who instills confidence in others and challenges them to rise above what they think they are capable of. Nominations of candidates to be given to the executive, in writing with reasons for nominations. The executive will then provide the list of nominations to members of the Todd Family for final selection

- Todd Family contributes the cost of the engraving and the keeper plaque for winner

Last Year Players (U18)

- Recognition and gift for Retiring players (players aging out at U18) The award of appreciation varies based on the number of years the player played as follows: 0-3 years, 4-6 years and 6+

Appendix B

Wolverines Communication Plan

Overall Communication Approach

The overall communication process takes into account the audience the communication is intended for and falls into the following categories:

1. *Membership Wide Communications*

Membership wide communications will be sent via email to all valid members of the Keene Wolverines Hockey Association. We have selected email as the primary vehicle to update members due to the almost universal coverage it provides. All members who enrol with our organization must provide a valid e-mail address to complete registration, so this guarantees the best success to reach our members. Although social media has its place, until there is a social media standard that replaces the reliability of email we will not accept this as an official form of membership wide communication. All membership wide communications will be sent to the membership by the President or through the Secretary approved by the President. Once the message has been sent to the membership it can be posted to the Keene Wolverines website as applicable.

2. *Executive Members Communications*

Executive Membership Communications will be provided by e-mail as the official form of communication. Any official communication between executive members should be sent via this mechanism including any related attachments. Any other communications sent by executive members through text, chat, social media, league management software or any other written or electronic communication vehicle will not be considered an official communication at the executive level and is to never be used to communicate with the membership or other related organizations such as the Ontario Women's Hockey Association (OWHA). Processes like team registration, rostering etc will be handled by the OWHA Representative and our Registrar through the mechanisms provided by those organizations.

3. *Team Based Communications*

The official form of communication for team-based communications will also be handled via email. All communications sent to team members must be sent via email and posted to the website as applicable. This is critical as the schedule for the team is to be communicated this way. Any scheduling changes must be dealt with in this manner and the website is the source of truth for the schedule. This does not prevent the use of social media or League Management Software. Teams can use these products as an adjunct form of communication to get messages out faster but any and all communications regarding the team must follow the email route and be posted to the website as applicable. As e-mail is the universal connection point of our membership, it is the most effective way to serve the membership.

4. *Incoming Communications Handling*

Any incoming communications written, electronic or verbal will be forwarded to the Secretary and the President for response and will be documented in an email. The outgoing communication addressing the issue will come from the President. Official communications from the President should be logged by the Secretary and listed in the Keene Wolverines Agenda for the next meeting for transparency. These communications will not be reviewed unless a complaint has been registered against the organization or if an executive member has been asked to bring a matter in front of the executive from a member, related organization, or the general public. In the event that a matter has been unresolved via communication from the President, the matter will be reviewed by the Keene Wolverines Hockey Association Executive and voted on in a meeting. The results of this vote will then be communicated back to the original sender as a final message to resolve the matter.

5. *Abusive Communications Handling*

It is the responsibility of the Executive, its Members, Parents, Coaching Staff and Players to conduct themselves in accordance with our Code of Conduct. Abusive communications that are written, verbal or electronic will not be tolerated by the Keene Wolverines Hockey Association. Any abusive communication will be dealt with on a case

by case basis following our Code of Conduct and could result in expulsion from the organization and could result in the removal of the player within the organization.