

# **MITCHELL MINOR HOCKEY**

## **CONSTITUTION AND BY-LAWS**

**REVISED**

**July 2006**

**October 2008**

**January 2009**

**April 2013**

**April 2016**

**April 2019**

# CONSTITUTION

## CONST. ARTICLE I

### NAME

The name of the association shall be the Mitchell Minor Hockey Association (MMHA).

## CONST. ARTICLE II

### OBJECTIVES

The stated aim and purpose of the MMHA is to provide an enjoyable hockey experience in the various levels of competition for registered participants in the organization as well as coaches, team officials, and volunteers.

## CONST. ARTICLE III

### AFFILIATES

The MMHA shall be a member of the Mitchell Minor Sports Council and participate as a member organization. The MMHA is also a member of various leagues and partners of the OHF and shall recognize and abide by the rules of the governing bodies. The rules of the governing bodies will override any conflicting MMHA rules.

## CONST. ARTICLE IV

### EXECUTIVE COMMITTEE

#### **Section A - Executive Officers**

The Executive Officers of the MMHA shall be the President, Past President, First Vice President, Second Vice President, Treasurer and Secretary. The term of office is two years. The President, First Vice President, and Second Vice President may not remain in any one of those offices for longer than two consecutive terms. The Secretary and Treasurer shall not hold office for more than six consecutive years unless otherwise approved by the Executive Committee. The Vice President shall be encouraged to stand for President and the Second Vice shall be encouraged to stand for the First Vice in the succeeding election year. All persons fulfilling requirements may be nominated for any available executive office.

#### **Section B - Executive Directors**

The General Membership at the Annual Meeting shall elect ten Directors to the Executive Committee. Term of office will be two years with five directors voted in on even number years and five others on odd number years. The Directors duties and responsibilities are defined in the MMHA bylaws. The Directors shall

have full voting rights at all Executive Committee, General, and Annual Meetings.

## **CONST. ARTICLE V**

### **VOTING MEMBERSHIP**

#### **Section A - General Membership**

The General Membership shall consist of persons 18 years of age and older who are:

- a) Parent(s) or legal guardian(s) of the MMHA registered participants.
- b) Team representation as defined in bylaws.
- c) Life members.
- d) Executive directors and officers.
- e) Other elected and appointed officials.

#### **Section B - Team Representation**

The team representation shall consist of: One team official or their designate from each rep and additional entry rep and LL team in each division, a convener or their representative from each division of house league and instructional hockey. The team representation is required to attend scheduled coaches meetings. All members of the team representation present at the Annual meeting shall have one vote on each voting matter.

## **CONST. ARTICLE VI**

### **COMMITTEES**

The MMHA may appoint from time to time, such committees as deemed necessary to carry out the functions of the MMHA.

## **CONST. ARTICLE VII**

### **QUORUM**

#### **General and Special Meetings:**

A quorum will consist of at least eight executive committee members, including two executive officers.

#### **Annual General Meeting:**

A quorum will consist of at least eight of the general membership of which at least four must be of the executive Committee, including two executive officers.

## **CONST. ARTICLE VIII**

### **MEETINGS**

The Annual Meeting will be held in April each calendar year. Regular General Meetings will be held monthly from August to April. Any other General, Special, or Executive Meetings will be held when necessary. Notice of all General Meetings will be posted at the arena and/or on the MMHA website at least seven days in advance. The officers elected at the Annual Meeting shall take office as of May 1st.

## **CONST. ARTICLE IX**

### **CONSTITUTION AND BY-LAW AMENDMENTS**

#### **Section A - CONSTITUTION AMENDMENTS**

The constitution may be amended at the annual meeting by a two thirds majority vote of those voting members in attendance, provided that notice of the proposed amendment has been posted at the arena and/or the MMHA website at least 15 days prior to the Annual Meeting. The Minor Sports Council has the right to veto any amendment to the Constitution that would be deemed as detrimental or not in line with the objectives and purpose of the MMHA or the Mitchell Minor Sports Council.

