



Constitution and Bylaws

TABLE OF CONTENTS

CONSTITUTION

Article 1:	Name	pg 1
Article 2:	Aims & Objectives	pg 1
Article 3:	Membership	pg 1
Article 4:	Affiliation	pg 1
Article 5:	Executive	pg 1
Article 6:	Regular Executive Meetings	pg 2
Article 7:	Annual General Meeting (AGM)	pg 2
Article 8:	Playing Rules	pg 2
Article 9:	Financial Year	pg 2
Article 10:	Amendments to Constitution and By-Laws	pg 2
Article 11:	Termination of the MGHL	pg 2

BYLAWS

Bylaw # 2:	#1: Registration for League	pg 3
Bylaw # 1:	#2: House League: Age Categories	pg 3
Bylaw # 3:	#3: House League: Player Registration	pg 3
Bylaw # 4:	#4: House League: Rules of Play	pg 4
Bylaw # 9:	#5: House League: Play	pg 4
Bylaw # 5:	#6: Equipment	pg 4
Bylaw # 6:	#7: Goalie Equipment	pg 4
Bylaw # 7:	#8: Coaches	pg 4
Bylaw # 8:	#9: Rep Teams	pg 5
Bylaw # 10:	#10: Player Movement	pg 6
Bylaw # 11:	#11: Residency	pg 6
Bylaw # 16:	#12: Request for Player's Release	pg 6
Bylaw # -	#13: Refund Policy for House League & Rep Players	pg 6
Bylaw # 17:	#14: Dual Registration	pg 6
Bylaw # 14:	#15: Discipline	pg 6
Bylaw # 13:	#16: Cheque Signing Authority	pg 6
Bylaw # 15:	#17: Special Meetings	pg 7
Bylaw # 12:	#18: Executive Job Descriptions	pg 7
	a. <i>President</i>	pg 7
	b. <i>Vice-President</i>	pg 7
	c. <i>Treasurer</i>	pg 7
	d. <i>Secretary</i>	pg 7
	e. <i>Registrar</i>	pg 8
	f. <i>Ice Chairperson</i>	pg 8
	g. <i>Director of House League Operations</i>	pg 8
	h. <i>Director of Rep Operations</i>	pg 9
	i. <i>Director of Hockey Development</i>	pg 9
	j. <i>Equipment Manager</i>	pg 9
	k. <i>Communications Manager</i>	pg 10
	l. <i>Tournament Chairperson</i>	pg 10
	m. <i>Past President</i>	pg 11
	n. <i>Director of Senior Women's Program</i>	pg 11
	o. <i>Sponsorship & Fundraising Manager</i>	pg 11



CONSTITUTION

Article 1: Name

- The organization shall be known as the Mississauga Girls Hockey League, hereinafter referred to as MGHL

Article 2: Aims & Objectives

- To foster, promote and teach amateur hockey and to provide maximum opportunity for all eligible females (from 4 years and up) residing in the City of Mississauga to play organized hockey.
- To provide maximum opportunity for all eligible females to participate at the highest level of competition through the MGHL Rep program.

Article 3: Membership

- Membership of the MGHL will be females of all ages from Mississauga residents.
- Exceptions to this residency must be requested of and approved by the City of Mississauga on an annual basis.
- Any Member registered with the MGHL cannot be registered with any other OWHA or OHF affiliated team (with the exception of Senior Divisions).

Article 4: Affiliation

- The MGHL is affiliated with the City of Mississauga Recreation and Parks Department.

Article 5: Executive

The Executive shall consist of the following:

- President
- Vice President
- Treasurer
- Secretary
- Registrar
- Ice Chairperson
- Director of House League Operations
- Director of Rep Operations
- Director of Senior Women's Program
- Director of Hockey Development
- Equipment Manager
- Communications Manager
- Tournament Chairperson
- Fundraising & Sponsorship Manager
- Past President

- a) Executive members are nominated /elected at the Annual General Meeting. The term of office for each Executive member shall be for one year. New executive members who would like to be considered for nomination/election are to send an 'Intent to Run' notice via email or written letter to the Secretary 48 hours before the start of the Annual General Meeting.
- b) The Executive can fill vacancies as they occur during the year.
- c) Each member of the Executive, except the President, has the right to vote on matters at the Annual General Meeting and Executive meetings.
- d) The President may vote only when necessary to break a tie in voting at the Annual General Meeting and Executive meetings.
- e) The Executive has the power to appoint additional members as needed.

