



# PLATTSVILLE & DISTRICT

Minor Hockey Association

## **Constitution & By-Laws**

This constitution and these by-laws to replace any and all former documents,  
upon ratification at the 2019 Annual General Meeting of the PDMHA

**PLATTSVILLE & DISTRICT MINOR HOCKEY ASSOCIATION**

CONSTITUTION AND BY-LAWS

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To be added once finalized.

## **Article 1: NAME and DEFINITIONS**

### **1.1**

The name of the organization shall be "Plattsville & District Minor Hockey Association" herein after referred to as PDMHA.

### **1.2**

In its Constitution, By-Laws, and all other Policies and Procedures of PDMHA, unless the context otherwise requires:

- (a) "Association" means Plattsville & District Minor Hockey Association;
- (b) "Board" means the Board of Directors of the Association;
- (c) "HC" means Hockey Canada (or such other name as Hockey Canada may in the future legally adopt);
- (d) "Director" means an individual who has been elected to the Board of Directors of the Association;
- (e) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
- (f) "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
- (g) "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered, and approved by the Board of Directors of the Association.
- (h) "Members" refer to the membership of the Association as provided for in Article 5.
- (i) "Member in good standing" is a person associated with PDMHA through registration as a player, parent, guardian, coach, assistant coach, trainer, manager, who has paid in full registration or has approved association with the Association. This Member shall also have had no prior disciplinary conflicts with arena staff, coaches, Executive, Association Members and Hockey Canada.

## **Article 2: AUTHORITY and AFFILIATION**

### **2.1**

PDMHA shall abide by and comply with the Constitution, By-Laws, and Policies and Procedures of PDMHA, and the rules and regulations as set forth by the Ontario Minor Hockey Association (OMHA), the Ontario Hockey Federation (OHF), and Hockey Canada (HC).

### **2.2**

The Association shall operate in cooperation with the Recreation and Parks Department of the Township of Blandford-Blenheim.

### **2.3**

- a) PDMHA shall affiliate with the Grand River Local League, the Southern Counties Minor Hockey League, and the Beechey Juvenile League.
- b) The PDMHA Board shall be empowered to act in the best interest of the Association regarding affiliation with minor hockey leagues other than those listed in (a).

## **Article 3: REGISTERED OFFICE, SEAL, and BOUNDARIES**

### **3.1**

The seal, an impression of which appears in the margin hereof, shall be the official Seal of the PDMHA, and shall be entrusted to the Administrative Manager of the Association for its use and safekeeping.

### 3.2

The registered head office of the PDMHA shall be at the Plattsville Memorial Arena, 68 Mill Street East, Plattsville, in the Township of Blandford-Blenheim, in the Province of Ontario.

### 3.3

PDMHA represents the OMHA centre designated as "Plattsville"; the centre point and boundaries of Plattsville shall be as determined by the OMHA.

## Article 4: MISSION and OBJECTIVES

### 4.1

The PDMHA strives to provide the youth of Plattsville District an opportunity to learn, play, and have fun with hockey. Our hope is that every child who plays hockey will not only develop to his/her full potential, but will also learn life skills that will help them today and into the future.

### 4.2

The purpose of the PDMHA is to promote, foster, and govern organized minor hockey within its jurisdiction. Further, the executive is committed to developing a minor hockey program which encourages the development of life skills for all participants, to encourage sportsmanship and fair play amongst members, and to exercise a general supervision and direction over its players, team officials, and game officials, to enhance the sport of hockey in its community.

### 4.3

The PDMHA shall be operated without the purpose of pecuniary gain to any of the Members and any surplus or accretions of the PDMHA shall be used solely for the purposes of the PDMHA.

## Article 5: MEMBERSHIP and ELIGIBILITY

### 5.1

The Membership of the PDMHA shall consist of the following:

- a) properly elected/appointed members of its Board of Directors;
- b) parents and/or legal guardians of any player(s) under the age of eighteen (18) years registered with the PDMHA;
- c) registered players who are of age eighteen years or older;
- d) registered team officials approved by the PDMHA Board of Directors;
- e) Such other individuals as are admitted as members by the Board.

### 5.2

- a) Registration fees shall be established and resolved annually by the Board.
- b) Any Member delinquent in their fees shall forfeit said Membership until full payment of fees is received by the PDMHA.

### 5.3

Members may attend Membership meetings, and by invitation may attend meetings of the Board and of its Committees.

### 5.4

All Members in good standing shall be entitled to notice of and to vote at all Meetings of the Membership of the Association.

### 5.5

At all meetings where and when a Member is called upon to cast a vote, such voting Member must be personally present to cast said vote and is entitled to only one vote. In the case of parents/legal guardians of registered players under the age of eighteen (18) years, each custodial couple or single parent shall have one vote per such player; no one person shall have more than one vote.

