

Revised May 2023

Twin Centre Minor Hockey Association

Manual of Operations



## Introduction

The objectives of the Twin Centre Minor Hockey Association are to promote, encourage and govern all age categories of minor hockey under the jurisdiction of the Twin Centre Minor Hockey Association. We are to protect the mutual interest of its members and to promote the highest standards in competition.

The aims of this Association are to promote a wholesome experience not only for the players but also for coaches, managers, parents and league officials, believing that values desired will assist in the total development of all involved.

We want to encourage all participants to conduct themselves fairly under all circumstances and conditions, to give their opponents a fair chance and not to take unfair advantage of them; to win modestly and to receive defeat graciously; give credit to the winning team and not question or dispute the referee's decision.

It will be the responsibility of each coaching staff to develop the hockey skills of every player through participation in practice and games.

The Twin Centre Minor Hockey Association feels that it has a hockey program for all players, but will only achieve the best results with total cooperation from every member in the Association.

The Twin Centre Minor Hockey Association is divided into three sections:

- i) U7/U9
- ii) Recreational (U11 to U18)
- iii) Competitive (U11 to U21)

### i) U7/U9

This program is naturally for beginners and is designed for players up to 9 years of age. It clearly lays out how to get them started in hockey so that they will have fun, learn skills and develop confidence in the game. This program will be monitored by the head coach and U7/U9 Convenor.

### ii) Recreational (U11 to U18)

This program is for players who seek fun and fellowship in our Local League. Each player shall receive, as near as possible "equal ice time" every game so they will develop their skills and a greater love of the game.

iii) Competitive (U11 to U21)

This program is for the players who seek to test their limits and compete for regional and provincial championships. This is "REP" hockey. In this program all players are entitled to a fair level of participation in all games. "Equal ice time" does not necessarily apply. However, no coach has the right to put winning above fair participation and player development. The coach's responsibility is to develop all his/her hockey players. It is expected that the regular season is for the development of all players. In tournaments and playoffs a player earns the increase or decrease of playing time as determined by the head coach.

## Twin Centre Minor Hockey Association Constitution

### SECTION 1 – BY-LAWS

The By-laws of Twin Centre Minor Hockey Association (herein after known as T.C.M.H.A) are as follows:

#### 1. Interpretation:

In these By-Laws and in all other By-Laws of the Corporation hereafter passed, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural of the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

#### 2. Membership:

a) General Membership: The membership in the Association shall not be limited, but open to all persons interested in promoting minor hockey and willing to accept the terms of the Constitution, Rules and By-Laws.

b) Voting Membership: Voting members at the annual and election meetings shall be all those working voluntarily in the Association without remuneration, those of voting age and those parents of registered Twin Centre Minor Hockey Association players.

c) Visitors to Meetings: Any individual or group desiring to speak, express concerns or present recommendations at the executive meetings must advise the President, Vice-President or the Secretary in advance of the monthly executive meeting to be scheduled on the agenda. These executive meetings are open to all parties unless restricted by the Executive due to the sensitive nature of the businesses discussed.

#### 3. Head Office:

The Head Office of the Corporation shall be in the Township of Wellesley, in the Regional Municipality of Waterloo and the Province of Ontario, and at such place therein as the Directors may from time to time determine.

#### 4. Seal:

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

#### 5. Board of Directors:

The affairs of the Corporation shall be managed by a maximum board of sixteen (16) Directors, each of whom shall be a member of the Corporation. The sixteen (16) members of the board shall be comprised of the President, Vice-President, Secretary, Treasurer, immediate Past

President and eleven (11) regular Directors, each of whom shall hold a minimum of one position from Section 2-Committees. All sixteen (16) Directors shall be elected for a one (1) year term.

6. Election of Directors:

The election of the Board of Directors for the ensuing fiscal year will be held at the Election Meeting.

The Board of Directors presently in office at the Annual Meeting shall continue to hold office until the new officers are elected from within the new Board of Directors at the first meeting of the Board, following the Annual Meeting.

The Board of Directors may at its discretion, appoint a member of the Corporation who is not a Director to the Chairperson of the Annual Meeting only to ensure the impartial conduct of the elections and such Chairperson shall be entitled, in case of a tied vote, to a second or casting vote. At the said election meeting, no nomination shall be accepted for the office of President or Vice-President for any member of the Corporation who has not served at least two (2) previous years as a Director of the Corporation, unless otherwise approved by the executive.

If a Director is not in attendance of 50% of the Executive meetings, without prior approval of the Executive, they absolve their position on the Executive, and waive their right to run for an executive position for the following year.

