ORILLIA LADIES' HOCKEY LEAGUE
CONSTITUTION

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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 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 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, Regulations and Official Rules 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 based on 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 Executive members, except for Team Managers able to proxy to another member rostered to their team.

5.c. Open Positions:
(i) A call for nominations should be made to the membership at least 45 days prior to the AGM with a deadline of 2 weeks prior to the AGM.
(ii) Executive members who intend to extend to another term are to indicate this in writing by the deadline.
(iii) Applicants from the general membership are to be nominated by another member. Nomination and acceptance of the same are to be submitted in writing to the Secretary by the deadline.
(iv) Single applicants may be accepted via motion at the AGM.
(v) In the event of competition for a position, letters of interest are to be submitted by the deadline. Vote to take place at the AGM by the Executive and any members in attendance.
(vi) When there is competition for an **appointed** position (Director and Treasurer), letters of interest are to be submitted by the deadline for review by the Executive. Vote to take place by the current Executive via secret ballot at the AGM.

ARTICLE 6.
Executive

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

2-Year Term
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*

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Ice/League Scheduler **year-round vote*
Sponsorship & Marketing Manager**year-round vote*
Secretary **year-round vote*
Goaltender Liaison **year-round vote*
Webmaster **year-round vote*
Player Development **year-round vote*
Sponsorship & Marketing Manager **year-round vote*
Tier Liaison(s) (one per tier or one to oversee all tiers*) *year-round vote*

1-Year Term

Team Manager: *can vote as soon as they are appointed by the Executive, for the tier/team they represent, based on sufficient registrations *Sep-AGM vote*
Past Director: 1 year or until a new Director is appointed. **tie breaker vote only.*

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 ends 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, Regulations and Official Rules Amendments (AGM only)
viii) New business
ix) Adjournment

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

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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
Goaltender Liaison
Player Development

Even Year
Treasurer
Secretary
Equipment Manager
League Scheduler
Webmaster

Annually
Team Managers
Tier Liaison(s)

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, Regulations or Official Rules must be submitted to the Secretary a minimum of 30 days in advance of the AGM in written form and acknowledged by the mover and seconder.

8.e. Amendments to Official Rules may be proposed, voted on and established during a regular season meeting if the amendment is deemed necessary for the immediate safety or efficacy of OLHL operations.

8.f. A Constitutional or Official Rules amendment is lost that fails to obtain 50% plus 1 vote among the members attending and voting at the AGM.

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

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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@olhl-renegades.com. Send OLHL correspondence as needed.
iii) Represent the OLHL in relation to all other bodies and events or appoint a person to represent the Association where such persons are not already designated by the Constitution, Regulations or Official Rules.
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) Maintain and update 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) Ensure completion of all OLHL player registration on and offline.
iii) Provide names/list of players eligible to be assigned to Teams.
iv) Prepare the team roster master list and manage updates.
v) Verify that all OLHL member registration and insurance requirements are met.
vi) Liaise with current affiliated league insurer at beginning and throughout season, to ensure registered players are insured and to share updates re. player status or position within the league (injuries, withdrawals, etc.).
vii) Work closely with the Treasurer to reconcile registration/payment status.
viii) Power to suspend any member, pursuant to OLHL Constitution.
ix) Report member suspension to governing Association, as required.
x) Collect and keep copies of game sheets for up to 12 months post season.
xi) Work with Sponsorship & Marketing Manager to promote player registration through media to OLHL and public (date/times, location, and requirements).
xii) Gather tracking information on new player enrollment and current player loss.
xiii) Monitor and report any violations of OLHL policy or affiliated insurer policy they are aware of, to the Executive Committee for action.
xiv) May 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.
xv) 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.

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iv) Responsible for maintenance of non-financial archives - including OLHL Constitution, Rules, letterhead/stationary, etc.
v) May 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.
vi) Is a year-round VOTING Member.

9.d. *Treasurer (appointed by Executive Committee)*

i) Provide Executive Committee profit/loss report and financial/bank statements for AGM and at each executive meeting, in keeping with generally accepted accounting principles.
ii) Collect and record all income and expenses to be placed into the OLHL account.
iii) Report deficiencies in income received or bills paid to applicable parties in a timely manner.
iv) Supply a financial forecast/budget statement for AGM and as required.
v) Ensure any expenditure under $100 outside of approved itemized budget shall be preapproved by the Director and Treasurer. Any expenditure over $100 outside of approved itemized budget must be approved by the Executive committee by vote.
vi) Review financial situation of the OLHL periodically; prepare recommendations for maximizing resources and minimizing expenses.
vii) 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.
viii) Is a year-round VOTING Member.

