

Grand River Mustangs Girls Hockey Incorporated

CONSTITUTION AND BYLAWS

Amended May 6, 2010

Amended June 1, 2011

Amended May 30, 2012

Amended May 28, 2014

Amended June 10, 2015

Amended March 6, 2023

SECTION I: CONSTITUTION

ARTICLE 1 - NAME/LOGO/OFFICIAL COLOURS

1. The organization shall be known as the Grand River Mustangs Girls Hockey Incorporated and hereinafter referred to as GRMGHI.
2. The organization GRMGHI shall be governed by a Board of Directors herein referred to as The Board.
3. The organization has exclusive use of the name and logo; any use of the name and logo shall be approved by the Board of Directors prior to use.
4. The official colours of the GRMGHI shall be Deep Purple, Black and White. Any change to the name, logo, or official colours of the GRMGHI must be approved by Board of Directors prior to use. All association uniforms must use the official name, logo, and colours only of the GRMGHI, unless provided an exemption by the Board of Directors of GRMGHI.

ARTICLE 2 - AIMS AND OBJECTIVES

The purpose of the GRMGHI shall be:

1. To foster, promote, teach, and develop skills in the game of hockey for girls who reside in the County of Wellington, Province of Ontario, (more specifically Centre Wellington and surrounding areas) and to provide maximum opportunity for participants to play within the boundaries of the Constitution and Bylaws.
2. To encourage and develop good sportsmanship and friendship amongst participants, in our league and with other Organizations.

ARTICLE 3 - AFFILIATION

1. GRMGHI shall annually affiliate with the Ontario Women's Hockey Association (OWHA), and any other organization the Board of Directors of GRMGHI deem appropriate or beneficial.

ARTICLE 4 - MEMBERSHIP

Membership in the GRMGHI shall consist of:

1. All players registered to play in the various age categories and their parents/guardians.
2. All volunteers such as coaches, managers, trainers, members of the Board of Directors, and Board-approved committees, Referee in Chief, and any other volunteer appointed from time to time for any reason.
3. Honorary members as nominated and approved by GRMGHI Board. To be considered for honorary membership, a person must have contributed a minimum of five (5) years service to the GRMGHI.

ARTICLE 5 – Board of Directors (the Board)

1. The Board of Directors, (the Board) shall consist of a maximum of (20) twenty persons and a minimum of (11) eleven persons:
 - President
 - Past President (when applicable)
 - General Manager Hockey Operations
 - Registrar
 - Lead Ice Scheduler
 - Lead Timekeeper and Referee
 - Director of Local League
 - Director of Competition/Rep
 - Director of U7 and U9 Programs
 - Lead Volunteer Coordinator
 - Director Player Development
 - Director Coach Development
 - Secretary
 - Treasurer
 - Director of Social Media and Webmaster
 - Tournament Director
 - Director of Event Planning and Community Engagement
 - Head Trainer
 - Director of Sponsorship & Fundraising
 - Equipment Manager

2. The term of the board members shall be for two (2) operating years from the AGM at which they are elected, normally before June 1st of the first year to the AGM on or about May 31st after the second full year of service. The terms of these positions will come due in alternating years as noted below. Vacancies that arise during the term will be filled as soon as possible. The Board shall have the power to fill any vacancies. Positions due to end May 31st or at the AGM in odd years and every two years thereafter are:
 - a. General Manager Hockey Operations,
 - b. Director Local League,
 - c. Lead Timekeeper and Referee,
 - d. Director of U7 and U9 Programs
 - e. Lead Volunteer Coordinator
 - f. Director Player Development
 - g. Treasurer
 - h. Director of Sponsorship & Fundraising
 - i. Head Trainer

Positions due to end May 31st or at the AGM in even years, and every two years thereafter are:

- a. President
- b. Registrar
- c. Lead Ice Scheduler
- d. Director of Competition and Rep
- e. Director of Coach Development
- f. Secretary
- g. Director of Social Media and Webmaster
- h. Tournament Director
- i. Director of Event Planning and Community Engagement
- j. Equipment Manager

The exception is that of the Immediate Past President, whose term will end when a new President is elected. Any member of the Board of Directors can resign in writing to the President or Secretary, at any time.

3. The Members of the Board of Directors shall not be subject to any personal legal liability for any actions taken by them in that capacity.
4. If any Board member is absent from four (4) consecutive Board meetings, a vote between the Board of Directors may be taken on disciplinary action against the absent member at a subsequent board meeting. Said discipline to be either removal of that member from the Board, or a one-time exemption from this by-law, as determined by the attending members. The exception being the lead scheduler as a non-voting member of the board.
5. Each Board member is encouraged to provide feedback to the Board and suggestions for improvement of their roles. Each board member shall also keep the

procedures manual updated with changes to their particular role. Changes shall be submitted to the Board at regular board meetings for approval.

