

Constitution of Millbrook & District Minor Hockey Association

as revised & amended at the annual general meeting on March 23, 2011

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March 23, 2011

MN

Final

Constitution of MDMHA

as revised & amended at the annual general meeting on March 23, 2011.

The name of the organization shall be known as the "Millbrook & District Minor Hockey Association". (M.D.M.H.A. or the Association) MDMHA abides by Ontario Minor Hockey Association rules and policies. (O.M.H.A.)

Section I - Purpose

The purpose of this Association is to provide and encourage hockey for all youth within the boundaries of this association, while at the same time stressing the fundamentals of good citizenship and competitive sportsmanship.

Section II - Boundaries

The boundaries of the Association shall be the same as specified by the Ontario Minor Hockey Association and House and Local League Association in their respective jurisdictions.

Section III - Objectives

Article I - Protect Members

The Objectives of the M.D.M.H.A. are to protect the mutual interests of its members.

Article II - Ideals

The Objectives of the M.D.M.H.A. are to; instill in the youth the ideals to play fairly under all conditions and circumstances; to teach hockey skills and strategies; win modestly and to receive defeat admirably and to accept the decisions of the game officials.

Article III - Code of Conduct

The Objectives of the M.D.M.H.A. are to encourage and develop within the members, volunteers, and staff of the Association good fellowship, honesty, integrity, sportsmanship, and a feeling of responsibility to themselves and their fellow associates as well as the needs of the community. To this end every one of the above will abide by a Code of Conduct specifically designed for players, parents, coaches and volunteers. (Schedules A,B,C,D attached)

Section IV - General Meetings

Article I - Voting

There will be an annual general meeting to be held each March, to vote on any proposed amendments to the Constitution and General Rules, Annual and Bi-Annual elections of Executive positions, and to review the financial position of the Association.

Any changes to the Constitution and General Rules must be approved by a two-thirds (2/3) majority vote.

The voting should be by secret ballot if it's deemed necessary for confidentiality.

The voting membership will be notified at least 14 days prior to the annual general meeting.

Article II - Voting Membership

The voting membership of the Association at the annual general meeting shall be composed of the Executive members, rostered officials, registered players who are 18 or over and parents or legal guardians whose child(ren) are registered to play hockey in the M.D.M.H.A. Only one vote is allowed per registered player. Each rostered official and executive member who does not have a registered player will receive one vote. Any general meeting can be called with 14 days written notice given to the membership.

Article III - Amendments to Constitution

All changes to be made to the Constitution should be proposed in January of each year. Such proposals shall be discussed at the February meeting in order that the proposals are ready for voting on at the annual general meeting in March. Proposals can be submitted by any member of the Association. All proposals will be drafted for voting for the annual general meeting in March.

Section V - The Executive Committee

Article I - Responsibilities

The Executive Committee is responsible for the operation of the M.D.M.H.A. for a two year period from June 1st - May 31st and has the sole responsibility for the tabling and voting on all motions during that time period. In order to ensure continuity of service, information and procedures the Executive will stagger their terms. Half will be elected in

odd years and the other half in even years. The members that will start their terms in odd years will be: the

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President, Registrar, Referee-in-Chief, Equipment Convener, Ice Scheduler, the Gatekeeper/Timekeeper Convener, Local League Contact Person, Fund Raising Convener. For the even years it will be: the Vice-Chair, Secretary, Treasurer, OMHA Convener, Tournament Convener, Team Officials Convener, Public Relations Convener, and the Hockey Skills Development Convener.

The Executive Committee will be responsible for the selection of all coaches.

The Executive Committee has the authority to suspend any player, parent, coach, manager, trainer, employee, or Executive member of the Association. Upon evidence of misconduct, and an investigation completed in a timely manner, the Executive Committee has the authority to notify the offending party or parties that a suspension will be recommended. The President/Vice-President shall convene a hearing, if necessary, for the offending party/parties no later than 14 days after he/she is notified that a suspension is being recommended by the Executive.

