

A BY-LAW RELATING GENERALLY TO THE TRANSACTION OF THE AFFAIRS OF GODERICH MINOR HOCKEY ASSOCIATION (G.M.H.A).

BE IT ENACTED as a by-law of Goderich Minor Hockey Association as follows:

1. HEAD OFFICE

The Head Office of the Association shall be in the Town of Goderich, in the County of Huron and Province of Ontario and at such place therein as the Executives may from time to time determine.

2. SEAL

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

3. MEMBERSHIP

3.1 The Membership shall consist of General Members, Special Members, and Appointed Officials.

3.2 Eligibility

3.2.1. General Membership

Shall consist of:

- a) Any individual who is registered as a player with Goderich Minor Hockey Association for the current season and on whose behalf a registration fee has been obtained by Goderich Minor Hockey Association.
- b) Any parent(s) or guardian(s) who has registered a player(s) pursuant to (a) above for the current season.

3.2.2. Special Membership

Special membership shall be open to any person who supports the purposes and objectives and pays an annual membership fee of \$10.00.

3.2.3. Appointed Official

An appointed official shall be any person appointed by the G.M.H.A. Executive for the current season to fulfil the purposes and objectives of the Association. This eligibility will apply to coaches, managers, trainers and any other person the Executive appoints.

3.3 Responsibilities

3.3.1 General Membership

It is the responsibility of the General Membership to be informed; to attend meetings or to delegate attendance when appropriate; to propose Motions and Resolutions; to speak; to vote; to hold accountable those to whom authority is delegated; to exercise all rights and privileges vested in the membership by the law, these By-Laws and the adopted rules of the Association.

Members may resign by resignation in writing which shall be effective upon acceptance thereof by the G.M.H.A. Executive.

In case of resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by him to the Association prior to acceptance of his resignation.

Each member in good standing shall be entitled to one vote on each question arising at any special or general meeting of the members.

Every member (player, parent(s), guardian(s) and coaching staff) shall be required to sign a Code of Conduct each year prior to participation in G.M.H.A. activities. Failure to do so by any of the parties may result in the removal of permission to participate in G.M.H.A. activities for the related member(s) (i.e. No ice privileges).

### 3.3.2. Dues

There shall be no dues or fees payable by members except such, if any, as shall from time to time be fixed by unanimous vote of the G.M.H.A. Executive, which vote shall become effective only when confirmed by a vote of the members at an annual or other general meeting.

The Secretary shall notify the members of the dues or fees at any time payable by them and if any are not paid within 30 days of the date of such notice the members in default shall thereupon automatically cease to be members of the Association, but any such members may on payment of all unpaid dues or fees be reinstated by unanimous vote of the G.M.H.A. Executive.

## 3.4 MEETINGS

### 3.4.1. Annual and Other Meetings of Members

The annual or any other general meeting of the members shall be held at the head office of the Association or elsewhere in Ontario as the G.M.H.A. Executive may determine and on such day as the said Executives shall appoint.

The G.M.H.A. Executive or the President or the Vice-President in the absence of the President shall have the power to call at any time a general meeting of the members of the Association.

### 3.4.2 Regular General Meetings

Regular General Meetings of the Membership other than that known as the Annual General Meeting, shall be held no less than one time per year for the purpose of the reading for approval of the minutes of the previous meeting of the membership, the presentation of information or material of interest or importance to the members and transaction of any business other than that which may be transacted only at an Annual General Meeting.

### 3.4.3. Annual General Meetings

The Annual General Meeting of the members shall be during the first or second week of March and at a time and place as determined by the G.M.H.A. Executive.

### 3.4.4. Special General Meetings

A Special General Meeting of the membership may be called by a majority of the G.M.H.A. Executive, by the President, or by notice in writing from ten (10) members in good standing. The business to be transacted at a Special General Meeting shall be limited to that specified in the call for the meeting. Should it be necessary in an emergency to take action for which no notice was given, such action must be ratified by the membership at its next Regular Meeting or at a Special General Meeting called for the purpose of ratification.

### 3.4.5 Notice

Notice of Annual and Special General Meetings will include the agenda, time and place of the meeting, and will be sent via email to members at least fourteen (14) days prior to the meeting and posted on the G.M.H.A. website. Notice of Regular General Meetings and Adjourned meetings will be posted on the G.M.H.A. website with as much notice to members as possible, as the dates and times are determined by the Executive.

#### 3.4.6 Error or Omission in Notice

An error or omission in giving notice of any Annual or Special General meeting, shall invalidate such meeting and make void any proceedings taken there at.

#### 3.4.7 Adjournments

Any meetings of the Association or of the Executives may be adjourned to any time and from time to time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

#### 3.4.8. Quorum

A quorum for meetings of the membership shall be the presence of ten (10) members in good standing. No business shall be transacted in the absence of a quorum except to take measure to obtain a quorum, to fix the time to which to adjourn, or to take a recess.

#### 3.4.9. Voting of Members

Subject to the provisions, if any, contained in the Letters Patent of the Association, each member of the Association shall at all meetings of members be entitled to one vote. No member shall be entitled to vote at meetings of the Association unless he has paid all dues or fees, if any, then payable by him, and has obtained the age of eighteen (18) years.

Any member of the Goderich Minor Hockey Executive with a conflict of interest of any motion on the floor must and will abstain from voting on this issue.

At all meetings of members every question shall be decided by a majority of the votes of the members present unless otherwise required by the by-laws of the Association, or by law. Every question shall be decided in the first instance by a show of hands unless a poll be demanded by any member. Upon a show of hands, every member having voting rights shall have one vote, and unless a poll be demanded a declaration by the President that a resolution has been carried or not carried and an entry to that effect in the minutes of the Association shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the members present, and such poll shall be taken in such manner as the President shall direct and the result of such poll shall be deemed the decision of the Association in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or at poll, the President shall be entitled to a second or casting vote.

