



WOODVILLE MINOR HOCKEY ASSOCIATION CONSTITUTION

May 2014 final

ARTICLE 1) NAME:

This organization shall be known as the Woodville and District Minor Hockey Association.

ARTICLE 2) PURPOSE:

- A) The purpose of Woodville Minor Hockey is to provide an opportunity for children under the age of 18 to play organized hockey.
- B) The objectives of this Association are:
 - a. To protect the mutual interest of its members
 - b. To instil in the boy or girl, ideals to play fairly under all circumstances and conditions
 - c. To win modestly and receive defeat with dignity and not dispute the decisions of referees and those in authority.
 - d. To encourage and develop within the members of the Association: leadership, fellowship, good sportsmanship, honesty, integrity, and a feeling of responsibility toward their duties and fellow associates.

ARTICLE 3) MEMBERSHIP:

- A) General membership shall consist of participating individuals within the organization.
- B) Association membership in the Association shall be composed of all coaches, managers and trainers.

ARTICLE 4) OFFICE:

The Executive shall be composed of the following:

President	Vice-President(s)	Past President-Advisor
Secretary	General Treasurer	Equipment Manager
Referee-In-Chief	Coach Mentor	Public Relations Director
Tri-County Contact	OMHA Contact	Booth Convenor
Fundraising Committee	Tournament Convener	AAA Contact
Registrar	Booth Treasurer	Ice Scheduler

ARTICLE 5) MEETINGS:

- A) The Woodville Minor Hockey Executive shall meet at least once a month
- B) An annual meeting shall be held near the end of the hockey season
- C) All meetings must have a quorum of 5 members present

ARTICLE 6) AMENDMENTS:

The constitution may be amended at the annual meeting only, providing that written notice of such proposed amendments be given to the President and Secretary by March 15. Second and third readings will be given at the annual meeting. Amendments will then become part of the constitution if passed by a majority of the members present.

BYLAWS

1) ELECTION OF OFFICERS:

- A) The President shall be empowered to appoint a chairperson for the election of officers. The chairman shall appoint 2 scrutineers and the chairperson shall cast the tie-breaking vote.
- B) The election of officers is to be held at the annual meeting, which is to take place prior to May 31st.
- C) Nominations may be presented at any given time up to and including the AGM.
- D) The election of officers is to be held in the following order: President, Vice-President, Secretary, Treasurer(s), Contact Persons, Public Relations, Tournament Convenor, Equipment Manager, Referee-In-Chief, Booth Convenor(s), Fundraising Committee, AAA Contact, and Coach Mentor
- E) The Chairperson is to read the nominating ballots before calling for further nominations from the floor.
- F) After nominations for each position have been closed, the Chairperson is to read the nominees name back in reverse order and the nominees present are to signify their desire to stand or decline.
- G) All voting is to be by ballot by members present at the meeting.
- H) Voting powers and attendance rights at the annual meeting are restricted to the Executive and those who meet the requirement in Article 3): Membership section A) & B).
- I) All terms of office are for a 2-year period. Officers elected at the annual meeting in the spring will take over their respective offices on June 1st with the outgoing member sitting in an advisory capacity until October 1st. The one exception being the Treasurer(s) who will actually take over on May 31st. due to the annual audit and the preparation of the Financial Statements. Terms of office will rotate in succession as follows:
 - Odd Years: President, Secretary, OMHA Contact, Tournament Convenor, Equipment Manager, Coach Mentor
 - Even Years: Vice President, Treasurer(s), Tri-County Contact, Public Relation Director, Referee-In-Chief, Booth Convenor(s), Fundraising Committee, AAA Contact, Registrar
- J) It shall be the responsibility of the elected Executive and membership not to encumber the incoming Executive financially.

2) DUTIES OF OFFICERS:

- A) **PRESIDENT:** The President is also known as a Chairperson or presiding officer at the meeting. The principle duties are as follows:
 - a. To call the meeting to order
 - b. To announce the business in the correct order
 - c. To state properly each question or motion that is brought before the meeting.

