

# Provincial Women's Hockey League (PWHL) Constitution

AMENDED MAY 24, 2008

## ARTICLE ONE

Name

The League shall be known as the Provincial Women's Hockey League (PWHL).

## ARTICLE TWO

Objects

1. To offer opportunities within the Ontario Women's Hockey Association (OWHA) for teams to participate at the highest level of Intermediate AA hockey.
2. To raise the awareness and image of this form of high performance women's hockey in Ontario.
3. To promote female hockey
4. To provide a quality product that exemplifies the true values of sport and is attractive to sponsors and the general public.
5. To operate a league focused on providing the best opportunities for its participants.
6. To adhere to a code of conduct that focuses on respect for the game, the officials, the OWHA, the teams and its players and fans.

## ARTICLE THREE

Authority

The Provincial Women's Hockey League shall operate under the jurisdiction of the Ontario Women's Hockey Association (OWHA), and recognizes that:

- a) The PWHL derives its authority from the OWHA, such authority to be renewable annually, such approval not to be unreasonably withheld.
- b) Any proposed changes to the PWHL Constitution, By-Laws, Regulations and Rules must first be presented to the OWHA for written approval prior to presentation to the membership for voting at the PWHL Annual General Meeting.
- c) All activities and games shall be conducted in accordance with the OWHA Constitution, By-Laws, Regulations, Rules, Appendices, Code of Conduct and PWHL Policies.
- d) All teams wishing to participate in the PWHL must be currently registered and approved by the OWHA.

## **ARTICLE FOUR**

### Membership

Membership in the PWHL shall consist of:

1. Intermediate AA teams which:
  - a) Have agreed to abide by and comply with the Constitution, By-Laws, Regulations and Rules of the PWHL; and
  - b) Have applied to and been accepted by the Executive of the PWHL;
2. The Executive of the PWHL.
3. A delegate appointed by the OWHA.

## **ARTICLE FIVE**

### Executive

1. The Executive shall consist of:
  - a) President.
  - b) Immediate Past President.
  - c) Vice President, Secretary/Treasurer.
  - d) Two Members-at-Large.
  - e) OWHA Delegate.
2. The President and Vice President, Secretary/Treasurer will be elected for a two-year term at the Annual General Meeting. The two Members-at-Large will be elected for a one-year term at the Annual General Meeting.
3. The Members of the Executive shall not be subject to any personal legal liability for any actions taken by them in that position.
4. The Executive shall have the authority to fill vacancies among the elected Executive.
5. The Executive shall be accountable to the membership.
6. The President may only vote when it is necessary to break a tie.
7. The OWHA Delegate shall be invited and welcomed at all meetings including in-camera sessions and shall have speaking privileges. The OWHA Delegate shall not have a vote.

## **ARTICLE SIX**

### Authority of the Executive

1. The Executive shall have control of the affairs of the PWHL and the primary responsibility for achieving its objects.
2. The Executive shall have the authority to appoint such committees as it considers necessary to assist in carrying out its responsibilities.
3. The Executive shall have the authority to fill any vacancies among the elected Executive until the next Annual General Meeting.

## **ARTICLE SEVEN**

### Annual General Meeting

1. The Annual General Meeting (AGM) shall be held within ninety (90) days of the completion of the PWHL Playoff Schedule. Formal announcement of the date of the PWHL Annual General Meeting will be announced by January 15 of each year. The PWHL President will notify all Members of the AGM date. All Members shall be notified at least thirty (30) days prior to the date of the AGM.
2. The agenda for the Annual General Meeting must include:
  - a) The minutes of the preceding Annual General Meeting.
  - b) The presentation of the annual financial statement.
  - c) The election of the Executive.

## **ARTICLE EIGHT**

### By-Laws

1. The Executive may, from time to time, set, repeal or amend such By-Laws as it deems necessary for the conduct of the business of the PWHL in a manner consistent with the Constitution.
2. Any changes to the By-Laws by the Executive shall be in force but subject to ratification by a majority vote at the next Annual General Meeting.
3. Any changes to the By-Laws by the Executive, which fail to receive ratification, may not be re-introduced, and By-Law changes made at an Annual General Meeting may not be modified by the Executive, in both cases for a period of two years.