At all meetings of members, every motion shall be decided by a majority of the votes of the members present, unless otherwise required by law. Every motion shall be decided by a show of hands, unless a poll is demanded by any member. Upon a show of hands, every member having voting rights shall have one vote, and unless a poll was demanded, a declaration by the President that the motion has been carried or not carried shall be made and the Secretary will record such in

the G.M.H.A. meeting minutes without the number or proportion of the votes accorded in favour or against such resolution.

If a poll is demanded, the President shall direct the poll and the majority of votes given by the members present shall be deemed the decision by G.M.H.A. In the event of equality of votes at any General Meeting, the President shall be entitled to a second or casting vote.

#### 4. G.M.H.A. EXECUTIVE

The affairs of the Association shall be managed by the G.M.H.A. Executive, each of whom at the time of his/her election or within ten days thereafter and throughout his/her term of office shall be a member of the Association. Each Executive Member shall be elected to hold office until the second annual meeting after he/she shall have been elected or until his/her successor shall have been duly elected and qualified.

The Executive positions Secretary, Director of Registration, Treasurer, Coach Mentor, Head Manager, and Referee in Chief will be up for re-elections on even number years and

Vice President, Ice Scheduler, Equipment Manager, OMHA/WOAA Centre Contact, Director of Communication, Director of Special Events, and Director of Fundraising will be elected on odd number years.

President to be re-elected annually.

All G.M.H.A. registered teams are encouraged to have a Parent Rep, Coach or Manager attend all Monthly General Executive Meetings.

##### 4.1 Vacancies, G.M.H.A. Executive

Except in that executive position held ex-officio by the immediate Past President, vacancies on the G.M.H.A. Executive, however caused, may, so long as a quorum of Executive remain in office, be filled by the G.M.H.A. Executive from among the qualified members of the Association, if they see fit to do so, otherwise such vacancy shall be filled at the second annual meeting of the members at which the Executives for the ensuing year are elected, but if there is not a quorum of Executive Members, the remaining Executive shall forthwith call a meeting of the members to fill the vacancy. If the number of Executive Members is increased between the terms, a vacancy or vacancies, to the number of the authorized increase, shall be deemed to have occurred, which may be filled in the manner above provided.

##### 4.2 Eligibility

All Executive Members shall be eighteen (18) years of age or more and shall be members of the Association in good standing.

The president is in-eligible to be the head coach of any team during his/her term.

##### 4.3 Responsibilities

The G.M.H.A. Executive shall be responsible to the membership for:

- (i) The management and conduct of all affairs of the Association-in accordance with its Letters Patent and By-Laws and the formulation of necessary policies; and in so doing shall:
- (ii) Elect or appoint the Chairpersons of the Nomination Committees;

(iii) Authorize necessary expenditures including the purchase and rental of property and the making of contracts;

(iv) Authorize the borrowing of money upon the credit of the Association on cheques, promissory notes, bill of exchange or otherwise in such amounts and subject to such terms as may be considered advisable and may assign, transfer, convey, hypothecate, mortgage, charge or pledge to or in favour of the Bank any property of the Association, real or personal, moveable or immovable, present or future, including book debts, unpaid calls, rights, powers, undertaking, franchises and the Association's own debentures, as security for the fulfilment of any liabilities or obligations, present or future, of the Association to the Bank and may empower the Bank or any person or persons to sell by public or private sale, assign, transfer or convey from time to time any such property; and may sign, make, draw, accept, endorse, execute and deliver on behalf of and in the name of the Association all such cheques, promissory notes, bills of exchange, drafts, acceptances, orders for the payment of money, warehouse receipts, bill of lading, agreements to give security, assignments, transfers, conveyances, Hypothecate, mortgages, pledges, securities and other agreements, documents and instruments as may be necessary or useful in connection with the borrowing of money and other banking business of the Association.

(v) Authorize any one or more Executives, Officers, employees or agents of the Association to exercise the responsibility of any of the rights, powers and authorities conferred by Article 4.3. (iii).

(vi) Authorize the signing by such Officers, employees or agents as shall be determined by the Executive, of all cheques, bills of exchange or other orders for payment of money, notes or other evidence of indebtedness issued in the name of the Association.

Any and all action of the G.M.H.A. Executive may be reviewed by the membership at the next General Meeting of the membership but no action done or right acquired by such action shall be prejudicially affected by any amendment or rejection of the action.

#### 4.4. Quorum and Meetings, G.M.H.A. Executive

A majority of the Executives shall form a quorum for the transaction of business. Except as otherwise required by law, the G.M.H.A. Executive may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the Executives are present, or if those absent have signified their consent to the meeting being held in their absence. Executive meetings may be formally called by the President or Vice-President or by the Secretary on direction of the President or Vice-President, or by the Secretary on direction in writing of two Executives. Notice of such meetings shall be delivered solely through email. The statutory declaration of the Secretary or President that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The Executive may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meeting no notice need be sent. An Executive meeting may also be held, without notice, immediately following the annual meeting of the Association. The Executives may consider or transact any business either special or general at any meeting of the G.M.H.A. Executive. Notwithstanding the foregoing, no-business shall be transacted in the absence of a quorum except to take measure to obtain a quorum, to fix the time to which to adjourn, to adjourn or to take a recess.

##### 4.4.1. Special Meetings

Pursuant to the requirements set forth in 4.4, business transacted at a Special Meeting shall be limited to that specified in the notice calling the meeting.

