

Sudbury Girls Hockey League
(S.G.H.L.)



CONSTITUTION
POLICIES AND PROCEDURES

Amended June 2006

SUDBURY GIRLS HOCKEY LEAGUE (S.G.H.L.)

CONSTITUTION

NAME

This organization shall be called the Sudbury Girls Hockey League (SGHL).

PURPOSE AND AIM

The purpose of SGHL shall be to promote the participation of girls in all aspects of female hockey and to promote hockey as a game played primarily for enjoyment but also fostering sportsmanship and life skills.

AFFILIATION

SGHL is a member of the Ontario Women's Hockey Association (OWHA) which is the governing body of female hockey in Ontario.

MEMBERSHIP

Membership in SGHL shall be:

1. Registered players and their parents.
2. Any member of the current Executive
3. Head coaches or managers.

OFFICERS

The officers shall consist of the following:

President	Treasurer
Vice President	Immediate Past President
Secretary	

EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the following members:

The Officers	Registrar
Ice Convener	Public Relations Coordinator
Equipment Manager	Division Conveners
Communications Officer	Directors at Large

Tournament Chairperson

Duties of the above are as listed in the SGHL Policies & Procedures guidelines.

EXECUTIVE AUTHORITIES

The members of the Executive will be elected for a one year term at the Annual General Meeting (AGM). The President Elect must have been an Executive member in the immediately preceding year.

The President may only vote to break a tie.

The Immediate Past-President will serve as an advisory role, shall assist the League in carrying out its objectives and shall be a voting member.

A Quorum will consist of fifty per cent plus one member. For annual, special or general meetings, quorum shall be constituted whenever 50% plus 1 of Executive Members are present. Directors at Large shall have full voting privileges when present at annual, special, or general meetings, however, their presence at meetings will not count for purposes of quorum.

Any changes to Policies & Procedures may be made at any Executive meeting subject to a 2/3 vote, or it must have readings at two properly called Executive meetings before a vote is taken.

The President shall be responsible for calling Executive Meetings, however;

Any two Executive officers of the Executive Committee may call an emergency meeting of the Executive and it is the duty of all executive members to attend such meetings.

Vacancies on the Executive Committee may be filled by the Executive Committee subject to a majority vote. All such filled vacancies must be ratified at a properly call executive meeting.

The Executive has the authority to appoint a Referee-In-Chief whose duties will be outlined the SGHL Policies & Procedures.

The Executive has the authority to appoint a Disciplinary Board whose powers shall be established in the Policies & Procedures.

The Executive has the authority to appoint an Appeal Tribunal to deal with matters arising from the Disciplinary Board and/or protests.

The Executive may hold a special meeting to consider whether any member should be expelled for cause. At least 30 days notice of such meeting shall be provided to such member and to members of the Executive together with the reasons for the proposed expulsion. Such member shall be given full opportunity to be present and be heard.

GENERAL MEETING

A general meeting of the member ship must be held at least once a year, no later than June 30th.

Each annual general meeting must include a financial statement from the Treasurer, and an election of a new Executive for the coming season.

The SGHL fiscal year end is April 30th.

Any member of SGHL is entitled to one vote at any general meeting.

A general meeting may only be called by the Executive and two weeks prior notice of the meeting must be given by newsletter or local newspaper advertisement.

REGISTRATIONS

Registration with SGHL is required prior to any participation in league activities.

All registrations are to be in accordance with SGHL Policies & Procedures.

AMENDMENTS

Amendments to the constitution may be made at any properly called general meeting.

The secretary must receive all amendments in writing signed by the mover and seconder at least fifteen days before the general meeting is to take place. Both the mover and seconder of the amendment must be voting members of the SGHL.

An amendment to the Constitution must be approved by a majority of the voting members present at the meeting. A quorum of the Executive must be in attendance.

POLICIES & PROCEDURES

All activities under the jurisdiction of SGHL shall be governed by the SGHL Policies & Procedures.

