

North Halton Girls Hockey Association
Constitution and By-Laws
Updated to June 5, 2015

Article 1. Name

This organization shall be known as “North Halton Girls Hockey Association” and is also known as “North Halton Twisters” and hereinafter referred to as NHT.

Article 2. Mission and Objectives

Mission

The North Halton Twisters from its board members through to coaches, trainers, parents, volunteers and players are committed to good sportsmanship, fair play, equity, friendship and fun among participants at all levels of play. The aim of the association is to offer an opportunity to play hockey for girls and women in Halton Hills, Milton and surrounding communities that do not have an organized Ontario Women’s Hockey Association league.

Objectives

- (a) To organize, promote and teach hockey skills to girls and women through an organized system of house league, recreational and representative team play.
- (b) To sponsor and promote activities which will contribute to the financial position of the association. These activities must be approved by the Board and deemed not to benefit financially any member of the board.

Article 3. Affiliation

- (a) NHT will annually affiliate with the Ontario Women’s Hockey Association (OWHA), and the Lower Lakes Female Hockey League (LLFHL).

Article 4. Membership

Membership in NHT consists of:

- (a) All players registered in house league, women’s recreational league and representative teams
- (b) All coaches, assistant coaches, trainers, managers, convenors, board members and board approved committee members at large.

Article 5. Board

The Board shall consist of:

President	Director of House League
First Vice-President	Director of Representative Teams
Treasurer	Secretary
Second Vice-President	Past President

Total: 8 Executive positions make up the Board– Not all positions may be filled annually however a minimum of 5 positions must be filled. Board members may nominate convenor positions and their appointment approved by Board.

Roles and Responsibilities of Board:

The President:

- a) Chairs all regular Board meetings and the Annual General Meeting.
- b) Has signing authority with the secretary and the treasurer for financial/legal requirements.
- c) Has an ex-officio status on all sanctioned committees
- d) Represents the interests of NHT on OWHA events and community meetings requiring official association presence.
- e) Nominates convenor positions from the membership.
- f) Assigned role of privacy coordinator unless delegated to another source.
- g) Authorizes communications with the membership.
- h) Signs grant proposals with treasurer.
- i) Attends OWHA AGM to vote on behalf of the NHT or delegates vote to another Board member.

The Past President:

- a) Acts in an advisory capacity to the current president
- b) Assumes other responsibilities at the President's request.

The First Vice President:

- a) Performs duties as the president in the event that the president is unable to fulfill his/her responsibilities or as assigned by the president.
- c) Participates on selection committee for coaches
- d) Takes a leadership role with strategic direction setting for the organization, growth and administrative matters including policy.
- e) Chairs the Complaints and Commendations Committee to oversee written complaints associated with code of conduct violations, allegations of breach of NHT constitution or by-laws.
- f) Establishes process to select and maintain vendors to service the organization such as legal services, bookkeeping services , photography, clothing/equipment vendor, awards vendor. etc.
- g) Oversees appointment of tournament coordinator position and equipment convenor.

The Second Vice President:

- a) Organizes and encourages the development of NHT player referees through sanctioned OWHA training.
- b) Recommends and coordinates player development camps or initiation hockey programs as needed.
- c) Participates on selection committee for coaches.
- d) Recommends and coordinates coach or member education or development programs.
- e) Sets the standards for league sponsorship and assigns a sponsorship convenor.
- f) Presents awards to sponsors as required
- g) Arranges congratulation letters, notices in newspapers or photo ops as required.

The Treasurer:

Note: Provides supervision to bookkeeper services.

- a) Collects, records and maintains all financial records belonging to NHT
- b) Pays all accounts by cheque requiring two signatures on amounts over \$1000 dollars. The Treasurer has signing authority on cheques for amounts under \$1000.
- c) Signing authority includes Treasurer, Secretary, and President.
- d) Establishes a yearly-operating budget for house league expenses in order to establish yearly fees.

- e) Works with the Director of Representative Teams to review representative team budgets and yearly expenses
- f) Verifies ice bills monthly prior for payment sharing information from the ice scheduler.
- g) Submits statements of revenue and expenses at least 4 times per year or as required by the President.
- h) Presents financial statements at the annual general meeting.
- i) Grants authorization to waive partial or full fee (compassionate grounds) which has come from a written request from the parent via the Registrar
- j) Validates paid status on memberships before releases are granted. If the member manages a rep team finances, then final team financial statements must be completed and be satisfactory to the treasurer before a release is granted. All equipment belonging to NHT and in possession by the member seeking a release must also be recovered before a written release is granted.
- k) Signs off on grant applications as required
- l) Establishes and annually reviews the refund policy and updates same on website.