#### **Section B - BY-LAW AMENDMENTS**

A by-law or amendment may be approved by a majority vote of the executive committee in attendance at a General or Special Meeting. Approved by-laws or amendments will take effect immediately. New by-laws or amendments shall be presented for adoption at the next Annual Meeting where they may be confirmed, amended or rejected by a majority vote of the general membership. Any By-law amendment or proposal to the operation of the MMHA that is deemed to be in need of further study, by any of the attending Executive Committee, may be delayed for final vote until a future General, Special, or Annual Meeting. Any amendment or proposal that has been delayed shall only be voted on when notice of said amendment or proposal has been posted at the arena and/or the MMHA website 15 days prior to the meeting.

## **BY-LAWS**

### **B.L. ARTICLE I**

#### **MEMBERSHIP**

#### **Section A - Executive Committee**

##### **Subsection I - Composition**

The Executive Committee shall be elected for a two-year term by the general membership at the Annual Meeting. Nominations may be taken from the floor at the Annual Meeting. No election or appointment of absentee members is effective without prior written consent. In case of death, resignation, or incapacity of any Executive committee member, the office or director's position may be declared vacant and the vacancy may be filled by appointment by the General Membership at a Special or General Meeting.

##### **Subsection II - Voting**

Each member of the Executive Committee except the President shall have a vote at General or Special Meetings. The President shall only vote to break a tie. One parent per registered child may vote in the election process for the executive committee positions at the Annual Meeting. Persons shall have one vote only and must be in attendance.

##### **Subsection III - Duties and Functions**

- To conduct General Meetings.
- To represent MMHA at outside functions.
- To conduct business according to the Constitution and By-laws.
- To coordinate the activities of the Committees.

##### **Subsection IV - Duties of the Officers**

###### **Common Executive Duties and Responsibilities:**

- Regular attendance at Minor Hockey monthly Executive meetings.
- Preparation of reports as required for regular meetings.
- Participate on special committees as required.

###### **Common Executive Qualifications:**

- Regular access to email and internet.
- Good communication skills.

###### **President**

Duties and responsibilities:

- Liaison between the general membership, executive and public.
- Overall management and supervision of executive
- Carry out assignments and instructions given to him/her by vote of the general membership.

- Preside over MMH monthly meetings in a professional and timely manner
- Call and preside over special meetings as required.
- Prepare and preside over the Annual General Meeting.
- Attend monthly Mitchell Minor Sports meetings and provide a report to MMH
- Delegate/Oversee responsibilities of other executive members of MMH.
- Be a voting member only in tie breaking circumstances.
- Act as a signing officer for the association.
- Suspend club teams, players or coaches subject to ratification at the next executive meeting.

Special Qualifications:

- MMH Executive voting member for the previous two years.

**First Vice President, Special Events Director**

Duties and responsibilities:

- Aid to the President.
- Assume duties of the President in case of disability or absence.
- Carry out such other duties as may be assigned by the executive.
- Official Chair of special events committees including but not limited to tournaments, awards banquet, golf tournament, etc.
- Official Chair of the nominating committee.
- Act as a signing officer for the association.

**Second Vice President, Technical Director**

Duties and responsibilities:

- Assume duties of the President in case of disability or absence of the President and First Vice President.
- Carry out such other duties as may be assigned by the executive.
- Responsible for the maintenance of a database(s) tracking proper MMH volunteer qualifications including but not limited to coaching credentials, trainers credentials and vulnerable sector checks.
- Responsible for arranging of the proper certification of all coaches and trainers.
- Responsible for ensuring all MMH volunteers are properly certified prior to participation.
- Responsible for the organization of coaching and trainers clinics as required.

**Past President, Fundraising Director**

Duties and responsibilities:

- Assist the executive in a consultant role.
- Official chair of the volunteer bond committee.
- Official chair of the lottery committee.
- Official chair of special fund raising committees.

**Treasurer / Registrar**

## Duties and responsibilities:

- Financial liaison between MMH membership and the Mitchell Minor Sports treasurer.
- Management of all monies received and disbursed on behalf of Mitchell Minor Sports including but not limited to registration income, team floats and tournament fees.
- Assist the Mitchell Minor Sports treasurer in maintaining records of all monies received and disbursed.
- Prepare reports as required for MMH and Mitchell Minor Sports executives.
- Oversee the preparation of an annual budget.
- Oversee the organization of annual membership registration.
- Maintain a member registration database.

