

MARIPOSA MINOR HOCKEY ASSOCIATION CONSTITUTION

ARTICLE 1- NAME:

This organization shall be known as the

MARIPOSA MINOR HOCKEY ASSOCIATION

and any reference to MMHA in this Constitution shall mean the
MARIPOSA MINOR HOCKEY ASSOCIATION.

ARTICLE 2 - MISSION:

**To support the youth of our community
in a positive hockey experience.**

ARTICLE 3 - AIMS AND OBJECTIVES:

- 1.** To foster, promote and teach the skills of hockey.
- 2.** To develop, encourage and model sportsmanship, honesty, integrity, community spirit and a feeling of responsibility within each player, towards their fellow team members and to the needs of the community.
- 3.** To sponsor and promote such athletic, social, and fundraising activities as may contribute to the successful operation of the organization

ARTICLE 4 - MEMBERSHIP AND RESPONSIBILITIES

The general membership of the association shall include parents or legal guardians of all registered players, rostered coaching staff and administrative board members.

4.1 The players and membership of the MMHA have the right to:

- 4. 1 a A positive, harassment-free environment while attending MMHA games, practices, meetings or activities.
- 4. 1 b Be informed of the financial state of MMHA
- 4. 1 c Transparency in decisions made by the MMHA Administrative Board
- 4. 1 d Make a inquiry, complaint, request or petition to the MMHA Administrative Board
- 4. 1 e Vote in the Annual General Meeting (members only)

4.2 The players and membership of the MMHA are responsible to:

- 4. 2 a Understand and abide by the OMHA Code of Conduct.
- 4. 2 b Show respect and courtesy to the coaching staff, players, parents/guardians, volunteers and Administrative Board of the MMHA. This includes not criticizing or creating a negative atmosphere or impression of the MMHA.
- 4. 2 c Bring concerns or issues to the coaching staff in a timely manner and if the issue is not resolved, to bring it to the appropriate member of the Administrative Board for discussion.
- 4. 2 d Show positive support for their each other. Members are expected to cheer for their players while on the ice. Negative yelling, arguing or criticizing will not be tolerated and could result in the parent/guardian being asked to leave the arena.
- 4. 2 e Volunteer for at least one event/activity per family throughout the year on behalf of the MMHA. Example volunteer activities may include being a part of the coaching staff, assisting on a committee, donating prizes, sponsoring teams/tournaments or assisting at a fundraising event.

ARTICLE 5 – GOVERNING AUTHORITY:

The authority to govern the MMHA shall be invested in the Administrative Board. The Administrative Board shall be responsible for the formation and operation of the MMHA and representative teams of the Association.

ARTICLE 6 – ADMINISTRATIVE BOARD:

6.1 The Administrative Board must be composed of the following positions:

1. President - Elected
2. Vice-President - Elected
3. Registrar - Elected
4. Secretary - Elected
5. Treasurer – Elected

And may include the following positions:

6. Coaching Co-ordinator - Elected
7. Ice Scheduler - Elected
8. Referee Assignor - Elected
9. OMHA Representative - Elected
10. Tri-County Representative - Elected
11. Equipment Manager - Elected
12. Tournament Chairperson - Elected
13. Fundraising Co-ordinator - Elected
14. Communications Co-ordinator - Elected
15. Hockey Development Co-ordinator – Elected

6.2 The Administrative Board of the MMHA shall be elected by the general membership at the Annual General Meeting.

6.3 The Past-president will be an honorary member of the Administrative Board for one-year and will not hold voting privileges. They will act as an advisor to the Administrative Board and will be provided an Executive member pass for that year.

6.4 The Administrative Board positions shall be for a term of two years and will be renewed based on election at the Annual General Meeting. It is

desirable for the Board terms to be staggered so that approximately half the Board positions are up for re-election. This will help to ensure continuity from year to year. The Administrative Board Election Committee will post which positions are available and the order that they are to be elected in when they notify the General Membership of the Annual General Meeting.

6.5 The Administrative Board shall have the authority to appoint replacements to the Administrative Board for the remainder of the year until the next Annual General Meeting if a vacancy occurs.

6.6 All Administrative Board members will be expected to fulfill the responsibilities of their position and keep proper records of activities and procedures pertinent to fulfilling their position. These records must be passed to the Administrative Board upon completion of their time on the Board. Failure to meet any of these requirements may result in dismissal from the Administrative Board.

6.7 All Administrative Board members will provide input and assist in the development of the MMHA annual operating budget.

