



# Operating Policy of the East Gwillimbury Minor Hockey Association

(May 2024)

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**EAST GWILLIMBURY MINOR HOCKEY ASSOCIATION**

An Incorporated Association

**1914 Mount Albert Rd  
Sharon, ON L0G 1V0**



# East Gwillimbury Minor Hockey Association

## Operating Policies

A policy relates to the general conduct of the affairs of the East Gwillimbury Minor Hockey Association.

This policy document is enacted in addition to the Rules and Regulations as set forth in the Ontario Minor Hockey Association Manual of Operations.

This policy document may be updated and/or revised by a majority vote of the Board of Directors and will be available for members of the association.

### 1. DEFINITIONS

- 1.1 In this Operating Policy and all other policies of the Association, unless the context otherwise requires:
- (a) “AAA” means Triple A hockey.
  - (b) “Association” means East Gwillimbury Minor Hockey Association (or such other name as the Association may in the future legally adopt);
  - (c) “Board / Executive” means the Board of Directors of the Association;
  - (d) “Hockey Canada” means Hockey Canada (or such other name as Hockey Canada may in the future legally adopt);
  - (e) “HL” means House League, recreational hockey;
  - (f) “LL” means Local League, recreational hockey;
  - (g) “Minor Development” or MD Hockey means a recreational team in the U8 and U9 age category that participates at a level above House League, but lower than REP and comprised of players who are eligible for the EGMHA by age and residence as per OMHA residency regulations 3.3. Minor Development players shall not be rostered to a House League team.
  - (h) “OHF” means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
  - (i) “OMHA” means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
  - (j) “Policies” means written statements governing issues affecting the affairs of the Association which have been considered and approved by the Board of Directors of the Association;

- (k) “REP” means representative hockey, competitive level, which players must be eligible by age and residency;
- (l) “Select” refers to a category of minor hockey in the divisions of U10 to U18 with a team comprised of players selected from affiliated House League teams of the EGMHA. Players must be eligible by age, but are not required to abide by residential regulations, and may compete in exhibition and tournament games as per the regulation while continuing to play for their House League team.
- (m) “CPP” refers to the Competitive Pathways Program for U7, U8 and U9 and is a Select Program.

## **2. MISSION OF THE ASSOCIATION**

- 2.1 EGMHA shall maintain the following aims and objectives. The preceding shall be subject to the rules of the OMHA in this regard:
- (a) To promote and organize the game of ice hockey for the community of East Gwillimbury,
  - (b) To encourage and maintain the highest degree of sportsmanship and fair play amongst all EGMHA members,
  - (c) To establish an effective method of teaching hockey skills for the development of all EGMHA members.
  - (d) To operate with integrity a non-profit volunteer, community organization.
  - (e) To provide the greatest accessibility for hockey participation at the lowest possible cost through careful control of expenditures and active fund-raising where required.
  - (f) To affiliate with other hockey organizations that best benefit the EGMHA members.

## **3. AFFILIATIONS**

- 3.1 The Association shall have the following affiliations:
- (a) The Association shall be a member of the OMHA, and through the OMHA, shall be a member of Hockey Canada and OHF;
  - (b) The Association’s “AAA” zone affiliation shall be with the York Simcoe Express;
  - (c) The Association shall operate in cooperation with the Activities and Recreation Department of the Town of East Gwillimbury.

#### 4. BOARD OF DIRECTORS – EXECUTIVE

##### 4.1 **Composition**

###### (a) **Eligibility**

###### **An Executive Member:**

- (i) to be eligible to run for President, it is preferred that the individual must have served **at least one full term (2 years)** on the Executive in the immediate past **3 terms**.

###### (b) **Succession**

- (i) In the event the President is unable to perform his or her functions as outlined in the By- Law, the Director of Operations shall assume the duties of the President in their absence.
- (ii) Should the President become vacant during the President’s term, the Director of Operations shall fill the position of the President until the next Annual Meeting.

#### 5. RESPONSIBILITIES OF OFFICERS & EXECUTIVE DUTIES

##### 5.1 **Officers of the Association**

- (a) The Officers of the Association shall be the President, Treasurer, Secretary, and Director of Operations.
- (b) The Officers of the Association shall be the only Executive members permitted to sign cheques.  
Contracts or any other legal documents may be signed by of the Officers of the Association.

