



East Gwillimbury Minor Hockey Association, Inc. (EGMHA)

Constitution

April 10, 2018

Version 10



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DOCUMENT REVISION HISTORY

Version	Date	Updated By	Description of Changes
1	May 27, 2004	Original	No Changes – formalizing existing document as previously recorded on EGMHA Website
3	August 30, 2004	Rick Cooper	Minor changes to duties of Officers and Executive (grammar, formatting and clarification)
4	March 26, 2005	Eric Kopsala	Changes approved at Spring AGM including executive re-election schedule, and specific limits around suspension durations.
5	March 25, 2006	Eric Kopsala	Changes to Remove Think Rink Addendum Changes to clarify wording of section 1.4 regarding allocation of contingency fund Changes to section 6.7 regarding head coach/executive conflict
6	March 27, 2008	Eric Kopsala	Article IV – Add Registrar as Executive position; Remove Tournament Director
7	March 28, 2012	Eric Kopsala Eric Kopsala	Article VI – Updated election year chart Article III and Removed reference to Goalie Equipment being provided for rep players
8	August 29, 2014	Eric Kopsala	Made numerous changes as agreed at last AGM: <ul style="list-style-type: none"> - Remove Registrar and VP Ice Operations as elected positions - Modernized Equipment specifications - Changed financial process for Rep Fees - Changed HL Directors to HL Convenors
9	February 2, 2018	Tara Rosevear	Changes approved at the 2013-2014 and 2014-2015 AGMs including: Article III – 3.3 rewording Article IV – Removal of Deputy VP House League and addition of VP Local League Article VI – 6.2 Removal of Deputy VP House League and addition of VP Local League Article VII – Removing second annual meeting Article VIII – 8.7 (2) Duties for VP Local League
10	April 10	Constitution Review team Tara Rosevear Cathy Kopsala Jen Mackey Stacey Barron Eric Kopsala	Change “Canadian Hockey Association (CHA)” with “Hockey Canada” Change “Standing Committee” with “Committee” Change “Sponsorship and Fundraising” with “Sponsorship Coordinator” (name of executive position) Change “Officer” with “Executive Member” Change “Nominate” with “Appoint” as related to deputy appointments. Change “General Meeting” with “Annual General Meeting” Change “written report” with “report” as related to executive updates (reports are delivered verbally and captured in minutes if attending)



East Gwillimbury Minor Hockey Association, Inc.

Constitution

			meetings in person) Change "Assistant Officer" with "Deputy" Clarified the Timing of the Election of Executive Members (Article VI 6.2) In regards to the timing of the AGM, changed "within two months of the start of the hockey season" to "November 30th of the given hockey season" Change "Intro Program" with "Initiation Program" Moved duties for Peewee/Bantam/Midget Local League from Vice President House League to Vice President Local League Remove "carding" from all references regarding Registration Change "Office Manager" to "Bookkeeper"
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ARTICLE I - Name, Operation and Funds

1.0 The name of this organization is the East Gwillimbury Minor Hockey Association Inc. (EGMHA), incorporated December 1986. The Corporate Directors as required by the Ontario Not for Profit Act shall be the four top officers: President, 1st Vice President, Treasurer and Secretary.

1.1 EGMHA operates as a Home Centre affiliated with the Ontario Minor Hockey Association (OMHA) subject to,
(a) whatever rules of the OMHA that apply to all Home Centres and
(b) the rules of the Ontario Hockey Federation (OHF) and Hockey Canada, the latter being the governing authority of amateur hockey in Canada.

1.2 Where a conflict arises between EGMHA's Constitution/By-Laws and any rules of the OMHA, OHF, or Hockey Canada, the latter in descending order, shall take precedence over the Constitution/By-Laws of EGMHA.

1.3 All sources of EGMHA income except for the amounts designated as 'annual dues' 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.

1.4 Amounts designated as 'annual dues' shall be deposited in an account known as the EGMHA's 'contingency fund' which shall be partitioned as follows:

- (a) 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:
- (b) 80% of monies towards the Association Fund, which may be used to benefit the Association and its members as a whole
- (c) 20% of monies towards the operational contingency fund, which may be allocated at the discretion of the following year's executive

ARTICLE II - Aims and Objectives

2.0 The EGMHA shall maintain the following aims and objectives:

- (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.

ARTICLE III- Membership/Registration and Fees/Dues

3.0 In compliance with OMHA residency rules, eligibility for membership in the EGMHA is available to residents of the Town of East Gwillimbury and;

- (a) non-resident parent/guardian(s) of player(s) who are/become eligible to play hockey in East Gwillimbury and;
- (b) non-resident(s) serving as;
 - (i) an official of any EGMHA team or,
 - (ii) a member of any EGMHA committee.



3.1 In order to be registered with EGMHA and to participate in activities as a player, coach, assistant coach, trainer, team manager, a member of the Executive Committee or an EGMHA Committee, all individuals shall become members in good standing as specified herein.

