



Mooretown Minor Hockey Association

PO Box 940, Corunna, ON N0N 1G0
"The Home of the Jr. Flags
and the Juvenile International Silver Stick® Finals"



MOORETOWN MINOR HOCKEY ASSOCIATION INCORPORATED CONSTITUTION AND BY-LAWS

(AS AMENDED May ____, 2018)

Code of Conduct

This Code of Conduct identifies the standard of behaviour which is expected of all Mooretown Minor Hockey Association Inc. ("MTMHA") members and participants, including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers and administrators involved in all MTMHA activities and events.

The MTMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the MTMHA shall conduct themselves at all times in a manner consistent with the values of the MTMHA which include fairness, integrity, and mutual respect.

During all MTMHA activities and events, members shall avoid behaviour which brings the MTMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

MTMHA members and participants shall at all times adhere to the MTMHA operational policies and procedures, to rules and regulations governing MTMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the MTMHA.

Members and participants of the MTMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of the MTMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment, abuse or bullying will not be tolerated.

Failure to comply with this Code of Conduct may result in disciplinary action, in accordance with the MTMHA Code of Conduct Policies and Procedures, including, but not limited to, the loss or suspension of certain or all privileges connected with the party's membership or a participant's rights, including the opportunity to participate in the MTMHA and its member activities and events, both present and future.

Mission Statement

MTMHA's purpose is to create the best minor hockey experience for our members, dedicated to the betterment of the game, creating better people and building a stronger community.

MTMHA Values

Passion: Passion for the game of hockey shall drive our Association in its deliverance of its minor hockey program as reflected in the actions of our volunteers, coaches, players and families.

Leadership: The Association shall work in partnership with Hockey Canada, the Ontario Hockey Federation and the Ontario Minor Hockey Association and other local minor hockey associations to create the best minor hockey experience for our members and to develop the game. The Association shall administer its powers and responsibilities in a manner which is service focused, and demonstrates compassion for each person who devotes their time to the game of hockey.

Community: Hockey lives deep throughout Canada. Our sport plays a critical role in building stronger, healthier communities. We understand the values instilled through hockey (respect, fair play, sportsmanship, etc.) help build lifelong relationships, build character, develop social skills, and support the development of self-esteem. Hockey can be a method of building good citizens.

Honest and Approachable: In serving our hockey community, the Association shall administer its powers and obligations with honesty, integrity and transparency in the best interest of our game.

DEFINITIONS

In this Constitution and all other by-laws and resolutions of the MTMHA, unless the context otherwise requires:

Act: The Ontario Corporations Act R.S.O. 1990, Chapter c.38, and any statute amending or enacted in substitution therefore, from time to time.

AGM: The Annual General Meeting of the OMHA.

Appoint: Includes “elect” and vice versa.

Area: A section of a Region.

Association: A Centre or a Zone, which is registered with the OMHA.

Ballots: The mechanism by which to register a vote.

Board: The Board of Directors (elected or appointed) of the MTMHA.

By-laws: Refers to this by-law and all other Bylaws of the OMHA that may be enacted from time to time hereafter.

Categories: A Centre's level of competition, or in instances, teams within a Centre. Example: House League, Local League, Minor Development, D, DD, C, CC, B, BB, A, AA, AAA.

Centre: Is a recognized Minor Hockey Organization within the OMHA from a city, town, village, municipality or geographic sub-division which has corporate limits or boundaries accepted by the OMHA for the purpose of determining hockey eligibility of players for competition within the jurisdiction of the OMHA.

Delegates: Individuals authorized to represent an Association and vote at the meeting of members.

Director: Individual who has been elected or appointed to the Board.

District: Shall refer to a grouping of Regions that have been established solely for the purpose of nominating candidates for Vice-President with responsibility for that specific district: Western, Central and Eastern. The OMHA shall have three electoral districts (Appendix A).

Division: Age groups within an Association (i.e. Juvenile, Midget, Bantam, Peewee, Atom, Novice, Tyke and Initiation).

Electronic Roster: The document on which a player or team official registers to participate in activities of the OMHA.

HC: Hockey Canada (or such other name as the Canadian Hockey Association may in the future legally adopt).

HCOP: Hockey Canada Officiating Program.

HTCP: Hockey Trainers Certification Program.

In Good Standing: Shall refer to a member who has paid any membership dues or other fees owing to the MTMHA and who is not the subject of a disciplinary investigation or sanction by the MTMHA.

Letters Patent: The letters patent incorporating the MTMHA as from time to time amended by supplementary letters patent.

Meeting of Members: Includes an AGM and a general meeting of members.

Members: All classes of membership in the MTMHA

National Association: Hockey Canada, the governing body for amateur hockey in Canada.

Officers: The individuals who hold the offices of President, Vice-President(s), Past President, Secretary, and Treasurer

OHF: The Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt).

OMHA: Ontario Minor Hockey Association Inc. (or such other name as the OMHA may in the future legally adopt).

Person: Includes an individual, sole proprietorship, partnership, unincorporated association, unincorporated syndicate, unincorporated organization, trust, body corporate and a natural person in his capacity as trustee, executor, administrator, or other legal representative.

Policies: Written statements governing issues affecting the affairs of the MTMHA which have been considered and approved by the Board of the MTMHA

Quorum: A minimum number of members to give authority to specific committees of the MTMHA or the AGM or any specific general meeting of members.

Recorded Address: In the case of a member, his or her address as recorded in the members' register; and in the case of joint members, the address appearing in the members' register in respect of such joint holding or the first address so appearing if there are more than one; in the case of a director, officer, auditor or member of a committee of the Board, his or her latest address as recorded in the records of the OMHA.

Regulations: The OMHA's Regulations and rules of competition and any other rules and guidelines governing competition within the OMHA.

Subcommittee: A committee comprised of a specific number of Officers and Directors.

Term of office: The length of time that a Director may serve on the Board without having his position renewed.

W.O.A.A.: Western Ontario Athletic Association.

Zone: An Ontario minor hockey association created by the OMHA as a geographic area for the purpose of AAA competition.

1.2 Subject to the foregoing, words and expressions defined in the Act have the same meanings when used herein; words importing the singular number include the plural and viceversa; words importing the masculine gender include the feminine and neuter genders; and words importing persons include individuals and bodies corporate.

BY-LAWS OF MOORETOWN MINOR HOCKEY ASSOCIATION INC.

The Corporation shall be known as the Mooretown Minor Hockey Association **Inc.** (MTMHA).

The Head Office of the Mooretown Minor Hockey Association shall be in the Village of Mooretown, County of Lambton, On, Canada.

JURISDICTION: The jurisdiction of this Corporation shall be as outlined by the Ontario Minor Hockey Association constitution and/or by-laws.

COLOURS: The official colors of the Corporation shall be a combination of Black, White, and Red colours.

NICKNAME: The official nickname of all member teams shall be the Jr. Flags.

LOGO: The official logo of the Mooretown Jr. Flags shall be



WEBSITE: The official website domain of the Mooretown Minor Hockey Association is www.mooretownminorhockey.com

MEMBERS: Individuals over the age of eighteen (18) years and a resident in any part of the entire Township of St. Clair that the O.M.H.A. has deemed the individual's child eligible to play for Mooretown Minor Hockey Association ~~Travelling Teams~~ may be admitted or readmitted to membership in the Corporation. Membership fees shall be \$10.00 per year, per family, due at registration. Any unpaid dues for the year will cancel all privileges, including admission to the annual meeting. Memberships shall not be assigned or transferred.

MEETINGS OF MEMBERS: The annual meeting of members shall be held in each year at such place within Ontario, on such day and such time as the Directors may determine by resolution determine. At each annual meeting, there shall be presented a report of the activities of the Corporation for the previous year, a financial statement of the Corporation, and such other information or material relating to the Corporation's affairs as, in the opinion of the Directors, is of interest or importance. Other meetings of the members may be convened by order of the Directors, for any date and time, and at any place within Ontario.

NOTICE OF MEETING OF MEMBERS: A printed, written or typewritten notice of a meeting of members, stating the day, hour and place of meeting, and the general nature of business to be transacted shall be posted in the lobby of the Moore Sports Complex at least seven days before the date of such meeting to notify each member (as appears in the books of the Corporation). A posting will also be made on the Mooretown Minor Hockey website at www.mooretownminorhockey.com (herein referred to as the 'website').

VOTING AT MEETINGS OF MEMBERS: Each member in good standing shall be entitled to one vote per family on each question arising at any annual meeting or general meeting of members, at which the member is present. Every question submitted to any meeting of members shall be decided by a majority vote and in the case of an equality of votes, the President shall have the a second or casting deciding vote.

At any meeting, unless a poll is demanded, a declaration by the President that a resolution has been carried unanimously or by a particular majority, or lost or not carried by a particular majority, shall be conclusive evidence of the fact.

ANNUAL MEETING PROCEDURES: If a person wishes to be a candidate for a Directorship of the MTMHA Inc, it is not necessary for that person to attend the annual meeting. That person's intention must be submitted, in writing, to the Secretary of the MTMHA Inc prior to the annual general meeting of the Association. Further, nominations for a Directorship may be made at the Annual General Meeting.

