



## **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 JULY 21, 2014)**

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

**MEMBERS:** Individuals over the age of twenty-one years and a resident in any part of the entire Township of St. Clair that the O.M.H.A. has deemed eligible to play for Mooretown Minor Hockey Associations Travelling Teams may be admitted or readmitted to membership in the Corporation. Membership fees shall be \$5.00 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 transferable.

**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 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 important. 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 of votes and in the case of an equality of votes the President shall have a second or casting 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 be in attendance at the annual meeting, but 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.

**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 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 its Hockey Program.

**DIRECTORS:**

The affairs of the Corporation shall be managed by the Board of Directors who may be known and referred to as Trustees and who may exercise all such powers and do all acts and things as may be exercised or done by the Corporation and are not by 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.

A Director shall be twenty-one or more years of age and (subject to the provisions of Section 316 of the Corporation Act, Ontario) shall be a member of the Corporation.

The Directors term of office shall, subject to the provisions if any of the letters of patent or supplementary letters patent of the Corporation be from the date of the annual meeting at which they were elected or appointed until the annual meeting of two years hence.

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

The Directors shall serve without remuneration and no Director shall directly or indirectly receive any profit from his position as such; provided that a Director may be paid or reimbursed for any reasonable expense incurred by him in the performance of 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.

**MEETINGS OF THE DIRECTORS:**

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.

A meeting of Directors may be called by the President of the Association, or in his absence the 1st or 2nd Vice-President. 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 their consent to the meeting being held in their absence.

Notice of any meeting or any irregularity in any meeting or notice thereof, may be waived by any Director. 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 Chairman 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.

## **PROTECTION OF DIRECTORS:**

Every Director of the Corporation, who has undertaken or is about to undertake any liabilities on behalf of the Corporation, and their 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 him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of his office or in respect of any such liability; (b) all other costs, charges, and expenses which 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 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 his/her own willful act or 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. They shall have the power to deal with all protests, disagreements, any players who persist in rough play or unbecoming conduct, or any conduct detrimental to hockey or the Corporation on the part of any play or non-playing member of the Corporation. They shall have full power to suspend the membership of, any person who does not comply with the rules of the Corporation.

## **OFFICERS OF THE CORPORATION:**

The Board of Directors shall annually or oftener as may be required, appoint a president, appoint a 1st Vice-President and 2nd Vice-President, 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 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 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, may appoint committees consisting of such numbers as may be deemed desirable, and may prescribe their duties.

Note: During the absence or inability of the President, his duties and powers may be exercised by the 1st Vice-President and in his absence or inability, the 2nd Vice-President or such other Director as the Board of Directors may appoint for the purpose.

### **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 shall serve as chairman of the Hockey Committee and be responsible to the Board of Directors of the Association.

### **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 shall serve as chairman of the Finance Committee and be responsible to the Board of Directors of the Association.

### **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.

He / She shall take care of all correspondence pertaining to the Corporation.

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

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

### **DUTIES OF 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.

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

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

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 reason of the failure of the Corporation to receive any indemnity thereby provided.

## **HOCKEY COMMITTEE**

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

List of Duties:

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.

### **CHAIRMAN OF TRAVEL TEAMS**

List of Duties:

1. Provide yearly budget information, including local leagues 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.
4. Govern all player movement between Rep & AE travel teams and works with Tri-county and House League chairman for movement of players between AE and house league.
5. Works with Referee-in-Chief to assign referees to all travel team home games.
6. Works with Ice Convener to draft tryout schedules for all divisions.
7. Report any injuries sustained by travel team players that need medical attention within 72 hours of the accident to the Chairman of the Finance Committee.
8. Maintain contact with our O.M.H.A. representative.
9. Regulate the number of tournaments each team can participate in during the season and communicate it to the teams.
10. Appoint a Shamrock league representatives.

### **Shamrock League Representatives Duties:**

1. Assist the Travel Team Chairman in preparing budget information.
2. Attend all league meetings and provide written reports/meeting minutes to the Chairman 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 O.M.H.A. game sheets and forward each week.