3.2 A member in good standing is defined as an individual or parent/guardian of a registered player(s) and paid the Registration Fees as specified under 3.3 herein and shall then be referred to as a 'member'.

3.3 The Executive Committee 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 five percent (5%) 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.

3.4 An individual and/or 'family' having established membership as provided herein is eligible to participate in all Association activities subject to the provisions of EGMHA's Constitution and By-Laws except that during any meeting or election procedure, a member must have reached the age of majority to be eligible to vote.

3.5 Eligibility for membership other than provided herein is subject to written approval from OMHA.

ARTICLE IV - Organizational Structure and Operation

4.0 The EGMHA elected officers shall consist of the President, 1st Vice President, Treasurer, Deputy Treasurer, Secretary, Vice President Representative Teams, Vice President Player & Coaches Development Committee, Vice President House League Teams, Vice President Local League Teams, Vice President Parents Auxiliary, Sponsorship Coordinator and Equipment Manager.

4.1 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 constitution and By-Laws. 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*'.

4.2 Individual Executive Members shall have supervisory authority and be obligated to fulfil the duties and requirements as stipulated in EGMHA's Constitution and By-Laws. In all matters not therein provided for, the Executive shall exercise full supervisory authority as provided herein to further compliance with the Aims & Objectives of EGMHA, subject and subordinate to the authority of a properly constituted General Meeting.

4.3 The elected Executive Members shall be responsible for the following committees:

- Constitution/By-Law
- Equipment
- Player/Coaches Development
- Finance
- Publicity
- Registration
- Coach Selection

* Note: See By-Laws for duties and functions of each standing committee.
See Article VIII for duties and functions of each officer.

4.4 The Executive may appoint additional committees and define their duties.



ARTICLE V - Removal From Office, Positions of Responsibility and Vacancies

5.0 When an Executive Member, Deputy, committee member, team official or any individual having assigned/accepted responsibilities for EGMHA's activities is unable to properly fulfil his/her duties as required; the Executive, after having considered all the circumstances, may, in the best interests of the Association, declare the position vacant upon written recommendation signed by no less than 75% of Executive Members.

5.1 The affected individual may appeal his/her removal provided his/her written request to exercise the right of appeal is delivered to a member of the Executive within seven (7) days after being informed of his/her removal. The President, within twenty-one (21) days upon receipt of this notice, shall call a Special General Meeting wherein this appeal shall be handled in conformity with the procedure under Article X. In the event a quorum for this Special General meeting is not attained, the original decision of the Executive shall be final and binding.

ARTICLE VI - Election of Executive Members

6.0 The Executive shall be elected during the Annual General Meeting held in the spring of each year. (See article 7.1).

6.1 The term of office shall be for two (2) years. Each year shall run May 1st through April 30th inclusively.

6.2 Elections will be conducted in the following manner:

Positions Elected Every Season Completing in an ODD Numbered Year	Positions Elected Every Season Completing in an EVEN Numbered Year
President	1st Vice President
Treasurer	Deputy Treasurer
VP House League	Secretary
Equipment Manager	V.P. Local League
VP Representative Teams	VP Player & Coach Development
Sponsorship Coordinator	VP Parents' Auxiliary

6.3 All EGMHA members in good standing, and have reached the age of majority are eligible to stand for office and vote.

6.4 Candidates for office shall be nominated from the floor at the meeting.

6.5 Except for the positions of President, 1st Vice-President, Secretary and Executive Deputies, other elected officers may appoint a deputy to share administrative and/or executive duties. All candidates for deputies are to be ratified by decision of the Executive.

6.6 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.

6.7 Unless otherwise provided by the Constitution or By-laws, no elected Executive Member (or deputy) is eligible to serve:

- a. the Coaches Selection Committee,
- b. a Rep Team Head Coach

unless no one is available to fill said position. When an Executive position and Rep Team Head Coach or Coaches Selection Committee position is held by the same individual and another individual wishes to assume one of these positions then the incumbent holding the two positions would have to declare his primary position. The incumbent would be required to vacate his secondary position if an alternate was available. Any executive acquiring a coaching position through the coaches' selection process would be deemed to have declared said coaching position as his primary position.



ARTICLE VII - Meetings

7.0 The President shall call all General and Executive Meetings, setting the date, time and location as allowed and/or required under this Constitution and By-Laws.

7.1 An Annual General Meeting shall be called within a 30 day period of the expiration of the 'ice use' permit with the Town of East Gwillimbury. The order of business for this meeting shall include elections for all existing vacancies to the Executive as provided under Article VI – Elections of Executive Members.

This meeting shall also be for purposes of reporting the results/conclusions of the current season's hockey operations. Reports to be submitted by each member of the Executive Committee. Said reports may be submitted 'verbally' or in 'written form'. In addition, proper audited financial statements (for the previous season) required by article 8.5 (d) shall be made available for review and approval at this meeting. Audited financials for the previous season are to be received and approved by executive by November 30th if the given hockey season.

