

# **CONSTITUTION**

## **CALEDON MINOR HOCKEY ASSOCIATION**

### **C.M.H.A.**

#### **Article 1...NAMES**

This organization will be known as CALEDON MINOR HOCKEY ASSOCIATION and is hereinafter referred to as CMHA. The CALEDON REPRESENTATIVE HOCKEY ASSOCIATION will hereinafter be referred to as the CRHA.

#### **Article 2...STRUCTURE**

The CMHA is comprised of the CMHA and the CRHA (Caledon Rep Hockey Association). Each association will elect its own executive committee.

- a) The CMHA is charged with the day to day operations and policies of the Caledon Minor Hockey Association. The management and administration of the CMHA will be vested in the CMHA Executive Committee with full powers to take action within the scope of the CMHA Constitution and By-Laws.
- b) The CRHA is charged with the day to day operations and policies of the Caledon Rep Hockey teams. The management and administration of the CRHA will be vested in the CRHA Executive Committee with full powers to take action within the scope of the CMHA Constitution and By-Laws.
- c) The CMHA will be governed by the CMHA Executive Committee. The CMHA Executive Committee will be vested with full powers to operate the CMHA. The Executive Committee shall insure that the Constitution and By-Laws of the CMHA are followed.
- d) IP League comprised of all Caledon registrants from the Hockey School to Tyke level. Divisions broken down to Hockey School – 5 year olds, Mite - 6 year olds, Tyke-7 year olds. The Hockey School will have 1 IP practice per week. The Mite 2 IP practices per week and transition to one game and one practice after December 1<sup>st</sup>. Tyke will have one game and one practice per week. All three levels practice in an OMHA Initiation format according to their guidelines.

#### **Article 3...GEOGRAPHY**

The boundaries of the CMHA shall be the area in the Municipality of the Town of Caledon as defined by the following:

- a) On the West side, the limit is the easterly boundary of Sir Winston Churchill Boulevard from Caledon/East Garafaxa Townline south to Mayfield Rd.

On the South side, the limit is the north side of Mayfield Road from Winston Churchill Boulevard to Albion/Vaughan Road. The exception is in Mayfield West where the boundary is just south of the Valleywood subdivision.

On the East side, the limit is the westerly limit of the Albion/Vaughan Road, Caledon/King Townline.

On the North side, the limit is the southerly limit of Highway #9. At Highway #9 and Highway #10/Orangeville annexed lands are not included. On the West side of Highway #10, there are other annexed lands, but for the most part, the Caledon/East Garafaxa Townline on the south side is the limit.

- b) In case of disputes, the Constitution includes all persons who pay their residential taxes to the Municipality of the Town of Caledon unless territorial agreements with adjoining hockey organizations are in place.

#### **Article 4...AIMS AND OBJECTIVES**

- 1) To foster the maximum opportunity for youth to participate in amateur hockey within the boundaries as set down by this Constitution.
- 2) To develop and encourage sportsmanship and good fellowship between all participants for the betterment of their physical, mental and social wellbeing.
- 3) To sponsor and promote such athletic, social and other activities as may contribute to the moral and financial welfare of the Association.
- 4) To cooperate with the Town of Caledon for the furtherance of amateur hockey.
- 5) It is the policy of the CMHA that a participant shall not be denied their fundamental rights and freedoms nor shall they suffer any abuse or neglect whether physical, emotional or sexual.
- 6) The CMHA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment or denial of any rights within the control of the CMHA.

#### **Article 5...AFFILIATION**

- 1) The CMHA shall annually affiliate with the Ontario Minor Hockey Association (hereinafter referred to as the OMHA) and shall abide by the Rules and Regulations of that organization.
- 2) The CMHA shall annually register all its players with the OMHA therefore making them eligible to participate in the OMHA insurance program.
- 3) For the purpose of affiliation with the OMHA, the CRHA shall be represented by the CMHA in accordance with the Constitution of the CMHA.
- 4) In addition to the OMHA, the CMHA may affiliate with any other association that the members of the CMHA Executive Committee may deem appropriate.

#### **Article 6...MEMBERSHIP**

Membership in the CMHA shall consist of:

- 1) **Players:** All players registered for play during the current season in the various age groups as specified in the By-Laws.
- 2) **Voting Members:** Voting members shall be limited to persons who reside within the boundary as defined in Article 3 and who are eighteen years of age and over and shall be members of the Executive, Managers, Coaches, Convenors, Parents, Guardians of all players or Players who are paid up members of the CMHA for the current year or persons who offer themselves as candidates for election to the Executive Committee. All members of the CMHA and the CRHA are voting members for the purposes of changes to the Constitution and By-Laws and for the election of members of the Executive Committee and shall be granted all privileges, rights and responsibilities under this Constitution.
- 3) **Honorary Members:** Honorary membership may be conferred on any person for life or for a limited period upon recommendation of the Executive Committee, approved by a vote at the Annual General Meeting thereof, and such honorary members shall for the time so elected without payment of any fee whatsoever enjoy all the rights and privileges of a voting member.