## Special Qualifications:

- Good working knowledge of Microsoft Word and Excel as well as access to accounting software.

**Secretary/Webmaster**

## Duties and responsibilities:

- Provide secretarial support for the organization and perform all general secretarial duties.
- Act as communication conduit to organization players and families.
- Notification of Executive, hockey personal and the general membership of the time, location and date of monthly, annual and special meetings.
- Host Parent Rep meeting in the fall to review responsibilities.
- Book meeting rooms for meetings and special functions.
- Plan meetings along with the President and prepare agendas. Maintain a record of attendance and proceedings of all meetings.
- Post relevant information, calendar items, organizational documents and events on the MMH Website.
- Assign and manage all Website users including the setup of season members and tournaments.
- Assist and train new Website users.

## Special Qualifications:

- Excellent computer skills with a working knowledge of Microsoft Outlook, Word and Excel.
- Experience with document conversion using Adobe Acrobat, web design and coding.

### **Town Contact Boys**

#### Duties and responsibilities:

- Relay the following information between MMH executive/coaches/ice scheduler and the respective leagues:
  - OMHA/WOAA centre mailings, emails, facsimiles and invoices.
  - League convener instructions and information.
  - WOAA/OMHA meeting information.
  - Tournament invitations.
- Manage team rosters using the HCR (Hockey Canada Registry) database including the following tasks:
  - Pre-register all OMHA/WOAA players in the HCR and verify contact and personal information.
  - Submit team rosters requests to the WOAA according to current registration requirements.
  - Verify residency applicability of new registrants in accordance with regulations.
  - Collect birth certificates and upload to the HCR for new registrants as required.
  - Assign players and coaches to their respective rosters and submit for approval.
- Attend or send a delegate to the following meetings:
  - WOAA annual meeting.
  - WOAA league and playoff scheduling meetings.
  - OMHA annual meeting.
  - Other league related meetings as required.
- Co-ordinate OMHA play down series

### **Town Contact Girls**

#### Duties and responsibilities:

- Relay the following information between MMH executive/coaches/ice scheduler and the respective leagues
  - OWHA/LLFHL/WOGHL centre mailings, emails, facsimiles and invoices.
  - League convener instructions and information.
  - LLFHL/WOGHL meeting information.
  - Tournament invitations.
- Attend or send a delegate the following meetings:
  - LLFHL/WOGHL annual meeting.
  - LLFHL/WOGHL league and playoff scheduling meetings.
  - Other league related meetings as required.
- Manage team rosters using the appropriate database including the following tasks:
  - Register players and submit rosters for all OWHA teams.
  - Update and resubmit rosters as required.
  - Assist with team re-categorization as required.



**Director – Head Trainer**

## Duties and responsibilities:

- Responsible for implementation and adherence of Mitchell Minor Hockey policy and procedures in reference to Trainers activities.
- Ensure the collection and reporting of Major Injury Reports to the league.
- Ensure Major Injury Reports are completed to standards.
- Ensure all First Aid Kits are stocked as required.
- Ensure that all Mitchell Minor Hockey Teams have a certified and competent Trainer
- Liaison between league and certified Trainers to provide information and news of upcoming recertifications.

## Special Qualifications:

- Complete knowledge of Trainers certification and Hockey Canada certification program.
- Competency in Reporting and Collection of Injury reports.
- Specific knowledge of Standard First Aid and competency in providing these skill sets.
- Have Team Trainers experience.

**Director – House League**

## Duties and responsibilities:

- Management of House League Program
  - Appointment of conveners, referee assigners and other members as required.
  - Oversee team and coach selection.
  - Ensure OMHA/WOAA and MMH rules and regulations are followed.
  - Co-ordinate with the Equipment Director on equipment and jersey management.
  - Co-ordinate with the Technical Director on proper House League volunteer qualifications.
  - Official chair of the House League year end tournament.
- Management of Initiation Program
  - Appointment of conveners and other members as required.
  - Oversee player placement.