- f) The Executive shall receive no remuneration for acting as such.
- g) The Executive can be re-elected at the Annual General Meeting for a subsequent term of one year.
- h) In the event that the number of elected Executives is less than the number of positions, a member of the Executive can hold more than one of the Executive positions without an additional vote.
- i) An Executive member can be voted off the Executive committee by a 75% vote by the Executive for reasons such as non-performance of duty, disruptive behaviour, missing 3 or more meetings.

Article 6: Regular Executive Meetings

- The Executive shall meet on a monthly basis to conduct the business of the MGHL.
- Additional meetings as necessary may be called at Executive discretion.
- A majority of the Executive shall form a quorum for the transaction of MGHL business.
- No public notice is required for these meetings.
- The Executive may invite players and /or parents to attend a regular meeting.

Article 7: Annual General Meeting (AGM)

- The AGM shall be held on or before May 31st.
- The AGM shall include a report by each of the Executive and include the financial statements.
- The AGM shall include the election of the Executive for the following year.
- Public notice for the AGM must be made 45 days in advance of the AGM.
- Voting members at the AGM are limited to Executives, parents/guardians of a player(s), players of voting age and registered coaching staff members. Each member has a maximum of one vote pertaining to a proposed resolution.
- VOTERS MUST BE PRESENT AT THE AGM.
- A quorum for the transaction of business at the AGM shall consist of not less than 5% of the voting membership of MGHL.

Article 8: Playing Rules

- All hockey played in the MGHL is governed by the OWHA.

Article 9: Financial Year

- The fiscal year for the MGHL shall terminate on June 30th.

Article 10: Amendments to Constitution and By-Laws

- The Constitution and By-Laws may be amended by a 2/3 majority vote at the Annual General Meeting: the amendments take force beginning at the first meeting of the newly-elected Executive of the MGHL.
- Notice of proposed amendments to the Constitution and By-Laws must be submitted to the Secretary at least 30 days before the Annual General Meeting.

Article 11: Termination of the MGHL

- If the MGHL disbands or ceases to exist, then the assets and the funds of the MGHL would be transferred either to another organization with similar goals and objectives or would be held in trust with the City of Mississauga Recreation and Parks Department.



MISSISSAUGA GIRLS HOCKEY LEAGUE

Iceland, 705 Matheson Blvd. E. Mississauga, ON. L4Z 3X9
905-712-4433 www.mghl.ca



BYLAWS

Bylaw # 1: Registration for League

- a. The registration dates and locations are usually advertised in several forms:
 - Recreation and Parks Department "Fall and Winter Activity and Programs" brochure as
 - Identified through the affiliation process.
 - Notices in arenas and community centres in the City of Mississauga.
 - The distribution of registration information to players of the previous year.
- b. Registration consists of:
 - Completion of the registration application form.
 - Payment of the year's registration fee.
 - Providing proof of age (upon request).
- c. Prior to the start of the season, registration must be paid in full or payment arranged directly with the Treasurer. If payment is not received or arrangements not made, the player shall not be permitted on the ice.
- d. The Code of Conduct shall be part of the registration form and it shall be required that all team staff, parents and players accept such document.
 - Rep players and their parents will sign the code as part of their registration.
 - House League parents / players will have to accept the code electronically and/or sign the code when they register.

