

**Coldwater and District Minor Hockey Association  
Constitution  
AND RULES AND REGULATIONS, REVISED FEBRUARY 2020**

**SECTION ONE: GOALS AND OBJECTIVES**

1.1 To promote, encourage and govern juvenile, midget, bantam, peewee, atom, novice, and initiation program hockey for boys and girls in Coldwater and surrounding areas.

1.2 To cultivate a true spirit of sportsmanship among players, team officials, parents/guardians and Spectators.

1.3 To promote fair play, recreational and friendly competition to each and every member of the Association by providing an equal opportunity for each member to play and understand the sport of hockey.

1.4 To promote, organize and govern team competition in the area of operation to the maximum playing accommodation and financial resources under the direction of the Association Executive Committee.

1.5 To promote and enforce the Fair Play Codes for all players team officials, on ice officials, parents, executives and spectators.

**SECTION TWO: MEMBERSHIP**

2.1 Membership consists of:

a) all paid up members either player or parents/guardians.

b) officers of the Association

c) such other class of membership as approved from time to time by the Association

2.2 The Association reserves the right to refuse membership to any person so long as such refusal is not arbitrary.

**SECTION THREE: OFFICERS**

3.1 The officers shall consist of the President, Immediate Past President, Vice-President, Treasurer and Secretary.

**SECTION FOUR: EXECUTIVE COMMITTEE:**

4.1 COMPOSITION: The Executive Committee shall be composed of the aforementioned officers, the OMHA /Local League Convener, Referee-in-Chief, Operations Chairperson, Ways and Means Booth

Chairperson, the Equipment Chairperson, the Registrar, Coach Mentor, the Tournament Convener and all Directors once appointed by the Executive committee including the Human Resources Director, the Initiation Program Coordinators, Head Trainer, and the Ice Scheduler.

4.2 POWERS & DUTIES: The Executive Committee shall have control of the affairs of the Association and shall have the power to fill any vacancy, which may occur in its numbers. The Executive Committee shall have the power to suspend any member of the Association for due cause. The Executive Committee will clarify and define any rule and regulation, which may be questioned by a member of the Association by a majority vote at an Executive meeting. Any clarification or definition of the Rules and Regulations shall be ratified at the Annual General Meeting.

4.3 AGREEMENTS: The Executive Committee shall have the power to make agreements with other recognized organizations, providing it is for the betterment of the Association.

4.4 QUORUM: A quorum for the Executive Committee meetings shall consist of seven members and shall include one officer.

4.5 MEETINGS: Executive Committee meeting shall be once a month. The Secretary shall duly notify the Executive of the time and place of such meeting.

4.6 SPECIAL MEETINGS: At the written request of three or more Executive Committee members, the President shall call a special meeting.

4.7 MEETING PROCEDURE: All meetings will be conducted by approved parliamentary procedures.

4.8 ABSENTEEISM: If any Executive member fails to attend two consecutive meetings without just cause, his/her position may be declared vacant.

4.9 VACANCY OF POSITION: The Executive Committee will appoint only by a majority vote, a director to fulfill a position of an Executive member until the next Annual General Meeting. A notation must be made indicating the vacant position a Director is fulfilling and a notice posted on the Minor Hockey notice Board indicating the change in the Executive Committee.

4.10 DIRECTORS: The Executive Committee may appoint only by a majority vote directors to fulfill any assigned task as required by the committee and until the next General Meeting.

4.11 That all Executive Members and Committee Members shall be required to have met all OMHA/CHA required seminars or courses on Abuse and Harassment , Respect In Sport , Gender Identity and that all Executive Members shall be subject to a Police Record Check.

## **SECTION FIVE: ELECTION OF OFFICERS AND EXECUTIVE COMMITTEES**

### **5.1 ELIGIBILITY:**

a) Any member of the Association will be considered eligible for nomination to the Executive Committee. Any person outside the Association will be considered eligible providing four members of the Association sponsor the nomination.

b) Nominations for various positions on the Executive Committee will be either accepted in writing prior to the meeting or at the meeting itself.

c) The Secretary prior to the nomination of that office will verify eligibility of all nominees.

d) That in some circumstances eligibility requirements may be waived with the approval of the members present at the Annual General Meeting with a two-thirds (2\3)-majority vote.