**5.6**

Unless otherwise determined by the Board, each membership shall commence on or after the 16<sup>th</sup> day of June in each year, and shall terminate on the next 15<sup>th</sup> day of June following the date on which the membership commenced.

**5.7**

The Administrative Manager of the Board shall prepare and maintain a list of current Members. The list shall be kept at the head office and be updated as necessary, and shall be used to determine eligibility to attend and vote at any Meeting of the Membership.

**Article 6: TERMINATION of MEMBERSHIP**

**6.1**

Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.

**6.2**

Members may resign from the Association by submitting a resignation in writing addressed to the Administrative Manager who in turn notifies the appropriate Board members.

**6.3**

The Board shall have the authority to dismiss, suspend, or discipline any Member whose conduct is considered by the Board to be contrary to the stated Code of Conduct and the purposes of the Association. If this Member is unwilling or unable to explain or justify their actions, they shall be asked by the Board to resign from the Association. If they do not resign, the Board shall give proper notice of motion, to be considered at the next Board meeting, requesting the expulsion of said Member. A copy of this motion shall be communicated to the Member concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the meeting. The Member concerned shall be invited to attend the meeting and to explain their position before the vote is taken.

**6.4**

Fees for any unexpired term of Membership are normally not refundable, but the Board of Directors may, in its sole discretion, grant a request for such a refund in extenuating circumstances.

**Article 7: AMENDMENTS to the CONSTITUTION and BY-LAWS**

**7.1**

All amendments to the Constitution and By-Laws will be made at the Annual General Meeting.

**7.2**

Any Member in good standing may propose an amendment to the PDMHA's Constitution and By-Laws.

**7.3**

All proposed amendments to the Constitution and By-Laws must be presented in writing to the Administrative Manager of the Board, a minimum of two weeks prior to the Annual General Meeting.

**7.4**

All amendments must include the change/addition/deletion to the Constitution or By-Law being proposed, name of the Member proposing the amendment, and rationale for the amendment.

**7.5**

All proposed amendments to the Constitution and By-Laws will be published and made available to the Membership at least one week prior to the Annual General Meeting.

**7.6**

All proposed amendments to the Constitution and By-Laws must be presented at the Annual General Meeting (AGM) by the person(s) proposing such change. If there is no person in attendance at the AGM to present the amendment to the Membership, it will be removed from the agenda and no discussion nor vote will take place.

#### 7.7

- a) A motion to amend the Constitution or By-Laws must be approved by a two-thirds vote of the Members present and eligible to vote at the AGM.
- b) The Members may confirm the proposed amendment as presented, or confirm the proposed amendment with a minor revision, or reject the proposed amendment.
- c) All amendments become effective immediately once approved unless the motion of amendment specifies otherwise.

#### 7.8

- a) If during the year, an immediate change to the By-Laws is deemed necessary by the Board, the proposed change or changes must be presented for discussion at a Board Meeting, and written notice of such intention shall be sent to all Members of the Board not less than ten days before such Meeting. Where such notice is not provided, any recommendation to amend the By-Laws may nevertheless be moved at the Meeting and discussion and voting thereon adjourned to the next Meeting for which written notice of intention to pass or amend such By-Laws shall be given.
- b) A revision to a By-Law approved by the Board as in (a) shall be presented for adoption at the next Annual General Meeting of the Members of the Association. If the revision fails to be ratified, it will cease to be effective and may not be re-enacted by the Board for one calendar year.

#### 7.9

Revised copies of the Constitution and By-Laws with all changes will be provided to the Membership no later than September 1 each year.

#### 7.10

A reference copy of the current Constitution and By-Laws shall be made available on the PDMHA website.

### Article 8: MEETINGS of the MEMBERSHIP

#### 8.1 Annual General Meeting (AGM)

- a) The Annual General Meeting of the PDMHA Membership shall be held in May each year, the date to be set by the Board.
- b) Notice including date, location, and agenda of the AGM must be published on the PDMHA website a minimum of two weeks prior to the Meeting.
- c) The transaction of the following business is to be set out in the agenda of the Annual General Meeting:
  - i. approval of the agenda;
  - ii. approval of the minutes of the previous Annual General Meeting;
  - iii. receiving reports of the activities of the Association during the preceding year;
  - iv. receiving information regarding the planned activities of the Association for the coming year;
  - v. receiving and approving the financial statements to-date for the year ending and may include projected financial position for the coming year;
  - vi. consideration of any proposed amendments to the Constitution or By-laws of the Association;
  - vii. election of the new Board of Directors of the Association;
  - viii. transaction of any business which relates to the operation of the Association, and notice and particulars of which are received by the Administrative Manager of the Association in writing a minimum of four weeks prior to the Annual General Meeting, and thus appear on the agenda of said Meeting.

