



# Leeds Minor Hockey Constitution & By-Laws April 2016

# Leeds Minor Hockey Association Constitution – 2016

---

## **ARTICLE 1 – Governance of Constitution**

### ***Section 1:***

1. All LMHA meetings will be conducted according to Roberts Rules of Order.

## **ARTICLE 2 – Name and Purpose**

### ***Section 1: Name***

The organization shall be known as the “Leeds Minor Hockey Association” (LMHA). LMHA is recognized as Zone 0106 and an instrument thus describing the Geographical boundaries as filed with the Ottawa District Hockey Association, and a copy is included in this document as an appendix.

### ***Section 2: Purpose***

The purpose of the LMHA shall be to unite minors in a cooperative effort to promote all the positive aspects associated with the game of hockey.

### ***Section 3: Objectives***

- a) To foster the local development and improvement of Minor Hockey
- b) To provide a healthy forum of recreation for youth through participation in organized hockey
- c) To develop skills, encourage sportsmanship and good fellowship among all participants – players, officials, spectators – for the enhancement of social, physical and mental well being
- d) To promote further development at the “ODMHA” Level, with local representation to the higher level of play i.e.: ODHA “AA” league.
- e) To cultivate a true spirit of sportsmanship among all participants (coaches, parents, players, officials etc...
- f) Adhere to the LMHA CODE of CONDUCT Appendix “C”

## **ARTICLE 3 – Functions**

### ***Section 1: Eligibility for Membership***

Membership in the Association shall be open to the parent(s) or guardian(s) of each individual whose membership is duly registered in the Association as well as any other individual whose membership is approved by the Association and must be 18 years of age or older. Executive approval shall be granted to persons who have demonstrated through involvement and interest in the Association. Such membership will be restricted to five (5). These members will be eligible to stand for executive positions.

### ***Section 2: Membership***

- a) All members of the Association will abide by the Constitution, By-Laws and the Rules and Regulations of the ODMHA and the UCMHL or its successor.
- b) Requests for Special Membership will be considered at any meeting at the direction of the Executive.
- c) Membership shall consist of the executive, directors and conveners as determined by the LMHA, approved by the general membership at the annual meeting each spring. Should a vacancy occur on the Executive, the Executive may name a replacement to fill the vacancy and the person so named shall serve on the Executive until the next Annual meeting?

### ***Section 3: Executive***

- a) The President, Vice President, Past President, Secretary, Treasurer and the following positions shall form the Executive: Referee-in-Chief, Rules and Discipline, Registrar, Equipment Manager, Tournament Director, Ice Convener, Division Convener, Fundraising Director, Hockey Development Director, Coach Mentor and Initiation Director.
- b) A member of the Executive Board shall not hold more than one office on the Executive at any one time. Unless positions remain vacant after the AGM.
- c) Any member of the Executive Board that does not maintain an 80% level of attendance without just cause will be under review. All Executive members are required to present a report at the monthly executive meeting or send a report in their absence.

### ***Section 4: Elections***

- a) The election of the above Executive shall take place at the annual general meeting held in April each year.

# Leeds Minor Hockey Association Constitution – 2016

---

- b) The Executive members of the LMHA shall be elected annually, by the general membership with the exception of the Immediate Past President who shall be acclaimed in such position upon the election of a new President.
- c) The President of the Association shall have the authority to appoint replacements and fill vacancies to the Executive.
- d) Executive officers may be elected annually during the month of April, if a term has expired, or if the office is vacant by resignation
- e) All candidates must be members in “good standing”
- f) All candidates for election to Executive office must be nominated and seconded in writing to the secretary 14 days prior to the Annual Meeting. A nomination from the floor will only be accepted if the person being nominated is present. Persons may be nominated for any number of positions and may seek election to any office to which they are nominated and seconded. Defeat in election for any office does not disqualify candidates from seeking office for any subsequent office. Once elected to an office, that person shall become ineligible to stand for any further nomination and election.
- g) Eligibility for the office of President is gained by serving on the Executive for at least one year. This is to ensure continuity of proceedings.
- h) In the event that a resignation occurs during the year or in the event no one is nominated to fill a vacant office, the Executive may appoint a volunteer to fill that office for balance of the term.
- i) In the event that a President or Vice President Resigns prior to the end of his/her term, the office must be filled by election.

