



CENTRE HASTINGS MINOR HOCKEY ASSOCIATION CONSTITUTION

SECTION 1 – NAME

- a) The name of the Association shall be the CENTRE HASTINGS MINOR HOCKEY ASSOCIATION, herein after referred to as the CHMHA or Association.

SECTION II – OBJECTIVES

- a) To promote, encourage, develop and enhance minor hockey for boys and girls in the jurisdiction of CENTRE Hastings for the greatest number of persons with the emphasis being on enjoyment, fair play, sportsmanship, respect for all officials, opponents and spectators. To promote and encourage mutual respect and consideration for participants, parents, each and all individuals regardless of their ambition, race, creed, financial status, or ability.

SECTION III – AREA OF OPERATIONS

- a) The area of operations of CHMHA shall be as defined in Appendix A.

SECTION IV – OMHA MANDATE

- a) All games of the Association shall be played under the rules laid down by the OMHA and CHA.

SECTION V – MEMBERSHIP

- a) The following persons shall be eligible to vote at the Annual Meeting and Special Meetings. CHMHA shall be open to the members of the Executive Committee, players 19 years of age and over, parents and/or guardians of players, and must be in good standing with the association. Each member shall be entitled to one vote each at the AGM

SECTION VI – EXECUTIVE COMMITTEE

- a) The executive committee shall consist of the *President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Director of Fundraising, Media Coordinator, Initiation Program Coordinator, Coaching Coordinator, Tournament Coordinator, Ice Scheduler & Equipment Coordinator and Immediate Past President.*
- b) The executive committee shall be elected at the annual meeting. Their term shall be for two years subject to conditions listed below:
 - i. In order to ensure more continuity in the Association, the following shall be elected for two (2) year term starting April 1999 and every **odd year** thereafter – *President, Secretary, Treasurer*

and Initiation Program (IP) Coordinator.

- ii. The following shall be elected for a one (1) year term starting April 1999 and then for a two (2) year term every **even year** thereafter – *1st Vice-President , 2nd Vice-President, Director of Fundraising, Media Coordinator, Equipment Coordinator, Tournament Coordinator and Coaching Coordinator.*
 - iii. The term of executive committee positions shall expire on the even and odd year as noted, regardless of whether a vacancy has been filled by the executive committee appointment or by election at a general meeting in an off year.
- c) One month prior to the Annual Meeting, executive committee members shall inform the executive committee of their intention to resign and stand for nomination for a position on the executive committee up for election.
 - d) An elected member does not have to resign his/her current position, until he/she is successful in obtaining the position to which he/she is nominated. Immediately after being elected, he/she shall resign his/her previous position.
 - e) The *Immediate Past President* shall serve for one year after stepping down as *President*. The role of *Immediate Past President* is an advisor to the executive committee having voting privileges and shall conduct the election of the executive committee if available.
 - f) The executive committee can fill any vacated position on a majority vote of the committee.
 - g) Any executive committee member who fails to attend three (3) consecutive meetings without legitimate reason shall be considered to have quit and shall be expected to resign. If no written confirmation is received by the next regular meeting, the executive committee shall take a vote to instruct the association's secretary to advise the member by letter of the executive's decision.
 - h) All executive committee members shall disclose their position with any team within CHMHA at the beginning of the regular hockey season.
 - i) The executive committee may appoint a committee of two (2), one (1) from the executive committee and one (1) from the general membership, at any time to examine and review the association's financial records, inventories and assets. A written report shall be submitted to the executive committee upon completion.
 - j) Any person seeking an elected position with the Association shall be in good standing with CHMHA executive committee, either in the present year or previous years.