#### 8.2 Additional General Meetings of Membership

- a) In addition to the Annual General Meeting described in Article 8.1, a General Meeting of the Membership may be called at any time by a resolution of the Board. The business to be transacted at a General Meeting shall be limited to that specified in the notice calling the General Meeting, and a minimum seven days notice of said meeting must be provided.
- b) The Membership may call a General Meeting when petitioned by at least ten Members.

### 8.3 Error or Omission in Notice

No inadvertent error or omission in giving notice of any Annual General Meeting or additional General Meeting of Membership or any adjourned Meeting, whether Annual or General, shall invalidate such a Meeting or make void any proceedings taken at such Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.

### 8.4 Chair

- a) The President shall Chair any Meeting of the Membership, or the Vice-President in the absence of the President.
- b) In the absence of the President and the Vice-President, the Members entitled to vote and present at any Meeting of the Membership shall choose another Board Member to act as Chair for said Meeting.

### 8.5 Quorum

- a) A quorum for the transaction of business at any Annual General Meeting or additional General Meeting of the Membership shall consist of not less than eleven (11) voting Members present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to adjourn, or to take a recess.
- b) Proxies will not be permitted. Members must be present in person in order to exercise their voting rights in relation to matters coming before an additional General Meeting or an Annual General Meeting of the Membership.

### 8.6 Voting Procedures

- a) Unless otherwise required by the Constitution or by the By-laws of the Association, a majority of votes cast by Members entitled to vote, shall decide every question proposed for consideration at Meetings of the Membership.
- b) The Chair presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote.
- c) At any Meeting of the Membership, every question shall be decided by a show of hands, unless a specific count or unless a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or defeated by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

## Article 9: BOARD OF DIRECTORS

### 9.1

The affairs of the PDMHA shall be managed by the Board of Directors, each of whom at the time of election and throughout their term in office, must be a Member of the PDMHA in good standing.

### 9.2

The composition of the Board, the term of office, and the duties to be performed by each Board Member shall be as provided in the By-Laws of the PDMHA.

### 9.3

In the event a Director resigns from the PDMHA Board prior to the expiration of their term, a new Director may be approved by the remaining Board Members to fill the vacancy.

### 9.4

Any candidate for position on the Board:

- a) shall be eighteen (18) or more years of age;
- b) shall, if a current Member of the Association, be a Member in good standing;
- c) shall have been a Board Member for a minimum of one year, to be eligible to run for President of the Association.

### 9.5

Individuals accepted as new Board Members will be required to obtain a Police Record Background Check to remain an active member of the Board, and to complete the Respect in Sport | Parent Program online course through OMHA.

### 9.6

Every Board Member of the Association shall respect the confidentiality of matters brought before the Board.

### 9.7 Election of the Board of Directors

- a) The election of Directors shall take place at the Annual General Meeting of the Membership.
- b) Nomination forms for positions on the Board shall be available on the PDMHA website. Members of the Association may self-nominate or may be nominated by another Member of the Association. An individual who is not a current Member of the Association must have the support of nomination by a current Member. All nominations shall be received by the Administrative Manager of the Association prior to the Annual General Meeting.
- c) At the time of election of Board Members at the Annual General Meeting, the Chair may accept nominations from the floor and upon receiving the acceptance of the nominee to stand, have the nominee's name added to the list of candidates.
- d) The election to fill each Board position up for election or vacant shall be by ballot. The form of the ballot shall be as prescribed by the Executive. One ballot shall be distributed to each Member at the Meeting who is entitled to vote. Upon completion of the ballot by the Members, the Administrative Manager shall receive all ballots and retire to conduct a count, after which a report of the results shall be made to the Chair.
- e) Any Board position remaining vacant at the conclusion of the AGM, will remain vacant until the next scheduled Meeting of the Board, during which time the Membership will be notified of the vacancies and nominations will be received until said Meeting of the Board. The Board may then by resolution appoint a candidate to the vacant position.

### 9.8

A Director of the Board may resign their Directorship by submitting a letter of resignation to the President of the Association.

### 9.9

A member of the Board of Directors who misses more than two meetings without good reason may be removed by resolution of the Board as outlined in Article 9.10.

### 9.10

- a) Provided that notice specifying the intention to pass such resolution has been given with the notice of Meeting, eligible voting Members of the Association, by a resolution passed by at least 2/3 of the votes cast at a General Meeting of Membership may remove any Director before the expiration of their term of office, and, by a majority of the votes cast at that Meeting, may elect any person in their stead for the



remainder of their term.

- b) A Board Member may be removed by failure to comply with duties and responsibilities of the Board, including the duties of honesty, loyalty, care, diligence, skill, and prudence. Resolution by 80% of Board Members present at a Board Meeting shall be required to remove said Board Member from their position.

