



# Highland Storm Minor Hockey Association *Constitution*

## **ARTICLE ONE – AIMS & OBJECTIVES**

- 1.1 The organization shall be known as the HIGHLAND STORM MINOR HOCKEY ASSOCIATION.
- 1.2 The aims and objectives of this organization are:
  - to encourage and develop an opportunity for youth to participate in amateur hockey within the territory under its control (as defined in Schedule "A" – Boundaries & Territories"
  - to develop and maintain sportsmanship, community spirit and good fellowship between all participants for the betterment of their physical, mental and social well being
  - to sponsor and promote such athletic, social and other activities as may contribute to the Community, the moral and the financial welfare of the Association.
  - to promote equality of opportunity so as to ensure the active participation of all players
- 1.3 The HIGHLAND STORM MINOR HOCKEY ASSOCIATION shall annually affiliate with the Ontario Minor Hockey Association and the Muskoka Parry Sound Hockey League. The rules and regulations of these Associations shall apply.

## **ARTICLE TWO – STRUCTURE**

- 2.1.1 There shall be an Executive Committee whose method of election shall be determined in the By-laws.
- 2.1.2 The administration and financial accountability of the Association shall be the sole responsibility of the Executive Committee elected every two years and appointed each year according to the By-laws.
- 2.1.3 Where the Association enters into any agreement with any league, the Executive Committee shall have the authority to assign members of the Executive Committee to assist the League Executive in the day to day operations of such league as requested. The members of the Executive Committee shall chair Standing Committees as defined in the By-laws.
- 2.1.4 The Executive Committee may establish "Ad Hoc" committees, as it deems necessary to carry out its duties and obligations. The Executive Committee may appoint members of any class or may appoint community members, as non-voting members, to any Standing Committee or Ad Hoc Committee.
- 2.1.5 The Executive Committee shall ensure that reasonable insurance coverage is obtained and kept current to protect all members in sanctioned HIGHLAND STORM MINOR HOCKEY ASSOCIATION activities. Sanctioned activities include but are not limited to practices, exhibition games, scheduled games (Local League, OMHA, and OWHA), playoff games and tournaments, tournaments and other social or community functions.
- 2.1.6 The Executive Committee may, at their discretion, impose certain rules covering the operation of the County League teams during any playing season.
- 2.1.7 The Executive Committee may and shall have the power to suspend any player or team staff member if deemed necessary.



## Highland Storm Minor Hockey Association *Constitution*

### 2.2 INDEMNIFICATION OF EXECUTIVE COMMITTEE

2.2.1 The Association may purchase and maintain such insurance for the benefit of its Executive Members as the Executive may from time to time determine. Every Executive Member of the Association and his or her heirs, executors, administrators and the estate and effects respectively shall from time to time be indemnified and saved harmless by the Association from and against:

2.2.1.1 All costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office; and

2.2.1.2 All other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or own willful neglect or default.

2.2.2 Provided that no Executive Member of the Association shall be indemnified by the Association in respect of any liability, costs, charges or expenses that he or she is adjudged to be in breach of statute unless, in an action brought against him or her in his or her capacity as an Executive Member, he or she has achieved complete or substantial success as a defendant.

### 2.3 DEFINITION – RESOLUTION, BY-LAW

The Executive Committee may pass resolutions throughout its term to carry out the duties of the organization. Any resolution passed by a majority of the Executive must be confirmed by a majority vote at the next annual meeting. Failing a majority endorsement at the annual meeting this resolution must be rescinded. Once rescinded the intent of the resolution may not be further implemented until passed by a majority vote at a subsequent annual meeting. A resolution receiving the support of a majority vote at the general annual meeting becomes a by-law, and becomes part of the constitution. No action in respect to a resolution may be taken until it becomes a by-law of the constitution.

### 2.4 FINANCE

2.4.1 The fiscal year of the Association shall be from the 1<sup>st</sup> day of May to the 30<sup>th</sup> day of April. The Treasurer will present a financial statement to the Membership at the Annual General Meeting.

2.4.2 All profits derived from the gate receipts, lotteries, fundraising events, ticket sales, donations, sponsorships, member fees, etc. shall be used solely to promote the objectives of the organization and SHALL NOT be used for the purpose of gain for any member.

2.4.3 Any assets remaining at the wind up or dissolution of this Association shall be donated to charitable objects and purposes.

2.4.4 All fundraising for the support of the Association shall be at the direction and approval of the Fundraising Convenor and the elected Executive Committee. Any individual teams that wish to undertake fundraising activities solely for the benefit of that team shall notify the Association's Fundraising Convenor of the nature of their proposed venture and if approved shall proceed. Funds raised by teams may only be used for approved purposes: e.g. team travel, entry fees to out of town tournaments, ice rentals, team clinics, team oriented souvenirs or other purposes approved by the Executive Committee.

2.4.5 A year-end report of funds raised and expended for approved purposes accompanied by official receipts shall be submitted to the Fundraising Convenor by each team no later than the 15<sup>th</sup> of April



## Highland Storm Minor Hockey Association *Constitution*

of each year.