7.2 The President shall call a Special General Meeting;

- (a) when in his/her opinion a matter requires membership attention and/or resolution or,
- (b) when requested in writing by
 - (i) a majority of the Executive and/or
 - (ii) ten percent (10%) of registered members.

7.3 The President shall call a Special Executive Meeting;

- (a) when in his/her opinion a matter requires Executive attention and/or resolution or
- (b) when requested by four (4) Executive members.

7.4 The Secretary shall post advance written notice of;

- (a) 30 days for Annual General Meeting
- (b) 15 days for Special General Meeting
- (c) 7 days for regular Executive Meetings (held monthly) and
- (d) notify Executive members accordingly or as soon as possible for Special Executive Meetings. The agenda for all General Meetings are required to be posted as in (a) or (b) above.

7.5 Quorums to conduct official Association business for;

- (a) Executive meetings will be no less than 50% of elected Executive Members and
- (b) for Annual General Meetings will be no less than 25 members including executives.

7.6 The Order of Business at all Annual General/Executive Meetings shall be as follows:

- (a) Call to Order
- (b) Adoption of Previous Minutes
- (c) Business Arising from Previous Minutes
- (d) Additions to the Agenda
- (e) Correspondence, Reports, Presentations
- (f) Unfinished Business
- (g) New Business
- (h) Adjournment

Note: As provided by article 12.3, all meetings will be conducted in conformity with the parliamentary procedures as contained in Robert's Rules of Order Newly Revised.



ARTICLE VIII - Duties of Executive Members and Executive

- 8.0 All Executive Meetings are open to any EGMHA member to observe proceedings except when the President and/or Executive determines confidentiality is warranted wherein 'Executive Session' will be declared, all observers will be excused and all proceedings will be considered confidential until
- determined otherwise by the Executive or
 - when the matter is included in the official minutes and issued. Meeting Minutes are available to any member in good standing from the Secretary upon request
- 8.1 All matters discussed during Executive sessions are strictly confidential and may only be discussed with others by specific exceptions. A breach of confidentiality is cause for the responsible Executive Member(s) being removed from office at the discretion of the Executive following the procedure - see Article V.
- 8.2 During Executive meetings each elected Executive position shall carry one (1) vote.
- 8.3 It is the duty of an Executive Member or Deputy to declare a 'personal interest' in any matter before the Executive involving a family member or his/her team and disqualify himself/herself from all participation. However, this will not preclude him/her from participating in the matter as a Parent/Member of this Association. In matters of personal interest which may be questionable, the President/Chairperson shall rule.
- 8.4 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.
- 8.5 The Executive shall retain the right to dismiss, suspend or discipline any EGMHA member subject to the provisions of the Constitution and By-Laws. This discipline may include finding a member not in good standing. (Also see Article 4.2)
- 8.6 A member serving in the Position of **President** shall;
- chair all EGMHA meetings.
 - be an ex-officio member of all committees and teams.
 - chair (or select a chairperson for Executive appointment) and be responsible for the Constitution and By-Laws Committee.
- 8.7 A member serving in the position of **1st Vice President** shall:
- in the absence of the President fulfil the President's duties
 - chair (or select a Chairperson for Executive appointment) to be responsible for the Coaches' Selection Committee
 - act as the publicity and communications Executive Member
 - act as, or be aware of EGMHA's representative to York Simcoe Express Minor Hockey Association.
 - have primary responsibility for incidents involving members which require investigation with possible discipline.
 - Convene and oversee Discipline Committee
 - Ensure remunerated positions are filled with qualified candidate(s). Recommend to executive for ratification and position changes including new hires and any compensation changes.
- 8.8 A member serving in the position of **Vice President House League**, shall:
- Appoint a Convenor for each of the following Divisions: Initiation Program, Novice, Atom, and have the authority to suspend them if necessary.
 - Oversee the complete operation of the House League teams including assisting the registrar with team registration.
 - In consultation with the VP Player and Coach Development, appoint coaches, trainers and managers and any other personnel required to operate teams in the league and have the authority to suspend them if required.
 - Oversee player and coach discipline and suspensions in conjunction with the Discipline Committee.
 - Assist the VP Parents' Auxilliary in selecting the various House League recipients of awards.
 - Be the liaison between the House League and the Executive.
 - Assist in maintaining and updating the House League Resolutions and Bylaws with any committee struck to



do so.

- (h) Assist in distribution of coach evaluation survey.
- (i) Attend Executive meetings with a prepared monthly report
- (j) Work with ice schedulers to establish season ice time plan
- (k) Prepare a yearly plan inclusive of a House League Budget.

8.9 A member serving in the Position of **Vice President Local League** shall:

- (a) Appoint a Convenor for each Local League Division and have the authority to suspend them if necessary.
- (b) Oversee the complete operation of the Local League teams including assisting the registrar with team registration.
- (c) Together with the VP Player and Coach Development, be responsible for the Local League Coaches Committee, who will appoint coaches, trainers, and managers and any other personnel required to operate teams in the league and have the authority to suspend them if required.
- (d) Oversee player and coach discipline and suspensions in conjunction with the Discipline Committee.
- (e) Be the liaison between the Local League and the Executive.
- (f) Be the association representative to the Simcoe Region Local League (SRL) (SRL)
- (g) Assist in distribution of coach evaluation survey.
- (h) Attend Executive Meetings with a prepared monthly report.
- (i) Work with ice schedulers to establish season ice time plan.
- (j) Prepare a yearly plan inclusive of a Local League budget.