#### **9.11**

Any vacancy occurring on the Board may be filled only for the remainder of the current year of the vacated term by resolution of the Directors then in office provided there is a quorum of Directors then in office. The Board shall invite nominations and applications from the Membership for appointment to the vacancy on the Board; the vacancy will remain open for a minimum of two weeks to accept and confirm nominations. The Board shall whenever possible appoint a replacement Director within thirty days after the Board position was vacated.

### **Article 10: BOARD MEETINGS**

#### **10.1**

The PDMHA Board of Directors shall govern the Association in compliance with the objects, powers, Constitution, By-Laws, Policies and Procedures of the Association, and all applicable laws and regulations.

#### **10.2**

The Board shall hold regular Meetings each month, normally on the first Monday, with the possible exception of June and/or July. The date of the Board Meeting may be changed from time to time at the discretion of the Board.

#### **10.3**

Additional special Meetings required to conduct the business of the PDMHA may be called at the discretion of the President, or at the discretion of the Vice-President in the President's absence, or on petition in writing to the Administrative Manager signed by no less than two Directors. Business transacted at a special Board Meeting shall be limited to that specified in the notice calling said Meeting.

#### **10.4**

Any PDMHA Member requesting to make a presentation at a Board Meeting must make the request at least seven day in advance of said Meeting. Notice will involve a description of issues to be discussed. If accepted, a presentation limited to 15 minutes may be made at the meeting followed by questions from the Board. Discussion will occur amongst the Board Members and the individual will be notified of any decision rendered.

#### **10.5**

One half of the voting Board Members constitutes a quorum at any Board Meeting.

#### **10.6**

All legal motions arising at a Board Meeting shall be decided by a majority of voting Board members present at the Meeting. In case of an equality of votes, the President shall cast the deciding vote. All votes shall be by a show of hands, or by secret ballot upon the request by any Board Member. A declaration by the President that a motion has been carried or defeated shall be entered in the minutes without recording the number or proportion of votes in favour or opposed recorded.

#### **10.7**

When deemed necessary by the President from time to time, a vote by the Board may take place by email correspondence.

#### **10.8**

A Director who directly or indirectly has an interest in a proposed or existing transaction or other matter related to the Association shall make full and fair declaration of the nature and extent of the interest at a Board Meeting. After making such a declaration, the Director shall not vote on such a transaction or matter, nor shall they can be counted in the quorum related to that transaction or matter.

### 10.9

Notwithstanding any other provision contained in the Association's Constitution and By-Laws, the Board shall have the power to pass, amend or enforce, without any confirmation or ratification by the Members of the Association:

- a) all necessary rules, regulations, policies, and procedures as they deem related in any way to the operations of the PDMHA, provided such are not otherwise inconsistent with the Constitution and By-Laws;
- b) the purchase, lease, sell, exchange or otherwise acquire or dispose of any property or equipment necessary to conduct the Association's activities;
- c) the discipline or suspension of any coach, manager, trainer, parent, referee or other official connected with the Association or any of its activities.

### 10.10

The Board may create or abolish standing committees, ad hoc committees or subcommittees when such a Committee will enhance the effectiveness of the Board and promote involvement within the Association. All Committees shall comply with all By-Laws, policies and procedures of the Association. Resolutions, recommendations, and decisions of a Committee are to be brought to the PDMHA Board for ratification approval or denial.

## Article 11: RULES of PROCEDURE

### 11.1

The Rules contained in the most current edition of "Robert's Rules of Orders" shall govern the rules and procedures to be used in conducting the Meetings and affairs of the Association in all cases to which they are applicable, and in which they are not inconsistent with the By-laws or other governing documents or laws affecting the Association.

## Article 12: FINANCIAL YEAR and BANKING

### 12.1

The financial year of the PDMHA shall terminate on the 15th day of June in each year.

### 12.2

The Board shall designate, by resolution, the officers and other persons authorized to transact the banking business of the Association, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the banker of the Association, to have the authority to set out in the resolution, including, unless otherwise restricted, the power to:

- a) operate the accounts of the Association with a bank or a trust company;
- b) Make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- c) issue receipts for and orders relating to any property of the Association;
- d) authorize any officer of the bank or trust company to do any act or thing on behalf of the Association to facilitate the business of the Association.

### 12.3

Subject to the limitations set out in the Constitution, By-laws or Policies of the Association, the Board may by resolution authorize the Association to:

- a) borrow money on the credit of the Association;
- b) issue, sell or pledge securities of the Association; or
- c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Association, including book debts, rights, powers, franchises and undertakings, to secure any securities or any

money borrowed, or other debt, or any other obligation or liability of the Association.