#### 4.5 Errors in Notice, G.M.H.A. Executive

No error or omission in giving such notice for a meeting of the G.M.H.A. Executive shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and any Executive Member may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

#### 4.6 Voting, G.M.H.A. Executive

Questions arising at any meeting of Executives shall be decided by a majority of votes. In case of an equality of votes, the President, in addition to his original vote, shall have a second or casting vote. All votes at such meeting shall be taken by ballot if so demanded by any Executive present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the President that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. In the absence of the President his duties may be performed by the Vice-President or such other Executive Member as the Executive may from time to time appoint for the purpose.

#### 4.7 Remuneration

Executive Members shall serve without remuneration and no Executive shall directly or indirectly receive salary or profit from the position of Executive, provided that Executives may be reimbursed for reasonable expenses incurred in the performance of their duties.

#### 4.8 Indemnity

Every Executive Member, and their heirs, executors and administrators, and estate and effects, respectively, of every Executive, may, with the consent of the Association, given at any General Membership meeting, from time to time and at all times, be indemnified and saved harmless out of the funds of the Association, from and against,

(i) all costs, charges and expenses whatsoever that are sustained or incurred by the Executive, in or about any action, suit or proceeding that is brought, commenced or prosecuted against the Executive or in respect of any act, deed, matter or thing whatsoever, made done or permitted by the Executive in or about the execution of the duties of his or her office; and

(ii) All other costs, charges and expenses that are sustained or incurred by the Executive in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by the willful negligence or debt of the Executive.

#### 4.9 Books and Records

The G.M.H.A. Executive shall see that all necessary books and records of the Association required by the by-laws of the Association or by any applicable statute or law are regularly and properly kept.

### 5. OFFICERS OF THE ASSOCIATION

There shall be a President, a Vice-President, a Secretary, a Treasurer, a Director of Special Events, a Referee-in-Chief, a Coach Mentor, a OMHA/WOAA Centre Contact, an Equipment Manager, a

Director of Fundraising, a Director of Communication, a Head Trainer, a Head Manager and an Ice Scheduler who shall be elected at the Annual Meeting from members in good standing by a majority vote of the members present, and when so elected, shall form the Executive of the Association. In addition, such other Officers as the Executive may determine by bylaw from time to time, and who will be either elected by the membership at the Annual Meeting or appointed by the Executive at their discretion. All Officers of the Association shall form a select committee for the enforcement of certain by-laws and such committee shall be known by the name "G.M.H.A. Executive".

Should G.M.H.A. be able to ice a girls' hockey team, at any level, a Girls Liaison shall also be nominated and apart of the G.M.H.A. Executive.

#### 5.1. Vacancy in Office of President

- (i) If the vacancy occurs in the office of President or if for any reason the President is no longer able to act in that capacity the Vice-President is authorized to act and to assume all responsibilities of the office of President;
- (ii) A meeting of the G.M.H.A. Executive shall be held within four weeks for the purpose of electing a President.
- (iii) Vacancies in other offices shall be filled by the G.M.H.A. Executive for the balance of the unexpired terms from amongst those eligible to serve.

#### 5.2. Responsibilities

##### 5.2.1. President

The President shall be charged with the general supervision of the affairs and operations of the Association and shall:

- (i) Have the power to preside at all meetings of the Association and of the G.M.H.A. Executive with the usual privileges of the office.
- (ii) Act as the Official Representative of the Association and act as a signing Officer for the Association.
- (iii) Exercise the powers of the G.M.H.A. Executive in case of emergency.
- (iv) Shall have the power to suspend players, coaches, managers, members of any other G.M.H.A. Official, subject to review by the G.M.H.A. Executive at their next regularly scheduled meeting.
- (v) Either President or Vice-President will sit on as an Ex-Officio voting member except on the nomination committee.
- (vi) Be responsible for enacting and presiding over a select committee to rule on disciplinary action against players, coaches, members, officials and teams as a whole.
- (vii) Table any recommendation approved by the majority of the G.M.H.A. Executive where he deems a cooling off period is needed before final passage of said recommendation.

#### 5.2.2. Vice-President

(i) In the absence of the President or in the event of his/her inability to act or carry out the duties of the Office, the Vice-President shall exercise and perform all the duties, powers and responsibilities of the President.

(ii) Will perform such duties as assigned by the President and agreed upon by the Executive within the jurisdiction of G.M.H.A.

(iii) Will be responsible for overseeing the Insurance of G.M.H.A., including reviewing current policies and researching options and costs for G.M.H.A. each season.

#### 5.2.3. Secretary

The Secretary shall be ex-officio clerk of the G.M.H.A. Executive. He/she shall attend all meetings of the G.M.H.A. Executive and record all facts and minutes of all proceedings in the books kept for that purpose. He/she shall give all notices required to be given to members and to Executives. He/she shall be the custodian of all books, appears, records, correspondence, contracts and other documents belonging to the Association which he/ she shall deliver up only when authorized by a resolution of the G.M.H.A. Executive to do so and to such person or persons as may be named in the resolution.

The Secretary shall also:

(i) Ensure that all correspondence received by the Association shall be brought to the attention of the G.M.H.A. Executive at their next regularly scheduled meeting.

(ii) The Secretary with the President shall act as a signing Officer of all by-laws, membership certificates and player releases and he/ she shall perform such other duties as may from time to time be determined by the G.M.H.A. Executive.

(iii) The Secretary shall post the minutes of the meetings and other correspondence on the G.M.H.A. website, post notices and minutes of the G.M.H.A. Executive meetings on the G.M.H.A. website as approved by the G.M.H.A. Executive within 10 days of said minutes being approved.