9.e. *League Scheduler*

i) Attend 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 Executive
iv) Schedule referees with the assistance of the Referee in Chief, notify of any changes that occur.
v) Distribute schedule to timekeepers & (City) arena staff, notify of any changes that occur.
vi) Advertise, hire and oversee Head Timekeeper(s) who will schedule and train timekeepers as needed.
vii) Ensure copies of game sheets are sent to Treasurer and Registrar; keeps master copies for 12 months after the end of the season.
viii) Forward scores to webmaster.
ix) Incorporate playoff format as agreed by OLHL Executive.
x) Co-operate with other ice users in ice exchanges, schedules, etc. whenever possible.
xi) Is a year-round VOTING Member.

9.f. *Equipment Manager*

i) Maintain equipment/inventory records.
ii) Organize team jersey distribution and return procedures.
iii) Arrange access to first aid kits and game/warm-up pucks with timekeepers.
iv) Obtain and distribute sponsor bars if/when applicable.
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, if applicable.
ix) Is a year-round VOTING Member.

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9.g. *Sponsorship & Marketing Manager*

Sponsorship/Fundraising responsibilities:

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

Marketing/Public Relations responsibilities:

v) Promote player registration to OLHL and public (date/times, location, and requirements).
vi) Coordinate all potential PR initiatives.
vii) Correspond with Webmaster for OLHL website updates and maintenance.
viii) Organize OLHL-funded social events.
ix) Maintain trophy cases and bulletin boards for sponsorship/fundraising events.
x) 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, and/or related events
- Game scores
- League news/broadcasts
- Frequently Asked Questions
- Online Player Registration
- Online Player Feedback surveys
- Sponsor information and any other Executive directed content

iii) Maintain & update OLHL social media page/s.
iv) Ensure appropriate security measures are in place to protect on-line information from 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) Work closely with Registrar on management of on-line registration.
viii) Manage all OLHL Executive email accounts and email re-direction.
ix) Create player survey in collaboration with Registrar and Director.
x) Is a year-round VOTING Member.

9.i. *Goaltender Liaison*

i) Acquire each goaltender's 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 goalie 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.

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x) Is a year-round VOTING Member.

9.j. *Player Development*

i) Work closely with the Sponsorship & Marketing Manager to promote player enrollment.
ii) Work to provide avenues for player/goalie development for league members.
iii) Act as liaison for any relevant City of Orillia hockey programs/activities.
iv) Ensure proper equipment and insurance coverage for the player development programs.
v) Coordinate OLHL activities for Hockey Day in Orillia
vi) Act as a point of contact for new players interested in playing ladies' hockey.
vii) Maintain trophy cases and bulletin boards for player development events.
viii) 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 any OLHL meetings requiring team manager attendance or send a teammate to act as advocate and/or vote as 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 to the Registrar.
v) Ensure game sheet information is accurate and inclusive of all present players, every game.
vi) Acquire pick-up players for your team as needed and in accordance with Rules.
vii) Be knowledgeable of applicable league Rules, Constitution and Regulations.
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 the team.

9.l. *Tier Liaison(s): one per tier or one to oversee all tiers, as determined by the Executive Committee.*

i) Serve as the first point of contact for Team Managers and/or members. Support clear and consistent communication between players, Team Managers and the Executive.
ii) Establish and maintain a centralized communication platform (e.g. WhatsApp) for Team Managers.
iii) Share league updates, including but not limited to fundraisers, scheduling, events, meetings, holiday initiatives, and equipment return (jerseys/socks).
iv) Facilitate player pick-up coordination for games through the communication platform
v) Bring forward feedback, concerns, and suggestions from members and Team Managers to the Executive.
vi) Collaborate on the creation, distribution, and review of the annual end-of-season player survey.
vii) Support team managers in completing player evaluations, including skill level and attendance tracking. Assist with player ranking processes and provide input as needed.
viii) Contribute to league drafting processes at the start of each season.
ix) Ensure team managers feel supported, informed, and equipped in their roles.
x) Is a year-round VOTING member.

9.m. *Past Director:*

(i) Act as advisor and mentor to the new Director, to maintain continuity and stability during leadership transitions.
(ii) Provide historical context on past decisions, policies and strategies.
(iii) Assist with recruiting and mentoring future Executive members.
(iv) Ensure continuity of OLHL's vision and mission.
(v) Ensure the Executive is adhering to the current policies and constitution.
(vi) May act as "Alternate Director" as outlined in 6.(e.)
(vii) Is a non-voting member.

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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 in a specific Tier or in the league if the OLHL Executive Committee deems there to be a reasonable safety issue for 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 are to be issued to registered players upon receipt of a uniform deposit at the beginning of the season. Uniforms are to be returned to the Equipment Manager following the end of the season, in good condition and within the timeline set by the Executive, in order to have the deposit refunded. 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, and insurance coverage confirmed, prior to any player being allowed on the ice. An NSF fee will be charged on any returned cheques.

10.h. The Director and Treasurer shall be signing authorities for the OLHL. Registrar and Secretary may also be signing authorities, at the discretion of the Executive. Two signatures shall be required for an OLHL issued cheque to be valid.

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

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