- d. To announce the results after the association has voted.
 - e. To answer questions relating to the rules of order or to pending business so that the members can proceed in order.
 - f. To maintain order and to control debates or discussions.
 - g. To receive all reports and have them included in the agenda.
 - h. To announce all members who are appointed to serve on any committee.
 - i. To counter sign all cheques for any withdrawal of funds
- B) **VICE-PRESIDENT:** The Vice-President shall act in the absence of the President. The Vice-President shall render such assistance to the President that may be required and in the case of a vacancy in the office of the President, the Vice-President shall preside until a new President has been elected as related in Bylaw 5. The Vice-President shall assist the Contact Persons in executing their duties. If the Contact Persons are not available, the Vice-President shall assume their duties.
- C) **PUBLIC RELATIONS DIRECTOR:** The Public Relations Director shall be responsible for the public relations of the Association. i.e. monthly hockey news to the newspapers, WMH website, and the publicity board in the arena.
- D) **SECRETARY:** The Secretary shall have charge of the minute books and other books incidental to this office. The Secretary shall keep a proper record book of all general meetings and all Executive meetings of the Association in books kept especially for that purpose. The Secretary shall have the proper minute book and record book at every meeting, handle all correspondence pertaining to the Association and contact the President re: setting up the agenda for the next meeting (business not resolved at previous meeting).
- E) **GENERAL AND BOOTH TREASURER:** The Treasurer(s) shall have charge of all Association funds and shall pay out and dispose of same by cheque under the direction of the Executive. All cheques shall be counter-signed by the President. The Treasurer(s) shall keep an accurate accounting of all monies received and disbursed and shall produce such records and books at all meetings for inspection. The Treasurer(s) shall, when receiving monies, issue a receipt and shall keep on file a duplicate of said receipt. The Treasurer(s) shall have the books audited annually to the satisfaction of the Association by September 15th for the fiscal year ending August 31st. Also, prepare in writing a financial report for distribution to all members of the Association at the October general meeting of each year. The Treasurer(s) may keep a cash-on-hand balance of at least \$50.00. The Treasurer(s) shall ensure proper bookkeeping and collection of monies received at the door.
- F) **OMHA CONTACT:** The OMHA Contact shall be responsible for attending all OMHA meetings and report to the Executive and the Association membership any rule changes, suspensions, infractions or correspondence from the OMHA offices. The OMHA Contact shall be responsible for the ice times of the Association.
- G) **TRI-COUNTY CONTACT:** The Tri-County Contact shall be responsible for attending all Tri-County meetings and report to the Executive and the Association membership any rule changes, suspensions, infractions and any correspondence re: Tri-County business. The Tri-County Contact shall be responsible for setting up play-off games and be responsible for ice times. The Tri-County Contact shall forward all Tri-County games sheets to the Tri-County Convener, post-marked no later than 7 days after the game.
- H) **TOURNAMENT CONVENER:** The Tournament Convener shall schedule tournament days, ice times and be responsible for the distribution and record

keeping of all trophies. Be responsible for tournament purchasing (upon approval of the Executive) and ensure that the rules and regulations set down by the Association are followed by each team. The Tournament Convener shall deal with the tournament correspondence between the Association and the OHMA and Tri-County Offices.