### **CHAIRMAN OF TOURNAMENTS**

List of Duties:

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 for review by all coaches.
3. Organize all MTMHA Tournaments.
4. Must approve all out of province or country tournaments, and ensures that appropriate OMHA approval is obtained.
5. Re-organize the trophy case, upgrade and delete if necessary. Keep 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 and submitted it to the Finance Committee.
2. Appoint an advertising person for securing of sponsors and advertising for Silver Stick program.
3. Insure all Silver Stick rules & regulations are followed.
4. Submit a yearly financial report to MTMHA

### **CHAIRMAN OF HOCKEY SKILLS DEVELOPMENT**

#### List of Duties:

1. Prepare a yearly budget for cost of operating hockey school and goaltending school when applicable.
2. Submit Ice Time Requirements to the Ice Chairman.
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. Insure 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.

### **CHAIRMAN OF O.M.H.A.**

#### List of Duties:

1. Prepare and submit a yearly budget to the Finance Committee. (telephone, stamps, mileage, etc.)
2. Represent MTMHA at all O.M.H.A. meetings.
3. Serve as liaison for all O.M.H.A. communications.
4. Distribute all O.M.H.A. cards to team managers and send all completed forms to O.M.H.A. Secretary for approval.
5. Obtain O.M.H.A. sanction fees from Treasurer of MTMHA and forward to O.M.H.A. Secretary.
6. 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.
7. Administer and operate ice time requirements during O.M.H.A. playdowns and finals for MTMHA

### **ICE CONVENER**

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 finalize ice schedule for all Travel teams, Tri-County teams and House League teams by mid-September of current hockey season and distribute.
3. Approve the actual ice usage of MTMHA

## **CHAIRMAN OF TRI-COUNTY LEAGUE**

### List of Duties

1. Prepare and submit a yearly budget to the Finance Committee
2. Appoint Tri-County conveners for each division.
3. Receive all applications for coaching positions and coordinate coaches' selection process for the Tri-County league teams.
4. Ensure OMHA cards and rosters are completed by teams and sent to OMHA by OMHA Representative.
5. Hold meetings with coaches and managers of Tri-County league teams as necessary .
6. Advise Referee-in-Chief of all Tri-County league schedules.
7. Supervise general operation of Tri-County league.
8. Advise Chairman of Finance and Administrative Committee of any Tri-County league player injuries that need medical attention within 72 hours of the accident.
9. Take all disputes to Chairman of Rules & Regulations committee and recommend action.
10. Assist conveners with scheduling.
11. Report any news statistics and achievements to Chairman of Publicity & Communications.
12. Assist conveners in balancing teams by the third (3rd) game of the season.
13. In conjunction with the Chairman of Travel Teams decide on number of tournaments each team can participate in during the season and communicate it to the teams.

## **CHAIRMAN OF HOUSE LEAGUE**

### List of Duties

1. Prepare and submit a yearly budget to the Finance Committee
2. Appoint house league conveners for each league.
3. Receive all applications for coaching positions and coordinate coaches' selection process for the house league teams.
4. Ensure OMHA cards and rosters are completed by teams and sent to OMHA by OMHA Representative as required.
5. Hold meetings with coaches and managers of house league teams as necessary
6. Advise Referee-in-Chief of all house league schedules.
7. Supervise general operation of house league.
8. Advise Chairman of Finance and Administrative Committee of any house league player injuries that need medical attention within 72 hours of the accident.
9. Take all disputes to Chairman of Rules & Regulations committee and recommend action.
10. Assist conveners with scheduling.
11. Report any news statistics and achievements to Chairman of Publicity & Communications.
12. Assist conveners in balancing teams by the third (3rd) game of the season.
13. In conjunction with the Chairman of Travel Teams decide on number of tournaments each team can participate in during the season and communicate it to the teams.
14. Organize and execute Minor Hockey Day.



## **CHAIRMAN OF RULES & REGULATIONS COMMITTEE**

List of Duties:

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 system. (Travel and House League Teams)
3. Prepare and recommend a coach's library, for exclusive use by coaches of MTMHA
4. In conjunction with the Hockey Committee members, rules on disputes, complaints and criticisms of players, coaches, managers, parents and referees.
5. Report all rule changes to Chairman of Publicity & Communication Committee
6. Report all rule changes at Coaches Meetings (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 and submit a report to the Directors on a bimonthly bases.
6. Advise referees of upcoming certification programs

## **CHAIRMAN OF EQUIPMENT COMMITTEE**

List of Duties:

1. Prepare and submit a yearly budget to the Finance Committee.
2. Call tenders for sweaters and equipment purchases and recommends awarding of the tenders.
3. Obtain the sponsors' names from the Chairman of Sponsors and Fundraising Committee and instruct supplier of sponsor's name for sweater patches.
4. Set up and maintain an inventory system for all equipment and sweaters with an opening/closing balance.
5. Distribute lockers and locker combinations and room keys to all conveners for distribution.
6. Check for equipment needing repair and initiate action when required.
7. When required, set up a used equipment sale for MTMHA

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

### **TRAVEL**

a) Formal applications in writing must be submitted to the Chairman of the Travel Teams Committee.