(iv) Act as a signing officer, along with the President and Treasurer for all dealings of monies.

(v) Shall gather and maintain files, including but not limited to Vulnerable Sector Checks, coaching evaluations, complaints, correspondence and any other records as deemed necessary on all G.M.H.A. Bench staff, Executive members, and general membership (as deemed necessary). Said files shall be housed in a locked cabinet at the G.M.H.A. Executive Office, and shall be property of the Association.

#### 5.2.4. Treasurer

The Treasurer, or person performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account and shall deposit all monies or other valuable effects in the name and to the credit of the Association in such bank or banks as may from time to time be designated by the G.M.H.A. Executive. He/ She shall disburse the funds of the Association under the direction of the G.M.H.A. Executive, taking proper vouchers therefore and shall render to the G.M.H.A. Executive at the regular meetings thereof or whenever required of him/her, an account of all his transactions as Treasurer, and of the financial position of the Association. He/ She shall also perform such other duties as may from time to time be determined by the G.M.H.A. Executive. He/ She shall also:



- (i) Have the accounts of the Association reviewed and formal financial statements prepared by a qualified Accounting firm.
- (ii) Present a final financial statement to the Annual Meeting covering the immediate past season for approval by the members of the Association or whenever required of him/ her.
- (iii) Be responsible for the preparation of the Association's projected budget covering the upcoming hockey season subject to review by the G.M.H.A. Executive.
- (iv) Act as a signing officer along with the President and/or Secretary for all dealings of monies.
- (v) Perform such other duties as may from time to time be determined by the G.M.H.A. Executive.
- (vi) All officers dealing with monetary issues will report to the Treasurer for approvals.
- (vii) Chair the Meeting at the start of the season with the Head Manager and all team Head Coaches and Managers.

#### 5.2.5. Director of Special Events

The Director of Special Events shall be responsible for:

- (i) All trophies, cups, banners, and other awards as designated and/or entrusted by G.M.H.A.
- (ii) Public relations and promotions not allocated to Director of Fundraising, including the posting of all advertisements of games.
- (iii) Is responsible for year-end banquet and all associated responsibilities.
- (iv) Manage all aspects of G.M.H.A. team photography each season.
- (v) Such other duties as may be from time to time determined by the G.M.H.A. Executive.
- (vi) Shall organize Hockey Day in Goderich.
- (vii) Shall sit on the fundraising committee.

#### 5.2.6. Referee-in-Chief

- (i) Assign referees for all House League, Regular season Representative and Exhibition games.
- (ii) Inform all minor hockey game officials to aforementioned games including timekeepers, scorekeeper, and goal judges as per O.M.H.A.
- (iii) Shall arrange clinics or attendance at clinics (referee), train and supply sufficient referees to satisfy the needs of Goderich Minor Hockey Association.
- (iv) Shall have the authority to suspend a House League referee deemed to be acting in an irresponsible manner on and off the ice.

- (v) Shall have the authority to enforce all penalties and suspensions assessed by a referee in accordance with O.M.H.A., W.O.A.A. and Association Rules of Play for all teams.
- (vi) Shall be responsible to ensure proper payment is made to all game officials whether Representative or House League.
- (vii) Report any or all verbal and physical abuse on or off the ice by any minor hockey member or fan that is directed at any game official.
- (viii) Training and scheduling of timekeepers for all G.M.H.A. home games, in collaboration with the Referee Assignor.
- (ix) Shall be responsible for collecting all Referee Certification receipts and submitting them to the Treasurer.
- (x) Have regular communication with the Referee/Timekeeper Assignor and provide any support and/or direction as needed to said staff person.

#### 5.2.7 OMHA/WOAA Centre Contact

Shall be responsible for ensuring all Representative and Second Teams are properly registered as per the O.M.H.A. rules.

#### 5.2.8. Equipment Manager

- (i) Shall be responsible to catalogue, control and properly identify all Goderich Minor Hockey Association equipment.
- (ii) Shall be responsible for the assistance in the acquisition and disposal of such equipment.
- (iii) Shall be responsible for the proper inspection and maintenance of such equipment.
- (iv) Shall be responsible to ensure the equipment room is properly secured.
- (v) Ensuring accurate financial statements of income and disbursements and report such to the Treasurer of the Association.
- (vi) Manage all aspects of G.M.H.A. jersey sponsorship, including soliciting sponsorship for game jerseys, keeping accurate records of year over year payment, and forwarding said payments immediately to the G.M.H.A. Treasurer.

#### 5.2.9. Director of Fundraising

The Director of Fundraising shall be responsible for:

- (i) All fund raising on behalf of the Association.
- (ii) All projects approved by the Executive of the Association.
- (iii) Ensuring accurate financial statements of incomes and disbursements and report such to the Treasurer of the Association.
- (iv) Recruiting assistance to carry out the fundraising projects, i.e. Team Representatives, etc.
- (v) Such other duties as may be from time to time be determined by the G.M.H.A. Executive.

(vi) Manage all aspects of the Memorial Arena Advertising Boards and contact potential corporate sponsors for other rink signage as requested by the Executive.

#### 5.2.10. Coach Mentor

The Coach Mentor shall be responsible for:

(i) Implement and supervise the skill development plan chosen by G.M.H.A. through age groups and levels.

(ii) Be responsible for coaches' clinics.

(iii) Be a liaison between coaches and the Executive.

(iv) Assist in acquisition of coaching certificates at all levels of G.M.H.A. hockey.

(v) Assist in recruiting, evaluating and selecting suitable candidates for coaching positions.

(vi) Make the arrangements to provide the necessary training clinics for coaches and trainers and co-ordinate delivery of those programs.