## **Article 7...EXECUTIVE COMMITTEE**

- 1) The Executive Committee of the CMHA shall consist of:
  - a) President
  - b) Secretary
  - c) Treasurer
  - d) Vice-President - Administration
  - e) Vice-President - Representative
  - f) Vice-President – House League
  - g) Vice-President – Hockey Development
  - h) Vice-President – Risk Management

and shall be elected at the Annual General Meeting for a term of two years from amongst the voting members of the CMHA and shall further consist of:

- i) Past President – being the immediate Past President of the CMHA.
- 2) Where possible, the two-year term for the Secretary, the Vice-President Administration and Vice-President Risk Management shall commence July 1<sup>st</sup> of an even calendar year while all other positions shall commence July 1<sup>st</sup> of an odd calendar year.
- 3) No more than 25% of the Executive Committee positions can be filled by members from the same team.

## **Article 8...CMHA EXECUTIVE COMMITTEE MANAGEMENT**

The management and administration of the CMHA will be vested in the CMHA Executive Committee with full powers to take action within the scope of the Constitution and By-Laws. Without limiting the foregoing, the CMHA Executive Committee shall more particularly:

- 1) Appoint such Committees, Officials or other volunteers, as it shall consider necessary for the operation of the CMHA.
- 2) Have the power to rule on any matters not covered in the Constitution and By-Laws of the CMHA which impact on the operation of the CMHA.
- 3) Hold office until the end of their designated term.
- 4) Have the authority to hire part-time, full-time employees to assist with the administration and operation of the CMHA, if required.
- 5) A quorum of the Executive Committee shall be six members.
- 6) Hold business meetings as required, but no less frequently than once a month.
- 7) Be authorized to pay accounts of the CMHA.
- 8) Have the power to fill any vacancy on the CMHA Executive Committee, which may occur during the year.
- 9) Will act on behalf of the CMHA on any matters involving outside concerns.
- 10) Will be responsible for collecting all funds necessary from the CRHA to administer the CMHA Executive Committee Budget.
- 11) Will be responsible for verification and if necessary, the audit of all financial activities of the CRHA.
- 12) Will be the sole agent representing all interest of the CMHA as a whole with all government agencies including annual corporate renewal.
- 13) Will operate the CMHA in a fiscal manner to maintain a minimum surplus of 3% of annual budget.

- 14) The Executive members of the CMHA and CRHA reserve the right to remove any of its members from their appointed positions for the following reasons:
  - a) If any one of them misses three regularly scheduled executive meetings in a row (three in a row can be accumulated by absenteeism at the end of the first year plus the beginning of the second year) or misses a minimum of six regularly scheduled meetings in any one year of their two year term.
  - b) The duties appointed them as specified by their executive, are not being carried out sufficiently or at all.
  - c) Conduct unbecoming an executive member.

### **Article 9...FISCAL YEAR**

The fiscal year will be a twelve-month period, commencing May 1<sup>st</sup> and ending April 30<sup>th</sup> of the following year. Each committee to hand over to the new Executive a set of balanced books that have been through an accountant's Review Engagement Process.

### **Article 10...DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

#### **1) President**

- a) Shall preside at all meetings of the CMHA.
- b) Shall be an ex-officio member of all standing committees and such other committees as may be appointed from time to time.
- c) Shall have the power to authorize individual expenditures up to a maximum of \$100.00 which expenditures shall be confirmed at the next regular meeting of the CMHA Executive Committee.
- d) Shall perform all duties as naturally fall within the bounds of the office of the President.
- e) Shall represent the CMHA at meetings as may be determined to be in the best interests of the CMHA.
- f) Have signing authority with Secretary and Treasurer for all cheque disbursements for the CMHA.
- g) Appoint or act as privacy officer to ensure the information the organization and its members retains is appropriate and protected.

#### **2) Secretary**

- a) Shall notify the appropriate members of the time, place and date of meetings.
- b) Shall keep an accurate record and distribute the minutes of all meetings of the CMHA to all Executive members. These approved minutes shall be made available upon request to any member of the CMHA.
- c) Shall perform such duties as may be assigned from time to time by the CMHA Executive Committee.
- d) Shall be responsible for maintaining the archives of minutes of all Committee meetings, General Meetings, Annual General Meetings and financial statements of the CMHA and CRHA.
- e) Shall be responsible for ensuring that all appropriate member registrations comply with the OMHA.

#### **3) Treasurer**

- a) Shall pay all accounts authorized by the CMHA Executive Committee or the President, by cheque signed by the Treasurer and at least one other of the President or Secretary.
- b) Shall keep an accurate record of all monies received and disbursed. Shall submit a written financial statement to include profit and loss statement and balance sheet at each regular CMHA Executive Committee meeting.
- c) Shall maintain a bank account in the name of the CMHA in a financial institution as designated by the CMHA Executive Committee.
- d) Shall present a year end financial statement at the Annual General Meeting.

- e) Shall recommend the appointment of an Auditor for the past fiscal year at the CMHA Annual General Meeting.
- f) Shall have a financial background and be bonded.
- g) Appoint or act as the Director – Fundraising to ensure there are adequate funds to meet the objectives of the membership.
- h) Appoint or act as the Director – Sponsorship to ensure there are adequate funds to meet the objectives of the membership.