**SUDBURY GIRLS HOCKEY LEAGUE
“SGHL”**

POLICIES AND PROCEDURES

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POLICIES AND PROCEDURES

ARTICLE ONE

The Executive shall set the policies and conduct the business of the Association.

Duties of Executive Members

President

1. The President shall be the chief executive officer of the Association.
2. The President shall keep informed of all matters pertaining to the business of the Association.
3. The president shall preside at all meetings of the Executive and at all General Meetings of the Association.
4. The President shall represent the Association in relation to other bodies and at events and shall have the prerogative to appoint any person to carry out this duty on behalf of the president.
5. The President shall, from time to time, appoint persons to ad hoc Discipline Boards, Appeal Tribunals and Protest Committees.
6. The President may designate, from time to time, the Vice-President who shall carry out the duties of the President when the President is absent or unable to act.
7. The President must have been an active member of the Executive.

Vice-President

1. The Vice-President shall assist the President in the management and monitoring of all ongoing programs of the Association and the administration of its business.
2. The Vice-President shall preside over all disciplinary boards under the direction of the president.
3. The Vice-President shall be responsible for ensuring all risk management procedures are properly followed and monitored on an ongoing basis i.e: sanctions obtained, liability coverage confirmed, accident reports completed as required etc.
4. The Select Teams will be overseen by the Vice President who shall work with all teams management staff to ensure proper registration of Provincial Teams with O.W.H.A.
5. The vice president shall ensure that all teams management staff are familiar with SGHL regulations regarding fund raising and accountability in accordance with Article 4, Item B.

Treasurer

1. The Treasurer shall collect and record all funds received by the Association and shall record and pay all accounts. The Treasurer shall have joint signing authority together with another designated Executive member in relation to all disbursements.
2. The Treasurer shall be responsible for applying for all grants and for distributing, monitoring and accounting for any funds received.
3. The Treasurer shall keep under review the financial position of the Association and shall make recommendations to the Executive for the maximizing of revenues and the minimizing of expenditures. The Treasurer shall present a budget for the approval of the Executive committee at its first meeting following the Annual General Meeting.
4. The Treasurer shall present at the Annual General Meeting a financial statement, which is in accordance with generally accounting principles.

Secretary

1. The Secretary shall record and preserve the minutes of all Executive and all General Meetings of the Association.
2. The Secretary shall deal with all correspondence of the Association as instructed by the President or the Executive.

Registrar

1. The Registrar is responsible to ensure all girls/teams are registered in accordance with SGHL guidelines, Article 2.
2. The Registrar is responsible for coordinating regional registration date and location.

Public Relations Coordinator

1. The Public Relations Coordinator will be responsible for coordinating the publication and distribution of information about the Association and its activities as is deemed necessary from time to time.
2. Originate, coordinate and administer projects to promote the sport of girls hockey to potential players and the general public.
3. Publicity duties shall include sending scores/standings for all divisions and/or game summaries on a weekly basis, to newspapers for publication.
4. Be responsible for coordinating and administrating any special events sponsored by the association.

Ice Convener

1. The Ice convener shall be responsible for the procurement of all ice times for Association use throughout the region. Responsibilities will include attending all ice allocation meetings in the respective communities covered by the SGHL.
2. The Ice convener shall confirm all ice contracts along with the President. All ice time invoices shall be validated for payment by the Treasurer.
3. The Ice Convener shall be responsible for all scheduling of ice time and the subsequent distribution to members. **Only the Ice Convener** of his/her designate shall schedule ice time. Cancellation of any ice Time must be made to the Ice Convener at least 48 hours in advance.

Equipment Manager

1. The Equipment Manager is responsible for the distribution, storage and upkeep of all league owned equipment.
2. The Equipment Manager must keep the Executive apprised of the condition of and/or equipment needs.
3. The Equipment Manager is responsible for the location and upkeep of all league trophies.
4. The Equipment Manager will ensure that coaches sign a responsibility form to ensure the return and safekeeping of league owned equipment.