Bylaw #2: House League: Age Categories

- The MGHL shall register female hockey players for play in one of the eight MGHL House league divisions, numbers permitting.
- Ages referred to are as of December 31st.
- Guidelines for the divisions include:
 - Fundamentals: 4 to 7 years
 - Novice: 8 years and under
 - Atom: 10 years and under
 - Peewee: 12 years and under
 - Bantam: 14 years and under
 - Midget: 17 years and under
 - Intermediate: 21 years and under
 - Senior Rec: 20 years and over

Bylaw # 3: House League: Player Registration

Registration consists of:

- a. completion of the registration application form
- b. payment of the year's registration fee
- c. providing proof of age upon request

The following is included with registration:

- Approximately 1 game per week (Novice, Atom, Peewee and Bantam) except Fundamentals; in Midget at least 1 game per week (with the number of games per week reviewed yearly by the MGHL Executive).
- approximately 1 practice per week (in Fundamentals, Novice, Atom, Peewee, Bantam and Midget)
- Sweater and socks.
- Player insurance.
- Team and individual photographs.
- Award(s).
- OWHA Association fee.
- Year-end Banquet.

Bylaw # 4: House League: Rules of Play

The following are the rules of play:

- a. No Body checking is permitted at any level.
- b. The MGHL operates on the principle of equal ice time – all players must receive equal ice time both in House League regular season and House League playoff games. Continual violation of this rule by the coaching staff will result in disciplinary action by House league director and/or Vice President.
 - In the event the team is unable to ice at least nine players plus a goalie, the coach should use the call-up process: call-up players would be drawn from the same colour in the lower age division (as the first preference); the number of call-up players to be added would bring the team up to ten players plus a goalie. The call-up process applies only to regular season play in the House League; the call-up process is not used in House League playoffs.

Bylaw # 5: House League: Play

- Team standings will be kept based upon 2 points for a win and 1 point for a tie.
- League playoffs will be at the discretion of the Executive, the playoff format will be announced by the Executive.
- Overtime will not be used during regular season and will only be used in the final House League playoff games to decide a winner.
- A tie-breaking procedure to determine the first place team for the regular House League season will be determined by the Executive.
- Competitive "C" teams should be proposed each fall in any age category Novice to Midget, where sufficient enrolment and skill levels exist to field a tournament team which will be competitive with other organizations.
 - Competitive "C" teams must adhere to the MGHL guidelines which limits the number of tournaments & games, as well as prohibiting "C" players from competing in HL tournaments

Bylaw # 6: Equipment

- The coaches are responsible for ensuring that all players are wearing all protective equipment, according to OWHA rules.

Bylaw # 7: Goalie Equipment

- The MGHL supplies the following equipment for all house league goalies from Fundamentals to Midget: (stick, gloves, leg pads, shoulder/arm pads, throat & chest protectors), if required
- This equipment is loaned to the player for the hockey season and must be returned in good condition.
- Repairs for abusive wear will be charged back to the parent/guardian of the player.

Bylaw #8: Coaches

- b. Submissions for House League or Rep Team Coaching Positions are to be made in writing to the respective Director of Operations
 - Coach applicants (both Rep & House League) must sign the "Code of Conduct" and submit with their application for a coaching position.
 - Rep coach applicants must submit a draft budget and if awarded a team, adhere to this budget unless changes are approved by the Executive
 - ± 10% does not require executive approval
 - Rep coach applicants must submit a seasonal team plan that outlines their intended approach to ice time, power plays, penalty killing, overtime, playoffs and discipline and if awarded a team, adhere to this philosophy.
 - Rep Coaches must share this philosophy / seasonal plan with parents at tryouts and/or before signing any players.
- c. The Executive shall approve the appointment of all Rep Coaches.
- d. A sub-committee, consisting of the House League Director and the House League conveners will approve the appointment of the House League Coaches
- e. Rep Head Coaches will be responsible for appointing the remainder of the team staff, establishing a team budget and presenting it to the Treasurer at a date set by the Treasurer and will have

financial accountability to the league for management of the team's finances and should not undertake this role him/herself.