**12.4**

- a) From time to time the Board may authorize any Director or any other person to make arrangements with reference to the moneys borrowed or to be borrowed as aforesaid in 12.3 and as to the terms and conditions of the loan thereof, or of the securities to be given thereof, with power to vary or modify such arrangements, terms, and conditions; and to give such additional securities for moneys borrowed or remaining due by the Association as the Board may authorize; and to generally manage, transact, and settle the borrowing of money by the Association.
- b) Notwithstanding that mentioned in 12.4(a), said borrowing power shall be limited to borrowing money for current operating expenses, provided that the borrowing power of the Association shall not be so limited if it borrows on the security of real or personal property.

**EFFECTIVE DATE**

This Constitution shall come into force without further formality upon its enactment after approval by the Members of the Association as hereinbefore set out.

The foregoing Constitution is hereby enacted, ratified, sanctioned, confirmed, and approved without variation by the affirmative vote of the Members of the Association at a General Meeting of the Members of the Association duly called and held at the Plattsville Memorial Arena Lion's Hall, in the town of Plattsville, and at which a quorum was present, on the 7<sup>th</sup> day of May 2019.

\_\_\_\_\_  
President

\_\_\_\_\_  
Administrative Manager

# BY-LAWS

## By-Law 1.0: BOARD of DIRECTORS

### 1.1

The Board shall consist of the following positions, each elected as set out in Article 9.7 of the PDMHA Constitution:

- a) President
- b) OMHA Representative
- c) Southern Counties League Representative
- d) Grand River Local League Representative
- e) Coach Mentor
- f) Initiation Program Director
- g) Referee in Chief
- h) Wicket/Timekeeper Manager
- i) Tournament Convenor
- j) Equipment Manager
- k) Events Coordinator
- l) Fundraising Review
- m) Hockey Parent Representative
- n) Members-at-Large (maximum of 5 such positions)

### 1.2

In addition to the elected Members, the Board shall also appoint the Administrative Manager of the Board, whom shall have a continuing position on the Board. The Administrative Manager:

- a) has no voting rights and no term to office;
- b) receives an annual honorarium of \$2000, to be paid at \$200 per month from August to May each year;
- c) must provide at least six months notice if resigning from the Board;
- d) may be terminated by resolution of the Board.

### 1.3

The term to office for each elected Board Member shall be two years, with the exception of Members-at-Large whose term of office shall be one year, commencing the June 16 following the Annual General Meeting. Newly elected Board Members are invited to any Board Meetings scheduled after the AGM but before the commencement of their term, and have no voting rights at any such Meeting.

### 1.4

At the first regular Board Meeting on or after June 16, the Members of the Board will vote on designating a 1<sup>st</sup> Vice-President and a 2<sup>nd</sup> Vice-President, to be chosen from among the voting Board Members, who shall then have that role for the term of one year.

### 1.5

The Board may establish policies relating to the reimbursement of Directors for reasonable expenses incurred in the performance of their duties as Directors of the Association.

### 1.6

- a) The Referee in Chief shall receive an honorarium of \$200 each year.
- b) With the exception of the Members-at-Large, each elected Board Member who completes their two year term shall receive an honorarium of \$75/year.
- c) Any Board Member fulfilling the season's commitment will be eligible to receive the Volunteer Fee Refund if paid as part of registration fees.

## By-Law 2.0: RESPONSIBILITIES of the BOARD of DIRECTORS

## 2.1

The PDMHA Board of Directors shall:

- a) review all Policies and Procedures at least once annually;
- b) establish a registration fee structure annually;
- c) have the authority to select team officials for all PDMHA teams;
- d) decide on the teams to be entered at each division and level of play, based on registration numbers, player skill level, and feedback from players, parents, and coaches;
- e) ensure all incidents of harassment and abuse are documented and forwarded to the appropriate individuals and/or organizations.

## 2.2

The signing authority of the PDMHA for all financial transactions shall be the Administrative Manager, the President, as well as one additional Board Member as designated by the Board. Two signatures will be required on any PDMHA issued cheque.

## 2.3

All members of the PDMHA Board of Directors shall abide by all duly authorized decisions of the Board and the rules and regulations set forth by this Board. Failure to do so by any Member of the Board may result in termination from the Board, in accordance with Article 9.10.

## 2.4

The President is in charge of the day-to-day general management and supervision of the affairs of the Association, and shall:

- a) preside as the Chair at all meetings of the PDMHA and preserve order, and shall decide all questions of order;
- b) be a non-voting member except in a case when the Board members are equally divided on a motion, the President shall have the deciding vote;
- c) represent the Association in the Community;
- d) report regularly to the Board on matters of interest;
- e) in emergencies or in situations requiring immediate decision or action on the part of the Association, have such authority either with or without consultation of the other Board members;
- f) be the Risk Management Officer for the Association and shall:
  - i. implement and enforce all OMHA Risk Management Programs;
  - ii. establish and maintain procedures with respect to volunteer clearance, including record of completion of police background checks;
  - iii. oversee any dispute resolution process when required, following OMHA policies;
  - iv. when deemed necessary create a disciplinary committee, made up of three to five Members, to deal with serious coaching or executive issues; the committee will then make a recommendation for resolution to the Board.
- g) delegate tasks as necessary.