##### 5.2 **Deputies**

The Board of Directors may appoint Deputies to Executive members, as required, for their input, expertise or interest as the Board may determine by Resolution from time to time. The Deputy may attend Executive meetings and participate in discussion but will not be eligible to vote unless delegated by the Director they are affiliated with.

##### 5.3 **Organizational Structure and Executive**

- (a) A majority of members voting at any General Meeting shall have governing authority over the

affairs and operations of all matters affecting the interests of EGMHA and its members as provided for under this General Operating By-Law and Operating Policy. Between General Meetings this authority is entrusted to the duly executed Executive Members who shall comprise the Executive Committee; herein after referred to as the 'Executive'.

- (b) The Executive shall be elected during the Annual Meeting held in the spring of each year.
- (c) Executive members are more directly responsible for the day-to-day operation and functions for the efficient management of the Association. Each Executive is responsible for the execution of their portfolio responsibilities as dictated in 'position requirements' document which is described in Schedule A of the General Operating By-Laws. Each Executive's portfolio responsibilities may change from time to time or as required by the specific position and as decided by majority vote of the Executive.
- (d) EGMHA Members in Good Standing are eligible to be nominated for more than one Executive office but are not eligible to hold more than one Executive position at any given time.
- (e) If the Director of Representative, Local League or House League, acquires a head coaching position through the coaches' selection process for a team, they will vacate their responsibilities to the Director of Operations for the division of which they are acting in a Head Coach position.
- (f) Individual Executive Members shall be chairperson for their respective committees and where they deem it appropriate, may nominate a co-chairperson for appointment by the Executive.

#### 5.4 **Remunerated Positions**

- (a) The Referee-In-Chief, Ice Scheduler and Administrator are all remunerated positions and shall be appointed by the Director of Operations with approval by majority vote of the Executive.
- (b) Each Remunerated position is responsible for the execution of their portfolio responsibilities as dictated in 'position requirements' document which is described in Schedule A of the Operating Policy.
- (c) Each remunerated position's role and responsibilities may change from time to time or as required by the specific position and may include additional duties as prescribed by the Executive.

#### 5.5 **Key Supporting Roles**

- (a) The Tournament Director and League Convenors are key supporting roles within the Association. The Tournament Director or contracted provider in lieu of a volunteer Tournament Director shall be appointed by the Executive. In cases where a contract provider is acting in place of the Tournament Director, the Director of Operations shall be the liaison with the provider and the Association, and will bring reports on progress of tournament planning and implementation back to the Executive on a monthly basis.

- (b) Convenors shall be appointed by the Director of House League for House League divisions and the Director of Local League for Local League divisions.
- (c) Each key supporting role is responsible for the execution of their portfolio responsibilities as dictated in 'position requirements' document which is described in Schedule B of the Operating Policy.

#### 5.6 **Triple A Liaison**

The person or persons who sit on the "Triple A" Executive representing East Gwillimbury shall be appointed by the elected Executive by majority vote. Such person or persons may be appointed from within the elected members or from outside the Executive.

#### 5.7 **Standing Committee Procedure**

- (a) All Committees shall comply with the General Operating By-Law, guidelines and the Operating Policies of the Association as determined by the Executive or the Membership of the Association, from time to time, and also comply with all requirements of the OMHA, OHF, Hockey Canada and, if applicable, any other hockey organizations with which Association teams are participating.

- (b) **Meetings:**

Each Committee shall meet at the call of the Chair.

- (c) **Notice:**

Notice of all Meetings of Committees shall be communicated to all Members of the Committee at least seven (7) days prior to the Meeting, except that such notice may be waived by consent of all Members of the Standing Committee.

- (d) **Quorum:**

A quorum for a Committee shall be a majority of the Members of the Committee.

## 6. EXECUTION OF DOCUMENTS

### 6.1 **Execution of Documents:**

- (a) The Treasurer shall keep all the Association financial records.
- (b) The Executive may from time-to-time grant authority to any other Executive member, outside of policy 5.1(b), on behalf of the Association, either to sign documents generally or to sign specific documents. The corporate seal of the Association, when required, shall be

affixed to documents executed in accordance with the foregoing.

