

GREATER HAMILTON GIRLS HOCKEY LEAGUE



MANUAL OF OPERATIONS

CONSTITUTION and BYLAWS

Revised: September 2018

**GREATER HAMILTON GIRLS HOCKEY LEAGUE
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GREATER HAMILTON GIRLS HOCKEY LEAGUE CONSTITUTION

ARTICLE I - Identity

The name of the organization shall be called the Greater Hamilton Girls Hockey League hereinafter referred to as the GHGHL, operating as a Hockey League and deriving its authority from its governing body, the Ontario Women's Hockey Association (OWHA). Teams participating in the League shall be approved by the OWHA on an annual basis. The GHGHL agrees to follow all regulations, rules, policies and procedures set forth by the OWHA and agree that the GHGHL Constitution, rules, regulations, policies and/or other such operational documents require prior approval of the OWHA at its sole discretion.

ARTICLE II – Objectives

- (a)** To provide an equitable playing environment for all participants of varying playing ability.
- (b)** To support an opportunity for progressive development of all players to a higher level of play.
- (c)** To foster co-operation, sportsmanship and friendship among competing centres.

ARTICLE III - OWHA Approval

This league agrees to accept and enforce all OWHA rulings. The OWHA shall receive copies of all league and executive correspondence and shall be welcome at all general and executive meetings.

ARTICLE IV - Membership

Membership in this League shall be composed of Girls Hockey League Teams that have been approved by the OWHA and agree to abide by and comply with the rules of the OWHA and the GHGHL. All teams wishing to play in the GHGHL must have the consent of their Local Association.

ARTICLE V - GHGHL Regular Meetings

- (a)** Regular GHGHL meetings are to be held at least once every two months, unless advised of changes from the Executive. List of scheduled meetings will be provided to all Associations. All meetings are to be recorded.
- (b)** Voting at these meetings is confined to GHGHL Executives and the Association Representatives. There is one (1) vote allowed per Association.
- (c)** A quorum shall consist of a majority of the Association Representatives (50%+ 1).
- (d)** Invited Guests are welcomed at these meetings and are allowed to speak for "the good of female hockey".
- (e)** Invited Guests wishing to address the GHGHL must be placed on the Agenda five days prior to the meeting date.

ARTICLE VI – Annual General Meeting

(a) The GHGHL shall hold an Annual General Meeting (AGM) at the end of the year, usually during the month following Super Sunday. Mandatory meeting for all Associations to attend

(b) Each Centre is permitted one (1) vote only.

(c) Notices of motion for amendments shall be submitted to the Secretary and to the OWHA, in writing, at least thirty days prior to the annual meeting. These notices of motions may be submitted by the GHGHL Executive and/or Association Representatives. GHGHL Executive submissions shall be signed by two Executive members [President and Secretary]. Submissions from Association Representatives shall also be signed by their associations President and Secretary. All notice of motion that has received approval of the OWHA shall be circulated in writing to each member Association no later than (14) fourteen days prior to the Annual General meeting.

(d) Articles of this constitution can be altered, rescinded or new ones adopted, by the GHGHL representatives, by a two-thirds [2/3] majority. Vote of the eligible voting members present and voting.

(e) Proxy votes will not be accepted.

(f) The GHGHL meetings shall be open to all working members of the member Associations of the league.

(g) The order of business at the GHGHL meetings shall be as follows:

1. Reading/Approval of Minutes from previous meetings
2. Reading of correspondence, notices and other communication
3. House League Reports
4. Super Sunday Reports
5. OWHA Report
6. Amendments
7. Elections of Officers (Nominations may be made from the floor)
8. Old Business
9. New Business
10. Adjournment

Note: Meeting Agendas can vary at any time.

All reports as in (g) above shall be accompanied by a written summary of the year's activities and one copy of each report shall be made available to each member association of the GHGHL.

ARTICLE VII – Special Meetings

On request of five or more of the member centres, the President of the GHGHL is empowered to call a special meeting to deal with specific situations.

ARTICLE VIII - Officers

The GHGHL shall consist of the following members who will be known as the Executive Officers, the Association Representatives and the OWHA Representative.