## **5.2 DURATION:**

a) All Officers and Executive Committee members will hold their office for a two-year term.

b) All Officers and Executive Committee members may run for the same office they held.

c) Prior to the Annual General Meeting, any Officer or Executive Committee member retiring from their office will do so in writing or by email.

d) Where any member of the Executive acts in a manner:

i) contrary to the goals and objectives as set out in the Constitution and the rules and regulations governing the Coldwater & District Minor Hockey Association ii) Contrary to the proper operation of the Coldwater & District Minor Hockey Association as set out in the Operations Guideline Manual iii) Such that he/she does not fulfill the obligations of his/her position iv) Detrimental to any other member or members of the Association v) Detrimental to the Association itself

The Executive Committee shall have the right to exclude the member from the Executive after a motion for same has been tabled. The member in question will be given the opportunity to resign his/her position prior to the motion. The vote will be decided by  $\frac{3}{4}$  of the entire Executive excluding abstentions. An Executive member may vote by proxy. The member in question will not have the right to vote on same.

## **5.3 PROCEDURE:**

a) The Past President of the Executive Committee or whomever else the Committee appoints, will conduct the election of officers and Executive Committee members.

b) The Past President, for each position of office, will announce the position, the duties of the position, and then announce the nominees for that position. Election will be decided by written ballot. The Past President will call for three scrutineers. The Past President will declare election results for each office.

## **5.4 TERM OF OFFICE:**

a) The new term of office for officers and Executive Committee members will commence on April 15th following the Annual General Meeting.

## **SECTION SIX: PRESIDENT**

6.1 DUTIES: The President shall preside at all General Meetings of the Association and Executive Committee Meetings with the usual privileges of the office. The President shall be a member of all committees.

ELIGIBILITY: Persons nominated for President shall have served for two years on the Executive Committee and have been a member of the Association for at least three years. If there is no Executive member having served two years a consideration of an Executive Committee member for one year shall be put forward.

RESTRICTION: The President shall not be representative of any member of the Executive Committee and shall only cast a vote to break a tie.

#### **SECTION SEVEN: VICE PRESIDENT**

7.1 DUTIES: The Vice-President shall perform the duties of the President in the event of the President's illness or absence. The Vice-President will perform such duties as are assigned by the President and ratified by the Executive Committee.

7.2 ELIGIBILITY: Persons nominated for Vice-President shall have served on the Executive Committee for one year and have been a member of the Association for at least two years. If there is no Executive member having served one year, consideration of any association member may be put forward.

#### **SECTION EIGHT: PAST PRESIDENT**

8.1 DUTIES: The immediate Past President shall act in an advisory capacity and have the power to vote. He/She will act as chairperson of the Nominating Committee and control the election of Officers and Executive Committee members at the Annual General Meeting.

#### **SECTION NINE: TREASURER**

9.1 DUTIES: The Treasurer shall keep an accurate record of all monies received and disbursed. Also using the Executive approved software and submitting a report same at each regular meeting and present a Financial Statement to the Annual General Meeting. He/She shall pay all accounts by cheque. The Treasurer shall have the books audited annually by a source approved by the Executive Committee appointed at the A.G.M. All monies received by the association by Cheque, cash or any other means will be deposited in the CMHA bank accounts. The CMHA accounts will be reconciled to the bank statements on a monthly basis. The auditors will complete their audit by the AGM and present their findings, by email , to the Executive Committee and the association membership.

9.2 The Treasurer shall be one of the three signing Officers of the Association, the other two being the President and Vice-President. Each cheque will require the signature of any two of the three. The treasurer and the signing officers will have the only access and authority at the bank and the cash box in the CMHA office.

