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POLICY AND PROCEDURE

Officers

The officers of the PGHA shall be President, Immediate Past President, three (3) Vice Presidents, Secretary, Treasurer, and Registrar.

Executive Board

The Executive Board shall consist of the Officers, and at least five (5) appointed directors to include Ice Scheduler, Referee-In-Chief, Tournament Director, Central East Girls Hockey League Representative and the North Metro Girls Hockey League Representative. The Executive Board may appoint a Director without portfolio.

Directors of the PGHA

The Executive Board shall appoint on a yearly basis directors to sit on the executive board. The directors shall attend all Executive Board meetings and will report regularly on any progress in their portfolio.

Convenors of the PGHA

The Executive Board shall appoint on a yearly basis Convenors, who will attend PGHA meetings at the request of the Executive Board. Convenors for the 2007-08 season shall include: Equipment Convenor, Sponsorship Convenor, and House League Division Convenors.

- The 2nd Vice President will meet regularly with the NMGHL General Manager and the CEGHL Representative and make regular reports to the Executive regarding the leagues the PGHA teams play in.
- The 3rd & 4th Vice Presidents shall appoint convenors for each of their house league divisions. The 3rd & 4th Vice Presidents will meet regularly with their house league convenors and make regular reports to the Executive Board regarding the house league.

Duties of Directors

Scheduler

- Attend Executive Board meetings of the PGHA
- Will be the only PGHA contact to the city concerning ice rentals.
- Will report assigned ice times to 2nd & 3rd Vice Presidents (Rep Teams) for distribution to rep teams
- Will give ice times to 3rd & 4th Vice Presidents (House League) for assigning of house league ice time
- Attend rep coaches meetings to discuss ice allocations. Will provide ice time rules & regulations to all rep teams (payment, turn in, booking of etc.)
- Only contact for rep teams concerning ice cancellations or ice availability.
- Work with the Treasurer in collecting ice rental payments from teams who are in arrears.

Referee-In-Chief

- Attend regular meetings of the PGHA.
- Schedule referees for all games and tournaments.
- Organize referee clinics for reviewing rules and developing OWHA referees in the PGHA area.
- Inform PGHA executive and coaches of new rules each season.
- Sit on any discipline committee within the PGHA.
- Responsible for paying referees monthly for house league games and at the PGHA tournament.

Tournament Director

- Request a co-convenor(s) if necessary (co-convenor does not attend Executive Board meetings.)
- Attend regular meetings of the PGHA.
- Responsible for registering the annual PGHA tournament with the OWHA once the date is set.
- Act as the primary contact of the annual PGHA tournament held late November early December each year.
- Responsible for coordinating all aspects of the tournament including the program within approved budgets.
- Responsible for keeping the executive informed of any and all issues that arise before, during, and after the tournament.
- Responsible for preparing and reporting all required information to the OWHA on time.

NMGHL General Manager

- Attend regular meetings of the PGHA.
- Will attend all North Metro Girls Hockey League meetings
- Will communicate any fees, scheduling meetings, league play or play-off schedules, suspension or general information to the teams participating in the NMGHL and the 2nd Vice President

CEGHL Representative

- Will attend all Central East Girls Hockey League meetings
- Will communicate any fees, scheduling meetings, league play or play-off schedules, suspension or general information to the teams participating in the CEGHL and the 2nd Vice President

Convenors

House League Division Convenor

- Will be recommended by the 3rd or 4th Vice Presidents to the Executive Board
- Will meet regularly with the 3rd or 4th Vice President

- Will receive list of all players in their division and put teams together as fairly as possible
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- Will receive ice time allotment from Ice Scheduler and will schedule all games for their division
- Will help co-ordinate the distribution and returning of playing sweaters
- Will ensure a game sheet is filled in for each game of their division games
- Will ensure that there is a scorekeeper/timekeeper for every house league game

Equipment Convenor.

- Will coordinate, catalogue, and store all equipment and uniforms at the PGHA. storage area.
- Obtain price quotes from local merchants for all sweaters, playing socks and equipment (including goalie) purchases.
- Recommend and purchase sweaters, socks and equipment, rep and house league, as required based on approval from the PGHA executive.
- Distribute sweaters to all Rep and house league teams at the beginning of the year and have the Rep Team staff and house league reps sign for them.
- Collect, catalogue and store all LAUNDERED Rep and house league sweaters and equipment at the end of the season.