Some tasks can be assigned to the book keeper by the treasurer. All activity of the book keeper is supervised or signed off by the treasurer working with this purchase of service individual.

- a) Makes all deposits
- b) Creates invoices for rep team ice/referees/administration charge backs for –December 1 and April – year end.
- c) Creates invoices and standardized letters for NSF collections
- d) Produces reconciled bank statements.
- e) Follows accounting practices and standards taking direction from the Treasurer .
- f) Maintains records of NSF funds and invoices for payment according to authorization from the treasurer.
- g) Informs Treasurer of overdue accounts from rep teams
- h) Prepares appropriate statements as directed by the Treasurer.
- i) Issues receipts for full payment to parents of players or to adult players upon request.

Registrar:

- a) Prepares yearly registration form
- b) Utilizes the on line registration system entering all data fields including cheque/ paid status field.
- c) Sends registration information electronically to the Treasurer in order to match deposits.
- d) Takes action on unpaid status membership by sending one email reminder after June 30 of failure to receive payment. Late fees apply and are collected by the registrar before a player is allowed to step on the ice.
- e) No players are allowed to attend practices or regular games unless full payment and reconciliation of NSF cheques are finalized. Only the Registrar can receive payment and authorize the Directors of Rep and House League to allow a player on ice when payment is made. Parents must reconcile their NSF cheques as soon as possible to enable their child to continue in the league.
- f) For Rep Teams – team lists are provided to the Registrar as soon as they are finalized (spring) and NO player is allowed on ice unless authorized payment is received by the Registrar.
- g) Yearend status reports are produced for the AGM and league records for online registration (databases) are maintained in appropriate software plus back up.
- h) Informs any player applying for a subsidy/waiver of fees that such a request is made in writing and submitted before any arrangements can be made. Only requests in writing will be accepted and passed onto the treasurer for authorization to waive full or partial fees. The decision to authorize full or partial fees rests with the Treasurer/ Registrar and the President in full consultation .
- i) Prepares final OWHA registration forms with signatures for house league teams in conjunction with the Director of House League.
- j) Collects birth certificates from registrants.
- k) Updates the frequently asked questions on the web site

The Secretary:

- a) Records all minutes of the Board Meetings
- b) Maintains association archives and history records
- c) Liaises with Hockey Heritage to preserve records and coordinate events
- d) Maintains the NHT logo on computer files along with other communication and marketing materials.
- e) Coordinates agendas and facility set up for meetings.
- f) Types and ensures that all correspondence is reflective of the standards set by the Executive Committee and NHGH.
- g) Maintains constitution and bylaw amendments including presentation of such at the Annual General Meeting.

Role of Director of Representative Teams:

- a) Oversees the functions and delivery of the rep program including: coaching selection committee, coaching evaluation, player and coaching development/training, acting on discipline decisions or suspensions as directed by the Complaints/Commendations Committee.
- b) Reviews budgets submitted by representative teams' activities including fundraising activities. Ensures rep teams have a yearend accounting statement submitted to the Director of Rep and the Treasurer.
- c) Reminds rep teams of NHT policies on clothing and use of logo. Written permission must be obtained for the use of the logo outside our established vendors.
- d) Keeps web site updated by submitting information to the web master
- e) Finalizes OWHA registrations for all teams and requests payment from the treasurer. Copies of registration forms should be made to both the registrar and treasurer to cross reference with team rosters and payments.
- f) Makes recommendations to the Board on the level and number of rep teams along with ensuring their registration.
- g) Sets up Selection Committee for appointment of coaches. All representative team coaches should submit an application and resume to the Director of Rep . The OWHA ten point Steps to Screening is followed. Criminal reference checks and a completed application form are mandatory for ALL coaching staff. Decisions of the Selection Committee for head coaches are final with no appeal process. All coaching selection is verified by report to the Board by the Director of Rep. Maintenance of criminal reference checks forms is done in a confidential manner respecting all privacy laws by a designated Privacy Person within the Association.
- h) Ensures that the representative team coaches understand their roles and responsibilities and their performance is evaluated annually using a combination of techniques including rink visits for assessment of practice plans and development, monitoring penalty minutes, league complaints and OWHA suspensions, written and confidential parent evaluations at yearend (optional) .
- i) Sets twice yearly meetings with coaches to ensure compliance with operating procedures and ensure open two way communication.
- j) Works with the LLFHL to keep coaches/managers informed of league play . Meetings to both these leagues including attendance at the AGM's may be assigned as required.
- k) Provides a leadership role to support and assist with organization of the Twisters tournament.
- l) Collects and records rep team sweaters and authorize purchase of new sweaters and annual sock orders. This may also be delegated and monitored by the Director of Rep to an appropriate association volunteer.
- m) Sets tryout schedules and associated policy to create a balanced approach to player development within our organization. This includes establishing a fair import rule that enables Twisters players to develop and progress within our Association.
- n) Documents and forwards concerns on referees to the ice scheduler.
- o) Provides to the Registrar as soon as they are finalized a list of confirmed players per team and NO player is allowed on ice unless authorized payment is received by the Registrar for the association fees.
- p) Acts as the primary contact with the OWHA on all OWHA disciplinary matters.

