



**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 **APRIL 29, 2019**)**

## **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, Initiation and Instructional).

**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.

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 vice versa; 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 (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 colours of the Corporation shall be a combination of Black, White, and Red.

**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](http://www.mooretownminorhockey.com)

**MEMBERS:** Individuals over the age of eighteen (18) years and that the O.M.H.A. has deemed the individual's /child eligible to play for Mooretown Minor Hockey Associations 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. 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](http://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 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, 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, by resolution determine.

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

**QUORUM FOR MEETING OF MEMBERS:** A quorum for an AGM, or additional general meeting, requires that the number of non-Board members in attendance and eligible to vote, shall be at least equal to the number of Board members in attendance, plus one. No business shall be transacted in absence of a quorum except to take measures to obtain a quorum, to establish the time to which to adjourn or to take a recess.

**PLAYERS:**

Any person between 3 and 19 years of age, of a given year who the O.M.H.A. has deemed eligible to play for Mooretown Minor Hockey Association 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 Mooretown Minor Hockey Association 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 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 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. A Director shall not directly or indirectly receive any profit from the Director's position 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 nominee's 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.

## **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 1<sup>st</sup>. 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 that 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 31<sup>st</sup>. Any nominations for election must be submitted to the Secretary no later than 2 week(s) prior to the AGM. The Secretary shall advise all members no later than one (1) 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 elected to a higher position must resign the Board member's first position once elected. Nominations may then be taken for the Board member's first position. If the Board member is not elected for the higher position, the member shall retain the first position, if the member's term is not due.

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
- **Two (2) Vice-Presidents** (elected, two (2) year term)
  - 1st VP Hockey Operations
  - ~~2nd VP Administration and Finance~~
  - **2nd 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 the member's 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.

### **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 may be called by the President of the Association, or in the President's absence the 1<sup>st</sup>, or 2<sup>nd</sup> Vice-President or on petition in writing to the Secretary signed by any three voting Board members. of such meeting shall be delivered, telephoned or mailed not less than one day before the meeting is to take place 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. If no demand is made, the vote shall be taken in the usual way by assent or dissent. A declaration by the 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 specify 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 rules 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 for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by the Director in or about the execution of the duties of the Director's office or in respect of any such liability; (b) all other costs, charges, and expenses which the Director 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 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 own willful act or the Director's 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 more frequently, as may be required, appoint a president, appoint a 1st Vice-President (***Hockey Operations***), 2nd 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 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.

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

During the absence or inability of the President to exercise regular duties, the President's duties and powers may be exercised by the 1st Vice-President. In the 1<sup>st</sup> Vice President's absence or inability, the 2nd Vice-President may exercise the duties and powers of the President.

### **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.

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 RISK MANAGEMENT OFFICER/ **SECOND** VICE PRESIDENT:**

In the absence of the **President and 1<sup>st</sup> Vice President**, preside at all meetings of the Corporation and Board of Directors.

The duty of the **2<sup>nd</sup>** Vice President (or Risk Manager) is to assess, identify 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 aspects of the Corporation relating to risk management that shall include, but 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, and enforce all policies, bylaws and constitutional protocols agreed upon by the Corporation.

The Risk Management Officer 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 shall be responsible to address all correspondence of the Corporation.

The Secretary will submit the meeting minutes to the Director of communications for monthly postings on the website.

The Secretary 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 shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account.

The Treasurer is required to be bonded for the faithful performance of the Treasurer's duties. 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.).

### **DUTIES OF THE IMMEDIATE PAST PRESIDENT:**

The Immediate Past President's duties shall include:

- (a) Chair the Nominations and AGM Committees;
- (b) Be available to assist any Board member requiring assistance in the completion of the Board member's responsibilities; and

(c) Carry out other duties as assigned by the President or the Board.

### **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. Manage all player movement between travel teams and works with Tri-county and House League Director for movement of players between teams.
5. Coordinate with Ice Convener to draft tryout schedules for all divisions.
6. Report all injuries sustained by travel team players that require medical attention within 72 hours of the incident to the Director of the Finance Committee and Risk Management Officer.
7. Submit all disputes to the Risk Management Officer and recommended action in response.
8. Report any news, statistics and achievements to the Director of Communications;
9. Maintain contact with the Association's O.M.H.A. representative.
10. Ensure O.M.H.A. rosters are completed.
11. Supervise general operations of travel teams.
12. 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.
- 13. Act as Shamrock League representative unless delegate this duty appropriately**

### **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 OMHA Convenor.

## **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. Approve all out of province or country tournaments and ensure that appropriate OMHA approval is obtained by each team.
5. Maintain the trophy case, re-organize and remove items if necessary. 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 submit 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 PLAYER/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.
7. Develop, maintain and distribute MTMHA coach's manuals to all coaches.