(a) The Executive Officers of the GHGHL are elected by GHGHL Representatives and shall be composed of the following: 1. President, 2. Vice President, 3. Secretary, 4. Treasurer

- Under NO circumstances will the President and Vice President positions be held by the same Association.
- Voting privileges will not be extended to the President unless a tie vote
- All positions are for two year.

(b) Election Cycle

President – Odd Years

Vice President – Even Years

Treasurer – Odd Years

Secretary – Even Years

(c) Duties of the Executive Officers

1. President: Shall preside at all meetings of the GHGHL and when necessary may cast a vote in the event of a tie. He/She shall call meetings of the Executive members when deemed necessary and act as a signing officer on all documents pertaining to the operation of the League. The President shall be an ex-officer member of any committee. He/she is unable to move or second motions. The President shall be elected from members of the OWHA, who has sat for at least one year in the GHGHL.

2. Vice President: Shall perform such duties as are assigned by the President and substitute for him/her as required. He/She shall serve as signing officer if required. The Vice President shall: oversee of the Playoffs, assist with Super Sunday Committee and provide all association representatives with the appropriate related information, arrange for the procurement and presentation of the GHGHL Super Sunday Awards in conjunction with the Super Sunday Committee and any other awards as determined by the GHGHL.

3. The Secretary: Shall keep an accurate record of the proceedings of the GHGHL and maintain an up-to-date mailing list of all Association Representatives, Centre Presidents, and the OWHA Representative(s). He/She shall conduct all correspondence of the GHGHL and keep a record of all decisions made at meetings, deliver or cause to be delivered, the complete and accurate meeting minutes and account of each and every meeting (including any special meetings) as well as notices of future meetings to each Association Representative, GHGHL Executive Officers, and the OWHA Representative(s) no later than fourteen (14) days after the conclusion of each meeting.

4. The Treasurer: Shall collect and properly record all finances involving the GHGHL. He/She shall have the signing authority along with the President and/or Vice President for all documents on behalf of the League. Issued GHGHL cheques shall have two signatures on them. He/She shall collect any fees, fines, reimburse and invoices on all league activities. Develop and maintain GHGHL operating budget.

(d) Duties of the Association Representatives

Association Representative shall be appointed by each Association in the League and becomes a part of the GHGHL Board of Directors.

It is his/her responsibility to see that the League functions smoothly, and make his/her Association aware of its commitments to the League, and to the OWHA. He/She shall distribute League literature in his/her Association when required. The Association representative shall have the right to vote and is responsible for ensuring that their Centre is represented at every GHGHL meeting.

The Association Representative is also responsible to ensure that they; or a qualified alternate; is present for every GHGHL game hosted by their Centre.

Association Representative are responsible for ensuring that all GHGHL games hosted by their Centre are played within the rules of the GHGHL (i. e. Game Lengths, Curfew's, Equal Ice Time, Qualified on and off ice Officials) and for reporting all deviations to the president within twenty-four hours (24hrs) of the game.

Association Representative are responsible for ensuring that all game results are reported for each of their team's (Home & Away), and for ensuring the stats are accurate for each of their teams. Any alternate association representative shall be named by each association to act as their respective representative in the absence of the duly appointed representative. In all cases, each association will be limited to a single vote on any and all issues.

(e) Duties of Committee

1. Super Sunday Committee (Host)

The Super Sunday Committee shall oversee all aspects of Super Sunday, seek assistance from the host centre as well as all association representatives, plus collect invoices for reimbursement. A Chair will be selected to oversee the event and report to the membership. It is recommended that the Chair be the representative of the hosting Association. Each Association is **required** to provide help for this major event. Set vendor fees and collect for the GHGHL. All vendor fees will be turned over to the GHGHL Treasurer.

2. GHGHL Discipline Committee

Each association shall be responsible for their own disciplinary issues. In the event an issue arises where some form of disciplinary action is necessary from the GHGHL, then the GHGHL Executive will suggest a course of action. OWHA rulings can't be reduced or overturned but can be added to.

All GM's, MP's, and GRM's will be reported first to the OWHA as mandated and then to

Disciplinary ghghlstats@gmail.com within 72hrs. Information collected will be used to keep track of, maintain a list of repeat offenders and all suspendable offenses to help shape or recommend further discipline measures. Will send reports to all league members.