9.3 ELIGIBILITY: Persons nominated for Treasurer shall have been a member of the Association for at least two years.

#### **SECTION TEN: SECRETARY**

10.1 DUTIES: The Secretary shall keep an accurate record of the proceedings of the Association and a register of all members of the Association and teams of the Association. The Secretary shall prepare all minutes and agendas for the Executive Committee Meetings and the Annual General Meetings. Minutes shall be forwarded to all Executive Committee members within one week day of a meeting. Once approved, minutes shall be posted on the C.M.H.A. Website. The Secretary will handle correspondence pertaining to the Association and shall conduct such other business as necessary for the welfare of the Association, as well as amending the Constitution with respect to minor changes, such as name changes and housekeeping changes only.

10.2 ELIGIBILITY: Persons nominated for Secretary shall have been a member of the Association.

#### **SECTION ELEVEN: REFEREE-IN-CHIEF**

11.1 DUTIES: The Referee-in-Chief shall organize a list of referees capable of refereeing games in Coldwater. He/She will assign referees to games as to the qualifications required for that game. He/She shall be conversant to all rules of the OMHA and CHA in order to answer all queries from Referees and members of the Association. He/She shall attend all Executive Committee meetings and provide a verbal report. He/She will arrange any upgrading requirements for referees within the Association and relay any policy changes from the OMHA or Association.

11.2 ELIGIBILITY: Persons nominated for Referee-in-Chief shall have been a member of the Association for at least two years. The person nominated should hold a valid Level II officiating certification

#### **SECTION TWELVE: OPERATIONS CHAIRPERSON**

12.1 DUTIES: The Operations Chairperson shall ensure that all of the duties as per Policy NO. 6 are being carried out. He/She shall preside at all Operations Committee meetings, attend all Executive Committee meeting and shall provide a verbal report on the activities of his/her committee. The Operations Chairperson shall have the power to delegate committee members to enact various duties related to his/her committee.

12.2 COMMITTEE: The Operations Committee will be comprised of the Chairperson plus five other association members. The Committee will carry out the related duties described in Policy No. 8 with representation from each level of the organization if possible.

12.3 ELIGIBILITY: Persons nominated for Operations Chairperson shall have been a member of the Association.

#### **SECTION THIRTEEN: WAYS & MEANS BOOTH CHAIRPERSON**

13.1 DUTIES: The Ways & Mean Booth Chairperson shall be responsible for the operation of the Minor Hockey Snack Bar during the hockey season. This will include staffing and the ordering and selling of all food, candy, supplies and other saleable products. The Chairperson will make recommendations to the Executive for the purchase of equipment for the snack bar and notify the Executive of any problems

related to the snack bar. He/she will provide a verbal report on the activities of the Snack bar at each Executive meeting. He/she will have a list of duties and expectations for staffing duties pertaining to the Snack Bar. The Chairperson will organize the Tournament food booth in conjunction with the Tournament Convenor and the Executive. The Chairperson will assist with Association fundraisers as required.

13.2 ELIGIBILITY: Persons nominated for Ways & Means Booth Chairperson shall have been a member of the Association.

#### **SECTION FOURTEEN: EQUIPMENT MANAGER**

14.1 DUTIES: The Equipment Manager shall be responsible for all of the equipment in possession of the Association. He/She will compile an inventory list of all equipment; will assign sweaters, goalie equipment and other related equipment to the team official or member. All team officials or members will be required to sign all equipment out. He/She will make requests and recommendations of equipment required to the Executive Committee meetings and provide a verbal report on the equipment.

14.2 ELIGIBILITY: Persons nominated for Equipment Manager shall have been a member of the Association.

#### **SECTION FIFTEEN: OMHA (Ontario Minor Hockey Association-OMHA) / Local League Convenor**

15.1 DUTIES: The OMHA Convenor shall represent the Association at all OMHA Georgian Bay Triangle Local League meetings and shall express the concerns of the Association and act in the best interest of the Association. The Convenor will attend all Executive committee meetings and make a verbal report on all OMHA GBTL issues. He/She will notify all team officials of their ice schedule for regular season play, playoffs, and any re-scheduled games and present all OMHA minutes and agendas. The Convenor will be responsible for ensuring all contracts are correct. He/She will be responsible for filling out the game sheets and or responsible for iPads on all home-scheduled games and notifying Referee-in-Chief of games.