- Team accounts must have three signing officers: Head coach, manager and someone else on the team other than the spouse of either the Head Coach or manager.
 - The Bank account must be set up to read that 2 out of 3 signing authorities are mandatory for the withdrawal of cash or writing of cheques.
 - All Rep and Competitive "C" coaches are required to submit an annual year-end team financial statement to the Treasurer by date set by the Treasurer.
- f. In selecting coaches, it is preferable that the Directors of House League and Rep Operations not be appointed Head Coach within his/her own jurisdiction, except under exceptional circumstances.
- g. Rep Coaches will book ALL Ice through the MGHL to ensure that there is proper insurance and to mitigate liability risk for the League
- If "non-MGHL" ice is required, the coach will 'reserve' the ice time and negotiate the cost and will then advise the MGHL Ice Chair, in writing of their requirements.
 - The MGHL ice chair will confirm the booking on the team's behalf
- h. At the discretion of the House League Director a rating sheet will be submitted by coaches at the end of the season.
- i. All coaches shall foster and promote the aims and objectives of the MGHL as per Article 2.
- j. Any person assisting on the bench must be properly registered with the OWHA.
- k. All staff including team Moms must have an up-to-date Police Check and Speak out certificate validated by the Executive / Designate before MGHL stated Deadline. Failure to do so will result in removal from the bench/ change room until said requirements are fulfilled.
- l. The ideal coaching staff will consist of a Head Coach, two (2) assistants and a female trainer.
- m. All trainers should be female on all MGHL teams.
- n. Coaches are responsible for the conduct of their team and are expected to adhere to the league officials.
- o. Coaching staffs are responsible for ensuring that all players are wearing required equipment properly fastened. In addition, all youths under the age of sixteen assisting on the bench or on the ice must wear equipment consistent with Hockey Canada
- p. All persons who are on the ice at any time must wear a helmet.

Bylaw # 9: Rep Teams

- All girls who have registered with the MGHL are eligible to try out for the Rep teams which represent the MGHL in tournament, exhibition and outside league play.
 - Novice: 8 years and under
 - Atom: 10 years and under
 - Peewee: 12 years and under
 - Bantam: 14 years and under
 - Midget: 17 years and under
 - Intermediate: 21 years and under
 - Senior Competitive: Open Age
- Rep players will be ineligible to play in House League.
- Rep team tryouts will be advertised.
- A nominal administration fee will be charged to rep-only players and Senior Women's
- The coach determines the ice time for rep team players in regular season, tournament and exhibition play, in accordance with league 'equitable ice' policy and coach's season plan as set out in his/ her application for coaching role and shared with parents at tryouts.
- No coach or team may request to the OWHA or League for a team's re-categorization up or down. The head coach must first submit in writing to Rep Director why they would like to change OWHA Classification. Game scores must be submitted to justify request.
- MGHL Executive will have the final vote as to what is best for the players, the team and the MGHL
- All Rep fees must be paid in full no later than December 31st or the player is not eligible to participate with the team for any games or practices until all fees are paid in full.
- Rep team budgets including updates on expenditures to date and forecasts for remainder of season are to be handed out to all parents and Rep Director four (4) times per year.

Bylaw # 10: Player Movement

- Players desiring to play at a higher division in the House League are required to write a letter to the Director of House League Operations explaining the reasons. Exceptions will be at the discretion of the Executive.
- Rep Players must play at their own age group.

Bylaw # 11: Residency

- The MGHL is designed for females resident in the City of Mississauga and is comprised of 100% Mississauga residents. Exceptions to this must be approved on an annual basis. Previous exceptions granted are based on the premise that girls are required to operate the league.
- Any Mississauga resident player taking up residency outside of the City of Mississauga, where a similar or like girls hockey program is provided must register with that Association the following season.

Bylaw # 12: Request for Player's Release

- Player release forms must be submitted to the Executive in writing for approval by a majority of the Executive at a regularly scheduled monthly Executive meeting, with the exception of the period September 1st to December 15th.
- Player release forms must be signed by the President and one of Treasurer, Registrar, Rep Director or Secretary. If President is unable to complete his/her duties then player release may be signed by the Rep Director and one of Treasurer, Registrar or Secretary.
- No player is eligible for a Permission to Skate form or Release until all finances are cleared with MGHL Treasurer and all money is paid in full to the MGHL.