SECTION V11 – MEETINGS

a) ANNUAL MEETING

- i. The annual meeting of the association shall be called by the President of the Association to be held on or before April 15th. The new Executive Committee shall officially take office at the next regular meeting but no later than May 1st, creating a transitional period for both Executive Committees to ensure continuity.
- ii. The end of the fiscal year of the Association shall be April 30th.
- iii. The President of the Annual Meeting shall inform the Association's Banker(s) of the change in signing authorities within (10) banking days of the election.
- iv. Any person seeking the elected position of President, 1st Vice President or Coaching Coordinator of the Association shall be or will have been a member in good standing of CHMHA Executive Committee either in the present term or previous years and has been an Executive Committee member for not less than two years.
- v. Any non-executive member who wishes to stand for CHMHA elections at the annual meeting must provide written acknowledgement of their intentions to the President or 1st Vice President, at least one week prior to the Annual Meeting.

- vi. A letter of intent shall be accepted by the President or 1st Vice President from anyone who wishes to stand for elections but cannot attend the Annual Meeting.
- vii. The Executive Committee may nominate a member at large if positions are not filled at the Annual Meeting.
- viii. All elected position(s), where there is more than one person applying for one position, shall be decided by ballot vote at the Annual Meeting.
- ix. Two scrutineers shall be appointed for all balloting, one (1) current or previous executive committee member who is in good standing with the CHMHA and one (1) person from general membership.
- x. At this meeting, the executive committee shall be elected by the general membership.
- xi. A quorum of seven (7) shall be required.
- xii. A simple majority of the membership in attendance and voting shall be all that is required to pass all business at the Annual Meeting. The executive committee shall be able to rule on any issues not covered in the constitution.
- xiii. Proposed amendments to the Constitution and By-Laws shall be submitted in writing to the Secretary at least two weeks prior to the Annual Meeting and shall bear the proposer's name and signature.
- xiv. All By-Laws passed by the Executive Committee for the current year shall be brought forward for discussion. A majority vote of the general membership shall enter the By-Laws into the Constitution.
- xv. The Treasurer (with approval from the President and alignment from the Executive) may choose to designate signing authority from the 1st Vice President to another member of the Executive if deemed appropriate.

b) EXECUTIVE COMMITTEE MEETINGS

- i. Executive Committee meetings shall be held at least once a month during the season. These meetings shall convene at the call of the Chair or President.
- ii. The Executive Committee shall meet for the purpose of evaluating and determining policy, monitoring finances appropriate to the administrative needs and planning for other needs as deemed necessary for the good of the Association.
- iii. A quorum of 50% plus one of the voting executive committee members shall be required for all meetings. A simple majority of those present shall pass all business.
- iv. The President or Chair shall cast a vote only in the event of a tie vote. When a conflict of interest exists or arises between members of the executive committee and an issue with which the executive committee is dealing, that member(s) shall leave the room during the discussion and voting. Such members may state his/her (their) position and answer any questions before leaving.

c) SPECIAL GENERAL MEETINGS

- i. The executive committee may call a general meeting more than once a year.
- ii. The executive committee may, whenever they deem necessary, and shall upon requisition in writing by 50% or more accredited members, convene a general meeting.
- iii. Upon receipt of such requisition, the executive committee shall forthwith convene a general meeting within 14 days of receipt of requisitions. The requisitioner or any other 50% of accredited members may themselves convene a general meeting. The requisition shall express the objects of the meeting so called and shall be delivered to the associations secretary. At any meeting called in pursuance to a requisition by a member(s), no business other than stated on the requisition as the object of the meeting, shall be transacted.
- iv. If a vote is carried out by non executive members, the result of said vote shall be taken before the executive committee to accept.

- v. The Constitution of the Association shall not be altered unless at the annual meeting or a special convened special general meeting duly called by the executive committee for the purpose.
- d) COACHES MEETINGS (chaired by the Coaching and Development Coordinator)
- i. There shall be coaches meeting at the beginning of the season and whenever the executive committee deems necessary.
 - ii. All team officials within CHMHA shall be approved by the executive committee, and any may be dismissed or suspended of all duties by a majority vote of the executive committee.

SECTION VIII – GRIEVANCES

- a) All protests and matters of dispute under the jurisdiction of the Association shall be dealt with by the executive committee. All protests shall be received in writing by the executive committee and shall be dealt with within 14 days.