8.10 A member serving in the Position of **Vice President Player and Coaches Development** shall:

- (a) Chair (or select a chairperson for Executive appointment) and be responsible for the Player and Coaches Development Committee as required
- (b) Oversee the complete operation of the Hockey Development Programs consisting of:
 - 1. Hockey School and IP program.
 - 2. NCCP coaches, trainers and preventative services programs.
 - 3. Goalie School.
 - 4. Skills and Power Skating.
 - 5. Special Skill Programs.
 - 6. Hockey Library.
- (c) Assemble a Hockey Development Committee that can be carded at large to assist teams in practices or behind the bench.
- (d) Undertake player movement evaluations in conjunction with VP of Representative.
- (e) Be a member of the Coaches Selection Committee.
- (f) Undertake a yearly parent coach questionnaire to be used as an input for the Coaches Selection Committee.
- (g) Prepare a yearly plan inclusive of a Hockey Development Budget.
- (h) Attend Executive meetings with a prepared monthly report on leagues under his/her jurisdiction, or have a replacement present with a report.

8.11 A member serving in the position of **Vice President Representative Teams** shall:

- (a) Represent the EGMHA at all meetings of representative hockey leagues in which an EGMHA team is registered
- (b) Chair (or select a chairperson for Executive appointment) and be responsible for the Representative Teams Committee.
- (c) Oversee the complete operation of the representative teams including assisting the Registrar with team registration.
- (d) Oversee player and coach discipline and suspensions in conjunction with the Discipline Committee.
- (e) Represent the Association at all OMHA and representative league meetings.
- (f) Be the liaison between the Representative League and the Executive.
- (g) Be a member of the Coaches Selection Committee.
- (h) Assist the Awards Committee in selecting the various representative recipient awards.
- (i) Prepare an annual assessment of the rep team fees in conjunction with the Treasurer.
- (j) Prepare a yearly plan inclusive of a Representative Budget.
- (k) Attend Executive meetings with a prepared monthly report or have a replacement present with a



- (l) Approve all league schedules, exhibition games and tournaments.
- (m) Approve all travel permits for teams playing in exhibition games and tournaments.

8.12 A member serving in the position of **Secretary** shall:

- (a) Provide all meeting notices required to be given to Members and Executive.
- (b) Provide a written agenda for each meeting.
- (c) Attend all meetings of the Executive, special and annual meetings, and record all facts and minutes of such. These minutes shall be made available and distributed within fourteen (14) days of each meeting date.
- (d) Handle and maintain a file of all EGMHA correspondence.
- (e) Have signing authority with the President and/or the Treasurer.
- (f) Maintain record of all formal documents including contracts, incorporation documents and other legal documents
- (g) Manage matters related to incorporation including annual corporate filings
- (h) Be a member of the Constitution and By-Laws Committee
- (i) Maintain the official record of the Constitution, Bylaws and Policies

8.13 A member serving in the position of **Treasurer** shall:

- (a) Supervise all financial matters during the fiscal hockey season.
- (b) Keep full and accurate records of all receipts and disbursements of EGMHA in proper books of account.
- (c) Be responsible for depositing all monies of EGMHA in such banks as may from time to time be designated by the Executive.
- (d) Have signing authority with the President and/or the Secretary.
- (e)
- (f) Chair (or select a chairperson for Executive appointment) and be responsible for the Finance Committee.
- (g) Pay all accounts as approved by the Finance Committee and the Executive, and prepare and submit financial statements monthly and at the EGMHA annual meeting.
- (h) Oversee the Book Keeper position to ensure its effectiveness.
- (i) On behalf of EGMHA appoint (hire) a chartered accountant/auditor to monitor EGMHA's financial activities and prepare annual audited statements for this purpose.

8.14 A member serving in the position of **Deputy Treasurer** shall:

- (a) share all Treasurer responsibilities and other duties assigned by the Executive.

8.15 A member serving in the position of **Sponsorship and Fundraising** shall:

- (a) Be responsible for and oversee all fundraising activities involving any team in EGMHA.
- (b) Ensure proper liaison/communications with all association sponsors of EGMHA teams.
- (c) Attend Executive meetings with a prepared report or have a replacement present with a report.
- (d) Prepare a yearly plan inclusive of a Sponsorship Budget.
- (e) Appoint sub-committees to help in these duties, as may be required.
- (f) Be responsible for finding team sponsors for all House League and Local League leagues.
- (g) Be responsible for all communications between the Sponsor, the Executive and the Parents Auxiliary.
- (h) Be responsible for a volunteer and sponsor appreciation year-end event.