Bylaw # 13: Refunds: Rep & House League**a. Rep**

- \$500 non-refundable at signing
- No refunds after September 1st of the playing year

b. House League

- PRIOR TO OCT 1: Payment received LESS \$25.00
- OCT 2 - NOV 1: Payment received LESS 25%
- NOV 2 - DEC 15: Payment received LESS 50%
- AFTER DEC 15: NO REFUND

Bylaw # 14: Dual Registration

- If a player is registered with the MGHL House League or Rep program, they cannot be registered to play with any other team and/or league (boys or girls).

Bylaw # 15: Discipline

- Where situation warrants, the Executive can establish a Disciplinary Committee for the hearing of discipline issues attributed to a coach, player or parent/guardian or Executive member
- Vice President chairs Discipline Committee
 - In the event of a conflict of interest, the President will assume the Chair position
- The committee shall be comprised of Rep Director, House League Director, Senior Women's Director and the League appointed Referee-in-Chief if available. In the absence of anyone above, the vacant spot shall be filled by an executive member.
- In the case that player(s) and/or guardian/parents(s) is/are involved, the head coach of the team or the convener of the group shall be the representative.
- If the event involves an Executive member, the matter shall be decided by the Executive where the involved Executive member shall not take part in the decision.

Bylaw # 16: Cheque Signing Authority

- Executives with signing authority include the President, Treasurer and Secretary.
- Any two (2) of the above-mentioned three (3) have signing authorities on an MGHL cheque.
- Decisions on behalf of the league which result in league financial obligations in excess of \$500.00 must be approved in advance through a motion and voted on by a quorum of the Executive.

Bylaw # 17: Special Meetings

- As required, the Executive can schedule a special meeting

Bylaw # 18: Executive Job Descriptions

a. President

Description:

- Oversees league operation and supports departments as required

Primary Responsibilities:

- Organizes the Executive to carry out the management and supervision of MGHL.
- Liaises with City & OWHA as required
- Chairs the regular Executive meetings and the Annual General Meeting
- Sets up agenda for meetings
- Designates an Executive member to perform his duties in his absence
- Recruits volunteers
- Oversees Police Check & Speak-out certification master file
- Has cheque signing authority for the league

b. Vice-President

Description:

- The Vice-President assists the President in his/her duties and assumes the duties of the President should the President become unable to do so and will preside over meetings in the absence of the President
- Oversees any volunteers who support this role

Primary Responsibilities:

- Assists in the organizing of the executive to carry out the management and supervision of the MGHL
- Be available to assist any Director requiring assistance in the completion of his or her functions
- Recommend policy to the Board of Directors regarding the nomination and election of Directors of the Association and the organization and conduct of the General Meetings of Members of the Association
- Supervise special projects and fundraising volunteers
- Give regular reports on behalf of special projects and fundraising
- Discipline chair for the MGHL membership
- Carry out such duties as are assigned by the Executive or the President

c. Treasurer

Description:

- The treasurer is responsible for the financial oversight of the MGHL
- Oversees any volunteers who support this role

Primary Responsibilities:

- Prepares an annual budget and financial statements (revenues/ disbursements for MGHL) with updates as required
- Is responsible for maintenance of all MGHL league financial books and bank accounts (excluding Rep team-specific accounts) for the receipt and disbursement of funds.
- Has cheque signing authority for the league.

d. Secretary

Description:

- The secretary is responsible to maintain and/or record all official documents, policies and intellectual property and assets of the league
- Oversees any volunteers who support this role

Primary Responsibilities:

- Prepares correspondence approved by the Executive.
- Prepares agenda for and records minutes of the regular Executive meetings and the Annual General Meeting.
- Has cheque signing authority for the league.
- Maintains the master files of all league information & documents
- Maintains Police Check & Speak Out certification master file
- Notifies Executive Members of upcoming meetings.
- Provides minutes of previous meeting at least one week prior to meetings.
- Makes "housekeeping" changes such as spelling errors to the Constitution when necessary.
- Maintains an up-to-date list of the Executive with address and phone numbers.

e. Registrar

Description:

- Responsible for the overall management of the player Registration program for both House League and Rep teams.
- Oversees any volunteers who support this role

Primary Responsibilities:

- Performs the league registration role.
- Retains all league registration documentation.
- Collects registration fees for House league players
- Ensures registration information is reflected in appropriate communication activities
- Maintains a complete record of all House League and Rep Players in the MGHL.

f. Ice Chairperson

Description:

- Oversees ice acquisition and allocation of ice for both rep and house league teams
- Oversees any volunteers who support this role

Primary Responsibilities:

- Is responsible for ice scheduling of League practices and games with the Director of House League Operations, Director of Rep Operations and Director of Senior Women Operations
- Maximizes ice allocation with the Mississauga Parks and Recreation.
- Serves as a liaison with the City of Mississauga.
- Confirms all "non-MGHL" ice on behalf of teams to ensure that MGHL is protected from liability issues

g. Director of House League Operations

Description:

- Liaison between MGHL Executive & House League
- Oversees House League operations and Chairs House League Committee
- Oversees any volunteers who support this role

Primary Responsibilities:

- Organizes the registrants into age divisions.
- Recruits & oversees Division Conveners, Coaches, Scheduler, and other volunteers
- Oversees the drafting of the House League Players into balanced teams with the assistance of the Division Conveners.
- Manages the House League playoff format and schedule.
- Oversees the regular season schedule.
- Oversees House League statistics
- Arranges for timekeepers and referees
- Identifies House League ice requirements to the Ice Chairperson.
- Oversee House League committee
- With VP of Operations, oversees discipline of House League in accordance with Bylaw # 15 - Discipline

- Ensures "Use of Image / Name Consent Forms" are complete for entire team and advises Communications Manager

h. Director of Rep Operations

Description:

- Oversees Operation of Rep teams
- Liaison between MGHL Executive & Rep teams
- Oversees any volunteers who support this role

Primary Responsibilities:

- Acts as a liaison with the MGHL rep teams, the OWHA and other leagues.
- Identifies Rep ice requirements to the Ice Chairperson.
- Develops criteria for Rep Coach Selection Committee and submits to executive for approval
- Develops Rep Coaching evaluation process and submits to Executive for approval
 - Shares approved process with Selection Committee before coach interviews
- Develops Budget Guidelines for teams by age and level and submits to executive for approval
 - Shares approved guidelines with prospective coaches as part of the application process
 - Shares approved guidelines with Selection Committee before interviews
- Develops Coach Selection Criteria and submits to executive for approval
 - Shares approved criteria with Selection Committee before interviews
- Chairs the Rep Coaches Selection Committee
 - Shares coaches applications with committee before interviews
 - Ensures Coaching Applicants include a budget, signed Code of Conduct and "Coaching Philosophy / Season Plan" document with their application
- Oversees Rep try-out times by age category.
- Ensures OWHA registration is complete & on-time for all rep players
- Ensures coaches adhere to their financial accountability to the league
- Ensures "Use of Image / Name Consent Forms" are complete for entire team and advises Communications Manager

i. Director of Hockey Development

Description:

- Develops and oversees execution of a skill enhancement program for players and coaching staff of the MGHL
- Oversees any volunteers who support this role

Primary Responsibilities:

- Develops a skill enhancement program for the development of players and coaching staff members for both rep and house league and submits to Executive for approval
- Submits an annual budget for Executive approval.
- Oversees execution of skill enhancement plan
- Co-ordinates all coach or trainer certification clinics hosted by MGHL
- Provides development information to appropriate Directors

j. Equipment Manager

Description:

- Ensures that the equipment needs of all rep and house league teams are met in a timely and cost-effective manner.
- Oversees any volunteers who support this role