SECTION IX – DISCIPLINE

- a) Players, officials and spectators shall only be allowed to take part in or attend games on consideration that they observe the Codes of Conduct, rules, regulations, by-laws and constitution of the Association. Every player and team official shall be required to observe such rules, regulations and by-laws.
- b) All team officials shall be responsible to the executive committee for the action of their players and shall be required to take necessary precautions to prevent threatening or assaulting officials or players during or at the conclusion of games.
- c) Official(s) of any team, referee, linesman, or player at any game under the jurisdiction of the Association shall use every means in their power to prevent betting or objectionable language. In case of a breach of these rules; any player, official or spectator may be removed from the game.
- d) Any team official(s), player(s) of a team, while a game or games of his/her group are in progress, who is found to have been drinking alcoholic beverages or using other than prescribed substances, during or prior to a game, or uses abusive language to anyone including parents/players while the game is in progress, shall be immediately suspended. The alleged offender shall have the right within 48 hours after his/her suspension to request in writing a hearing with the executive committee.
- e) The above shall apply to all Association teams and officials, whether at home or in an arena away from home.
- f) All players shall show the utmost respect for all arena property at home and away.
- g) The executive committee shall have the power to deal with all objectionable conduct.

SECTION X – EQUIPMENT

- a) All appropriate equipment shall be worn during practices, as well as games by all team officials, players and other on ice individuals.
- b) CHMHA shall provide goalie equipment up to the level of Atom Rep., and if available to Peewee Rep. User fees for such equipment shall be set annually. Equipment provided shall be blocker, trapper, chest protector and goalie pads.
- c) The sweater colours shall be white or black main body with black and red or red and white on the trim.
- d) The Association's logo will be the Centre Hastings Grizzlies along with black, red and white for colours.

SECTION XI – PREVENTIVE SERVICE COMMITTEE

- a) The executive committee shall appoint individuals to this committee to deal with all issues under

OMHA guidelines.

SECTION XII – VERIFICATION

- a) This Constitution and By-laws are approved and/or changed as written by a majority vote of the CHMHA members being present at the Annual Meeting or convened Special Meeting.

CENTRE HASTINGS MINOR HOCKEY ASSOCIATION BY – LAWS

ARTICLE 1 – JOB DESCRIPTIONS

PRESIDENT

- a) Shall be the Chief Executive Office of the Association
- b) Shall chair all meetings of OMHA, exercising the usual privileges of office as defined by parliamentary procedures.
- c) Shall be ex-officio member of all committees.
- d) Shall see that all orders and resolutions of the executive committee be carried into effect.
- e) Shall have the power to enforce the constitution and by-laws.
- f) Shall have the power to take immediate action with or without reference to the executive committee in cases requiring immediate decisions, but shall be responsible for any such decisions to the executive committee at the next meeting.
- g) Shall sign with another officer for matters on behalf of the association.
- h) Shall be directly available to consultation to all executive committee members.
- i) Shall be a member of the coach selection committee and disciplinary committee.

1ST VICE-PRESIDENT

- a) Shall have power to act for the President in his/her absence.
- b) Shall be directly available for consultation to the Tournament Coordinator and Ice Scheduler & Equipment Coordinator.
- c) Shall attend all OMHA and EOMHL meetings.
- d) Shall keep the executive committee informed of all OMHA and EOMHL policies.
- e) Shall obtain and distribute all OMHA and EOMHL correspondence/information to the proper persons as required.
- f) Shall have all team officials advised of current OMHA and EOMHL regulations, including league schedules, play off schedules, OMHA player or team officials suspensions making sure all suspensions are served, whether automatic or OMHA issued.
- g) Shall work closely with the team head coaches assuring all games and ice times are correct.
- h) Shall see that all game sheets are collected and forwarded to the proper OMHA or EOMHL persons.
- i) Shall appoint appropriate assistants, subject to the executive committee approval, as required and shall be responsible for and give direction to those named persons.
- j) Shall be co-signing officer on the cheques of the Association.
- k) Shall report all problems immediately to the President.
- l) Shall report to the executive committee.