7. Vacancies, Board of Directors:

Vacancies on the Board of Directors, however caused, may, so long as a quorum of Directors remains in office, be filled by the Directors from among the qualified members of the Corporation, if they shall see fit to do so; otherwise, such vacancy shall be filled at the next Annual Meeting of the members at which the Directors for the ensuing year are elected. If there is not a quorum of Directors, the remaining Directors shall forthwith call a meeting of the members to fill the vacancy. If the number of Directors is increase, shall thereby be deemed to have occurred, which may be filled in the manner above provided.

8. Quorum and Meetings, Board of Directors:

A Quorum shall be formed of 50 % of Directors for the transaction of business. Except as otherwise required by law, the Board of Directors may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the Directors are present, or if those absent signify their consent to the meeting being held in their absence. Directors' meetings may be formally called by the President or by the Vice-President or by the secretary on direction in writing of two (2) Directors.

Notice of such meeting shall be delivered, telephoned or delivered electronically to each director not less than one (1) day before a meeting is to take place or shall be mailed to each Director not less than two (2) days before a meeting is to take place. The statement of the Secretary that notice has been given to pursuant to this By-Law shall be sufficient and conclusive evidence of the giving of such notice. The Board may appoint a day or days in any month for such regular meetings at an hour to be named and of such regular meeting no noticed need be sent. A

Directors' meeting may also be held, without notice, immediately following the Annual Meeting of the Corporation. The Directors may consider or transact any business either special or general at any meeting of the Board.

9. Errors in Notice, Board of Directors:

No error or omission in giving such notice for a meeting of Directors shall invalidate such meeting or invalidate or make void any proceeding taken or had at such meeting and any Director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had there at.

10. Voting, Board of Directors:

Questions arising at any meeting of Directors shall be decided by a majority of votes of the Directors present. In case of an equality of votes, the Chairperson at any such meeting shall cast the deciding vote. All votes at any such meeting shall be taken by ballot if so demanded by any Director present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairperson that a resolution has been carried and an entry to that effect in the minutes shall be prima-facie evidence of the fact without proof of the number or proportion of the votes recorded in favor of or against resolution.

11. Powers of Directors:

The Directors of the Corporation and the Executive shall control and administer all of the affairs of the Corporation. The Directors and the Executive shall make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter and may generally exercise all such other powers and all such other things as the Corporation is by its Letters Patent or otherwise authorize to exercise and do without in any way limiting the generality of the foregoing, the Directors and the Executive are expressly empowered as follows:

- a) To purchase, lease, sell, exchange or otherwise acquire or dispose of any property and equipment necessary to the conduct of the Corporation's activities, or any team operated by or associated with the Corporation.
- b) To pass, amend and enforce any rules, regulations and procedures which the Directors deem necessary from time to time for the orderly and efficient and sportsmanlike conduct of the affairs of the Corporation and any teams operated by or associated with the Corporation.
- c) To discipline or suspend any coach, manager, trainer, parent, player or referee or other official connected with the Corporation or any of its activities.
- d) To establish and appoint such committees or individuals as the Board may deem necessary from time to time, subject to such restrictions as are determined by the Directors, and to delegate any of the Board's responsibilities for an aspect of the Corporation's operations to such committee.
- e) To act as an agent of the Corporation for the purposes of the Trespass to Property Act with regard to premises owned, rented or otherwise controlled by the Corporation.

12. Remuneration of Directors:

The Directors shall receive no remuneration for acting as such.

13. Officers of Corporation:

If there are sufficient Directors to fill positions, there shall be a President, Vice-President, Secretary, a Treasurer and such other officers as the Board of Directors may determine by By-Law from time to time. No person may hold more than one office.

14. Duties of President and Vice-President:

President: The President shall, when present, preside at all meetings of the members of the Corporation and of the Board of Directors. The President shall also be charged with the general management and supervision of all affairs and operations of the Corporation. The President with the Secretary or other officer appointed by the Board for the purpose shall sign all By-Laws and membership certificates. The President may be asked to sit as an ex officio tie-breaking voting member on any committee established by the Board of Directors.

Vice President: The Vice President will assume the duties and powers of the President in the absence or the inability of the President to perform their duties. The Vice President will also oversee all functions of the U11-U21 and U7/U9 convenors, and assist in dealing with any issues arising.

15. Duties of Secretary:

The Secretary shall maintain a record of all minutes of the organization, maintain copies of all committee reports; furnish committees with those documents required to perform their duties; maintain record books in which bylaws, published rules and minutes are entered and have the current record books available at each meeting; send to the Membership a notice of each general meeting; and conduct the general correspondence of the organization that is not the proper function of another office or committee, including the collection and distribution of all mail.