### **ARTICLE THREE – STANDING COMMITTEES**

#### **3.1 DISCIPLINARY & ETHICS COMMITTEE**

3.1.1 Mandate: The committee will address any issues involving any member of the Association where the spirit of fair play and collective achievement is contravened. In respect to all members in general and in respect to all Class I members specifically the philosophy of the “progressive discipline” as described in the Manual of Operations will be implemented.

3.1.2 Membership: President/Teams Official (will select five members and chair/record for committee but will only vote to break a tie)

#### **3.2 PLAYER PLACEMENT COMMITTEE**

3.2.1 Mandate: Any hockey player (that qualifies as a Class I member) residing within the Association’s control must be placed on an HIGHLAND STORM MINOR HOCKEY ASSOCIATION team unless other arrangements have been made and agreed upon by the Executive Committee. The committee shall hear from the parent and/or guardian and the player but the decision of the Player Placement Committee shall be final.

3.2.2 Membership: President/Teams Official (will select five members and chair/record for committee but will only vote to break a tie)

#### **3.3 COACHING SELECTION COMMITTEE**

3.3.1 Mandate: The committee will set standards, qualification and application procedures, and accept and review all applications for coaching positions. The committee will recommend suitable candidates, based on merit, for coaching positions to the Executive Committee. Any real or perceived conflict of interest issues must be brought forth to the Executive Committee with each recommendation.

3.3.2 Membership: President/Teams Official (will select five members and chair/record for committee but will only vote to break a tie)

IF THERE IS A CONFLICT OF INTEREST IN ANY OF THE COMMITTEES THE PRESIDENT WILL SELECT SOMEONE TO TAKE THEIR PLACE.

#### **3.4 NOMINATING COMMITTEE**

3.4.1 Mandate: A nominating committee shall be established for the purpose of obtaining volunteers to run for office in the upcoming term.

3.4.2 Membership: The Vice-president shall be the chairperson of the three member committee that shall be convened not later than thirty (30) days prior to the election of new members. The committee shall publish a list of candidates which have consented to let their name stand for nomination.

### **ARTICLE FOUR – MEMBERSHIP**



# Highland Storm Minor Hockey Association

## *Constitution*

### 4.1 GENERAL MEMBERSHIP

4.1.1 Membership in the Association may be granted to persons within our territory (as defined in Schedule "A" – Boundaries & Territories") who are in good standing with our Association and who shall agree to abide and comply with the rules of the Association.

4.1.2 No member of the Association may illegally/legally consume alcoholic beverages or partake of drugs for non-medical use while representing the Association. Infractions of this rule could result in suspension from the Association. Conduct and deportment of team officials if further defined in the Manual of Operations.

### 4.2 CLASSES OF MEMBERS

- 4.2.1 Class I – Hockey Players
- 4.2.2 Class II – Team Officials
- 4.2.3 Class III – Parent/Guardians
- 4.2.4 Class IV – Executive Members

### 4.3 CLASS IV – EXECUTIVE MEMBERS

4.3.1 Qualifications – Class IV members are those persons elected to the Executive, or those persons appointed by the Executive to fill a vacancy in its number. Spouses and/or cohabitants are not permitted to serve concurrently.

4.3.2 Any Class IV member must pass an annual Police Record Check and must meet the minimum standard as defined by the HIGHLAND STORM MINOR HOCKEY ASSOCIATION. Refer to Schedule "B" of the Manual of Operations.

4.3.3 Voting – One vote per member (must be in attendance to vote)

### 4.4 ELECTION OF CLASS IV MEMBERS

4.4.1 Elections of Class IV members or officers shall be conducted at a general meeting and shall occur at the conclusion of the hockey season.

4.4.2 When more than one person is running for a vacancy on the executive committee, time shall be allowed for these people to state their qualifications.

4.4.3 Every effort should be made to ensure that there is continuity between terms. This will be achieved by ensuring that at least 50% (8) Class IV members stand for re-election each term.

### 4.5 REMUNERATION

4.5.1 Executive Committee members shall receive no compensation, either directly or indirectly for acting as such and shall not receive either directly or indirectly any profit from their office.

4.5.2 Executive Committee members shall be paid reasonable out of pocket expenses properly incurred by them in carrying out business on behalf of the HIGHLAND STORM MINOR HOCKEY ASSOCIATION and as approved by the Executive Committee.

### 4.6 CLASS II – TEAM OFFICIALS

4.6.1 Qualification – Class II members are Team Officials including Coaches, Assistant Coaches,



## Highland Storm Minor Hockey Association *Constitution*

Managers, Trainers and Assistant Trainers of HIGHLAND STORM MINOR HOCKEY ASSOCIATION teams.