**4) Vice-President Administration**

- a) Shall perform such duties as may be assigned by the President and/or the CMHA Executive Committee.
- b) Shall hold the position of Chair of the Rules and Protest Committee.
- c) Shall perform the duties of the President in his/her absence.
- d) Appoint or act as the Director of Referees.
- e) Appoint or act as the Director of Equipment.
- f) Appoint or act as the Registrar.
- g) Appoint or act as the Director of Scheduling and oversee the related paid positions.

**5) Vice-President - CRHA**

- a) Shall preside over, where possible, all of the CRHA committee meetings but may appoint a committee member to preside over the meetings in his/her absence. Shall be charged with the general management and supervision of the affairs and operations of the CRHA.
- b) Shall provide financial statements on the operation of the CRHA to the CMHA on a monthly basis.
- c) Shall represent the CRHA at all zone meetings, OMHA meetings and such other meetings as may be determined to be in the best interest of the representative hockey teams.
- d) Shall represent CRHA at all CMHA Executive Committee meetings.

**6) Vice-President House League**

- a) Shall preside over, where possible, all of the House League committee meetings but may appoint a committee member to preside over the meetings in his/her absence. Shall also be charged with the general management and supervision of the affairs and operations of the House League Committee.
- b) Shall work with the Treasurer to ensure the financial budgets and objectives of the house league are being met.
- c) Appoint and/or act as the Convenor and shall be responsible for the operation of the house league games and play-offs. Appointment of the Junior and Senior Convenor is recommended to adequately cover the responsibilities.
- d) Shall be responsible for the organization of Day of Champs.
- e) Shall represent the House League at all CMHA Executive Committee meetings.
- f) Appoint or act as the Tournament Director to ensure the smooth running of CMHA sponsored house league tournaments.

**7) Vice-President Hockey Development**

- a) Shall develop and oversee the development programs for coaches and players to improve the overall quality of the coaches and players within the organization.

- b) Appoint or act as the IP Director to ensure that the IP Program is executed effectively and the CMHA retains its certification.
- c) Appoint or act as the Player Development Director to recommend and implement specialized clinics ensure players are receiving proper instruction as decided by the executive committee.
- d) Appoint or act as the Coach Development Director to recommend and implement specialized clinics to ensure coaches are receiving proper instruction and maintain appropriate certifications.

**8) Vice-President Risk Management**

- a) Shall be responsible for the administration of all insurance programs including but not limited to OMHA insurance program, Director & Officer Liability insurance, office and equipment insurance, and any Personal Bond coverage as required by the Constitution.
- b) Shall identify risks to the CMHA and be responsible for loss prevention initiatives.
- c) Shall administer the Abuse and Harassment program as required by the OMHA.
- d) Shall administer the Team Official evaluation process.
- e) Appoint or act as the Risk Management Director.

**9) Past President**

- a) Shall act as an advisor to the President and the Executive.
- b) Shall perform such other duties as may be assigned by the President and/or the CMHA Executive Committee.
- c) In the event that the immediate Past-President is unable to fulfill the duties of office, the Executive Committee shall appoint any Past-President of the CMHA in this capacity.

**10) Additional Duties of all Executive Committee Members**

- a) The duties of all Executive Committee Members in addition to those specified shall be to facilitate information sharing, problem solving, the development of minor hockey in their respective association and conducting such local affairs as necessary for the well being of the CMHA.
- b) The duties of all Executive Committee members shall be to be aware of the OMHA regulations and insure the CMHA operates with that constitution and rules.

**DUTIES OF THE BOARD OF DIRECTORS**

**1) Director of Referees**

- a) Shall be responsible for the recruitment, training, and standards of all referees. Shall supply to the CMHA Executive Committee a program for referee development and evaluations.
- b) Shall have a sound knowledge of Canadian Hockey Association (CHA) Rules & Regulations.
- c) Shall be responsible for the appointment of a Referee Scheduler.
- d) Shall be responsible for the recommendation of a Referee in Chief to be approved by the CMHA executive.
- e) Shall report all issues to the VP Administration to ensure proper representation at the executive committee.

**2) Director of Risk Management**

- a) Work in coordination with the Vice-President Risk Management.

## **Article 11...MEETINGS AND ELECTIONS**

### **1. Annual Meetings**

- a) The Annual Meeting of the CMHA shall be held not later than June 15<sup>th</sup> each year with the new executive assuming their respective responsibilities on July 1<sup>st</sup> of that year.
- b) All voting members of the CMHA shall be eligible to vote at the Annual Meeting.
- c) The description of the position and the election of the following as prescribed in Articles 7 and 10 of the CMHA Constitution:
  1. President
  2. Secretary
  3. Treasurer
  4. Vice-President - Administration
  5. Vice-President – Representative
  6. Vice-President – House League
  7. Vice-President – Hockey Development
  8. Vice-President - Risk Management
  9. Past President – being the immediate Past President of the CMHA.
- d) Following the opportunity for nominations to be received from the floor the election shall be held. Any voting member may request the election shall be held by secret ballot.
- e) Notices of motion, correspondence, constitutional amendments or other matters for consideration at Annual meetings shall be made in writing no later than four weeks preceding the Annual meeting and shall be posted by the Secretary in all town operated arenas and the Caledon Minor Hockey Association web site for no less than two weeks, prior to the Annual meeting.
- f) No Article or By-Law of this Constitution shall be altered, rescinded, or a new one made except by majority of the eligible voting members present.

