



ORILLIA LADIES' HOCKEY LEAGUE CONSTITUTION

ARTICLE 1.

Name

- 1.a. This organization shall be known as the "Orillia Ladies' Hockey League" – Home of the Renegades, herein as OLHL.
- 1.b. Each team's colours shall be chosen by the Equipment Manager so they do not conflict with other OLHL teams.

ARTICLE 2.

Purpose

- 2.a. To promote the sport of hockey as a game played for enjoyment while encouraging individual improvement, sportsmanship, life skills, health and fitness.
- 2.b. To organize programs focused on achieving best value for league play while maintaining a fun, convenient, safe and fair hockey experience for adult females (ages 18 years and older as of August 31st of the current season) of various skill levels in Orillia and surrounding areas.
- 2.c. To protect and serve the mutual interests of members.
- 2.d. To raise the awareness and the image of female hockey, and to foster leadership in roles in related to the development of female hockey.

ARTICLE 3.

Rules & Affiliation

- 3.a. As stated in the independent OLHL Official Rules reviewed annually, OLHL will also adhere to Handbook, Constitution, By-Laws, Regulations, Rules, Policies, Procedures, Code of Conduct and other related materials in accordance with the current affiliated league insurer.

ARTICLE 4.

Membership

Membership date commences and ends in accordance with the current affiliated league insurer as long as the players are registered and are in good standing. Membership shall consist of:

- 4.a. Players who:
- i) have registered, paid, and been accepted by the OLHL Executive Committee and
 - ii) have agreed to abide by and comply with the Constitution and Regulations of the OLHL
 - iii) have acknowledged the Liability waiver during registration.

4.b. Members of the Executive Committee as defined in article 6.

4.c. Bench staff (Rostered coaches, trainers and managers).

ARTICLE 5.

Voting

5.a Membership voting shall be on the basis of one vote per member, regardless of title or position held, as defined in Article. 4.

5.b. Proxy votes may be exercised at General meetings or for Elections, provided they are presented in a form prescribed by OLHL Executive Committee. Executive votes must proxy to other Executives members, with the exception of Team Managers able to proxy to another member rostered to their team.

ARTICLE 6.

Executive

6a. Executive Committee of the OLHL shall consist of:

2-Year Term Positions

Director (appointed by Executive Committee) **tie breaker vote only*

Treasurer (appointed by Executive Committee) **year-round vote*

Registrar & Disciplinarian **year-round vote*

Equipment Manager **year-round vote*

Ice/League Scheduler **year-round vote*

Sponsorship & Marketing Manager **year-round vote*

1-Year Term Positions

Secretary **year-round vote*

Goaltender Liaison **year-round vote*

Webmaster **year-round vote*

Player Development **year-round vote*

Team Manager: *get a vote as soon as they are appointed by the Executive, for the tier/team they represent, based on sufficient registrations *Sep-AGM vote*

6.b. Executive Committee members must be elected from past membership; and in good standing. The Executive Committee shall have the right to approve Executive Committee members that are not members of the OLHL.

6.c. Executive Committee has the right to request an Executive member to vacate their position if they don't adhere to Article 2.

6.d. In the event an executive position is vacated midterm, in order to assume a new executive position, that position will be put up for nomination for a duration of 14 days prior to nomination for election or appointment if it remains vacant.

6.e. An "Alternate Director" will be formally appointed by the Director for upcoming season from another Executive member each season after annual elections but before the final transition meeting/AGM. This individual must have an active Executive Committee role for the new season to which they are being appointed - but in the Director's absence - they would also act as Director by taking on those additional responsibilities.

ARTICLE 7.

General Meeting

7.a. There shall be an Annual General Meeting (AGM) after the season end at a place and time to be determined by the Executive Committee, but no later than 60 days after the financial year end.

7.b. A General meeting may be called by:

- i) the Director of the OLHL; or
- ii) 60% of the Executive committee; or
- iii) 40% of the membership

7.c. The agenda for General meetings shall be as follows:

- iv) Minutes of the previous General meeting
- v) Financial statement
- vi) Executive Reports
- vii) Constitution/Regulation Amendments (AGM only)
- viii) New business
- ix) Adjournment

7.d. The minutes of Executive meetings of the previous period shall be available for members initially at the following General Meeting, then by written request to Executive.