6. It is understood that all voting Board positions are strictly voluntary. Board members shall not realize any financial gain from any activity undertaken on behalf of the GRMGHI or in the performance of their regular duties.
7. The Board shall have control of the affairs of the Association and the primary responsibility for achieving its objectives. The Board shall have the power to appoint such committees, as it considers necessary to assist in carrying out its responsibilities.

ARTICLE 6 - DUTIES OF BOARD OFFICERS

1. President shall:

- a) Preside over all regular Board meetings, Annual General Meeting and General Meetings.
- b) Assist the Secretary to prepare monthly meeting agendas with input from other board members.
- c) Call additional meetings as necessary or when requested to do so by 50% of the Board members.
- d) Act as, or appoint a replacement to act as, GRMGHI representative at meetings of other organizations that require GRMGHI participation.
- e) Appoint a chairperson for Committees struck by the Board, and participate as an ex-officio member of such committees. Where it is deemed appropriate, the President may appoint another Board member to act as his/her replacement on a committee.
- f) Have signing authority on GRMGHI bank accounts with Treasurer, Director of Local League and Director of Competition and Rep
- g) Attend coaches meetings as scheduled by the Director of Local League and/or Director of Competition and Rep.
- h) Collaborate with the General Manager of Hockey Operations and Treasurer to develop an annual budget for the GRMGHI

2. Past-President (when applicable) shall:

- a) Act in an advisory capacity to the Board.
- b) Assume other responsibilities at President's request.
- c) Stand in for President at meetings and league functions and otherwise assist President as and when required.

3. General Manager Hockey Operations shall:

- a. Lead the activities of the Registrar, Lead Ice Scheduler, Lead Timekeeper and Referee, Director Local League, Director of Competition and Rep, Director of U7 and U9 Programs, Lead Volunteer Coordinator, Director Player Development, Director of Coach Development to execute routine business, activities and programming of the GRMGHI.
- b. Collaborates with the President and Treasurer to develop an annual budget for the GRMGHI.
- c. In collaboration with the President, Director of Player Development and Director of Coach Development to plan a seasonal plan that aligns with Hockey Canada guidance.

4. Registrar shall:

- a) Organize annual registration with assistance from a sub-committee as required, ensuring that arrangements are compliant with OWHA policy.
- b) Ensure that registration information is posted on the website in a timely fashion, and that all of the membership is informed about methods of registration.
- c) Process registration submissions and keep accurate records of players registered in each age category, and make registration lists available to General Manager Hockey Operations, Director Local League and Director of Competition and Rep for try-outs, rankings and team selection or development.
- d) Collect registration fees and pass them on to Treasurer in a timely fashion.
- e) Ensure that all teams are registered on time through RAMP (or similar OWHA mandated platform) and with the OWHA. Registrar is responsible for creating official rosters and ensuring fees are current with the OWHA.
- f) Have a record of all players readily available.
- g) Maintain administrator rights for online registration and electronic game sheet software.
- h) Process volunteer registrations with the OWHA and keep accurate records of all volunteers and make volunteer registration lists available to the Board.

5. Lead Ice Scheduler shall:
 - a) Have the primary responsibility of building the schedule based on guidance received from the Board and the General Manager of Hockey Operations.
 - b) Acts as the primary scheduler for Kitchener Girls Local League games.
 - c) Acts as the primary point of contact for vendors of ice.
 - d) Participates in the execution of the inclement weather and cancellation policy as required.

6. Lead Timekeeper and Referee shall:
 - a) Trains and assigns timekeepers.
 - b) Acts as the primary point of contact for referee scheduling.
 - c) Participates in the execution of the inclement weather and cancellation policy as required.
 - d) Acts as the subject matter expert for recording of game results.
 - e) In collaboration with Treasurer, coordinates payment of timekeepers and referees.
 - f) Coordinate the training of players to become referees.

7. Director Local League shall:
 - a) Act as the main contact between Kitchener Girls Local League and partner associations on Local League matters
 - b) Supervise coaches, convenors, and players to ensure smooth operation of Local League Division, and serve on the Discipline Committee as outlined in Bylaw #5
 - c) In collaboration with Registrar organize teams taking age, calibre, and registration numbers into account.
 - d) Recruit coaches and prepare recommendations for coaching assignments that must be approved by the Board prior to coaches being assigned teams.
 - e) Prepare and distribute team lists and schedules to coaches of Local League (LL).
 - f) Recruit or act as convenor for each division. In the event that a convenor is recruited to fulfil these duties they must be approved by the Board prior to beginning the position.