Sponsorship Convenor

- Will recruit sponsors for the House League and Rep Teams.
- Responsible for providing the executive with a list of sponsors and their contributions for the current year.
- Responsible for gathering all sponsorship fees and give to the Treasurer.
- Responsible for providing sponsorship information to the 2nd Vice President (Rep) & 4th Vice President (Sr. Rep) on or around September 30th for the rep teams.
- The executive must approve all correspondence.
- Responsible for providing sponsorship information to the 3rd & 4th Vice President (House League) on or around September 30th for the house league teams.
- Maintain an up-to-date information letter on PGHA letterhead to give to prospective new sponsors.
- Must bring any requests from rep teams for sponsorship or fundraising to the Executive Board for approval.

Meetings of the PGHA

Executive Board Meetings

The Executive Board of the PGHA will meet at least 9 times annually. The Executive Board shall decide at the first board meeting after the AGM the Executive Board meeting dates/times and locations for the year, and this schedule will be published on the PGHA website.

The executive may suspend and replace a board member who misses 3 full consecutive board meetings in a row without extenuating circumstances.

Attending Executive Board meetings

- Any member of the PGHA wishing to attend to observe a PGHA Executive Board meeting may do so by submitting a request to the secretary at least 48 hours prior to meeting time. After discussion with the President, the secretary will notify member requesting to attend, of approval/denial to attend.
- Any member of the PGHA wishing to attend to be part of the agenda of a PGHA Executive Board meeting may do so by submitting a request to the secretary at least 7 days prior to meeting time. After discussion with the President, the secretary will notify member of approval/denial to attend. If approved, the member will be allowed to present at the time allotted on the agenda.

Agendas of Executive Board Meetings

- The Executive Board agenda will be circulated to all executive board members at least 48 hours prior to the meeting time. Written reports will be circulated with the agenda.
- The agenda for Executive Board must include:
 - The minutes of the preceding Executive Board;
 - The presentation of an-up-to date financial statement that should include a balance sheet and income statement and when possible copies of bank statements and GIC holdings
 - Reports from Executive Board members
 - Correspondence

Annual General Meetings of the PGHA

- a) The Executive Board shall announce the Annual General Meeting of the PGHA. Such Annual General Meeting shall occur on or before June 1st.
- b) The agenda for the Annual General Meeting must include:
 - i. The minutes of the preceding Annual General Meeting;
 - ii. The presentation of the Annual Financial statements for the current season which is in accordance with generally accepted accounting principles;
 - iii. The election of officers;
 - iv. The ratification of By-Laws, Rules and Regulations;
 - v. Proposed amendments to the Constitution

Standing Committees

Disciplinary Committee

The President of the PGHA will appoint members of the PGHA to the Discipline Committee at the first meeting after the AGM. At least 2 of the 3 members of any sitting

Discipline Committee must be an Officer of the PGHA. A chairperson will be established. The Chairperson will have the authority to call on other eligible members of the PGHA to serve on this committee if a conflict of interest arises. All disciplinary issues will be dealt with in a timely fashion, and the executive board will be advised of any results of all matters coming before the committee.

Nominations Committee

The President of the PGHA will appoint 3 members of the PGHA to the Nominations Committee at the first meeting after the AGM. At least one member of this committee will be a member of the Executive Board. This committee will meet at regular intervals and will present the Secretary a list of nominations at least 60 days prior to the Annual General Meeting.

Ad Hoc Committees

The President of the PGHA will from time to time, appoint persons to ad hoc committees as deemed necessary by the Executive Board. These Committees will have a specific mandate and time frame. A chairperson will be established and will report regularly to the Executive Board, and will make final recommendations within the specific time frame.

Tournament

Tournament Coordination

- Every rep team will be required to play in the tournament if a division is available
- All rep teams are required to volunteer at the tournament
- All rep teams will send a representative to the tournament meetings
- All rep teams will actively recruit teams to play in their division
- The Tournament Coordinator(s) will endeavor to offer house league divisions

Tournament Finances

The profits from the PGHA tournament will be distributed as follows:

- 10% of all profits will be retained by the PGHA
 - These profits will be used for support and development of the representative teams
- 90% of all profits will be distributed equally to rep teams providing the teams:
 - Participate in the tournament
 - Actively recruit teams to fill their division
 - Send a representative to all tournament meetings
 - Volunteer as required at the tournament

If teams do not fulfill their obligation to the PGHA Tournament the PGHA Executive Board will decide on a case-by-case basis the compensation such teams will receive.