6.8 **DUTIES OF THE ADMINISTRATIVE BOARD:**

PRESIDENT- shall conduct all meetings according to rules of order and have a vote only if necessary to cast a deciding vote. They shall perform the duties usual to the office, such as co-signing all cheques and preparing and distributing a written report of the year activities for the Annual General Meeting. The President along with the Administrative Board Election Committee will determine the agenda items and election order for the Annual General Meeting. The President shall oversee the Treasurer, Registrar, Secretary, Coaching Co-ordinator, Ice Scheduler, Referee Assignor, OMHA Representative, Tri-County Representative and the Hockey Development Co-ordinator.

VICE-PRESIDENT shall act in the absence of the President and shall render such assistance to the President that may be required. The Vice-President shall have co-signing authority. The Vice-President shall oversee the Equipment Manager, Tournament Chairperson, Fundraising Co-ordinator and the Communications Co-ordinator. They will also sit on the Coaches Selection Committee.

REGISTRAR shall be responsible for all activities associated with player registration in the Association including organizing registration sessions, remitting funds to the Treasurer, providing a summary to the

Administrative Board and registering players throughout the season. The Registrar is to collect the parental/guardian volunteer information and provide this to the Tournament and Fundraising Co-ordinators as indicated on the registration forms.

SECRETARY shall keep minutes for all general meetings and all administration meetings of the Association. Minutes shall be distributed to the Administrative Board after every meeting and the Secretary will ensure that copies are available on-line for the General Membership. The Secretary shall provide sufficient notice of all meetings to the Administrative Board and to the membership as necessary.

TREASURER shall deposit and maintain all funds in the official MMHA account. The Treasurer shall record all finances and have co-signing authority. The Treasurer shall collaborate with other Administrative Board members to develop the MMHA annual operating budget. The Treasurer shall give a written financial report including a Balance Sheet and a Profit & Loss Budget Performance report at each Administrative Board meeting for approval. The Treasurer shall prepare and distribute a written report summarizing the Profit & Loss Budget Performance for the year as well as a Balance Sheet for the Annual General Meeting. The Treasurer shall have the books reviewed by an outside party every two years.

COACHING CO-ORDINATOR shall be responsible for the recruitment and training of Association coaches, managers, trainers and the timekeepers. They shall design the job descriptions, goals and expectations, ensure that they have the proper forms and documents, help these coaches understand their positions, evaluate their effectiveness based on feedback from players, parents and coaching staff members, keep records of these evaluations and arrange for clinics or meetings as required. They are responsible for collecting and tracking Police Record Search certificates. The Coaching Co-ordinator shall facilitate communication between the membership and the coaching staff and the coaching staff and the Administrative Board. The Coaching Co-ordinator is responsible to ensure that MMHA goes above and beyond the OMHA minimum around training and providing a positive hockey experience. The Coaching Co-ordinator sits on the Coaches Selection Committee.

ICE SCHEDULER shall be in control of all ice time scheduling sanctioned by the MMHA and the fair re-distribution of available ice times. The Ice Scheduler shall provide the Administrative Board with proper tracking information of such ice times. The Ice Scheduler shall review any

invoices issued by the City Of The Kawartha Lakes for accuracy. The Ice Scheduler sits on the Coaches Selection Committee.

REFEREE ASSIGNOR is responsible for obtaining all referees and gatekeepers for all games within our Association and maintaining accurate records. All coaches and managers of teams that arrange exhibition games are responsible in notifying the Referee Assignor with sufficient time to enable them to obtain referees and gatekeepers. For any tournaments arranged in the Association, it is the responsibility of Referee in Chief to obtain all referees. The Referee Assignor is responsible for co-ordinating all referees' clinics and sits on the Coaches Selection Committee.

OMHA REPRESENTATIVE shall be responsible for all contact with the OMHA on behalf of the Association and for reporting all pertinent OMHA information to the Administrative Board and Coaching Staff of MMHA teams. The OMHA Representative shall be responsible for attending all OMHA meetings and for assisting in drawing up of team schedules. They shall be responsible for obtaining OMHA rosters, Affiliated Player lists, and other OMHA documentation as required for all OMHA teams. The OMHA Representative will collect and submit score sheets to the OMHA, liaise with the OMHA for insurance coverage, set up OMHA playdowns and deal with other issues as they arise. The OMHA Representative sits on the Coaches Selection Committee.