- I) **EQUIPMENT MANAGER:** The Equipment Manager shall be responsible for the Association's equipment for all teams. The Equipment Managers has sole responsibility for issuing and collecting equipment from managers and each individual team and for ensuring signatures of the managers for receipt of equipment. The Equipment Manager shall order any new equipment with the approval of the Executive.
- J) **IMMEDIATE PAST PRESIDENT:** The Past President shall attend all meetings upon request to render advice with knowledge gained from previous experience.
- K) **BOOTH CONVENER:** The Booth Convener shall be responsible for the day to day operations of the booth, including obtaining supplies, scheduling workers and ensuring cleanliness of the booth and equipment to meet health and safety standards.
- L) **REFEREE-IN-CHIEF:** The Referee-In-Chief shall be responsible for ensuring the scheduling of qualified referees for all Minor Hockey games.
- M) **COACH MENTOR:** The candidate must be able to show players of all calibers the main components to continue to develop as a hockey player. The Coach Mentor must help the coaches develop and execute ideas to maximize the time for effective practices, also help the players to better understand the game of hockey. The Coach Mentor must be willing to participate on the ice for practices, be able to attend seminars for information to better the Woodville Minor Hockey Association, be available to the parents to answer any questions regarding their child(ren)'s development and develop ideas for better coach-parent relationships. The Coach Mentor must also act as a spokesman and represent the Woodville Minor Hockey Association at Mentor seminars.
- N) **REGISTRAR** – shall be responsible for all activities associated with the centre, team and player registration within the online Hockey Canada Registry. This may also include organizing registration sessions, remitting funds to the Treasurer, providing a summary to the Administrative Board and registering players throughout the season.
- O) **FUNDRAISING COMMITTEE** – is responsible for co-coordinating all fundraising activities sanctioned by the WMHA. Fundraising must provide financial records and statements for each fundraising activity. The fundraising co-coordinator is to be an informational support to the individual WMHA team managers regarding their fundraising initiatives and documentation.
- P) **TRIPLE AAA REPRESENTATIVE** – to attend all AAA meetings held by the Central Ontario Wolves Association. To coordinate and be responsible for communication between the AAA Association and the WMHA executive.
- Q) **ICE SCHEDULER** - The Ice scheduler is the central figure responsible for the bookings and utilization of all ice times for Woodville Minor Hockey (WMH)
 - Book all required ice with the current managing party no later than June 1 for the upcoming hockey season as set forth by the WMH board.
 - Create, manage and update a current and accurate Master Ice Schedule as set forth by WMH. This is to be made available to all WMH members through the information board and/or any electronic medium currently being used.

- Ensure the appropriate parties are notified of any upcoming events. i.e.: arena, canteen, door, officials (except when assigned by the OMHA during playdowns)
- Work in conjunction with member teams, OMHA Rep and Three Counties Rep in changing, switching or cancelling ice times in order to best utilize WMH ice.
- Assist all teams with procuring ice for any makeup games required during regular season and playdowns.
- Make accessible to all teams and assign any available (open) ice. An emphasis will be placed on fairness and requirements.

R) Executive will complete any anti-bullying programs required by bench staff as per OMHA Regulations.

3) **COMMITTEES:** Committees shall be appointed by the Executive whenever required. Each committee shall appoint their chairperson who will report to the Executive.

4) **GENERAL MEETINGS:**

A) Order of Business:

- a. Call to order
- b. Roll Call
- c. Acceptance of Distributed Minutes
- d. Reports of Officers and Committees
- e. Unfinished business
- f. New Business
- g. Adjournment

B) Motions: All motions will be governed by the Roberts Rules of Order.

C) All voting and motioning at General meetings are restricted to the full Executive.

D) All conflict of interests are to be declared if any Executive member has a direct relationship to a player, any member of the coaching staff of a particular team. I.e. Son, daughter, niece, nephew, brother, sister etc. That member will be excused from business directly related to that team.

5) Should any of the elected officers through absence or illness or for any other reason, be unable to perform their duties, the Executive, on a majority vote shall appoint another member of this Association to act in their place until a new slate of officers are elected at the Annual meeting.

6) Any elected office may have a direct connection with any team in the Association with the approval of the remainder of the Executive.

7) Coaching staff should submit their names on or before the day of registration. A subcommittee will be appointed by the Executive who will recommend a coach for each team. A meeting for those nominees shall be called after registration to mutually agree upon definite positions for their respective teams.

8) **MISCONDUCTS:**

- A) The Executive shall have the authority to suspend any players, coach, manager or any other member of the Association whose conduct is detrimental to the best interests of the Association.
- B) Upon evidence of misconduct, the Executive member recommending suspension shall have the authority to notify the offending party or parties that suspension will be recommended.
- C) The President shall convene a hearing for the offending party or parties no later than 3 days after he/she is notified that a suspension is being recommended by an Executive member.

9) OMHA ANNUAL MEETING: The number of teams registered with the OMHA shall constitute the number of voting delegates eligible to attend the OMHA annual meeting, with their registration expenses paid by for the Association. The Executive shall ensure the required number of voting delegates attend.