- (c) An external public accounting firm will be appointed for the coming fiscal year at the Annual Meeting. The firm will be responsible for providing either an Audit or a Review Engagement Report on the Association's Financial Statements, prior to their presentation at the Annual Meeting.
- (d) The Executive, through the Treasurer, will be responsible for presenting the Association's Financial Statements along with the Association's Public Accountants Interim Review Engagement Report at the Annual Meeting.
- (e) The Executive shall be responsible for maintaining the accounts of all monies due and received by the Association and make them available for inspection and scrutiny as required by the Auditor of the Association as may be appointed from time to time.
- (f) The EGMHA office shall keep accurate yearly records of player registration and the fees paid on their behalf.
- (g) All EGMHA players, coaches, trainers, assistant coaches, managers and referees shall be registered yearly in the manner specified by the OMHA Manual of Operations.
- (h) The Executive shall grant, or revoke, all player or participant registrations and provide and define qualification of all participants herein.
- (i) The Association shall keep minutes of all Executive Meetings, Annual Meeting and any other meetings of the Executive or Membership. The minutes from all meetings will be posted in the Library section of the EGMAH website.

## 6.2 **Books and Records:**

The Executive shall ensure that all necessary books and records of the Association required by the By- Laws of the Association or by any applicable statute is regularly and properly maintained and any contracts or agreements are filed for safekeeping.

## 7. **FINANCIAL YEAR**

- 7.1 The financial year end of the Association shall be April 30<sup>th</sup>, of each year.

## 8. **BANKING ARRANGEMENTS**

### 8.1 **Banking Resolution:**

The Executive shall be empowered to authorize any other person (excluding the Officers already defined) to transact the banking business of the Association, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Executive has designated as the banker of the Association.

## 8.2 **Deposit of Securities**

- (a) All accounts shall be domiciled in the same branch to enable a smooth transition in signing officers on various accounts from year to year.
- (b) All bank accounts, general account and subsidiaries (fundraising account, bingo account, referee account, hockey development account, and scholarship account) shall have multiple signing officers. Signing officers shall have an understanding of the use of the funds.
- (c) Monies dispersed by the Association must have approval of the Executive and the signature of any two Officers of the Association.
- (d) New expenditures greater than \$500 must have majority approval of the Executive.
- (e) All expenditures should be disclosed to the entire Executive on a timely basis. All expenditures must be supported with receipts.
- (f) Timing of payment for major expenditures should always be known well in advance. All bills should be paid promptly as possible irrespective of any credit terms that may be extended.
- (g) Excess cash should be invested without exposing the Association to any risk. The Treasurer shall bring forward a recommendation based on advice received from the Auditor to the Board for approval on any funds that are to be invested. Funds should be invested where the Association accounts are held. The maturity date of investments should be such that funds are available when needed.

## 9. **FISCAL RESPONSIBILITY**

### 9.1 **Responsibilities:**

- (a) All monies derived through the efforts of the Association shall revert to the Association's treasury and dispersed in a manner determined by the Executive, subject to conditions set in the General Operating By-Law.
- (b) The Executive shall determine the amount required for annual registration fees with foremost consideration given to EGMHA's aims and objectives as well as an amount up to the equivalent of ten percent (10%) of player registration fees shall constitute Annual Dues for



deposit to the Contingency Fund. This allocation towards contingency shall be determined on an annual basis.

- (c) All sources of EGMHA income except for the amounts designated as 'annual dues' and tournament income shall be deposited in an account known as the EGMHA's 'general fund' from which all normal operating expenses shall be paid, e.g. ..ice fee, insurance fees, OMHA fees, administration costs, equipment repairs/purchases etc.
- (d) Amounts designated as 'annual dues' shall be deposited in an account known as the EGMHA's 'contingency fund' which shall be partitioned as follows:
  - (i) All monies will go towards the operational contingency fund first until it reaches the required minimum level equal to 10% of revenues. Thereafter, all funds are divided as follows:
    - a. 80% of monies towards the Association Fund, which may be used to benefit the Association and its members as a whole.
    - b. 20% of monies towards the operational contingency fund, which may be allocated at the discretion of the following year's executive.
- (e) Quotes from different suppliers should be obtained on large expenditures.