Role of the Town Ice Scheduler

- a) Negotiates and attends all ice meetings with the Town of Halton Hills and Town of Milton
- b) Takes to ice user meetings estimates of growth as provided by Director of Rep and Director of House League/President.
- c) Signs ice contracts on behalf of NHT
- d) Presents REP, development and HL schedules for approval by Board.

Role of the Referee Liaison

- a) Provides key point of contact for communicating and negotiating policy and procedures with the Referee Association.

Director of House League:

- a) Oversees the function, team composition and delivery of house league program.
- b) Supervises, recruits and ensures credentials for all coaches in house league. All police checks are managed by the Privacy Coordinator in accordance with all applicable OWHA policy.
- c) Recruits House League Convenors and Equipment Convenors as required.
- a) Ensures preparation of team lists in consultation with the House League Convenors
- b) Receives, documents and negotiates concerns from coaches, parents or officials and act on any matters of player suspension (OWHA)
- c) Ensures all teams are properly registered with OWHA
- e) Ensures divisional stats are managed and submitted to local newspapers – This is delegated to the HL Stats convenor.
- f) Approves under aged players to move to another division.
- g) Assigns convenor for senior women's division.

Equipment Convenor:

- a) Maintains inventory of house league goaltending equipment
- b) Advises Board of vendor processes for quotes on house league sweaters
- c) Establishes and maintains storage site , equipment returns and allocation of equipment to coaches
- d) Recommends yearly purchases of new equipment including goalie equipment
- e) Director of House League approves the sweater order and authorizes invoice for payment by the treasurer. The equipment convenor does a vendor quote on house league equipment – usually three quotes spread among businesses located in our municipalities served by the Twisters organization.

Twisters Coaching Staff:

All coaching staff both rep and house league are:

- a) Responsible for understanding the NHT , OWHA and affiliated leagues: constitutions, by-laws, rules , code of conduct and other relevant policies and practices
- b) Expected to read and share information appropriate to informing parents, players about the rules of the game, and league operations, and team financial management and responsibility.
- c) Responsible for team management, and player development
- d) Expected to consult with the Director of Rep or the Director of House League for support and guidance on player development or parent issues.
- e) Expected to follow problem solving techniques to inform parents, deal with conflict and ensure a safe environment to play hockey

- f) Expected to follow all mandatory training set out by the OWHA, LLFHL and NHGHA
- g) Expected to follow the values and practices within the Code of Conduct of the OWHA

Article 6 – Board Meetings:

- a) The President is responsible for calling Board meetings at least three times per year and as necessary.
- b) There must be a quorum of 50% of the Board present to conduct a meeting.
- c) Members at large, guests or convenors can be invited to attend Board meetings.
- d) When vacancies are not filled on the Board, other Board members will assume their responsibilities but in the case of a vote; only one vote per member is tabulated.
- e) Decisions are made by consensus unless a vote is called and then properly recorded in the minutes.
- f) Any item can be referred to membership or a sanctioned committee appointed by the Board for further study. Recommendations are made back to the Board for final approval.
- g) The Board has full authority to act on matters outlined in this constitution and any subsequent by laws in addition to matters not covered by this document as the need arises.