Four (4) members of the Executive Committee shall review and sign the annual financial statement of the Association prior to the statement being presented at the end of the fiscal year.

The Executive Committee shall be responsible for ensuring that MDMHA guidelines and Municipal By-Laws are followed.

All meetings will be conducted by approved parliamentary procedure.

Article II - Executive Positions

President	Fund Raising Convener
Vice-President	Equipment Manager
Secretary	Tournament Convener
Treasurer	Public Relations Coordinator
Referee-in-Chief (non-voting)	Ice Scheduling Coordinator
Registrar	Timekeeper and Gatekeeper Coordinator
Team Officials Convener	O.W.H.A. Contact Person (only if there is
O.M.H.A. Contact Person	a girls' team)
Local League (L.E.O.) Contact Person	Hockey Skills Development Convener

Article III - Membership

The President/Vice-President must have served one (1) term, which is two (2) years on the Executive Committee prior to his/her presidency/vice-presidency.

Husband and wife or co-habitants are not permitted to serve as Executive members at the same time.

The Association, upon proof of receipt, will repay all costs incurred by the Executive committee to attend necessary meetings.

It is recommended that a person should not hold two elected positions on the Executive at the same time.

All Executive members and their spouses and all rostered, carded team officials shall be exempt from admission charges from any M.D.M.H.A. hockey games at home.

Article IV – Quorum and E-Mail Voting

For an Executive meeting to be called an official meeting, and for any business to be carried out, a quorum of fifty per cent (50%) of the number of current voting members of the elected Executive must be present. An Executive member has to be present at a meeting in order to vote. E-mail decisions based on a quorum are allowed between meetings. The secretary will keep a record of the vote and it will be recorded into the minutes at the next in-person meeting.

Article V - Vacancy

If an Executive member has been absent for three (3) consecutive meetings, without just cause or explanation, the Executive Committee has the right to declare the offending member removed from office.

If a vacancy on the Executive Committee arises before the term has expired;

- (a) An election will be called to fill that position, and the duly elected person shall assume the full duties of that position for the remainder of the current term, with the exception of the President position, where the Vice-President shall fill that position for the remainder of the term.
- (b) If at that time the position remains vacant the President shall be empowered to appoint an existing member of the Executive to fill that position for the remainder of the term.

Article VI - Duties of Officers

The President

- Shall be the chairperson at all the Association meetings
- Shall call the meetings to order
- Shall conduct all meetings in an orderly fashion
- Shall be responsible for coordinating the work of all other officers and committees
- Shall not take part in any vote unless a tie, then shall cast his/her vote to break the tie
- Will in conjunction with the Treasurer, be responsible for the financial affairs of the Association

The Vice-President

- Will assist the President in such a manner as to ensure a continuity of procedures and practices
- Shall in the event of the President being unable to attend a meeting, preside in his/her place and assume the same duties and all responsibilities
- Shall be prepared to accept the position of President upon the resignation or removal of the President, during any term in office

The Secretary

- Shall record all minutes of meetings and prepare agendas
- Shall keep a record of all important decisions for reference
- Shall be responsible for booking the meeting venues
- Shall have with him/her the proper minutes at every meeting
- Shall handle all correspondence pertaining to the Association
- Shall give to each member of the Executive Committee a copy of the minutes of all meetings
- Shall post Executive Committee approved minutes of meetings on the M.D.M.H.A. website within seven (7) days of the meeting, when possible

The Treasurer

- Shall be responsible, in conjunction with the President for all Association funds, in accordance with the Financial Accountability, Schedule E (attached)
- Shall have all cheques countersigned by the co-signer(s) designated by the Executive
- Ensure that the Secretary records the signing officers in the minutes
- Shall pay out expenses by cheque, only under the direction of the Executive Committee
- Shall keep an accurate record of all monies received and disbursed and shall produce such records and books at all meetings for report including a profit and loss statement, balance sheet, bank reconciliation, year to year comparisons and details of all transactions
- Shall issue a receipt when receiving monies and keep on file a duplicate receipt
- Shall prepare annual report immediately after the close of each year ending the last day of May, followed by a meeting within 60 days when a financial statement will be presented and then posted on the M.D.M.H.A. bulletin board
- Shall keep the last seven (7) years of financials in a safety deposit box
- Shall be responsible for the safekeeping of the safety deposit box keys
- Shall maintain and distribute a financial best practices guideline for all teams