(vii) Monitor the performance of the coaches in all levels and make recommendations for corrective action where required.

(viii) Distribute information concerning technical advances, skill development and or items of interest to the coaches.

(ix) Assist when necessary with Executive duties i.e. Tournaments, Registration, etc.

(x) Assist coaches and Town Contact on the proper way to fill out player cards, team lists, affiliation sheets etc.

(xi) Must possess a valid and current coaching certification.

(xii) Collect Bench Staff Certification receipts and submit to the Treasurer.

#### 5.2.11 Ice Scheduler

(i) Shall be responsible for the allocation of all Goderich Minor Hockey Association ice time on a continuing basis and the fair allotment of such to all teams in each group.

(ii) Shall be responsible for all contacts with O.M.H.A., W.O.A.A., for the purposes of scheduling regular season, exhibition or playoff games. This includes re-scheduling or cancellation of said games.

#### 5.2.12 Director of Communication

(i) Shall be responsible for overseeing all aspects of the G.M.H.A. website.

(ii) Shall be responsible for posting notices on the G.M.H.A. website and emailing the G.M.H.A.\_membership.

- (iii) Shall provide passwords and monitor limited access to the administration of the website to team representatives for the purposes of team webpage updates.
- (iv) Publish the notice of the Annual General Meeting weekly for at least two (2) weeks prior to said meeting.
- (v) All G.M.H.A. policies be posted on website and available to all members.
- (vi) Shall obtain all membership email addresses from the Director of Registration and maintain an updated mass membership email list on the website.
- (vii) Shall set up the season for the G.M.H.A. website including setting up email aliases for all executive positions. Aliases will be: [president@goderichminorhockey.ca](mailto:president@goderichminorhockey.ca), [vicepresident@goderichminorhockey.ca](mailto:vicepresident@goderichminorhockey.ca); [secretary@goderichminorhockey.ca](mailto:secretary@goderichminorhockey.ca); [treasurer@goderichminorhockey.ca](mailto:treasurer@goderichminorhockey.ca), etc etc. All coaches will receive emails to [coaches@goderichminorhockey.ca](mailto:coaches@goderichminorhockey.ca). All trainers will receive emails to [trainers@goderichminorhockey.ca](mailto:trainers@goderichminorhockey.ca); [managers@goderichminorhockey.ca](mailto:managers@goderichminorhockey.ca)

#### 5.2.13 Director of Registration

The Registration Director shall be responsible to:

- (i) Recruit and train volunteers to perform the functions required for registration;
- (ii) Establish registration forms and procedures
- (iii) Conduct registration for all applicants eligible to participate in Association Ice Hockey Programs
- (iv) Maintain a register of receipts regarding all registration fees received by the Association and forward all monies promptly to the Treasurer for deposit to the credit of the Association
- (v) Maintain a current registration list of all players including mailing and email addresses, telephone numbers and Parent/Guardian names(s);
- (vi) Communicate any changes in registration immediately to Directors or other individuals who are affected by such change;
- (vii) Present a report regarding Registration Operations to the Board;
- (viii) Recommend policy to the Board regarding registration.
- (ix) Shall advertise the registration dates.
- (x) Be responsible for the preparation of the registrations for the current hockey season and filing of such forms.
- (xi) Report updated registration numbers to the Executive at all meetings.

#### 5.2.14 Head Trainer

The Head Trainer shall be responsible for:

- (i) The implementation and adherence of G.M.H.A. policy and procedures in reference to Trainers.
- (ii) Ensuring the collection and reporting of Major injury reports to the league and ensuring Major Injury Reports are completed to standard
- (iii) Performing spot audits on Trainers to be sure they have proper documentation with them at games (Emergency plan, etc.)

#### 5.2.15 Head Manager

The Head Manager shall be responsible for:

- (i) Organizing and facilitating a mandatory meeting with all G.M.H.A. team Head Coaches and Managers at the start of the season.
- (ii) Communication with team Managers and the Treasurer throughout the season with regards to team gates and financials.
- (iii) Collecting all team gate bags and financials at the end of the season, complete an audit and report to the Treasurer.

### 6. REMOVAL FOR CAUSE

#### 6.1 Removal of Officer

The G.M.H.A. Executive may, by a vote of two-thirds (2/3) of all Executives at a meeting of which notice specifying the intention to hold such a vote has been given, remove any Officer for cause before the expiration of his/her term of office.

#### 6.2 G.M.H.A. Conduct

Any person found guilty (as determined by majority vote of a quorum of the G.M.H.A. Executive) of having breached a position of trust with this Association shall be permanently barred from holding an elected or appointed office in the Goderich Minor Hockey Association.

A member of the G.M.H.A. Executive who misses four meetings per year the G.M.H.A. Executive without notice and /or just reason, may be suspended for the balance of his/her term through a majority vote of a quorum of the G.M.H.A. Executive.

G.M.H.A. Executive is expected to refrain from publicly criticizing game officials, coaches, or players before, during, or after games. Concerns must be addressed with the appropriate individual, at the appropriate time.

G.M.H.A. Executive is expected to refrain from public criticism of G.M.H.A. Executive policy and/or other G.M.H.A. Executive.

G.M.H.A. Executive can be removed from their duties for non-performance of duties by a vote of the G.M.H.A. Executive, in which majority vote for removal.

G.M.H.A. Executive is required to notify G.M.H.A. Executive of situations where a conflict of interest might exist in the executive of duties related to G.M.H.A. This includes, but is not limited to, potential financial gain of personal involvement to an

extent that judgment could be influenced. G.M.H.A. Executive shall decide whether or not the member should be excluded from discussion and/or voting.