## 2.5

The Vice-President shall:

- a) assist the President in the discharge of their duties;
- b) assume the President's duties and officiate in their stead.

## 2.6

The Administrative Manager shall be responsible for the day-to-day operations of the PDMHA, including:

- a) be the Treasurer of the Association and shall:
  - i. keep full and accurate accounts of all receipts and disbursements of the Association, and shall deposit all moneys or other valuable effects in the name and to the credit of the Association in such bank or banks as may be designated by the Board, and shall disburse the funds of the Association under the direction of the Board;
  - ii. render to the Board at regular meetings or whenever required, an account of all transactions and of the financial position of the Association;
  - iii. present a year-to-date financial statement and projected financial position for the current year at the Annual General Meeting;
  - iv. evaluate, review and recommend financial policy to the Board;

- v. prepare a budget for the Association for the next fiscal year for submission to the Board for approval;
- b) be the Secretary of the Association and shall:
  - i. be the clerk of the Association, attend all meetings of the Association and record all the facts and minutes of all proceedings in the books kept for that purpose;
  - ii. be the custodian of all books, papers, records, correspondence, contracts, and other documents belonging to the Association;
  - iii. have the authority to sign permission to skate forms and all other forms as the Association deems necessary;
  - iv. maintain the Association's website;
  - v. recommend policy to the Board regarding internal and external communications of the Association;
  - vi. maintain the membership list referred to in Article 5.7 of the Constitution;
- c) be the Ice Scheduler for the Association and shall:
  - i. assess the ice requirements for the Association and shall enter negotiation with the Township to meet these needs;
  - ii. apportion the ice and times in a fair and equitable manner and present a report regarding ice scheduling to the Board;
  - iii. apply for travel permits for all exhibition games and tournaments entered by PDMHA teams;
  - iv. recommend policy to the Board regarding ice scheduling;
- d) hold office four to five hours each week during the hockey season, September to March.
- e) carry out duties assigned by the Board or the President.

## 2.7

The OMHA Representative shall:

- a) be the primary contact between the Association and the OMHA;
- b) conduct registration and ensure all residency requirements set out by the OMHA are upheld;
- c) file electronic team rosters with OMHA, including all players, bench staff, affiliated players, and on-ice volunteers;
- d) recommend policy to the Board regarding registration;
- e) carry out duties as assigned by the President.

## 2.8

The Southern Counties League Representative shall:

- a) be the primary contact for and attend all meetings of the Southern Counties Minor Hockey League (SC);
- b) liaise between the SC and the Board of the Association;
- c) ensure that each Representative Team Coach has a copy of the SC rules and regulations;
- d) report scores for all league games to SC;
- e) recommend policy to the Board regarding Representative League operations;
- f) carry out duties as assigned by the President.

## 2.9

The Grand River Local League Representative shall:

- a) be the primary contact for and attend all meetings of the Grand River Local League (GRL);
- b) liaise between the GRL and the Board of the Association;
- c) ensure that each Local League Team Coach has a copy of the GRL rules and regulations;
- d) report scores for all league games to GRL;
- e) recommend policy to the Board regarding Local League operations;
- f) carry out duties as assigned by the President.

## 2.10

The Coach Mentor shall:

- a) gather and review all head coach applications;
- b) in accordance with the associated Policy, create a Coach Selection Committee and make recommendations to the Board for appointing a head coach for each team;
- c) assist in recruiting coaching staff for each team;
- d) ensure all coaching staff have completed required certifications and training, as set out by OMHA;
- e) act as a resource and mentor coaching staff throughout the season;
- f) carry out duties as assigned by the President.

## 2.11

The Initiation Program Development Coordinator shall:

- a) hold, or be willing to complete, all required OMHA certifications;
- b) implement the OMHA development program;
- c) oversee a skills program to meet the needs and abilities of participants in each group of the initiation program;
- d) assist in recruiting on-ice volunteers for each initiation group, and ensure individuals are in place to lead each group, providing support and feedback to those individuals throughout the season;
- e) recommend policy to the Board regarding Novice and below programming;
- f) carry out duties as assigned by the President.

## 2.12

The Referee in Chief shall:

- a) ensure there are enough certified referees in place to officiate all games;
- b) schedule referees maintaining accurate records for payment;
- c) recruit, train, monitor, and evaluate performance of referees;
- d) ensure refereeing complaints are addressed and solved in a timely fashion;
- e) recommend policy to the Board regarding referees, including an estimation of fees;
- f) carry out duties as assigned by the President.