- 4.6.2 Any Class II members must pass an annual Police Record Check and must meet the minimum standard as defined by the HIGHLAND STORM MINOR HOCKEY ASSOCIATION. Refer to Schedule "B" – of the Manual of Operations
- 4.6.3 Number per team – minimum of two – Maximum of five
- 4.6.4 Voting – one vote per member (must be in attendance to vote)

### 4.7 **CLASS I – HOCKEY PLAYERS**

- 4.7.1 Qualification – Class I members shall be registered players in good standing of the HIGHLAND STORM MINOR HOCKEY ASSOCIATION.
- 4.7.2 Number - unlimited
- 4.7.3 Voting – no vote but Class I members may attend members meetings and, by invitation, meetings of the Executive and Committees of the HIGHLAND STORM MINOR HOCKEY ASSOCIATION

### 4.8 **CLASS III – PARENT/GUARDIAN**

- 4.8.1 Qualification – Class III members shall be the Parents or Legal Guardians of the registered players in good standing of the HIGHLAND STORM MINOR HOCKEY ASSOCIATION
- 4.8.2 Voting – Each couple or custodial single parent shall have one vote per player registered, and may attend members meetings and, by invitation, meetings of the Executive and Committees of the HIGHLAND STORM MINOR HOCKEY ASSOCIATION
- 4.8.3 Class III members are responsible for completing all required OMHA standards in order to maintain both individual and player eligibility.

### 4.9 **REGISTRATION FEES**

- 4.9.1 All individuals interested in playing OMHA, OWHA or LOCAL LEAGUE hockey shall submit a signed HIGHLAND STORM MINOR HOCKEY ASSOCIATION Registration form accompanied by the registration fee before going on the ice.
- 4.9.2 If a member has outstanding fees from previous years, the full amount of any outstanding fees and the full amount for the current year shall become due and payable at the time of registration.
- 4.9.3 Registration fees, registration forms and terms of payment shall be set annually by the Executive.
- 4.9.4 NSF cheques shall be charged the current Association's administrative fee. The balance of registrations, if not paid, shall be due and payable immediately.
- 4.9.5 Late registration fees shall apply if a player has not registered by the final registration date. The late registration fee shall be determined by the Executive.
- 4.9.6 Any default on terms of payment agreement shall result in the immediate suspension of the player.
- 4.9.7 Suspended players and their Team Officials will be notified immediately and shall be reinstated upon receipt of unpaid registration fees.



## Highland Storm Minor Hockey Association *Constitution*

### 4.10 REFUNDS

- 4.10.1 Any player that registered but never set foot on the ice and withdraws prior to October 15<sup>th</sup> is eligible for a full refund less any administration fees.
- 4.10.2 Refunds shall be made in cases of voluntary withdrawal from the Association due to illness or injury. Refunds shall be prorated to the date they are received.
- 4.10.3 Refunds shall not be made if:
- 4.10.4 The player is currently under suspension
- 4.10.5 The player is awaiting disciplinary action by the Executive or an associated league (OMHA/OWHA)

### 4.11 ONE PERSON – ONE CLASS OF MEMBERSHIP

- 4.11.1 Although it is possible for a member to be qualified for more than one class of membership in the HIGHLAND STORM MINOR HOCKEY ASSOCIATION, all members shall be entitled to one vote per voting issue.

### 4.12 MEMBERSHIP NOT TRANSFERABLE

- 4.12.1 The interest of a member in the HIGHLAND STORM MINOR HOCKEY ASSOCIATION is not transferable.

### 4.13 PUBLICIZING MEMBERSHIP

- 4.13.1 No member or entity whose representative is a member may authorize or permit its sponsors, suppliers or others to advertise or publicize in any way, for promotional purposes, its affiliation with the HIGHLAND STORM MINOR HOCKEY ASSOCIATION through such memberships, or permit or authorize use of HIGHLAND STORM MINOR HOCKEY ASSOCIATION official marks, seals, or symbols, without prior written consent of HIGHLAND STORM MINOR HOCKEY ASSOCIATION.

### 4.14 MEMBER CONDUCT

- 4.14.1 All classes of members shall only be allowed to take part in or attend Association activities on consideration that they observe the rules, regulation, By-laws and Constitution of the Association. Every player and team official shall be required to observe such rules, regulation and By-laws.
- 4.14.2 All team officials shall be responsible to the Executive for the actions of their players and shall be required to take necessary precautions to prevent destruction of property, threatening or assaultive behaviour against officials and players during or at the conclusion of all Association activities.
- 4.14.3 The Executive will establish a disciplinary guideline in the By-laws.
- 4.14.4 The Executive shall have the power to deal with all objectionable conduct.

### 4.15 TERMINATION OF MEMBERSHIP

- 4.15.1 Membership in HIGHLAND STORM MINOR HOCKEY ASSOCIATION shall terminate:
  - 4.15.1.1 If a member resigns by delivering to the Secretary of the Association his/her written resignation, the resignation shall take effect at the time of such delivery, unless a later date is specified in the resignation.



## Highland Storm Minor Hockey Association *Constitution*

- 4.15.1.2 Automatically upon there being passed, at a meeting of members, by at least three quarters (3/4) of the votes cast on the question, a resolution that such Member be expelled as a Member. Prior to expulsion, a member shall have the right to be heard without limitation, a Member may be expelled if in breach of the by-laws.

### 4.16 **TERMINATION OF EXECUTIVE MEMBERS**

#### 4.16.1 Removal for Cause

- 4.16.1.1 The Executive, by a recorded vote, 2/3 majority, may remove an Executive member for cause before the expiration of his/her term of office. Notification and cause of removal must be provided in writing to the Executive member. The President (or designate) shall contact any Executive member who has been absent from three consecutive meetings and/or has failed to fulfill their duties. The Executive member must provide an explanation within a reasonable time. The President (or designate) will then make a recommendation to the rest of the Executive.