8.16 A member serving in the position of **Vice President Parents Auxiliary** shall:

- (a) Be responsible for the arrangement and co-ordination of all league team pictures.
- (b) Be the chairperson of the Parents Auxiliary Committee as may be required.
- (c) Attend Executive meetings with a prepared monthly report or have a replacement present with a report.
- (d) Use the same authority to ensure all EGMHA trophies, trophy cases, banners, pictures, etc. are displayed and maintained to the best standards reasonably possible.
- (e) Prepare a yearly plan inclusive of a Parental Committee Budget.
- (f) Be responsible for the use of the EGMHA Logo, Image, or other branding
- (g) Be responsible for all awards including determining winners, and presentation thereof
- (h) Be responsible for the EGMHA Bursary program including managing the Bursary budget in conjunction



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with the treasurer, determining benefactors with the majority vote of the Executive, and presentation thereto.

8.17 The immediate Past President when not seeking election shall:

- (a) for one term of office, hold the title of Past President and have the right to attend all Executive meetings offering his/her counsel but without vote.

8.18 A majority of members voting at any General Meeting may designate a Past President as President Emeritus. The President Emeritus, when requested by the President, the Executive or by the General Meeting, may fulfil any duties of the President prescribed under this Constitution and By-Laws.

8.19 A member serving in the position of Equipment Manager shall:

- (a) be chairperson of the Equipment Committee as may be required
- (b) have the authority to co-ordinate and maintain all hockey equipment owned by EGMHA.
- (c) evaluate the equipment needs annually and make recommendations for replacement and/or new purchases to the Executive.
- (d) Oversee all equipment related events such as an annual equipment exchange, vendor discount days
- (e) be responsible for EGMHA storage including equipment room and storage lockers
- (f) maintain a supply of jerseys for use of Representative team Affiliated Players

ARTICLE IX - Duties of Remunerated Roles

9.1 The Referee-In-Chief is a remunerated position and shall be appointed by the First Vice President with approval by majority vote of the Executive and be responsible for the recruiting, mentoring, training, performance, evaluation/feedback and the assignment of the duties of all referees. He/she shall also liaison with the Head Timekeeper and local OMHA Officiating Supervisor to ensure all scheduled games are filled with qualified officials

9.2 Reporting to the 1st Vice President of the association, the Position of Ice Operations is a remunerated position and shall be appointed by the 1st Vice President with approval by majority vote of the Executive. 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 and Officiating Committees.
- (b) Select, for appointment by the Executive, a Referee-In-Chief and a Head Timekeeper with Executive approval by majority vote.
- (c) Be responsible for the communications between the EGMHA and the town of East Gwillimbury for all ice requirements.
- (d) Provide game and practice ice to the House League.
- (e) Provide game and practice schedules to the Representative League.
- (f) Be responsible for the rescheduling, exchange and cancellation of ice time.
- (g) Review and approve all ice acquisitions and billings.
- (h) Provide schedules to the Referee-In-Chief.
- (i) Directly oversee timekeeper scheduling, recruitment and training of timekeepers
- (j) Be the single point of contact with the town for all ice contracts

9.3 Reporting to the 1st Vice President of the association, the Registrar is a remunerated position and shall be appointed by the 1st Vice President with approval by majority vote of the Executive. 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 VP Rep, VP HP 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 VP Rep, and VP HL, roster all teams
- (g) Oversee registration committee or other assistants as required.



- (h) Track registration payment and with office manager, manage collection of registration fees
- (i) Gaining approval for all bench staff of Representative Teams, House League Teams, and Local League Teams from the VP Player and Coach Development
- (j) Being responsible (backup) for travel permits

9.4 Reporting to the 1st Vice President of the association, the Book Keeper is a remunerated position and shall be appointed by the 1st Vice President with approval by majority vote of the Executive. This position may be combined with other positions to consolidate responsibilities. Responsibilities include:

- (a) Maintaining an accurate record of all financial transactions for the association
- (b) Manage accounts payable including prepaying cheques, electronic funds transfers, or direct deposits as needed to manage affairs of the association
- (c) Manage accounts receivable including invoicing teams and others as required to manage the affairs of the association
- (d) Perform banking as needed

ARTICLE X - Duties of Key Supporting Roles

10.1 A member serving in the position of Tournament Director and shall be appointed by the 1st Vice President with approval by majority vote of the Executive. 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 organise 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 Head Timekeeper.
- (e) Arrange for advertising of said tournaments.
- (f) Arrange for ice with the Vice President Ice Operations.
- (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 have a replacement present with a report.
- (k) Prepare a yearly plan inclusive of a Tournaments Budget.

10.2 League Parent Representatives

The elected Parent Representative from the House and Representative Leagues parent committees shall form part of the Parent Committee chaired by the Vice President Parents Auxiliary.

The Parent Representatives shall:

- (a) Be the liaison between the Vice Presidents Parents Auxiliary and their respective league Parent Committee.
- (b) Perform the duties as required by the Vice President Parents Auxiliary.
- (c) Prepare a monthly report to the Vice President Parents Auxiliary on their Parent Committee activities.