## 2.13

The Wicket/Timekeeper Manager shall:

- a) ensure there are enough certified timekeepers and trained wicket staff in place for all games;
- b) schedule timekeepers and wicket staff, maintaining accurate records for payment;
- c) recruit, train, monitor, and evaluate performance of timekeepers and wicket staff;
- d) ensure complaints related to timekeepers and wicket staff are addressed and solved in a timely fashion;
- e) recommend policy to the Board regarding timekeepers and wicket staff;
- f) carry out duties as assigned by the President.

## 2.14

The Tournament Convenor shall:

- a) coordinate all activities concerning PDMHA sanctioned tournaments, and ensure OMHA tournament regulations are followed;
- b) present a financial report for each tournament to the Board;
- c) recommend policy to the Board regarding PDMHA sanctioned tournaments;
- d) carry out duties as assigned by the President.

## 2.15

The Equipment Manager shall:

- a) maintain an inventory of all equipment owned by the Association;
- b) be responsible for the availability of adequate equipment for all teams, and storage of the equipment;
- c) liaise with corporate sponsors, such as TimBits Hockey and AtoMc hockey sponsorships;
- d) recommend policy to the Board regarding purchasing of equipment;
- e) carry out duties as assigned by the President.

## 2.16

The Events Coordinator shall:

- a) be responsible for the overall coordination of events such as, but not limited to, team & individual photos, Hugh Hall event, Coaches appreciation event, season wrap-up events;
- b) assist with PDMHA tournaments as required;
- c) recommend policy to the Board regarding Association wide events;
- d) carry out duties as assigned by the President.

## 2.17

The Fundraising Coordinator shall:

- a) be responsible for the overall coordination of the annual fundraising raffle draw;
- b) manage and supervise any additional fundraising campaigns;
- c) recommend policy to the Board regarding fundraising, at the team level or Association level;

- d) carry out duties as assigned by the President.

### **2.18**

The Hockey Parent Representative shall:

- a) ensure each team has selected a hockey parent representative for the season;
- b) act as the liaison between PDMHA and the Members of the Association, through the team hockey parent reps;
- c) ensure complaints, suggestions, and feedback brought forward by any Member are conveyed to the Board, to be addressed and resolved in a timely fashion;
- d) assist in coordinating the selection of, and maintaining an accurate list of team parent volunteers;
- e) carry out duties as assigned by the President.

### **2.19**

The Members-at Large shall:

- a) attend Board meetings to shadow existing Board members and positions;
- b) provide input and feedback on the operations of PDMHA;
- c) carry out duties as assigned by the President.

## **By-Law 3.0: COMMITTEES of the BOARD**

### **3.1**

Committees enhance the effectiveness of the Executive and promote involvement within the Association. Issues and concerns can be efficiently addressed and decision making in a smaller group is easier and quicker. Resolutions, recommendations, and decisions of a committee are to be brought to the PDMHA Board for ratification approval or denial.

### **3.2 Standing Committees**

The following committees shall be Standing Committees of the Board:

- a) Coach Selection Committee;
- b) Novice and Below Development Committee.

#### **3.2 a) Coach Selection Committee**

- i. The Coach Selection Committee shall consist of a minimum of three people, and include the Coach Mentor and the President or Vice-President. Whenever possible at least one individual external to the PDMHA Membership should be on the Committee. The members of the Committee shall be approved by the Board.
- ii. The Committee shall convene meetings to select head coaches for the respective teams, following the process set out in the PDMHA Policies and Procedures.

#### **3.2 b) Novice and Below Development Committee**

- i. The Novice and Below Development Committee shall consist of a minimum of three people, and include the Initiation Program Director.
- ii. The Committee is responsible for making recommendations to the Board regarding the development of players registered in Initiation Programs, and ensuring PDMHA adheres to the procedures outlined in the OMHA Programming Novice & Below Implementation Guide.

### **3.3**

- a) All Committees of the Board shall comply with all governing policies of the Association, and with all requirements of the OMHA, the OHF, Hockey Canada, and, if applicable, any other hockey organizations with which Association teams are participating.
- b) A quorum for a Standing Committee shall be a majority of the Members of the Standing Committee.
- c) Each Member of a standing committee present at a Meeting shall be entitled to one vote. In the case of an equality of votes, the Chair shall have a second or casting vote.
- d) Standing Committees shall maintain and keep minutes of their Meetings and shall report to the Board at



regular intervals and at any other time upon request by the Board.

#### **By-Law 4.0: EXECUTION OF DOCUMENTS**

##### **4.1**

The Board may from time to time appoint any Director or Directors or any person or persons on behalf of the Association, either to sign documents generally or to sign specific documents. The corporate seal of the Association, when required, shall be affixed to documents executed in accordance with the foregoing.

##### **4.2**

The Board shall ensure that all necessary books and records of the Association required by the By-laws of the Association or by any applicable statute are regularly and properly maintained and any contracts or agreements are filed for safekeeping.