2ND VICE-PRESIDENT

- a) Shall have the power to act for the President during his/her absence and the 1st Vice-President's absence.
- b) Shall accompany the 1st vice-president to OMHA and EOMHL meetings when possible.
- c) Shall chair the Prevention Committee and shall have the right to sit on any committee that the 1st vice-president does not sit on.
- d) Shall obtain satisfactory proof of age and necessary information and documentation of all hockey players and team officials as required.
- e) Shall complete full registration duties including collection registration fees and forms.

- f) Shall be responsible for all other aspects of registration including completing and stamping of all player and team officials cards and roster sheets by deadlines.
- g) Shall turn over on a timely basis all monies to the treasurer and shall inform the treasurer of any player refund approved by the executive committee.
- h) Shall appoint appropriate assistants, subject to executive committee approval as required and shall be responsible for and give direction to those name person.
- i) Shall report all problems to the president.

SECRETARY

- a) Shall keep a record of all minutes o the association meetings.
- b) Shall be chief correspondent of and for the association.
- c) Shall maintain copies of all association correspondence
- d) Shall keep an up to date mailing list of all executive committee, committee members and parent/legal guardians.
- e) Shall report all problems immediately to the president.
- f) Shall report to the executive.

TREASURER

- a) Shall be principle co-signer on all association accounts signing cheques authorized or approved by the executive committee.
- b) Shall have access to all cash books and accounts of the association.
- c) Shall control all deposits of funds into CHMHA accounts.
- d) Shall prepare financial statements monthly or upon request of the executive committee.
- e) Shall have the financial records and books of the association examined or reviewed by the Executive Committee on a yearly basis by the 30th of July each year.
- f) Shall prepare an Annual Financial Statement and shall present all yearly paper work prior to the annual meeting. This statement will not include the final year end results but will show year to date financials.
- g) Shall report all problems immediately to the president for resolution.
- h) Shall report to the executive committee
- i) All payments to referees will be done as per OMHA regulation and issued by the Treasurer, as requested. Rates for timekeepers will be decided upon by the Treasurer with approval from the Executive.
- j) Income from fundraising or other means will have supporting documents signed by the person(s) providing the funds to the Treasurer. These funds will be deposited by the Treasurer to the CHMHA account.
- k) Requests for payments will require sufficient back up documentation (receipts). If this is not available an approval from the President prior to payment is required.

COACHING & DEVELOPMENT COORDINATOR

- a) Shall report to the executive committee.
- b) Shall be responsible for the coaching selection process (as outlined in the CHMHA Booklet).
- c) Shall be an arbitrator for coaching issues and complaints.
- d) Shall report all problems immediately to the president.
- e) Shall be responsible for ensuring that all bench staff are enrolled in the proper clinics and are carded properly. Shall be responsible for coordinating all development clinics including power skating, goalie clinics, coaching courses/clinics, etc.. All development offered by CHMHA will be

approved by executive prior to commencement.

TOURNAMENT COORDINATOR

- a) Shall report to the executive committee.
- b) Shall govern all OMHA sanctioned tournaments.
- c) Shall assist all CHMHA teams to enter other tournaments, ensuring the tournaments so entered are OMHA sanctioned.
- d) Shall be responsible for all association trophies.
- e) Shall be responsible for all association year end awards
- f) Shall report all problems immediately to the president
- g) Shall appoint appropriate assistants, subject to executive committee approval, as required and shall be responsible for their instructions and actions.
- h) Shall provide all funds with a financial statement within 7 days of each tournament to the treasurer.
- i) Shall ensure that all paper work is in order and sent to OMHA as per OMHA deadlines.