## ***Section 5: Authority & Responsibilities***

The authority to govern the LMHA shall be vested in the Executive.

It shall be the responsibility of the LMHA to manage the affairs of the Association.

## ***Section 6: Action on Unapproved Items***

Due to immediacy of some items it may be necessary for the executive to make decisions before a LMHA meeting can be held. Any such decision must be immediately communicated to all executive members for their information. The LMHA has the power to overrule any of these decisions at any future meeting.

## ***Section 7: Banking Authority***

The Treasurer shall transact banking authority. The President, Vice President and Treasurer shall have signing authority. Any two signatures per cheque will be sufficient. If two of these members are from the same family, then only one may sign cheques.

# Leeds Minor Hockey Association Constitution – 2016

---

## ***Section 8: Meetings***

Monthly meetings (optional in June and July) will be scheduled regularly same day of each month from August to May to be held at the Westport and Athens Arena on a rotation basis. Any changes to this will be posted at Arenas, and or the website. A representative from each team is to be picked by the coaching staff to represent their team at these meetings. Non-elected members are encouraged to attend. Annual General Meeting will be held in April of each year. At the beginning of each new season the Executive will hold a meeting for all of Leeds Coaches, Trainers and Managers to inform each bench staff position of their duties, guidelines and responsibilities throughout the season.

## ***Section 9: Quorum***

A quorum shall consist of 50 + 1% of the existing filled Executive positions.

## ***Section 10: Meeting without a quorum***

During meetings where a quorum is not reached, the meeting may continue at the discretion of the chair. All motions will be presented at the next meeting at which there is a quorum for approval. No motions will have any force and effect until approved by the executive. Any motions from meetings without a quorum shall be communicated to all executive members immediately following the meeting.

## ***Section 11: Voting***

### **Privileges:**

- a) All Members “in good standing” are entitled to one vote at the Annual General Meeting.
- b) There will be no proxy allowed. Each Member must cast their own vote.
- c) Each member of the Executive may cast one vote, with the exception of the President, who may vote in the event of a tie, in which case may cast the deciding vote.
- d) Once elected or appointed, the Executive is charged jointly with all decisions on the policy, procedure and rulings.

### **Procedures:**

- a) Voting will be done by show of hands
- b) A simple majority will decide the outcome of any ballot.
- c) In the event of a tie, the President, or the Vice-President in the absence of the President, shall cast the deciding vote

# Leeds Minor Hockey Association Constitution – 2016

---

## ***Section 12: Constitutional Changes***

1. All amendments to the articles of the Constitution must receive a two-thirds vote of those present at the annual meeting
2. All amendments must be posted on the minor hockey website one (1) month prior to the annual meeting
3. Addition or removal of a member of the LMHA at any time other than the annual meeting shall be done by a vote of 2/3 of the membership present. (A quorum must be present)
4. All members of the Association, parents or legal guardians, shall have the right to propose amendments to the Constitution. These must be put in writing and presented to the membership for consideration and discussion at the February monthly meeting each year. All proposed amendments to the constitution must be received by the Secretary.

## ***Section 13: Conflict of Interest***

1. No member of the LMHA shall vote on a motion if it is considered to be a conflict of interest.
2. No Executive member shall chair or be involved in a committee if it is considered to be a conflict of interest.
3. In the event there is a question concerning a potential conflict of interest, the matter shall be put to the executive for a vote. The President will vote in the event of a tie. His or Her decision will be final.
4. The president will declare "conflict of interest" when deemed necessary. His/her decision will be final.

## ***Section 14: Association Colours and Team Names***

All new sweaters purchased for or by LMHA will bear the LMHA logo or the name Leeds Chargers. The colours will be in any combination of white, or black, with the exception of the Initiation program.

All New jerseys purchased for or by LMHA will bear the LMHA logo and/or the name Leeds Chargers. The colours of the jerseys and Logos for all Novice, Atom, Peewee, and Bantam and Midget teams will be in any combination of white, or black with the exception of fundraising efforts for example pink jerseys for Breast Cancer Awareness, but without excluding our Logo and/or Name (Leeds Chargers). This excludes our Initiation Program.