This application must outline all reasons 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) The Hockey Committee will select the coaches.

c) The managers of each team will automatically become part of the administrative process of Mooretown Minor Hockey Association Inc. and will report to the Chairman of Travel Teams.

d) The coach of each team will pick assistant coaches and trainers. They are part of the Hockey Committee's responsibility. They will be governed specifically by the Chairman of the Travel Teams Committee. They will report directly to the coach.

e) All coaches and managers, Rep & AE category must sign coaching agreement and abide by its terms at all times. It is a statement of consent, that the individual will represent the best interest of the players and the members of the Association. This agreement arises from input from a committee representing MTMHA membership. In essence, a mandate from the parents of hockey players.

### **TRI-COUNTY**

a) Formal applications in writing must be submitted to the Chairman of the Tri-County Teams Committee.

This application must outline all reasons 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) The Hockey Committee will select the coaches.

c) The managers of each team will automatically become part of the administrative process of Mooretown Minor Hockey Association Inc. and will report to the Chairman of Tri-County Teams.

d) The coach of each team will pick assistant coaches and trainers. They are part of the Hockey Committee's responsibility. They will be governed specifically by the Chairman of the Tri-County Teams Committee. They will report directly to the coach.

e) All coaches and managers, Rep & AE category must sign coaching agreement and abide by its terms at all times. It is a statement of consent, that the individual will represent the best interest of the players and the members of the Association. 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 Chairman of the house league committee must stipulate the need for these individuals to be part of a system that will recognize the fact that development and recreational hockey must go hand in hand. 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 standard of accomplishment. In essence, the participants will be provided with the means of achieving their own personal goals and objectives.

(b) These individuals will be provided with the opportunity for self-betterment in the following areas:

(c) Attendance to all levels of coaching programs offered by the O.M.H.A. and C.A.H.A.

(d) Trainers' clinics for the sport of hockey.

(e) 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 chairman of the meeting shall have a second or casting vote.

## GUIDELINES

### 1. SELECTING COACHES

- (a) Advertisement: It should be made known to all prospective and potential coaches that the positions are available. 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 should be requested and made available on the website. The application should include
  - (c) experience, qualifications, reasons for wanting the team, intentions for the team, and the intended manager and assistant coach.
- (d) Short Listing: Where a large number apply for a particular position, the Hockey Committee could reduce the interview list to the three who appear most suitable, based on their written applications.
- (e) Police Checks: Police Checks will be carried out on all applicants that have made it to the short list. Police Checks will be carried out as outlined in the OMHA Criteria.
- (f) Personal Interview: The written application should be followed up by a personal interview of the prospective coach by the Hockey Committee.
- (g) Information: Applicants who do not receive teams should be advised that they have not been selected, and the reason why.
- (h) Tenure of coaches:
  - A coach should not have the same group of players for more than three consecutive years.
  - A player should experience a variety of approaches during his minor hockey career.

### 2. QUALITIES OF A COACH

The qualities 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.
- (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
- (b) be able to communicate with parents.
- (c) be a disciplinarian
- (d) be able to command respect.
- (e) be able to recognize individual differences, relate to them, and work with them, 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 stress the recreational aspects of hockey. Skill development and a winning attitude, although important, should be secondary to having fun.
- (e) The coach of a travel team should 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 should not consider the team to be "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 himself and have his 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, to teams that have reached O.M.H.A. finals and zone finals.

(d) Extra ice time and payment thereof should be decided by the coach and manager in conjunction with the team and parents.

(e) Travel restrictions should be up to the individual teams, subject to Hockey Committee approval. Each team should have the freedom to go where they want (under O.M.H.A. guidelines) at their own expense, with parental consent.

## FINANCE AND ADMINISTRATIVE COMMITTEE

### **CRITERIA:**

This committee's main responsibilities are the management and disbursement of revenue.