### 4.17 **RESIGNATION OF EXECUTIVE MEMBER**

- 4.17.1 An Executive Member of the Association may resign his or her Office by submitting a letter of resignation to the President of the Association.

### 4.18 **VACANCIES IN OFFICE**

- 4.18.1 If a vacancy occurs in any Office, or if for any reason an Executive Member is unable or unwilling to act in the capacity, an Executive Meeting shall be held within thirty (30) days for the purpose of selecting a replacement Executive Member from among the current Executive Members.
- 4.18.2 The Executive Board may fill vacancies in other Officers for the balance of the unexpired term from among those eligible to serve.
- 4.18.3 The Executive may nominate and appoint a new Executive Officer for the balance of a term if a vacancy becomes available. The new nominated Officer must have a majority executive vote in order to become an officially recognized HSMHA Executive Officer.

## **ARTICLE FIVE – EXECUTIVE MEMBERS**

### **5.1 EXECUTIVE MEMBERS**

- 5.1.1 President
- 5.1.2 Vice President
- 5.1.3 Secretary
- 5.1.4 Treasurer
- 5.1.5 Ice Scheduling Convenor
- 5.1.6 Equipment Manager
- 5.1.7 OMHA Representative
- 5.1.8 Public Relations Representative
- 5.1.9 Fundraising Convenor
- 5.1.10 Referee in Chief
- 5.1.11 Team Officials Representative
- 5.1.12 Tournament Convenor



## Highland Storm Minor Hockey Association *Constitution*

- 5.1.13 Local League Representative
- 5.1.14 Local League Assistant
- 5.1.15 Gate Keeper/Time Keeper Coordinator
- 5.1.16 Registrar

### 5.2 EXECUTIVE JOB DESCRIPTIONS

#### 5.2.1 PRESIDENT

*The President shall be elected by a majority of Class IV members for a term of one year. The election for President shall take place at the first meeting following the Annual General Meeting. A candidate for President shall be a current Class IV member in good standing; and have been a Class IV member in good standing for not less than one (1) year.*

- 5.2.2 Shall be the Chief Executive Officer of the Association
- 5.2.3 Shall chair and call to order all Executive Committee meetings
- 5.2.4 Shall be ex-officio member of all Committees
- 5.2.5 Shall see that all orders and resolutions of the executive be carried into effect
- 5.2.6 Shall be a non-voting member except for the purposes of breaking a tie
- 5.2.7 Shall be a financial co-signing officer of the Association cheques
- 5.2.8 Shall sign with another officer all contracts or other matters on behalf of the Association
- 5.2.9 Shall be directly available for consultation to all Executive Committee Members
- 5.2.10 Shall report to the Executive, and shall be accountable to all classes of members
- 5.2.11 Shall communicate via newsletters to all members at least 3 times per year via the Public Relations Rep.

#### 5.3 VICE PRESIDENT

- 5.3.1 Shall have the power to act for the President in his absence
- 5.3.2 Shall assist the President in such a manner to ensure continuity of procedures and practices
- 5.3.3 Shall be appointed the Registration Coordinator
- 5.3.4 Shall perform duties as assigned by the President
- 5.3.5 Shall appoint appropriate assistants, subject to Executive approval, as required, and shall be responsible for and give direction to those named persons
- 5.3.6 Shall be a financial co-signing officer of the Association cheques
- 5.3.7 Shall report to the Executive, and shall be accountable to all classes of members
- 5.3.8 Shall ensure that all members are eligible to the members of the HSMHA
- 5.3.9 Ensure all membership fees have been paid in full and all monies collected are submitted to the treasurer
- 5.3.10 Shall organize the annual year end "Awards" event
- 5.3.11 Shall organize and keep track of Police Checks for volunteers

#### 5.4 SECRETARY

- 5.4.1 Shall keep a record of all minutes of the Association meetings
- 5.4.2 Shall be chief correspondent for the Association
- 5.4.3 Shall maintain copies of all Association correspondence
- 5.4.4 Shall arrange all Executive Committee, Ad Hoc and Annual General Meetings and be responsible for providing notice of all meetings as required
- 5.4.5 Shall report to the Executive, and shall be accountable to all classes of members
- 5.4.6 Shall provide all Class IV members with information required by them in order to carry out their duties
- 5.4.7 Shall perform duties as assigned by the Executive





## Highland Storm Minor Hockey Association *Constitution*

### 5.5 TREASURER

- 5.5.1 Shall be principal co-signer on all Association accounts, signing cheques authorized or approved by the Executive
- 5.5.2 Shall have access to all cash books and accounts of the Association
- 5.5.3 Shall provide accurate account of all receipts and disbursements
- 5.5.4 Shall provide a list of accounts payable at each executive meeting and shall request approval to proceed with payment
- 5.5.5 Shall deposit all HIGHLAND STORM MINOR HOCKEY ASSOCIATION funds into the HIGHLAND STORM MINOR HOCKEY ASSOCIATION accounts
- 5.5.6 Shall prepare Financial Statements monthly or as requested by the Executive Committee
- 5.5.7 Shall have the financial records and books of the Association examined or reviewed by the Association's appointed Auditor before the Annual Meeting
- 5.5.8 Shall prepare an Annual Financial Statement and shall present all yearly paperwork prior to the Annual meeting
- 5.5.9 Shall report to the Executive, and shall be accountable to all classes of members
- 5.5.10 Shall prepare an annual budget and provide quarterly updates or as requested by the Executive Committee in respect to the budget
- 5.5.11 Shall perform duties as assigned by the Executive