Division Conveners

1. The Division Convener will be responsible for co-coordinating all matters pertaining to the teams of that age group.
2. The Division Convener is responsible for advising in writing players who have received suspensions in excess of 2 games. Verbal notification must be given in all cases.
3. The Division Convener shall keep the Executive advised of all important matters relating to that division.
4. The Division Convener shall advise the Public Relations Officer weekly, of all standings and game summaries.
5. The Division Convener shall not be a coach in that division.
6. The Convener shall oversee selection of teams with coaches.
7. The Convener shall obtain complete game/practice schedules.

Directors at Large

1. There will be 2 Directors at Large. This number to be reviewed yearly.
2. The Directors at Large will assist the Association in carrying out its duties.
3. The Directors at Large will participate in special and ad-hoc committees i.e. coach selection committees, disciplinary committees, nomination committees etc.

Communications Officer

1. The Communications Officer is the main contact person between the OWHA and the SGHL.
2. The Communications Officer will be responsible for distributing pertinent information received from the OWHA, to members of this association.
3. This position is to be held for 18 months in order to maintain some continuity in the OWHA inaugural year.
4. In order to establish good communication lines within the region, OWHA Communications Officers may meet once per year, involve monthly newsletter, and maintain regular telephone contact.

Tournament Chairperson

1. The Tournament Chairperson shall be responsible for all activities pertaining to the Annual SGHA Girls Hockey Tournament, in accordance with the Plan for the Annual SGHL Tournament.

ARTICLE TWO

Registration

1. All girls must register in their own age group. Notwithstanding the SGHL Executive may authorize a girl to move up one division when there is either insufficient registration in the higher division or the player's skill level is deemed to be vastly superior. Special consideration may be given by the Convenor to a player to move to a lower division to permit the improvement of skills. No player shall be permitted to play in two divisions simultaneously.
Note: In the event that a player tries out and is selected by a team in a higher division, the Executive may authorize her to move up to that division for Provincial team and/or House league participation. The deadline for changes is October 14th.
2. A legal proof of age document shall accompany each player's original registration in an age-restricted category. Falsification of the player's date of birth shall result in suspension of the player or team official involved. A legal proof of age document or an O.W.H.A. Registrar shall be considered acceptable proof of age.
3. All O.W.H.A. Provincial Team registration fees will be set each year as advised by O.W.H.A. Individual player annual registration fee will be established by the Executive before September 1st each year.
4. All SGHL House league Registration fees will be determined before September 1st each year. Insurance fees will be added to total registration costs.
5. All registration fees collection for house league shall remain for house league.
6. House league teams in All divisions can be registered with a minor house league system, for league play with boys teams.
7. The SGHL refund policy shall be as follows:
 - Full refund prior to October 15th, less \$15.00 administration fee
 - 50% (of fully paid registration) refund prior to November 30th
 - 0% refund after November 30
 - Notwithstanding special circumstances, the Executive Committee may waive these guidelines.
8. Deadline date for registration will be determined prior to Sept 1. Any late registration can be accepted with the approval of the Convenor.

ARTICLE THREE

Officials

1. All on-ice officials must be currently certified through the CHOP program in order to be eligible to officiate SGHL games.
2. All referees must provide proof of current certification in order to have valid insurance coverage.
3. All officials shall act in accordance with the C.H.A. Officials Handbook, specifically rules pertaining to female hockey.
4. All referees shall wear proper armbands as designated by C.H.O.P.

Referee-in-Chief Mandate

1. The Referee-in-Chief is an appointed position which must be approved by the majority of the Executive.
2. The Referee-in-Chief is responsible for assigning game officials, liaising with the ice-convener and advising the Executive of all suspensions.
3. The Referee-in-Chief is responsible to ensure the proper certification of all on ice officials.
4. The Referee-in-Chief is responsible for ensuring all game sheets are directed to the Division Convener on a weekly basis.
5. The Referee-in-Chief must be available to confer with the Executive and/or Disciplinary Board for any suspensions.