16. Duties of Treasurer:

The Treasurer, or persons performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursement of the Corporation in proper books of account and shall deposit all monies or other available effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors. He/she shall disburse the funds of the Corporation under the discretion on the Board of Directors, taking proper vouchers therefore and shall render to the Board of Directors at the regular meetings thereof or whenever required of him, an account of all his transactions as Treasurer, and of the financial position of the Corporation. He/she shall also perform such other duties as may from time to time be determined by the Board of Directors.

17. Duties of Other Officers:

The duties of all other officers of the Corporation shall be such as the terms of their engagements call for or the Board of Directors requires of them.

18. Execution of Documents:

Deeds, transfers, licenses, contracts and engagements on behalf of the Corporation shall be signed by either the President and by the Secretary, the Vice-President and the Secretary, and the Secretary shall affix the seal of the Corporation to such instruments as require the same.

Contracts in the ordinary course of the Corporation's Operations may be entered into on behalf of the Corporation by the President, Treasurer, or by any person authorized by the Board. Notwithstanding any provisions to the contrary contained in the by -Laws of the Corporation, the Board of Directors may determine from time to time the manner in which the person or persons by whom, any particular instrument, contract or obligation of the Corporation may or shall be executed.

19. Books and Records:

The Directors shall see that all necessary books and records of the Corporation required by the By-Laws of the Corporation or by any applicable statute or law are regularly kept.

20. Annual and Special Meetings of Members:

The annual meeting of the members shall be held within thirty (30) days of the fiscal year end of May 15th and all meetings of the members, whether special general meetings or annual meetings, shall be held at such place in the Township of Wellesley and on such a day as the Directors shall appoint. At every annual meeting, in addition to any other business that may be transacted, the report of the President, the Executive, the financial statement and the report of the Finance Committee shall be presented. The members may consider and transact any business either special or general without any notice thereof at any meeting of the members of the Executive. The President or Vice-President shall have the power to call at any time a special meeting of the members. An Election meeting will be held at the first meeting of the Directors after the Annual General Meeting (AGM) to elect Directors and appoint an Auditor for the ensuing fiscal year.

21. Notice of Meetings:

Notice of the time and place of every meeting of members shall be made by a public notice posted in the Committee's choice of media (Website) at least 14 days before the time fixed for the holding of such meeting. No personal notice of members meetings in any circumstance shall be required.

22. Adjournments:

Any meeting of the Corporation or of the Directors may be adjourned to any time and from time to time such business may transact at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

23. Quorum of Members:

A quorum for the transaction of business at any meeting of members shall consist of not less than fifty (50) % of the members present in person.

#### 24. Voting of Members:

Subject to provisions, if any, contained in the Letters Patent of the Corporation, each member of the Corporation shall at all meetings of members be entitled to one (1) vote on any question to be decided.

At all meetings of members every question shall be decided by a majority of the votes of the members present in person unless otherwise required by the By-Laws of the Corporation. Every question shall be decided in the first instance by a show of hands unless a secret ballot is demanded by any member. Upon a show of hands, every member present in person shall have one (1) vote, and unless a secret ballot be demanded, a declaration by the Chairman of the meeting that a resolution has been carried or not carried and an entry to that effect in the minutes of the Corporation shall be sufficient evidence of the fact without proof of the number proportion of the votes recorded in favor or against such resolution. The demand for a secret ballot may be withdrawn, but if a secret ballot is demanded and not withdrawn, the question shall be decided by a majority of votes given by the members present in person and such secret ballot shall be taken in such a manner as the Chairman of the meeting shall direct and the result of such a vote shall be deemed the decision of the Corporation in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or on a secret ballot, the Chairman of the meeting shall be entitled to a casting vote.

#### 25. Auditors:

Two auditors shall be appointed at each election meeting of the members of the Corporation. The auditors shall be supplied with a copy of the balance sheet on or before July 15<sup>th</sup> of the current year, and it shall be their duty to examine the same with the accounts and the vouchers relating thereto. The auditors shall have a list delivered to them of all books kept by the Corporation, and shall at all reasonable times, have access to the books and the accounts of the Corporation. The auditors shall provide an annual review to the members upon receipt of the balance sheet and every such report shall state whether, in their opinion, the balance sheet is a full and fair balance sheet properly drawn up so as to exhibit a true and correct view of the state of the Corporation's affairs.

#### 26. Financial Year:

Unless otherwise ordered by the Board of Directors, the financial year of the Corporation shall terminate on the 15th day of May in each year.

#### 27. Cheques, etc.

All cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation, shall be signed by the officers, agents, or agent of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors and any one of such officers or agents may alone endorse notes and drafts for collection on account of the Corporation through its bankers' and endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with banks of the Corporation by using the Corporation's rubber stamp for the purpose. Any one of such officers or agents so appointed



may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms of settlement of balances and release or verification slips.