7.e. All meetings of the OLHL, its committees and the Executive Committee shall be conducted under "Roberts Rules of Order".

7.f. Election ballot counts shall be verified by a neutral party appointed by Executive Committee. Nominations for positions shall be taken and elections held in the following order:

Odd Year

Director
Registrar & Disciplinarian
Sponsorship & Marketing Manager

Even Year

Treasurer
Equipment Manager
League Scheduler

Annually

Secretary
Goaltender Liaison
Webmaster
Player Development
Team Managers

7.g. Nomination process and vacancies will be posted on the OLHL website for a minimum of 30 days prior to the elections; with an exception to 6.d.

ARTICLE 8.

Amendments/Quorums

8.a. The quorum for an Executive Meeting shall be a majority of its members.

8.b. The quorum for a General Meeting shall be those in attendance at a properly convened meeting.

8.c. General meetings shall be announced at least 2 weeks in advance through website, social media and email. The announcement must contain the agenda for the meeting.

8.d. Amendments to the Constitution must be submitted to the Secretary a minimum of two weeks in advance of the AGM in written form and acknowledged by the mover and seconder.

8.e. A constitutional amendment is lost that fails to obtain 50% plus 1 vote among the members attending and voting at the AGM.

8.f. A motion is lost that fails to obtain 50% plus 1 vote of those members attending and voting at a general meeting.

ARTICLE 9

Duties

9.a. Director (appointed by Executive Committee)

- i) Chair all Executive Committee and General meetings, plus oversee a pre-season team draft and league re-balance meeting to ensure majority of OLHL membership's objectives are met.
- ii) Initial contact for inquires – info@orillialadieshockey.com. Send OLHL correspondence as needed.
- iii) Represent the OLHL in relation to all other bodies and events or appoint a person to so represent the Association where such persons are not already designated by the Constitution or Regulations.
- iv) Act as a signatory for OLHL authorized cheques and bank account (along with Treasurer and Secretary). Must complete a police background check. If a consecutive re-election occurs, a signed declaration must be submitted.
- v) Exercise the powers of the OLHL Executive where it is not practical to obtain direction. Such action shall be presented to OLHL Executive for approval, rejection or modification at the next meeting.
- vi) Manage correspondence regarding grant requirements.
- vii) Position may NOT be held by Team Manager or Coach as deemed conflict of interest.
- viii) Maintains and updates Dropbox account that contains OLHL master documents with Webmaster and Secretary.
- ix) Is a non-voting member, unless in a tie-breaker decision.

9.b. Registrar & Disciplinarian

- i) Act as a liaison and resource for OLHL with the registered association and other relevant organizations.
- ii) Ensures completion of all OLHL player registration on and offline.
- iii) Provides names/list of players eligible to be assigned to Teams.
- iv) Prepares the team roster master list, and manages updates.
- v) Verifies that all OLHL member registration and insurance requirements are met.
- vi) Works closely with the Treasurer to reconcile registration/payment status.
- vii) Power to suspend any member, pursuant to OLHL Constitution.
- viii) Report member suspension to governing Association, as required.
- ix) Collect and keep master copies of game sheets. Needs to be stored in equipment storage for up to 12

months post season.

- x) Promotes player registration through media to OLHL and public (date/times, location, and requirements).
- xi) Gathers tracking information on new player enrollment and current player loss.
- xii) Monitor and report any violations of OLHL policy or affiliated insurer policy they are aware of, to the Executive Committee for action.
- xiii) Is a year-round VOTING Member.

9.c. Secretary

- i) Transcribe, record, preserve and provide OLHL Executive Committee and OLHL related meeting minutes.
- ii) Book, confirm and notify of all meetings, times, dates and locations.
- iii) Prepare and circulate meeting agendas prior to meetings.
- iv) Responsible for maintenance of non-financial archives - including OLHL Constitution, Rules, letterhead/stationary, etc.
- v) Maintains and updates Dropbox account that contains OLHL master documents with Webmaster and Director
- vi) Act as a signatory for OLHL authorized cheques and bank account (along with Treasurer and Director). Must complete a police background check. If a consecutive re-election occurs, a signed declaration must be submitted.
- vii) Is a year-round VOTING Member.