15.2 ELIGIBILITY: Persons nominated for OMHA / Local League Convenor shall have been a member of the Association.

#### **SECTION SEVENTEEN: REGISTRAR**

17.1 REGISTRAR DUTIES: The Registrar shall be responsible for coordinating registration on the dates determined. He/she shall be responsible for registering players in all divisions. He/she will collect monies and turn over monies and receipts to the Treasurer. He/she will keep a written record of all players registered in CMHA and notify the Executive of the numbers of players in each division. The Registrar will be a member of the Executive and attend all Executive meetings and make a verbal report. Rostering players and teams to the Hockey Canada Potral

17.2 ELIGIBILITY: Person(s) nominated for the position of Registrar will be a member of the Association.

#### **SECTION EIGHTEEN: TOURNAMENT CONVENOR**

18.1 TOURNAMENT CONVENOR DUTIES: The Tournament Convenor will facilitate the organization of the Local League tournaments in Coldwater. He/she will work with the Operations Committee, the OMHA/Local League Convenor and the division convenors. He/she will be a member of the Executive and will attend all Executive meetings and report verbally to the Executive.

18.2 ELIGIBILITY: Person(s) nominated for the position of Tournament Convenor shall be a member of the Association.

## **SECTION NINETEEN: APPOINTMENTS**

19.1 ELIGIBILITY: All members of the Association who do not wish to sit on the Executive but wish to sit on a committee or sub-committee may do so by applying for a position on a Committee listed in Section 19.2

19.2 COMMITTEES:

a) Pictures – 1 member - short term; involves setting date with photographer, booking hall, scheduling teams and distributing pictures.

19.3 SELECTION: The Executive Committee will appoint members to the Committee listed in Section 19.2 at its April meeting. Any members wishing to sit on any of the committees will submit their name to the Secretary at the Annual General Meeting.

19.4. APPOINTMENT OF A HUMAN RESOURCES DIRECTOR DUTIES:

The Human Resources Director will be appointed by the executive. The director will be responsible for administering police checks for all executive members and team officials. He/She will handle all documentation in a confidential manner and shall be the sole contact for all police checks. The director will be responsible for dealing with positive results on police checks and ensuring each situation is handled appropriately and confidentially.

19.5 APPOINTMENT OF INITIATION PROGRAM COORDINATORS:

DUTIES:

The Initiation Program shall be delivered by 2 people appointed by the Executive with at least one person having a CHIP certificate. The I.P. coordinators will be responsible for overseeing the Initiation Program. They will be members of the Executive. They will submit a list of instructors for approval. They will make a verbal report to the Executive at the monthly meetings. They will provide a schedule to the ice scheduler, the RefereeIn-Chief and the Time Keeper. These individuals may appoint a committee to help with the delivery of the program, if they would like. Any members of this committee must complete a Respect In Sport / Activity Leader and have an approved Criminal Reference Check.

19.6 APPOINTMENT OF AN ICE SCHEDULER DUTIES:

The Ice Scheduler shall be responsible for master scheduling for practice and game times for all teams in all divisions. He/She will work with the Operations Committee, the OMHA Convenor and the Local League Convenor. As well as keep the Ways & Means/Gate, Timekeeper and Referee In Chief informed of current ice schedules. The Ice Scheduler will keep the arena bulletin board and website posted and up to date.

19.7 APPOINTMENT OF A FUNDRAISING/SPONSORSHIP DIRECTOR DUTIES:

The Fundraising/Sponsorship Director will be responsible for the solicitation and collection of Funds for fundraising and sponsorship.

19.8 Head Trainer:

The Head Trainer will over see all the Trainers in the association and will follow proper protocol in all situations , reporting directly to the Executive any concerns. This is an appointed position.

19.9. Coach Mentor

The Coach Mentor will over see all of the coaches and assistant coaches in the association follow up on any questions or concerns and offering support. He/she will report to the Executive Committee. This is an appointed position.