- g Attend coach's meetings as scheduled in collaboration with Director of Competition and Rep.
 - h Under the Board's Direction, organize a Local League Committee to assist with Local League related issues.
 - i Attend ranking days for LL teams to support coaches and teams, being present for parents and developing community presence as much as possible. Attend at least one practice/game for each LL team over the season.
 - j Lead and support the onboarding for Team Managers of all Local League teams. This includes, but is not limited to, ensuring team managers are given access, directions and instructions for inputting games and tournament info into calendars. Will also act as the subject matter expert for managing rosters and reporting game scores through electronic game sheets.
 - k Keep open communications with Director of U7 and U9 Programs and Director of Competition and Rep to foster a smooth transition from U7 and U9 programming to U11, including a transition to full ice play. This will also include the early identification and training of future Local League coaches.
8. Director of Competition and Rep shall:
- a) Act as the main contact with OWHA for the GRMGHI on matters relating to Competition and Rep level of play.
 - b) Supervise coaches and players to ensure smooth operation of Rep Division.
 - c) Keep coaches informed of all developments pertaining to their teams to include, but not limited to league policy, tournaments, OWHA rulings, schedule changes and disciplinary actions.
 - d) Chair Discipline Committee as outlined in Bylaw #5.
 - e) Under the Board's Direction, organize a Competition and Rep Committee to assist with a selection process to recommend coaches to the Board for approval following interviews, and prior to announcement.
 - f) Ensure all coaches obtain the necessary prerequisites prior to the start of September.
 - g) Lead and support the onboarding and expectations for Team Managers for all Rep teams. This includes, but is not limited to, ensuring team managers are given access, directions and instructions for inputting games and tournament info into calendars. Will also act as the subject matter expert for managing rosters and reporting game scores through electronic game sheets.
 - h) Keep open communications with Director of U7 and U9 Programs and Director Local League to foster a smooth transition from U7 and U9 programming to transition to

full ice play and U11. This will also include the early identification and training of future coaches.

9. Director of U7 and U9 Programs shall:

- a) Acts as the primary point of contact with U7 and U9 families to ensure a smooth onboarding to hockey programs. Will provide communications to help families understand when the season starts, how the schedule works, and act in a mentorship capacity.
- b) Provides a liaison between families, the coaches and the Board.
- c) Lead the recruitment and selection process for U7 and U9 coaches. Will provide recommendations to Board for approval following interviews, and prior to announcement.
- d) Keep open communication with Director of Competition and Rep and Director of Local League to foster a smooth transition from U7 and U9 programming to transition to U11. This will also include the early identified and training of future coaches.

10. Lead Volunteer Coordinator shall:

- a) Develop and maintain a policy to ensure all volunteers are properly screened and vetted in accordance with OWHA guidelines and policies.
- b) Develop and maintain a process that assigns player and parent volunteers to support GRMGHI initiatives. This includes, but is not limited to, the assignment of older players to younger age groups for development and practices, community outreach events, tournaments and special projects.
- c) Schedule volunteers as required and continually assess that volunteers are meeting the user need and that they are being employed as intended.
- d) Coordinate with the Tournament Direction and Director of Event Planning and Community Engagement to maximize the off-ice experience for the guests of tournaments.

11. Director of Player Development shall:

- a) Working in a committee chaired by the General Manager of Hockey Operations and including the Director of Coaching Development organize, coordinate and execute a development strategy for both the Local League and Rep levels of play as deemed appropriate by the Board.
- b) Attend coach's meetings as scheduled in collaboration with the Director of Local League, Director of Competition and Rep, and Director of U7 & U9 Programs.

- c) Attend development sessions to ensure proper execution and monitor progress.
- d) Coordinate league wide player evaluations as a means to assess competitiveness of the GRMGHI, ensure that all appropriate players regardless of stream or age are considered for Competitive/Rep play.

12. Director of Coach Development shall:

- a) Working in a committee chaired by the General Manager of Hockey Operations and including the Director of Player Development organize, coordinate and execute a development strategy for Local League and Rep coaches as deemed appropriate by the Board.
- b) Ensure that GRMGHI coaches meet OWHA and Hockey Canada guidelines and policies, and where possible exceeded.
- c) Evaluate coaches to ensure that beyond the requisite academic credentials they have the appropriate skating, technical knowledge and alignment to the GRMGHI ethos of Fun, Fitness and Friendship as well as adherence to the Code of Conduct.
- d) Participate in coaching selection committees.