### **2. Rules of order at the Annual Meeting**

- a) Checking of voting powers and credentials
- b) President's welcoming address
- c) Approval of the minutes of the previous Annual Meeting and all general meetings held since that time
- d) Business arising from the minutes
- e) Annual Report of the Treasurer
- f) Reports of Standing and Special Committees
- g) President's Report
- h) Consideration of Constitution, By-Laws and Rules and Amendments thereto
- i) Description of the position and the election of President, Secretary, Treasurer, Vice President - Representative, Vice President – Administration, Vice President – House League, Vice President – Hockey Development, Vice President - Risk Management.
- j) New Business

### **3. General Meetings**

General Meetings of the CMHA throughout the year may be called when required, as determined by a quorum of the CMHA Executive Committee or upon written request of not less than fifty members of the CMHA and posted at all town operated arenas for no less than two weeks in advance of said meeting.

### **4. Special Meetings**

Special Meetings of the CMHA Executive Committee shall be held at the request of any five (5) CMHA Executive Committee Members presented to the President in writing with a copy of the letter to the Secretary stating the reason for the request. At any Special Meeting the only business that shall be transacted shall be stated in the request. Notice of the Special Meeting shall be given to all members of the CMHA Executive Committee at least 72 hours in advance of such meeting.

### **Article 12...CONFLICT OF INTEREST**

A conflict of interest exists when a member of any public body who is privileged to vote and make a decision on a matter affecting other members of the public who may have a personal interest in the outcome. An interest in the matter may involve a personal or social relationship, monetary gain or any other connection to family members or to possible indirect financial gain. One must advise all other members of a possible conflict. The person then may, without stating what the conflict is, avoid voting or advise other voting members of the nature of the conflict and let them decide if the member should or should not vote.

## ***BY-LAWS***

### **BL 1 STANDING COMMITTEES**

#### **1) Rules and Protests Committee**

- a) The Rules and Protests Committee may consist of:
  - 1) Vice-President – CMHA as Chair
  - 2) Appropriate Vice President
  - 3) Minimum of one other member of the CMHA Executive Committee or hockey knowledgeable person
- b) The function and responsibility of the Rules and Protests Committee shall be to prepare and recommend to the CMHA Executive Committee; player regulations, team regulations, competition regulations which will foster and promote the aims and objectives of the CMHA, the safety and welfare of the players and further to hear and consider all protests and complaints.
- c) Any proposed rules or amendments to the By-Laws thereto shall be submitted to the Executive Members in writing by the Chair Rules and Protests Committee for consideration.
- d) Any proposed rules or amendments to the By-Laws approved by a majority of the Executive Members at a meeting of the CMHA Executive Committee shall only have force and effect from the effective date as determined by the Executive Committee up to the next Annual General Meeting.
- e) All protests, complaints, or other matters which are appealed to the Rules and Protests Committee in writing, must be accompanied by a fee of \$100.00 (certified cheque only) which shall not be refundable. The protested occurrence and the hearer of the appeal shall give its final decision in writing not more than 14 days after the hearing is completed and may either:
  - (1) Allow the appeal
  - (2) Dismiss the appeal
  - (3) Vary the decision appealed from by:
    - (i) increasing or decreasing any suspension
    - (ii) issue an order prohibiting the continuation of any of the matters dealt with in the appeal
    - (iii) refunding the whole or any part of the appeal fee paid by any party on the appeal.
- f) The Committee shall have the power to hear and decide all protests, complaints, or other matters with the exception of judgement decisions of the referees which may pertain to the conduct or action of any player, manager, coach or referee while acting in the capacity as such or which pertains to the act, omission, conduct or any of the above persons which is alleged to be prejudicial to the CMHA and any team or player within the jurisdiction of the CMHA.
- g) The Committee shall conduct any investigations or hearings as directed by the Executive and make a report in writing of such investigations or hearings and without delay transmit it to the President.
- h) The Committee shall, as soon as possible after the conclusion of proceedings, make a report in writing and without delay transmit it to the CMHA Executive Committee as well as to other persons directly involved in the matter.
- i) All persons appearing before the Committee shall be given full opportunity to be heard.
- j) The Committee shall hear and decide on all recommendations to move Local League players due to their caliber of play to the Select or Representative team or to a higher Local League division.

## 2) CRHA Committee

- 1) a) The CRHA Committee shall consist of:
  - i) Vice-President - CRHA will chair the CRHA
  - ii) Registrar
  - iii) Secretary
  - iv) Treasurer
  - v) Director - Equipment
  - vi) Director - Sponsors
  - vii) Director - Fundraising
  - viii) Director - Referees
  - ix) Junior Division Convenor
  - x) Senior Division Convenor
  - xi) Director Hockey Development
  - lxii) Past Vice President CRHA
  - lxiii) Risk Manager

And except for the Vice-President CRHA and Past Vice-President CRHA, shall be elected at the CRHA Annual Meeting from amongst the voting members of the CMHA who are members of the CRHA.