The Referee-In-Chief (a non-voting member)

Shall be responsible for supplying the appropriate referees for all league, play-off, exhibition games and tournaments as required by the Ice Schedule Coordinator and Tournament Convener

- Shall be responsible for all referee clinics hosted by M.D.M.H.A.
- Shall liaise with the Ice Schedule Coordinator in regards to scheduling referees
- Shall attend all meetings as Referee-in-Chief at the request of the O.M.H.A.
- Shall be responsible for the recruitment and training of timekeepers, when necessary
- Shall liaise with the Timekeeper/Gatekeeper Coordinator in regards to scheduling timekeepers, when necessary

The Fund Raising Convener

- Shall be in charge of all fund raising projects under the M.D.M.H.A. in accordance with the Fund raising Guidelines, Schedule F (attached)
- Shall keep a record of all monies received with respect to fund raising and supply a report at the end of every event to the Treasurer
- Shall transfer all monies to the Treasurer within a reasonable amount of time
- Shall obtain prior approval from the Executive for each fund raising event
- Shall obtain necessary permits to ensure all legal requirements of any fund raising are fulfilled

The Registrar

- Shall provide registration form and information to the Executive Committee and public
- Shall provide registration packages to all current players
- Shall work closely with the Treasurer to balance books on registration day
- Shall handle all late registrations
- Shall establish and maintain an accurate list of all players on all teams, so no team becomes overfilled
- Shall establish and maintain a player waiting list after teams are filled
- Shall consult with the Executive committee about all player movement within teams
- Shall calculate and authorize all refunds and give written instruction to the Treasurer to pay same
- Shall approve any Financial Assistance applications in consultation with the President and the Treasurer, using the Guidelines set out by the Association

The Equipment Manager

- Shall at the beginning of the hockey season supply all coaches with the assigned equipment for each team, i.e.; sweaters, pucks and first aid kits
- Goalie equipment will be supplied for tyke and novice teams as follows: blocker, catcher, pads, chest and arm protector, stick and throat protector
- Shall keep a record, logged out by the coach, of all equipment and to whom it was distributed
- Shall make known to every coach and/or manager of their responsibility for their equipment
- Shall at the end of the season see that all equipment is returned and properly logged in
- Shall let the Executive Committee know what repairs need to be done to the equipment
- Shall let the Executive Committee know of any shortage of equipment
- Shall be responsible for sock sales and/ or distribution
- Shall be responsible for obtaining new hockey sweaters as approved by the Executive Committee

The Team Officials Coordinator

- Shall assist the President to ensure that all coaches promote and adhere to the spirit of the M.D.M.H.A. constitution
- Shall maintain a complete record of all current coaches and team officials within the Association and the N.C.C.P./H.T.C.P level which they hold
- Shall be responsible that each team official has an up to date police records search certificate
- Shall attend and observe practices and games where practical for teams within the Association
- Shall mediate concerns between parents and coaches or between players and coaches when the concern cannot be resolved at the team level
- Shall ensure the team officials are familiar with the requirements, rules and conduct within each league and association by holding a meeting at the beginning of the year and throughout the season as needed
- Shall be responsible for all coaches/team officials/ clinics hosted by M.D.M.H.A.
- Shall be responsible for all instructional videotapes and to ensure that all team officials are aware of the accessibility of these tapes