## By-Laws

### **Bylaw 1– Duties of the NLMHA Membership**

#### ***Section 1: Duties of the Executive***

##### **The President Shall:**

1. Chair all LMHA board meetings
2. Call meetings as deemed necessary, or at the request of half of the Executive
3. Represent the Association at all meetings of the ODHA, ODMHA, District 1 and all meetings of the UCMHL or its successor, as well as any other meetings as directed by the District 1 Chairperson
4. Be one of the signing authorities for the Association
5. Be an ex-officio member of all standing committees appointed by the Association
6. Implement actions decided upon by the LMHA
7. Vote only in the event of a tie
8. Make emergency decisions in tandem with the Vice President in situations where immediate consultation with the board is not possible. Where emergency decisions are made, those decisions will be immediately communicated to all board members.
9. Ensure that all communication concerning LMHA is available for review by LMHA executive
10. Review the monthly financial statements with the Treasurer in advance of every meeting
11. Make emergency decisions not covered by the by-laws or the rules, policies and regulations, to be ratified at the next meeting of the Executive
12. Arrangement for a third party to review the finances of LMHA every 3 years or upon a change in the treasurer position.
13. Be the primary signing officer for release of players who are trying out in other Associations

##### **The Past-President Shall:**

1. Act as a resource person and consultant for the Association

##### **The Vice-President Shall:**

1. In the absence of the President, through a Presidential delegation, have all the powers and perform all the duties of the President. While assuming the President's position, the Vice-President shall cast a vote only in the event of a tie.
2. Ensure that all committees are functioning according to the constitution.
3. Be responsible for all facets of the constitution amendment process including assembling proposed amendments and preparing amendments for the AGM.

# Leeds Minor Hockey Association Constitution – 2016

---

## **The Treasurer Shall:**

1. Ensure proper maintenance of the accounts and assets of the Association  
Be responsible for all receipts and disbursements for the Association; be responsible for accounts payable and receivable
2. Prepare monthly financial statements for each meeting, and a year-end consolidated financial statement for each annual meeting
3. Make recommendations regarding all fees and levies which are received or distributed by the Association
4. Act as a member of the tournament committee, giving the Tournament Director a budget outline
5. Share the bank statements sent by the bank at each meeting
6. Prepare an anticipated budget for the coming hockey season including, ref fees, ice fees and other expenses and present it at the AGM
7. Co-operate with the auditors during any audit of accounts of the Association and perform the other duties from time to time prescribed by the Board or incident to this office.
8. Provide a signed copy of the LMHA bank statement on a quarterly basis to District 1 Treasurer.
9. Receive bank statements and/or financial statements from each team for filing at the end of the hockey season
10. Provide training for the new treasurer including:
  - A. Preparing the financial statements for the executive monthly meeting “Appendix D”
  - b. Charge \$25 for all NSF Cheques
  - c. Cheques will not be accepted from anyone who has given the LMHA 2 NSF cheques. Cash, money orders, or certified cheque, would be the only method of payment acceptable ever by that family.
  - D. partial fee payment of \$100 per family is required at the time of registration.
  - e. An NSF cheque received for player/s registration on the scheduled registration day/s, will void the registration. The \$25 NSF fee, the \$100 partial payment and the late registration fee will apply to register for the season.
  - f. No refunds for registration fees will be issued if more than 7 days have elapsed since the player has left the ice.

## **The Secretary Shall:**

1. Keep minutes of all Association meetings
2. Receive, record and reply to all correspondence as required by the LMHA, the Executive or the President
3. Act as a member of the player registration committee
4. Arrange for all necessary typing and copying as required by the Association
5. Attend all meetings of the Association, and assist any other Executive members in the completion of their duties if necessary
6. Organize and post flyers, advertising dates and times
7. In consultation with the Executive, have an Agenda prepared for the monthly meetings



# Leeds Minor Hockey Association Constitution – 2016

---

8. Record those present at each LMHA meeting, keep an up to date record, and report all attendance issues to the Executive.
9. Place a notice on the website for the Annual General Meeting at least 4 weeks in advance.