FISCAL YEAR: The fiscal year of the Corporation shall terminate on the 30th day of April in each year or on such other date as the Directors shall, be resolution, from time to time, determine.

INTERPRETATION: In all By-Laws of the Corporation, the singular shall include to plural and the plural the singular; and the masculine shall include the feminine.

QUORUM FOR MEETING OF MEMBERS: A quorum for the transaction of business at any meeting of members shall consist of not less than 15 members present in person.

PLAYERS:

Any person between 4 3 and 19 years of age, of a given year who ~~is resident of the entire Township of St. Clair that~~ the O.M.H.A. has deemed eligible to play for Mooretown Minor Hockey Association ~~Travelling Teams~~, and who have paid their registration fee, may participate in the Mooretown Minor Hockey Association program. The Directors shall reserve the right to limit or refuse registration for any reason thought detrimental to ~~the~~ Mooretown Minor Hockey Association ~~or and~~ its Hockey Program. ~~The travel Juvenile team is eligible to roster a maximum of 6 overage players not to exceed the age of 20 years old prior to the beginning of the current season.~~

DIRECTORS:

The affairs of the Corporation shall be managed by the Board of Directors who may be known and referred to as ~~Directors~~. Directors may exercise all such powers ~~as may be exercised by the Corporation and do all such acts as may be exercised by the Corporation, and are not by means of the by laws or any special resolution of the Corporation or any statute expressly directed or required to be done by the Corporation at a general meeting of members.~~ and in the exercise of their powers, the Directors shall follow the by-laws, policies and resolutions of the Corporation but shall not be strictly bound by them.

a. Eligibility

A Director:

- i) Shall be eighteen (18) years or more of age;
- ii) Shall not be an undischarged bankrupt or of unsound mind;
- iii) Shall not have been convicted of any criminal offense contravening ~~following the guidelines of~~ Mooretown Minor Hockey Association Police Check Policies / Criteria;
- iv) Shall be a member of the MTMHA at the time of the Director's election or appointment;
- v) Shall remain a member of the MTMHA throughout the Director's term of office.
- vi) shall serve without remuneration. ~~and no~~ A Director shall not directly or indirectly receive any profit from ~~his~~ the Director's position ~~as such; provided that~~ A Director may be paid or reimbursed for any reasonable expense incurred by the Director ~~him~~ in the performance of the Director's ~~his~~ duties

b. Nomination

- i) Each nominee for President shall have served on the Board for at least one year preceding the nomination.
- ii) Each nominee for Vice-President shall have served on the Board for at least one year preceding the nomination unless no one else is nominated and the existing Board waives this requirement of the nominee;
- iii) The election of the Board shall take place at the AGM of the members. No election or appointment of a Board member is effective without the nominees consent.
- iv) The election of Directors shall be by a show of hands or by ballot, counted to determine the numerical position in the voting results.

~~The Director's term of office shall, subject to the provisions if any of the letters of patent or supplementary letters patent of the Corporation, runs be from the date of the annual meeting at which they were elected or appointed for a duration of two years ending at the conclusion of the _____ until the annual meeting of two years hence.~~

c. Removal from Office

~~The office of a Director of the Corporation shall be vacated if (a) The Director He / She becomes bankrupt or suspends payment or compounds with his the Director's creditors or makes an unauthorized assignment or is declared insolvent; (b) He / She The Director is found to be of unsound mind; (c) He / She The Director is convicted of any criminal offense contravening following the guidelines of Mooretown Minor Hockey Association Police Check Policies / Criteria; (d) by notice in writing to the Corporation the Director He / She resigns his from the position of Director office.~~

~~The members of the Corporation may, by resolution passed by at least two-thirds majority of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any Director before the expiration of his term of office and may, by a majority of the votes cast at the meeting, elect any person in the Director's his place for the remainder of his the term.~~

~~The Directors shall serve without remuneration, and no A Director shall not directly or indirectly receive any profit from his the Director's position as such; provided that A Director may be paid or reimbursed for any reasonable expense incurred by the Director him in the performance of the Director's his duties.~~

~~The election of Directors shall be by show of hands or by ballot, and counted to determine the numerical position in the voting results. The member not elected, but with the most votes shall be declared a successor for the Board of Directors if for any reason as Director vacates his position.~~

~~Any President elected must have served on the Board for one year immediately prior to the election.~~

PROCEDURE FOR THE ELECTION OF THE BOARD OF DIRECTORS

Nomination and Eligibility

The election of the Board shall take place at the AGM of members. No election or appointment of a Board member is effective without the nominee's consent, given prior to the election or appointment. Nominations forms for the Board shall be available each year from the Secretary by March 1st. A Nomination form must be completed by all nominees and two (2) nominators who are members of the MTMHA. Such completed forms must be delivered to the Secretary prior to the election.

Eligibility

A person shall not be considered eligible for nomination to the Board until such time hat person states in writing that the nominee qualifies for office under the MTMHA regulations. The Secretary shall advise all nominees, in writing, of the qualification requirements before the nomination is accepted.

Election Procedures

The Secretary shall prepare a report of the vacant positions for nomination for circulation to the membership, no later than March 31st. Any nominations for election must be submitted to the Secretary no later than ___ weeks prior to the AGM. The Secretary shall advise all members no later than four (4) week prior to the AGM of the final list of nominations.

Candidates may stand for a maximum of two (2) positions, in descending order, and must be eligible and nominated for both positions.

Any Board member seeking election to a higher position must resign the Board member's position by election time at the AGM.

Elections for the Board, as required, shall be held in descending order beginning with the position of President, followed by election for the Vice-President positions.

Nominees for election with the Board shall be in good standing with the MTMHA.

Each family may only vote for one candidate per position.

Vacancies

Any vacancy occurring on the Board may, by resolution of the Board, be filled by appointment, provided there is a quorum of the Board then in office. If the Board elects to fill a vacant position, the Board shall provide a period of not less than thirty (30) days to consider applications from members for appointment to the vacant position. Ter term of the appointed replacement shall expire at the next AGM.

Terms of Office

- i) A Director shall be elected for a two (2) year term and is not eligible to serve more than two (2) two (2) year terms, which must be consecutive. For example the President elected at the 2018 AGM shall commence serving the President's first two year term and shall be eligible to serve a second two(2) year term commencing at the 2018 AGM, provided the requisite nomination form is received by the nominations Committee. A Director's term may be extended by one year beyond the terms contained herein should there be no other nominee at the end of the Director's term and as approved by the existing Board of Directors;

- ii) Unless they resign or are removed from office, all MTMHA Directors and Officers shall remain in office until the end of the AGM during which their successors are to be elected or appointed.

Removal from Office

i) Removal of Director by Membership

Provided that notice specifying the intention to pass such a resolution has been given with the notice of meeting, eligible voting members of the MTMHA, by a resolution passed at least two thirds (2/3) of the votes cast at a general meeting of members, may remove any Board member before the expiration of the Board Member's term of office. Members of the MTMHA, by a majority of the votes cast at that meeting, may elect any person in the removed Board member's stead for the remainder of the position's term, provide that the person is in good standing with the MTMHA.

ii) Removal of Director by Board

The Board may, by resolution approved by two-thirds (2/3) of the Board members present, remove any Board member for cause before the expiration of the Board Member's term of office.

iii) Absenteeism

Unless otherwise determined by the Board, the absence of a Board member from three (3) consecutive Board meetings or the absence of a Board member from any four (4) out of eight (8) consecutive Board meetings shall be deemed to be a resignation from the Board.

iv) Resignation

A member of the Board may resign the member's position by submitting a letter of resignation to the President of the MTMHA

BOARD POSITIONS:

The Board shall consist of the following positions:

- President (elected, two (2) year term)
- Past President
- Three (3) Vice-Presidents (elected, two (2) year term)
 - 1st VP Hockey Operations
 - 2nd VP Administration and Finance
 - 3rd VP Risk Management
- Treasurer (appointed, one (1) year term)
- Secretary (appointed, indefinitely)
- Department Head Directors (elected, two (2) year term) Titles and roles subject to review every (2) two years
- Committee Members (appointed annually)

Prior to the AGM, the Board shall appoint a Treasurer. This appointment must be presented to the AGM for ratification.

A Board member shall not be permitted to hold any salary position with the OMHA during his term of office.

MEETINGS OF THE DIRECTORS:

Governance

The Board of Directors shall govern the MTMHA in compliance with the objects, powers, by-laws, regulations, policies and resolutions of the MTMHA.

Meetings of the Board of Directors may be held at the head office or at any other place within or outside of Ontario. A majority of Directors shall form a quorum for the transaction of business at any meeting of Directors.

Board meetings

a. Regular Board Meetings

Except as otherwise required by law, the Board may hold meetings at such place or places as the President, or as Vice-President (in the President's absence) determines. Notice shall be communicated to all Board members at least seven (7) days in advance of a Board meeting, unless all Board members agree to the calling of a meeting on shorter notice.

The Board shall meet not less than eleven times per year and it is expected that the Board shall meet at least once per month.

b. Special Board Meetings

A special board meeting of Directors may be called by the President of the Association, or in the President's absence the 1st, 2nd or 3rd a Vice-President or on petition in writing to the Secretary signed by any three voting Board members. ~~A meeting may be called by the Secretary on direction in writing of four Directors.~~ Notice of such meeting shall be delivered, telephoned or mailed not less than one day before the meeting is to take place ~~provided always that~~ meetings of the Board of Directors may be held at any time without formal notice if all the Directors are present or those not present waive notice or signify in writing their consent to the meeting being held in their absence. Business transacted at a special board meeting shall be limited to that specified in the notice calling the meeting.