- b) No more than 25% of the CRHA Executive Committee positions can be filled by members from the same team.

## 2) Rep Hockey Management

The management and administration of the CRHA will be vested in the CRHA Executive Committee with full powers to take action within the scope of the Constitution and By-Laws. The CRHA Committee shall report to the CMHA Executive Committee as the ruling body in the CMHA. After due consultation and process, the CMHA Executive Committee has final ruling on matters involving all members of the CMHA.

Without limiting the foregoing, the CRHA Executive Committee shall more particularly:

- 1) Appoint such Committees, officials or other volunteers, as it shall consider necessary for the operation of CRHA.
- 2) Hold office until the end of their designated term.
- 3) A quorum of the Rep Hockey shall be 60% of the committee members
- 4) Hold business meetings as required, but no less frequently than once a month.
- 5) Be authorized to pay accounts of CRHA.
- 6) Have the power to fill any vacancy on the CRHA Committee that may occur during the year.
- 7) Will act on behalf of CRHA on all matters involving Representative Hockey Teams in the CMHA.
- 8) Will administer all funds collected through registration fees and sponsorship fees that are allotted to the CRHA Committee.
- 9) Disburse donations approved by the CRHA Executive Committee to the appropriate source.
- 10) Shall administer the efficient use of ice allotted by the Ice Scheduler.
- 11) The fiscal year will be a twelve-month period, commencing May 1<sup>st</sup> and ending April 30<sup>th</sup> of the following year.
- 12) Shall operate the CRHA in a fiscal manner to maintain a minimum surplus of 3% of annual budget.
- 13) Shall develop strategies subject to the approval of the CRHA Executive Committee that promote all Aims and Objectives of the CMHA within the CRHA.

- 14) Shall initiate programs subject to the approval of the CRHA Executive Committee that develop players and coaches in Representative Hockey.
- 15) Shall supply written reports on CRHA activities including financial statements to the CMHA Executive Committee for their monthly meetings.
- 16) Shall actively promote strategies and programs approved by the CMHA Executive Committee.
- 17) The duties of all CRHA Committee Members in addition to those specified shall be to facilitate information sharing, problem solving, the development of minor hockey in their respective association and conducting such local affairs as necessary for the well being of the CMHA.

### 3) Coaches Committee

- a) The Coaches Committee shall consist of:
  - i) Vice President – CRHA – Chair
  - ii) Coach Development Coordinator
    - ii-a) Coach Development Coordinator’s responsibilities include handling all coaching issued (for recommendation only), coach mentor and provides recommendations for resolution.
    - ii-b) This person is not a member of the CRHA Executive and has no voting privileges.
    - ii-c) This may be a paid position and will be tendered on a bi-annual basis, outside consultants preferred, by the CRHA.
  - iii) A minimum of one other “hockey knowledgeable” person appointed by the CRHA Executive.
  - iv) Coaches Committee names and titles will be communicated and/or published to CMHA Executive prior to commencement of Coach Evaluation Process.
- b) The Coaches Committee shall be responsible for recommending to the CRHA Executive the appointment of all Representative Team Coaches.
- c) All Team Head Coach applicants must complete and sign a detailed application form as provided by the Coach Selection Committee.
- d) Prior to applying for a Team Head Coach position, applicants understand:
  - i) His/her child, if slated to play on the rep team, could be evaluated by the Coaches Committee and if the child is to be evaluated, the coach application would be advised of:
    - i-a) When and where the evaluation will take place, and
    - i-b) The evaluation results
- e) In order to be eligible for all Representative Coaching positions, applicants must:
  - i) Submit a letter of intent for application by January 31<sup>st</sup> to the CRHA VP and CMHA Administrator.
  - ii) Complete a coaching application package as supplied by CRHA by the date indicated on the application and return to the CRHA VP and CMHA Administrator.
- f) Where possible:
  - i) All applicants shall go through a selection process that will include interviews, written exams and on-ice proficiency.
  - ii) All documentation involving applicants, including and if applicable, bench staff evaluations completed by parents/player (as reviewed by the Coach Development Coordinator), past year accomplishments, development opportunities, etc. will be made available to the Coaches Committee as part of the selection process.
  - iii) Once the successful applicant has accepted the team, the Coaches Committee is obliged to provide unsuccessful applicants with personal communication regarding the rationale behind the decision and the applicant’s development opportunities.

- g) Team Officials appointed by the Team Head Coach must be approved by the CRHA Committee.
- h) In the event that there is only one Coach Applicant for any CRHA Representative team, and in the absence of any detrimental conduct or sanctions, and providing the applicant has previously attained Team Head Coach status in the CRHA, the applicant will not be required to participate in the selection process.
- i) The Coaches Committee shall be responsible for:
  - i) Preparing and communicating guidelines and job roles of the Coaches, Assistant Coaches, Managers and Trainers
  - ii) Coaches Committee shall be responsible for the recommending of the suspension or removal of Coaches, Managers or Trainers for such reasons as follows:
    - a) Repeated absence and failure to appoint a substitute;
    - b) Not playing all players a reasonable amount of time;
    - c) Misuse of team funds and/or failure to publish a team budget and balance record;
    - d) Conduct detrimental to the Aims and Objectives of the CMHA.
  - iii) Written documentation to the Director of Risk Management (CMHA) on any action taken by the Coaches Committee on any Team Official.