## **ARTICLE NINE**

### Regulations and Rules

1. The Executive may, from time to time, set, repeal or amend such Regulations and Rules as it deems necessary for the operation of the PWHL providing such regulations and rules have received approval from the OWHA Executive Committee. Such approval shall be in writing and shall be received prior to the implementation of such change.
2. All Regulations and Rules must be consistent with the OWHA.
3. All Regulations and Rules must be at least as restrictive as those established by the OWHA.  
The authority in ARTICLE NINE (1) of this constitution may be exercised by a majority vote at an Annual General Meeting.
4. Any changes to the Regulations or Rules by the Executive, which fail to receive ratification at the Annual General Meeting, may not be re-introduced, and any Regulation or Rule changes made at an Annual

General Meeting may not be modified by the Executive Committee, in both cases, for a period of two years.

## **ARTICLE TEN**

### Financial Year

The fiscal year of the Provincial Women's Hockey League shall terminate on the 30<sup>th</sup> day of June each year.

## **ARTICLE ELEVEN**

### Constitutional Amendment

Amendments to the Constitution of the Provincial Women's Hockey League may be made at the AGM. A proposed amendment must be submitted to the Vice-President, Secretary-Treasurer at least thirty (30) days prior to the AGM. The Executive will summarize all the amendments to the PWHL Constitution and forward them to all PWHL Members no later than fifteen (15) days prior to the AGM. A two-thirds majority of all votes cast is required for an amendment to be adopted.

## BY-LAWS

### ARTICLE ONE

#### Executive

1. The Executive shall set the policies and conduct the business of the PWHL.
2. The members of the Executive shall report to and be subject to the direction of the Executive in carrying out their responsibilities.
3. The Executive shall be accountable to the membership.
4. Delegation and Committees:
  - a) Wherever appropriate, the Executive shall encourage broader participation in the PWHL through the delegation of their functions to other persons in the PWHL.
  - b) Such delegation may occur through informal assignment and designation as well as through the appointment of committees.
  - c) When the Executive appoints a committee it shall:
    - I. Specify whether such committee is to be a standing committee of unlimited duration or an ad hoc committee after which time it shall cease to exist.
    - II. Specify the time frame for the work and reporting of each ad hoc committee after which time it shall cease to exist.
    - III. Specify the general purpose of the committee, and:
      - a) Its particular objectives,
      - b) Its responsibilities by way of consultation or otherwise, and
      - c) Any resources which will be provided to assist in the carrying out of its task.
    - IV. Specify whether the committee shall report through a designate or directly to the Executive and whether there shall be interim as well as final reporting.

### ARTICLE TWO

#### Duties of the Executive

1. President:
  - a) The President shall serve as the Chairperson and shall preside at all meetings of the PWHL and of the Executive.
  - b) The President shall call meetings of the PWHL and of its Committees.
  - c) It shall be the duty of the President, within seven (7) days after the close of each Annual General Meeting to set a meeting of the Executive, which shall be held within thirty (30) days, in order to discuss the business for the forthcoming year.

- d) The President shall exercise, in addition to the authority conferred upon the President by the Constitution, By-Laws, Regulations and Rules of the PWHL, all duties and of the Executive when in an emergency it is impractical for the President of the Executive to obtain a vote of the Executive.
- e) Any action taken by the President under 1 (d) shall be referred to the Executive for approval or rejection in whole or in part within fifteen days following the action taken.
- f) The President shall be an ex-officio member of any Committee.
- g) The President shall, from time to time, appoint persons to ad hoc Committees.
- h) The President shall be responsible for recording and preserving the minutes of all meetings of the Executive and all General Meetings of the PWHL.
- i) The President shall deal with all correspondence of the PWHL as instructed by the Executive.
- j) The President may assume the role of or shall appoint the Privacy Officer of the PWHL who shall work in cooperation with the OWHA Privacy Officer.