### 5.6 ICE SCHEDULING CONVENOR

- 5.6.1 Shall be responsible for the usage and designation of all ice available to the HIGHLAND STORM MINOR HOCKEY ASSOCIATION
- 5.6.2 Shall be liaison between the Association and each arena
- 5.6.3 Shall maintain a current ice usage log for all Association teams
- 5.6.4 Shall coordinate all ice activities with the OMHA, OWHA and County League Representatives
- 5.6.5 Shall appoint appropriate assistants, subject to Executive approval, as required, and shall be responsible for and give direction to those named persons
- 5.6.6 Shall report to the Executive, and shall be accountable to all classes of members
- 5.6.7 Shall audit ice invoices submitted to the Association and provide the Treasurer with a written statement of invoice accuracy
- 5.6.8 Shall receive and forward to Treasurer funds from any team wishing to purchase additional ice time, ensuring that no other team loses ice as a result
- 5.6.9 Shall ensure that all team officials are aware of ice times and ice usage procedures
- 5.6.10 Shall set up Try-Out Schedules
- 5.6.11 Shall perform duties as assigned by the Executive

### 5.7 EQUIPMENT MANAGER

- 5.7.1 Shall keep an accurate inventory of all equipment owned by the HIGHLAND STORM MINOR HOCKEY ASSOCIATION and its replacement
- 5.7.2 Shall make available the Association's equipment inventory to the Annual meeting
- 5.7.3 Shall be responsible for the maintenance, storage and equitable distribution of all equipment
- 5.7.4 Shall bring forth recommendations to the Executive when equipment is required
- 5.7.5 Shall be responsible for the purchase and procurement of all authorized equipment subject to the approved budget
- 5.7.6 Shall report to, and request approval from the Executive for the annual equipment requirement forecast, and annual equipment budget
- 5.7.7 Shall report to the Executive, and shall be accountable to all classes of members
- 5.7.8 Shall organize and coordinate the purchase of all accessories, banners, etc.
- 5.7.9 Shall perform duties as assigned by the Executive



## Highland Storm Minor Hockey Association *Constitution*

### 5.8 OMHA REPRESENTATIVE

- 5.8.1 Shall act as liaison for the Association on all OMHA matters
- 5.8.2 Shall attend all OMHA meetings
- 5.8.3 Shall ensure all OMHA teams are properly scheduled for games and practices
- 5.8.4 Shall provide a schedule of all OMHA home games to the Gate/Time Keeper Coordinator, the Referee-in-Chief and the Ice Scheduling Convenor
- 5.8.5 Shall be responsible for the registration of all OMHA teams
- 5.8.6 Shall be responsible for scheduling all OMHA playoffs and MPS playdowns
- 5.8.7 Shall ensure all OMHA game reports are submitted to the OMHA league representative as required by OMHA guidelines
- 5.8.8 Shall report to the Executive, and shall be accountable to all classes of members
- 5.8.9 Shall perform duties as assigned by the Executive

### 5.9 PUBLIC RELATIONS REP

- 5.9.1 Shall post notices to all members as required or directed by the Executive Committee
- 5.9.2 Shall act as main contact with the media and the general public in respect to all operational aspects of the Association
- 5.9.2 Shall organize the team and individual photo program as directed by the Executive
- 5.9.4 Shall be responsible for the maintenance and upgrading of the minor hockey display cases, their contents and local bulletin boards
- 5.9.5 Shall perform duties as assigned by the Executive

### 5.10 FUNDRAISING REPRESENTATIVE

- 5.10.1 Shall be responsible for organizing and conducting all fundraising and social events require to meet financial obligations of the Association
- 5.10.2 Shall keep the Executive abreast of all fund raising projects
- 5.10.3 Shall be responsible for obtaining sponsors and coordinating the actions of all individuals involved in the obtaining of said sponsors
- 5.10.4 Shall maintain a current list of paid sponsors
- 5.10.5 Shall keep an up to date public sponsor board in both arenas
- 5.10.6 Shall be expected to distribute any item or memento of appreciation to the sponsors as directed by the Executive
- 5.10.7 Shall act as liaison for individual team fundraising activities
- 5.10.8 Shall prepare financial statements relating to each fund raising project in conjunction with the treasurer of the Association
- 5.10.9 Shall appoint assistants, subject to the Executive Board approval, as required and shall be responsible for and give direction to those named persons
- 5.10.10 Shall report to the Executive, and shall be accountable to all classes of members
- 5.10.11 Shall work with the Fundraising Assistant
- 5.10.12 Shall perform duties as assigned by the Executive

