

**Lindsay Girls Hockey Association
Constitution
Rules and Regulations
2008/2009**

Lindsay Girls Hockey Association

1. NAME:

The name of this non-profit organization shall be the Lindsay Girls Hockey Association, hereafter called the L.G.H.A. Inc. & Website - www.lgha.net

2. PURPOSE:

The purpose of the LGHA shall be to develop, direct and promote Girl's Hockey in the City of Kawartha Lakes, and surrounding area in conjunction with the Ontario Women's Hockey Association (OWHA) at the House League, Recreational, and Competitive levels.

3. MEMBERSHIP:

Membership in the LGHA shall comprise of registered players, the parents or guardian of minor girls, coaches, managers, trainers, sponsors and Members of the Executive and Board.

4. EXECUTIVE:

A) The elected Executive of the LGHA shall consist of the following:

- President
- Past President
- Vice-President
- Secretary
- Treasurer
- Registrar
- OWHA Representative
- League Representative
- Discipline Chair

These positions are held for two years.

B) The elected Executive has the power to appoint, remove and fill vacancies. The elected Executive has the power to appoint the following Board positions which are held for one year.

Board Positions include the following:

- Equipment Manager
- Referee-in-Chief
- Tournament Chairperson
- Public Relations Chairperson
- Banquet / Elections Chairperson
- House League Convener
- Ice Scheduler
- Fundraising Chairperson and Committee
- Skills / Training Chairperson
- Honorary Member
- Web Master

5) **LGHA EXECUTIVE MEETING:**

- A) A quorum at an LGHA Meeting shall consist of a minimum of (four) of the elected Executive and shall include the President and/or Vice President.
- B) The elected Executive and appointed Board Members **in attendance** will receive a vote by the Executive Committee. The President may vote to break a tie.
- C) The elected Executive shall be nominated and elected at the annual general meeting.
- D) The President must have served previously for one year as an Executive member.

6. **DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE AND BOARD MEMBERS ARE AS FOLLOWS:**

A) President

- 1) Preside over all meetings of the Executive and LGHA.
- 2) Have the right to serve as an ex-officio member on all committees.
- 3) Appoint committees as required.
- 4) Should attend general meetings of the OWHA.

B) Vice-President

- 1) Attend regular meetings of the LGHA.
- 2) Shall represent the President in his/her absence when instructed by the President or by a majority of the Executive.
- 3) Shall notify all Coaches, Trainers, and Staff when mandatory "Speak Out" referred to as "Risk Management" Clinics, and all other Coaching related Clinics are available, as required by the OWHA, for any appointed Coaches, Trainers, Staff, to obtain certificates for their positions.
- 4) Chair coaches selection committee

C) Secretary

- 1) Attend regular meetings of the LGHA.
- 2) Record, prepare and distribute typed minutes of all meetings to the Executive.
- 3) Maintain and prepare any correspondence required by the Executive.

D) Treasurer

- 1) Attend regular meetings of the LGHA.
- 2) Keep a proper record of all financial transactions and maintain all receipts.
- 3) Provide regular financial updates
- 4) Write cheques only when authorized
- 5) Prepare and submit a typed fiscal financial statement for distribution at the Annual General Meeting.

E) Registrar

- 1) Coordinate all member registrations, collect registration fees, and prepare final category registration lists;
- 2) Attend regular meetings of the LGHA.

F) OWHHA Representative

- 1) Attend all regular meetings of the LGHA.
- 2) Shall be responsible for completion of OWHHA rosters for all Rep. Teams, ordering any necessary OWHHA items such as game sheets, stop patches, OWHHA Constitutions, and will be the liaison between the OWHHA and the LGHA for Provincial Play down formats.
- 3) The OWHHA Rep. must be fully faceted in knowing the OWHHA rules of play, and Constitution. The OWHHA Rep. shall convene all Rep. Teams and schedule a meeting for all new Coaches, to explain rules and regulations that must meet all OWHHA requirements.

G) League Representative

- 1) Shall attend regular meetings of the league and LGHA.
- 2) Organize and determine league registration dates
- 3) Register all Rep. Teams that will be playing in the designated league.
- 4) Have all Coaches prepare and complete league Registration forms, including all jersey numbers, Coaches, Staff, Cert. No's, and photo copy of OWHHA Rosters to the Registrar of the league.
- 5) Report all team standings and address any issues of importance for LGHA teams.
- 6) Report suspensions to the LGHA President, OWHHA and the league on time.
- 7) Attend all league meetings, as a liaison between any LGHA issues, between our Teams and the league.

H) Equipment Manager

- 1) Attend all regular meetings of the LGHA.
- 2) Coordinate, distribute, collect, catalogue and store all equipment.
- 3) Recommend and purchase equipment with Executive approval.

I) Referee-in-Chief

- 1) Attend all regular meetings of the LGHA.
- 2) Schedule referees for all games and tournaments as per rules and regulations set forth by the OWHHA Constitution and Playing rules.
- 3) Organize referee clinics for reviewing rules and developing OWHHA referees in this area.