## **The Referee-in-Chief Shall:**

1. Assume and carry out the duties of the referee-in-chief as determined by the UCMHL, the HEO, and District 1.
2. Be responsible for all matters relating to officiating within the Association
3. Work in conjunction with League and District R-I-C to ensure that all officials are qualified and deliver the best possible officiating
4. Be a neutral forum for discussion and counsel of Association officials
5. Assign or cause to assign officials to scheduled and exhibition games for the Association and ensure that these officials are properly paid in conjunction with the treasurer
6. Sit on any discipline committee hearing as required by the Executive
7. Be the Association liaison with higher authorities regarding all matters of officiating
8. Endeavor to keep Association officials aware of any rule changes and other matters requiring their attention
9. Appoint assistants as required
10. Work with the Ice Convener insuring all games, both league and exhibition are assigned

## **The Rules and Discipline Person shall:**

1. Receive communication from teams and keep records of suspensions given to all members of LMHA
2. Whenever possible, in consultation with the President and Vice President, chair the committee that oversees membership discipline
3. Have a full report documented of any such occurrences in number 2
4. Have a thorough understanding of all rules within the LMHA
5. Ensure that all bench staff has completed a police check every 3 years. New bench staff will be required to complete a police check in their first year.

## **The Registrar Shall:**

1. Act as the chairperson of the registration committee
2. Register all players and team officials on the Hockey Canada Database to be approved by District 1 Registrar
3. Prepare numbers for Insurance forms of all players and team officials
4. Prepare team numbers for team declaration immediately following our AGM in April.
5. Act as a member of the tournament committee
6. Prepare a list of paid and outstanding registration fees for the Treasurer
7. Post on association website one month before tryouts advising parents of:
  - a. Last date a cheque will be accepted
  - b. Stating cash, money order, or certified cheque is required after that date
  - c. Stating all money is payable before the player can participate in the tryouts

# Leeds Minor Hockey Association Constitution – 2016

---

- d. The amount of try-out fee.
8. Enter and track affiliations in accordance with HEO-MINOR affiliation rules
- 10 Provide training to the next registration incumbent
11. Hold the annual registration during the month of February
12. Arrange for advertisements for registration

## **The Equipment Director Shall:**

1. Assume responsibility for the distribution of sweaters, goalie equipment, etc. and collection of same in the spring. The Director will set a date and time for distribution at the September meeting and will set a date and time for collection at March's meeting. These times are to be posted on the minor hockey board and the website
2. Maintain inventory list and location of sweaters and equipment
3. Recommend to the LMHA the purchase of sweaters and equipment and make arrangements to purchase upon approval of the Executive
4. Goalie equipment is provided by the Association to Novice level teams and below. Only one set per team will be assigned by the Equipment Director.
5. Ensure Equipment room/office is kept in an orderly fashion, all equipment and jersey's stored properly.

## **The Tournament Director Shall:**

1. At the August team declaration meeting decide on tournament dates for the upcoming season.
2. Submit LMHA tournament sanction form to the ODMHA Tournament Convener by September 1st of each year
3. Review annually all tournament regulations
4. Work closely with all coaches to ensure that all tournaments take place
5. Sit as chair on the tournament committee, and inform the Executive as to the decisions made in regards to details, format, fees, awards, etc.
6. Submit budget for approval to the Executive Board for tournament expenses
7. Purchase all awards in bulk to minimize cost
8. Ensure that a designate from each team is available to help manage their tournament, and is knowledgeable of tournament rules
9. If the tournament is not going to break-even the tournament may be cancelled at the discretion of the executive.
10. Turn over all tournament cheques as received to the treasurer for deposit to verify the fee is valid before the team is notified they have a place in the tournament
11. All tournament applications and payments are to be submitted to the Tournament Director within the rules as set out in the tournament package.