#### **By-Law 5.0: GENERAL RULES and REGULATIONS**

##### **5.1**

- a) No compensation will be made to any Coach, other than for reimbursement of costs incurred to complete required training and clinics, as set out by OMHA and Hockey Canada.
- b) No compensation will be made by any Coach to any player.

##### **5.2**

Players will be prohibited from participating in practices and/or games until the necessary paperwork has been completed and filed with the Association. This paperwork includes, but is not limited to, birth certificate photocopy, fee payment, and if necessary, transfer of residence information. Players must be a minimum of three years of age by December 31 to register with PDMHA.

##### **5.3**

Any player rostered on a PDMHA team is not eligible to play for any other minor hockey association, or vice versa, with the exception of Affiliated Players to a Cambridge AAA team or to a Junior team. Such players must notify their coach of the affiliation. Penalty shall be loss of membership fee without refund, and immediate suspension; length of suspension shall be decided by the Board.

##### **5.4**

PDMHA shall permit a player to tryout for a higher division; established Hockey Canada criteria will be used when determining a player's ability to play at a higher division, according to the process outlined in the PDMHA Policies and Procedures.

##### **5.5**

All rostered team officials within the PDMHA and all members of the PDMHA Board must have a current police background check on file, which must be updated every three years. The background check must be on file (or proof that one has been applied for) by October 1 each year.

##### **5.6**

Any on-ice volunteer not entered on an approved team roster must be approved by the Board and be included on the Association's Volunteer roster.

##### **5.7**

Whenever possible, each PDMHA team must roster a minimum of five Affiliated Players (APs) on their roster, to ensure games do not need to be rescheduled due to a lack of players. The Board may waive this requirement when deemed necessary.

##### **5.8**

If a head coach cannot be found for a team, the Coach Mentor, President, or OMHA Rep will be allowed to coach the team if that individual so desires.

### 5.9

All PDMHA ice times will be booked through the Administrative Manager in conjunction with Township staff. The Board will do everything in its power to assure that the activities of PDMHA abide by the ice users agreement and any behaviour policies set out by the Township of Blandford-Blenheim.

### 5.10

All new referees for PDMHA must have first completed OMHA's Referee School. If the individual then referees a minimum of 15 games in the following season for PDMHA, the Association will reimburse the individual for the cost of the Referee School; to be reviewed on an annual basis in consideration of number of new referees and current financial position of the Association.

### 5.11

All individuals interested in timekeeping for PDMHA must be OMHA-certified. PDMHA will attempt to host an OMHA Timekeeper clinic annually so that the certification can be obtained.

### 5.12

- a) Return mileage will be paid at the rate set in the OMHA Manual of Operations for Referees, to any PDMHA representative who drives to out of town meetings to complete Association business.
- b) Board Members shall be reimbursed for approved out of pocket expenses properly incurred by them in carrying out business on behalf of PDMHA, upon submission of receipts.

### 5.13

- a) No team or person shall solicit sponsorship or commence fundraising using the PDMHA as beneficiary without prior authorization of the Board.
- b) Team sponsorships shall only be arranged and approved by the Board, including but not limited to the Timbits Hockey and AtoMc Hockey sponsorships.

## By-Law 6.0: OMHA PLAYDOWNS

### 6.1

Any PDMHA team that advances to an OMHA Playdown Final series, upon request, will be provided with up to \$500 to be used for team bus transportation, paid by the Association, unless the Association is currently operating at a deficit, in which case this provision is void for the current season. Such bus transportation, if chosen, is to be arranged by the team.

### 6.2

For the first home game of any OMHA Playdown Final series in which a PDMHA team is participating, the Association will allocate extra ice as requested, up to an additional one-half hour at no cost to the team, for opening ceremonies as to be organized by said team.

### 6.3

PDMHA will be responsible for the cost and ordering of any OMHA Championship and Finalists banners, in the style and size consistent with any prior OMHA banners.

## By-Law 7.0: EQUIPMENT

### 7.1

PDMHA will supply home and away jerseys for each team, which must be returned to the Association cleaned and in good condition, at the end of the season. Jerseys are not to be worn for any reason other than PDMHA sanctioned events and games, unless approved by the Equipment Manager.

### 7.2

PDMHA will supply hockey socks to all Association players, to be replaced every two years.

### 7.3

PDMHA will supply goalie equipment for any goaltender at atom and below, if requested. All equipment must be returned to the Association at the end of the season.

**7.4**

PDMHA will supply each team with a first aid kit, a set of water bottles, and pucks at the beginning of the season. Need for replacement supplies is to be directed to the Equipment Manager.

**7.5**

PDMHA equipment is not be loaned out at any time to other organizations or individuals without approved consent of the Equipment Manager and/or Board.