

Tweed Minor Hockey Association

Constitution & Bylaws



May 2018

CONSTITUTION

ARTICLE 1-Name

This organization shall be known as the
"TWEED MINOR HOCKEY ASSOCIATION"
and any reference to TMHA in this Constitution and Bylaws, shall mean the
TWEED MINOR HOCKEY ASSOCIATION.

ARTICLE 2-Mission

To support the youth of our community in a positive hockey experience.

ARTICLE 3-Aims and objectives

1. To foster, promote and teach amateur hockey.
2. To develop, encourage and model sportsmanship, community spirit and good fellowship.
3. To enable all participants to develop the skills of hockey and to play at a level appropriate for enjoyment.
4. To promote, organize, and control all team competition in the area of operation to the maximum of playing accommodation and financial resources.
5. To sponsor and promote such athletic, social and other activities as may contribute to the finances of the organization

ARTICLE 4-Authority

The authority to govern the TMHA shall be invested in the Executive Board.

ARTICLE 5-Executive Board/Committee

1. The Executive Board shall be comprised of:
 - a) PRESIDENT
 - b) PAST PRESIDENT
 - c) FIRST VICE-PRESIDENT
 - d) TREASURER
 - e) SECRETARY
 - f) REGISTRAR
2. And the Elected Directors of (with Portfolio):
 - a) COACHING MENTOR & DEVELOPMENT DIRECTOR
 - b) COMMUNICATION & MEDIA DIRECTOR
 - c) EQUIPMENT DIRECTOR

- d) FUNDRAISING DIRECTOR
- e) CENTRE CONTACT
- f) ICE SCHEDULER
- g) OFFICIATING DIRECTOR
- h) INITIATION PROGRAM DIRECTOR
- i) LEO LEAGUE DIRECTOR
- j) EXECUTIVE WITHOUT PORTFOLIO**

****“Executive without Portfolio is a position held by someone who has previously held an Executive position for at least 3 years and who continues to attend 50% of Executive meetings in the current year. Should they have not have the required attendance, the position is void.”**
(Amended May 2018)

2. A member of the Executive Board shall not hold more than one office on the Executive Board at any one time.

3. Any members of the Executive Board or Elected Directors ABSENT FOR TWO CONSECUTIVE MEETINGS WILL BE UNDER REVIEW BY THE EXECUTIVE COMMITTEE.
(Amended May 2010)

ARTICLE 6-Executive Committee

1. The Executive Committee of the TMHA shall consist of the following officers:

- a) PRESIDENT
- b) FIRST VICE-PRESIDENT
- c) SECRETARY
- d) TREASURER
- e) REGISTRAR
- f) IMMEDIATE PAST PRESIDENT
- g) and all Elected Directors

2. The executive officers of the TMHA shall be elected annually by the general membership.

3. The Executive Board of the Association shall have the authority to appoint replacements to the executive committee.

4. The executive board shall have the authority to assign directorships to elected board members as required.

5. To be eligible for the office of President, a candidate must be a member of the present Executive, or have served as a Director, Centre Contact, Coach, Manager, or Referee within the past five years.

ARTICLE 7-Duties of the Executive Board

1. The **PRESIDENT** shall conduct all meetings and have a vote only if necessary to cast a deciding vote. He/She shall perform the duties usual to the office, such as co-signing all

cheques and calling meetings of the Association. The President or designate shall be responsible for representing the TMHA at all ONTARIO MINOR HOCKEY ASSOCIATION (OMHA) and Eastern Ontario Minor Hockey League (EOMHL) meetings. The President must call a meeting at the request of five members of the Executive Board.

2. The **FIRST VICE-PRESIDENT** shall perform the duties of the President in the absence of the President, and shall be responsible for the collection of all OMHA player, trainer and coaches cards for TMHA teams playing in the EOMHL, and shall act as a liaison with the representative teams.

3. The **SECRETARY** shall record all minutes of all duly constituted meetings of the association, handle all correspondence and filing pertaining to business of the Association, and provide notification of meetings. Duties also include the responsibility to post minutes of the previous meeting on the TMHA Website. (Amended May 2018)

4. The **TREASURER** shall record all finances and have co-signing authority. He/She shall give a written financial report at each meeting for approval. He/She shall deposit and maintain all funds in the official TMHA account. The person elected to this position must be available for a minimum of a (3) three year term. (Amended AGM, May 9, 2005)

5. The **REGISTRAR** shall be responsible for all activities associated with player registration in the Association including:

- a. organizing registration sessions
 - b. remitting funds to the Treasurer, with a summary
 - c. registering players throughout the season
 - d. distributing registration forms to the appropriate individuals as soon as possible
 - e. maintaining current team lists, including team officials, for all teams in the TMHA
- The person elected to this position must be available for a minimum of a (3) three year term. (Amended AGM, May, 2010)

6. The **PAST-PRESIDENT** shall act in an advisory capacity and shall carry out duties as assigned by the President or Executive Committee.