10) COLOUR RESTRICTIONS: The official colours of the Association are:

- A) 1st Set: White with grey, maroon and/or black trim or a combination of.
- B) 2nd Set: Maroon with white, grey and/or black trim or a combination of.
- C) The Hurricanes crest will appear on the front of the sweaters. A Canadian flag must appear on the front or sleeve of the sweater and the use of the STOP sign is MANDATORY.
- D) Team jackets should be maroon with grey, white or black or a combination of the above.

11) CHAMPIONSHIPS:

- A) Each OMHA team member, coach, assistant coach, manager and trainer who are All-Ontario finalists, shall receive money towards a suitable memento that has been approved by the Executive of \$50.00 per person as funds allow.
- B) Each Tri-County team member, coach, assistant coach, manager and trainer who are Champions of their overall district shall receive money towards a suitable memento that has been approved by the Executive of \$50.00 per person as funds allow. A mite team that wins a year-end tournament Championship may request a suitable donation from the Executive as funds allow.
- C) WMHA and the team parents may host an initial appreciation and welcome event for teams involved in an "A" Championship series. Subsequent events may be hosted by the team parents but not at the expense of WMH. This is for both the OMHA and Tri-County "A" side Championship series teams and include the home and opposing teams. The idea behind this event is to give both teams, coaching staff and parents the chance to meet and socialize together, thus making the series more personable for both sides. This event shall include refreshments i.e. pizza, pop and other appropriate items as approved by the Executive and as funds allow.

12) FINANCIAL POLICY: The Executive shall have the full control of finances for the Association and shall set registration fees for each year. The door admission costs shall be determined by the Victoria/Durham League each year.

13) Woodville Minor Hockey Association shall pay 100% of registration fees for active coaching staff and trainers to attend clinics which are mandatory for them to be on the bench.

14) No player shall receive money back from their registration fee after December 1st of any given year. 15% per month shall be taken off the registration fee for each month played before December 1st. If their withdrawal is as a result of a misconduct or other behavioural circumstance, they may be refused any refund at the discretion of the Executive.

15) Woodville Minor Hockey Association will hold a body checking clinic, prior to the start of the hockey season, to be attended on a mandatory basis by all first year players who will be involved with body contact. It is recommended that 2nd year players of the lower classification be invited to attend as well, in the event that they are invited to play up with a higher classification, sometime during the season.

16) The official name of all teams involved with the Woodville Minor Hockey Association shall be known as the Woodville Hurricanes.

17) ABUSE AND HARASSMENT/CODE OF CONDUCT: Code of Conduct to be adopted from the handout "Fair Play in Minor Hockey"

CODES OF CONDUCT - GUIDELINES

o Developed to clarify rights, responsibilities and privileges of players, parents and coaches in the Woodville Minor Hockey Association.

o Established prior to each season in conjunction with selected coaches and executive members and are distributed to participants before team selection.

o Each code/guideline provides a consistent rule base focused upon the goals and principles of Fair Play.

o Newly selected coaches input into the development to ensure the requirements of their teams are accommodated. Various levels may have different needs.

o Coaches are to be aware that the Code/Guidelines may be referred to throughout the season to assist in resolving some team problems.

o Players, coaches and parents have their own specific Codes/Guidelines.

o Participants must sign their Code/Guideline to ensure understanding of the Fair Play program and Woodville Minor Hockey Association rules.

o Woodville Minor Hockey Association provides the Fair Play principles and philosophy. Coaches provide specific team requirements.

o In player selection, "*ability and attitude*" should be a criteria. All participants have to be made aware of these TWO criteria prior to selections.

o Players exhibiting poor sportsmanship, lack of honesty, and lack of safety and respect for others, should be made aware that attitudes such as these are not tolerated in Fair Play.

18) The official playing rules of the OMHA, the CAHA, and Tri-County shall be enforced by this Association.

19) EQUAL ICE TIME GUIDELINES

Local League Tri-County:

- Coaches will endeavour to see that all players receive equal playing time through the course of the season, *not necessarily game by game*.

The understanding here is that rosters are quite often short (less than three lines) and therefore some players playing a certain position may see more ice in that particular game. Coaches will provide the 'opportunity' equally throughout the season for players to play positions that will result in slightly more or less ice time.