ARTICLE FOUR

A) Coaches and Off-ice Team Representatives – Rules of Conduct

1. All teams must have, on their roster, a coach who has a minimum NCCP certification “Coach” level in accordance with OWHA guidelines Regulation 6A.
2. In order to ensure and foster harmony, sportsmanship and player development, all coaching staff will conduct themselves with integrity and respect the individual rights of all players, officials, other coaching staff and members of this association.
3. Team officials will not direct any obscene, profane abusive or threatening language or gestures to any player or to others, about any player on any team.
4. Any conflicts arising from a coach’s conduct or the conduct of coaching staff shall be reported to the appropriate division convener. If the division convener cannot resolve the incident or if the incident is of a repetitive nature it shall be referred to the league Executive. The President may appoint a discipline board to review the matter and make a recommendation to this Executive, which may levy an appropriate suspension or remove the individual from his or her team position.
5. In the interest of fostering sportsmanship, fair play and respect for all others, obscene, profane, abusive language or disruptive conduct by a player will not be tolerated. Coaches will at all times insist on and maintain orderly conduct on the part of all players. When misconduct occurs, the coach of a team may levy a suspension of not more than the next game, on a player who does not follow instructions regarding conduct. This extends to any player who, in the opinion of the coach is guilty of such misconduct on or off the ice prior to , during or after any game or practice.
6. Any such suspension shall be immediately reported by the coach to the appropriate division convener in writing, who will in turn advise the league Executive at it’s first meeting after the incident. Any further misconduct will be dealt with in the same manner however, additional discipline (to a maximum 3 game suspension) may be levied by a disciplinary board.

B) Provincial Teams / Houseleague

1. As above.
2. All teams must have registered, at least one coach with a minimum certification of NCCP “Coach” Level. The OWHA recommends that OWHA competitive teams encourage at least one member of their coaching staff achieve NCCP Intermediate Level certification.
3. All SGHL teams must have registered with their teams a trainer who has a minimum HTCP Level I certification (valid for 3 years).
4. Provincial Team coaches will be selected by the date of the AGM prior to the season, in order that they may begin fundraising/organizing for the next season. The Executive has the option to appoint a Coaching Selection Committee to Recommend coaches to the Executive Committee for their approval.
5. Provincial Team coaches will be responsible for team tryouts and selection of players. As well they are responsible for the selection and conduct of their staff. Available Ice will be allocated by the league and must be paid for by the Provincial Teams using this ice.
6. All teams fundraising will be the responsibility of the management staff of those teams. The Team Officer/Manager is responsible for ensuring the payment of all debts incurred by the team, and will be accountable for financial statements regarding the activities of said team. Teams must also be prepared to provide a financial accounting of their activities, when requested, by the Executive Committee. All monies in Provincial team accounts will be turned over for the year-end statement along with all equipment (i.e. team sweaters) and a reimbursement will be issued to teams for the following year.

C) Player Eligibility / Provincial Teams

There is to be no movement for Novice and Atom Division aged players.

Movement in all other divisions must only be permitted for players in their major year. Players will only be permitted to jump one year.

There are not to be more than two (2) players playing above their appropriate age group on any provincial team.

The League strongly recommends that all skilled players strive to play on the highest level team within their own age group. In order to ensure these players the opportunity to participate at their appropriate level, the SLWHC has adopted a general “team selection” process.

Guiding Principles for Player Selection

Each year, team selection takes on an importance in the late spring – the “Spring Tryout”. Spring Tryouts allow designated head coaches the opportunity to conduct “player selection” while the players are at their peak playing ability after a full season of competition. To help Rep teams to conduct proper evaluation during “Tryouts”, the Club has put in place certain guidelines to define issues that are important for the well-being of the players, coaches, parents and the Club. Above all, the Club wants to see their teams play at the top end of the skill categories in order to allow maximum learning and development. All team rosters should be picked with the objective of selecting the best players available with the greatest amount of fairness.