TRI-COUNTY REPRESENTATIVE shall be responsible for all contact with the Tri-County Hockey League on behalf of the Association and for reporting all pertinent Tri-County Hockey League information to the Administrative Board and Coaching Staff of MMHA teams. The Tri-County Representative shall be responsible for attending all Tri-County Meetings and for assisting in drawing up of schedules. They shall be responsible for obtaining OMHA rosters, Affiliated Player lists, and other OMHA documentation as required for all Tri County teams. The Tri-County Representative sits on the Coaches Selection Committee.

EQUIPMENT MANAGER is responsible for purchasing, maintaining and disposing of all equipment that is the property of the Association. They will be responsible in allocating the respective equipment to each team in the Association and obtaining it at the end of the season. Any purchase of equipment will have to be brought to the Administration for final approval. The Equipment Manager is responsible to ensure that MMHA teams follow the official team colours.

TOURNAMENT CHAIRPERSON shall be responsible for setting up rules and regulations and duties in relation to all tournaments operated by

Mariposa Minor Hockey Association and shall work with the co-operation of all coaches and managers of the teams concerned.

FUNDRAISING CO-ORDINATOR is responsible for co-ordinating all fundraising activities sanctioned by the MMHA. Fundraising must provide financial records and statements for each fundraising activity. The Fundraising Co-ordinator is to be an informational support to the individual MMHA team managers regarding their fundraising initiatives and documentation.

COMMUNICATIONS CO-ORDINATOR is responsible for Co-ordinating the updating of the website, designing and distributing the MMHA newsletters to the membership, updating of the MMHA bulletin boards, communicating with the media on behalf of the MMHA and obtaining MMHA team sponsorships.

HOCKEY DEVELOPMENT CO-ORDINATOR is responsible for co-ordinating player development clinics and programs. This person sits on the Central Ontario Wolves AAA Hockey Association as a representative of MMHA and reports their decisions and information back to the Administrative Board. The Hockey Development Co-ordinator sits on the Coaches Selection Committee.

6. 8 **ADMINISTRATIVE BOARD COMMITTEES:**

6. 8 a Appointments to the standing committees are subject to the approval of the Administrative Board.

6. 8 b **Administrative Board Election Committee:** The Administrative Board of MMHA shall select the election committee. This committee, consisting of 3 people, shall select and post nominations for each available Administrative position that will then be voted on at the AGM. Anyone wishing to nominate a person can approach the nominating committee with their nominations. Nominations are available on-line, on the MMHA bulletin boards or from the committee members and may also be received from the floor during the AGM. The President along with the Administrative Board Election Committee will determine the agenda items and election order for the Annual General Meeting.

6. 8 c **Coaches Selection Committee:** Coaches will be selected by a committee of made up of the Coaching Co-ordinator, OMHA

Representative, Tri-County Representative, Hockey Development Coordinator, Ice Scheduler, the Referee Assignor and the Vice-President. If a member of the Coaches Selection Committee wishes to apply for a coaching position, they must declare a conflict of interest and cannot participate in discussions or vote for the position that they are applying for. This committee shall be presided over by the President who will only have a vote in the selection of coaches in the result of a tied vote. The suitability of coaches applying for teams who have coached in the past for the organization will be reviewed as per coaching surveys and evaluations from past Coaching Coordinators. If there is only one person apply to coach a team, that coach does not automatically get the team, but must be voted by the Administrative Board whether he/she is granted the team or not. The Administrative Board shall have final approval of all coaches and managers.

ARTICLE 7 - ADMINISTRATIVE BOARD MEETINGS:

7. 1 The Administrative Board shall meet monthly or as needed, on a day of the week agreeable to the Administration.
7. 2 Sufficient notice of a pending meeting must be given to the Administrative Board members by the Secretary.
7. 3 Administrative Board members must let the Secretary know if they are unable to attend a meeting.
7. 4 Any Administrative Board member missing three meetings without valid reasons will be under review by the Administrative Board.
7. 5 Meetings must have a quorum of 50% of the Administrative Board members present if an issue requires a voting decision.
7. 6 Meetings will be presided over by the President and held in accordance to rules of order including the proper handling of motions. All motions must be seconded before they can be discussed. If there is not seconder then the motion will not be considered. If seconded, the discussion may occur before the vote.
7. 7 Whenever there is a conflict of interest and a vote is required, the Administrative Board member must excuse themselves from the vote.

7. 8 The Administration President must call a meeting at the request of five members of the Administrative Board or 50%, whichever is less.
7. 9 The General Membership may attend an Administrative Board meeting with prior notification submitted to the President.