13. Secretary shall:

- a) Record all minutes of, and prepare agendas for Board meetings and Annual General Meeting.
- b) Ensure that all members are notified of meetings.
- c) Provide agendas and copies of minutes to all Board members via email or hard copy prior to meetings.
- d) Ensure meeting rooms are booked well in advance of meetings. When virtual meetings are utilized the associated link(s) and invites will be distributed well in advance.
- e) Maintain an accurate record of all minutes and correspondence both in hard copy and on an approved cloud storage system.

14. Treasurer shall:

- a) Collect and properly record all funds and assets belonging to the GRMGHI.
- b) Pay all accounts upon Board approval by cheque or electronic funds transfer.

- c) Submit statement of cash position and updated income & expense statements at monthly and a full financial report at the Annual General Meeting.
- d) Work with the Lead Ice Scheduler and Lead Timekeeper and Referee to verify all ice, referee and timekeeper invoices.
- e) Ensure all Competition Rep teams' submit financial statements on a yearly basis.
- f) Have financial authority on GRMGHI bank accounts with President, General Manager Hockey Operations, Director Local League and Director of Competition and Rep.
- g) Keeping complete and accurate financial records for all GRMGHI business and transactions.
- h) Ensure that all application forms and reports are properly submitted to all levels of government, as required.
- i) Notify members in writing regarding NSF cheques and/or outstanding fees owed to the GRMGHI and notify President and Board at monthly meetings of outstanding fees.
- j) Be responsible along with the Registrar for membership refunds in accordance with the Board approved refund policy.
- k) Responsible to collect all mail from the post office and disburse accordingly. Back up key to be held by the Registrar.
- l) Work closely with the Registrar to ensure registration numbers and revenue match.
- m) Maintain accounts receivable records and report to President, General Manager Hockey Operations, Director Local League and Director of Competition and Rep. after final instalment of any outstanding amounts.

15. Director of Social Media and Webmaster shall:

- a) Handle all publicity for GRMGHI through local television, newspapers, radio and notices in arenas.
- b) Execute all social media posts (e.g., Facebook & Instagram) including content design using appropriate software. Collect, review and post material submitted by Mustangs families. Routinely post calendar of events, sponsor notices and community engagement activities (supporting local businesses and organizations with cross promotion).

- c) Responsible for updating the website, posting articles and updates as required. Provide access to coaches and team managers for all team sites each season. Provide support to new team managers/coaches on how to add game scores and input games.
- d) Create ads for community guides and edit communications as required.
- e) Collaborate with Board members to ensure key leaders for each team are accounted for and documented on the website. Partner with team managers to amplify their team's sponsors with social media posts, create and maintain a calendar of events.
- f) Establish strong relationship with Director of Event Planning and Community Engagement to support their efforts within the community.
- g) Establish strong relationships with Director of Sponsorship & Fundraising to support their efforts and enhance sponsors businesses.
- i) Participates in the execution of the inclement weather and cancellation policy as required.

16. Tournament Director shall:

- a) Under the direction of the Board act as the principle organizer of any tournaments hosted or operated under the GRMGHI name.
- b) Ensure compliance with OWHA guidelines and policies regarding tournaments.
- c) Ensure agents or vendors used to organize tournaments on behalf of the GRMGHI are compliant with OWHA policies and guidelines.
- d) Coordinate with the Director of Event Planning and Community Engagement and Lead Volunteer Coordinator to maximize the off-ice experience for guests of the tournament.

17. Director Event Planning and Community Engagement shall:

- a) Act as the Board's lead for the GRMGHI to organize off-ice events that foster a sense of greater Mustang cohesion, team spirit and sense of community.
- b) Select year round events for GRMGHI participation that build awareness of the Mustangs brand in the community
- c) Under the direction of the Board act as the lead planner for awards ceremonies or banquets.
- d) Coordinate with the Tournament Direction and Lead Volunteer Coordinator to maximize the off-ice experience for the guests of tournaments.

18. Head Trainer shall:

- a) Assume responsibility for: education, liaison, and support of team trainers, bench staff and the GRMGHI, with regards to health and safety.
- b) Act as the subject matter expert in Rowan Law and main point of contact with Public Health agencies as required.
- c) Maintain trainer kits in cooperation with the Equipment Manager.

19. Director of Sponsorship & Fundraising shall:

- a) Be responsible for recruitment and allocation of sponsors, collection of sponsorship fees, recognizing sponsors immediately following each season.
- b) Develop, submit to the Board for approval and maintain a fundraising policy to coordinate the efforts of the GRMGHI and its member teams.
- c) Seek out grants and lead all submissions.
- d) Lead the coordination of fundraising with individual teams in order to maintain a “One Mustang” approach to fundraising in the community that eliminates multiple requests to the same organization, agency, person or business.
- e) Lead the 50/50 Raffle process and ensure compliance with provincial regulations.