## **The Ice Convener Shall:**

1. Make changes as the need arises throughout the year
2. Rent and cancel ice times which is not in use by LMHA
3. Look after handling ice time and distributing this time equally

## Leeds Minor Hockey Association Constitution – 2016

---

4. Find ice time for re-scheduled games and any playoff games when needed
5. Work with the Tournament Convener in scheduling ice times for all LMHA tournaments
6. Submit a written report each month regarding the disbursement of available ice
7. Submit a written report each month to the Treasurer detailing dates and hours of ice used by LMHA for comparison prior to payment to Westport Arena
8. Work in partnership with the RIC making sure all games and exhibition games are assigned
9. Rent ice for all LMHA teams that wish to hold extra practices at the requesting teams expense
10. Prepare ice rental information to Treasure for invoicing, i.e., Kings, Cyclones, LMHA extra practice ice, etc..
11. Attend the annual meeting with the rink board.

### **The Fundraising Director Shall:**

1. Organize LMHA fundraising plans for the year
2. Establish a committee in accordance with fundraising guidelines
3. Establish a budget for upcoming season
4. Co-ordinate all sponsorship

### **The Hockey Development Director Shall:**

1. Present development materials to the Executive and upon approval, distribute to the membership
2. Arrange and host clinics at the rink servicing all members, including parents, players and coaching staff
3. In partnership with the Coach Mentor, perform ongoing evaluations or develop a means of evaluating the coaches during games and practices on an ongoing basis
4. Develop and distribute evaluation forms to the coaches to be used in player evaluations at season's end and used for player selection at the beginning of the season
5. Assist with evaluation of players for team selection

### **The Coach Mentor Shall:**

1. Act as a two-way liaison, on behalf of the coaching staff, to the Executive and on behalf of the Executive to the coaching staff
2. Perform public relations required pertaining to the Association, its coaches and its programs
3. Distribute and seek applications for coaching positions within the Association
4. Interview and select coaches for the various divisions with the Association in conjunction with the Coaches Selection Committee, prior to Labour Day Monday.
5. Make recommendations to the executive for coaches to attend higher level clinics
6. Liaise with HEO-MINOR Technical Director regarding coaching clinics and certification requirements
7. Meet and work with Association coaches to discuss problems and secure solutions

# Leeds Minor Hockey Association Constitution – 2016

---

8. Will be responsible for the up-to-date documentation of all coaches within LMHA and will provide this documentation to the Registrar
9. In partnership with the Hockey Development Director, perform ongoing evaluations or develop a means of evaluating the coaches during games and practices on an ongoing basis

## **The Initiation Program Director Shall:**

1. Develop Initiation Program in conjunction with current ODMHA guidelines
2. Appoint an assistant to be responsible for the second group of Initiation
3. In conjunction with the Tournament Director and manager, will coordinate a fun day
4. Ensure all coaches and assistants have appropriate certification

## **The Risk Management Director Shall:**

1. Identify any risks connected with minor hockey activities
2. Assess the significance of all on-ice and off-ice risks
3. Eliminate or minimize identified risks through suggestions given to the Westport Community Council or minor hockey officials
4. Attend meetings when required with HEO-MINOR Risk Management Director

## **Executive Responsibilities:**

1. Review the constitution annually for presentation at the March LMHA meeting
2. Act on any issue of an immediate nature and take action deemed necessary
3. Approve and disapprove request for waivers and/or tryouts in other Districts, etc. Waivers will not be granted if a player has not registered in their home Association. If tryouts are prior to home association registration, the player must register with the Registrar. Transfers will be handled by the Player Registration Committee. A fee of \$100.00 per transfer will be charged.
4. Parents or coaches requesting a player to be moved from one age group to another must approach the Executive at a monthly meeting or a special meeting called by the Executive and/or submit a letter requesting the move when registering. Player Selection Committee will be set up by the Executive to review and supply recommendations for approval or disapproval to the executive as a whole after consultation with all parties involved
5. Attend LMHA monthly meetings. Any member who is not maintaining 80% positive attendance may be asked to resign at the Executive's discretion
6. LMHA Executive will attend a coach's meeting of the minor hockey teams at the beginning of each season to explain Team Official's responsibilities to the association
7. At the conclusion of registration for the LMHA, by June 30 when the numbers have been tallied for each division, it will be the decision of the LMHA Executive as to how many teams will be registered at each level.
8. Any late registrations will be charged an additional fee of at least \$100 over the regular registration fee for that level. If the individual just moved to the area, this fee would not apply and subsequent placement on a team will be decided by the Executive

# Leeds Minor Hockey Association Constitution – 2016

---

9. The designate for the alternate vote at both the District One and UCMHL meetings will be decided by the Executive
10. If a donation is to be made to the LMHA, the Executive will decide how that donation is to be used.