DIRECTOR OF FUNDRAISING

- a) Shall be responsible for the organization and conducting all fundraising and social events required to meet financial obligations of the association.
- b) Shall keep the executive committee abreast of all funding projects.
- c) Shall be responsible for obtaining sponsors for teams and co-ordinating the actions of all individuals involved in the obtaining of said sponsor.
- d) Shall be the liaison between CHMHA and sponsors.
- e) Shall co-ordinate with the equipment co-ordinator with respect to the crestring of sweaters or tabs.
- f) Shall be expected to distribute any item of memento to the sponsors as directed by the executive committee.
- g) Shall appoint assistants, subject to the executive committee's approval, as required and shall be responsible for and give direction to those named persons.
- h) Shall report all problems immediately to the president.
- i) Shall report to the executive committee.
- j) Shall prepare financial statements relating to each fundraiser.

MEDIA COORDINATOR

- a) Shall be responsible for the coordination and release of all media information as required by the executive committee or approved committee projects.
- b) Shall be responsible for administration of all social media platforms (ie. Facebook, Instagram, twitter, etc.)
- c) Shall be responsible for management of the CHMHA website and ensuring all information on site is applicable and up to date.
- d) Shall report all problems immediately to the president
- e) Shall report to the executive.

INITIATION PROGRAM (IP) COORDINATOR

- a) Shall be responsible for the implementation of OMHA programming below the Novice level.

- b) Shall appoint appropriate IP coaches/bench staffs, subject to executive committee approval, being responsible for their instruction and conduct.
- c) Shall supervise player placement within the IP Program.
- d) Shall be responsible for selection league and playoff games for these teams, in consultation with the 1st Vice President.
- e) Shall be a member of the coaches selection committee and team disciplinary committee.
- f) Shall be responsible for the co-ordination and instruction of all coaches, managers, trainers and players in CHMHA IP Program.
- g) Shall implement Hockey Canada's LTPD model (Long Term Player development).

ICE SCHEDULER & EQUIPMENT COORDINATOR

- a) Shall be responsible for coordinating with arena contacts to schedule ice times for all practices and home games;
- b) Shall keep an accurate inventory of all equipment and supplies owned by CHMHA and its placement.
- c) Shall make available the association's equipment and supplies inventory, as required.
- d) Shall be responsible for the maintenance, storage and distribution of all equipment and supplies;
- e) Shall bring forth vendor recommendations to the executive committee when equipment or supplies are required;
- f) Shall be responsible for the purchase and procurement of all authorized equipment and supplies;
- g) Shall appoint assistants, subject to executive committee approval, as required and shall be responsible for and give direction to those named person.
- h) Shall be responsible for ordering jerseys as needed and cresting with sponsorships;
- i) Shall report all problems immediately to the President
- j) Shall report to the executive committee.

LEO LEAGUE COORDINATOR

- a) Shall act as the liaison between the executive and the League of Eastern Ontario (LEO).
- b) Shall attend all LEO meetings.
- c) Shall act as the liaison and coordinator for all CHMA LEO teams.
- d) Shall report all problems immediately to the President
- e) Shall report to the executive committee.

ARTICLE II – HOUSE LEAGUE

- a) All house league players shall be on documentation recognized by the OMHA. Players, carded as representative hockey players shall not play house league or select, unless approved by the executive committee.
- b) OMHA rules on body checking shall apply.

ARTICLE III – OMHA TEAMS

- a) The executive committee shall endeavour to have all teams schedule out of both centres with weekly rotations.
- b) Teams shall practice in their assigned centres based on weekly rotations.
- c) All arrangements shall be subject to change as required.
- d) All individuals wishing to coach CHMHA teams shall submit their request in writing to the executive committee.
- e) Any decision regarding affiliation of players shall include the ability to draw from additional entry House League.