28. Deposit of Securities for Safekeeping:

The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or the other financial institutions to be selected by the Board of Directors. Any and all securities so deposited may be withdrawn from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation and in such manner as shall, from time to time, be determined by the Board of Directors and such authority may be general or confided to specific instances. The institutions which may be so selected as custodians by the Board of Directors shall be fully protected in acting in accordance with the directions of the Board of Directors and shall in no event be liable for the due application of the securities so withdrawn from deposit or proceeds thereof.

29. Borrowing:

The Directors may from time to time:

- a) Borrow money;
- b) Charge, hypothecate, mortgage or pledge any or all of the real or personal property, including books, debts and unpaid calls, rights, powers, undertakings and franchises of the Corporation to secure any liability of the Corporation.

From time to time the Directors may authorize any Director, officer or employee of the Corporation or any other person to make arrangements with reference to the moneys borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and such as to the securities to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any moneys borrowed or remaining due by the Corporation as the Directors may authorize and generally to manage, transact and settle the borrowing of money by the Corporation.

30. Amendments:

This By-Law and any other By-Law of the Corporation may be amended by either of the following two procedures:

- a) An amendment may be passed by a three-quarter majority of the Board of Directors and confirmed by a two-thirds majority of all of the members in attendance at any annual or special meeting of the members duly called in accordance with the provisions of section 19 of this By-Law. Such an amendment shall not be effective until confirmed by the members as aforesaid.
- b) Any fourteen (14) voting members may, by notice in writing delivered to an officer of the Corporation at least fifteen (15) days prior to the annual meeting of members, move any amendment to this By-Law. Such amendment shall immediately come into force upon receiving the approval of a two-thirds majority of the members in attendance at the next meeting of members following delivery of such notice of motion.

## SECTION 2 – COMMITTEES

### 1. Fund Raising Committee

- a) The Directors shall appoint one person to act as Chairperson.
- b) The Chairperson shall be allowed to appoint other members for this committee with Board's approval
- c) This committee is responsible for overseeing the Team Fundraising & Sponsorship program and monitoring team initiatives.
- d) This committee is responsible to publish ongoing lists of approved and non-approved fundraising ideas, assuring adherence to OHF Insurance Guide.
- e) This committee is responsible to collect team fundraising budgets and final expense statements.
- f) Events or special fundraising opportunities that benefit the TCMHA as a whole.

### 2. Coaching Committee

- a) The Directors shall appoint one person to act as a Chairperson of this Committee.
- b) The Coaching selection committee shall comprise of 7 members: the Chairperson, President, VP, U11-U21 Convenor U7/U9 Convenor & 1 elected director - not applying for a head coach position, and 1 alternate that is determined at the AGM. The alternate will be appointed to stand in should there be a conflict of interest with any committee member with a particular age group.
- c) The Coaching Committee Chair will be responsible to identify and address any potential conflicts of interest.
- d) This committee is responsible for the following:
  - Selecting the Rep coaches for the coming season by July 1 or alternate date as directed by the board
  - Enforcing the rules set by the T.C.M.H.A
  - In conjunction with Convenors assist with coach communications
  - Final decision on determining the size of teams
- e) This Committee will assist in the selection of LL coaches
- f) This Committee will send out a survey at least once during the season to all parents to evaluate coaches, trainers and managers
- g) This Committee will oversee the resolution of complaints by parents or coaches.

### 3. Disciplinary Committee

- a) The president, VP, U11-U21 and U7/U9 Convenors, Coaching Committee Chair and 1 alternate that is determined at the AGM will sit on this Committee. The alternate will be appointed to stand in should there be a conflict of interest with any committee member with a particular age group,
- b) This Committee is responsible for disciplinary action and any applicable suspensions for all players, parents and team officials unless a conflict of interest is evident in which case the next person in the chain of command will be appointed.
- c) The President shall be responsible for announcing any suspensions
- d) The Board of Directors shall be informed of all decisions made by the Disciplinary

Committee.

- e) This committee will follow the outlined Complaint Procedure and the current guidelines established by Hockey Canada/OMHA Code of Conduct.
- f) This committee will consult with the harassment officer

4. Hockey Development Committee

- a) The Directors shall appoint one person to act as Chairperson of this Committee
- b) The Chairperson shall be allowed to appoint other members for this Committee with Board approval
- c) This Committee is responsible for:
  - Coordinating any Hockey Schools or Power Skating programs,
  - Assisting teams in providing resources and material on skill and development of the game of hockey
  - Holding meetings as needed with the coaches, managers & trainers