The O.M.H.A. Contact Person

- Shall be responsible for attending all O.M.H.A. meetings
- Shall assist in scheduling for all O.M.H.A. hockey games including playoff and second season games
- Shall work in conjunction with contacts from other centres and will draw up playdown contracts with them
- Shall be responsible for contact with the O.M.H.A. on behalf of the Association
- Shall be responsible under the direction of O.M.H.A. for the dispersion of game sheets
- Shall send in game sheets to OMHA League Conveners weekly
- Shall be responsible for website score entry where applicable
- Shall make sure OMHA invoices/refunds are forwarded to the MDMHA treasurer
- Shall attend the MDMHA Coaches meeting to inform coaching staff about OMHA updates
- Shall collect personal information and complete registration and rostering of all players and coaching staff of MDMHA for the online Hockey Canada Registry (HCR)
- Shall be responsible for determining residency restrictions as they pertain to the membership of MDMHA, and where required, collect and maintain records for the Declaration of Right of Choice
- Shall provide documents to players who are eligible to receive them, such as Permission to Skate and Releases, etc.
- Shall be responsible for submitting annual fees, on time, to the appropriate leagues
- Shall provide information to Team Officials Convener regarding expiring qualifications for coaches, trainers etc. of MDMHA

The Local League Contact Person

- Shall be responsible for attending all Local League hockey league meetings and be the contact on behalf of the Association
- Shall be responsible for forwarding the master schedules and any new rules to the Team Officials Convener for distribution to the coaches
- Shall be responsible for submitting all master game sheets and rosters to the OMHA Convener of the league on time
- Shall be responsible for submitting annual fees on time to the League
- Shall be responsible for website score entry where applicable

The O.W.H.A. Contact Person (to be filled only if there is a girl's team)

- Shall be responsible for attending all O.W.H.A. meetings
- Shall assist with scheduling for all O.W.H.A. hockey games
- Shall be responsible for all contact with the O.W.H.A. on behalf of the Association

The Tournament Convener

- Shall arrange tournament dates with arena manager in consultation with the Ice Scheduler
- Shall send paperwork to O.M.H.A.
- Shall obtain the sanction permits and post the permit at the tournament
- Shall be responsible for meal tickets, tournament rules, tournament programs advertising and printing
- Shall standardize the awards (i.e.; trophies)
- Shall arrange timekeepers, gate keepers and referees
- Shall order food for all players and coaching staff
- Shall keep records of all tournaments and monies
- Shall transfer all monies to the Treasurer within a reasonable amount of time
- Shall be responsible to supervise all tournaments
- Shall be responsible to maintain a tournament manual of operations

The Public Relations Coordinator

- Shall assist the M.D.M.H.A. Executive in carrying out its relations with the general public by informing the public of its activities, policies, etc. to create favourable public opinion
- Shall help the Association and its public (players, parents, coaches, referees, arena representatives, media, spectators, sponsors, and the district at large) adapt mutually to each other by establishing and maintaining lines of communications
- Shall be responsible to organize the year end award ceremony
- Shall be involved with all fund raising advertising in conjunction with the fundraising convener
- Responsible for the creation and maintenance of the Association's website

The Ice Scheduling Coordinator

- Shall post weekly schedules on the bulletin board at the arena and on the website, keeping at least two (2) weeks in advance
- Shall obtain schedules of all games
- Shall coordinate ice schedules with arena management, referee-in-chief and timekeeper/gatekeeper coordinator
- Shall set all practice times
- Shall maintain a balance of hours between all teams

The Timekeeper/Gatekeeper Coordinator

- Shall be responsible to schedule timekeepers and gatekeepers in consultation with the Referee-in-Chief and Ice Scheduler, when necessary
- Shall be responsible for ensuring the timekeepers and gatekeepers are in place in a timely manner
- Shall be responsible for the cash box
- Shall be responsible to provide monthly summaries of the cash box transactions to the Treasurer
- Shall be responsible for hiring, training and firing of timekeepers and gatekeepers
- Shall post a list of all qualified timekeepers in the Ref's room
- Shall post in advance timekeeper schedule in the Ref's room

Hockey Skills Development Convener

- Shall organize and manage the Hockey Skills Development program and the Hockey School

Section VI- Tournaments

Article I - Responsibility

The Executive will run all tournaments. Each host team will be able to raise money by organizing and running their own fundraising for the day. (i.e.; prize table, kitchen, 50/50, etc.)