20. Equipment Manager shall:

- a) Ensure that all teams have the necessary pucks, jerseys, socks, equipment bags, goalie equipment, trainer’s kits etc. prior to the season commencing. Ensure all equipment is collected and maintained at the end of each season.
- b) Ensure that equipment deposits are collected and presented to the Treasurer in a timely manner. Maintain system whereby GRMGHI will be reimbursed for league equipment that is lost or damaged while on loan.
- c) Purchase any extra or replacement equipment as directed by the Board. This includes coordination with the Head Trainer to ensure trainers’ kits are properly stocked.
- d) Inform coaches, users’ parents/guardians of the consequences of lost or damaged equipment.
- e) Keep a written inventory of all equipment owned by the association and updates on a regular basis. The inventory shall be updated with the names of the members using the equipment.
- f) Secure a safe storage area for all hockey equipment belonging to GRMGHI.

- g) Submit budget for new equipment purchases or cleaning and repairs of existing equipment to Board for prior approval.

ARTICLE 7 - BOARD MEETINGS

1. The first meeting of the newly elected Board shall be held before June 30th.
2. Meetings are to be held on a regular basis, but not less than once a month, on a date and time mutually agreed upon by the Board members.
3. There must be a quorum of 51% of the Board present to conduct a meeting.
4. Each Board member may cast one vote, except for the President. In the case of a tied vote, the President must then cast the deciding vote. A Board member must declare a conflict of interest and abstain from voting on any motion that directly involves a decision concerning himself or herself, a family member, or a team they or a family member is directly involved with.
5. Board meetings are limited to Board Members and appointees. Any member or group of members may request in writing at least 7 days prior to any scheduled meeting to meet with the Board to discuss a particular concern. Upon receipt of said request the secretary shall put individual(s) with said request on the agenda at the next scheduled meeting. The concern of the member or members will be the first item on the agenda, after which the Board will meet privately to reach a final, binding decision in the absence of the person(s) bringing forward the concerns. The secretary shall deliver all responses of the Board in writing.
6. If in the opinion of a majority vote of the Board Members, any member of the Board is acting in a manner detrimental to the GRMGHI, said member will be subject to discipline as outlined in Bylaw # 5, and may be subject to removal from the Board.

ARTICLE 8 - ANNUAL GENERAL MEETING

1. The Annual General Meeting for the GRMGHI shall be held annually prior to June 30th, on a date set by the outgoing Board. Notice of the Annual General Meeting will be given to all members and/or parents via website a minimum of thirty (30) days in advance.
2. The outgoing Board plus (5) five eligible voters must be in attendance to conduct the Annual General Meeting and copies of the Constitution and previous year's AGM minutes must be available.
3. The order of business of the Annual General Meeting shall be:
 - a. Presentation of annual reports by Board members including detailed expense report.

- b. Presentation of amendments to Constitution and Bylaws.
 - c. Vote on amendments to Constitution & Bylaws.
 - d. Old business.
 - e. Election of new Board.
 - f. New business.
4. A parent or guardian shall represent each member under the age of 16 as of the date of the meeting for voting purposes. Eligible voters are defined as all registered players in good standing and in attendance. Only one vote per eligible voter in attendance at the meeting will be permitted. Player's Midget age and older are permitted and encouraged to cast their own votes. No member shall be entitled to vote at meetings unless all dues or fees have been paid. Members must be present to vote and no proxy votes will be permitted.
 5. A simple majority vote of eligible voters present shall carry all issues except amendments to the Constitution and Bylaws, as per Article 13.
 6. Election of the new Board takes place at the Annual General Meeting. Any eligible voter may nominate any member for a position on the Board. All positions are open to every member, with the exception of the President. To be eligible to run for President, the nominee must have served one term on the Board during the previous five (5) years. If no such person is willing to nominate for the position of President any member may be nominated for President. If a nominee is unable to attend the meeting, a signed note of acceptance must be submitted with the nomination.
 7. Nominations to the Board shall be submitted in writing up to 14 days prior to the AGM. Nominees must indicate their acceptance of the nomination by signing the written nomination. All nominees must be members in good standing of the GRMGHI. Any nominee unable to attend the AGM will be allowed to stand for election if they have been nominated and have submitted a signed nomination form within the prescribed 14 day period as above. Thirty days prior to the AGM, notification must be given to the membership of the closing date of nominations.