9.d. Treasurer (appointed by Executive Committee)

- i) Provides Executive Committee monthly profit/loss report and financial/bank statements in keeping with generally accepted accounting principals.
- ii) Collects and records all income and expenses to be placed into the OLHL account.
- iii) Reports deficiencies in income received or bills paid to applicable parties in a timely manner.
- iv) Supplies a financial forecast/budget statement for AGM and as required.
- v) Supplies a forecast budget for the AGM and as required.
- vi) Ensure any expenditures under \$100 outside of approved itemized budget shall be preapproved by the Director and Treasurer. Any expenditures over \$100 outside of approved itemized budget must be approved by the executive committee by vote.
- vii) Review financial situation of the OLHL periodically as well preparing recommendations for maximizing resources and minimizing expenses.
- viii) Act as a signatory for OLHL authorized cheques and bank account (along with Director and Secretary). Must complete a police background check. If a consecutive re-election occurs, a signed declaration must be submitted.
- ix) Will coordinate mail pickup. Responsible for master lock coding and security of OLHL mail exchange boxes.
- x) Is a year-round VOTING Member.

9.e. League Scheduler

- i) Attends applicable facilities Ice Allocation meetings as OLHL representative.
- ii) Act to ensure even (seasonal average) ice distribution for OLHL Teams/Divisions.
- iii) Maintain master league schedule, updates to Team Managers and Webmaster.
- iv) Schedule referees through the chief referee, notify of any changes that occur.
- v) Distribute schedule to timekeepers & (City) arena staff, notify of any changes that occur.
- vi) Advertises, hires and oversees Head Timekeeper(s) who will Schedule and train timekeepers as needed.
- vii) Ensures copies of game sheets are sent to Treasurer, newspaper reporter and registrar.
- viii) Maintain weekly league standings & stats online.
- ix) Incorporate playoff format as agreed by OLHL Executive.

- x) Co-operate with other ice users in ice exchanges, schedules, etc. whenever possible.
Is a year-round VOTING Member.

9.f. Equipment Manager

- i) Maintain equipment/inventory records.
- ii) Organize team jersey distribution then return procedures with Team Managers.
- iii) Arrange with timekeepers access to first aid kits and game/warm-up pucks.
- iv) Obtain and distribute sponsor bars as necessary.
- v) Evaluate any equipment replacement or repair needs, report to OLHL Executive.
- vi) If needed, organize apparel program (jackets, sweats, etc.) working closely with Sponsorship & Marketing Manager for promotional material.
- vii) OLHL equipment/storage room key holder.
- viii) Maintain and order league plaques annually.
- ix) Dispose of previous year game sheets appropriately.
- x) Is a year-round VOTING Member.

9.g. Sponsorship & Marketing Manager

Sponsorship/Fundraising responsibilities:

- i) Coordinates all OLHL sponsorship contributions and recognition.
- ii) Acts as chair on any OLHL fundraising initiatives, as required.
- iii) Manage correspondence regarding fundraiser/sponsor needs – volunteer recruitment, corporate contacts, promotional material etc.
- iv) Reports to OLHL Executive on fundraiser/sponsor outcome and recommendations.

Marketing/Public Relations responsibilities:

- v) Promotes player registration to OLHL and public (date/times, location, and requirements).
- vi) Coordinates all potential PR initiatives (Leisure Fair, Santa Parade, radio, news articles).
- vii) Corresponds with Webmaster for OLHL website updates and maintenance.
- viii) Organize OLHL holiday and season-end party.
- ix) Advertises, hires and oversees Newspaper reporter volunteer who will compose weekly league summary for local newspaper, recognizing Team sponsors.
- x) Maintenance of trophy cases and bulletin boards for sponsorship responsibilities.
- xi) Is a year-round VOTING Member.

9.h. Webmaster

- i) Negotiate license agreement with third party provider.
- ii) Maintain & update website with required OLHL information – including, but not limited to:
 - Executive contact information
 - League game schedules, practices and/or related events
 - League news/broadcasts
 - Frequently Asked Questions
 - On-line Player Registration
 - On-line Player Feedback surveys
 - Sponsor information and any other Executive directed content
- iii) Maintain & update OLHL Facebook page.
- iv) Ensure appropriate security measures are in place to protect on-line information from general public.
- v) Report all technical related anomalies to Director as soon as possible.
- vi) Provide membership with access to secure areas that require password protection.
- vii) Works closely with Registrar on management of on-line registration.