- Tournament fees for 2007 will be \$900.00 (Sr. AA, Int. A, Midget AA & A, Bantam AA & A) All other divisions will be \$725.00 (\$50.00 from each entry into the PGHA tournament will go to Rep team development.

RULES AND REGULATIONS

The PGHA will endeavour to support the OWHA's three objectives:

1. To promote the participation of girls and women in all aspects of female hockey
2. To foster and encourage leadership programs in all areas related to the development of female hockey in Ontario
3. To promote hockey as a game played primarily for enjoyment while also fostering sportsmanship and life skills

House League

Cost to Play

The cost to play in the PGHA House League will as recommended by the 3rd & 4th Vice-President for the 2007-08 Season: \$260 for Novice, Atom, PeeWee and Bantam; \$220 for Midget, Intermediate & Senior

Team Programs

- Each division will play at least an 18 game season
- The PGHA will offer all divisions from pre-novice to senior where numbers warrant
- Number of teams in each division offered will depend on numbers, and will be decided by the 3rd & 4th Vice Presidents (House League) in conjunction with the Division Convenor
- Number of players on each team in each division offered will depend on numbers, and will be decided by the 3rd & 4th Vice President in conjunction with the Division Convenor
- The Division Convenor's decision at the arena shall be final in an emergency.
- A team must ice at least 6 players at game time or forfeit the game.
- Equal ice time is mandatory in all divisions. It is the responsibility of the coach to ensure all players receive equal ice time in each game.
- Subject to the number of players registered, only one goalie will be dressed per team. Each team should try to have a reserve goalie. If no goalie is available the Division Convenor should be notified and he/she will have the authority to provide one. If one cannot be found, then 6 skaters will be utilized.
- The PGHA will ensure that the Novice, Atom & PeeWee Divisions are provided with practices.
- Each team is responsible for providing either a timekeeper or scorekeeper.
- House League games will be three 12 minute stop time periods, the 3rd period being only as long as is necessary to fill the allotted 50 minute time slot.
- Players may be moved to help balance teams. Team balancing should be completed before the fifth game is played. The coaches will be contacted by the Division Convenor with the relevant moves.
- No player who is knowingly pregnant shall play in the league.

- There will be no smoking, drinking, or profane language used in the dressing rooms, on the benches or on the ice. Destruction or defacing of arena property will result in suspension or expulsion of the league. Throwing of tape, snow, etc. will not be tolerated.
- Any violations of PGHA rules by team management or players will result in said violators being called before the executive to face possible game suspensions or removal from the league
- All house league teams will have a year end event
- All players Bantam and below will be provided with an individual and team picture

Sponsorships

- The Sponsorship Convenor will attempt to have a sponsor for every house league team. The sponsorship fees will go directly to the PGHA and will be used to support and develop the PGHA house league program.

Representative Teams

Coaches

- Coaching applicants must submit a written application to the 2nd Vice President for Intermediate and younger; and to the 3rd Vice President for Senior Hockey by April 30th. For the 2006-2007 season the deadline will be March 31st.
- Interviews will be conducted the first two weeks of May
- The Executive Board must approve the appointment of managers and staff. A list of team bench personnel and staff must be given in writing to the 2nd or 3rd Vice President by September 30th.
- It is the responsibility of the PGHA executive to ensure proper reviews (including criminal) are completed on all coaches and trainers prior to their approval.
- Any member of the coaching staff that is ejected from a game must notify the appropriate league convenor, the 1st Vice President and the 2nd or 3rd Vice President within 48 hours of the incident.
- After two ejections in one season by any member a coaching staff a review will be held with the PGHA Disciplinary Committee to determine if any disciplinary action is required. Any subsequent ejections will result in a review with the executive to determine further action.
- Coaches and Trainer Clinics, including re-certification, will be paid for by the PGHA to a maximum of 4 per team.
- Must abide by coach's policy as set by the PGHA

Team Information

- All coaches/managers are responsible for all monies collected for their teams. They must supply the 2nd Vice President (Rep Teams) or 3rd Vice President (Sr. Women) a budget prior to the start of the season. They must supply a monthly financial update and year ending statement to the parents and 2nd Vice President or 3rd Vice President.