Article 9 Annual General Meeting and Nominations to the Board

- a) The annual General Meeting for NHT shall be held once per year on a date set by the Board and adequately advertised with the NHT membership.
- b) The order of business of the AGM may include but is not limited to:
- c) Presentation of written annual reports from the Board
- d) Presentation of amendments to Constitution
- e) Voting on Constitution and Board nominations
- f) Notices of motion, correspondence, Constitution and By-law amendments and nominations for Board shall be submitted in writing to the Secretary no later than 2 weeks prior to the AGM.
- g) Any article or by law of this Constitution can be altered or rescinded at the AGM given the proper two weeks notice or at other times through majority vote of the Board.
- h) Eligible voters are defined as members who have paid the association fees with NHT and members of the Board. One parent or guardian of a player 17 years and under may cast the vote on the player's behalf. NO other proxy votes will be permitted. Players aged 18 years and over may cast their own vote.
- i) A simple majority vote will carry all issues.
- j) Election of the new Board takes place at the AGM. Any eligible voter may nominate a NHT member for a position on the Board. For the positions of President, Director of Rep and Director of House League – three letters of recommendation from the Board must be provided to support the nomination to these positions in addition to a minimum of two year's experience in a leadership role in the NHT in such positions as a convenor or head coach.
- k) All nominations must be received minimum two weeks in advance of the AGM and be recorded with the Secretary. All nominations must include the appropriate letters of recommendation coming from three current and in good standing Board Members for position of President, Director of Rep and Director of House League. Incomplete or late nominations will not be accepted.
- l) Closed ballot or a simple show of hands as determined by the President will constitute an appropriate method of AGM voting.
- m) Executive positions are elected or acclaimed at the AGM for a one-year term. Positions that become vacant after the AGM, may be filled by a nomination from the Board.
- n) An individual who has served at least 2 years on the executive committee/head coach prior to the nomination is eligible to assume the position of President.

Article 10 Finance and Management

- a) The NHT is financed through sponsorships, registration fees and fund raising efforts

- b) The President may appoint an auditor to review the financial statements on an annual basis prior to the AGM.
- c) The Board has full authority to act on matters outlined in this Constitution and any subsequent by-laws in addition to matters not covered by this document as the need arises.

Article 11. Amendments

- a) Amendments to the Constitution and By-laws must be passed by majority vote at an AGM and submitted to the Secretary at least two weeks prior to the AGM.

Article 12. Termination of NHT

- a) If the NHT disbands or ceases to exist, the assets and funds of the organization shall be transferred to and held in trust by the Ontario Women's Hockey Association pending resolution and distribution of such assets and funds.

North Halton Girls Hockey Association By Laws

BY LAW 1 AGE OF PLAYERS

- a) Ages of players and their assignment to House League and Representative Divisions may vary from year to year depending on registration. The Ladies Recreational League is intended for Players 18 Years of age and over.
- b) Representative teams define their teams by birth age as set out by OWHA guidelines. Requests for players to play above the age levels defined by OWHA must be made to the Director of REP before tryouts. The Board has the right to determine if players will be allowed to play above their age level and such permission to attend try outs above the player's age level must be in writing from the Director of REP prior to attending any practice/tryouts.
- c) Players on representative teams must be members of NHT and pay the appropriate annual fee in addition to their representative team fees.

BY LAW 2 REGISTRATION

- a) Each player must submit a registration with the NHT.
- b) Players who sign up for Representative hockey are guaranteed a place on a House League team only if they are unsuccessful at the tryouts.
- c) Player registration fees for House league players includes:
 - i: One game per week for the season as determined by NHT
 - ii: House league sweater (property of NHT and is to be returned)
 - iii: House league socks (provided to each player – not to be returned)
 - iv: Team and individual photograph
 - v: Year end award as deemed appropriate by Executive Committee –
 - vi: OWHA insurance and association fee to cover administration costs
- j) No player is allowed on the ice unless registration is complete and fees have been submitted.

BY LAW 3 EQUIPMENT

- a) Full protective equipment must be worn at all games and practices. The coach is responsible to enforce this rule.
- b) All equipment purchased by the NHT shall remain the property of the NHT.
- c) Official league recreation clothing may only be sanctioned and sold by NHT
- d) The name North Halton Twisters and its logo are protected property of NHT and must have written approval for its use with NHT members and approved vendors. The Pantone number for the logo is 3145U and thread colour 4531.