Article II - Fees

All tournament registration fees must be deposited into the M.D.M.H.A bank account and all tournament expenses to be dispersed by an M.D.M.H.A cheque. The only exception to this is the payment of referees and timekeepers at tournaments. An M.D.M.H.A. cheque will be paid to the Tournament Convener for the total amount due to the referees and timekeepers for the tournament. The cheque is then cashed and this cash is used to pay the referees and timekeepers for each game at the tournament. The referee and timekeeper will sign for the cash received and the tournament convener will give this sign-off sheet to the Treasurer as a receipt for the cash transactions.

Article III - Eligibility

Only rostered teams can enter tournaments in their respective divisions, with no exceptions. Those teams can still use the Affiliated Player system under O.M.H.A. rules.

Section VII - Eligibility to Play in a Higher Division

Article I

All players will play in their applicable age level and may play up one age level only, with the permission of parents, coaches and the Executive board. A written request must be obtained from the parents/guardians and such a move will only be considered if the numbers permit. Such permission will be based on a particular player's ability to play in a category that is one age level higher than his/her eligible age level. Before a player can make such a move to a team for the remainder of the season, the Executive shall meet as soon as possible to discuss and vote on such a move. The above noted statement does not apply with respect to a coach using a player or players from time to time as an Affiliated Player, providing all other rules and requirements are adhered to.

Section VIII - Affiliated Players

Article I

Coaches may call up rostered Affiliated Players provided they do not exceed a total of sixteen (16) players for any game. Permission from the player's parents/guardians and coach must be obtained prior to the said player/s being used. All O.M.H.A. rules regarding Affiliated Players must be followed. A coach may not allow one of his/her players to play for any other team if his/her own team has a game at that time.

Section IX – General Rules

1. There will be no smoking, swearing, drinking of alcoholic beverages, or the use of illegal drugs in the dressing rooms, on the player's benches, in the penalty box or in the timekeeper's box by any person or team official, before, during, or after any game or practice. Any person abusing these rules shall be subject to disciplinary action by the Executive.
2. There will be no photographic devices allowed in the change rooms, as per OMHA policy.
3. Coaches, managers and trainers will ensure that the principles in the Fair Play Codes are followed, including the provision of appropriate fair playing time, respect for officials and ensuring appropriate player conduct in the dressing room and on the bench. All members are required to abide by the Code of Conduct. (Schedules A,B,C,D attached)
4. The spouse of a head coach shall not hold a position on a team.
5. All coaches must be subject to an interview by the Executive before being chosen for a team.
6. The Association shall recognize teams that are "All Ontario" or equivalent, or "International Champions" with a banner that will hang in the arena.
7. The mandatory equipment is as follows:
 - CSA approved helmet with ear guards and face mask
 - Jock/Jill
 - Shin pads
 - Elbow pads
 - Pants
 - Shoulder Pads
 - Neck Protector
 - Mouth Guard
 - Skates
 - Hockey gloves

The above mandatory equipment is to be worn in its correct position when players are on the ice for practices and games. Players who disregard this rule may be suspended by the

Association. M.D.M.H.A uniform socks will be worn for games.

8. Coaching candidates who are also on the Executive are not to be present during the discussion and vote on their particular position.
9. Harassment and abuse policies will be adhered to as outlined in the OMHA Manual of Operations.
10. Only signed written concerns will be addressed by the Executive Committee. When a complaint is received, the President shall be notified; he/she will direct an investigation to take place in a timely manner. The Executive shall be informed as soon as is possible; a written report will be made and if necessary submitted to the OMHA. (within 14 days)
11. All members of MDMHA will read, sign and abide by their individual Codes of Conduct (players, coaches, parents and volunteers)

Schedules (attached)

Schedule A - Coaches Code of Conduct

Schedule B - Volunteer's Code of Conduct

Schedule C - Parent's Code of Conduct

Schedule D - Hockey Player's Code of Conduct

Schedule E - Financial Accountability

Schedule F – Fundraising Guidelines

Revised March 23/11

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