Failure to not meet report suspendable offenses will adhere to a fine charged to the Association as follows: 1st offence - Warning, 2nd offence - \$25, 3rd offence - \$50, 4th offence \$75 and 5th offence maximum \$100.

ARTICLE IX – Amendments to the Rules

Any requests for modifications, additions, or deletions shall be in the form of a notice of motion to be circulated at least fourteen (14) days in advance of the next regular monthly meeting.

Any modifications, additions, or deletions to the Manual of Operation that result from a motion being made, seconded, voted on and passed cannot be altered at a later date in the same playing season unless at least a two-thirds (2/3) majority vote of the eligible voting members present vote in support of a motion to reopen the issue. Notice to reopen a motion must be circulated at least fourteen (14) days in advance of the next regular monthly meeting.

ARTICLE X – Protest Rules / Protest Procedures – Regular Season League Games

Protest Rules

(a) A game official's rule application which in the opinion of the aggrieved team, may be incorrect and may have given the opposition team a distinct advantage can be protested.

(b) A protest on a referee's decision will only be considered when it concerns a question of misapplication of a rule that hasten to a suspension of a player or team official over and above the actual game in which the suspension was assessed.

(c) A game official's discretion and judgment of the rules may not be protested.

(d) The participation of a player or team official deemed to be ineligible can be protested.

(e) A violation of any GHGHL or OWHA rule, regulation or policy deemed to have had a significant and legitimate effect on the outcome of the game can be protested.

Protest Procedures

(a) All protests shall be filed with the GHGHL Executive and the GHGHL Association Representative of the opposing team. It must be emailed within forty-eight (48) hours of the receipt of the protest. The protest shall set out rules and regulations, supported by evidence and shall be signed by the Coach or Manager and the GHGHL League Association Representative and the President of the Association from the protesting team.

(b) Aggrieved team to email a defence statement, if necessary, filed with the GHGHL Executive, within forty-eight (48) hours after the receipt of the protest.

(c) The Protest Committee shall include the GHGHL President, one GHGHL Executive Member, and one other GHGHL Member not directly involved. This Committee will decide on the final outcome of the protest.

(d) The hearing, if necessary, shall be at the discretion of the GHGHL Executive member and he/she shall notify the Protest Committee and the teams involved of the time and location of the hearing.

(e) The decision of the Protest Committee will be issued in writing with a copy sent to the teams involved. The original shall be filed by the League Secretary for future reference.

(f) The decision of the Protest Committee shall be final.

ARTICLE XI – Protest Rules / Protest Procedures – Playoffs

Protest Rules

(a) A game official's rule application which in the opinion of the aggrieved team, may be incorrect and may have given the opposition team a distinct advantage can be protested.

(b) A protest on a referee's decision will only be considered when it concerns a question of misapplication of a rule that hasten to a suspension of a player or team official over and above the actual game in which the suspension was assessed.

(c) A game official's discretion and judgment of the rules may not be protested.

(d) The participation of a player or team official deemed to be ineligible can be protested.

(e) A violation of any GHGHL or OWHA rule, regulation or policy deemed to have had a significant and legitimate effect on the outcome of the game can be protested.

Protest Procedures

(a) All protests shall be filed with the GHGHL Executive and the GHGHL Association Representative of the opposing team. It must be emailed within twenty-four (24) hours of the receipt of the protest. The protest shall set out rules and regulations, supported by evidence and shall be signed by the Coach or Manager and the GHGHL League Association Representative and the President of the Association from the protesting team.

(b) Aggrieved team to email a defence statement, if necessary, filed with the GHGHL Executive, within twenty-four (24) hours after the receipt of the protest.

(c) The Protest Committee shall include the GHGHL President, one GHGHL Executive Member, and one other GHGHL Member not directly involved. This Committee will decide on the final outcome of the protest.