**Director – Player Development**

## Duties and responsibilities:

- Liaison between general membership and executive committee
- Official chair of the coaches committee.
  - Responsible, along with the coaches committee, for the overseeing of the team selection process of all travel teams.
  - Responsible, along with the coaches committee, for the recommendation of all travel team coaches.

- Responsible, along with the coaches committee, for regular coach's communications regarding but not limited to systems of play, practice plans and standardized player development.
- Coordination of player development events or classes including but not limited to power skating, body checking and goal tender clinics.
- Coordination of the MMH fall hockey camp.

### **Director – Equipment Manager**

Duties and responsibilities:

- Team Equipment Inventory Management:
  - Ensure current year jerseys are returned in the locker at the end of current season.
  - Provide water bottles, pucks, trainer's boxes and jerseys are available at the start of each season for every team.
  - Manage the procurement of new jerseys, equipment or supplies as required.
- Manage equipment lockers and inventory prior to, during and following the season:
  - Retrieve locker keys from current coaches at the end of season.
  - Distribute locker keys to upcoming coaches at the beginning of the season
  - Re-distribute lockers for teams as required each season.
  - Ensure each locker has a lock.
- Ensure sponsor bars are affixed to the proper team jerseys:
  - Work with Mitchell Minor Sports to establish sponsors for each team.
  - Redistribute sponsor bars to the correct jerseys before the season starts.
- Manage and distribute MMH goal tending equipment.
- Organize yearly fall photo sessions for all teams.

### **Director – At Large**

Duties and responsibilities:

- Carry out such duties that may be assigned by the executive.
- Assist other directors or executive as required.

## **B.L. ARTICLE II**

### **MEMBERSHIP TO MITCHELL MINOR SPORTS**

The MMHA shall be a member organization of the Mitchell Minor Sports Council and agrees to follow the Constitution and By-laws of the Council. Some of the responsibilities include but are not limited to the following excerpt from the Minor Sports Council By-laws:

- 1) Submit an estimated budget for the following year to Council.
- 2) The procedures established for tendering or purchasing shall be followed.

- 3) Appoint one representative from the Executive Committee to be a member of the Minor Sports Council General Membership. The appointee or the designate shall attend each Minor Sports Council Meeting.
- 4) Submit requests for the purchasing of any articles over \$200.00 to the Minor Sports Council.
- 5) Any fund raising project must be approved by the Minor Sports Council.

## **B.L. ARTICLE III**

### **FINANCES**

All financial transactions for the MMHA must go through the Minor Sports Council as outlined in the Minor Sports Constitution and By-laws.

## **B.L. ARTICLE IV**

### **OPERATIONS**

#### **Section A - COACHES' SELECTION COMMITTEE**

A Coaches' Selection Committee will be appointed at the Annual Meeting each year to assist in reviewing and interviewing applicants for coaching positions with MMHA. The Coaches' Selection Committee will provide recommendations to MMHA for all girls and boys teams including Rep., LL and AE. The Coaches Committee shall consist of the director of player development and four members of the General Membership. One member of the Committee shall be appointed as the Chairperson.

The terms of the four elected members will be a two year staggered term. Committee members will be replaced as their term expires.

In addition to the selection of coaches, the Coaches' Selection Committee shall remain a unified body for the duration of the hockey season. This Committee will act a liaison between the Executive, players, coaches and parents. Complaints or issues about a particular coach must be made in writing to the Parent Rep who will work with the Coach (maximum 2 bench staff, one will be the head coach, the parent rep and the parent) to resolve issues. Complaints must abide by the 24 hour rule. If there is any form of harassment (verbal, physical, sexual) the President must be contacted. Upon a second complaint the parent rep will notify the President or delegate. The Executive will receive reports when such issues arise and if necessary will vote on an appropriate course of action.

Coaches for the Representative, Additional Entry and Local League teams will be selected in the following manner:

- MARCH – MMHA will advertise for the submission of coaching applications as well as distribute applications to the current coaches. The application deadline is March 31. All coaches not returning are asked to submit a letter of resignation.