#### 4) Coach Development Coordinator

The selection of the Coach Development Coordinator shall be in a manner similar to the selection of representative hockey Team Head Coaches. The Coach Development Co-Coordinator will be responsible for recommending the appointment, development and monitoring the activities of Representative Hockey Team Officials.

#### 5) Player Regulations

- a) Payment of CRHA fees must be made at the time that the Rep Hockey cards are signed. CRHA fees will be pro-rated for three or more players from the same family.
- b) A player signed to an OMHA certificate may be released by the CMHA upon approval by the CRHA Committee.
- c) Representative team tryouts will be held each spring. Tryout dates to be provided by the CRHA committee. Additional closed tryout sessions are to be held no later than September 21st.

#### 6) Team Regulations

If there are not enough players to field a AA Rep team, then a relief must be given in time for these same players to be able to try-out for the Rep teams in the area in accordance with the OMHA. This must be approved by the Regional Executive Member of the OMHA for our centre. If no AA Representative team is fielded, then no A, AE or Select shall be formed.

- a) No Representative teams beyond one (1) Major team and the (1) Minor team are to be established in any category unless it has been determined that there are sufficient players in Local League to permit at least four (4) House League Teams in the affected category.
- b) Team Officials may run independent training sessions during the summer. These sessions are not mandatory for either Team Officials or players.
- c) Representative team fees must be paid by October 31<sup>st</sup>.

#### 7) Competition Regulations

Competition regulations will be governed by the OHMA, Tri-County Hockey League and the By-Laws of the CMHA.

8) Official Colours, Awards and Crests

- a) The official colours of the CMHA shall be white with black and red trim.
- b) All CMHA Representative Team uniforms shall be the official CMHA colours and where a Representative Team has a second set of uniforms the colours shall be red with black and white trim.
- c) CMHA jackets for all Representative teams shall be the official CMHA colours and Trademark Registered logos. No other logos will be allowed.
- d) The official logos of the CMHA are to be worn on all Representative Team uniforms and all CMHA jackets shall be described in the Rep Team Coaches Manual.
- e) Individual trophies will be awarded to each player, coach and manager of any Representative Zone Championship Team or OMHA Championship Team.
- f) Any additional paraphernalia must first be approved by the CMHA Executive Committee.
- g) When a coach has made team uniforms mandatory and redirects a player on or before October 31<sup>st</sup> of the current hockey season, that player will be given the option of keeping the current uniform with no refund or returning the newly purchased uniform for a full refund.

## **BL 2 PLAYER REGULATIONS**

- a) Any player requesting to play hockey within the boundaries of the CMHA must produce identification as per OMHA requirements.
- b) The registration within the CMHA shall take place annually on the days set by the CMHA and CRHA Committee and additional registration after these dates shall only be accepted if there are openings in the various classifications. Registration will be accepted on a first come, first serve basis and priority will be given to players who reside within the Town of Caledon.
- c) All players registered to play hockey within the boundaries of the CMHA must pay the registration fee by August 31<sup>st</sup> or at the time of registration.
- d) No player shall participate in any team activity after August 31<sup>st</sup> unless such player is registered with the CMHA.
- e) No player shall participate in any team activity at any time unless registered in a hockey association recognized by the Canadian Amateur Hockey Association.
- f) No registration fee refunds shall be given without the approval of the CMHA or CRHA.
- g) All players playing within the boundaries of the CMHA shall be required to wear equipment, which complies with the Canadian Amateur Hockey Association and OMHA regulations.
- h) The registration fee will include one minor hockey sweater and one pair of socks, which will be provided by the CMHA at the end of the season.
- i) All players or parent/guardian must complete the OMHA Registration card signed by both the player and the parent/guardian.
- j) A player upon registration understands that they shall participate on one team only at the house league level unless he or she is considered an affiliate with a Select or Rep team.
- k) Players affiliated with a Select team will be permitted to participate in 13 regular season and/or playoff games. Any request beyond 13 games needs to be approved by local Executive vote. This does not apply to goaltenders. Should the affiliated players have a schedule conflict then the player's obligation is to attend their house league game and practice.

## **BL 3 TEAM REGULATIONS – House League/Select**

- a) All House League teams may consist of up to fifteen (15) skaters and two (2) goaltenders. In the event that there is a team roster shortage, additional players may be added at the discretion of the Convenor. Any player may be moved before December 15<sup>th</sup> to secure a better balance.  
Select teams follow OMHA Select League roster rules.
- b) In the case of a House League team being short of players due to sickness, injury or vacation, a team can use other players and the following rules apply:
  - i) Players used must be from a lower age category.
  - ii) Parental consent must be obtained in all cases.
  - iii) No player may be used in this capacity for more than 3 games during a season.
  - iv) The respective Convenors shall make the choice of players to be used under this system, after first receiving parental consent.
  - v) For Atom and up, goaltenders may be borrowed from another team in the same age group for bona fide absence only.
  - vi) Changes to the above rules may be made to suit division during the season or playoff/round robin series at the discretion of the Convenor and given in writing to all affected coaches.