Nominations from the floor will only be accepted for an office that does not have at least two submitted nominees; beginning with the office of president, and proceeding in order as listed in Article 6. A member may accept a nomination for one office only during nominations from the floor. Following nominations for the final office as listed in Article 6, nominations from the floor shall then be closed.

Voting shall proceed following the closed nominations for all offices. Voting shall occur for each office in succession as listed in Article 6. Following the vote for each office, the nominations shall be reopened for the next office in succession to nomination only for candidates who were unsuccessfully elected on any previous ballot at the current AGM.

If more than one nomination for any given position, the vote shall be held by closed ballot, supervised by a Returning Officer appointed by the outgoing President. The Returning Officer does not cast a vote except in the case of a tie, when he/she must cast the deciding vote.

ARTICLE 9 - FINANCE

1. The GRMGHI shall be financed through annual registration fees, league fundraising efforts, team sponsors, and grants from municipal, provincial, and federal governments.
2. The President shall appoint an auditor to review the books on an annual basis prior to the Annual General Meeting.
3. No alcohol will be paid for or supplied by the GRMGHI organization for any events (tournaments, coaches meetings, Board meetings, etc.).
4. All payments received on behalf of the Association must be made payable to Grand River Mustangs Girls Hockey Incorporated (GRMGHI). All cash transactions must be issued a receipt with a copy submitted to the Treasurer.

ARTICLE 10 - COMMITTEES

1. The President may from time to time appoint a Chairperson for a committee to handle a specific function for the GRMGHI.
2. The Chairperson shall recruit members to serve on the committee, although must receive approval from the board prior to appointing any person(s) to a committee.
3. The President or his/her designated appointee sits an ex-officio member of each and every committee.
4. The committee Chairperson is responsible for reporting back to the Board on the work of the committee.

ARTICLE 11 - REP COACH SELECTION COMMITTEE

1. The committee shall be comprised of the Vice-President Rep as Chairperson, a minimum of 2 other approved Board members, and at least one other non-partisan interviewer.
2. The Vice President Rep is responsible for reviewing the applications, verifying the references and credentials of each applicant, and with the committee hold interviews if deemed necessary.
3. The committee votes on the coaches and makes the final decision, then submits names to the Board for approval.

4. Any Board member applying for a coaching position must abstain from all votes concerning that particular team.
5. All bench staff must be approved by the Board.
6. The interview committee will make a final recommendation within 48 hours after the last interview for the same position.
7. All candidates, whether successful or not, will be notified by the Chairperson of the committee by a date determined by the Board for that particular season.

ARTICLE 12 – MANAGEMENT

1. The management and administration of the GRMGHI shall be the responsibility of the Board with full power to take action within the scope of the Constitution & Bylaws.
2. The Board shall decide on any matter that is not specifically covered by the Constitution and Bylaws.
3. The Board may appoint officials or other volunteers, as it shall consider necessary for efficient operation of the GRMGHI.

ARTICLE 13 - AMENDMENTS

1. Amendments to the Constitution and Bylaws must be passed by a two-thirds majority of the GRMGHI eligible voters at the Annual General Meeting.
2. Any GRMGHI Member in good standing may initiate amendments.
3. A motion to amend the Constitution and Bylaws recommended by a Member must be presented to the Secretary in writing by May 10th of the current membership year. Motions are to be posted on the GRMGH website by May 15th of the current membership year. Another Member must second proposed amendments.

ARTICLE 14 - TERMINATION OF GRMGHI

1. If the GRMGHI disbands or ceases to exist, the assets and funds of the organization shall be transferred to and held in trust by the Township of Centre Wellington Parks & Recreation Department pending resolution and distribution of such assets and funds.

SECTION II - BYLAWS

BYLAW 1 - AGE OF PLAYERS

1. Minimum age for registration is four (4) years of age as of Dec. 31 of year in which season begins. Younger players may be accommodated if space permits after major registration dates.
2. The upper age limit for Local League will be 21 years as of Dec. 31 of the year in which the season begins. Ages of players in GRMGHI Rep and Local League Divisions shall be as follows, subject to Bylaw 1. All ages are determined as of December 31 of the year in which the season starts.

NOVICE: Eight (8) years and under. ATOM: Ten (10) and nine (9) years.
PEEWEE: Twelve (12) and eleven (11) years. BANTAM: Fourteen (14) and thirteen (13) years. MIDGET: Seventeen (17), sixteen (16) and fifteen (15) years. INTERMEDIATE: Twenty-one (21), twenty (20), nineteen (19) and eighteen (18) years.