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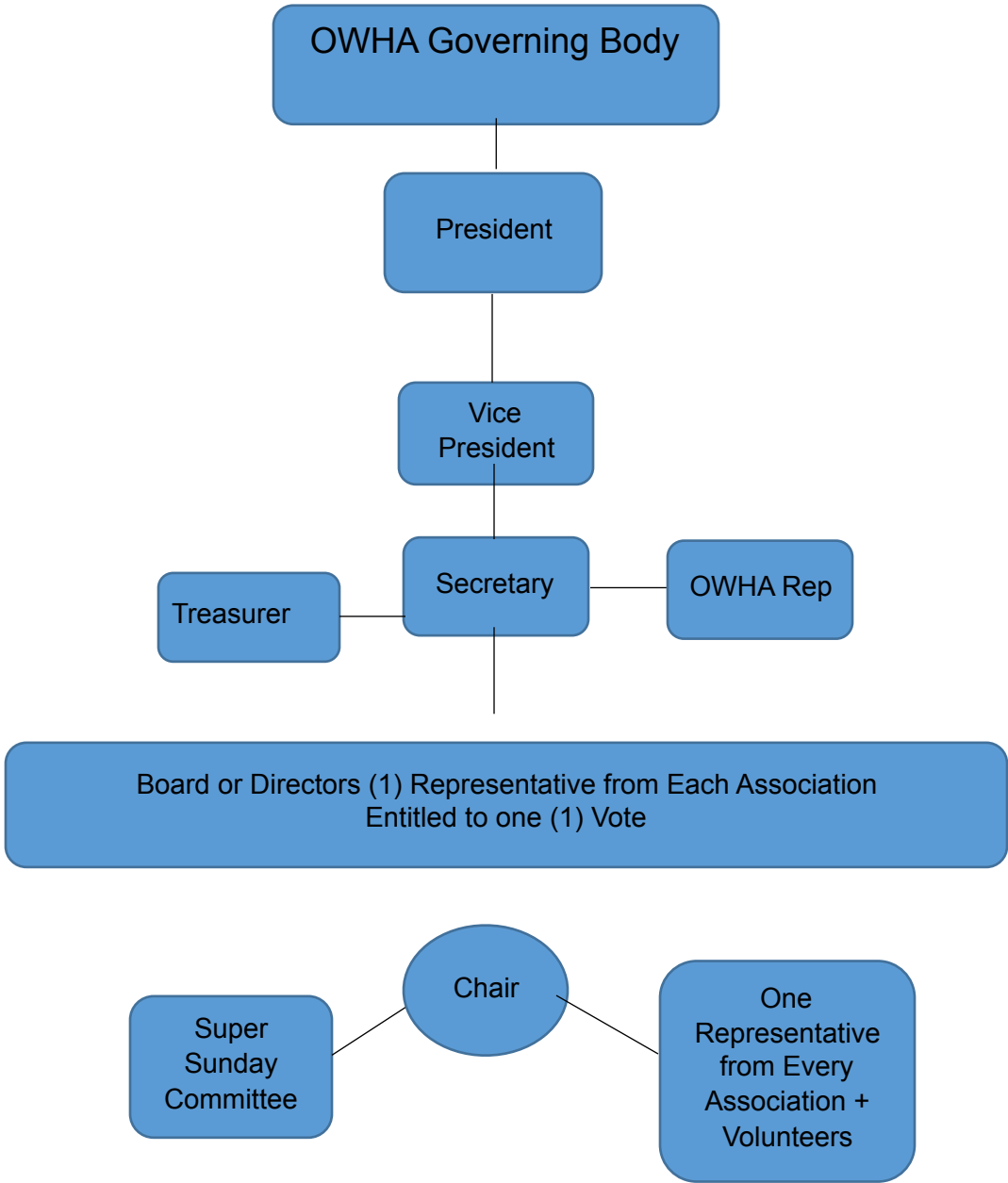
ARTICLE XII – Protest Rules / Protest Procedures – Super Sunday

Super Sunday presents challenges concerning protests in so much that any protest would be virtually impossible to administer. All games are played on the same day and all within a few hours, so any formal protest would not be feasible.

In the event an on-ice issue occurs, the aggrieved team should immediately engage the Super Sunday Convenor. The Super Sunday Convenor cannot over-rule a referee's on-ice decision.

Depending upon the nature of the issue, it will be brought to the attention of the GHGHL Executive during the post season for evaluation and action if required.

GHGHL ORGANIZATIONAL CHART



GREATER HAMILTON GIRLS HOCKEY LEAGUE BY-LAWS

1. Definitions

For the purpose of all GHGHL By-Laws, the following words, terms, and expressions are defined as follows.

(a) Association GHGHL Representative: is the person who has been selected from their local association to represent them at the GHGHL functions.