G.M.H.A. Executive who uses any profanity or improper conduct during a meeting will be immediately dismissed from the meeting.

## 7. NOMINATING COMMITTEE

### 7.1 Composition

All members shall be appointed by the Executive at least one month prior to the Annual General Meeting. The Nomination Committee shall consist of two members of the G.M.H.A. Executive, one of whom is the Chairperson; and two members in good standing who are not Executive Members.

#### 7.1.1. Vacancies

Vacancies on the Nomination Committee shall be filled by the G.M.H.A. Executive from those eligible to serve according to the provisions of By-Law 7.1. above.

### 7.2. Eligibility

All members of the Committee shall be members of the Association.

#### 7.2.1. Non-Disqualification

No member of the Nomination Committee who is otherwise qualified shall be disqualified from nomination for any position.

### 7.3. Responsibilities

The Nomination Committee shall:

- (i) solicit from the membership potential nominees for election to the G.M.H.A. Executive.
- (ii) present to the membership at the Annual General Meeting its recommendation of nominees for election to the G.M.H.A. Executive.

### 7.4 Meetings

The Nomination Committee shall meet at the call of the Chair.

## 8. SPECIAL COMMITTEES

Special Committees may be constituted by the President from time to time to carry out designated tasks and such Committees will be disbanded once their designated task is completed.

## 9. NOMINATION AND ELECTION PROCEDURES

An Electoral Officer for the Annual General Meeting shall be appointed by the G.M.H.A. Executive prior to the Annual General Meeting. The Electoral Officer shall:

- (i) Preside over the election of the G.M.H.A. Executive
- (ii) Call upon the Chairperson of the Nomination Committee to place before the members at each Annual General Meeting the names of those members it is nominating to fill the vacancies on the G.M.H.A. Executive.
- (iii) Call for nominations from the floor three times and may receive in nomination the

names of any members in good standing whose consent to act has been given except those names of members who do not have voting rights in the Association.

- (iv) Call for a motion to close nominations.
- (v) Call for an election by ballot if necessary.
- (vi) Declare the members receiving the highest number of votes to be duly elected to the G.M.H.A. Executive. In the case of a tie for the last positions for the G.M.H.A. Executive, a second ballot shall decide.

#### 10. FINANCIAL YEAR

Unless otherwise ordered by the G.M.H.A. Executive, the fiscal year of the Association shall terminate on the 30th day of April in each year.

#### 11. RULES OF ORDER

All meetings of the Association shall be conducted in accordance with Robert's Rules of Order.

#### 12. AMENDMENTS TO BY-LAWS

The By-Laws of the Association may be amended at the Annual General Meeting of members or at a Special Meeting of members called for the purpose of such amendments by a two-thirds (2/3) majority of votes of eligible members present at such meetings provided that such members constitute a quorum. Notice of Motion to amend including details of proposed amendments must be received by the Secretary not later than thirty (30) days prior to the Annual or Special General Meeting. Copies of notice of motion shall be available to all members in good standing at least fourteen (14) days before the Annual or Special General Meeting.

A copy of the constitution is printed off and filed for each and every year of G.M.H.A. so that changes and any corrections can be more accurately tracked and matched to their related motions.

#### FORWARD

The function of Minor Hockey, in the Town of Goderich, is to provide an opportunity for boys and girls to participate in the game of ice hockey and in so doing to promote, encourage and govern these age groups from Tyke to Juvenile inclusive, to maintain and increase interest in the game of ice hockey; to protect the mutual interest of its members, to foster among its players, members, supporters and teams, a general sense of community spirit and good sportsmanship and fair play both on and off the ice. To include in the participants certain ideals to play fairly under all conditions to give opponents a fair chance and not take unfair advantage of any opponent; to win modestly and receive defeat with a smile; to give credit to the team that wins; not to question or dispute the referee's decision. The Executive of G.M.H.A. will ensure its members adhere to a fair play policy as per the O.M.H.A.

The following by-laws relate specifically to the rules and regulations or conditions governing the game of hockey under the G.M.H.A. and enforced by the G.M.H.A. Executive.

#### H.1. PLAYING RULES

The playing rules under which games will be conducted in Minor Hockey in the Town of Goderich will be those that are established under the C.A.H.A., C.M.H.A. League, and the local governing body(s).

#### H.2. MEMBERS RESOLUTION OF CONCERNS

- (i) A member shall be encouraged to discuss their player(s) development on and off the ice with that player(s) Parent Liaison first after he/she has abided by the 24 hour rule. The Parent Liaison then will discuss the issue with the Coaching Staff.
- (ii) If a resolution cannot be reached between the aforementioned parties, either one or both parties shall be encouraged to approach the G.M.H.A. Executive for clarification.
- (iii) A Select Committee shall be called by the President of G.M.H.A. to investigate and deal with all disciplinary actions that may be necessary to resolve each specific situation. The Select Committee shall consist of the President and two (2) members of the G.M.H.A. Executive who are not associated with the team, player or persons(s) in question, with the Secretary recording the proceeding. Recommendations made by the said Committee shall be passed on to the G.M.H.A. Executive for implementation.