- c) All players must play at their own age level. No player movement is allowed except in circumstances where there are insufficient numbers of players to form a team.
- d) Selection process of House League teams: All coaches will pick teams from available players as if the team were their own. The teams will then be numbered and ONLY the numbers will be placed into a bowl. From there the coaches will pick a number at random from the bowl to see which team they will be coaching. If the coach's or trainer's child ends up on another team, an immediate trade will take place between the coaches.
- e) Select League teams – When there are two or more Select teams being fielded at any one age level then a draft process will be used to select the players onto the teams. Draft to be overseen by the Select Convenor(s). The order of draft will be established by random draw. Goaltenders to be selected in separate draft. In order to be eligible for the draft a player/goaltender must have attended at least one of the Select tryouts. To be grandfathered in as follows:
  - Minor Atom and Atom – 10/11 season
  - Minor Atom, Atom & Minor Peewee – 11/12 season
  - Minor Atom, Atom, Minor Peewee & Peewee – 12/13 season
  - Minor Atom, Atom, Minor Peewee, Peewee & Minor Bantam – 13/14 season
  - Minor Atom, Atom, Minor Peewee, Peewee, Minor Bantam & Bantam – 14/15 season
  - Minor Atom, Atom, Minor Peewee, Peewee, Minor Bantam, Bantam & Minor Midget -15/16 season
  - Minor Atom, Atom, Minor Peewee, Peewee, Minor Bantam, Bantam, Minor Midget & Midget -16/17 season

**BL 4 COMPETITION REGULATIONS – House League/Select**

- a) Playing rules as set down by the CMHA shall govern play in regular, exhibition and playoff scheduled games, except rules that are governed by the OMHA and its affiliates and the By-Laws of the CMHA.
 

In addition to the above, Select League teams must abide by the rules of the Select League in which they play.
- b) The home team coach is responsible for control of the time and preparation of the game sheet. All games sheets must be signed by all participating Team Officials including proper certification numbers.
- c) All game times are ultimately controlled by the ice times reserved for that game. The following represents the maximum time for games and may be shortened to suit the time available. House League games shall be as follows:
  - 1) TYKE OR NOVICE
    - ~ To be able to use (2) 24-minute continuous time with a 3 minute buzzer or (3) 10 minute stop time with a two-minute buzzer for shift changes. This will be decided by the convener and coaches when the change will occur.
    - ~ No substitution during a shift except for injury.
  - 2) NOVICE, ATOM AND PEEWEE
    - ~ Two (2) periods of ten (10) minutes and one (1) period of fifteen (15) minutes – all stop time periods.
  - 3) BANTAM AND MIDGET/JUVENILE
    - ~ One (1) period of ten (10) minutes and two (2) periods of fifteen (15) minutes – all stop time periods.
- d) All House League Coaches are to ensure equal ice time to players.
- e) Play-offs
  - 1) All teams in every House League group shall participate in the playoffs.
  - 2) A playoff schedule shall be completed not less than two weeks before the end of the regular schedule for all divisions.

f) Suspensions

Will be as described within the OMHA Manual of Operations.

- 1) A player may be suspended for one game or more for the following infractions committed during or immediately before or after a game. Suspensions to be the decision of the appropriate convenor.
  - ~ Swearing
  - ~ Destroying or stealing the property belonging to others
  - ~ Unsporting conduct on or off the ice
  - ~ Excessive and/or repeated penalty infractions
  - ~ Receiving a misconduct or major penalty

g) Extra Suspensions

Are described as follows:

- ~ A player incurring a second major penalty in a season will be suspended for two (2) league games. This suspension is in addition to any OMHA suspensions incurred from penalties assessed.
- ~ A player incurring a third major penalty in a season will be suspended for four (4) league games, as well as any exhibition or tournament games in that time frame. This suspension is in addition to any OMHA suspensions incurred from penalties assessed.
- ~ A player incurring a fourth major penalty in a season will be suspended for six (6) league games, as well as any exhibition or tournament games in that time frame. This suspension is in addition to any OMHA suspensions incurred from penalties assessed. Any future reinstatement into the league must be approved by the Executive Committee of the CMHA.

h) There shall be no body contact in House League unless required to facilitate Local League participation.

**BL 5 CONDUCT OF PLAYERS, TEAM OFFICIALS, PARENTS OR GUARDIANS AND ALL MEMBERS OF THE CMHA.**

- a) A player, a team official, a parent or guardian or any member of the CMHA may be suspended, subject to a hearing (if requested) before the Rules and Protest Committee prior to any suspension, for conduct detrimental to the CMHA and for conduct that does not further the Aims and Objectives of the CMHA as set down in Article 4 of this Constitution.
- b) Conduct detrimental to the CMHA includes:
  - i) Strong criticism of coaches and/or other team officials in the presence of their players.
  - ii) Excessive and obscene criticism of referees, players, coaches or other officials during or after a game.
  - iii) Excessive and obscene criticism of visiting teams, including players, coaches, other officials and visiting fans.
  - iv) Any other conduct which in the opinion of the CRHA or CMHA Executive Committee is detrimental to the CMHA.
  - v) Any willful damage to league property or any damage to arena property.