BY LAW 4 PLAYING RULES AND DISCIPLINE

- a) All OWHA rules apply.
- b) The First Vice-President must ensure that any disciplinary measure is carried out in accordance with OWHA by laws.
- c) Decisions by the NHT Executive Committee may be appealed in writing to the President of NHT and presented at the next Executive Committee meeting.
- d) OWHA minimum suspension guidelines will be enforced.

BY LAW 5 COACHES DUTIES AND RESPONSIBILITIES

- a) Coaches must complete a yearly application form
- b) Each house league team will be assigned an assistant coach.
- c) NHT encourages the development of coaching skills by supporting OWHA certification training sessions.
- d) All coaches are encouraged to attain minimum certification consistent with current OWHA standards.
- e) Coaches are expected to instill the ideals of fair play, good sportsmanship and equity with all players.
- f) Any person assisting on the bench must be properly registered with NHT.

BY LAW 6 HOUSE LEAGUE

- a) Operation of House League is the responsibility of the Board
- b) NHT operates on the principle of fair ice time for all players. Due to possible significant age differences of the players in house league, equal ice time is not guaranteed.
- c) There is no overtime in regular season play.
- d) Standings will be maintained for all teams by the respective convenor.
- e) Playoff format is determined annually by the Board.

BY LAW 7 REPRESENTATIVE TEAMS

- a) Representative teams and coaching staff abide by all rules in the league in which they are entered and the Board has the authority to enforce the NHT Constitution and By-laws through problem solving (first approach) or sanctions up to and including the suspension of the coaching staff if required.
- b) Representative team sweaters are the property of the individual player. NHT reserves the right to specify the vendor and style of the sweater.
- c) Representative teams fundraise and maintain their own financial records, which are subject to annual review.
- d) Tryouts will be arranged as early as possible in the season and are open to all NHT registered players. Player selection is the decision of the coaching staff.
- e) Representative fees are payable to NHT to cover such activities as practice ice, tournaments , league administration. A parent representative is encouraged to be part of the financial management of team fees along with coaching staff.
- f) Any representative team fund raising requires approval of the Director of Representative teams to ensure the NHT will not be liable for negative consequences of publicity or fundraising activities.

BY LAW 8 FUND-RAISING

- a) All NHT members have a responsibility to support the fundraising projects sanctioned by NHT.
- b) All house league fundraisers must be approved by the Board.

BY LAW 9 AWARDS

- a) Individual or recognition awards may be presented from time to time at the discretion of the Board for work done for NHT.
- b) Team awards will be presented at the final games for consolation and house league division winners. The Executive Committee determines team awards.

BY LAW 10 GENERAL OPERATIONS

General Operating Standards for All Players and Coaching Staff :

- No cellphones are allowed in the dressing rooms to protect privacy especially from devices that take video or pictures.
- Only insured players/volunteers/coaches are permitted on ice or behind the bench. There are no “guest coaches” or “special parent/player on ice events permitted. If the ice is booked through the Association name our insurance rules apply. If a team plans to purchase special coaching instruction, a certificate of insurance from the vendor you are purchasing service from ensures that the person (skating instructor etc) is fully insured. If a team plans a special on ice event with parents, the booking of the ice is done outside of the Twisters organization at the applicable Town rate and with the applicable Town insurance being purchased at the expense of that team. For clarification of what is an insured activity and what is not, refer to the OWHA Insurance booklet in your annual registration package.
- Students in high school and wanting to complete community service hours must be fully registered on the OWHA team registration forms and be supervised by the head coach.
- No children of coaching staff are permitted behind the bench to open the door etc Any Twisters player or parent assisting with a practice or a game must be properly registered and signed on the OWHA registration form and be recognized in the formal capacity as a member of the coaching staff.
- Any convenor or coach wanting to change the status of a player/coach must follow the OWHA registration procedures, complete the applicable forms and have those forms validated by the Registrar and the appropriate Director of Rep or House League. Authorizing signatures include Registrar or President or Director of Rep/House League.
- All volunteers working with youth must have Speak Out.
- The Two Deep Rule is followed at all times when adults enter the dressing rooms including one of the adults must be a female.