3. Player must register for their appropriate age level; requests for players to play above the age levels defined in (e) must be made in writing, prior to Ranking Day, or prior to Tryouts in the case of a Rep level player. The Board will consider such requests, in consultation with affected coaches. Permission for a player to play above her age level will be granted only in exceptional cases and with due regard for:
 - i. the welfare of the league
 - ii. the welfare of the player
 - iii. the perceived ability of the player

Intermediate Local League players may be allowed to play with midgets as per the Local League rules set forth by the Kitchener Hockey Association.

4. Rep players must be in the top 3 forwards, top 2 defence or top goalie to play up a division.
5. Players who played above their age levels in any season must re-apply for permission to play above their age level in future seasons.

BYLAW 2 - REGISTRATION:

1. Each player must submit a registration application properly completed and signed, accompanied by the specified registration fee and proof of age (upon request). Players under 18 years of age must have their registration forms signed by a parent or guardian.

2. It will be assumed that players have registered for Local League unless otherwise stated on registration form(s).
3. Each volunteer must submit a registration application properly completed and signed. Note; forms to include contact information and certificate numbers, i.e., coaches, trainers, Speak Out, etc., and volunteer role(s).
4. Registrations will be kept in the order of receipt and teams filled based on this same order. Players must be paid in full before they will be rostered to a team.
5. Prior to the start of the regular season, registration must be paid in full or payment arranged directly with the Treasurer.
6. Any member not in good financial standing shall be notified as such in writing by the Treasurer and the Board shall also be notified.
7. The Board may suspend from play or practice, at any time following 7 days of written notification, any member not in good financial standing, until such time that the Board is satisfied that the member has returned to good financial standing.
8. "Player Release" forms must be signed by any two of: President, VP House League, VP Rep and Treasurer.
9. A release will not be given if the player is not in good standing with GRMGHI (money owing, unreturned equipment).
10. Permission to Skate forms can be requested, and must be signed by one of: the President, VP of Rep or the VP of Local League.
11. Any player released by the Mustangs may return to Mustangs, but will be subject to the terms of the Mustangs Import Policy.

BYLAW 3 - PLAYING RULES

1. GRMGHI and OWHA rules will apply. Any changes to these rules will be issued in writing by the Board to coaches, convenors, and Referee-in-Chief.

BYLAW 4 - EQUIPMENT

2. Full protective equipment, including helmet with full-face protector (CSA approved), neck protector, intra-oral mouth guard (as specified by OWHA rules) and Jill strap must be worn at all games and practices. It is the responsibility of the coach and trainer to enforce this rule. In the event of a rule change by the OWHA with regard to the requirement for mouth guards, the Board shall reserve the right to continue to make mouth guards mandatory for the league.

3. GRMGHI will supply sweaters and socks to all registered players on Local League and Rep Teams. Goaltending equipment consisting of chest protector, gloves, leg pads and stick and will be supplied upon request to all teams.
4. A \$200 equipment deposit must be paid prior to delivery of Goalie Equipment per set. The deposit will be refunded at the end of the season provided the complete set of Goalie Equipment is returned. Equipment not returned by May 15 will result in the loss of the \$200 deposit. Registration for the following season will not be accepted if any Goalie Equipment is still outstanding. A \$50 non-refundable rental fee will be required for all Goalie Equipment.
5. All such equipment remains the property of GRMGHI, unless otherwise stated, and must be returned at the end of the season in reasonably good condition. Equipment which has been lost or, in the opinion of the Board in consultation with the Director of Equipment, is seriously damaged becomes the financial responsibility of the player to whom it was issued.
6. Official league logo wear may be made available at the discretion of the Board; the designs of such logo wear to be determined by the Board only.

BYLAW 5 - DISCIPLINE

1. Disciplinary issues will be dealt with by the Discipline Committee, and the Terms of Reference.
2. Decisions may be appealed in writing to the Board, as per the Terms of Reference.
3. OSHA minimum suspension guidelines will be enforced; these guidelines will not restrict GRMGHI's right to impose further penalties in addition to these minimums.
4. Coaches have the responsibility to inform the applicable Vice-President of suspensions to his/her players or team officials. Failure to do so may result in further disciplinary action.

BYLAW 6 - COACH'S AND STAFF DUTIES & RESPONSIBILITIES

1. Coaching candidates make written application on an annual basis to GRMGHI stating qualifications and specifying preferred team (Rep or House league). Rep applications will be considered by the Coach Selection Committee as per Article 11 of the Constitution & Bylaws. The selection of the Local League coaches is the responsibility of the V.P. Local League, and may also be subject to an interview process when more than one qualified coach applies for a particular position.
2. Every consideration should be given to qualified female Coaching applicants, and to encouraging the selection of female Assistant Coaches and Managers and Trainers. The aim is to develop female coaching skills and provide a role model

for young players.