ARTICLE 8 – ANNUAL GENERAL MEETING:

- 8.1 The Annual General Meeting shall be held on a convenient date in March or April.
- 8.2 General Membership meetings may be called by the President as deemed necessary throughout the year.
- 8.3 Sufficient notice of a pending Annual General Meeting along with the proposed agenda, must be given to the General Membership prior to the Annual General Meeting. 30 days is the recommended notice period. The President along with the Administrative Board Election Committee will determine the agenda items and election order for this meeting.
- 8.4 The President shall provide a written report to the General Membership on MMHA activities and achievements from the previous year.
- 8.5 The current Administrative Board shall establish the registration fees for the upcoming year prior to the AGM. These proposed fees will be presented at the Annual General Meeting to the membership. Proposed registration fees will be voted upon before the election of the new Administrative Board.

ARTICLE 9 – ELECTION OF ADMINISTRATIVE BOARD AT THE ANNUAL GENERAL MEETING:

9. 1 The Administrative Board of the MMHA shall be elected by the General Membership at the Annual General Meeting.

9. 2 NOMINATION OF OFFICERS:

9. 2 a A Chairperson along with two scrutineers shall be appointed by the Administrative Board President.

- 9. 2 b Nomination forms are to be available on-line, through the Administrative Board Nominating Committee and at the Annual General Meeting. These Forms must contain the Nominator and Seconder's signature, Nominee's name and signature along with the available position that they are nominated for.
- 9. 2 c The Chairperson is to read the nominating ballots first before calling for further Nominations from the floor. After nominations for each available position have been closed, the Chairperson is to read the Nominees' names back in the reverse order.
- 9. 2 d All voting is to be done by ballot by the General Membership present at the meeting.

ARTICLE 10 – FINANCIAL POLICY:

- 10. 1 The Administrative Board shall decide all matters pertaining to the finances of the Association.
- 10. 2 The Administrative Board shall direct all expenditures in such a manner that no team or individual will have an advantage over other teams or individuals in the Association.
- 10. 3 MMHA Fundraising fees are to be determined by the Administrative Board and the Fundraising Co-ordinator must provide financial records and statements for each fundraising activity to the Treasurer, Administrative Board and the membership.
- 10. 4 Individual MMHA teams are able to raise funds for their perspective team as long as such fundraising does not interfere with the fundraising of another MMHA team or the Association as a whole and is done to support the entry into tournaments or for the purchase of year-end trophies, clothing, gifts or year-end party. Examples of appropriate individual team fundraisers are 50/50 draws, raffle draws, and bottle drives. Examples of non-appropriate individual team fundraisers would be community dances. All individual team fundraising activities must be approved by the Administrative Board.
- 10. 5 All individual team fundraising is to be accurately documented, available for review on request and reported back to the Fundraising Co-ordinator and Administrative Board at the end of the year.

10. 6 Sponsorship fees are to be determined annually by the Administrative Board and co-ordinated by the Communications Co-ordinator.
10. 7 It shall be the responsibility of the elected Administration and Membership not to encumber the incoming Administration financially.
10. 8 The Treasurer shall record all finances and have co-signing authority.
10. 9 The Treasurer shall give a written financial report including a Balance Sheet and a Profit & Loss Budget Performance report at each Administrative Board meeting for approval. This report shall be posted for the Membership to access. The Treasurer shall prepare and distribute a written report summarizing the Profit & Loss Budget Performance for the year as well as a Balance Sheet for the Annual General Meeting.
10. 10 The Treasurer shall have the books reviewed by an outside party every two years.
10. 11 The current Administrative Board shall establish all registration fees for the upcoming year prior to the AGM. These proposed fees will be presented at the Annual General Meeting to the membership. Proposed registration fees will be voted upon before the election of the new Administrative Board.
10. 12 All registration fees will be paid in full by the end of September. Any unpaid registration fees will result in that player not being allowed to play for any Mariposa Team until payment has been made in full.
10. 13 Gate admissions shall be established yearly by the Administrative Board based on the recommendation of the Victoria Durham and Tri-County Hockey Leagues.
10. 14 All members of the Administrative Board shall receive a yearly family admission pass for any MMHA game including play-offs in our arenas.
10. 15 Coaching staff including trainers and managers of a MMHA team shall receive a year-long family admission pass for any MMHA game including play-offs in our arenas. There will be a maximum of 5 passes issued per team.