BY LAW 12: Complaints and Commendations Committee - Self Regulation of Policies/Procedures to Protect Players/Coaches and Volunteers:

The purpose of this standing committee is to promote, educate players, volunteers, parents and coaches on the values of the OWHA, its code of conduct and fair play and how those values can be incorporated in day to day operations of an organization committed to excellence through training, support and education. The Committee has full authority for discipline recommendations related to its own operating policy/by law infractions and violations to Code of Conduct .

The responsibilities of the Committee is to:

- Recognize achievements that exemplify the values of the OWHA
- Promote education and training of all volunteers
- Ensure declaration of conflict of interest by Board members to ensure contracts are awarded fairly, without prejudice, and without personal financial gain by any member of the association.
- Ensure no member shall receive profit from their volunteer work or position.
- Ensure the Board is protected from legal costs, charges or expenses associated from carrying out their assigned duties . Such assigned duties must not be deemed a result of negligence, neglect, unlawful acts, breach of by-laws or failing to exercise care and diligence reasonable and prudent to the position.
- Investigate written complaints that have not been resolved through normal communication and problem solving techniques by the head coaches, following consultation with their respective convenors, and Director of House League. The Director of Rep teams consults and supports coaching staff in the same way to enable effective communication and problem solving using common sense approach and OWHA policy or other league policy to resolve disputes. Matters related to the Code of Conduct require **written – not email** – validation with witnesses. Full discovery and investigation may take several weeks to be thorough and fair to all parties. If the investigation is serious such as putting players at risk, or the association at risk, the volunteer will be suspended immediately with notice to meet with the Board at a convenient time – usually within 30 days. Any matter, under current police investigation related to criminal charges or a

matter deemed serious putting players or the association at risk will result in immediate suspension of the coach/convenor/Committee member until the investigation is complete or the matter is resolved.

- Inform the OWHA immediately of serious violations such as criminal harassment or abuse following OWHA procedures.
- Complaints will be addressed by this committee lead by the 1st Vice President/ Past President, Director of Rep or Director of House League and President and assigned convenor with several years experience in the Association. Decisions to discipline , write letters of concern/warning, suspension of a coach, convenor or member of the Executive Committee are final. All decisions are final. If a member of the Board needs to be removed from the association because of negligence, financial mismanagement, neglect of responsibilities, the motion will require the full Board to vote on that Sanction.
- Ensure legal counsel is made available to the Board to support challenged decisions where appropriate and that costs of the legal counsel be born by NHT after consultation with OWHA and Hockey Canada Insurers.

BYLAW 13 - ADDITIONAL SAFETY EQUIPMENT

13.1 – Mouth Guards

Every player registered with the NHGHA shall wear an intraoral mouthguard at all times while engaged in any game, practice, drill or scrimmage on the ice surface. Mouthguards are mandatory for both House League and Rep players. It is the responsibility of the Trainer(s) and Coach(es) to supervise and enforce the use of mouthguards, and failure to abide by this bylaw will result in disciplinary action to the team officials.

13.2-Equipment

Every goalie/player registered with the NHGHA shall have a throat protector/guard properly attached to their helmet while playing in the net as a goalie engaged in any game, practice, drill or scrimmage on the ice surface. Throat protectors/guards are mandatory for both House League and Rep goalies/players. It is the responsibility of the Trainer(s) and Coach(es) to supervise and enforce the use of throat protectors/guards and failure to abide by this bylaw will result in disciplinary action to the team officials.

BYLAW 14 – REPRESENTATIVE TEAM - PLAYER EQUIPMENT HELMETS/GLOVES/PANTS

In order to ensure a uniform presence at all times, every player (goalies excluded) registered with the NHGHA Representative Program shall wear the following:

Protective Hockey Gloves - majority of the protective glove shall be black in colour ensuring no less than 75% is black and the remaining design or stitching shall be white. No other color shall be allowed on the gloves.

Helmets – shall be approved (as prescribed by the OWHA) and shall be all black in color with the exception of white manufacturer name or logos

Ice Hockey Pants – shall be black in color with the exception of white manufacturer name or logos, players may utilize a pant shell cover that has been approved by the NHGHA as a substitute.

It is the responsibility of the Head Coach to ensure full compliance with this bylaw at all times, and failure to abide by this bylaw will result in disciplinary action to the team officials.