Primary Responsibilities:

- Submits an annual budget for Executive approval.
- Oversees selection process of MGHL Suppliers based on established criteria including, but not limited to
 - Cost / Value
 - Accuracy of orders

- Timeliness of receipt
- Customer Service orientation
- Ratifies Supplier list by submitting to Executive for approval
- Coordinates the purchase and distribution of sweaters and socks for all players in the MGHL
- Co-ordinates the purchase and distribution of apparel and/or hockey bags for MGHL House League and rep teams.
- Orders goalie equipment and repairs as required.
- Maintains the loan/rental of goalie equipment to House League and Novice and Atom Rep team players and arranges for storage of the equipment from one House League season to the next.
- Ensures that any apparel or equipment with the name of Mississauga and/or Chiefs or the Logo is supplied by an approved MGHL Supplier.
- Responsible for MGHL Logo and ordering/approving all equipment and apparel with the MGHL Logo
- Responsible for arranging apparel sale date and times with approved MGHL suppliers.
- Is responsible for submitting new clothing items to the Executive for approval.
- Orders trophies for the House League year end banquet.
- Is responsible for maintaining the MGHL trophy Case.
- Responsible for booking MGHL Clubhouse
- Co-ordinates the photographs for players and teams for both House League and Rep teams.

k. Communications Manager

Description:

- Leads all internal and external communication to increase public awareness of the MGHL
- Oversees any volunteers who support this role

Primary Responsibilities:

- Drives awareness of league to the external community:
 - May include, but not limited to:
 - Develops press releases to external News Media (e.g. Mississauga News, Sporting Scene, SNAP) in advance of special events and the annual MGHL Christmas Classic Tournament
 - Reports tournament results to the news media
 - Participation in Special Events such as "Bread & Honey Festival"
 - Distribution of MGHL flyers & Posters
- Drives awareness of Registration opportunities to the external community
 - May include, but not limited to:
 - Distribution of MGHL flyers & Posters to arenas and media
 - Coordinates ordering, placement and communication on street signs in May-June
 - Co-ordinates the distribution of registration information to other sports groups.
- Updates to www.MGHL.ca
 - May include, but not limited to:
 - Ensures appropriateness of all information posted to MGHL.ca
 - Ensures "Consent forms" are complete for entire team before posting photos or names.
 - Ensures MGHL.ca "brand standards" are consistently applied (colour, font, format)
 - Prioritizes the order of articles on the site as required
 - Adds photos to "Photo Gallery" in organized manner
- Maintains www.MGHL.ca
 - Primary contact with Site Development contractor
 - Maintenance and registration of URLs
 - Responsible for ensuring payment of all site-related expenses
- Responsible for updating the MGHL Bulletin board and showcase at Iceland Arena

l. Tournament Chairperson

Description:

- Oversees the MGHL Annual Christmas Classic Hockey Tournament
- Oversees and coordinates Tournament Committee and all volunteers

Primary Responsibilities:

- Produces an itemized financial statement on completion,
- Oversees team registration, schedules games, timekeepers, prepares tournament program
- Oversees fund raising to assist the finances of the tournament

m. Past President

Description:

- Provides continuity / mentorship for President

Primary Responsibilities:

- Assists the President in conducting the business of the MGHL.

n. Director of Senior Women's House League Program

Description:

- Liaison between MGHL Executive & Senior Women's House League division
- Oversees Senior Women's operations Oversees any volunteers who support this role

Primary Responsibilities:

- Organizes the registrants into appropriate teams.
- Recruits conveners and coaches.
- Manages season schedule and playoffs.
- Works with Ice Chair to identify ice requirements
- Register teams with OWHA

o. Sponsorship & Fundraising Manager

Description:

- Solicitation and maintenance of sponsorship for the league
- Oversees any volunteers who support this role

Primary Responsibilities:

- Oversees sponsorship and fundraising efforts for the league
- Ensures sponsors get visibility / value for their support