5. Equipment, Trophy & Purchasing Committee

- a) The Directors shall appoint a member as Chairperson of this Committee (Equipment Manager)
- b) The Chairperson shall be allowed to appoint assistants with Board approval.
- c) This Committee is responsible for storing, maintenance and distribution of all T.C.M.H.A equipment, including jerseys and trainer kits at all tryouts.
- d) This Committee is responsible for submitting a list of equipment and medical requirements to the Board, and is part of the yearly budget process
- e) This Committee shall have chairperson approval for all purchases
- f) This Committee shall be responsible for purchasing and maintaining all trophies
- g) This Committee is responsible for the upkeep of the trophy and picture cases in the arena lobby
- h) The Chairperson will be a member of the Finance Committee

6. Finance & Budget Committee

- a) The Treasurer of the T.C.M.H.A. shall act as Chairperson of this Committee
- b) A maximum of five appointed members from the Board of Directors shall sit on this Committee and shall include: President, VP, Secretary, Treasurer and Equipment Manager
- c) This Committee is responsible for recommending all fees for the upcoming season
- d) All fees must be approved by the Board.
- e) This Committee is responsible for maintaining current Corporation Liability and Equipment insurance.
- f) The committee is responsible for ensuring an Annual Review is performed by a certified professional.

7. U11-U21 Convenor

- a) Appointed by the Board, this person shall act as Head Convenor for the Local League and Representative teams (U11 – U21)

- b) Assistants may be appointed with Board approval
- c) The Convenor shall be responsible for all matters relating Local League play; this will include:
  - Representing the Twin Centre Minor Hockey Association as a contact person for G.R.L.L. and attending the GRLL meetings or appointing a designate to attend in your absence (generally 2<sup>nd</sup> Tuesday in September, January and June)
  - Updating all Twin Centre documents with GRLL (Board of Directors, teams, home ice schedules, contact information, etc.)
- d) Will sit on the Coaching Committee
- e) Administer all electronic game sheets
- f) Produce Travel Permits through OMHA as required
- g) This Convenor is not eligible to hold a coaching position of a rep team.
- h) Assist Registrar in submitting number of TCMHA teams in each level and division to OMHA by June 1<sup>st</sup> each year
- i) Assist the Registrar in completing proper rosters of teams, players and officials, including collecting and submitting of AP forms for all teams
- j) Assist the Treasurer to ensure that all O.M.H.A. invoices are paid.
- k) Be responsible for assuring that suspensions are properly served.
- l) Assist Coaching Committee in arranging Coach and Trainer Clinics when necessary.
- m) Submit OMHA insurance forms at beginning of each season and complete reconciliation at end of each season
- n) Assist in management of coach qualifications

#### 8. Game Coordinator

- a) Appointed by the Board, this person appoints time and gate keepers and arranges for referees for all games and gate float.
- b) Coordinate with Ice Scheduler the Game Time Schedule for the season.
- c) Obtain schedule from website and post on arena bulletin boards.
- d) Present a monthly gate tally, and time sheets for gate and time keepers to be paid.

#### 9. Ice Scheduler

- a) Ice Scheduler must reapply each year.
- b) Will be hired with the approval of the Board of Directors.
- c) Salary and payment schedule for services rendered must have the approval of the Board of Directors.
- d) Will act as the primary contact for all ice scheduling matters for Rep, Local League & O.M.H.A.
- e) Is responsible for dispersing ice time for all teams in a fair and equal manner.
- f) Must post up to date schedules on website and maintain contact with Game Coordinator regarding changes.
- g) Attendance at League Scheduling meetings must be a priority.

#### 10. Registrar

- a) An appointed member of the Board

- b) The Registrar shall receive, certify and approve all registrations submitted via online registration or paper form for new players to the association.
- c) Obtain any requirements to complete the registration approval i.e. Birth Certificate.
- d) Obtain transfer forms from players that have moved into Twin Centre Minor Hockey zone and submit to OMHA via HCR admin system.
- e) Shall handle all routine correspondence regarding registration on behalf of Twin Centre Minor Hockey Association.
- f) Shall submit team rosters to OMHA for approval before the Team participates in the Regular Season Schedule.
- g) Shall be responsible for the administration and records kept for registration and ensure such records are made available to appropriate Convenors on a timely basis.
- h) Attend all Board meetings unless specifically exempted due to purpose of the meeting.
- i) Shall manage and maintain all registration (player, bench staff and team) for the Association using the Hockey Canada Registration admin system.
- j) Shall provide players requesting Permission to Skate and/or Non-resident Passport (NRP).
- k) Shall maintain an accurate log of all registrants that have moved on to AAA or AA or A for the current season.
- l) Assistants may be appointed with Board approval.