Being regarded as one of the top girls’ hockey organizations, there has to be a process in place to allow a proper progression of players to grow continuously from the “Novice” level through to the highest age category.

The Club encourages players to participate in divisions that are within their age range. If a player is of Peewee age, she should be participating in the Peewee age category. A player, if put in a social setting where she may not be comfortable or where age difference may be a hindrance, regardless of her skill level, can be disruptive to a team’s delicate balance. This type of disruption may not be beneficial to the team as a whole.

The Club, however, recognizes rare exceptions to the selection criteria. The final approval will be made by the Club Executive upon recommendation from pre-appointed neutral party, and not by any of the coaches of teams which are directly involved. The appointed “neutral party” may be coaches of other teams or external consultants. It is the view of the Club that coaches should not be placed in awkward positions either by over-zealous parents or by their own perception of what is best for their team. Decisions will be made for the well being of the players(s) involved and the Club as a whole.

Current SLWHC policy governs that any players, parents or coaches who intend to place or include under-aged players on an older team must follow the established policy.

1. All intended “play-up” players must be in the “AA” level or highest level of the next age group.
2. The intended player(s) must attend “tryouts” of her own age category
3. The intended player(s), upon successfully making the “selection” of her own age category team, must receive an invitation from the next higher age category, to attend the “tryouts” of the next level age category. If the intended player(s) is/are invited to a higher level tryout, the Rep Program Director must be advised ahead of time to allow for the arrangement of a “neutral party” to attend and to assess the intended player(s) skill level for further recommendation.

4. The intended player(s) shall be, in the opinion of the coaches of both age category teams, regarded as an impact player(s) of the higher age category. The SLWHC stipulates that she must be regarded to be among the top 5 players in the higher age category team among all selected players. (Third party observers may be invited at the discretion of the Rep Program Director to assess player skill level)
5. Upon successful progression of the above, the Rep Program Director may then present the case of each individual to the Club Executive Board for final approval.

This procedure will be strictly enforced by the Club to facilitate players to compete at an age appropriate level.

It is recognized that the selection process may result in a player not being able to play on the team of her choice, or may even result in the Club having to lose a skilled player. It does not make sense to weaken two teams by having a marginal underage player playing at a higher level. In keeping with the Pee wee age analogy, the Pee wee team loses a highly skilled player that can hone her skills more efficiently, while the Bantam team may receive a player that might see more limited duty, thus impeding her hockey skill development.

Careful selection of players whose skills match the needs of the team will ensure that neither the player nor the coaching staff will be disappointed.

Playing Situations

It is the expectation and intention of the Club that all coaching staff shall aim for fairness, development opportunity, communication and enjoyment for the team and players. Playing time for every player will be reasonable for the most part except for special situations, e.g. penalty killing, power play, and other game situations. Players should be given equal playing opportunity, but that does not necessarily equate to equal ice time.

The Club's Constitution governs that teams under the Rep Program should be regarded as part of an organization. It must not be regarded as a group of coaches who happen to be appointed and entrusted to lead teams that wear the same colored sweaters. Teams will be managed to ensure that all players have a positive experience. Coaches, players, parents, and club representatives should strive to represent the Sudbury Lady Wolves Hockey Club in a first class manner. We expect our teams to exhibit good sportsmanship and class. Trash talking, inappropriate aggression towards other players, and abuse of officials is not part of our culture and never should be. Play hard, play clean, and keep your stick on the ice.

1. A legal proof of age document shall accompany each player's original registration in an age-restricted category. Falsification of the player's date of birth shall result in suspension of the player or team official involved. A legal proof of age document or an OWHA Registrar shall be considered acceptable proof of age.
2. All O.W.H.A. Provincial Team registration fees will be set each year as advised by O.W.H.A. Individual player annual registration fee will be established by the Club.