### 5.11 REFEREE-IN-CHIEF

- 5.11.1 Shall assign qualified referees to all Association league games if and when required
- 5.11.2 Shall advise the treasure as to the cost of the Referee Services, when required
- 5.11.3 Shall be responsible for the recruitment and development of the Association's referees
- 5.11.4 Shall be responsible for informing the Association of any rule changes
- 5.11.5 Shall be the liaison between our local referee and our OMHA supervisor as to clinics, level advancement, etc
- 5.11.6 Shall appoint assistants, subject to the Executive Board approval, as required and shall be responsible for and give direction to those named persons
- 5.11.7 Shall report to the Executive, and shall be accountable to all classes of members
- 5.11.8 Shall report to the Discipline and Ethics Committee any breach of the Associations Guidelines, by-laws or policies as are brought to his or her attention



## Highland Storm Minor Hockey Association *Constitution*

5.11.9 Shall perform duties as assigned by the Executive

### 5.12 TEAM OFFICIALS REPRESENTATIVE

- 5.12.1 Shall assist and advise all team officials to promote the spirit and intent of the HIGHLAND STORM MINOR HOCKEY ASSOCIATION constitution and its by-laws and policies
- 5.12.2 May hold a permanent team official's position with a Highland Storm team. Any issues arising from this position will be directed to the attention of the President of the Association
- 5.12.3 Shall have a valid Class I Trainer's card and a valid CHA coaches card and may act as an "emergency interim coach"
- 5.12.4 Shall be responsible for the ongoing research, education and implementation skills for the coaches
- 5.12.5 Shall keep a record of all Team Officials (coaches/ass't coaches/trainers/managers) that will consist of their names, phone numbers, addresses and qualifications
- 5.12.6 Shall coordinate all coaching and trainers clinics
- 5.12.7 Shall coordinate player skill clinics as required or directed by the Executive
- 5.12.8 Shall be a member of the Coaching Selection Committee, the Discipline & Ethics Committee and Player Placement Committee
- 5.12.9 Shall act as liaison between Class II and Class IV members
- 5.12.10 Shall report all concerns raised by Class I, II, III and IV members to the Discipline & Ethics Committee
- 5.12.11 Shall report to the Executive, and shall be accountable to all classes of members
- 5.12.12 Shall perform duties as assigned by the Executive
- 5.12.13 Shall be responsible for forming the player placement, coaches selection and discipline and ethics committees in conjunction with the President.

### 5.13 TOURNAMENT COORDINATOR

- 5.13.1 Shall govern all OMHA, OWHA and County League tournaments
- 5.13.2 Shall coordinate tournament activities with the Ice Convenor (tournament dates, # of teams, etc)
- 5.13.3 Shall be responsible for applying for all OMHA, OWHA and Silver Stick tournament sanction permits
- 5.13.4 Shall be the primary contact for all Association tournaments
- 5.13.5 Shall ensure all tournaments are duly advertised promoted, and shall liaise with the Public Relations portfolio in this regard
- 5.13.6 Shall act as the liaison between teams and the Association for all tournament events
- 5.13.7 Shall appoint assistants, subject to the Executive Board approval, as required and shall be responsible for and give direction to those named persons
- 5.13.8 Shall advise and recommend to the Executive Committee tournament policies, fees, gate fees, etc
- 5.13.9 Shall co-convene the Glen Dart Tournament in conjunction with the Local League Rep and the Local League Committee
- 5.13.10 Shall perform duties as assigned by the Executive

### 5.14 LOCAL LEAGUE REPRESENTATIVE

- 5.14.1 Shall act as liaison for the Association on all Local League matters
- 5.14.2 Shall ensure all Local League teams are properly scheduled for games and practices
- 5.14.3 Shall provide a schedule of all the games to the Gate/Time Keeper Coordinator, the Referee-in-Chief and the Ice Scheduling Convenor
- 5.14.4 Shall be responsible for the composition of all teams to ensure the spirit of the Associations Constitution is maintained
- 5.14.5 Shall be responsible for the format and scheduling of all playoffs, final championship rounds to occur at the annual Glen Dart tournament. Establish tournament committee and coordinate house league tournament (e.g. timely ordering of trophies and awards, marketing, brochure production and team picture coordination)
- 5.14.6 Shall be a member of the Coaching Selection and the Discipline and Ethics and the Player Placement Committees concerning Local League matters.