## 2. Vice-President, Secretary/Treasurer:

- a) The Vice President, Secretary/Treasurer shall be responsible for managing funds and preparing the financial budget for the approval of the membership.
- b) The Vice President, Secretary/Treasurer shall collect and record all funds received by the PWHL. Payments of accounts in excess of an amount set by the Executive shall require the prior approval of the Executive.
- c) The Vice President, Secretary/Treasurer and with the President or either Member-at-Large shall have joint signing authority in relation to all disbursements.
- d) The Vice President, Secretary/Treasurer shall be responsible for a year end Financial Review which will be performed by an individual appointed by the Executive.
- e) The Vice President, Secretary/Treasurer, in the absence of the President, shall have the authority to perform the duties of the President.
- f) The Vice President, Secretary/Treasurer shall make recommendations to the Executive for maximizing revenues and minimizing expenditures. The Vice President, Secretary/Treasurer shall present a budget for the approval of the Executive at its first meeting following the Annual General Meeting.

## 3. Members-at-Large.

The two Members-at-Large will undertake tasks assigned by the President.

## 4. OWHA Delegate

- a) The OWHA Delegate shall be appointed by the OWHA.

- b) The OWHA Delegate shall be a non voting member of the Executive and shall be invited to and welcomed at all meetings and functions of the PWHL. If the Delegate is unable to attend, the OWHA may appoint an alternate delegate who shall be granted all privileges of the Delegate.
- c) The OWHA Delegate is to receive copies of all PWHL information and correspondence. All communication to the OWHA delegate is to be sent through the OWHA Office.
- d) Expenses of the OWHA Delegate, related to the PWHL, are the responsibility of the OWHA.

## **ARTICLE THREE**

### Appointments

#### 1. Referee in Chief

- a) The PWHL Referee-in-Chief shall be appointed on an annual basis by the OWHA.
- b) The PWHL Referee-in-Chief shall be responsible for the scheduling of on-ice officials for all regular season and playoff games.
- c) The Referee-in-Chief shall ensure all officials are currently registered with the OWHA and are in compliance with officiating standards.
- d) The OWHA Referee-in-Chief will coordinate the supervision of officials.
- e) The OWHA Referee-in-Chief will be responsible for addressing correspondence, as appropriate, pertaining to officiating within the PWHL.
- f) The Referee-in-Chief shall attend the PWHL scheduling meeting to disseminate information to the team delegates and to develop a harmonious working relationship.

#### 2. Statistician & Webmaster

- a) The PWHL Statistician & Webmaster shall be appointed annually by the Executive and report to the Executive.
- b) The Webmaster shall keep the web site up to date in accordance with guidelines set by the Executive; and the Statistician shall keep up to date stats in accordance with the guidelines set by the Executive.

## **ARTICLE FOUR**

### Voting Procedures at General Meetings

- 1. Each member Team shall be entitled to one (1) vote at General Meetings, including the Annual General Meeting. Each team is responsible for appointing their voting delegate on an annual basis. In the event that a team voting delegate is unable to attend a meeting, he/she can appoint,

in writing, an alternate who may vote for the member team. This alternate must be from the same team or its association.

2. The President shall have speaking privileges but may not make, second or amend motions. The President shall not vote except in the case of a tie, at which time the President may cast the deciding vote.
3. The Vice President, Secretary/Treasurer shall have speaking privileges and may also make, second or amend motions. The Vice President, Secretary/Treasurer shall not vote at General Meetings or the Annual General Meeting except in the case of a tie vote in the absence of the President. At that time, the Vice President, Secretary/Treasurer shall have the authority to cast the deciding vote.
4. The Members-at-Large shall have speaking privileges and may also make, second or amend motions. The Members-at-Large shall not vote at General Meetings or the Annual General Meeting.
5. The OWHA Delegate shall have speaking privileges but shall not vote nor make, second or amend motions.
6. A quorum of 51% shall be required at General Meetings and the AGM.
7. All votes are to be by a show of hands unless the membership agrees otherwise.
8. Proxy votes will not be allowed except as per ARTICLE FOUR 1.