**SECTION TWENTY: ANNUAL GENERAL MEETING**

20.1 DATE AND LOCATION: The Association will have its Annual General Meeting by the end of February on a date and time determined by the Executive and posted one month in advance.

20.2 ELIGIBILITY: All members of the Association shall be entitled to attend the Annual General Meetings and each family will have one vote. Must be 18yrs or older to vote.

20.3 AGENDA: The Annual General Meeting will be called to order. The President shall chair the meeting. The order of the meeting will be: remarks from the President, Treasurer's Report, Correspondence, Amendments to the Policy/Constitution, new policies, election of the Executive Committee, to be chaired by the Past President, questions/suggestions for OMHA and Local League Associations and adjournment. A copy of the agenda including a recap of each individual amendment and new policy shall be posted on the Minor Hockey Notice Board four days prior to the meeting.

20.4 VOTING: General voting on amendments to Policy/Constitution, new policies, questions and suggestions for OMHA/Local League placed before the Annual General Meeting shall be achieved by an open vote of the approved members. The article shall be declared "CARRIED" or "DEFEATED" by the President.

20.4 a) VOTING BY PROXY: A vote may be cast by Proxy. A written request to vote on someone's behalf must be presented in writing at the AGM by an adult, 18yrs or older.

20.5 AMENDMENTS: All amendments to the Policy/Constitution must be in writing fourteen days prior to the Annual General Meeting. Amendments will be circulated prior to the meeting. At the Annual General Meeting, the amendments will be read, debated then voted on and ratified by 2/3 of those voting.

20.6 NEW POLICIES: At the 2002 Annual General Meeting it was voted on to move the Rules and Regulations section from the Constitution to the Operations Manual. Changes to the Operations Manual may be made throughout the season by the Executive in order to best serve the Association. Members of the Association may submit in writing proposed changes to the Executive. All amendments will be posted two weeks in advance, when possible, prior to consideration by the Executive.



20.7 ELECTION OF THE EXECUTIVE COMMITTEE: The Past President will take the Chair for the election of Officers and election of Executive Committee. He will fulfill his duties as outlined in Section 5.

20.8 DECLARATION OF ELIGIBILITY FOR EXECUTIVE POSITIONS: Any and all candidates for vacant positions should declare their eligibility for a position to the Executive. Their names and a nominator's name should be posted on the bulletin board a minimum of 3 weeks before the A.G.M. This allows the general body of the association the opportunity to question the candidates for each position.

20.9 QUESTIONS/SUGGESTIONS OMHA/LOCAL LEAGUE: The President will take the Chair for the remainder of the meeting. Questions/Suggestions will be limited to a ten-minute debate, after which a vote will be called.

20.10 ADJOURNMENT: After there are no more questions/suggestions, the meeting will be adjourned. The minutes will be posted or circulated within seven days of the meeting.

### **SECTION TWENTY-ONE: TEAM OFFICIAL APPLICATIONS/CRIMINAL REFERENCES CHECKS**

21.1 Coldwater & District Minor Hockey Association Inc will require a Police Record Check/Consent to Disclosure from ALL executive members, team officials and persons interested in volunteering with the CMHA program. These forms shall be required every two years, grandfathered to the 2005-2006 season. These forms shall remain with the

Human Resources Director and will be shredded at the end of the two year period. No person shall be allowed on the bench /ice or in contact with the youth of Coldwater Minor Hockey until said Police Check is in the hands of the Human Resources Director. If at any time the Executive of Coldwater & District Minor Hockey Association feels that they need a current Police Record Check/Consent to Disclosure the Human Resources Director will obtain from the individual.

All parties interested in becoming a team official and/or volunteering with the CMHA programming will submit an application to the Operations Committee by the date specified by Operations. All team officials must be in possession of an approved OMHA PRS number prior to being rostered to a team for the current season. Persons interested in volunteering with the CMHA programming must attend an approved OMHA PRS , Preventing Abuse and Harassment Seminar, Respect In Sport / Activity Leader by the date specified by the OMHA and the CMHA.

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