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

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

#### *Duties of Chairman*

- 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 will be in charge of the secretarial duties of the Association and coordinate statistics for the hockey program through the Chairman 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.
- He / She shall take care of all correspondence pertaining to the Corporation.
- He / She shall be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which He / She shall deliver up only when authorized by a resolution of the Board of Directors or to such person or persons as is his successor when He / She retires from office.
- 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.
- He / She shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account.
- He / She shall keep all membership roles and duties related thereto shall be done by him or under his direction.
- 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.

### **CHAIRMAN OF WORKS COMMITTEE:**

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

## **CHAIRMAN OF PUBLICITY & COMMUNICATIONS :**

This individual is in charge of publication of Mooretown Hockey News and all aspects of communication for the Association. Also provide budgets and financial reports.

## **CHAIRMAN OF SPONSORSHIP :**

This individual will be the liaison between sponsors and the Association. Also provide budgets and financial reports.

## **BINGO COORDINATORS:**

This or these individuals are responsible for coordinating Bingos 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 MOTHER'S LIAISON:**

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

## **MOORETOWN MINOR HOCKEY ASSOCIATION INC HOCKEY MOTHERS ASSOCIATION**

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

This auxiliary group shall consist of an executive and team mothers (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 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 membership at large.
5. One Director (additional) may be appointed by the 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, will become an immediate members of the Board of Directors of the MTMHA Inc. These individuals 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 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 will be governed by the by-laws and constitution of the parent body.

## **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 # 03/21/2000\_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 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.
6. 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 # 03/21/2000\_3a**

### **Coaches Expenses**

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

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.

### 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 Chairman gives out in a “last minute situation”.**

The following exceptions 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 teams happen to make a final 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, 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 carried through if the Finance Committee has deemed we have sufficient funds for the current season by no later than Jan.1 of that season.

**\*\*ALL funds above mentioned are in Canadian Currency (Can.) only.**



### **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 1<sup>st</sup> 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)

### **Exceptions**

- In the event that a Player has a "significant Medical Issue".  
The Coach should be made aware of this prior to, or during the 1st 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.

### **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 these 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 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 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

#### **Bylaw # 01/27/2003\_6**

#### **Banners**

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

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

#### **Bylaw: # 05/30/2005\_7**

#### **Select Teams**

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 parents 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 of this select team will be spread out 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 by M.T.M.H.A.
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 pool from all house league teams of that age group to have a maximum allowable 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.

### **Coaching Complaints and Grievances**

All complaint/grievances regarding a specific incident or conduct of a coach must be received by the executive 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 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 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 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**

### **Team Fund Raising**

As per the MTMHA Constitution (page 13) no team should be allowed to raise funds without the written approval of the Board of Directors.

All decision by the Board of Directors is final, and submission in writing does guaranty permission granted.

Any team wishing to be considered for fund raising must

1. Submit in writing a request 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 used for and a proposed budget for the extra activity. When the extra activity is completed, a final expense report showing the funds were used for that reason must be submitted.
2. The funds raised must be for something extraordinary.
3. Fund raising cannot be used to offset 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 fund raising that the MTMHA or the MTMHA Hockey Moms are doing.
5. No team will solicit any companies/persons that sponsor MTMHA as a whole (we don't want sponsors overwhelmed with requests)

**NOTE:** 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**

### **Financing Team Tournaments**

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 operating account to accommodate the request for funding. This is a loan and must be paid back in full once the team funds have been collected.

Request for assistance with funding for a team's tournaments, for the upcoming year, can be made to MTMHA with the following restrictions:

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 only.
3. Funding will not exceed a maximum cost of \$2000.00 total. If the total of the two (2) tournaments are in excess of \$2000.00 then the coaching staff will have to issue funding to cover the excess amount.
4. A copy of the tournament application or a copy of the paid receipt must accompany the request for funding.
5. Funding must be paid back to MTMHA by October 15th of the year that the assistance was issued. If the monies are not paid back that team will lose their ice time and games will be forfeited until those funds are paid back to MTMHA.

After the coaching selections have been made by MTMHA, the coaches can apply for tournament funding by sending an email requesting assistance to [Treasurer@mooretownminorchockey.com](mailto:Treasurer@mooretownminorchockey.com) .  
Cheques will then be issued by the Treasurer of MTMHA.

## **Bylaw # 07/17/2012\_11**

### **Corporate Donations**

Mooretown Minor Hockey Association members and St. Clair Girls 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