J) Ice Scheduler

- 1) Attend all regular meetings of the LGHA.
- 2) Inform the executive and coaches of new rules with respect to Arenas, ice costs, etc.
- 3) Responsible for scheduling all referees and time keepers for all LGHA home games.
- 4) Deal with City's facilities booking clerk for available ice.
- 5) Supply each team with the ice time available for scheduling games and practices.

K) Honorary Member

Honorary Members shall be any person who has given meritorious service to LGHA and to the betterment of Girl's and Women's Hockey.

L) Tournament Chairperson

- 1) Attend regular meetings of the LGHA.
- 2) Responsible for all aspects of any tournament held by any LGHA Team.

M) Banquet / Elections Chair

- 1) Attend regular meetings of the LGHA.
- 2) Responsible for organizing and recommending any banquets to the executive for approval.
- 3) Coordinate Election nominations and Secret ballot voting at the Annual General Meeting of each year.

N) Discipline Chair

- 1) Shall attend regular meetings of the LGHA.
- 2) Shall appoint a committee when any discipline issues are brought before any Coaches, Executive Directors, Players, and Parents, and will make recommendation to the LGHA executive.
- 3) If there are any Coach, Player, or Parent issues brought to the Discipline Chair, the Chair will have sole discretion on whether LGHA discipline problems can be solved by arranging a "Speak Out" Clinic.

O) Public Relations Chairperson

- 1) Attend regular meetings of the LGHA.
- 2) Represent and promote the LGHA within the community, in conjunction with the President.
- 3) Review and recommend to the executive any ventures that promote the LGHA.
- 4) Supervise and maintain that ALL Coaches of House League and Rep. send in the game Stats after each and every League, Exhibition, Playoff, and Provincial Play down games to Public Relations with the Team Sponsors Name, to be sent to the local media.

P) Skills/Training and Player Development Chairperson

- 1) Attend regular meetings of the LGHA.
- 2) Shall coordinate any summer "Skills +" in all age groups of LGHA players, as well as any new additional players who wish to join the LGHA.

Q) Fundraising Chairperson

- 1) Attend regular meetings of the LGHA.
- 2) Shall chair fundraising committee consisting of representation from each rep team to coordinate any Association fundraising activities.

R) House League Convener

- 1) Attend regular meetings of the LGHA.
- 2) Shall head up all House League teams, Coaches, refs, time keepers, and appoint any and all help required to run a House League as required.
- 3) The House League Convener shall be responsible for ensuring that the OWHA Rosters are fully completed and returned to the OWHA rep.
- 4) Any and all appointees that the H. L. Convener requires, in order to have an exceptionally run House League, must first be passed through the LGHA Executive.

S) LGHA Web Master

- 1) Attend regular meetings of the LGHA when necessary.
- 2) Shall be responsible for keeping any and all changes to the LGHA web site.
- 3) Shall try to make or suggest any improvements to make LGHA's web site as colourful, informative, and creative as possible, with the help and approval of the LGHA Executive

7. **FINANCES:**

- A) All disbursements of funds must be made by cheque.
- B) A review of the Treasurer's books can be requested by any member of the LGHA through a written request to the President.
- C) The fiscal year of the LGHA shall be June 1st to May 31st

8. **ANNUAL GENERAL MEETING (AGM):**

- A) The Annual General Meeting is to be held at a designated location, determined by the present Executive, prior to May 1st with all members given 30 days prior notice. Notice of the AGM will include the location, date and time of the meeting and details of the election process.
- B) Any member of the LGHA can attend, nominate, and stand for office, if present or sends written acknowledgement.
- C) Each member of the LGHA will have one vote per each registration paid by the member. The vote for players under sixteen shall go to the parent or legal guardian and is one vote per registered player. No member will have more than one vote regardless of the number of positions held within the organization.
- D) A quorum at an LGHA Annual General Meeting shall consist of a minimum of 10% of the voting membership. In order to pass any Motion, or changes to the Constitution, a vote in favour must consist of 51% of the voting members present.

8.1 Order of Business

- A) Agenda items must be submitted at least 2 weeks prior to the LGHA regular meetings, and at least 30 days prior to the Annual General Meeting.
- B) Recording membership present.
- C) President's Report.
- D) Treasurer's Report.
- E) Election and appointment of Executive positions.
- F) Other correspondence
- G) Proposed Amendments to the Constitution

8.2 Procedure for elections shall be as follows

- A) Nomination forms will be made available to all membership for each position of office up for election. When one name is submitted for an elected Executive position, the named person shall be appointed to the position. When more than one name is submitted for an elected Executive position, voting will occur by secret ballot. Each LGHA members in attendance will be given one ballot.
- B) Secret Ballots will be counted and read by two members of the present executive. The winner will be declared to all members in attendance.
- C) Elected Executive Member terms will commence at the beginning of the upcoming fiscal year.