(b) OWSA Representative: the OWSA Business Office is the communication point for the league and shall coordinate its representatives

2. Membership

(a) Associations and teams must be approved by the OWSA on an annual basis in order to be considered for participation in the GHGHL. Associations shall be in good standing prior to the first meeting of the new season with any outstanding fees paid from the previous season.

(b) Each association centre is to submit payment for all invoices in a timely manner set forth by the GHGHL Executive. Invoicing may include, but is not limited to, league fees associated with Super Sunday, trophies/medals, the GHGHL Website, or any other fees earned or brought forth by the Executive or Association Representatives. Annual Association Bond will be determined by the Treasurer and Association Representatives to cover the initial start-up League fees at the beginning of every season. The due date for payment is set by the GHGHL Treasurer. The Association Bond is a form of financial debt security. If any Association owes the GHGHL monies as a result of fines for example; the amounts owed will be deducted from their Association Bond. This measure eliminates the need for GHGHL to collect fines from a given Association during the course of the season. At the beginning of each hockey season, Associations will be made aware of their Association Bond status and if they are below the Bond limit, they must "top-up" to the required Bond limit in order to maintain their membership status in the GHGHL.

(c) Centres wishing to join the GHGHL are required to submit a letter of request to participate in the GHGHL to the GHGHL Executive no later than **August 1st**. Any Centre submitting such a request must be willing to attend and formally present their request. A majority vote of all current GHGHL members will secure participation for season.

(d) Membership in the GHGHL requires each Centre to:

1. New membership must be voted in by current Association Representatives.

2. Attend all 4 Mandatory meetings: Beginning of the year General Meeting, League Scheduling, League Playoffs and end of the year Annual Meeting. Associations can provide a replacement representative however that individual must be in a position to make decisions.

3. A Centre will lose voting rights for missing (2) Mandatory meetings per season and receive a GHGHL fine of \$50.

4. Each Centre must submit payment for any outstanding fees no later than the AGM meeting or risk losing voting rights for one year and will be considered as a member not in good standing and subject to GHGHL fine of \$100.

5. Provide all team rosters to the Executive by a set date, load all rostered players and coaching staff on the website and submit Schedules to webmaster prior to first game of the season.

3. Team Composition

OWHA rosters must be submitted to the GHGHL Executive. GHGHL Associations should strive to have, at the very least, a minimum of 11 players per team (10 players + goalie). In all cases, centres must declare their final rosters for each team in their Association on the date established by the GHGHL. Exact date will be determined prior to the Scheduling meeting. Balancing of the teams should be completed well before this time.

4. Super Sunday

All associations must provide host Association support for this event and volunteers. Fees for this event shall be paid 2 weeks prior to the date of the event or risk a \$50 Association fine. Vendors are welcome for a set fee or percentage determined by the Super Sunday Committee Host and Association Representatives. This will be reviewed annually. Monies received from Vendors are to be paid to the GHGHL. Cost for Super Sunday are to be divided up by the number teams an Association has in the GHGHL.

5. Code Of Conduct

The GHGHL and all its Association Members shall follow the Ontario Women's Hockey Association Code of Conduct (see exert below); on and off the ice: and shall not bring discredit to the League and/or the sport of Women's hockey.

Electronic Voting Policy

A. Definitions

For the purpose of this policy,

Polling is defined as "The collection of opinions on a subject."

Voting is defined as "A formal expression of choice regarding approval of a motion or election of an individual."

B. Purpose

The purpose of this policy is to establish guidelines for the use of email polling and electronic voting with regard to the decision-making authority of the Executive and its Committees.

NOTE: The current Bylaws allow representative members to attend meetings in person, but there are currently no provisions in the Bylaws for email polling or electronic voting at those meetings.

C. Scope

This policy will outline the circumstances where email polling and electronic voting are permitted and will detail the guidelines for their use.

NOTE: This policy is not meant to condone or encourage the use of email polling. This procedure should be used only in time-limited situations or exceptional circumstances.

D. General

It is the expectation of all Representative members that material presented at meetings will be clear, complete and understandable in terms of the requirements placed upon them for action/response. Therefore, the intent of this policy is to ensure that the same comfort level of a regular face-to-face meeting is maintained while providing a clear explanation as to why the mechanism of email polling or electronic voting is being invoked in lieu of a regular meeting.