## **ARTICLE FIVE**

### Nominations

1. Each member will be able to nominate a candidate for any elected office on the Executive. Nominations must be in writing and received by the PWHL c/o the OWHA office no later than thirty (30) days prior to the PWHL AGM and will be distributed to the membership at least fifteen (15) days prior to the AGM.
2. A member may be nominated for more than one office, but may not hold more than one office in any given year.

## **ARTICLE SIX**

### Meetings of the Executive

1. Calling, Notice and Agenda.
  - a) The President shall call meetings of the Executive as required, but at least two times per year.
  - b) Notice of meetings shall be provided in writing at least 15 days in advance together with notice of any proposed agenda items which are known by the President at the time.

## 2. Voting.

- a) Every member of the Executive except the President and the OWHA Delegate shall be entitled to vote at meetings of the Executive.
- b) The President may only vote in the event of a tie.
- c) A quorum of at least one-half of the elected Executive is required.
- d) Voting by proxy shall not be permitted at Executive meetings.

## **ARTICLE SEVEN**

### Team Eligibility

1. Any team registered and in good standing with the OWHA and categorized as Intermediate AA may apply for membership in the PWHL.
2. Each team must apply on an annual basis, such application to be in writing, stating:
  - a) Their rationale for application.
  - b) Agreement to abide by the Constitution, By-Laws, Regulations and Rules of the PWHL.
  - c) Information that indicates the ability of the team to comply with a suitable level of competitiveness.
  - d) Guarantee to supply sufficient ice to meet schedule demands including the availability of weekend ice for out of town teams.
  - e) Applications must be accompanied by a supporting letter from the team's Association, if they are members of an Association.
3. All teams must operate as Not-for-Profit.
4. Applications for membership must be approved by the Executive and ratified by the Membership.

## **ARTICLE EIGHT**

### Fees

The registration fee will be set annually by the Executive and approved by the membership. In addition to the registration fee there will be an annual performance bond set by the Executive that will be returned to all teams in good standing. The performance bond will be used to reimburse teams for ice rental and referee costs in the event that an opponent does not show up for a game without prior permission from the Executive. In the event that the PWHL uses a team's performance bond, such bond must be replenished to the full amount within 15 days.

## ARTICLE NINE

### Performance

1. Member teams are expected to play all their PWHL games. No game cancellations will be allowed. Any team who does not complete their season by playing all scheduled games before the start of playoffs shall be subject to a \$200 fine for each unplayed game (charged against the team's performance bond). The Executive reserves the right to issue any additional \$200 fines to teams who either fail to show for a scheduled league game without just cause; cancel a scheduled league game within 24 hours of its playing time without just cause; or refuses to reschedule a cancelled game.
2. Postponements will be allowed due to severe weather or other extenuating circumstances. If a game must be cancelled because one or both teams cannot travel due to inclement weather the following needs to occur:
  - a) Executive must be notified by both teams of the desire to cancel the game. Permission from one member of the Executive must be received in writing (email is allowed) for any postponement.
  - b) The cancelled game is to be rescheduled within five (5) days.
  - c) Cost of ice time and referees for the cancelled game is to be shared evenly by both teams.
  - d) Costs of rescheduled game to be the responsibility of the Home team.
  - e) In the event that both teams do not agree to cancel, a ruling will be made by the PWHL President or Vice President.

Scheduled league games that require teams to travel substantial distances require teams to monitor forecasts and road conditions and make allowance for anticipated weather conditions. This can range from advancing departure times to booking accommodations and arriving prior to any forecasted storm. The League reminds everyone that a hockey game is not worth risking anyone's life for and good judgment should be exercised under all circumstances.

3. No league game may count as four points and no tournament games may be substituted for League games.

## REGULATIONS AND RULES

### REGULATION ONE

#### 1. Player Eligibility

- a) All players must be properly registered on their team's OWHA team registration forms prior to participation.
- b) Each team must register a minimum of fourteen (14) skaters and two (2) goaltenders.
- c) Special approval for use of a goaltender may be granted at the discretion of the President in collaboration with the OWHA Registrar.