Notice of Meeting

Notice of any meeting or any irregularity in any meeting or notice thereof, may be waived by any Director except for the necessity of a quorum set out herein. All votes at any such meetings shall be taken by ballot if so demanded by any Director present but if no demand is made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Director President that a resolution has been carried and an entry to the effect in the minutes shall be admissible in evidence as proof of the fact without proof of the number or Director in favor of or against such resolution, unless demanded by any Director present.

Notice for any Board meeting shall include a tentative agenda in the case of a regular board meeting and shall specific the business to be transacted in the case of a special Board meeting. No formal notice of any Board meeting shall be necessary if all the board members are present or if those absent signify their consent to the meeting being held in their absence.

Quorum

A quorum for Board meetings shall consist a majority of the voting members eligible for the said meetings and shall include three (3) Officers. No business of the Board shall be transacted in the absence of a quorum.

Confidentiality

Every Board member shall respect the confidentiality of matters brought before the Board for consideration.

Rules of Operation

The Board shall have the power to pass or amend, without immediate confirmation or ratification by members of the MTMHA, all necessary rues and regulations as it deems expedient or related in any way to the operations of the MTMHA including, without limitation, the conduct of its members, member teams, and guests, provided such rules and regulations are not otherwise inconsistent with the Letters Patent of the MTMHA or this Constitution and by-laws. Such prescribed rules and regulations shall have force and effect only until the next AGM when they shall be confirmed and in default of confirmation at such AGM shall, at and from that time, cease to have force and effect.

PROTECTION OF DIRECTORS:

Every Director of the Corporation, who has undertaken or is about to undertake any liabilities on behalf of the Corporation, and the Director's heirs, executors and administrators, and estate and effect, respectively, from time to time and at all times be indemnified and saved harmless, out of the funds of the Corporation, from and against (a) all costs, charges and expenses whatsoever which such Director, officer or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against the Director him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by the Director him in or about the execution of the duties of the Director's his office or in respect of any such liability; (b) all other costs, charges, and expenses which the Director He/She sustains or incurs in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by the Director's his/her own willful neglect or default. No Director or officer for the time being of the Corporation shall be

liable for the acts, receipts, neglects or defaults of any other Director or officer or employee or for the joining in any receipt or act for conformity or for any loss, damage or expense happening to the Corporation through the insufficiency of title to any property acquired by order of the Board of Directors for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or Corporation with whom or which moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution or supposed execution of the duties of his/her respective office or trust or in relation thereto unless the same shall happen by or through the **Director's his/her** own willful act or the **Director's his/her** own willful default.

POWERS OF BOARD OF DIRECTORS:

The Board of Directors shall have full control of the affairs of the Corporation. They are expressly empowered, from time to time to sell, assign, transfer, exchange, convert or convey any and all shares, stocks, bonds, debentures, rights, warrants or other securities owned by or registered in the name of the Corporation and to sign and execute all assignments, transfers, conveyances, powers of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting or conveying any such shares, stocks, bonds, debentures, rights, warrants or other securities owned by the Corporation, with a majority consent of the Board of Directors.

The Board shall:

- a. Have the powers of the MTMHA and may delegate any of its powers, duties, and functions as is deemed necessary;**
- b. Make policies and procedures as necessary for the governance of the MTMHA, including policies and procedures relating to conduct, discipline and the management of disputes;**
- c. Have the power to suspend, expel or take disciplinary action against any team, coach, player, team official, game official, member or any individual for breach of the MTMHA bylaws or of any decision, policy or regulation of the Board;**
- d. Interpret and clarify any clause of the regulations and, at eth request of a Board member, have the authority to correct or amend any decision or omission which may have been granted or allowed by that Board member or the ember's designate, or by the preceding Board member or member's designate;**
- e. Fill any vacancy which may occur in its number, with the position to be filled by election at the next AGM;**
- f. Be empowered to make agreements, from time to time, with other recognized hockey organizations, provided only that such agreements are within the general rules of organized hockey.**

OFFICERS OF THE CORPORATION:

The Members shall annually, **or oftener more frequently,** as may be required, appoint a president, appoint a 1st Vice-President (**Hockey Operations**), 2nd Vice-President (**Finance**), **3rd Vice-President (Risk Management Officer)** and appoint a Secretary and Treasurer. The Directors may appoint such other officers, as they shall deem necessary whom shall have such authority and shall perform such duties as may from time to time be prescribed by the Directors. In case of the absence **of** or inability to act of the President, Vice-President or any other officer of the Corporation or for any other person that the Directors may deem sufficient, the Directors may delegate **all or** any **or all** of the powers of such officer to any other officer or to any other Director for the time being, provided that a majority of the Board of Directors concur therein.

OFFICERS OF THE CORPORATION

DUTIES OF THE PRESIDENT:

When present, preside at all meetings of members of the Corporation and of the Board of Directors.

Be charged with the general management and supervision of the affairs and operation of the Corporation.

~~The President,~~ With the approval of the Board of Directors, ~~the President~~ may appoint committees consisting of such numbers as may be deemed ~~desirable, required~~ and may prescribe their duties.

~~Note:~~ During the absence or inability of the President ~~to exercise regular duties,~~ the ~~President's his~~ duties and powers may be exercised by the 1st Vice-President. ~~and~~ in the ~~1st Vice President's his~~ absence or inability, ~~the 2nd Vice-President may exercise the duties and powers of the President.~~ In the absence or inability of the President, 1st Vice President and second Vice President, the 3rd Vice President ~~may exercise the duties and powers of the President or such other Director as the Board of Directors may be appointed by _____ for the purpose of filling the President's role on a temporary basis.~~

DUTIES OF THE 1ST VICE-PRESIDENT:

In absence of the President, preside at all meetings of the Corporation and Board of Directors.

Be charged with the general management, operation and supervision of the Hockey Program of Mooretown Minor Hockey Association Inc.

~~He / She~~ The ~~first Vice President~~ shall serve as Director of the Hockey Committee and be responsible ~~to report to~~ the Board of Directors of the Association. ~~Any immediate or urgent concerns shall be reported directly to the President.~~

DUTIES OF THE 2ND VICE-PRESIDENT:

In the absence of the President and 1st Vice President, preside at all meetings of the Corporation and Board of Directors.

Be charged with the general management, operation and supervision of all administrative and financial aspects of the Corporation.

~~He / She~~ The ~~second Vice President~~ shall serve as Director of the Finance Committee and be responsible ~~to report~~ to the Board of Directors of the Association. ~~Any immediate or urgent concerns shall be reported directly to the President.~~

DUTIES OF THE RISK MANAGEMENT OFFICER/ THIRD VICE PRESIDENT:

~~In the absence of the President and 1st & 2nd Vice Presidents,~~ preside at all meetings of the Corporation and Board of Directors.

The ~~scope-~~duty of the 3rd Vice President (or Risk Manager) is to assess, ~~and~~ identify ~~the~~ and resolve any potential risks that may affect the reputation and function of MTMHA.

Be charged with the general management, operation and supervision of all ~~Risk Management~~ aspects of the Corporation relating to risk management that ~~will~~ shall include, but not ~~and-not~~ be limited to: dispute resolution of any protests, complaints, etc. , criminal records checks compliance, Code of Conduct enforcement, policies & procedures creation and maintenance, Respect in Sport implementation and compliance, health and safety implementation and compliance, sensitivity training implementation and compliance , and management of disciplinary hearings.

Draft, maintain, ~~scribe~~ and enforce all policies, bylaws and constitutional protocols ~~set forth~~ agreed upon by the Corporation.

~~The Risk Management Officer~~ ~~They~~ shall serve as Director of the Disciplinary Committee and be responsible to report to the Board of Directors of the Association. ~~Any immediate or urgent concerns shall be reported directly to the President.~~

DUTIES OF THE SECRETARY:

Record all facts and minutes of all proceedings in the books of the Corporation.

Shall give all notices required to be given to members and to Directors.

The Secretary He / She shall be responsible to address ~~take care of~~ all correspondence ~~pertaining to of~~ the Corporation.

~~The Secretary He / She shall be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which the Secretary He / She shall deliver up only when authorized by a resolution of the Board of Directors or to such person or persons as is the Secretary's his successor when The Secretary He / She retires from office.~~

The Secretary He / She shall perform other duties as may be, from time to time, determined and assigned by the Board of Directors.

DUTIES OF THE TREASURER:

The Treasurer shall have the care and custody of all the funds and securities of the Corporation and shall deposit the same in the name of and to the credit of the Corporation in such bank or banks or with such depository or depositories as the Board of Directors may direct.

The Treasurer He / She shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account.

~~The Treasurer He / She shall keep all membership roles and duties related thereto shall be done by him or under his direction.~~

The Treasurer He / She shall be is required to be bonded for the faithful performance of the Treasurer's his duties. and no Director shall be liable for failure to require any bond or for the insufficiency of any bond for any loss by reason of the failure of the Corporation to receive any indemnity thereby provided.