- viii) Manages all OLHL Executive email accounts and email re-direction.
- ix) Maintains and updates Dropbox account that contains OLHL master documents with Secretary and Director.
- x) Creates Registration Flyer and three annual newsletters (Summer/Winter/Spring) collaborating with Director and Sponsorship/Marketing.
- xi) Create player survey in collaboration with Registrar and Director.
- xii) Is a year-round VOTING Member.

9.i. Goaltender Liaison

- i) Acquire each goaltenders contact information, and provide them with yours.
- ii) Schedule for fair and reasonable goalie rotations, if necessary.
- iii) Be prepared to source immediate back-up goalies coverage as required
- iv) Manage goalie equipment sign-out and return as needed.
- v) Ensure goaltenders meet commitment conditions throughout the season to maintain their registration discount - as outlined in the OLHL Goaltender Agreement.
- vi) Review the OLHL Goaltender Agreement annually, and make recommendations for updates to Executive Committee.
- vii) Verify and communicate goalie rebates/incentives to be offered annually.
- viii) OLHL equipment/storage room key holder.
- ix) Responsible for maintaining and updating goaltender equipment annually.
- x) Is a year-round VOTING Member.

9.j. Player Development

- i) Works closely with the Marketing/Sponsorship executive member to promote player enrollment.
- ii) Works to provide avenues for player/goalie development for league members.
- iii) Acts as liaison for the City of Orillia Chicks with Sticks program.
- iv) Ensures proper equipment and insurance coverage for the player development programs.
- v) Coordinates Hockey Day in Orillia
- vi) Acts as a contact for new players interested in playing ladies hockey.
- vii) Attends player development programs to ensure a safe and welcoming environment for first time players (can be delegated).
- viii) Ensures proper reporting of injuries during shiny programs.
- ix) Maintains Team Snap notification system.
- x) Maintenance of trophy cases and bulletin boards for player development responsibilities.
- xi) Is a year round VOTING member.

9.k. Team Manager: equal persons to number of teams (approved by Executive Committee)

- i) Act as a leader in organizing and motivating your team, both on and off ice.
- ii) Be present for OLHL meetings as Team's advocate, or send a teammate to fill in and vote as their proxy.
- iii) Provide OLHL correspondence to your Team's players and coaches.
- iv) Obtain and re-direct updated contact information for your Team's players and coaches.
- v) Ensure game sheet information is accurate and inclusive of all present players, every game.
- vi) Acquire pick-up players for your team as need and in accordance with Rules.
- vii) Be knowledgeable of applicable league Rules, Constitution and Operations.
- viii) Be responsible for reporting injuries to registrar and recording injuries on the game sheet. Be responsible for or delegate a person to contact emergency services in the event of a medical emergency.
- ix) Is a September to AGM voting Member, one vote on behalf of the membership of her team.

ARTICLE 10.

Regulations

The regulations form an attachment to the OLHL Constitution. They may be amended by a majority vote of the Executive but such amendments must be brought to the Annual General Meeting for review and approval.

10.a. A copy of OLHL Constitution shall be available for registrants each season on-line at OLHL website.

10.b. The Executive Committee shall determine each season the number of players and composition of OLHL Teams and Tiers.

10.c. Players may be refused participation into a specific Tier or into our league if the OLHL Executive Committee deems to be a reasonable safety issue to that player or others, at any time in the season.

10.d. Each team may have the maximum coaching/bench staff as approved by the Executive and in accordance with the association and insurance guidelines.

10.e. Uniforms to be issued to the Managers and returned to the Equipment Manager following the end of the season clean and noting any repairs needed. Jerseys are to be used for OLHL scheduled games and approved events only, and are not to be permanently altered.

10.f. OLHL recommends that all goaltenders wear proper CSA certified goalie helmets, especially in Tier 1 with slap shots permitted.

10.g. Registration payment must be received and cleared, then insurance coverage confirmed prior to any player being allowed on the ice. An NSF fee of \$40.00 will be charged on any returned cheques.

10.h. The Director, Secretary and Treasurer shall be signing authorities for the OLHL. Two signatures shall be required for an OLHL issued cheque to be valid.

10.i. Any Executive committee member expenditures under \$100 outside of approved itemized budget shall be preapproved by the Director and Treasurer. Any executive committee member expenditures over \$100 outside of approved itemized budget must be approved by the executive committee by vote.