- All players will be given the 'opportunity' to play all positions throughout the season. To fully develop and meet their potential, players need to understand the basic roles of each member on the ice. Players wishing to try "goalie" in Novice and/or Atoms will be afforded the opportunity at the coaches' discretion.

- Ice time missed due to absence will not be made up in the form of extra ice during the next attended game.

- There will be no shortening of playing time or 'opportunity' with the exception of a lack of adherence to the "Principles of Fair Play" and code of conduct. Coaches have the right to deal with discipline issues through the adjustment of playing time if deemed necessary, provided it is subject to their team rules and WMH and code of conduct.

- Throughout the regular season and tournaments, coaches will endeavour to provide all players with the 'opportunity' for special teams i.e.: power play and penalty kill. In order to develop players fully, they need an understanding of roles in different game situations. This opportunity will be extended to practices as well.

- As stated above, during the regular season the goal is to develop players and help them meet their potential. Ice time and 'opportunity' will be as equal as possible subject to the coach's discretion in **certain situations** such as those listed above. Basically, if you make the team, you play.

- Playoffs: Coaches will have the right to take advantage of **key situations** to help gain an advantage. Coaches and players will 'play to win' **BUT NOT AT ALL COST**. During the playoffs, coaches may select to go with special teams but the basis of what we are trying to do in WMH remains the same and that is to develop players to meet their potential. It is important that ALL PLAYERS experience the difference in the tempo and style of play in playoffs. There may be a *reasonable* reduction in playing time based on the situation in any given game.

REP:

- Playing 'Rep' hockey is not a right based on membership but instead, a privilege based on a try out and the understanding that a certain level of commitment is required and expected. A lack of commitment throughout the season may result in a loss of 'opportunity' for the player.

- The main objective is to develop players throughout the season with the recognition that situations arise that may impart discretion on playing time. Such situations are: Risk management, lack of adherence to the 'Fair Play' rules, injury, fatigue, effort, focus.

- Throughout the regular season and tournaments, coaches will endeavor to provide all players with the 'opportunity' for special teams i.e.: power play and penalty kill. In order to

develop players fully, they need an understanding of roles in different game situations. This opportunity will be extended to practices as well.

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* All complaints about 'equal opportunity' should be written and submitted to the coach and a member of WMH. Every attempt will be made to stop negative and destructive conversations in the stands. Parents need to be made aware that the best way to deal with a concern is to let us know about it so we may work toward a solution.

"IF we believe in the power of sport to teach our children positive values then we should be advocating for a vision in which sport provides a seamless progression of sport opportunities in which our children can challenge themselves in their pursuit of excellence. The lessons of sport are best learned as young people strive to be the best that they can be – competing against others at the same level. *Riding the bench* does not achieve that, but nor does being thrown into a competitive situation where one is outclassed. *What is required is a mixture of competitive opportunities that allow children to compete and play at whatever level they are suited to.*"

20) Goalies from the age of Peewee and up must provide their own equipment.

21) All Executive members will be issued a Family Pass which will allow admission into the Woodville arena for all WMHA home games throughout the entire season.

The bench staff of all OMHA and Tri-County teams will be issued a Family Pass which will allow admission into the Woodville arena for all WMH home games for the regular season and on evenings when their team is playing in play-offs.

22) A coach may affiliate a player(s) as per OMHA regulations. Coaches must follow these additional guidelines within our organization.

- A) Mites-Peewee: Coaches may only affiliate players to ice a team of 13 skaters and 2 goalies.
Bantam-Midget: Coaches may affiliate players to ice a full rostered team of 15 skaters and 2 goalies.
- B) The coach must obtain permission from the affiliated player's coach prior to participation.
- C) If the coach must use an affiliated player(s) all year in order to ice a team, that coach and the affiliated coach must set some mutually agreeable ground rules at the beginning of the season.
- D) The parents of the affiliated player(s) must be included in all arrangements.

- E) During playoffs, coaches are only obligated to follow the rules as per OMHA regulations

23) ICE TIME: All play-off games shall have priority of WMHA ice times.