With the approval of the Board, the Treasurer may delegate some of the Treasurer's duties to a third party (ie. Record keeping, bookkeeping duties etc.).

HOCKEY COMMITTEE

CHAIRPERSON : This individual is also the 1st vice-president of the association.

List of Duties include:

1. In absence of the President, preside at all meetings of the Corporation and Board of Directors.
2. Be charged with the general management, operation and supervision of the Hockey Program of Mooretown Minor Hockey Association Inc.

DIRECTOR OF TRAVEL TEAMS

List of Duties Include:

1. Prepare and submit a yearly budget to the Finance Committee
2. Coordinates active communications to and from travel team coaches.
3. Receive all applications for coaching positions, and coordinate coaches' selection process for the travel teams **following the Guidelines established by the MTMHA for the selection of coaches.**
4. ~~Govern~~ Manage all player movement between ~~Rep & AE~~ travel teams and works with Tri-county and House League Director for movement of players between ~~AE and house league~~ teams.
5. ~~Work Coordinate with Referee-in-Chief to assign referees to all travel team home games.~~
6. ~~Works~~ Coordinate with Ice Convener to draft tryout schedules for all divisions.
7. Report all any injuries sustained by travel team players that require need medical attention within 72 hours of the incident accident to the Director of the Finance Committee and Risk Management Officer.
8. Submit all disputes to the Risk Management Officer and recommended action in response.
9. Report any news, statistics and achievements to the Director of Communications;
10. Maintain contact with the Association's our O.M.H.A. representative.
11. Ensure O.M.H.A. rosters are completed.
12. Supervise general operations of travel teams.

13. In conjunction with the Directors of Tri-County League and House Leagues, regulate the number of tournaments each team can participate in during the season and communicate it to the relevant teams.
14. ~~Act as Shamrock League representative unless delegate this duty appropriately~~ ~~Appoint a Shamrock league representatives.~~

Shamrock league representative:

List of Duties include:

1. Assist the Travel Team Director in preparing budget information for review by Finance Committee.
2. Attend all league meetings and provide written reports/meeting minutes to the Director of Travel Teams.
3. Procure travel team league ice schedules and lists of contact people and conveners for distribution to travel team coaches and managers.
4. Collect all completed O.M.H.A. game sheets and forward each week to _____.

DIRECTOR OF TOURNAMENTS

List of Duties include:

1. Provide yearly budget information to the Finance Committee;
2. Secure a list of all O.M.H.A. sanctioned tournaments for Travel Teams and House League teams and post it in the coach's room or distribute by email correspondence for review by all coaches.
3. Organize all MTMHA Tournaments.
4. ~~Must~~ approve all out of province or country tournaments, and ensure that appropriate OMHA approval is obtained by each team.
5. ~~Re-organize~~ Maintain the trophy case, ~~upgrade~~ re-organize and ~~delete~~ remove items if necessary. ~~Keep~~ Maintain inventory of all trophies added or removed.
6. Appoint a Silver Stick representative.

Silver Stick Representative:

1. Prepare a budget with projections of income and expenses for Silver Stick Tournaments and submitted it to the Finance Committee.
2. Appoint an advertising person for securing of sponsors and advertising for Silver Stick program.
3. Ensure all Silver Stick rules & regulations are followed by teams, coaches and players;.
4. Submit a yearly financial report for Silver Stick to MTMHA

DIRECTOR OF PROGRAMS AND PALYER/COACH DEVELOPMENT

List of Duties include:

1. Prepare a yearly budget for cost of operating hockey school and goaltending school when applicable.
2. Submit Ice Time Requirements to the Ice Director.
3. Organize the Hockey and Goaltending Schools - including registration, time, place, duration, cost & allowable numbers.
4. Select and secure head instructors & assistants for the hockey school and goaltending school.
5. Ensure that an appropriate course guideline is prepared and followed for the hockey school and the goaltending school.
6. Organize Clinics as required by OMHA guidelines. ~~Including by not exclusive to Coaches, Trainers, CHIPS, and First Aid.~~

7. Develop, maintain and distribute MTMHA coaches manuals to all coaches, managers and trainers.
8. Develop and maintain Skills Development Library.

O.M.H.A. REPRESENTATIVE

List of Duties include :

1. Prepare and submit a yearly budget to the Finance Committee, which many include, but not be limited to, expenses for: telephone use, stamps purchased, mileage, etc.
2. Represent MTMHA at all O.M.H.A. meetings.
3. Serve as liaison for all O.M.H.A. communications.
4. Ensure that the Directors of Travel, Tri-County and House Leagues have rostered all Travel Teams Players, Coaches and Bench Staff and send to OMHA for Approval;
5. Ensure that the Directors of Travel, Tri-County and House Leagues have distributed the electronic rosters to the team managers after approval by the O.M.H.A. Convenor;
6. ~~Distribute all O.M.H.A. Rosters to team managers after approval by the O.M.H.A. Convenor.~~
7. Obtain O.M.H.A. sanction fees from Treasurer of MTMHA and forward to O.M.H.A. Secretary.
8. Set up all O.M.H.A. play off dates for all Mooretown travel teams in conjunction with other teams' O.M.H.A. representatives.
9. Administer and operate ice time requirements during O.M.H.A. playdowns and finals for MTMHA

ICE CONVENOR

List of Duties include:

1. Prepare a budget for yearly ice costs, this is to include: Travel teams, Tri-County teams, House League teams, hockey school, travel team try-outs and goaltending school.
2. Draft ~~and seek approval of~~ finalize ice schedule in consultation with the Directors of Travel Team, Tri-County and House Leagues ~~for all Travel teams, Tri-County teams and House League teams~~ by mid-September of current hockey season. The final schedule must be approved by the Directors of Travel Teams, Tri-County and House Leagues before distribution ~~and distribute~~ to all teams.
3. Approve the actual ice usage of MTMHA
4. Coordinate with the Directors of Travel Teams, Tri-County and House Leagues and Referee in Chief to assign referees for all home games.

DIRECTOR OF TRI-COUNTY LEAGUE

List of Duties include:

1. Prepare and submit a yearly budget to the Finance Committee
2. Coordinates active communications to and from Tri-County coaches;
3. Appoint Tri-County conveners for each division.
4. Receive all applications for coaching positions and coordinate coaches' selection process for the Tri-County league teams following the Guidelines established by the MTMHA for the selection of coaches;
5. Coordinate with Ice Convenor regarding the scheduling of games and referees;
6. Ensure OMHA ~~cards and~~ rosters are completed ~~by teams~~ and sent to OMHA by OMHA Representative.

7. ~~Hold Convene~~ meetings with coaches and managers of Tri-County league teams as necessary .
8. ~~Advise Referee in Chief of all Tri-County league schedules.~~
9. Supervise general operation of Tri-County league.
10. ~~Advise Director of Finance and Administrative Committee of any Tri-County league player injuries that need medical attention within 72 hours of the accident~~ Report all injuries sustained by Tri-County players that require medical attention within 72 hours of the incident to the Director of the Finance Committee and Risk Management Officer.
11. ~~Take~~ Submit all disputes to Risk Management Officer and recommended action in response.
12. ~~Assist conveners with scheduling.~~
13. Report any news, statistics and achievements to Director of ~~Publicity &~~ Communications.
14. Assist conveners in balancing teams by the third (3rd) game of the season.
15. In conjunction with the Director of Travel Teams and House Leagues, ~~decide on~~ determine number of tournaments each team can participate in during the season and communicate it to the teams.

DIRECTOR OF HOUSE LEAGUE

List of Duties include:

1. Prepare and submit a yearly budget to the Finance Committee
2. ~~Appoint house league conveners for each league.~~
3. Coordinate active communications to and from House League coaches;
4. Receive all applications for coaching positions, coordinate coaches' selection process for the house league teams , and assign coaching positions following the Guidelines established by the MTMHA for the selection of coaches.
5. Ensure OMHA ~~cards and~~ rosters are completed by teams and sent to OMHA by OMHA Representative as required.
6. Report all injuries sustained by Tri-County players that require medical attention within 72 hours of the incident to the Director of the Finance Committee and Risk Management Officer
7. Hold meetings with coaches and managers of house league teams as necessary
8. ~~Advise Referee in Chief of all house league schedules.~~
9. Supervise and manage general operation of house league.
10. Advise Director of Finance and Administrative Committee of any house league player injuries that need medical attention within 72 hours of the accident.
11. ~~Take~~ Submit all disputes to Risk Management Office and recommend action in response.
12. Assist conveners with scheduling.
13. Ensure O.M.H.A. roster are completed.
14. Report any news, statistics and achievements to Director of ~~Publicity &~~ Communications.
15. Assist conveners in balancing teams by the third (3rd) game of the season.
16. In conjunction with the Director of Travel Teams and Tri-County ~~decide on~~ determine number of tournaments each team can participate in during the season and communicate it to the teams.
17. Supervise general operations of House League;
18. Organize and execute Minor Hockey Day.

DIRECTOR OF RULES & REGULATIONS COMMITTEE ---- ABSORB BY RMO ????????