10.3 Team Parent Representatives

All EGMHA teams shall have a Parent Representative who shall:

- a) Be the liaison between the parents of the team and the team officials.
- b) Be the liaison between the team and the elected league representative.
- c) Assist in resolving team disputes and concerns.
- d) Be a member of a League Parent Committee and attend such meetings as required.
- e) Be the spokesperson for the team at any special meeting or executive meeting.

10.4 A member serving in the position of House League/Local League Convenor shall:

- (a) Be in charge of his/her respective league and responsible for all team activities of teams within their



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division.

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- (b) Maintain close contact with the Vice President House League/Vice President Local League as to the activities of the division they are convening.
- (c) Assist with the registration for his/her league and conduct the draft for the selection of teams, and provide a written report of said draft to the Vice President House League/Vice President Local League.
- (d) Have the authority to enforce the resolutions of the EGMHA.
- (e) Be present, when possible, at games in the league they represent.
- (f) Maintain league standings.
- (g) Recommend to the Vice President House League/Vice President 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) Check to ensure that all team officials are properly certified in accordance with EGMHA Hockey Development and Certification Program and EGMHA Trainers and Coaches Certification program 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 Equipment Manager for storage and cleaning.
- (l) Distribute and collect the instructor player evaluation sheets for their league before the first game of the playoffs, and give these to the Vice President House League/Vice President Local League.
- (m) 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 Vice President House League/Vice President Local League or his/her designate beforehand.



ARTICLE XI - Financial Expenditures/Matters

- 11.1 The Executive shall ensure the Treasurer is bonded up to a reasonable amount.
- 11.2 All expenditures shall require the approval of the Executive, however, the Treasurer may be authorized by the Executive to pay routine operating costs up to a pre-determined amount.
- 11.3 All expenditures shall require two (2) signatures of the designated signing officers. The designated signing officers shall include the President, the Treasurer, Secretary and optionally one (1) additional Executive Member designated by the Executive.
- 11.4 The Executive shall appoint an auditor annually.

ARTICLE XII - Parliamentary Authority

- 12.1 The Executive shall determine the interpretation of this Constitution and By-Laws, which interpretation is subject to appeal to a General Meeting. Where a conflict exists, the Constitution shall prevail over the By-Laws.
- 12.2 Members having exhausted all procedures herein provided and upon appropriate notice to the Secretary, a regularly scheduled General Meeting may consider an appeal from any Executive decision and decide differently provided a two-thirds (2/3) majority of EGMHA members voting at the General Meeting vote in favour of sustaining the appeal.
- 12.3 In all matters which could be set forth in this Constitution and By-Laws but are not detailed herein, the operations of EGMHA shall be governed in the manner prescribed by the most current edition of Robert's Rules of Order Newly Revised. This edition by reference, is hereby included as being part and parcel of this Constitution and its By-Laws.

ARTICLE XIII - Amendment to the Constitution & By-Laws

- 13.1 This Constitution and By-Laws may be amended at any Annual General Meeting provided:
- (a) that a notice of the proposed change is posted in the arena fifteen (15) days prior to the date of the Annual General Meeting, and
 - (b) two-thirds (2/3) majority of EGMHA members voting at the Annual General Meeting vote in favour of the proposed change.
- 13.2 Where no notice is given, a nine-tenths (9/10) majority of EGMHA members voting at the Annual General Meeting vote in favour a proposed amendment.

ARTICLE XIV - Indemnity

- 14.1 Where an Executive Member of this Association performs an act, authorized by:
- (a) the members in attendance at any Annual General Meeting, or
 - (b) by the Executive sitting in proper session, or when
 - (c) the act is performed in compliance with this Constitution and By-Laws:
- such Executive Member shall be indemnified by this Association for any personal losses, costs, damages and expenses which the Executive Member, his/her heirs, executors, or administrators may suffer, pay, sustain or be put to, for, or by reason of the performance of such act.
- 14.2 The Executive shall purchase and maintain insurance coverage for this purpose to the extent it deems reasonably necessary.



EGMHA BY-LAWS

The following By-Laws detail procedures, regulations and responsibilities so that our members may carry out the aims and objectives of the East Gwillimbury Minor Hockey Association Constitution. In matters of conflict, the Constitution shall prevail over these By-Laws.

BY-LAW I - CONSTITUTION AND BY-LAWS

1.0 A Constitution and By-Law Committee, open to all interested members, may be formed to review and suggest amendments to the Constitution and By-Laws. This Committee shall report to the President thirty (30) days prior to the Annual General Meeting.

1.1 Hockey playing rules will be those of the Hockey Canada and any affiliated hockey organizations (e.g. OMHA, YSMHL, SRL).)