#### 11. Tournament Committee / Community Development Committee

- a) The Board shall appoint Directors as Chairpersons for these Committees and other event committees as required.
- b) Others may be appointed to these Committees with Board approval
- c) These Committees are responsible for the planning, preparations and operation their events.
- d) The Chairperson with the Treasurer's help shall prepare a financial statement for all events to be submitted at the Annual Meeting.
- e) These committees must have a written report submitted to the Board prior to the AGM.

#### 12. Webmaster

- a) The Board shall appoint a Webmaster.
- b) The Webmaster shall appoint assistants with Board approval.
- c) The webmaster shall be responsible for maintenance and updates of website on a regular basis.

##### 12.1 Web Page Policy

- a) Updates on the T.C.M.H.A. website individual team pages shall not contain complaints about other teams/centres, other parent groups or referees.
- b) Items posted under individual team pages are the responsibility of the Head Coach and must adhere to this T.C.M.H.A. web page policy
- c) The Webmaster and/or Board will have the authority to refuse to post or remove any submission that is deemed to be inappropriate and will in turn notify the President and/or VP confirming the refusal to post or removal of submission from the T.C.M.H.A. website.

13. Executive Committee

The Executive committee reserves the right to move responsibilities between committees or create new committees as required.

14. Referee Coordinator

- a) Responsible to schedule/ appoint referees for all games scheduled in Twin Centre, including home tournament games
- b) Able to assist in recruiting referees for Twin Centre Minor Hockey where possible
- c) Main point of contact for referees scheduled to officiate TCMHA games
- d) Report incidences of abuse violations, code of conduct violations and complaints toward officials to Twin Centre Minor Hockey Association Disciplinary Committee for further action where required
- e) This position will work closely with the TCMHA Ice Scheduler and TCMHA Game Coordinator

15. O.M.H.A. Contact

- a) The O.M.H.A. Contact person will act as the liaison between the O.M.H.A. and the Centre's Committees.
- b) Assist the Registrar in completing proper rosters of teams, players and officials. c) Assist the Treasurer to ensure that all O.M.H.A. invoices are paid.
- d) Be responsible for assuring that suspensions are properly served.
- e) Assist U11-U21 and U7/U9 Convenors with their duties.
- f) Be responsible for arranging Coach and Trainer Clinics when necessary.

16. Banquet Committee

- a) The Directors shall appoint one person to act as Chairperson of this committee.
- b) This Chairperson shall be allowed to appoint other members to this committee with the Board's approval.
- c) This committee is responsible for the operation of the year end Banquet/Celebration and Graduating U18 recognition program.

17. Photo Day Committee

- a) The Directors shall appoint one person to act as Chairperson of this committee.
- b) This Chairperson shall be allowed to appoint other members to this committee with the Boards approval.
- c) This committee is responsible for the operation of the Photo Day and Stars merchandise showcase.

18. U7/U9 Convenor

- a) Appointed by the Board, this person will be contact for the U7 and U9 programs

- b) Responsible to organize evaluators to determine players on each team
  - c) Provide team rosters to Registrar
  - d) Coordinate coaching staff for each team and assist coaches as needed.
  - e) Assistants may be appointed with Board approval.
19. Harassment Officer
- a) The Board shall appoint a member as Harassment Officer
  - b) The Harassment Officer is responsible for maintaining the Complaint Procedure
  - c) The Harassment Officer will support and liaise with the Disciplinary Committee
20. Social Media Coordinator
- a) The Board shall appoint a member as Social Media Coordinator
  - b) The Social Media Coordinator is responsible for handling TCMHA's social media communications
  - c) The Social Media Coordinator must adhere to TCMHA's policies (12.1 Web Page Policy) and will work with the Webmaster for any support needed
  - d) This Social Media Coordinator shall be allowed to appoint other members to assist with Board approval
21. Awards Committee
- a) The Directors shall appoint one person to act as Chairperson of this committee
  - b) This Chairperson shall be allowed to appoint other members to this committee with the Board's approval
  - c) This committee is responsible for requesting nominees for awards (where applicable), organizing and announcing award recipients at the year end Banquet/Celebration
22. First Stars Coordinator
- a) The Directors shall appoint a member as First Stars Coordinator
  - b) The First Stars Coordinator is responsible for handling TCMHA's First Stars program
  - c) Coordinate coaching staff for each group and assist coaches as needed
  - d) Work with the Registrar to determine group sizes based on registration numbers

### SECTION 3 – GENERAL REGULATIONS, GUIDELINES & POLICIES

#### 1. Playing Rules

Twin Centre Minor Hockey Association (TCMHA) member teams shall abide by the playing rules and regulations as defined by Hockey Canada, Ontario Hockey Federation (OHF) and Ontario Minor Hockey Association (OMHA) Manual of Operations and rules and regulations of registered leagues.

#### 2. Responsible Officials

The coach and manager shall assume the responsibility for the conduct of their players and team officials.