#### H.3. SELECTION OF COACHES FOR ALL G.M.H.A. TEAMS

- (i) A coaching Committee will be appointed at the AGM each year to assist in the gathering of names and recommending to G.M.H.A. a list of coaches for all rep and AE teams. The Coaches Committee shall consist of two members of the Executive and two members of the general membership (Not executive members). The four members will be elected at the AGM. If more members are nominated, a vote will be held to determine which four people will sit on the committee. The committee shall advertise for submissions of coaching applications as well as distribute applications to current coaches. Applications will need to be submitted by a date decided by the committee. The Coach Mentor will act as the chairperson for the coaching committee. The Committee will submit a list of coaches from the applications to the President before the June general meeting. The Executive shall review the recommendations and inform the Coaches Committee of the approved coaches for the upcoming season the Coaching committee will then inform the approved Coaches of their acceptance by email with it being cc'd to the president of G.M.H.A.. The committee will also continue to try and fill all vacancies that still exist through placing newspaper ad with the all vacancies identified. The Coaches Committee will bring selections back to the Executive for approval.
- (ii) This application shall be returned to the Goderich Minor Hockey Executive by a date specified by the Executive as a deadline for applications. This date shall be determined and announced by the Executive no later than the second week in February each year.
- (iii) The Executive maintains the right to remove and/or replace any coach or manager as it sees fit, for the betterment of the Association.
- (iv) No coach shall be head coach of more than 1 team.
- (v) G.M.H.A. to follow OMHA/WOAA guidelines for conflict resolution and risk management in reference to coaching and bench staff.

#### H.4. ROSTERING RULES



- (i) All teams must have a minimum of ten (10) players signed and approved before their first league game (League Rule). All remaining players may be signed up to February 10th (Refer to O.M.H.A. Rule 22 (a)).
- (ii) If a team is entering any tournaments prior to February 10th deadline, all players to be used must be rostered and approved before they become eligible to play (O.M.H.A. Rule 22 (b)).
- (iii) All completed player and team official rosters will be forwarded to the O.M.H.A. and W.O.A.A. by the OMHA/WOAA Centre Town Contact.
- (iv) It is important that all approved rosters be carried by the coach/manager at all games. Any coach may ask to see the roster at any time. Failure to have an approved roster available could result in a protest.
- (v) At the end of the season, all approved rosters are to be given to the G.M.H.A. Secretary for filing.
- (vi) All questions regarding rosters, etc. should be directed to the OMHA/WOAA Centre Contact.

#### H.5. MOVEMENT OF PLAYERS

Where there is a player with exceptional ability, such player shall be allowed to move up one age level, subject to approval by the parents, coaches involved and the Executive.

Player may be affiliated to a team in his/her own age group as long as they attend team tryouts. A player may still be affiliated from the same categorized team from the age group below without attending tryouts.

#### H.6. RELEASES OF PLAYERS

- (i) Any Junior Team who is attempting to receive the release of any player under the jurisdiction of G.M.H.A. must formally do so through the President and Executive of G.M.H.A.
- (ii) In cases of granting releases for players to play for O.M.H.A. teams, the best interests of the player shall be the prime consideration. Normally, no attempt shall be made to hold back a player from playing at his/her level.
- (iii) If after determining by discussion with the respective Junior Team representative and the G.M.H.A. Executive, player and parents that a full release would be to the benefit of all parties concerned, then the release shall be allowed subject to the terms of the payment schedule as per O.M.H.A. Rules.
- (iv) Permission to Skate forms may only be signed by the G.M.H.A. President, G.M.H.A. Vice-President and/or the OMHA/WOAA Centre Contact.
- (v) All releases must be signed by the President and the Secretary of the G.M.H.A.
- (vi) Any monies derived from a full release of a player shall be the property of G.M.H.A.
- (vii) The release of players will be voted on monthly at each Executive meeting. A vote of 2/3 in favour will decide.

#### H.7. TEAM UNIFORMS

(i) The policy of the G.M.H.A. will be to adopt a colour scheme and name which will be consistent to every team representing Goderich Minor Hockey.

(ii) Sweaters and socks are to be the following colours:

#### Sweaters

Away colours - red with black and white trim or black with red and white trim. Home colours - white with black and red trim.

#### Socks

All teams will wear socks as approved by the G.M.H.A. Executive. All players will wear the same socks on the ice to provide a uniform look. Socks will be red, black and white.

### H.8. PLAYER EQUIPMENT

It is the responsibility of the player and/or his parents to provide the necessary equipment required for the protection of the player during practices and games, i.e. skates, athletic support, pants, elbow pads, sticks, etc. The only exceptions would be the following: 1. game sweaters. 2. goalie's protective equipment, i.e. trapper, blocker, leg pads, shoulder pads and belly pad.

Each player on a G.M.H.A. hockey team is required to wear a mouth guard during any form of participation on the ice. Failure to do so will result in the removal of the player from the ice until a mouth guard is worn.

### H.9. GENERAL GUIDELINES (REGISTRATION)

As a general rule, registration fees are set to cover the cost of ice time, insurance fees, photography, year-end banquet/trophies, coach/trainer/referee clinics, management costs, equipment and supplies, administrative expenses. Fundraising efforts will occur to offset the expense of game officials, advertising and other operational expenses of G.M.H.A.

All expenses require the raising of funds. These expenses include such things as:

- (i) May include payment of game officials.
- (ii) Purchase of equipment and supplies.
- (iii) Advertising.
- (iv) League fees: The funds to cover these expenses are raised through the following:
  - a) Gate admission fees
  - b) Projects organized and run by the Fundraising Committee
  - c) Solicitation of funds from various groups, organizations, businesses, and the like.
- (v) Any returning player who does not register for G.M.H.A. during the designated registration times will be subject to a per player late fee as determined by the Executive prior to registration.
- (vi) All outstanding fees relating to registration must be paid in full before a player will be allowed to participate on the ice.
- (vii) G.M.H.A. at time of registration will treat all families equal regardless of the size of that family. No discounts shall be given to families of one size or another. If financial support is required, options are available within G.M.H.A. and the community.
- (viii) Any cheques that are returned for the reason of non-sufficient funds (NSF) will be subject to an administration fee of \$35.00 in addition to any charges incurred by their financial institution.