## Highland Storm Minor Hockey Association *Constitution*

- 5.14.7 Shall report to the Executive, and shall be accountable to all classes of members
  - 5.14.8 Shall organize and distribute coaching manuals and practice formats to County League coaches as directed by the Team Officials Convenor
  - 5.14.9 Shall advertise and form a committee of 4 to 6 people to meet on a monthly basis to plan, prepare and organize the day-to-day running of the County League
  - 5.14.10 Shall report to the full executive on a monthly basis on the status of operations of the County League
  - 5.14.11 Shall maintain a current list of all active LL coaches & Division Reps including names, contact info, certifications, etc. Shall ensure each team has a coach and recruit if necessary.
  - 5.14.12 Shall ensure Division Reps meet with coaches as required to balance teams.
  - 5.14.13 Shall notify Division Reps of player changes and coaches of any rule changes, or restrictions.
  - 5.14.14 Shall coordinate with Secretary/Executive the timing of the coaches meeting to distribute schedules, equipment, rules, police check forms, etc.
  - 5.14.15 Shall organize and coordinate year-start coaches meeting (including certification logistics) and year-end player assessment meeting. Obtain a list of previous year's players and year-end assessment in order to balance teams and produce initial team lists for year start team balancing.
  - 5.14.16 Shall Chair the Coaches and Player assessment meetings.
  - 5.14.17 Shall ensure all Reps and coaches are informed of the time and date of all league meetings.
  - 5.14.18 Shall arbitrate coaching related conflicts (i.e. Coach/player, coach/parent, coach/coach and coach/referee)
  - 5.14.19 Shall perform duties as assigned by the Executive
- 5.15 LOCAL LEAGUE ASSISTANT
- 5.15.1 Shall Help to Organize and carry out all Duties of the Local League Representative
- 5.16 GATE KEEPER/TIME KEEPER
- 5.16.1 Shall ensure the gates for all Highland Storm Games are covered by the individual teams during the regular Season and during the Playoffs. However all profits from playoff gates are to go to Highland Storm Executive.
  - 5.16.2 Shall ensure there are scheduled Time Keepers for all Highland Storm Games. Regular season and Playoffs.
- 5.17 REGISTAR
- 5.17.1 Shall carry out any and all duties with regards to registering and rostering all Rep and/or Local League/Local League teams.

### **ARTICLE SIX - MEETINGS OF MEMBERS**

- 6.1 ANNUAL GENERAL MEETING
- 6.1.1 The Annual General Meeting of the Association shall be called by the President of the Association to be held on or before May 15<sup>th</sup> of every year. The new Executive shall officially take office at the next regular meeting but no later than May 30<sup>th</sup> creating a transitional period for both Executives to ensure continuity
  - 6.1.2 The Secretary of the Annual General Meeting shall inform the Association's Banker(s) of the change in signing authorities within ten (10) banking days of the election
  - 6.1.3 The Association's financial auditor for the next fiscal year shall be appointed during the Annual General Meeting
  - 6.1.4 Any person seeking the elected position of President of the Association shall be or shall have been



## Highland Storm Minor Hockey Association *Constitution*

an Executive member in good standing of the HIGHLAND STORM MINOR HOCKEY ASSOCIATION in the present term. It is also suggested that they held the position of Vice President the year prior to being elected.

- 6.1.5 At this meeting, the Executive shall be elected by the General Voting Membership
- 6.1.6 A quorum of twelve (12) shall be required
- 6.1.7 A simple majority of the membership in attendance and voting shall be all that is required to pass all business at the Annual General Meeting. The Executive shall be able to rule on any issues not covered in the Constitution
- 6.1.8 Proposed amendments to the Constitution and By-laws shall be submitted in writing to the secretary at least two weeks prior to the Annual General Meeting and shall bear the proposer's name and signature
- 6.1.9 All resolutions passed by the Executive for the current year shall be brought forward for discussion. A majority vote of the General Membership shall enter the resolution as a By-law into the Constitution

### 6.2 EXECUTIVE MEETINGS

- 6.2.1 Executive meetings shall be held at least once a month during the hockey playing season. These meetings shall convene at the call of the President or previously designated times.
- 6.2.2 The Executive shall meet for the purpose of evaluating and determining policy, monitoring finances appropriate to the administrative needs and planning for other needs as deemed necessary for the good of the Association
- 6.2.3 A quorum of 50% plus one (nine) of the voting Executive members shall be required for all meetings. A simple majority of those present shall pass all business
- 6.2.4 The President shall cast a vote only in the event of a tie vote
- 6.2.5 Executive Members shall determine who may have a conflict of interest on an issue
- 6.2.6 When a conflict of interest exists or arises between members of the Executive and an issue with which the Executive is dealing, that member(s) shall leave the room during the discussion and voting. Such member(s) may state his/her (their) position and answer any questions before leaving

### 6.3 SPECIAL GENERAL MEETINGS

- a) The Executive may call a General Meeting more than once a year
- b) The Constitution of the Association shall not be altered unless at the Annual Meeting or a special convened Special General Meeting duly called by the Executive for that purpose

### 6.4 TEAM OFFICIALS MEETING (CHAIRER BY THE TEAM OFFICIAL REPRESENTATIVE)

- 6.4.1 There shall be a Team Officials Meeting at the beginning of the season and whenever the Executive deems necessary
- 6.4.2 All Team Officials within HIGHLAND STORM MINOR HOCKEY ASSOCIATION shall be approved by the Executive and may be dismissed or suspended of all duties by a majority vote of the Executive

## ARTICLE SEVEN - GRIEVANCES

7.1 The Executive shall deal with all protests and matters of dispute under the jurisdiction of the Association. All protest and matters of dispute shall be received in writing, and signed by the dissipater, by the Executive. The Executive will address all matters of dispute within fourteen (14) days

## ARTICLE EIGHT - VERIFICATION

8.1 This Constitution and By-laws were approved and/or changed as written by a majority vote of the elected and appointed HIGHLAND STORM MINOR HOCKEY ASSOCIATION MEMBERS.