List of Duties include:

1. Prepare and submit a yearly budget to the Finance Committee.
2. Procure and distribute current O.M.H.A. rulebooks to all coaches and managers in our MTMHA system. (Travel and House League Teams)
3. Prepare and recommend Compile a coach's library, for exclusive use by coaches of MTMHA
4. In conjunction with the Hockey Committee members, rules on resolve disputes, complaints and criticisms of relating to players, coaches, managers, parents and referees of the MTMHA.
5. Report all rule changes to Director of Publicity & Communication Committee
6. Report all rule changes at Coaches Meetings (in written form).
7. Appoint a Referee-in-Chief

Referee-in-Chief Duties:

1. Prepare and submit a yearly budget to the Finance Committee (cover cost of clinics, rulebooks, etc...)
2. Set up a roster of boys and girls to referee Novice to Atom Travel teams and Tyke to Midget House League teams.
3. Set up equitable and fair schedule for all referees to work.
4. Instruct referees on all new rule changes.
5. Provide a grading system for _____ and submit a report to the Directors on a bimonthly bases.
6. Advise referees of upcoming certification programs
- 7.

DIRECTOR OF EQUIPMENT COMMITTEE

List of Duties include:

1. Prepare and submit a yearly budget to the Finance Committee.
 2. Call tenders for sweaters and equipment purchases and make recommendations to the MTMHA concerning the award recommends awarding of the tenders.
 3. Apply for, and obtain, any third party funding which may be available to fund new equipment opportunities;
 4. Obtain the sponsors' names from the Director of Sponsors and Fundraising Committee and instruct supplier of application of sponsor's name for sweater patches.
 5. Set up Arrange and maintain an inventory system for all equipment and sweaters with an opening/closing balance at the beginning and end of each season.
 6. Distribute Assign lockers, and locker combinations (if necessary) and room keys to all conveners for distribution to teams.
 7. Maintain equipment in good and appropriate condition at all times;
 8. Check for equipment needing repair and initiate action when required.
 9. When appropriate required, set up a list the-used equipment for sale on behalf of the for MTMHA
-

TO BE REMOVED FROM CONSTITUTION AND MOVED INTO POLICIES

TRAVEL, TRI-COUNTY & HOUSE LEAGUE COACHES SELECTION PROCESS CRITERIA

TRAVEL

- a) Formal applications for _____ must be submitted, in writing, to the Director of the Travel Teams Committee. This The application must outline: all reasons the Applicant wishes for wishing to coach, previous experience, and the desired team. Coaching credentials (formal C.A.H.A and other) plus their intentions for the team for the season must be included.
- b) After review of the applications, the Hockey Committee shall will select the coaches.
- c) The managers appointed for of each team shall will automatically become part of be integrated into the the administrative process of Mooretown Minor Hockey Association Inc. and shall will report directly to the Director of Travel Teams.
- d) The coach designated by the Association for of each team will pick assistant coaches and trainers. The coaching staff of each team shall fall under They are part of the responsibility of the Hockey Committee's responsibility, They will be governed specifically by the Director of the Travel Teams Committee. Coaching staff shall report They will report directly to the head coach.
- e) All coaches and managers in the Rep & AE category must.

TRI-COUNTY

- a) Formal applications for _____ in writing must be submitted in writing to the Director of the Tri-County Teams Committee. This application must outline: all reasons the Applicant wishes for wishing to coach, previous experience, and the desired team. Coaching credentials (formal HOCKEY CANADA, and other) plus their intentions for the team for the season must be included.
- b) After review of the applications, The Hockey Committee shall will select the coaches.
- c) The managers appointed for of each team shall will automatically become part of be integrated into the administrative process of Mooretown Minor Hockey Association Inc. and shall will report directly to the Director of Tri-County Teams.
- d) The coach designated by the Association for of each team will pick assistant coaches and trainers. The coaching staff of each team shall fall under They are part of the responsibility of the Hockey Committee's responsibility, They will be governed specifically by the Director of the Tri-County Teams Committee. Coaching staff shall report They will report directly to the head coach.
- e) All coaches and managers, Rep & AE Tri-County category must execute sign the MTMHA Coaching Agreement and abide by its terms at all times. The execution of the MTMHA Coaching Agreement It is statement of consent by a coach is to confirm that the individual will represent the best interests of the players and the members of the Association. The MTMHA Coaching Agreement shall be drafted by a committee appointed by the Directors reflecting the mandate of the _____. This agreement arises from input from a committee representing MTMHA membership. In essence, a mandate from the parents of hockey players

HOUSE LEAGUE

- (a) The Director of the House League Committee must mandate and enforce stipulate the need for any coaching staff these individuals to be dedicated to part of a system that will recognize the fact that development and recreational hockey must go hand in hand. Coaching staff are expected to create In other words, you are creating an environment within which all individuals (players and coaches) are provided with the opportunity to achieve their own personal best standard of accomplishment. Coaching staff shall ensure that all In essence, the participants shall will be provided with the opportunity to improve means of achieving their own personal goals and objectives.
- (b) Coaching staff in House League shall These individuals will be provided with the opportunity for self-betterment improvement as follows in the following areas:
 - i. _____ Attendance to all levels of coaching programs offered by the O.M.H.A. and HOCKEY CANADA.
 - ii. _____ Trainers' clinics for the sport of hockey; and
 - iii. _____ The opportunity to provide A personal input to MTMHA with regards to the operation of the House League program.

Responsibilities of Tri-County and House League Coaches: The responsibility of the Tri-County and House League coach, while different from that of the Travel Team coach, is no less important. If anything, it is more difficult. The Travel Team coach has developed

players to coach, whereas the Tri-County and House League coach has had to nurture that development. This means the development of the individual is all aspects of life above and beyond player ability.

With all of the above in mind, the atmosphere created will be one of self-help and personal satisfaction of all parties involved. The child, the parent, the referee and the system must all be respected.

Any committee so appointed may meet for the transaction of business, adjourn and otherwise regulate its meetings, as it thinks fit. Unless otherwise determined by the Board of Directors, two members of a committee shall be a quorum. Questions arising at any meeting of a committee shall be a majority of votes and in the case of an equality of votes the Director of the meeting shall have a second or casting vote. ***** **is this in the wrong place?????**

GUIDELINES

1. SELECTING COACHES

(a) **Advertisement of a Coaching Position:** A coaching vacancy should be made known to all prospective and potential coaches that the position is available. Such advertisement This could be accomplished by means of website notices, newspaper ads, posters, in public buildings, word of mouth, etc...

(b) **Written Application Form:** Formal applications shall be should be requested and made available on the website for completion by potential candidates. The application should include: experience, qualifications, reasons for wanting the team, intentions for the team, and the names of the intended manager and assistant coach.

(c) **Short Listing:** Where a large number apply for a particular position, the Hockey Committee could reduce the interview list to the three candidates who appear most suitable, based on their written applications.

(d) **Vulnerable Sector Screens:** VSS's will be carried out on all applicants that have made it to the short list. The VSS They will be carried out as outlined in the OMHA Criteria.

(e) **Personal Interview:** The potential candidate shall be interviewed in person written application should be followed up by a personal interview of the prospective coach by the Hockey Committee.

(f) **Information:** Applicants who are not appointed to a team do not receive teams should be advised that they have not been selected, and the reason that the candidate was not successful why.

(g) **Tenure of coaches:** A coach should not have the same group of players for a period exceeding more than three consecutive years as an individual A player should experience a variety of approaches through exposure to different coaching staff during his a player's minor hockey career.

2. QUALITIES OF A COACH

The coaching selection committee shall select the candidate who best meets the qualities identified by the MTMHA as crucial to a good coach, listed as follows: necessary for a good coach can be divided into three areas:

(1) Knowledge & Technique:

- (a) have a minimum of Level 1 or as required by the O.M.H.A.
- (b) have a basic knowledge of first aid.
- (c) have time available to do the job.
- (d) be able to organize and run a practice efficiently.
- (e) be able to teach fundamentals of hockey appropriate to the relevant age group.
- (f) be familiar with O.M.H.A. rules and regulations.
- (g) be able to "read" his players, to know when the player is at his peak or off his game.
- (h) be able to assist players in understanding their role as team players.
- (i) be able to instill in players, the desire to play their best (win or lose)
- (j) be a good loser as well as a good winner.
- (k) be progressive and communicative.

(2) Personality and the ability to communicate:

- (a) be level headed even tempered

- (b) be able to communicate effectively and respectfully with parents.
- (c) be capable of instilling and maintaining discipline a disciplinarian
- (d) be able to command respect from players and parents.
- (e) be able to capable of recognizing individual differences, relate to them, and accommodate work with the player's individual needs, both on a skill level and an emotional level.

3) Motivation,

- (a) Whether house league or travel team, the person should be sincerely interested in coaching.
- (b) To accept a coaching position as a favour to someone else is not fair to the players involved.
- (c) Must be able to place the children's interests above his own.
- (d) The coach of a house league team should focus on development of ~~stress~~ the recreational benefits aspects of hockey; skill development and a winning attitude, although important, should be secondary to the players having fun.
- (e) The coach of a travel team should focus on stress player development. Each player should be encouraged and expected to play to the best of their ability. Any travel team coach who stresses fun at the expense of hard work is doing the players and the organization a disservice.
- (f) A Coach must conduct the team in a manner which accords with the guidelines set down by the Hockey Committee and which reflects positively on the MTMHA as a whole. in the coaches manual A coach should not consider the team to be the coaches' team "his" to do with what he/she sees fit. He/She is expected to follow the guidelines set down by the Hockey Committee in the coaches manual. In particular, He/She must conduct themselves and have their players conduct themselves in a manner which brings pride, rather than disgrace, to the MTMHA.