- The 1st Vice President (OWHA Liaison) and the 2nd Vice President or 3rd Vice President should be advised of all tournaments entered for the year. The PGHA and the OWHA must approve any out of Province tournament.
- All Rep teams must participate in the annual PGHA tournament and are required to actively recruit teams to play in their division.
- All Rep teams must participate in the OWHA Provincial Championships if they qualify. Any team wishing not to attend OWHA Provincial Championships must request permission by October 31st.
- The 1st Vice President (OWHA Liaison) and the 2nd Vice President or 3rd Vice President must be advised by all teams of any incidents that may effect individual or team eligibility within the OWHA. The 1st Vice President and the 2nd Vice President or 3rd Vice President must then inform the President of the pertinent information.
- It is the team's responsibility to ensure write-ups get into the local print media to promote their sponsor.
- From senior age and down, players on the highest rated rep team may have a choice of playing house league *as long as that division has more than 60 players*
- It is the intention of the PGHA to have a rep team in every age category offered. Where numbers warrant, there may be more than one rep team in a particular age category. A release must be obtained from the 1st Team coach to try-out for the 2nd team.
- Any rep player not playing house league is still required to pay a registration fee which covers liability insurance, house league equipment, administrative costs, and will be determined by the executive.
- The final roster of any team may not consist of more than three players that are trying out on a Permission To Skate/Release Form as outlined by the OWHA.
- It is the responsibility of the coach to inform the 1st Vice President and the 2nd Vice President or 3rd Vice President of any player that arrives at a tryout with a Permission To Skate/Release Form.
- A player that arrives at a tryout with a Permission To Skate/Release Form due to a change of the player's family domicile will not be considered a released player when determining the final roster.
- A player, who arrived at tryouts with a Permission To Skate/Release form and is released from the 1st team, is **not** eligible to tryout for a 2nd team.
- Any variation or exception to the coaching policy must be made in writing and presented to the President and the 1st Vice President for consideration.
- A player playing for the PGHA may not play for any other association.
- Every player will register and play for the team in her own age group, except a player with outstanding ability who may play for a team in an older age category subject to the Constitutions of the PGHA and OWHA with approval by the PGHA, her parents and the respective coach.

Playing Uniforms/Clothing

- All Rep teams will use PGHA supplied playing sweaters and socks. Playing sweaters are property of the PGHA. Any alteration to the playing sweaters can only be done if approved by the PGHA – including any sponsor bars etc. Any such request must be sent in writing to the Sponsorship/equipment Convenor for Executive approval. Any sponsor bars approved to be put on PGHA sweaters must be removed prior to handing sweaters back in.
- The PGHA Rep team colours will be maroon and white

- All Rep sweaters must be returned to the Equipment Manager cleaned, by the Rep Year End Awards event.
- Mandatory playing uniforms starting in the 2006-07 season (and is suggested for the 05-06 season) will be:
 - White helmet – goalies are excluded
 - Black pants
 - Black gloves
- The PGHA Executive Board must approve all team clothing using the PGHA logo. All requests to use the PGHA logo must be sent in writing to the Equipment Manager for Executive approval.

Rep Sponsorships- Fundraising

- The Sponsorship convenor will attempt to have a sponsor for every rep team. The sponsorship fees (set by the PGHA) will be split evenly between the team and the PGHA. All sponsorship fees collected by the PGHA will be used to support and develop the rep program.
- Any team wishing to get their own sponsors in any form, or do any fundraising must get permission from the PGHA. Any such request must be sent in writing to the 2nd Vice President or 3rd Vice President for Executive approval.

Try-Outs

- Try-outs for the first Bantam & Midget teams will be held in May and June for the 2007-08 season.
- Any player trying out for the 2nd team must have a release from the 1st team coach
- Try-Outs for any 2nd or 3rd team will be held in late August and early September, coaches and try-out dates will be announced in August if a 3rd team will be formed
- Any coach or manager may apply in writing to the Treasurer if “tournament advances” are needed to allow teams early entry in to a maximum of two tournaments prior to the season starting.