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 may 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. Obtain O.M.H.A. sanction fees from Treasurer of MTMHA and forward to O.M.H.A. Secretary.
7. 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.
8. 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, to include: Travel teams, Tri-County teams, House League teams, hockey school, travel team try-outs and goaltending school.
2. Draft ice schedule in consultation with the Directors of Travel Team, Tri-County and House Leagues 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 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 QUAD-COUNTY LEAGUE**

List of Duties include:

1. Prepare and submit a yearly budget to the Finance Committee
2. Coordinates active communications to and from Quad-County coaches;
3. Appoint Quad-County conveners for each division.
4. Receive all applications for coaching positions and coordinate coaches' selection process for the Quad-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 rosters are completed and sent to OMHA by OMHA Representative.
7. Convene meetings with coaches and managers of Quad-County league teams as necessary.
8. Supervise general operation of Quad-County league.
9. Report all injuries sustained by Quad-County players that require medical attention within 72 hours of the incident to the Director of the Finance Committee and Risk Management Officer.
10. Submit all disputes to Risk Management Officer and recommended action in response.
11. Report any news, statistics and achievements to Director of Communications.
12. Assist conveners in balancing teams by the third (3rd) game of the season.
13. In conjunction with the Director of Travel Teams and House Leagues, 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. Coordinate active communications to and from House League coaches;
3. 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.
4. Ensure OMHA rosters are completed and sent to OMHA by OMHA Representative as required.
5. Report all injuries sustained by house league players that require medical attention within 72 hours of the incident to the Director of the Finance Committee and Risk Management Officer
6. Hold meetings with coaches and managers of house league teams as necessary
7. Supervise and manage general operation of house league.
8. Submit all disputes to Risk Management Office and recommend action in response.
9. Assist conveners with scheduling.
10. Ensure O.M.H.A. rosters are completed.
11. Report any news, statistics and achievements to Director of Communications.
12. Assist conveners in balancing teams by the third (3rd) game of the season.
13. In conjunction with the Director of Travel Teams and Tri-County determine number of tournaments each team can participate in during the season and communicate it to the teams.

14. Supervise general operations of House League;
15. Organize and execute Minor Hockey Day.

### **DIRECTOR OF FUNDAMENTALS HOCKEY**

List of Duties include:

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

### **NOVICE REPRESENTATIVE**

1. Coordinates active communications to and from Novice team coaches.
2. Manage all player movement between Novice teams.
3. Coordinate with Ice Convener for schedules for Novice teams.
4. Report all injuries sustained by Novice team players that require medical attention within 72 hours of the incident to the Director of the Finance Committee and Risk Management Officer.
5. Submit all disputes to the Risk Management Officer and recommended action in response.

6. Report any news, statistics and achievements to the Director of Communications;
7. Maintain contact with the Association's O.M.H.A. representative.
8. Ensure O.M.H.A. rosters are completed.
9. Supervise general operations of Novice teams

#### **INITIATION/ INSTRUCTIONAL REPRESENTATIVE**

1. Coordinates active communications to and from Initiation team coaches.
2. Manage all player movement between Initiation teams.
3. Coordinate with Ice Convener for schedules for Initiation teams.
4. Report all injuries sustained by Initiation team players that require medical attention within 72 hours of the incident to the Director of the Finance Committee and Risk Management Officer.
5. Submit all disputes to the Risk Management Officer and recommended action in response.
6. Report any news, statistics and achievements to the Director of Communications;
7. Maintain contact with the Association's O.M.H.A. representative.
8. Ensure O.M.H.A. rosters are completed.
9. Supervise general operations of Initiation teams

#### **DIRECTOR OF EQUIPMENT**

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 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. 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. Assign lockers, 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-list the-used equipment for sale on behalf of the MTMHA

## **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 OF FINANCE:**

This individual shall be charged with the general management, operation and supervision of all administrative and financial aspects of the Corporation.

#### *Duties of Director*

- responsible to report to the Board of Directors of the Association;
- Any immediate or urgent concerns shall be reported directly to the President.
- Collect, review and maintain the budgets for all teams;
- Ensure coaching staff's adherence to Policies, Guidelines and Procedures concerning financial aspects of operation of the Association;
- Oversight and ensure compliance of the Finances and Administrative Committee's adherence to MTMHA Policies, Guidelines and Procedures

### **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 shall administer take care of all correspondence of pertaining to the Corporation.
- The Secretary shall be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which The Secretary 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 retires from office.
- The Secretary 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 shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account.
- The Treasurer shall keep all membership roles and duties related thereto shall be done by the Treasurer or under the Treasurer's direction.
- The Treasurer 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 COMMUNICATIONS:**

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

#### **DIRECTOR OF SPONSORSHIP:**

This individual shall liase between sponsors of teams and the Association.

Secure and promote all potential Association Sponsors. Introduce and maintain a Sponsorship package for business to follow.

#### **HOCKEY MOTHERS' LIAISON:**

The president and designated member of the MTMHA Hockey Mother's Assoc. shall act as liaison between the MTMHA Hockey Mother's Association and MTMHA Board of Directors. The liaisons 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 auxiliary of Mooretown Minor Hockey Association Inc.*

*This auxiliary group shall consist of: 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: The President, Vice-President, Treasurer and Secretary.*
- 3. The term of office for the President and Vice-President shall 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 become an immediate member of the Board of Directors of the MTMHA Inc. These individuals shall 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 of an annual hockey awards dinner, plus other areas deemed necessary by the Board of Directors of the MTMHA Inc.*

**This Constitution was agreed at the Annual General Meeting of Mooretown Minor Hockey Association on:**

**Date:** April 30, 2019

**Name:** Hugh McCowan

**Position on Board of Directors:** President of the Board

**Signed** \_\_\_\_\_

**Date:** April 30, 2019

**Name:** Marnie Vickerd

**Position on Board of Directors:** Vice-President Risk Management

**Signed** \_\_\_\_\_

**Date:** April 30, 2019

**Name:** Kim Quinn

**Position on Board of Directors:** Secretary of the Board

**Signed** \_\_\_\_\_