24) STANDING RULES:

- A) Coaching staff are required to pick up all game sweaters after each game and keep them in a sweater bag. No game sweaters are permitted to be worn for practices.
- B) All equipment belonging to WMHA, including sweaters, goalie equipment, first aid kits, etc. are to be turned into the Equipment Manager no later than the Annual Awards night. This will allow them the opportunity to make sure everything is in working order. The coaching staff is responsible for ensuring that all CLEAN equipment is returned at the end of the season to the Equipment Manager in an organized fashion.
- C) Long distance phone charges on behalf of WMHA will be reimbursed by the Treasurer. Discretion is advised when making these calls.
- D) Booth workers will be paid a maximum of \$10/hr for adults. Students capped at \$9/hr. All booth workers, whether paid or volunteer are required to attend a mandatory training session each year.
- E) Timekeepers are to be paid as follows:
 - a. All OMHA and Tri-County Teams require 2 people as timekeepers and they will be paid \$8.00 per hour and \$12.00 for an hour and a half game. All timekeepers are required to attend a mandatory training session.
- F) A banner recognizing OMHA Finalists and Champions and Tri-County Finalists and Champions, in the highest division, will be placed on the arena wall at or near the time of the annual awards.
- G) WMHA will not play a home game or have practice prior to 1:00pm on Sunday without prior approval of the Executive.
- H) Nominations will be accepted from the coaching staff of teams for the following awards:
 - a. Karl and Edna Trebelco Award. This award is for the OMHA player who best combines hockey ability with sportsmanship and dedication.
 - b. Dr. John Gehman Award. This award is for the Tri-County player who best combines hockey ability with sportsmanship and dedication.
 - c. Bernice Jones Award. This award is for a last year player in WMHA who best combines hockey ability with sportsmanship and dedication.
 - d. Gord Currie Memorial Award: to be given to the goalie who best combines hockey ability with sportsmanship and dedication.
 - e. Eldon Thompson Memorial Award: to be given to a volunteer who promotes community values of fair play, safety, sportsmanship, skill development and participation in the game of hockey. Recipients of this award will be granted a lifetime invitation to vote on future nominees.
- I) WMHA will keep on hand a supply of Woodville Hurricane pins for sale and distribution at ALL-Ontario Final games.
- J) WMHA Christmas parade float shall be organized every year by the Atom team(s) and their parents.
- K) If WMHA cannot fill a home tournament for a given team, that team will be provided funds for an away tournament, the amount not to exceed the entry fee of our home

tournaments. The treasurer shall issue one cheque per team if requested for a tournament entry fee. Reimbursement of fee is to be paid back within five days after the tournament; no additional cheques will be issued until paid in full.

- L) Any person applying for the position of Treasurer for either the Booth or General Account must provide references and pass a C-Pic.
- M) An Executive member must actively participate in the position they hold. Failure to fulfill their obligations as per the job description will result in early dismissal and loss of privileges.
- N) A coach may be suspended at WMH Executive discretion for 1 or more games as the OMHA rules allow for.
- O) Any donation received from companies or another source will be directed to the general account unless a written request is provided to the Executive where they wish the funds to be allocated. The Executive will have the right to make the final decision where these funds will be utilized.

25) TRY-OUTS:

- A) will only take place for age divisions where it is necessary.
- B) any player that participates in any tryout is completely committed to playing at the rep level.
- C) any player that has chosen not to play at the rep level will not be permitted to participate in the tryouts.
- D) Try-outs will consist of 4 50 minute sessions. Coaches may make cuts after the 3rd session to narrow down the selections and benefit from having a closer look at the last few players competing for a spot on the team.

26) FUNDRAISING:

- A) All team fundraising is to be done in the Woodville arena. There is to be no outside sale of tickets for any draws.
- B) Fundraising for individual teams is to be done on home tournament days only. All money raised is to be split with Woodville Minor hockey after the initial \$150 is paid to the booth.
- C) The split will be 60% for the team and 40% for WMH.
- D) Any fundraising that is done outside of the home tournament dates is not permitted unless preapproval is obtained in writing by the Executive; letter must be signed by the President and the Vice-President.
- E) A financial statement must be submitted in detail.
- F) Fundraising done by Woodville Minor Hockey as a whole is subject to outside fundraising for the year end Family Fun Night Draws.
- G) Pre-sale of tickets for the Y105 Country Dance is not included in this, as pre-sale of tickets is needed to draw a crowd.