- f) Players rostered to a team must make CHMHA their first priority

ARTICLE IV – REGISTRATION FEES

- a) Every individual interested in playing OMHA or House League shall submit a registration form accompanied by the registration fee before going on the ice.
- b) All outstanding fees of previous years must be paid in full prior to players being allowed to register for the next season.
- c) A registration fee and administration fee shall be set by the executive committee. Registration is due prior to tryouts in order for a player to participate. Fees are to be paid in full by September 15th unless approved by the President and Treasurer. If leniency is given to players, then the payment deadline is December 31st of the current season. Payments made by outside organizations to subsidize registration fees will be tracked by the Treasurer and included in the reconciliation.
- d) Sponsorship fees shall be reviewed by the executive committee. If approved the fee will be subject to the Fundraising Policy of 25% retained by the CHMHA. Advertisement of the sponsor will not be allowed on the Team jerseys.
- e) Registration fees shall be set annually by the executive committee. A budgeting meeting shall convene the week prior to the Annual General Meeting. The proposed budget including proposed registration fees shall then require passage by the executive committee.
- f) NSF cheques shall be charged the current association's NSF administration fee. The balance of the registration, if not paid, shall be due and payable immediately.
- g) Late registration fees shall apply if a player has not registered by the final registration date. The late registration fee shall be determined by the executive committee at the meeting prior to the Annual General Meeting. The association shall not guarantee a position on a team if the player is a late registrant.
- h) Refunds of registration fees are as follows:
 - i) Administration fees are non refundable.
 - ii) Any player that registered, but never set foot on the ice and withdraws prior to October 15th, is eligible for a full refund less the administration fee.
 - iii) Any player trying out for a rep team in a division not offering a house league opportunity, and who does not make the rep teams shall be entitled to a full refund less the administration fee.
 - iv) Refunds shall be made in cases of voluntary withdrawal from the association and shall include illness and injury.
 - v) Refunds shall not be made if:
 - 1. the player is currently under suspension.
 - 2. the player is awaiting suspension action by the executive committee or the OMHA.
 - vi) Refunds shall be prorated to the date they are received. If a player requests a refund and wishes to withdraw from CHMHA after November 15th there is no refund. CHMHA hockey season runs from September 1 until March 18. If a player requests a refund and wishes to withdraw from CHMHA before November 15 the amount refunded will be determined on a pro-rated basis from September 1 until November 15. This will depend on the length of time the player is on the team roster. Fundraising money is excluded from the amount to be pro-rated.
- i) Suspensions relating to registration fees shall be as follows:
 - 1. Authority to suspend players for unpaid fees shall be given to the 2nd vice president of the association. Further disciplinary action or hearing appeals arising from such action shall rest with the executive committee.
 - 2. Any default on terms of payment agreements shall result in the immediate suspension

of the player.

3. Any outstanding fees at the end of the season shall be paid in full prior to the player being registered the following year.
4. Suspended players and their coach shall be contacted by phone if possible, and in writing. Players and/or coaches who disregard these suspensions shall be subject to disciplinary action by the Association and possibly by OMHA (see rule 53, OMHA Manual of Operations).

ARTICLE V – FUNDRAISING

- a) No OMHA or House League team shall hold fundraising events unless sanctioned by the Director of Fundraising. Fundraising done by teams outside of their Home Tournament is subject to the guidelines found within the CHMHA Booklet (Codes of Conduct).

ARTICLE VI – TOURNAMENTS

- a) The Association shall provide one home tournament per season per Rep team from U11 to U15. House League tournaments shall be subject to the Executive Committee approval.
- b) Any team that advances to an OMHA Championship Tournament will be required to finance the tournament on their own via fundraising efforts, etc. Financial assistance from CHMHA may be approved at the discretion of executive, ie. Pay for registration with reimbursement from team.

ARTICLE VII – EXPENDITURES

- a) Any expenditure incurred without prior consent or approval in writing of CHMHA Executive Committee shall be the responsibility of the person initiating such expenditures.

ARTICLE VIII – COACHING POLICY

- a) The Executive Committee shall put forth a Coaching Codes of Conduct (contained within the CHMHA Codes of Conduct) which shall reflect the values and attitudes of the community and the Association.
- b) All CHMHA coaches shall abide by the CHMHA Codes of Conduct.

ARTICLE IX – VERIFICATION

- a) These By-laws were approved and/or changed as written by a majority vote of the CHMHA members being present at the Annual Meeting or the Special General Meeting held at Hasting County on the ___ day of _____.

President

Secretary

1st Vice President

2nd Vice President