ARTICLE 11 – TEAM SELECTION:

11. 1 Selection of OMHA and Tri-County teams shall be made after a maximum of five practices and/or two exhibition games to enable coaches to decide final rosters. This period may be extended only with the agreement of the Mariposa Minor Hockey Administration and the coaches of the two teams.
11. 2 The roster sizes for the OMHA and Tri-County teams will be decided on the following basis:
 11. 2 a The decision for the number of players to be on the roster of the OMHA and Tri-County will be decided by the coaches; hence one team may have a roster larger than the others.
 11. 2 b Anytime that any age division can field two or more teams, the Administrative Board and coaches of those teams will determine whether an "Additional Entry" OMHA team should be registered.
 11. 2 c Parents/guardians of players may inform the coaches of their decision that their child will not be playing for an OMHA team.
11. 3 The MMHA reserves the right to refuse registration when necessary.

ARTICLE 12 - PLAYING RULES:

12. 1 The official playing rules of the Ontario Minor Hockey Association, the Canadian Amateur Hockey Association, and the Tri-County Hockey League shall be enforced by this Association.
12. 2 It is the coach's responsibility to see that all players receive their fair share of ice time during regular league and exhibition games.
12. 3 It is the coach's responsibility to keep the conduct of their players and their coaching staff under control. Coaches are responsible for conduct within the dressing room, on the ice and at all tournaments and away games according to Ontario Minor Hockey Association and Mariposa Minor Hockey Association rules. Players are to be supervised at all times.

12. 4 There is to be no smoking, drinking of alcoholic beverages or use of illicit drugs in the dressing room, on the player's bench or in the penalty box by a player or team official. Any player or team official with alcohol on his/her breath shall not be allowed to play that game and shall be subject to disciplinary action.
12. 5 Mandatory equipment must be worn as per the OMHA rules.
12. 6 Equipment is to be worn in its correct position when players are on the ice (games and practices). Players who disregard this rule are liable for game suspensions. Further, it is the coach's responsibility to ensure that no player goes on the ice, games or practices, without the proper protective equipment. Such disregard of this responsibility shall be dealt with accordingly by the Administrative Board.
12. 7 All play-off games shall have priority of ice times.
12. 8 For insurance purposes, only individuals that are rostered on MMHA teams (i.e. players, coaching staff) shall be allowed on ice time contracted by MMHA.
12. 9 Players of all other MMHA teams cannot utilize or occupy any ice time of other MMHA teams on a practice session unless the coach of such team using the ice has requested the player to assist him/her in a practice, provided they wear the required equipment.

ARTICLE 13 – DISPUTES AND MISCONDUCTS:

13. 1 The MMHA supports a self-directed conflict resolution process, which places the focus on positive strategies and outcomes to any issues or concerns.
13. 2 The Administrative Board shall have the authority to reprimand any player, coach, or member of the Association whose conduct is deemed detrimental to the best interest of the Association. This can include apologizing to the offended party, a verbal or written warning, a reassignment of duties, probation, up to and including termination.
13. 3 A coach or manager can reprimand a player for misconduct up to and including a suspension.
 13. 3 a A player can be temporarily suspended pending a hearing with the Administrative Board.

13. 3 b Upon evidence of misconduct, the President shall convene a hearing for the offending party or parties no later than three days after he/she is notified that they have been recommended for suspension. The Administrative Board will discuss the best course of action and inform all involved parties of their decision.
13. 4 Should a dispute arise between the players or parents/guardians and the coaching staff, they are encouraged to problem solve the issue in a respectful manner.
13. 4 a Should the problem or issue remain unresolved, the information is to be forwarded to the Coaching Co-ordinator for resolution. The Coaching Co-ordinator may act as an unbiased third party intervener. Should the issue remain unresolved the Coaching Co-ordinator will inform the Administrative Board, who will discuss the best course of action and inform all involved parties of their decision.
13. 5 Should a dispute or issue arise amongst the coaching staff, they are encouraged to problem solve the issue in a respectful manner.
13. 5 a Should the problem or issue remain unresolved, the information is to be forwarded to the Coaching Co-ordinator. The Coaching Co-ordinator may act as an unbiased third party intervener. Should the issue remain unresolved the Coaching Co-ordinator will inform the Administrative Board, who will discuss the best course of action and inform all involved parties of their decision.

ARTICLE 14 - AMENDMENTS:

The Constitution may be amended at the Annual General Meeting or at a special Membership Meeting provided that notice of such amendments has been provided to the membership. The amendment will then become part of the Constitution, if passed by a two-thirds majority vote.

Passed on this day,

President/Acting President