#### 2. Pick Up Players

- a) A team may use, from their own association, any number of eligible players to a maximum of the number of players currently registered with their team. Pick Ups are not permitted for suspended players. Each player must be listed with "PU" for Pick-Up, beside her name on the game sheet.
- b) Pick Up players are not eligible for playoffs.
- c) Special permission may be granted, on approval from the Executive, for a team to pick up players from another Association or Team. It is the responsibility of the team to make specific written application to the Executive stating their rationale for the request.

#### 3. Playoffs

**To be eligible to participate in PWHL playoffs, all players must have played a minimum of five (5) PWHL regular season games with their OWHA registered team prior to the first playoff game and be registered with that team by December 31<sup>st</sup> of the current season. Exemptions may be granted by the PWHL President in collaboration with the OWHA Registrar, in extenuating circumstances. Requests for exemptions must be in writing.**

## **REGULATION TWO**

### Scheduling

1. The PWHL President will notify Team Representatives of the date of the Scheduling meeting.
2. Each team will supply to the President one (1) month prior to the scheduling deadline, a listing of phone numbers and e-mail addresses of all Coaches and Managers for the coming season. Each team will indicate the Main Contact and Secondary Contact. Where teams belong to Associations, an Association contact should also be provided.
3. Ice times will be provided to the President by June 1 of each year (subject to change) for the purpose of scheduling. Scheduling must be completed by the 15<sup>th</sup> of September each year. All teams will make a best effort to accommodate travel schedules and minimize travel costs.
4. Scheduling will provide flexibility to accommodate OWHA provincial playdowns and championships.
5. The PWHL will make best efforts to support players who have commitments to selection camps for provincial and national teams.
6. Each team is allowed to declare a maximum of 3 blackout weekends. These are weekends where the PWHL will not schedule this team to play. In addition, the league will not schedule games between December 24<sup>th</sup> and January 1<sup>st</sup>.

## **REGULATION THREE**

### Game Times

### Games

- 1) All regular season and playoff games will consist of a five (5) minute warm-up, two (2) fifteen (15) minute periods with a flood, followed by a twenty (20) minute third period. A two (2) hour time slot will be required for every scheduled game. In the event that the game is curfewed (i.e., exceeds the 2-hour game slot) the game will be considered complete if 40 minutes of the game clock have been completed. If less than 40 minutes have been completed, the game will be rescheduled and replayed in its entirety.
- 2) Each team shall be permitted to take one time-out of thirty (30) seconds during the course of regular playing time or overtime.
- 3) The home team is responsible for supplying warm up pucks for both teams. It is recommended that an equal number of pucks be supplied

approximately 24 per team.

- 4) All games shall schedule a three (3) official system. The PWHL Executive shall establish the fees for referees and linesmen on an annual basis. PWHL on-ice officials are to be paid by the home team. Associations are NOT permitted to use local referees for their home games and pay local referee rates.

## **REGULATION FOUR**

### PWHL Playoff Format

1. The Playoff format will be determined annually by the membership.
2. All qualified teams must participate in the playoffs.

## **REGULATION FIVE**

### Tie Breaking Format

1. Regular Season and Playoff Tie Breaking Format
  - a) Number of wins.
  - b) Record against other tied teams.
  - c) Goals scored minus goals against.
  - d) Fewest goals allowed.
  - e) Fewest penalty minutes.
  - f) Flip of coin.

Tie Breaking format to be reviewed and determined annually by the PWHL Executive.

### 2. Playoff Games

- a) Playoff games that end in a tie will have a ten minute, stop-time, sudden victory overtime period followed by a sudden victory shootout. No player may shoot twice until all players in the lineup have shot. Players that are in the penalty box or have been ejected may not participate in the shoot out. Playoff games shall not have a curfew.

## **REGULATION SIX**

### 1) Game Sheets

Original copies of games sheets are to be mailed within seventy-two (72) hours of the completion of each game to the PWHL, c/o the OWHA Office.

## 2) Awards

The PWHL Executive will coordinate all awards.

## 3) Game protests

Protests for all PWHL games shall be filed in accordance with OWHA rules and regulations. The PWHL President will be notified in writing of the protest.