## **By-Law 2: Committees:**

1. The President shall establish committees beyond the regular standing committees as required and the Vice President will ensure that all LMHA committees are functioning.
2. The Chairman of a committee shall be a member of the Executive. Where a committee is directly related to the duties of an Executive member, that Executive member shall be the chair of the committee

Standing Committees are:

1. Player Registration
2. Rules & Discipline
3. Tournament
4. Fundraising
5. Nominating
6. Team Selection
7. Coach Selection
9. Tryout Committee

## **Standing Committee Duties:**

### ***Section 1: Player Registration Committee***

1. LMHA Registrar will act as chairperson
2. Establish appropriate registration dates and payment format and present to the Executive
3. Make arrangements necessary for advertisements (newspaper, email, social media etc)

### ***Section 2: Rules & Discipline Committee***

1. Rule upon situations in respect to any rules set by the LMHA that are in addition to that of Hockey Canada, HEO, HEO-MINOR, UCMHL, District 1 and LMHA, or as deemed necessary by the conduct of any member (parent, player, team official, executive, on-ice official, off-ice official, etc). Any decisions made by this committee are appealable to District 1.

### ***Section 3: Tournament Committee***

1. Recommend to LMHA the awards, trophies, etc., to be given each year at the September meeting
2. Review annually the tournament regulations
3. Establish the tournament schedule

# Leeds Minor Hockey Association Constitution – 2016

---

4. Will be in charge of organizing LMHA tournaments

## ***Section 4: Fundraising Committee***

1. Establish LMHA fundraising plans for the year
2. Individual teams are not allowed to solicit funds without the approval of the Executive

## ***Section 5: Nominating Committee***

1. Every year at the February meeting, the membership shall select a nominating chairman who shall seek from the present membership, any parents or legal guardians, a list of those wishing to seek office for the upcoming 1 year term. Notice of the annual meeting and any amendments to the Constitution or Executive positions that are open, shall be posted on the LMHA bulletin board and or website.

## ***Section 6: Team Selection Committee***

1. The Executive, at a special meeting to be called prior to the tryout period, shall meet to appoint three (3) knowledgeable evaluators for each level, Novice through Midget. Those individuals shall not have a family member involved at the level which they are evaluating. At the end of the tryout period players will be rank ordered based on Evaluators' scores. Those players deemed to be the most qualified and competent will be invited to join the higher level team. This is a temporary list – no player will be notified until after the coach has been selected.
2. Teams at the same level shall be selected by a draft of the available players done by the coaches of the respective teams. All efforts shall be made to make the teams as equal as possible at the beginning of the season.
3. If, after the evaluation process, a discrepancy issue arises, the Hockey Development Direct, Registrar and President will convene to make a final decision that will reflect the best interest of the child, the coach and the Association.
4. The team selection committee will be chaired by the Hockey Development Director and consist of at least three evaluators whom have a knowledge of hockey, the President, or a designate chosen by the President, and the Coach Mentor. Once a coach is chosen, he or she will also be involved in the team selection process. All of whom will have input into who is to be placed on what team and in the best interest of the child, in the event of a conflict of interest with the Chair or the President (i.e., their child is trying out for the team), the President will designate someone from the Executive to sit in.

## ***Section 7: Coach Selection Committee***

1. After registration, all parties that expressed interest in coaching will provide a list of coaching levels received as well as first and second choice for coaching position. The Coach Mentor will chair the Coach Selection Committee and the committee shall consist

# Leeds Minor Hockey Association Constitution – 2016

---

of the Hockey Development Director, the President, and a designate chosen by the President.