ARTICLE 8-Directorships

The following shall comprise the Directorships of the Association:

A. OFFICIATING DIRECTOR shall be responsible for:

- i. The provision of qualified referees for designated hockey games under the jurisdiction of the TMHA
- ii. Ensuring that the rules of the game are followed
- iii. Be responsible for coordinating all Referees' clinics
- iv. Maintain accurate records

B. FUNDRAISING DIRECTOR shall be responsible for all fundraising and related activities sanctioned by the TMHA with the assistance of a fundraising committee.

C. ICE SCHEDULER shall be responsible for the allotment and control of all ice time scheduling sanctioned by the TMHA. (Amended 2018)

D. CENTRE CONTACT shall be responsible for:

- i. Attend EOMHL meetings
- ii. Work with and be the primary contact with OMHA in rostering and the submission of game sheets, score sheets and dealing with other issues as they arise etc...
- iii. Liaison with the OMHA for the purposes of insurance coverage, assessment fees, etc...
- iv. Centre Contact will be responsible for the scheduling of tournaments.

****DUE TO THE EXTENT OF TRAVEL WITH THE ROLE, AN HONORARIUM IS PAID TO COVER COSTS OF PERSONAL CELL USE AS WELL AS MILEAGE TO MONTHLY MEETINGS.** (Amended May 2018)

E. EQUIPMENT DIRECTOR shall be responsible for:

- i. All purchases relating to equipment of the TMHA subject to the approval of the Executive Board.
- ii. Disposal of TMHA equipment subject to the approval of the Executive Board.

F. COMMUNICATION & MEDIA DIRECTOR shall be responsible for:

- i. Liaison with media.
- ii. Preparation and distribution of Association newsletters.
- iii. Maintenance of Association bulletin boards.
- iv. Maintenance of the Association website. (Amended May 2018)

G. COACHING MENTOR & DEVELOPMENT DIRECTOR shall be responsible for:

- i. The recruitment and training of Association coaches
- ii. Facilitation of ongoing communication
- iii. Confirm eligibility of players with the assistance of team coach
- iv. Ensure coaches attend to schedule both first entry and second entry teams in the fall of each year – first entry teams will schedule second entry teams if necessary.
- v. Ensure all team staff members are properly certified and have current police checks.
- vi. Provide coaching resources to team staff through education (books, videos, online training materials) if requested.
- vii. Call and conduct coaches meetings.
- viii. Collect coaching applications.

***They will not be required to resolve parental disputes.**

- ix. The delivery of all player development programs with the TMHA

H. INITIATION PROGRAM (IP) DIRECTOR shall be responsible for:

- i. The implementation of OMHA programming below the Novice level
- ii. Supervise player placement within the IP Program

I. LEO LEAGUE (LL) DIRECTOR shall be responsible for:

- i. Attend all "League of Eastern Ontario" L.E.O League meetings
 - ii. Work with and be the primary contact with OMHA
- (Amended May 2018)

ARTICLE 9-League Structure

The Executive Board shall be responsible for the formation and operation of the TMHA and representative teams of the Association.

ARTICLE 10-Complaint & Disciplinary Procedures

A Discipline Committee comprised of the PAST PRESIDENT, FIRST VICE PRESIDENT, CENTRE CONTACT, COACHING MENTOR, as well as the PRESIDENT who is attending to conduct ONLY and a vote ONLY if necessary to cast a deciding vote. The disciplinary recommendations put forth by the disciplinary committee are conclusive. Recommendations will be brought in summary form to the next meeting. Secretary will attend all disciplinary meetings as a non-voting member to take minutes. (Amended May 2017)

ARTICLE 11-General Membership

For the purposes of electing the EXECUTIVE BOARD, the general membership of the association shall include parents or guardians of all registered players, team officials and elected Executive Officers and Directors from the previous year.

ARTICLE 12-Meetings

1. GENERAL MEETINGS

General meetings shall be held at a minimum every 8 weeks during the period August through April, with additional meetings as determined by the President.

2. EXECUTIVE MEETINGS

Executive Board meetings shall be held as deemed necessary by the President.