3. PLAYER DEVELOPMENT

It is strongly recommended that the Hockey Committee set up a player development guide, wherein a program of development from Tyke through Juvenile will be specifically laid out so that all coaches are working together rather than at cross purposes.

4. FUNDING OF TEAMS

- (a) No team should be allowed to raise funds without the approval of the Board of Directors.
- (b) Beyond their initial donations, sponsors should not be approached for additional assistance unless under special circumstances and with approval of the Board of Directors.
- (c) Additional financial support will be considered for approval by _____, to teams that have reached O.M.H.A. finals and zone finals.
- (d) Acquisition of Extra ice time and payment for it thereof should be decided by the coach and manager in consultation conjunction with the team and parents.
- (e) Travel restrictions should be determined by up to the individual teams, subject to Hockey Committee approval. Each team should have the freedom to travel go where they want desired (under O.M.H.A. guidelines) at their the team's own expense, with parental consent.

FINANCE AND ADMINISTRATIVE COMMITTEE

CRITERIA:

The Finance and Administrative Committee's main responsibilities are: the management and disbursement of revenue generated by the MTMHA.

This Committee is further charged with responsibility for all fund raising required by the Association. Further, this committee will administer all aspects of the Corporation not directly administered by the Hockey Committee, including the Hockey Mothers Association. This committee will comprise the following areas of responsibility:

DIRECTOR: This individual is also the 2nd Vice President of the Association.

Duties of Director

- In absence of the President and the 1st Vice President, preside at all meetings of the Corporation and Board of Directors.
- Be charged with the general management, operation and supervision of all administrative and financial aspects of the Corporation

SECRETARY

This individual shall be charged with the administrative will be in charge of the secretarial duties of the Association and compilation of statistics for the hockey program through the Director of Publicity & Communication.

Duties of Secretary

- Record all facts and minutes of all proceedings in the books of the Corporation.
- Shall give all notices required to be given to members and to Directors.
- The Secretary He / She shall administer take care of all correspondence of pertaining to the Corporation.
- The Secretary He / She shall be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which The Secretary He / She shall deliver up only when authorized by a resolution of the Board of Directors or to such person or persons as is the Secretary's successor when the Secretary He / She retires from office.
- The Secretary He / She shall perform other duties as may be, from time to time, determined by the Board of Directors.

TREASURER

Duties of Treasurer

- Shall have the care and custody of all the funds and securities of the Corporation and shall deposit the same in the name of and to the credit of the Corporation in such bank or banks or with such depository or depositories as the Board of Directors may direct.
- The Treasurer He / She shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account.
- The Treasurer He / She shall keep all membership roles and duties related thereto shall be done by the Treasurer him or under the Treasurer's his direction.
- The Treasurer He / She shall be required to be bonded for the faithful performance of his duties and no Director shall be liable for failure to require any bond or for the insufficiency of any bond for any loss by reasons of the failure of the Corporation to receive any indemnity thereby provided.
- All cheques on the Treasury shall be signed by the Treasurer, and the President or the Secretary. If a vacancy shall occur in any office by reason of death, resignation, disqualification or otherwise, the Directors may by resolution elect or appoint a person to fill such vacancy .

~~DIRECTOR OF WORKS COMMITTEE: --- Absorbed by Hockey Moms~~

~~This individual will oversee fund raising events. Provide budgets for approval by finance committee, financial reports, and recommendations for fund raising events.~~

DIRECTOR OF PUBLICITY & COMMUNICATIONS :

This individual is charged with ~~in charge of~~ the publication of Mooretown Hockey News and management of any other ~~all aspects of~~ communication on behalf of ~~for~~ the Association. This Director shall also ~~Also~~ provide budgets and financial reports regarding publicity and communication expenses to the Director of Finance.

DIRECTOR OF SPONSORSHIP :

This individual shall ~~liaise will be the liaison~~ between ~~sponsors of teams~~ and the Association. ~~The Director of Sponsorship shall Also provide budgets and financial reports for expenses pertaining to this role to _____.~~

BINGO COORDINATORS:

~~The Bingo Coordinator(s) This or these individuals is/ are responsible for coordinating fundraising Bingos. The coordinator(s) shall provide and providing monthly financial statements and banks statements to Finance Committee pursuant to the rules of City Hall of Sarnia and the Ontario Gaming Commission.~~

HOCKEY MOTHERS' LIAISON:

The president and designated member of the MTMHA Hockey Mother's Assoc. shall ~~may~~ act as liaison between the MTMHA Hockey Mother's Association and MTMHA Board of Directors. ~~The liasons shall~~ Provide budgets for approval ~~by the MTMHA~~ finance committee, monthly financial reports, and recommendations ~~for future~~ fund raising events.

MOORETOWN MINOR HOCKEY ASSOCIATION INC HOCKEY MOTHERS ASSOCIATION

The Hockey ~~Mothers' Association was created as an formed to act as an~~ auxiliary of Mooretown Minor Hockey Association Inc.

This auxiliary group shall consist of ~~1~~ an executive and team mothers, ~~fathers or other guardians~~ (appointed representatives of each team)

The Executive:

1. The executive shall consist of officers, four directors and immediate past president
2. The officers shall be ~~1~~ the President, Vice-President, Treasurer and Secretary.
3. The term of office for the President and Vice-President shall ~~will~~ be two years.
4. The Secretary, Treasurer and Directors will be elected at the general annual meeting each year, by ballot cast by the approved ~~MTMHA~~ membership at large.
5. One Director (additional) may be appointed by the ~~HM~~ President subject to the majority approval of the executive.
6. The Executive has the power, by majority vote, to fill any vacancy occurring during the term of office.
7. In the absence of the President, the Vice-President will fulfill the duties of the President.
8. The President, and an individual appointed by the Executive, shall ~~will~~ become an immediate members of the Board of Directors of the MTMHA Inc. These individuals shall ~~will~~ act as liaison between the parent body and the auxiliary organization and be afforded all privileges granted to the Directors of the MTMHA Inc. These individuals cannot be elected or appointed to any office of the MTMHA Inc. parent body.

Team Parents

1. A minimum of one (1) representative of each team will be appointed to the Parents Auxiliary, subject to the approval of the Auxiliary, prior to a general meeting of the Auxiliary, to be held in the fall of each year.
2. A team parent cannot hold the position as team parent for the same ongoing age group, two successive years.
3. A team parent shall hold the position from appointment in the fall through until a new team parent is appointed for the following year.
4. A team parent shall act as liaison between the team and executive and shall have a vote at all meetings of this auxiliary.

OBJECTIVES:

The auxiliary is formed to assist MTMHA Inc in the following areas: fund raising, establishment and ~~maintenance continuance~~ of an annual hockey awards dinner, plus other areas deemed necessary by the Board of Directors of the MTMHA Inc.

BY-LAWS:

~~The Mooretown Hockey Mothers Association shall will be governed by the by laws and constitution of the parent body, the MTMHA.~~

Bylaw # 03/21/2000_1

Guideline of M.T.M.H.A. for dressing room assignment for Atom and older teams of mixed gender.

~~It is this association's intent to observe OHF policy # 12, which states: "It is the policy of the OHF that separate dressing rooms / areas be provided for both male and female personnel, which includes players, coaches, officials and volunteers".~~

~~This separate change facility must be safe and supervised.~~

~~It is recognized that pre and post game participation is important, therefore all players shall be present 10 minutes before and 10 minutes after the game, integrated as one team in a common area (probably a designated dressing room). During this time players shall be dressed. It is the coach's responsibility to coordinate this time period.~~

Bylaw #1

Guideline of M.T.M.H.A. for dressing room assignment for Atom and older teams of mixed gender.

It is this association's duty to adhere OHF Dressing Room Policy September 2016, which states:

"All players have the right to utilize the dressing room in accord with their gender identity and gender expression and that meets their individual needs. If, due to building constraints and despite the best proactive efforts of 'Mooretown Minor Hockey Association', a dressing room that meets a player's individual needs is unavailable, it is the responsibility of 'Mooretown Minor Hockey Association', with support from the Ontario Hockey Federation, to work in collaboration with the player to find an appropriate and equivalent changing area.

This may include the MTMHA working with facility management on behalf of the player to find an appropriate and equivalent changing area to ensure a player's needs are met and their right to inclusion and equal treatment are respected."

All separate change facilities must be safe and supervised.

It is recognized that pre and post-game participation is important, therefore all players shall be present 10 minutes before and 10 minutes after the game, integrated as one team in a common area (probably a designated dressing room).

During this time players shall be dressed. It is the coach's responsibility to coordinate this time period.

Bylaw # 2

Late Player Movement From AAA After November Cut-off.

In the event that a request is made to accommodate late player movement from AAA, the following criteria must be met.

1. No player displacement shall occur ~~from to~~ any team affected.
2. The coaching group from the effected team supports the acquisition of an additional player.
3. The total number of players on the effected team shall not exceed seventeen (including two goalies).
4. The Hockey Committee must deem such movement as beneficial to this association.
5. The executive shall determine fair registration cost for the remainder of the year.