2. The Coach Selection Committee will convene and assign coaches to teams. No Executive member shall vote where an obvious conflict of interest is present (i.e., a child, spouse, relative, etc.). At that time, should a coaching position remain vacant or an assigned coach decline the position and if there are no other individuals on file or individuals which remain have not obtained the necessary certification, then the Coach Mentor shall solicit individuals who may be interested to certify.
3. The deadline for coaching applications for the hockey season shall be accepted by the Development Coordinator on or before July 15<sup>th</sup> each year. The Executive as a whole shall be responsible to select coaches for all teams in all divisions if qualified candidates exist. If by July 1<sup>st</sup>, vacancies exist within some divisions the LMHA executive will attempt to fill these vacancies at it earliest convenience.
4. The Head Coach shall be responsible for picking their assistant coach(s) and trainer, to be approved by the executive.
5. The head coach is responsible to ensure ALL of his assistant coaches and trainers have by October 5<sup>th</sup> of each season:
6. All bench staff shall attend a mandatory meeting with the executive to discuss expectations for practices, games, disciplinary action, and the LMHA Code of Conduct for the upcoming season.
7. All coaches will have a mandatory meeting with parents of the players to discuss expectations for practices, games, disciplinary action, and the LMHA Code of Conduct for the upcoming season.
8. All coaches are responsible to get their players jerseys before April 1<sup>st</sup> and turn them into the Equipment Director
9. Individual teams or groups of teams are not permitted to solicit funds, accept donations, or conduct fundraising events with the exception of 50/50 draws at their home games. Other individual team fundraising events must be brought forward to the Executive committee for approval.

## ***Section 8: Coach Problem Resolution Committee***

1. Will consist of the Referee in Chief, Vice President, Rules & Discipline, and Risk Management, and Development Coordinator.
2. Will meet and work with Association Coaches to discuss problems and secure solutions.

## ***Section 9: Try-out Committee***

1. Shall consist of the entire executive
2. Provide Player lists (Registrar)
3. Collect tryout fees (Treasurer)
4. Hand out and collect Jerseys
5. Assist coaches with player hand out letters (Appendix “F”)
6. Two executive members will monitor each tryout (no family members on the ice)

# Leeds Minor Hockey Association Constitution – 2016

---

## **By-Law 3: General Membership:**

The general membership of the Leeds Minor Hockey Association (LMHA) shall consist of players, team officials, (coaches, assistant coaches, managers and trainers), parents or guardians of players, the Executive Board and other individuals designated by the Executive Board. The general membership of the association must be in good standing and must be of the age of majority to be eligible to vote and/or be nominated for a position within the Board.

## **Bylaw 4: Regulations Governing Competition**

### **ELIGIBILITY:**

Participation is open to all residents of the area as outlined by the Hockey Eastern Ontario-Minor (HEO-MINOR) By-Law #1 Membership, section (a) District One, on payment of registration fees.

### **REGISTRATION:**

1. All participants must be registered on a designated LMHA registration form or Hockey Canada Registry for LMHA accompanied by the appropriate fee before taking part in any LMHA activity.
2. Prior to September 1<sup>st</sup> a full refund can be issued. Prior to September 15<sup>th</sup> a 50% refund can be issued. After October 1<sup>st</sup> no refund will be issued. Refunds will be made only with the approval of the President.
3. Registration fees must be paid in full by August 15th of the hockey season or be subject to a review by the President, Registrar, and Treasurer. Fees for new players registering after August 15th can be paid either in full upon registration or by installments with the first installment due at registration and being a minimum of 50% of the fee and the last installment due no later than October 31st.
4. Registration dates will be determined annually by the appointed executive members. Any registration after the last advertised registration date is subject to a \$100 late registration fee. This fee will be waived for new registrants and does not apply to the Initiation Program.

### **AGE DIVISIONS:**

1. The Executive Board will determine the teams that are to operate each season.
2. Birth dates for classification during the playing season will be determined by the HEO-MINOR/Hockey Canada.
3. Any player, who has signed a LMHA and/or HEO-MINOR registration form, cannot play for other leagues, with the exception of a school league.



# Leeds Minor Hockey Association Constitution – 2016

---

4. All players registered with LMHA shall play in their age appropriate division. In the case of special circumstances, a request may be made to the Executive Board. Such a move is subject to parent/guardian and the NLMHA Executive Board approval plus approval of Upper Canada and HEO-MINOR. The player will be charged the associated registration fee of the level they play for the hockey season.