**BL 6 OFFICIAL AWARDS AND CRESTS – House League**

- a) Team trophies will be presented to the champions, finalists and consolation champions in each division of the Local League. Individual trophies will be awarded to each player, coach and manager of any Local League Championship Team in each Division of the Local League.
- b) Any additional paraphernalia must first be approved by the CMHA Executive Committee.

## **BL 7 EXPENDITURES**

- 1) In order to make best use of the funds available to the CMHA the best value will be sought. Value takes into account the price and the quality as well as the service given by the supplier of goods or services. Final decisions about the purchase of goods and services will be determined by the CMHA Executive Committee, or CRHA.
- 2) Expenditures of up to five hundred dollars (\$500.00) may be approved by the President subject to a report to the CMHA Executive Committee at the next regular meeting or Vice-President of CRHA subject to a report to their committee at the next regular meeting. All such expenditures must be supported by a receipt.
- 3) Expenditures of less than one thousand dollars (\$1,000.00) will require the approval of the respective Executive Committees of the CMHA or CRHA.
- 4) Expenditures of more than one thousand dollars (\$1,000.00) and less than five thousand dollars (\$5,000.00) shall be made after the examination of three comparative prices and the approval of the respective Executive Committees of the CMHA or CRHA. These approved expenditures of the CRHA must be reported to the CMHA forthwith.
- 5) Expenditures of more than five thousand dollars (\$5,000.00) will be tendered for competitive bids and shall be awarded by vote of the CMHA Executive Committee.
- 6) Rates of fees such as ice rentals, payment of game officials, and other service costs must be approved in advance by the appropriate Committee (CMHA or CRHA).
- 7) Preference for suppliers will be given to the Town of Caledon businesses or League sponsors wherever possible.

## **BL 8 FUNDRAISING**

- 1) All fundraising shall follow the guidelines of the Ontario Lottery Corporation.
- 2) Fundraising is not mandatory for any hockey team in the CMHA.
- 3) Any parent who chooses not to participate in fundraising programs must have the option of paying 100% of the necessary money to the team who they are a member of.
- 4) The CMHA and the CRHA shall be permitted to run individual fundraising events for their teams providing:
  - a) Rules of the Lottery Corporation must be met. Copies of all permits must be submitted to the Fundraising Chair of each Committee.
  - b) Teams must submit, in writing, to the Committee Fundraising Chair, all intended fundraising events two weeks prior to the start of the event.  
  
Funds must be used for that team in the year raised, with no carry forwards.
- 5) It is mandatory for each representative team in the CRHA to reasonably participate in one (1) major and up to two (2) minor CRHA fundraising functions.

## **BL 9 DRESS CODE**

If a dress code is to be implemented by any team in the CMHA, approval must first be obtained by the Committees of the CMHA and CRHA with final approval by the CMHA Executive Committee.

## **BL 10 COMPLAINT PROCESS**

1. Complaints will only be accepted from members in good standing with the CMHA.
2. Any complaint regarding an executive member, convenor, head coach, assistant coach, trainer, manager or other on ice volunteer must be submitted to the Vice President and the Risk management person of the league Executive within three (3) days of the alleged conduct which is the subject matter of the complaint, and shall contain, at a very minimum, the following:
  - a) Name of executive member, convenor, head coach, assistant coach, trainer, manager or on ice volunteer complained of;
  - b) Name and level of team;
  - c) Name of person complaining with full contact information;
  - d) Name of hockey player involved (if applicable);
  - e) Report must indicate all particulars regarding who, what, where, when as well as anything leading up to the incident.
  - f) Summary of allegations;
  - g) Relief sought (i.e. reprimand, suspension, removal from team or Executive);
3. The information noted in 1(a) – (g) should be submitted in the form of a letter directed to the Vice President and the Risk Management person of the league Executive. Accompanied by a duly sworn Affidavit or at minimum one executive member of the CMHA, with all supporting documentation including witness statements (if applicable).
4. The report cannot be anonymous. Must have all pertinent information of person(s) filling complaint.
5. A \$50.00 fee shall accompany the complaint submitted. (Refundable if found to be a valid complaint)
6. The complaint shall be served on the person(s) involved including a copy of the complaint within seven (7) days of its receipt by the Vice President and the Risk Management person of the league Executive.
7. Upon receipt of the complaint, the Vice President and the Risk Management person of the league Executive shall:
  - a. Dismiss the complaint summarily without the input of the person(s) involved;
  - b. Request that the involved persons submit a written response within seven (7) days of said request and,
    - i. Decide the merits of the complaint based on the written material only and dismiss the complaint.
    - ii. If further investigation is required, schedule a date for a hearing of the complaint before a panel of the Executives.
8. The panel of Executive will consist of three of the following: VP CRHA, VP CMHA, and Risk Manager CMHA
9. The executive shall provide written reasons of their decision arrived at in a) or b) above, to all involved parties within seven (7) days of their decision.
10. The decision of the Executive shall be final with no further right of appeal.