E. The Policy

Electronic voting is permitted at all Representatives and Committee meetings either by verbal response to the question. An email sent to the secretary of the meeting (provides a written record of the vote if required or serves as the equivalent of a secret ballot for individuals not actually present in the meeting room). Email polling is not permitted at any regular or special meeting of Committees with the exception of the Executive.

At the discretion, or with the consent, of the Executive, and for matters of an urgent nature, OR time-sensitive matters OR where it would be more expeditious to do so OR when it is not feasible for the Executive Committee to meet in person, email polling and/or electronic voting may be used to help facilitate decisions of the Executive Committee in accordance with the following:

In recognition that decisions are being made using email communication in lieu of a face-to-face meeting, extra effort will be made to ensure that members are provided with sufficient background materials and adequate documentation to support the request for a decision.

All communication will be shared as a group email with all members copied on correspondence including questions, responses and general commentary. All members will select "reply all" when providing comments so that these will be shared simultaneously with all members and a record will be kept of the email exchange.

If a resolution is required, the Executive may authorize the Secretary to conduct an electronic vote of the members. A clear rationale will be given to the members to explain why a motion is necessary. The question to be answered will be stated clearly in the form of a specific resolution provided for members' consideration. Respondents will be asked to vote upon the resolution.

In the event of an electronic vote, a reasonable and adequate time will be determined for members to respond to the request for a decision. Members will have the opportunity to declare a conflict and not participate in the vote. Every effort will be made to obtain a response from each member (i.e., allow each person to register their vote). The resolution shall be deemed to have been approved only if, by the end of the time period specified, the Secretary has received approval responses from a majority of the voting members.

Non-response to an electronic vote will be considered an abstention. Voting records will be kept.

A resolution approved by email polling and electronic voting, permitted by the Executive and passed by a majority of voting members, shall have the same force and effect as a resolution passed at a regularly constituted meeting of the Executive.

The Secretary shall prepare a summary document noting the purpose of, and any decisions resulting from, the electronic exchange including any subsequent resolutions.

F. Review

This policy will be reviewed at regular intervals, not to exceed three years, to determine whether amendments are necessary.

ONTARIO WOMEN'S HOCKEY ASSOCIATION

Code of Conduct

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Women's Hockey Association (OWHA) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others.

OWHA Teams, Associations, Programmes and Leagues are committed to providing a sport environment in which all individuals are treated with respect. Members of the OWHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated by the OWHA. During the course of all OWHA activities and events, members shall avoid behaviour which brings OWHA members or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs.

Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods. Members of the OWHA shall not engage in activity or behaviour which endangers the safety of others.

OWHA members shall at all times adhere to the OWHA Team, Association, Programme and League operational policies and procedures, to rules governing the OWHA events and activities and to rules governing any competition in which the member participates on behalf of the OWHA.

OWHA Harassment, Abuse, Bullying and Misconduct Policy:

[http://owha.pointstreaksites.com/files/uploaded_documents/3323/
OWHA_HARASSMENT_ABUSE_BULLYING_and_MISCONDUCT_POLICY.pdf](http://owha.pointstreaksites.com/files/uploaded_documents/3323/OWHA_HARASSMENT_ABUSE_BULLYING_and_MISCONDUCT_POLICY.pdf)

GHGHL Fines (Reviewed Yearly)

Absence from 2 Mandatory Meetings with No Representation	Voting Rights Suspended Remainder Of The Year	Association Fine \$50
Unpaid GHGHL Fees by June 1st from the prior year	Voting Rights Suspended 1 Year	Association Fine \$100
Super Sunday Payment Due Two weeks prior, if not paid		Association Fine \$50
Not reporting a league game within 72 hours. Not reporting a playoff games within 24 hours.		Association Fine \$25
Any team found to be using non rostered players on their particular team		Forfeit the game (0-1 loss) Association fine of \$50
Team that Forfeits		Will cover all cost for ice, referees and timekeepers.
Not reporting Suspension		1st offence - Warning, 2nd offence - \$25, 3rd offence - \$50, 4th offence \$75 and 5th offence maximum \$100

NOTE: Any fines incurred will be deducted from the offending Association's Bond. Refer to the Membership section for more details.

Date Revised: September 2018