It is the player/parents responsibility to notify the team that they are leaving, and acquire all release information as required by the Travel / O.M.H.A. director

Bylaw 3

Coaches Expenses

~~This association, under no circumstance, will provide restitution for any coaching expense related to travel cost or accommodation for a specific team.~~

~~Under no circumstance shall the MTMHA provide financial reimbursement for any coaching expense related to travel cost or accommodation for a specific team attending a league, exhibition, provincial or tournament game~~

~~This does not include expenses for level coaching clinics or training expenses that may be deemed (by the executive) as beneficial to the whole organization.~~

~~This provision does not apply to any include expenses for level coaching clinics or training expenses that may be deemed, by the MTMHA executive, as beneficial to the whole organization.~~

~~Bylaw: # 07/29/2002_4 Revision # 1 dated 3/26/07~~

Extra Team Funding

~~All Teams (Travel & House League) must pay for any additional expenses extras that they deem necessary throughout the year including extra ice for practice or games, unless the Ice Director gives out in a "last minute situation"~~

~~The following exceptions to Extra Team Funding apply:~~

1. Tournaments.

~~MTMHA will not pay any cost for regular tournaments including regional Silver Sticks, however will subsidize up to \$500 (Can.) per team winning a regional silver stick and entering a North American Final. The total budget for this opportunity is \$1000(Can.). If more than 2 MTMHA teams happen to make a final round the budgeted amount will be divided by the number of teams participating in that season. Example: (\$1,000 divided by 3 teams = \$333.33 max) There is no carry-over from year to year.~~

2. Buses.

~~MTMHA will subsidize for and up to \$1000 (Can.) for OMHA finalist wishing the services of a team bus to travel round trip, one time only to the visiting centre they are playing. The total budget for this opportunity is \$2000(Can.). MTMHA will cover two thirds of the cost of a bus charge for one day only to a maximum of \$1000(CAN.). If there are more than 2 teams participating in a final the total budget will be divided into the number of teams to reach the subsidy amount. (Example \$2000 divided by 3 teams = \$666.66 max.) There is no carry-over from year to year.~~

3. MTMHA will subsidize the St. Clair Girls Hockey Association for any team playing in an OWHA Finals or for any team winning a regional silver stick and entering a Girls North American Silver Stick Final. The total budget for this opportunity is \$400(Can.). If more than 1 team happens to make a final the budgeted amount will be divided by the number of teams participating in that season. Example: (\$400 divided by 2 teams = \$200 max) There is no carry-over from year to year.

****Note:**

~~The above exceptions can only be executed carried through if the Finance Committee has determined deemed MTMHA we have has sufficient funds for the current hockey season by no later than Jan.1 of that season.~~

~~**ALL funds above mentioned are in Canadian Currency (CDN) only.~~

Bylaw #4

Extra Team Funding

All Teams (Travel & House League) must pay for any extras that they deem necessary throughout the year including extra ice for practice or games, **unless the Ice Convenor gives out in a “last minute situation”**.

1. Tournaments

MTMHA will pay for the registration fee (up to \$1000 CDN) for the following:

- International Silver Stick Tournament – should the MTMHA team **win** their Regional Silver Stick Tournament and qualify to participate in the International Silver Stick Tournament.

MTMHA will not pay the registration fee if the team did not win the qualifier.

- For example; a MTMHA team which finishes 2nd in the regional qualifier is asked to participate in the International Silver Stick Tournament would not be eligible for this funding

2. Buses

MTMHA will subsidize for and up to \$1000 (Can.) for OMHA finalist wishing the services of a team bus to travel, one time only to the visiting centre they are playing. The total budget for this opportunity is \$2000(Can.). MTMHA will cover two thirds of the cost of a bus charge for one day only to a maximum of \$1000(CAN.). If there are more than 2 teams participating in a final the total budget will be divided into the number of teams to reach the subsidy amount. (Example \$2000 divided by 3 teams = \$666.66 max.) There is no carry-over from year to year

OR...

3. OMHA Spirit Wear

MTMHA will pay for an OMHA Championship jacket (up to \$100 CDN per team member) for the following:

- MTMHA team wins the OMHA Playdowns

MTMHA will pay for the championship jacket for the team officials (up to a maximum of 5) and all players on the electronic roster. Affiliated players are not eligible unless competing in the tournament.

MTMHA will pay for OMHA Finalist Spirit Wear (up to \$35 CDN per team member) for the following:

- MTMHA team reaches the Finals in an OMHA Playdown

MTMHA will pay for the Finalists Spirit Wear for the team officials (up to a maximum of 5) and all players on the electronic roster. Affiliated players are not eligible unless competing in the tournament.

Bylaw: # 5

Travel Team Tryouts

All Players that wish to play on a Travel Team in the MTMHA system must:

- 1. Attend at least one of the 1st two tryouts. After the 1st two tryouts it is up to the individual Coach's discretion as to the Players participation level in the rest of the tryout process.**
- 2. Be released for the REP team. Only after being released from the REP team will players be allowed to attend AE team tryouts.**

3. No Player will be allowed to try out for a travel team if they are not registered prior to the 1st scheduled travel tryout and only if space permits. (After the final spring registration date deadline players will only be allowed to register if MTMHA have room for them to play hockey)

All Players that wish to play on a MTMHA Travel Team must:

1. Attend at least one (1) of the first two (2) Representative Team try-outs.
2. Only after attending and being released from the Representative Team will a player be eligible to try-out for the Additional Entry Team.
3. No Player will be allowed to try-out for a Travel Team if they are not registered prior to the first scheduled Representative Team tryout.
4. A player trying-out in a division outside of their own age group must also attend their own age group's try-outs.

Exceptions

- In the event that a Player has a "significant Medical Issue". The Coach and Travel Team Director should be made aware of this prior to, or during the 1st first of two Try-outs. The Coaches should acquaint themselves with the Player's past performance, with at least one Coach from the previous year if possible. The Player or Guardian should also furnish a letter from a Doctor stating that the nature of the injury is such that the Player cannot perform near _____ Expected levels at that time, unless it is obvious (i.e. a cast on). There should also be a forecast as to when the Player is expected to be able to fully participate as a Team Member. The Coach at this point in time may save a spot on the Team Roster or include the Player on the AP list if desired.
- A Player/Parent call's the coach and explains to him/her that they cannot make it to the 1st or even the 2nd tryout for a good reason. If the coach agrees, the player will be allowed to tryout for the REP team at a subsequent practice or exhibition game. The Coaches should acquaint themselves with the Player's past performance, with at least one Coach from the previous year if possible.

Note: a good reason could be a player has a work commitment, high school sports commitment, other sports commitment or family commitment such as vacation/funeral.
- In the event that a player has a "significant medical issue"; the Coach and Travel Team Coordinator must be made aware of this prior to or during the 1st two (2) try-outs. A note from a Doctor, stating that the nature of the injury is such that the player cannot perform near expected levels at that time, unless it is obvious (i.e. a cast on) must be received by the Coach and Travel Team Coordinator prior to or during the 1st two (2) try-outs. If the Coach, after acquainting themselves with the player's past performance, feels that the player would be an asset to the team based on known skill may save a spot on the team roster. Saving a spot on the team roster must be approved by the Travel Team coordinator.
- A player/parent informs the Coach and Travel Team Coordinator that they cannot make it to the first or even the second tryout for a good reason. If the Coach, after acquainting themselves with the player's past

performance, feels that the player would be an asset to the team based on known skill may allow the player to try-out for the Representative Team at a subsequent practice or exhibition game. Approval must be obtained from the Travel Team coordinator.

Note: A good reason could be the player has a work commitment, other sports commitment or family commitment such as vacation/funeral.

- A player trying-out in a division outside of their own age group may skip their own age group's try-out if the scheduled try-out times overlap.

Definition of Released

- Released from the REP team after a tryout (Coaches decision)
- Before, during or after the 1st or 2nd tryout the player/parent talks to one of the Coaches and explains that the player wants to play AE not REP therefore the coach would release the player (player/parent decision).

Note:

If this is done before the tryouts the player has waived any rights to the 2-tryout rule. If the AE coach wants they can cut the player after one skate.

- Any player wishing to be released from any travel team due to circumstances where he or she cannot full fill team commitments **must state those intentions to the coach of the team which they want to be released from by the end of the first 2 tryouts.** The reasons to be released must be deemed acceptable by the above-mentioned coach. No player will be allowed to tryout for other teams in MTMHA until the above release has occurred. Release form to be filled out by coach & player, a copy of the form will then be given to the coach of the team immediately below the team he/she was released from before they can participate in any of that teams tryouts.

The executive Travel Teams Director must be immediately informed when:

- a) The coach does not feel the reasons given for the release are acceptable (eg. 3-4 players leaving together etc.);
- b) If circumstances arise after the first 2 tryouts and a player wishes to be released;

The executive Travel Teams Director will look into the situation and make a final ruling as soon as possible.