- APRIL – The Coaches' Selection Committee shall conduct interviews, submit a recommended list of coaches and also identify any vacancies.
- MAY – The MMHA Executive Committee shall meet by with the Coaches' Selection Committee to review their recommendations and approve coaching staff for the upcoming season. The Coaches' Committee shall then inform all applicants by letter of their acceptance or non-acceptance and provide feedback.
- Further advertising and personal contact will be done and the Coaches' Selection Committee shall compile a list of potential applicants for the identified vacancies.
- JUNE – The Executive Committee shall meet and review the final recommendations of the Coaches' Selection Committee and present the final list of Coaches at the June Executive Meeting. The Coaches' Selection Committee will then inform the remaining applicants by letter of their acceptance or non-acceptance by June 30.
- All approved coaching applicants must provide a Police Record Check.
- The Executive Committee may appoint a Coaching Mentor to assist all coaches in the MMHA

### **Section B - TRAINERS AND COACHES CLINICS**

The MMHA will pay the costs of required coaches, trainers and respect in sport clinics for those team officials signed with the MMHA teams. Team officials wishing to attend clinics beyond what is required will have to cover the costs themselves.

### **Section C - ICETIME SCHEDULER**

The Executive Committee shall appoint an Ice time Scheduler to assign the available ice time to the teams as directed by the General Membership. Ice scheduler is responsible to give a monthly allocation by team and what ice is paid for but not used to the Executive Committee. Once scheduled, each team is responsible to use their given times or ensure that another team is going to use it. Each team is responsible to check the ice time schedule and make any necessary changes in conjunction with the Ice time Scheduler including the updating of games and practices. Failure to use or switch unwanted times may result in the loss of some future practice(s).

The MMHA will strive to work with the other arena user groups to divide up the available ice time based somewhat on the number of registrations in each group. This currently involves but not restricted to Curling, Figure Skating, OWHA and affiliated Hockey (predominately girls registrations), Ringette, and OMHA and affiliated Hockey (predominately boys registrations). The MMHA will then offer programs based on the amount of available ice time allotted to them. This will be reviewed at the beginning of each season following the registration period.

### **Section D - GOALIE EQUIPMENT**

Teams needing goal equipment shall be directed to the Equipment Manager.

The MMHA shall supply goalie equipment for all Pee Wee and below teams. The coach of each of these teams shall ensure that all equipment is returned to the Equipment manager following use.

### **Section E - BANNERS**

The MMHA shall provide a large Arena Banner shall be purchased for any team winning an OMHA Championship. Plaques for provincial champions are ordered by Mitchell Minor Sports. The OWHA supplies banners to finalists and champions.

### **Section F – PERMISSION TO SKATE & RELEASES**

Permission to skate forms can be obtained from the President or their designate for any player, after they have registered with the MMHA, wishing to try out for:

- Boys – AAA Zone
- Boys – OHA Junior “B” and above
- Girls – OWHA teams rated “AA/A” or above (providing MMHA does not enter an “AA/A” team at that age division) As per OWHA, all players requesting a PTS will be granted one. If the player has been released to a level below A, the player will only be allowed to return to Mitchell Minor Hockey if the numbers permit and a passing vote are achieved at the board level.
- Boys – A/AA
  - Eligible players, upon registration with Mitchell Minor Hockey may request a Non-Resident Player Passport to be eligible for tryouts at the nearest centre categorized AA/A level (Peewee level and above). Passports will be issued by the Town Contact.
  - *Note – Permission to skate forms are automatically granted to any registered players wishing to try out for the Mitchell Junior C Hawks.*
  - The responsibility for the release of any player from MMHA is vested with the Executive governed by the rules and regulations of the OMHA and OWHA.
  - Any request for a release of a MMHA registered player to play for an O.M.H.A. or O.W.H.A. team shall be dealt with by the Executive Committee within 14 days of the request in writing.
  - Any player granted a release shall be entitled to a full refund of registration fees.
  - When insufficient registrations do not warrant a team to be entered at a certain age group then those registered players at that level shall be given a choice to try out for the team above their age category or be given permission to try out for a nearby community. Only those registered at the time a decision is rendered by the Executive Committee to abandon the team shall be eligible to receive permission to skate forms and subsequent permission to sign in another Minor Hockey system.
  - All teams shall have a minimum of 12 registered players at the age category in order to warrant a team. Any special circumstances shall be dealt with and ruled on by the Executive Committee.