D) Houseleague – Team Selection

1. All Coaches along with the Division Convenor must agree on Team Selection.
2. Each team is allowed to protect a maximum of (5) players including goalies.
3. A draft will be established based on number of teams.
4. Coaches right to select will be determined by a lottery i.e. 1,2,3 → 3,2,1.
5. In the interest of fair play, if a convenor deems a team to be too strong, the convenor will notify the executive whose decision will be final.
6. No player will be notified of team selection until the approval of Division Convenor. Suspension to coach will be issued if this Code of Conduct is violated.

E) Tiered Rep Hockey

1. There shall be two rep teams at the Atom, Peewee and Bantam levels if the following criteria are met:
 - a) A coach has applied for the position
 - b) There are enough girls wanting to play at that level
2. The coaching applications and selection process shall be the same as the first rep teams.
3. The try-outs for the second rep team will take place in the fall
4. The first rep teams will inform the executive at what level (AA, A, BB,B) they intent do participate in after the spring try-outs in order to allow the second rep team to organize during the summer if they wish to. This will also allow teams to register for fall tournaments that fill up quickly.

ARTICLE FIVE

Disciplinary Board, Appeal Tribunal and Protest Committee & Special Committees

All special or ad-hoc committees shall present their findings and recommendations to the Executive Committee for approval prior to their release.

All disciplinary matters, including suspensions, shall be dealt with by the Association in accordance with the Policies and Procedures of the SGHL.

1. Disciplinary Board:

- a. Where a disciplinary matter arises out of a competition, the President shall appoint a special Disciplinary Board to deal with the matter and shall designate the person to chair the Board.
- b. A Disciplinary Board shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard.

2. Appeal Tribunal:

- a. The Appeal Tribunal shall consist of three Members of the Executive appointed by the president on an ad hoc basis for the purpose of hearing an Appeal. One of the Tribunal Members shall be designated to the chair the Tribunal. The President may choose to sit personally and to chair the Tribunal.
- b. Members of the Tribunal shall have no direct association with any of the parties involved. Upon appointment to the Tribunal, Members shall not discuss the merits of the case with anyone prior to hearing the Appeal.
- c. The Appeal Tribunal shall conduct itself with fairness and impartiality and shall provide a full opportunity for all parties to be heard.
- d. The Appeal shall be conducted in accordance with the Policies and Procedures of the Association.

3. Protest Committee:

- a. An ad hoc Protest Committee, consisting of three members of the Executive, shall be appointed by the President to hear a protest.
- b. The Protest Committee shall provide a recommendation arising out of each protest to the Executive.

** Any matter arising as a result of a disciplinary action – appeal or protest must be responded to within 10 days!*

ARTICLE SIX

Fund-raising

1. All fund-raising activities must be approved by the Executive. Provincial Team fund-raising activities shall be separate from league programs and all costs incurred shall be the responsibility of those teams and not the SGHL.
2. The SGHL retains the rights to all NEVADA fund-raising privileges in the Greater Sudbury Region.
3. Any member who locates a NEVADA outlet which agrees to sell a minimum of 10 boxes will be eligible for one season's registration refund.

ARTICLE SEVEN

Equipment

1. The standard dress code for all players would be:
 - a. Black pants & black helmet (or agreed upon by all provincial team management)
 - b. Gloves (preferably black but preference would be black/white/blue)
 - c. Jerseys and socks will be provided by the team
2. The jerseys are the property of the Sudbury Lady Wolves Hockey League and must be returned to the team officials at the end of the season.

Note: Graduating players do have the option to purchase either their home or away jersey for a nominal fee. The fee will be determined by the condition of the jersey.

ARTICLE EIGHT

Amendments

All proposed amendments to the Policies and Procedures must be received in writing by the Secretary at least 10 days in advance of any Executive Meeting.