Reasons deemed acceptable are:

- work commitments
- two or more siblings of the same age or division need to play together, if possible.
- high school sports commitment
- other sports commitment
- family commitment such as vacation/funeral

Definition of Released

1. A player may be released from the REP team ongoing try out after a tryout by a coach's decision or based upon:

- a. Before, during or after the first or second tryout the player/parent confirms to the REP coach ~~one of the Coaches~~ and explains that the player wants to play AE level hockey, not REP level, and therefore the coach would release the player based upon the player/parent decision.

If a player/parent elects to exercise this decision before the second REP tryout, the player forfeits permanently any right to the second try-out for REP hockey.

Note:

If this is done before the tryouts the player has waived any rights to the 2-tryout rule. If the AE coach wants they can cut the player after one skate.

- b. Any player/player's parent wishing the player to be released from any travel team due to circumstances where the player/player's parent ~~he or she~~ cannot or does not wish to fulfill travel team commitments **must state this position these intentions to the coach of the team which the player wishes they want to be released from by the end of the first 2 tryouts.** The reasons to be released must be deemed acceptable by the above-mentioned coach. No player will be allowed to tryout for other teams in MTMHA until the above release has occurred.

The player Release form to be filled out completed by the coach & player/player parent, a copy of the form will then be given to the coach of the team immediately below the team the player ~~he/she~~ was released from before they can participate in any of that teams tryouts.

The executive Travel Director must be immediately informed when:

- a) The coach does not feel the reasons given for the release are acceptable or reasonable (eg. 3-4 players leaving together etc.).
b) If circumstances arise after the first 2 tryouts and a player wishes to be released.

The executive Travel Director will look into the situation and make a final ruling regarding the validity of the release as soon as possible.

Bylaw # 01/27/2003_6

Bylaw #6

Banners

MTMHA will pay for and endorse the hanging of officially approved OMHA Championship, Finalists and Silverstick Banners only within the Moore Sports Complex. All other banners, including Silverstick and other tournament banners, champion or finalist, will not be hung at Moore Sports Complex included.

~~Should members of MTMHA decide to purchase banners on their own to be hung in the Moore Sports Complex, MTMHA requests that banners keep within the same size and dimensions of the banners presently in the Moore Sports Complex.~~

Bylaw: # 7

Select Teams

The following provisions shall apply to all Select Teams within the MTMHA:

1. Fair play and sportsmanship are to be the main focus, with emphasis on positioning, and skills development.
2. The Coaching Staff must be properly certified as per the OMHA Manual of Operations.
3. Team will consist of a maximum of 19 players with a minimum of 15 players.
 - Players must be officially rostered as per the OMHA Guidelines.

- Players must be equally representative from all house league teams of the same age group (i.e. equal number of players from each team).
4. The **selection process** is determined by the coaching staff but must be approved by the MTMHA Directors prior to picking the players.
A few possibilities are:
 - Select Team Coaches receive 4/5 names from each house league coach of possible candidates. Select Team Coaches will ask the parents of these players if they have an interest in participating. This could be done all at once at a parent meeting.
 - Select Team Coaches watch the house league teams for 4/5 weeks and pick their players from what they observe during these games & practices.
 5. The players will be rotated in equally for games.
 6. The maximum number of exhibition games is (2) two per month and the maximum number of tournaments is (3) three per season. This is an OMHA rule, any adjustments in excess must be approved in writing by the Regional Executive Member of OMHA appointed Convener.
 7. The **cost associated with the of this** select team will **be spread out divided** equally among all the participating players. M.T.M.H.A. will provide the subsidized ice **rate** only.
 8. All rostering and registration fees will be **covered and carried out paid** by M.T.M.H.A. **and executed by the Travel Team Director**
 9. The parents of the selected players will be informed of the extra cost and time commitment prior to the start of the season. Each player's first commitment must be to his or her designated Houseleague team.
 10. If a selected player does not wish to participate, the head coach can **select another player pool** from all house league teams of that age group to have **a maximum number of players allowable for the** roster
 11. The select team will not start until after November 1.
 12. More detailed regulations for a select team will be found under Regulations for Rostered Select Teams in the OMHA Manual of Operations.

Bylaw: # 09/25/2005_8 Revision # 1 dated 10/30/06

Bylaw: # 8

Coaching Complaints and Grievances

All complaint/grievances regarding a specific incident or conduct of a coach must be received by the **executive- Risk Management Officer** in written form and must be received no later than 14 days after the incident.

Note: complaint/grievance must be signed, dated, and include a current phone number of complainant.

1. The **executive Risk Management Officer** will notify the coach involved and forward a written copy of the complaint/grievance to the coach within 7 days of receiving the complaint/grievance.

2. Within 14 days of receiving the complaint/grievance the **Executive Risk Management Officer will meet** arrange a meeting with the plaintiff and the coach to discuss the complaint/grievance and to work out an appropriate solution.
3. If the meeting of the two parties has not resolved the issue the **Executive Risk Management Officer and a Discipline Panel** will meet within 7 days to determine if any action is required.
4. All **Executive** decisions will be forwarded in writing to the parties involved within 7 day.

Bylaw # 07-27-2009-9 rev 1

Bylaw # 9

Team Fund Raising

As per the MTMHA Constitution (page 13) no team **should be allowed shall be permitted** to raise funds **from third parties** without the written approval of the **MTMHA Board of Directors-Finance Committee**.

All decisions by the **MTMHA Board of Directors-Finance Committee**

are final and submission in writing **does not guarantee guaranty** permission will be granted.

Any team wishing to be considered for fund raising must **complete the following**:

1. Submit **in writing a request, in writing**, for team fund raising to the Directors, six (6) weeks before the fund raising event is tentatively scheduled. The request must include what the funds will **be applied towards used for** and a proposed budget for the extra activity. When the extra activity is completed, a final expense report **detailing how showing** the funds were used for that reason must be submitted.
2. **The funds raised must be for something extraordinary beyond the regular _____**
3. Fund raising cannot be used to **offset the normal expenses associated with a regular hockey season regular cost of playing hockey** that normally comes out of the team fund collected at the start of the year or to supplement the financial needs of individual families.
4. Fund raising cannot interfere with or **compete with any activity or effort in fund raising undertaken by that** the MTMHA or the MTMHA Hockey Moms **are doing**.
5. No team **shall will** solicit any companies/persons that sponsor MTMHA as a whole **so as not to overwhelm or confuse the MTMHA regular sponsors. (we don't want sponsors overwhelmed with requests)**

NOTE:

It is the desire of the MTMHA to be considerate of the family and friends of our players through minimization of requests for fundraising and sponsorship within our home arena.

We must be considerate of parents/coaches/grandparents/etc...being "hit up" for ticket sales/fundraising every time they enter our rink.

Bylaw # 06/28/2010_10

Bylaw # 10

Financing Team Tournaments

In order to avoid coaches funding the initial cost of tournament registration fees, and/or hotel expenses, the MTMHA shall pay the initial cost on behalf of the team **To alleviate the coaches from having to personally pay for**

tournaments MTMHA will front the cost of the tournaments, providing there are sufficient funds in the MTMHA operating account to accommodate the request for funding. This funding is a loan only and must be paid back in full once the team funds have been collected but no later than the commencement of the tournament for which the funds were required.

Requests for financial assistance from the MTMHA with funding for a team's tournaments, for the upcoming year, can be made, in writing, to MTMHA with the following restrictions to apply:

1. Request for funding must be submitted no later than September 30 of the current year.
2. Funding will be given to cover two (2) OMHA Rep approved away tournaments per team???????? only.
3. Funding will not exceed a maximum cost of \$3000.00 total. If the total of the two (2) tournaments are in excess of \$3000.00 then the coaching staff will have to personally issue funding to cover the excess amount.
4. A copy of the tournament application and a copy of the paid receipt must accompany the request for funding.
5. The funding loan from the MTMHA Funding must be paid back to MTMHA by October 15th of the year that the assistance was issued. If the monies are not returned to the MTMHA paid back that team will lose their ice time and games will be forfeited until those funds are paid back to MTMHA.
6. After the coaching selections have been made by MTMHA, the coaches can apply for tournament funding by sending an email requesting assistance to Treasurer@mooretownminorhockey.com . Once approved by the Board, cheques will then be issued by the Treasurer of MTMHA.

Bylaw # 07/17/2012_11

Corporate Donations

Mooretown Minor Hockey Association members and Lady Flags Hockey Association members that receive corporate donations through their places of employment must apply 50% of the donation funds to Mooretown Minor Hockey Association for the benefit of all house league and travel team players and 50% to the team of their choice.

Corporate donations must be payable to Mooretown Minor Hockey Association and delivered to the Treasurer. The Treasurer will deposit the donation cheque into the operating account of MTMHA and issue a cheque representing 50% of the total donation funds to the team of the member's choice.

Cheques payable to Mooretown Minor Hockey Association can be mailed to:

PO Box 940
Corunna, Ontario
N0N 1G0

Bylaw #11

- 1 - Any team receiving a corporate donation must report it on their team budget and state what is was used for.
- 2- Any team receiving a corporate donation over \$1001.00 must report to the VP of Finance for approval.
- 3- Any team receiving a corporate donation under \$1001.00 is eligible to keep 100% of the funding giving that they follow bylaw 4 rules. Any team receiving a donation over \$1001.00 will have to be approved to determine the amount that the team is allowed to keep this will be approved by the financial committee.