3. ANNUAL GENERAL MEETINGS

Annual General Meetings of the general membership shall be held no later than May 31, at which time the following business shall be conducted.

- A. PRESIDENT'S REPORT
- B. TREASURER'S REPORT
- C. CONSTITUTION AMENDMENTS
- D. BY-LAW AMENDMENTS
- E. ELECTION OF EXECUTIVE OFFICERS AND DIRECTORS

ARTICLE 13-Voting

1. Each member of the Executive Board and each director shall have a single vote with the exception of the President who shall vote only in the case of a tie. All votes shall be shown by the raising of a hand. A secret ballot will only be used when electing Executive, Directors and Coaches.

2. Any voting member must attend at least 50% of executive meetings in order to maintain voting eligibility. (Amended May 2010)

ARTICLE 14-Quorum

The quorum for conducting the business of the Executive Board shall be set at a simple majority of the Executive Board plus Directors in attendance.

ARTICLE 15-Election of Executive Committee & Directors

- a. The election of the Executive Officers and Directors shall be held at the Annual General Meeting. Such elections shall be conducted in the recognized way with voting by secret ballot unless a unanimous open vote is agreed to. A simple majority vote will carry.
- b. The Chairperson of the election shall be an appointee not running for election and will cast the deciding vote in the case of a tie.
- c. The General Meeting shall require a quorum of members before the meeting can be convened.
- d. Nominations for Executive Officers and Directors may be made at the time of the election from the floor **or** may be received in writing prior to the Annual General Meeting.
- e. Notice of the Annual General Meeting **MUST** be printed in the LOCAL NEWSPAPER and **POSTED** on the TMHA WEBSITE, a **MINIMUM OF 30 DAYS IN ADVANCE OF THE MEETING DATE.** (Amended May 2018)

ARTICLE 16-Amendments to the Constitution

Motions to amend the Constitution will **ONLY** be considered at the **ANNUAL GENERAL MEETING**. A 2/3rd majority vote of the attending members is required. A notice of change to the Constitution by any member **MUST BE FORWARDED** to the Secretary at **LEAST 14 DAYS PRIOR TO THE ANNUAL GENERAL MEETING** when such change shall be considered.

ARTICLE 17-Amendments to the Bylaws

The Bylaws may be changed at any General Meeting or Annual General Meeting. A notice of changes in the Bylaws **MUST** be forwarded to the Secretary at least 30 days prior to the annual meeting for such changes to be considered.

ARTICLE 18-Expenses

When traveling outside the boundaries of the EOMHL on the business of the Executive, members of the Executive are to be reimbursed for their expenses at a rate no higher than that of the OMHA.

ARTICLE 19-Financial Reports

- i. The TMHA TREASURER SHALL maintain the Cheque Register and Cash Receipt Journal. These journals SHALL be maintained on a current basis and balanced monthly. These

Journals SHALL be a consistent format for the financial reporting and be followed from year to year.

ii. The TREASURER will submit the FINANCIAL RECORDS of the TMHA to a CERTIFIED ACCOUNTANT for a REVIEW at the request of the Executive and the Board. This review must be submitted to the board at the first meeting in September.

ARTICLE 20 – Code of Conduct

Team Officials

- Lead by example. I will do my best to be a role model at all times. I will not condone, defend, or engage in actions on or off the ice, which are not consistent with good sportsmanship.
- Recognize individual differences in players and always think of the athletes long term best interests.
- Be honest and consistent with players.
- Interact in a positive manner with Executive, League Officials, On-ice and Off-ice Officials, Municipal Staff, Players and Parents.
- Encourage all players to conduct themselves responsibly on and off the ice.

Players

- Lead by example. I will do my best to represent my team at all times. I will not condone, defend, or engage in actions on or off the ice, which are not consistent with good sportsmanship.
- Respect the rights and consider the safety of other Players, Coaches, Trainers, Officials, Administrators, Volunteers and Parents.
- Never argue with the Official's decisions; Let your Captain or Coach ask any necessary questions.
- Avoid drugs, tobacco and alcohol while representing TMHA home and away.
- Co-operate with team officials, team mates and opponents, for without them you do not have a game.

Parents

- Lead by example. I will do my best to be a role model at all times. I will not condone, defend, or engage in actions on or off the ice, which are not consistent with good sportsmanship.
- Encourage your child to always play by the rules.
- Do not publicly question the Officials' judgments and never their honesty.
- Support and respect your child's team officials. When problems arise, communicate on an individual, private basis. Public comments are not appropriate.

- Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment. Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship.

BYLAWS

Regulation 1.1 – Response to Traumatic Events

When a traumatic incident occurs for Executive Members and Team Officials within the TMHA organization, a card will be sent by the President on behalf of the Association.

Regulation 2.1 – Goalie Stick Refund

Limit to \$40.00 the refund for goalie sticks to players of Pee wee age and under.

Regulation 3.1 – Registration Refunds

- a) In the event that a player decides to withdraw from the program within the first 30 days of the commencement of the season, a refund of all registration money less \$50.00 for ice costs and administration will be paid.
- b) If a player is injured while playing for TMHA and is unable to complete the season due to that injury, refund of remaining registration funds will be prorated depending on how much time is left in regular season.

Regulation 4.1 – Additional Entry Coaching Applications

Coaching applications for 2nd entry teams are due 48 hours after the final tryout date for “A” teams in September. Applications may be submitted to the Coaching Mentor any time, but selection of the Coach will not take place until after the 48 hr. deadline has passed.
(Amended May 2018)

Regulation 5.1 – OMHA Movement of Players

When a Coach wishes to invoke Regulation 5.4 - Movement of Players, from the OMHA Manual of Operations, they will follow the procedure outlined below:

- a) If a team wishes to evoke Regulation 5.4, (in the OMHA Manual of Operations.) that states players may be moved up or down between representative and additional entry teams, the coaches must follow the following procedure:
 - Contact the coach of the other team by December 1st
 - Approach the parent & player
 - Submit a letter to the Executive about the movement
 - b) In the event that the coaches don't agree, it will be reviewed by the Association, as time dictates, with the coaches and parents invited for a discussion prior to the final decision.
 - c) At the meeting of final decision, Quorum must be met.
- (Amended May 2018)

Regulation 5.2 – OMHA Goalie Relief

If we do not have at least 3 goalies in an age bracket, Atom and up (where 2 teams are registered), the Association will automatically apply for Goalie Relief as per OMHA Manual of Operations. (Amended May 2018)

Regulation 6.1 – Complaint & Disciplinary Procedures

A Discipline Committee comprised of the PAST PRESIDENT, FIRST VICE PRESIDENT, CONTACT, COACHING DIRECTOR, as well as the PRESIDENT who is attending to conduct ONLY and a vote ONLY if necessary to cast a deciding vote. The disciplinary recommendations put forth by the disciplinary committee are conclusive. Recommendations will be brought in summary form to the next meeting. Secretary will attend all disciplinary meetings as a non-voting member to take minutes.

1. Prior to the Executive considering a complaint, the complainant must confirm that they have had a discussion with the person(s) directly involved, concerning the complaint. **This discussion should also include a member from the TMHA Executive to mediate between the parties to avoid hearsay.** If a satisfactory result is not obtained by following this procedure, the complainant may approach the Executive, in writing, to obtain a result satisfactory to both sides.
2. All concerns that come to the Executive must be in written form. The signed written complaint is to be forwarded to the President. The President will then forward the written complaint to the appropriate party for their response, in writing. **Anonymous letters will not be addressed.** See Appendix A in TMHA Constitution for the form that must be used.
3. Once both/all parties have submitted their concerns/thoughts in writing, the Disciplinary Committee will meet to discuss the issue and decide whether further investigation is necessary. The Executive will not listen to or address hearsay.
4. If the Discipline meeting involves a player, the parent will attend with the player.
5. All parties to the complaint have the option of appearing at the next scheduled Executive Meeting to resolve their complaint if they wish to.
6. After thorough investigation, the Committee will make a recommendation for action, **if necessary**, to the Executive for approval.
7. Once the action is approved by the Executive, all parties will be informed, in writing, by the President.
8. All written complaints, written responses, documentation pertaining to the complaint and the TMHA's written response, will be kept on file with the TMHA.
9. Disciplinary action may include but is not limited to the following:
 - A meeting with the Disciplinary Committee
 - A meeting with the Disciplinary Committee and complainant
 - A letter of apology
 - A short term suspension from all or some TMHA sanctioned events and activities
 - A long term suspension from all or some TMHA sanctioned events and activities
 - A permanent suspension from all or some TMHA sanctioned events and activities
 - Return TMHA equipment
 - Reimburse funds

All decisions of the Executive are final.

(Amended May 2018)

Regulation 7.1 – Dressing Room Supervision

Dressing rooms must be supervised at all times with at least two (2) Team Officials present.