9. REGISTRATION:

- A) Registration costs for the next year will be determined by the Executive/Board and approved by the Executive/Board.
- B) Early Registration will be held in May at the Player's Hockey Banquet and on at least two other dates prior to June 30th.
- C) Final Registration dates will be determined by the executive/board
- D) Any Player, whose outstanding fees are not paid in full by the Registration dates as determined by the LGHA Executive, will not be allowed to participate in any further on ice activities.
- E) All registration refunds given after the start of the playing season will be subject to a \$50/player administration fee. There will be no refunds issued after December 1st. Exceptions require executive/board approval.

10. HOUSE LEAGUE, REPRESENTATIVE TEAMS, COACHES:

- A) Any decision as to Division, League, or level a team will play in must be approved by the executive/board.
- B) Final roster numbers for teams will be determined by the LGHA board based upon final registration numbers.

11. COACHES

- A) Will be selected for each season by the "Coaches Selection Committee," comprised of the vice president and a minimum of three other persons appointed by the Executive/Board.
- B) Coaches are responsible to submit written applications (supplied) in person or printed off the LGHA web site: www.lgha.net/Applications.htm, before May 1st of each year. Approved applicants are required to have a Police check/ C Pick with cost being the responsibility of the applicant, dated within a two year period of the season applied for.
- C) Successful applicants must have their coaching staff registered with the OWHA and approved by the executive/board.

12. RULES AND REGULATIONS:

- A) These have been adopted by the Executive as operating procedures. They are not considered part of the Constitution.
- B) Changes, additions, or deletions of these rules and regulations can be made at an Executive meeting throughout the year, providing 75% of the executive is present and it receives a minimum 50% approval.

Lindsay Girls Hockey Association
Rules and Regulations
APRIL 2004

The rules of playing the game of hockey in the LGHA shall be the official rules of Hockey Canada, formerly known as the CHA, the OWHA and the League, amended to the following rules for particular requirements of the LGHA.

A) Player Eligibility

- 1) All players must register and play within their own age categories unless otherwise approved by the Executive.
- 2) L.G.H.A. is responsible for payment of all Registration fees to the OWHA, League, and its Season final Championship Weekend.
- 3) LGHA is not responsible for payment to pay for any Tournaments, OWHA Provincial Championships, for Rep. Teams or House League.
- 4) Call ups from the same age division, lower category or one lower division at same or lower category are permitted with the written or verbal consent of a team official. Any other call ups or player movement must be approved by the board.

B) Fundraising

- 1) All teams are encouraged to fund raise during the year. Any major fundraising must have written approval of the Fundraising Chairperson.

C) Uniforms

- 1) LGHA will be responsible for determining uniform colours and styles.
- 2) All sweaters will have the LGHA logo displayed on the front and the sponsor's name bar, if applicable, below the player's jersey number.
- 3) Any equipment is to be purchased by the Equipment Manager Lynx Team Uniforms/Suits are mandatory for all players playing with LGHA Rep. Teams. Each Player must have an approved Lindsay Lynx uniform prior to the start of the regular season play.

D) Coaches

- 1) Must submit a written application (supplied) on www.lgha.net by May 1st of the upcoming Hockey Season.
- 2) Two or more ejections in a season by any member of a Team's coaching staff will be subject to disciplinary actions by the LGHA Discipline Chairperson and his/her respective Committee.
- 3) All player and coach suspensions must be reported to the LGHA President.
- 4) All Coaches shall be solely responsible to paying fines incurred by not following League and OWHA Constitutions, Rules and Regulations. Coaches will be solely responsible for any fines, Team and individual appeals, and suspensions, handed out by Certified Referees, and any fees required for Team appeals to the League and OWHA, which "may" also be covered by LGHA Executive approval.

- 5) All Coaches are responsible for completion of League and OWHA Rosters, not completed, or returned to the League Rep. for League Rosters, and the OWHA Rep., for OWHA Rosters, by their respective deadlines, as instructed by both Reps, and further will be solely responsible for any and all fines associated with late or incomplete League and OWHA Registration Forms, Rules, and Deadlines, unless approval is passed by the LGHA Executive. Coaches are obligated to send in weekly Stats to the P.R. person for submission to the media. If the Coaches do not meet our obligation to Team Sponsors, then a fine of twenty-five dollars will also be imposed by the Executive and Discipline Chair, after each occurrence. All Coaches are further required to fully complete "Referee Expense Forms" which must be signed and dated by all Refs at every LGHA Home game, for reimbursements, or monies owed to or from the LGHA Executive. If the Referees expense forms are not submitted to the Executive/Treasurer, No cheque will be authorized to any Coach for any outstanding or future Home games, and a fine of twenty – five dollars will be imposed each time, until ALL outstanding expense forms are fully completed, signed by the Refs, and finally presented to the LGHA Executive.
- 6) All Rep. Team Benches shall try to have at least one female on staff, for Medical/Trainer attention to female LGHA Players.