## 10. BORROWING BY THE ASSOCIATION

- 10.1 The Executive will not authorize any Director or Officer of the Association or any person to make arrangements to borrow money on the credit of the Association.

## 11. RULES of PROCEDURES

### 11.1 Rules:

- (a) The rules of the Association shall be in accordance with the official rules of Hockey Canada and the OHF and the OMHA which may be amended and modified annually.
- (b) The Association shall have as additional rules, ones which fit the requirements of the Association.
- (c) The Association's rules/**discipline** will be developed, changed, or rescinded based on the recommendations by the **Discipline** Committee to the Executive and ratified by the Executive.

- (d) The Rules contained in the most current edition of “Robert’s Rules of Order” by Mary A. Vries shall govern the rules and procedures to be used in conducting the meetings and affairs of the Association in all cases to which they are applicable, and in which they are not inconsistent with the By-laws or other governing documents or laws affecting the Association.

## **12. DIVERSITY, EQUALITY AND INCLUSION**

- 12.1 EGHMA is committed to providing an inclusive, safe and positive environment in which all individuals are treated with fairness and respect. EGHMA wants to ensure individuals are aware that there is an expectation, at all times both on and off the ice, of appropriate behavior consistent with EGHMA's core values. EGHMA is committed to providing a Diverse and Inclusive environment in which all individuals are treated with respect and in an environment free from maltreatment, implicit bias, racism, sexism, bullying and harassment.

## **13. ABUSE & HARASSMENT**

- 13.1 The Association will not tolerate any interference with referees, game officials, or team officials by spectators. Any person engaging in physical or verbal abuse of an official, EGMHA volunteers, spectators, players, or town employees, in any location, may be subject to:
  - (a) removal from the arena;
  - (b) be refused admission to any Association sponsored game, Rep, House League, Local League, MD or Select game for a period of time set by the Executive.

Any incidents of maltreatment, racism, sexism, homophobia, anti-gender orientation/expression, bullying or harassment behaviour or incidents pertaining to Section 12.1 or 13.1 will be considered by the Discipline Committee for disciplinary actions.

## **14. OMHA CODE OF CONDUCT**

- 14.1 This Code of Conduct identifies the standard of behaviour which is expected of all OMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in OMHA activities and events.

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

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

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

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

Members of OMHA shall refrain from comments or behaviour which are disrespectful, offensive, abusive, racist, homophobia, anti-gender orientation/expression or sexist. In particular which constitutes harassment or abuse will not be tolerated and will be dealt with under OMHA's Harassment policy.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of OMHA. Such action may result in the member losing the privileges, which come with membership in OMHA, including the opportunity to participate in OMHA activities and events, both present and future.

#### **15. OMHA MANDATED POLICIES AND PROCEDURES**

East Gwillimbury Minor Hockey Association will follow all present and future OMHA mandated policies and procedures regarding the OMHA Initiation Program. Refer to OMHA Manual of Operations for specific policies and regulations.

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Rick McGlone

Chair/President

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Jennifer Mackey

Secretary

**SCHEDULE A**  
**REMUNERATED ROLES AND RESPONSIBILITIES**

**1) Referee In Chief**

The Referee-In-Chief is responsible for the recruiting, mentoring, training, performance, evaluation/feedback and the assignment of the duties of all officials (e.g., referees, timekeepers). They shall also liaison with Ice Operations and local OMHA Officiating Supervisor to ensure all scheduled games are filled with qualified officials.

The Referee-in-Chief or their designate shall be responsible to the Director of Representative for all Representative games; the Director of House League for all House League games and the Director of Local League for all Local League games for all pertinent information (i.e. game sheets, etc.), in any case involving the discipline of a player or team official.

**2) Ice Scheduler**

The Ice scheduler is responsible for all tasks related to the scheduling and usage of ice. This position may be combined with other positions to consolidate responsibilities with a single person. Responsibilities include:

- (a) chair (or select a chairperson for Executive appointment) and be responsible for the Ice Operations Committee.
- (b) be responsible for the communications between the EGMHA and the Town of East Gwillimbury for all ice requirements.
- (c) provide game and practice ice to the House League, Local League and Representative Teams
- (d) be responsible for the rescheduling, exchange, and cancellation of ice time.
- (e) review and approve all ice acquisitions and billings.
- (f) provide schedules to the Referee-In-Chief.
- (g) attend Scheduling meetings for Representative, Local League and Select teams
- (h) work with Director of Events to schedule all league team pictures.