BY-LAW II - EQUIPMENT

An Equipment Committee, open to all interested members, may be formed to control and care for all equipment used by EGMHA teams. Prior to each season, the Equipment Manager shall assess the equipment needs of the EGMHA and coordinate the tendering, ordering and purchasing of all necessary equipment. The Equipment Manager shall keep accurate records of all transactions and report directly to the Treasure

2.0 Every player, in all divisions of House league, Local league and on Representative teams are required to wear a complete, and correct fitting, set of CSA APPROVED hockey equipment, which must include the following standards items:

- (a) Hockey skates;
- (b) Shin and knee guards, which are to be securely fastened to the leg;
- (c) Shoulder pads;
- (d) Hockey gloves, with palms intact;
- (e) Elbow pads;
- (f) Proper fitting protective BNQ Certified neck guard; Note: it is mandatory for Goal tenders to wear both a protective neck guard and a throat protector.
- (g) Snug fitting hockey helmet, with attachable face guard; chin strap must be attached and used. (If purchasing a new helmet, red is recommended.)
- (h) Socks;
- (i) Hockey pants, complete with protective inserts, and suspenders or waist belt;
- (j) Legal, properly fitted hockey stick;
- (k) Association supplied jerseys must be worn by House league players for all games; Representative team supplied jerseys must be worn at all games.

2.1 House league teams will be supplied with one (1) set of goal tender's equipment, including one (1) goalie stick and one (1) throat protector by the Association.

2.2 All coaches must sign for his/her Association supplied equipment, and all Association supplied equipment must be turned in at the end of the season to the Equipment Manager. Failure to do so will result in a charge levied against the aforementioned coach(es) for replacement value of the equipment.

2.3 The EGMHA will maintain a supply of jerseys to accommodate the needs of Representative Team Affiliate Players.



2.4 EAST GWILLIMBURY MINOR HOCKEY ASSOCIATION JACKET AND CREST:

EGMHA - Jackets, sweatsuits, shirts, hats, logos, crests, shields etc. must be of the style and colours determined appropriate by the VP Parents Auxiliary. All purchases which are intended to be, or to signify membership and/or participation within EGMHA and utilised by EGMHA teams, must be purchased from a list of preferred suppliers who are seasonally selected by the VP Parents Auxiliary.. Any deviation from the preferred suppliers must first have the approval of the VP Parents Auxiliary. Failure to do so will result in sanctions being placed against the team up to and possibly including the suspension of coaching staff.

BY-LAW III - FINANCE

3.0 A Finance Committee, open to all interested members, may be formed to determine, prepare and recommend an Annual Budget to the Executive. Upon approval, this committee will administer, control and monitor the yearly expenses, income and fund-raising activities. This committee shall report to the Treasurer.

3.1 Team Fees

- (a) When a player becomes a member of a Representative or Select Team, the player will be assessed an additional representative/select team fee. This shall be paid as per a schedule determined by the team.
- (b) For any player who joins, or leaves Representative or Select Team after the commencement of the regular OMHA season, this fee will be pro-rated accordingly.
- (c) House league or Local League players will pay for additional ice appearances on a pay-as-you-play basis.

3.2 All individual team, externally generated fund-raising programs other than sponsorship, must be submitted fourteen (14) days in advance and in writing and approved prior to initiation by the. It is not the intention of this Association to deny any fund-raising activity, but to give direction and guidance and to maintain a level of organization in this regard.

BY-LAW IV - HOUSE LEAGUE

4.0 A Vice President House League shall be direct all operations of the House league Teams and to co-ordinate the activities of the Convenors, Coaches, Managers and players.

4.1 The Convenors of each House league Division in consultation with the Vice President of House League has the authority and responsibility to move players from one team to another at his/her discretion within his/her division up to and including November 15 of the current season, in order to reduce/eliminate competitive imbalance between teams. A coach(es), who for valid reasons, feels that the Convenor's decision(s) in this respect necessitates an appeal, may do so to the Vice President House league; upon appropriate review the First Vice President's decision will be binding.

4.2 It will be the responsibility and duty of each coach in all divisions of House League to ensure that each player has equal playing time. In this regard, for all younger-aged division games a buzzer may be sounded at two minute intervals and each coach must change all players on the ice at that time. This rule will be enforced and teams activities may be monitored by Division Convenor; flagrant violations of this rule may lead to suspensions of offending coaches.

4.3 All House league Convenors shall keep league records and statistics for that division for the information of all members.

BY-LAW V - LOCAL LEAGUE

4.4 The Vice President Local League league shall direct all operations of the Local league Teams and to co-ordinate the activities of the Convenors, Coaches, Managers and players. This committee shall report to the Vice



4.5 The Convenors of each Local league Division has the authority and responsibility to move players from one team to another at his/her discretion within his/her division up to and including January 10 of the current season, in order to reduce/eliminate competitive imbalance between teams. A coach(es), who for valid reasons, feels that the Convenor's decision(s) in this respect necessitates an appeal, may do so to the Vice President Local league; upon appropriate review the First Vice President's decision will be binding.

4.6 It will be the responsibility and duty of each coach in all divisions of Local League to ensure that each player has fair playing time.

4.7 All Local League Convenors shall keep league records and statistics for that division for the information of all members.