#### 3. Registration

All players must be properly registered before participating in any T.C.M.H.A. team. Any player failing to comply with the rule shall not be permitted to participate until Respect in Sport for Parents, online registration has been completed, payment received and approved by the Registrar. No player shall play for a team unless he/she has been properly registered and placed on a team by proper Convenors.

Registration fee assistance application forms are available. Assistance is only for one season per player. Assistance is made available through various sources and requests are to be sent to the Registrar and/or President.

#### 4. Proof of Age

Photocopied proof of age must be submitted upon registration. Birth certificates must be the Registrar General's Certificate of the Province of birth or other proof as may be satisfactory to the T.C.M.H.A. and the O.M.H.A. All players must upon request provide satisfactory proof of age. Any team found guilty of playing a player over the age limit permitted in the category in which he is participating without prior approval of the Executive, the team management may be suspended by the Coaching Committee.

#### 5. Suspension Hearing

A hearing must be set up by the Disciplinary Committee to hear evidence by the individual involved in a situation where a suspension exceeding the following limits: - five (5) regularly scheduled games; - second match penalties in a season. The President shall be responsible for announcing any suspension and having it ratified by the Executive.

#### 6. Appeals

Any person, player or combination thereof feeling aggrieved by a decision of any person or Executive under the by-laws or Manual of Operations of the T.C.M.H.A. may appeal to the appeal tribunal.

The appeal shall be in writing and addressed to the Secretary setting forth the decision appealed from, and a concise statement of the alleged grievance. The appellant must register the appeal within ten (10) days of the rendering of the decision of which he is appealing.

The Secretary shall forthwith direct the three (3) members of the tribunal designated by the President to hold a hearing at the appointed time and notify the appellant and any other person who has obvious interest in the same thereof.

The appeal tribunal, which shall consist of one member from the Coaching Committee, one Executive member and one additional member (who shall select among themselves a chairperson) and the majority decision thereof shall be final and binding. The tribunal members shall not be actively connected with the individuals involved.

The tribunal shall at the conclusion of the hearing, or as soon thereafter notify the President.

#### 7. Sponsorship and Team Fundraising program



### Sponsorship - Jersey's and Socks

- A. Jersey's and socks are the property of TCMHA. All sponsors wishing to be recognized on TCMHA property will need to do so through the Equipment Manager with Board's approval.
- B. A fundraising fee will be added to registration to replace fundraising initiatives previously initiated by TCMHA to cover costs of Jersey's and socks.

### Team Fundraising Program

- A. Each team will be permitted to fundraise and collect sponsor money to cover expenses for operating their team for the current season up to the amount of \$350 per player. All monies collected above this amount will go directly to TCMHA.
- B. A proposed Team Fundraising Budget Form must be submitted to the Fundraising Chair for approval by the Board no later than October 15 of the current season. The Board will review within 30 days and return approved form or outline required changes.
- C. A posted list of approved expenditures and fundraising ideas will be on the website. All items not listed will need special permission from the Board.
- D. Team Budget Forms must include Team Manager, Bank Account, two (2) signees and proposed expenses for activities, tournaments and team wear.
- E. Final statements form showing funds collected, all expenses deducted (receipts) and a bank statement showing proof of closed bank account must be submitted to Board no later than March 15 of the current season. All surplus funds are to be paid in full to TCMHA.

## 8. Protective Equipment

The T.C.M.H.A. states that all players must wear full, properly fitted protective equipment that conforms to Hockey Canada and C.S.A. guidelines. T.C.M.H.A. will supply full protective goal equipment in U7 and U9. All goaltenders in U9 Rep, U11 Rep and AE, U13 Rep, AE and Local League, U15 Rep, AE and Local League, U18 Rep, AE and Local League and U21 must supply all their own equipment.

## 9. Smoking and Swearing

Smoking and swearing is prohibited in the dressing room and on the players' bench. Suspension shall be levied for failure to observe this rule.

## 10. Alcoholic Beverages and Drugs

The use of alcoholic beverages or drugs by team officials or players prior to or during T.C.M.H.A. athletic related activities is prohibited. Suspension shall be levied for failure to observe this rule.

## 11. Injuries

Team Trainers or their delegated authority shall be responsible to see that injured players receive medical attention in the case of serious injury. Any player receiving attention will not be permitted to return to play or practice without written permission from a licensed medical doctor and parent.

For seriously injured players, financial assistance is available for costs of special medical equipment and/or needs for rehabilitation. Assistance is available through the Silver Stick Assistance Fund.

## 12. Ice Rental

The T.C.M.H.A. will not assume the cost of ice rented beyond regular ice time. Failure to give fourteen (14) days' notice for cancelled ice time will result in canceling of their next ice time.