**3) Administrator**

The Administrator is responsible for association administrative hockey operations including registration and bookkeeping. This position may be combined with other positions to consolidate responsibilities with a single person. Responsibilities include:

- (a) Liaise with membership, executive, and OMHA to register all players, coaches, and bench staff
- (b) Be primary administrator for the Hockey Canada Registration online tool to manage registrations
- (c) Work with Director of Representative teams, Director of House League and Director of Local League to ensure all coaching staff have required certifications.

- (d) Manage Parental Respect-in-Sport program.
- (e) Manage registration statistics to assist executive in determining program offerings.
- (f) With Director of Representative teams, Director of Local League and Director of House League, roster all teams.
- (g) Oversee registration committee or other assistants as required.
- (h) Track registration payment and with Treasurer , manage collection of registration fees
- (i) Gain approval for all bench staff of Representative Teams, House League Teams, and Local League Teams from the Director of Player & Coach Development
- (j) Being responsible for travel permits
- (k) Ensure all EGMHA trophies, trophy cases, banners, pictures, etc. are displayed and maintained to the best standards reasonably possible.
- (l) maintaining an accurate record of all financial transactions for the association
- (m) manage accounts payable including preparing cheques, electronic funds transfers, or direct deposits as needed to manage affairs of the association
- (n) manage accounts receivable including invoicing teams and others as required to manage the affairs of the association
- (o) perform banking as required
- (p) prepare and submit all files and paperwork for the Yearly Audit to the Auditor

**SCHEDULE B**  
**KEY SUPPORTING ROLES AND RESPONSIBILITIES**

**1) Tournament Director**

The role of the Tournament Director may be performed by a volunteer or by a service provider appointed by the Executive. The Tournament Director responsibilities include:

- (a) be chairperson of the Tournament Committee who shall have the authority to co-ordinate all activities for Tournaments and distribute duties including appointments of individuals to organize and/or chair sub- committees as may be required to run effective tournaments.
- (b) Obtain all necessary permits from the OMHA.
- (c) Arrange for referees with the Referee-In-Chief.
- (d) Arrange for timekeepers with the Ice Scheduler.
- (e) Arrange for advertising of said tournaments with the Director of Communications.
- (f) Arrange for ice with the Ice Scheduler.
- (g) Co-ordinate and assist the various organizing Tournament Committees.

- (h) Distribute tournament information to the Executive.
- (i) Review and approve the revenues and expenses of each of the tournaments with the various organizing Tournament Committees.
- (j) Attend Executive meetings as needed with a prepared report or provide a report to the Director of Operations to present.
- (k) Prepare a yearly plan inclusive of a Tournaments Budget.
- (l) Conduct a Tournament Audit with the Treasurer.

## **2) Convenors**

- (a) Every division within House League or Local League require a convenor to oversee the operations of that division. A member serving in the position of House League/Local League Convenor shall:
  - (b) Oversee their respective league and responsible for all team activities of teams within their division.
  - (c) Maintain close contact with the Director of House League/Director of Local League as to the activities of the division they are convening.
  - (d) Assist with the registration for their league and conduct the draft for the selection of teams and provide a written report of said draft to the Director of House League/Director of Local League.
  - (e) Have the authority to enforce the resolutions of the EGMHA.
  - (f) Be present, when possible, at games in the league they represent.
  - (g) Recommend to the Director of House League/Director of Local League and/or the House League Committee any balancing of teams in the league.
  - (h) Ensure that all discipline and suspensions are carried out.
  - (i) Work with the Administrator to ensure all team officials are properly certified as specified by the OMHA.
  - (j) Check to ensure that all injuries are reported in accordance with the EGMHA Trainers' Certification Program.
  - (k) Arrange to have all equipment returned to the Director of Equipment and Apparel for storage and cleaning.
  - (l) Ensure that any team wishing to partake in an exhibition game or tournament outside of the home centre will obtain a travel permit approved by the Director of House League/Director of Local League or their designate beforehand.