## **UNIFORMS AND EQUIPMENT:**

1. It is the responsibility of team officials to ensure that all equipment issued to their team by the LMHA is returned to the Equipment Director in good condition at a predetermined date at the end of season. It is further their responsibility to ensure that all players wear approved protective equipment for all practices and games. Failure to comply will result in disciplinary action.
2. Sweaters will be supplied to all teams. Each player must supply a \$100 jersey deposit fee. All LMHA hockey teams shall wear their team jerseys for games but not practices, except during the team selection process. Other exceptions include LMHA activities. CSA approved helmets and face masks and BNQ approved neck guards and mouth guards are to be worn at all times on the ice and on the bench. It is primarily the responsibility of the team officials to ensure that this is done. One set of goalie equipment, when available, will be supplied or made available to each team up to and including Novice by LMHA Equipment Director.
3. All team officials must wear CSA approved helmets, properly fastened during on-ice practices. Failure to comply will result in disciplinary action.

## **By-Law 5: Transfer and Release of Players**

The responsibility for the release of any player from the LMHA shall be vested in the President, 1st Vice President, and Registrar.

All transfers out of the LMHA to play on a team at the same level as LMHA is offering in the current hockey season will be subject to a \$100 transfer fee. This fee, at the discretion of the Executive may be waived due to extenuating circumstances, as determined by the Executive Board.

All players will only be permitted to register with 1 team. Girls registered with LMHA will not be permitted to play within the ODWHA. There will not be an affiliation with any girls team. Girls registered with HEO-Minor must play with teams in that region only.

## **By-Law 6: Responsibility of Team Officials**

1. Each team official shall be responsible for the observance of the Constitution, By-Laws, Rules and Regulations and Policies of the Association.

## Leeds Minor Hockey Association Constitution – 2016

---

2. Team officials are accountable for all activities of the team. Hazing is not to be tolerated. A team official should ensure that dressing rooms are monitored and vacated in an orderly manner. The TWO DEEP RULE must be followed as outlined by Hockey Canada.
3. Team officials are expected to set a good example at all times for their teams by their conduct and deportment. Anyone participating under the influence of alcohol or drugs will result in a discipline hearing and possible removal from position.
4. Team officials must be AWARE as per the Canadian Hockey Liability Policy; parent/child hockey games are NOT permitted.
5. No coach shall have a spouse or relative as Team Manager.

# Leeds Minor Hockey Association Constitution – 2016

---

## Robert's Rules of Order

Date:

- (I) Call to order by Chairperson or designate.
- (ii) Roll Call
- (iii) Minutes:
  - (a) Errors or omissions
  - (b) Motion to adopt circulated minutes or corrected minutes.
- (iv) Business arising from the minutes
- (v) Correspondence
- (vi) Delegations
- (vii) Executive Reports
- (viii) New Business.
- (ix) Queries from the membership
- (x) Next meeting: date, time and location
- (y) Adjournment.

## **Appendix “C”**

### L.M.H.A. CODE of CONDUCT

---

Leeds Minor Hockey is taking positive steps in promoting the prevention of abuse and harassment within our Association.

In addition to the current screening processes, every team official, the Executive, and Directors is required to complete the Speak Out program which was designed to educate one about abuse and harassment issues currently plaguing amateur sports and to reduce the number of abusive and harassing incidents in hockey. The members listed above will be required to provide a Police Background check.

As part of the continuing evolution of Risk and Safety Management, everyone in Minor Hockey is required to conform to this document and agree to conduct themselves in an appropriate

## Leeds Minor Hockey Association Constitution – 2016

---

manner at all times. We must always remember that it is a privilege to be a part of this great sport.

As such, any profanity or aggression directed at a game official, executive member, team official, team-mate against team-mate, parent or child, will not be tolerated, and appropriate disciplinary action will be result from these actions. Following documented procedures, the LMHA Rules and Discipline committee will conduct a hearing; an unfavorable outcome may result in suspensions from Minor Hockey Activities.

At no time should you participate in confrontations with any parent, team official, referee, or player. Refrain from using emails to discredit anyone.

If you feel that your child or anyone else is being threatened or harassed, remove yourself from the situation, and immediately contact any member of the LMHA Executive. Investigation will be immediate.