Date: \_\_\_\_\_ President: \_\_\_\_\_  
Vice President: \_\_\_\_\_



# Highland Storm Minor Hockey Association *Constitution*

## **ARTICLE NINE - BOUNDARIES & TERRITORIES**

9.1 The center point of the HIGHLAND STORM MINOR HOCKEY ASSOCIATION will be (refer to Schedule A):

**"The intersection of Bark Lake Road and Haliburton County Road 502, formerly Provincial Highway 503, located approximately 20.0 kilometers east of the village of Kinmount and approximately 9.0 kilometers west of the village of Gooderham in the Township of Glamorgan, County of Haliburton".**

9.2 In accordance with OMHA approval, and/or the signed agreements with neighbouring centers will be attached hereto as part/parts of "Schedule A".

## **ARTICLE TEN - MANUAL OF OPERATIONS**

10.1 All rules, policies and schedules set out in the "Manual of Operations", attached hereto as "Schedule B" are bylaws under the constitution of the HIGHLAND STORM MINOR HOCKEY ASSOCIATION. All rules and policies set out in the "Manual of Operations", and the constitution of the HIGHLAND STORM MINOR HOCKEY ASSOCIATION, the OMHA, and Muskoka Parry Sound Hockey League shall be observed by all Association members and teams.

## **ARTICLE ELEVEN - REPEAL OF PREVIOUS CONSTITUTIONS**

11.1 All prior by-laws of the 2 Associations, Haliburton Minor Hockey and Minden Minor Hockey including the documents entitled Haliburton Minor Hockey Constitution and Minden Minor Hockey Constitution and their by-laws are hereby repealed. The repeal of all prior by-laws of the Haliburton Minor Hockey and Minden Minor Hockey Associations, nor subsequent by-laws included in the foregoing shall not impair in any way the validity of any act or thing done pursuant to any such repealed By-law.

## **ARTICLE TWELVE - AWARDS & BANNERS**

12.1 The HIGHLAND STORM MINOR HOCKEY ASSOCIATION will host an awards presentation event every year to be held after the hockey year ends. At this time team or individual awards and/or mementos will be presented.

12.2 OMHA TEAMS - Banners will be awarded to teams that advance to the All Ontario final series. Banners will be erected in both Minden & Haliburton Arenas

12.3 OWSA TEAMS - Banners will be awarded to teams that win the top division championship series for that age classification. Banners will be erected in both Minden & Haliburton arenas.

12.4 NEW CLASS I MEMBERS - New Class I members in good standing will be recognized by the presentation of a memento.

## **ARTICLE THIRTEEN - ENACTMENT OF CONSTITUTION**

13.1 This Constitution and the foregoing bylaws, including the Manual of Operations and Schedules shall come into force without further formality upon its enactment. Enactment by the members of the Association is implied as a result of the membership vote regarding the Amalgamation Proposal. The Amalgamation Proposal, its intents and purposes were endorsed by the memberships of both Haliburton Minor Hockey Association and Minden Minor Hockey Associations by a vote completed February 9<sup>th</sup>, 2001. The Amalgamation Proposal and the result of the vote are attached hereto as "Schedule C".

This enactment is witnessed and authorized on behalf of all members by:

President: \_\_\_\_\_ Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_



## Highland Storm Minor Hockey Association *Constitution*

|                 |                  |
|-----------------|------------------|
| Class IV Member | Class IV Member: |
| Class IV Member | Class IV Member: |
| Class IV Member | Class IV Member: |
| Class IV Member | Class IV Member: |
| Class IV Member | Class IV Member: |
| Class IV Member | Class IV Member: |

### **INDEX OF SCHEDULES**

- SCHEDULE A BOUNDARIES & TERRITORIES
- SCHEDULE B MANUAL OF OPERATIONS
- SCHEDULE C AMALGAMATION PROPOSAL
- SCHEDULE D RECORD OF ANNUAL MEETINGS (MINUTES TO BE ATTACHED BY SECRETARY)
  - 2001-2002 AGM April 27<sup>th</sup> 2002 Minden Arena
  - No Constitutional Changes
  - Manual of Operations Changes: Attachment "C" 1.2 Philosophy of Progressive Discipline accepted as attached
  - 2002-2003 AGM April 27<sup>th</sup> 2003 Minden Arena
  - No Constitutional Changes
  - Manual of Operations Changes: 6.1.3 amended as stated
  - 2003-2004 AGM April 18<sup>th</sup> 2004, Minden Arena
  - Changes made to the Constitution and Manual of Operations



# Highland Storm Minor Hockey Association *Constitution*

## **SCHEDULE A**

### **"BOUNDARIES & TERRITORIES"**

The centre point of the HIGHLAND STORM MINOR HOCKEY ASSOCIATION will be:

"The intersection of Bark Lake Road and Haliburton County Road 502, formerly Provincial Highway 503, located approximately 20.0 kilometers east of the village of Kinmount and approximately 9.0 kilometers west of the village of Gooderham in the Township of Glamorgan, County of Haliburton".

### **BOUNDARY AGREEMENTS**

FENELON FALLS – SCHEDULE A1

BOBCAYGEON – SCHEDULE A2

BRACEBRIDGE – SCHEDULE A3

HUNTSVILLE – SCHEDULE A4

BANCROFT – SCHEDULE A5