Regulation 8.1 – Criminal Record Checks/Offence Declarations

1. All Team Officials and any person(s) having direct contact with the players, including extra volunteers used at practices and TMHA Executives must complete and pass a Criminal Reference Check. This must be done every 3 years and for every new person. Any person with a current Criminal Reference Check MUST sign an Offence Declaration annually. These checks and declarations will be given to the Secretary to file.
2. The President/Designate will co-ordinate Criminal Reference Checks/Offence Declarations.
3. All Criminal Reference Checks/Offence Declarations must be filled out through the Executive Committee on or before October 15th. If not filled out, the member will be suspended from their duties until a clean Criminal Reference Check is returned by the Local Police or until an Offence Declaration is obtained.
4. An applicant/volunteer will be asked to step down by the TMHA if convictions or any outstanding charges involve:
 - a) Any sexual assault
 - b) Any criminal code charges/convictions involving children
 - c) Any assault conviction/charge within the last 10 years
 - d) Any theft/fraud related convictions/charges within the last 5 years
 - e) Any convictions/charges relating to Uttering Counterfeit Currency
5. If Impaired Driving convictions/charges are found, a letter will be sent to the applicant/volunteer from the TMHA advising them they are not allowed to drive children, other than their own, to and from games, practices or TMHA sanctioned events.
6. If an applicant/volunteer fails a Criminal Reference Check or refuses to do an Offence Declaration, the President/Designate will contact that person to explain what has come back. That person will be given the option to resign their position, or if they feel the Criminal Reference Check is wrong, they will be given one week to resolve the matter with the Local Police. A letter clearing them will be required. If a letter cannot be obtained within the week, that person will again be given the option of resigning or being removed from their position until the matter can be resolved. All of this will be done in total confidentiality. (Amended May 2018)

Regulation 9.1 – Non-payment of Fees

No player shall be rostered (or permitted to play) until full payment had been received and all outstanding debts are paid.

Regulation 10.1 – Minutes taken

Minutes will be taken at all sub-committee and coaches meetings by the Secretary or their Delegate.

Regulation 11.1 – Jerseys

Team game jerseys are to remain in the possession of a team official and not to be handed out to each individual player for the season.

Regulation 12.1 – Executive Meeting Attendees

The manager or their designate from each team **SHALL** attend each executive meeting to collect any important information that needs to be brought back to that team, keeping them informed of important changes throughout the year.

Regulation 13.1 – Late Registration

Any player registering after the completion of tryouts will go directly to the additional entry team within their designated age group.

Regulation 14.1 - Tryouts

- a). Each player attending tryouts for the first entry team will be given a minimum of 3 scheduled tryouts to a maximum of 5 scheduled tryouts excluding exhibition games before the teams are selected
 - b). First entry tryouts are considered completed after the fifth scheduled tryout.
 - c). Any player wishing to try out for a team above his/her proper age group will only be allowed if approved by the executive, to be in the best interest of the organization.
- (Amended May 2014)

Regulation 15.1 – Rostering Players

Teams will roster players in accordance to OMHA regulations. There will be no cutting/releasing of players if the numbers of players are in accordance with OMHA regulations. Minimum number is 9, 8 skaters and one goalie. If you have two teams, the numbers are 10 and 1. See OMHA regulation book for clarification.

Regulation 16.1 – Referee Costs/Reimbursements

- a). TMHA to pay 1/3 per year of initial cost of referee fee providing they stay within TMHA for 3 returning season term, but not limited.
 - b). TMHA to reimburse \$50/yr to local referees based on reffing a minimum of 10 games per year, in Tweed.
- (Amended May 2018)

Regulation 17.1 – Family Passes

Family Passes/Season Passes will **ONLY** be for immediate families, living in the same household, and will be **VOID** for EXHIBITION GAMES, TOURNAMENTS & PLAYDOWNS.
(Amended May 2018)

Appendix A
TWEED MINOR HOCKEY ASSOCIATION
Complaint Form

As per Regulation 6.1 in the TMHA Bylaws all complaints regarding any Member of the Association must come to the President in signed written form. The following form must be used for that purpose.

Name of Complainant:	Today's Date:
Date of Incident:	Name of Member(s) involved in the incident:
Date incident was addressed to this Member(s):	
Outcome(s) of that meeting:	
Description of Incident/Concern: (Please stick to the facts. Report only those things that were said or done. Do not speak for anyone but yourself.)	
Additional Information: (Include here other facts that might be helpful for Committee when investigating incident/concern. E.g., history between individuals involved, family/personal connections, etc...)	
_____ Signature of Complainant	_____ Date