BY-LAW VI - ICE OPERATIONS

6.0 Ice Allocations are scheduled using the following priorities: House league Teams, Local League Teams, Representative Teams and other programming, (e.g. Select hockey, clinics, etc.). Where possible, each team will be scheduled for a game and practice time each week.

6.1 Ice allocation will be made with the following considerations: travel requirements, age suitability, referee availability/scheduling, facility availability, and overall fairness.

6.2 Coaches shall ensure that the Manager Ice Operations is notified as soon as possible when a team cannot use their scheduled ice times. A failure to notify may lead to disciplinary procedures. 3.

6.3 A schedule of ice allocation times will be posted regularly indicating which teams are provided with what ice times.

BY-LAW VII - OFFICIALS

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

BY-LAW VIII - PLAYER AND COACHES DEVELOPMENT

8.0 A Player and Coaches Development Committee, open to all interested members, shall be maintained to recruit, train and supervise all team officials (including coaches, assistant coaches, managers and trainers). An ongoing obligation of this committee shall be the continual development of all players and team officials to best possible standard (e.g. OMHA ratings). This committee shall report to the Vice President, Player and Coaches Development.

8.1 All coaches and trainers of any EGMHA team shall obtain the required certification prior to the commencement of the regular season.

8.2 a) In the event that a player incurs an injury within the auspices of EGMHA, the coach, manager, or other team official in charge of the team shall ensure that the player receives proper medical attention immediately and as necessary.

b) Any Medical Report required in the event of injury will be filed by the House league Division Convenor, or a



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recognized Representation Team Official, and forwarded to the Vice President Player and Coaches Development.

8.3 The Vice President Player and Coaches Development shall be empowered to suspend a coach, manager or other team official from his duties for a minimum of one game to a maximum of the entire season for any of the following reasons/offences:

- a) missing three (3) consecutive games without valid reason;
- b) Failing to ensure that someone responsible takes charge of his/her team during his/her absence;
- c) Not providing all players an equal amount of ice time, this rule applies to House league hockey teams only;
- d) Unsportsmanlike conduct toward, or in the presence of his/her players;
- e) Being, or appearing to be, incapable of fulfilling his/her duties in the best interest of the participants within EGMHA;
- f) Failure to meet financial obligations incurred by his/her team;
- g) Failure to comply with the intent of the Constitution and By-Laws of EGMHA.

Contingent upon the severity, as determined by the EGMHA Executive, repeated above mentioned offence(s) may result in suspension for the duration of the current season.

8.4 A player may be suspended for a minimum of one (1) game to a maximum of three (3) games by the team coach, manager or the VP Player and Coaches Development, within 24 hours - for any of the following infractions:

- (a) Unsportsmanlike conduct, on or off the ice;
- (b) Destroying or mishandling the property of others;
- (c) Being absent from a game without valid reason;
- (d) Swearing
- (e) Drinking or smoking;
- (f) Fighting;
- (g) Stealing;
- (h) Vandalizing arena property; or similar infractions.

Houseleague Convenors, Local League Convenors, VP of Rep, or First Vice President may initiate suspensions for a minimum of one (1) game up to a maximum of five (5) games or to recommend to the Executive suspensions of longer duration, depending upon the severity of the above violations. Theft or destruction of another's property may result in up to one (1) year suspension.

8.5 The threat, or possibility of serious suspension, may be appealed in writing to the Executive of EGMHA. Additional appeals shall follow OMHA Appeal process.

8.6 If, during the hockey season, a ruling or decision made seems unfair, Association members are to undertake the following course of action:

- a) Initiate reasonable contact with the coach(es) for resolution. If resolution is not forthcoming, then;
- b) Contact the House/Local league Convenor (or in his absence, the Vice President) for your division, or the Vice President Representation Teams. If the issue still remains unresolved and the matter is to be pursued further, then Contact the Secretary:
EGMHA
P.O. Box 103 Sharon, Ontario L0G 1V0

in writing or via email within ten (10) days for an appeal to the EGMHA Executive and final resolution. Decisions by the Executive on appeals will be binding to all parties until such time as an appeal to a General Meeting which may decide otherwise. See Constitution, Article X.

8.7 If a player is absent for 50% or more of his/her regular season games, except for illness or disability, the coach of his/her team may not be compelled to play that player in playoff games.



BY-LAW IX - PUBLICITY

9.0 A Publicity Committee, open to all interested members, may be formed to communicate with the news media and the membership regarding the operation and function of the EGMHA. This committee shall report to the 1st Vice President.

9.1 The Publicity Committee may maintain a regular newsletter for the information of all parents concerning the Executive and Association activities.

9.2 The Publicity Committee may maintain any in-arena notices (e.g. bulletin boards), the website, and newsletters.

BY-LAW X - REGISTRATION

10.0 Opportunity to play hockey in this Association will be limited to players who have reached the age of five (5) on, or prior to, December 31st of the current season.

10.1 By registering with EGMHA to play hockey or participate within the Association, all registrants must agree to abide by the Constitution, Policies and By-Laws of this Association.