**Section G – REGISTRATION & REFUND POLICY**

Registration will be held in March for the next hockey season. Registration fees will be set by the Executive Committee according to the projected programs to be. All players must be registered with the MMHA before being allowed to try out for any team. Registrations are due prior to April 15<sup>th</sup> and a late fee will be applied for registrations received after this date. The late fee will be determined by the Executive.

All refund requests must be made in writing to the Minor Hockey Executive for approval. Approved refund amounts will be based on the following table:

- Written request before August 31 --- full refund
- Written request September 1 to 30 --- 75% refund
- Written request October 1 to 31 --- 50% refund
- Written request after November 1 --- no refund

Special exceptions and circumstances must be approved by the Executive Committee.

**Section H - PLAYERS TRYING OUT FOR HIGHER DIVISIONS**

All MMHA players are required to register and sign with a team in their own age group. Consideration will be given to exceptional players wishing to tryout and sign with a higher age group as per OMHA and OWHA manuals. The Executive Committee may appoint a review committee to determine the abilities of the “exceptional player” and report back to the Executive Committee with their findings. In most cases this would involve witnessing the player practice or play in a tryout period with the advanced group. The Executive Committee will then review the report and meet with the parents before rendering a decision. “Exceptional Player” may be defined as one who would be included in the top third of the higher division team that player wishes to try out for.

**Section I – TRYOUT POLICY - COACHES PLAYER SELECTION GUIDELINE**

MMH, in order to try out for the team in their age category. If from another Minor Hockey Association, they need a Permission to Skate Form, plus \$30 tryout fee for three practices which will go towards registration if selected to the team.

- Players are guaranteed two practices to be evaluated. After the 2nd practice coaches may start assigning players to the lower level team in their age category (e.g. Rep team to AE team to LL or HL team).
- Coaches are to have their team selected at the conclusion of 5 on-ice times (practices or games.) or as approved by the coaches selection committee.
- Coaches are to communicate with the players in a respectable manner when assigning players to a lower level team.
- A third party adviser/mentor will be appointed by the MMH executive to each team to insure tryout policy is followed, and will evaluate any players related to the coaching staff trying out for the team.
- Coaches must follow recommended number of players selected per team

- as outlined by the executive. The number of players will be set in accordance with registration numbers. (e.g.. standard 13 skaters and 2 goalies).
- A player must attend the rep team tryout in order to play for any traveling team (e.g.. AE or LL team). If a particular player has an issue with playing for a particular team, they should make their concern(s) known to the executive in writing in the form of a signed letter or an email from the party concerned.
  - Girls may not be used as full time players on a MMHA girls and boys team in the same season. Girls may register for a boy's team.

REMEMBER TRYOUTS ARE A VEHICLE TO PLACE PLAYERS ON TEAMS WHERE THEY WILL BENEFIT THE MOST, ACCORDING TO THEIR SKILL LEVEL AND ABILITY.

### **Section J – AFFILIATED PLAYER POLICY**

All OMHA, WOAA and OWHA rules will apply first. MMHA rules cannot override OMHA, OWHA or WOAA rules.

The coach of a higher level team reserves the right to recall any player from a lower level team at any time throughout the year to be signed as a full time player or to play as an Affiliated Player (AP), as long as there is no conflict with the lower level team. If at any time a higher level team wishes to use an AP player, that player's coach should be notified. Coaches are encouraged to work together to ensure players are assigned to the correct team according to ability and skill level. Executive approval is required before any player registered in Mitchell Minor Hockey House league is eligible to AP for a travel team.

Affiliated players may only be used in games if a regular player is:

- 1) Ill
- 2) Injured
- 3) Under suspension
- 4) Unable to attend because of personal reasons
- 5) Such other circumstances as approved by the Executive

### **Section K – TEAM REPRESENTATION**

The team representation shall consist of: One team official or their designate from each representative, additional entry rep and local league team registered in each division, a convener or their representative from each division of house league and instructional hockey. The team representation is required to attend scheduled coaches meetings. All members of the team representation present at the Annual Meeting shall have one vote on each voting matter.