3. Assistant Coaches, Managers, and/or Trainers selected by the Head Coach must be approved by the Rep Committee or the Local League Committee, whichever applies.
4. All coaches and staff members must attain minimum certification consistent with current OWHA policy.
5. Coaches are expected to instil good sportsmanship in their players while teaching hockey skills appropriate to the age level of the players. The primary goal is to develop “TEAM” players who enjoy the game while they develop their skills.
6. Coaching staffs are responsible for ensuring that all players are wearing required equipment properly fastened. Any person assisting on the bench must be properly registered with the GRMGHI. The minimum age for any staff position is 16 years old AND at least 2 years older than the oldest player on the team unless exception is given by the board.
7. Coaches are responsible for the conduct of their team staff and players.
8. Coaches must notify applicable Vice-President of any suspension levied against their players or team officials. Failure to do so may result in further disciplinary action.
9. At the discretion of the V.P. Local League, a rating sheet will be submitted by coaches at the end of the season, for review by the V.P. Local League and the Convenors.
10. All Rep team coaches are required to submit an annual team financial statement to the Treasurer at the end of the season.
11. All on ice Staff must follow OWHA requirements.

BYLAW 8 – LOCAL LEAGUE PLAY

1. Operation of each level of Local League is the responsibility of the respective Vice-Presidents or Convenors, if appointed.
2. All Rep players on any Rep team are excluded from playing Local League.
3. Teams may be re-aligned to achieve better balance for a particular division. This re-alignment will be at the discretion of the V.P. Local League and will not take place after the 1st game. No team in the organization can trade between teams, acquire any new outside players (e.g. new players through GRMGHI membership), without the written approval of the board.
4. GRMGHI Local League operates on the principle of equal ice time for all players.

Coaches are expected to abide by this principle.

5. In Novice Local League, player changes will take place on a buzzer system to be determined by the VP House league, except where play stoppage due to an injury occurs. Penalties incurred by a player will be served in full and not end when the buzzer sounds.
6. There will be no overtime in regular season play or playoff round robin.
7. All Local League teams participate in the playoffs.
8. Local League teams are to consist of no more than 17 players, although ideally 16 players shall be the norm. Team sweaters may only be worn at games and other events sanctioned by the League. Failure to comply with this requirement after one warning may result in a one (1) game suspension from the team.
9. The team manager, coach, or designate must collect all league jerseys after every game. Under no circumstances shall jerseys be sent home with players, unless approved by the Board.
10. Dressing Room Rules
 - a) Parents, Coaches, and Players will follow OWHA Rules regarding Dressing Room protocols.

BYLAW 9 - REP PLAY

1. Rep teams shall be the direct responsibility of the V.P. Rep and Convenors, if appointed.
2. Rep coaches and players should be aware that they reflect our league and are expected to conduct themselves accordingly.
3. Try-outs will be arranged at the Board's discretion and are open to all registered players. Final team roster selection and composition is the decision of the appointed coach, with the approval of the Board. Rep team try-outs will be advertised. No closed private practices will be permitted prior to or during try-out period.
4. Rep teams shall abide by the rules of the league in which they are entered (e.g. LLFHI). In addition, the Board shall have the authority to enforce our own Constitution, Bylaws, and Policies as they pertain to GRMGHI members.
5. Expenses such as tournament entry fees, extra ice time, etc. are the responsibility of the individual teams.
6. Team sweaters may only be worn at games and other events sanctioned by the League. Failure to comply with this requirement after one warning may result in a

- one (1) game suspension from the Rep Team.
7. All players must wear matching sweaters and socks for all games. Exceptions for extenuating circumstances as defined and approved by the VP Rep are permitted.
 8. All advertising must be affixed to any team jersey. Permanent lettering of any kind is not permitted on a team jersey unless approved by the board. All GRMGHI cresting must remain uncovered.
 9. The team manager or coach must collect all league jerseys after every game. Under no circumstances shall jerseys be sent home with players, unless approved by the Board.
 10. Imported players will only be allowed for the Rep teams at the discretion of the board, as per the GRMGHI Import Policy.

BYLAW 10 – FUNDRAISING

1. All members have a responsibility to support the fund-raising projects of GRMGHI to the greatest possible degree. Individual team fundraising efforts do not lessen this responsibility in any way.
2. All funds raised are to be used to further the aims and objectives of the GRMGHI as outlined in Article 2 of the Constitution & Bylaws.