#### H.10. G.M.H.A. SPONSORSHIP PROGRAM

Only those people assigned by the President of the G.M.H.A. are responsible for dealing with current or prospective sponsors in regards to solicitation of funds or provision of equipment.

Through its sponsorship program, G.M.H.A. will attempt to provide each team with a minimum of one (1) set of game sweaters. All team uniforms are and will remain the property of G.M.H.A. throughout their useful life.

When new uniforms are supplied to any team, all old uniforms are to be returned to the G.M.H.A. at which time the G.M.H.A. Executive will determine the disposition of said uniforms.

Old uniforms may be used as follows:

- (i) House League (s) uniforms.
- (ii) Practice uniforms.
- (iii) Back up in event of colour duplication by visiting teams.
- (iv) Sold to players.
- (v) Or any other use as determined by the Executive.

Any option is the sole responsibility of the G.M.H.A. Executive.

Sponsorship is divided into two categories:

(i) Financial Assistance

Cash donations made directly to G.M.H.A. or donations of food, services, etc.

(ii) Direct Sponsorship of a Team or Teams

Purchase of uniforms for any team or teams.

#### H.11. REFUND POLICY

(i) From date of registration through August 15th - 100% refund.

From August 16th through October 15th - 75% of registration will be refunded.

From October 16th through November 15th - 50% of registration will be refunded.

From November 16th through December 15th - 25% of registration will be refunded.

After December 16th there will be no refund.

(ii) An exception will be given only for players who are in the process of tryouts for a Centre other than G.M.H.A., who have prior to the start of these tryouts completed a Permission to Skate form with the OMHA/WOAA Centre Contact and President, and who have also emailed a written request for exception to [treasurer@goderichminorhockey.ca](mailto:treasurer@goderichminorhockey.ca) prior to August 15th of the current year.

#### H.12. DIRECT OR TEAM SPONSORSHIP

(i) Local Teams

Each team will have one (1) set of sweaters. A set will consist of (18) eighteen sweaters but not more than (20) twenty sweaters.

(ii) Representative or Travelling Teams

Each team will have two (2) sets of sweaters. A set consists of (18) eighteen sweaters but not more than (20) twenty sweaters.

(iii) Obligation of the Sponsor

The sponsor's only obligation is to provide the uniforms as described in the two preceding sections (i and ii). The sponsor is not obligated in any way to provide any equipment or funds for any other purpose other than those listed above.

Where a sponsor, of his own choice, wants to provide complete uniforms or any part such as pants, helmets, gloves, sticks, etc., he will not be discouraged; however, the choice must be the sponsors and not a result of any persuasion or pressure on the part of Minor Hockey. Financial arrangements may be negotiated between the sponsor and the G.M.H.A. Executive.

#### H.13. COACHES AND MANAGERS RESPONSIBILITIES

- (i) As per Rule 34 of the O.M.H.A. playing rules, coaches are responsible for the conduct of their players during a game.

A "game" is considered to be from the time players arrive at an arena for a game, up to and including the time they leave after the game, and includes their time both on and off the ice.

Profane or abusive language, willful damage, etc. will not be tolerated. Players and coaches as well as all other team officials may be suspended from further participation in any G.M.H.A. activity as a result of poor conduct. Any discipline to be administered is at the discretion of the G.M.H.A. Executive.

- (ii) Coaches and managers are responsible for all equipment issued to their teams, including sweaters, socks, goalie equipment, etc. Care must be taken to ensure the equipment remains in good, serviceable condition and is returned completely at the end of the season.
- (iii) All contact with the O.M.H.A., W.O.A.A. or league officials must be through the G.M.H.A. Centre Contact. This includes regular season and playoffs, and in particular, O.M.H.A., W.O.A.A. playoffs at any level.

All arrangements of Exhibition and/or Tournament games will be the responsibility of individual team officials but must be approved through the Centre Contact.

The same is true if a game is cancelled; no other games substituted.

- (iv) All exhibition games with teams outside the Province of Ontario must be approved in advance and confirmed in writing by the O.M.H.A. The OMHA/WOAA Centre Contact will handle all such correspondence.

For O.M.H.A. playoffs, exhibition games, the team must determine the cost of the trip and charge accordingly, as these costs may, and usually do, exceed normal league fees.

If funds are available when a team reaches O.M.H.A. semi-final series, G.M.H.A. will cover 40% of the bussing costs, with the team responsible for the balance. For O.M.H.A. final series, G.M.H.A. will cover 60% of the bussing cost. A 66% team blind vote for parental commitment is required.

- (v) Any player, coach, manager or other team official suspended by the O.M.H.A. under a major suspension must not practice or travel with the team until the suspension is lifted as per O.M.H.A. Rule 53 (c).

The player is also ineligible to referee or act as a minor official while under suspension.

- (vi) For clarification of any playing rule or league rules, contact the G.M.H.A. Executive.
- (vii) Each G.M.H.A. registered team must appoint a Parent Liaison at the beginning of the hockey season. This person shall act as a liaison between the parents and the coaching staff and shall be listed on the G.M.H.A. website as part of the Team Staff.
- (viii) No G.M.H.A. team will charge players for dry-land training, power skating, extra ice time or any on-ice/off-ice activity without the approval of the G.M.H.A. Executive and a 66% team commitment via a blind vote.

#### H.14. INTERNATIONAL TEAMS

Goderich Minor Hockey Association will give permission and direction to anyone who will be responsible for hosting a team from any foreign country.

#### INTERPRETATION

In these by-laws and in all other by-laws of the Association hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and Associations.

Revised June 2015