## 13. Rep & AE Affiliated Player Movement & Signing

- a) T.C.M.H.A. expects a good working relationship between affiliated teams. The Association is in favor of limited movement between affiliated teams, i.e. players moving up to replace sick, injured, or absent players; also to strengthen their team in O.M.H.A. and league playoffs.
- b) It is up to the coaches to encourage the players to play up if given the opportunity.
- c) Coaches requesting permanent underage player movement to the next highest age level must seek permission of the Executive.

When a coach requires an affiliated player, he must:

- 1) Must have verbal or written permission from the Head Coach of the team to which the player is carded.
- 2) Must have the parents' permission
- 3) If a disagreement over the affiliated player should arise, either coach or parent may refer the matter to the Rep or Local League Convenor.
- 4) Sign affiliated players as per O.M.H.A. Guidelines.

## 14. Junior - U18 Agreement

All Junior - U18 movement must be by affiliation.

## 15. Local League Teams

All local teams must adhere to league guidelines pertaining to player movement and affiliation.

## 16. Mileage

Mileage will be paid to all Executive members for pre-approved excursions while attending T.C.M.H.A. business. The rate will be the same as the referees' pay structure followed by the O.M.H.A.

## 17. Conference Policy

O.M.H.A. Annual Meeting and G.V.M.H.L. Meetings: Expenses for T.C.M.H.A. Representatives as approved by the Executive may or may not include: overnight room, banquet ticket cost and transportation

## 18. Subsidization of N.C.C.P. Courses

The T.C.M.H.A. has adopted a policy for subsidization for N.T.C.P. Clinics as follows:

- \* Level Coach - 100% of total cost
- \* Level Trainer - 100% of total cost

Participants registering must be approved by the Executive.

This subsidization policy may change from year to year depending on circumstances. The policy is to be approved for the upcoming season at the first meeting of the new Board.

#### 19. Referee's, Timekeeper's Fees

Referees for League and Playoff games are to be paid based on the O.M.H.A. pay structure. Timekeepers' pay structure will be determined by the Game Coordination Committee. Wherever possible, referees within the Township of Wellesley should be utilized and scheduled by the Referee-In-Chief for scheduling purposes and to promote local development of referees.

#### 20. Transportation Policy

Teams reaching OMHA Semi-Finals, Zone Finals, and OMHA Finals may apply for funds to cover group expenses for Travel or other expenses incurred up to a maximum of \$500 a team. TCMHA will set aside funds collected from Rep Tryout Fees. These funds will be dispersed at the discretion of the Executive based on the amount of teams that have applied for assistance. Funds will be limited to the fees collected from Rep Tryout Fees. Applications must be submitted by March 31 of the current season. A receipt/summary of all expenses incurred must be submitted in order to qualify for the assistance.

#### 21. Equipment Distribution & Collection

Equipment will be distributed at a time set by the Equipment Committee. Team Official will sign a form on which equipment is being obtained. Equipment will be returned on a date set by the Equipment Committee. All sweaters will be returned to the team official in charge after each game and will remain in their possession between games for the season. If sweaters are distributed to players for the year, the responsibility for their maintenance and upkeep is to the team.

Team officials will be invoiced at replacement cost for missing sweaters and goalie equipment that are not returned at season's end.

#### 22. Withdrawal & Refund Policy

Notice of player withdrawal, and request for refund, must be made in writing and submitted/received by the one of the TCMHA President, Vice President, or Secretary.

1. A \$50 fee will be assessed per member/player withdrawal at the discretion of the Board. This fee is to be deducted from the eligible refund.
2. Refunds will be granted from the earlier of
  - a. the date that a written request for a refund is received by the Association, or
  - b. the date that a player's injury or medical condition prohibits a player from playing. (Doctor's letter will be required)
3. Any requests arising as a result of an injury that prohibits a player from continuing must be submitted within 30 days of the date of the injury.

4. Nonattendance to Games and Practice, telephone or other verbal communication is not considered an official notice of withdrawal.
5. Power Skating, Skills, Hockey Clinic Fees and Fundraising Fees are non-refundable.
6. NO refunds will be given for games lost due to vacation, illness, etc.
7. NO refunds will be returned for injuries occurring after December 15 of the current season. Other circumstances will be reviewed/considered at the Board of Directors discretion.
8. If a withdrawal request is received at least 14 days before the start of the current season it will only be subject to the withdrawal fee.
9. Refunds of Registration/Team fees will be calculated by assessing the number/percentage of:
  - Regular season games played, and
  - Tournaments/ice times that the player participated in up to the withdrawal date.

### 23. Registration

Registration for the next hockey season will take place at a date scheduled and set forth by the board and administered via the Online Registration. Fees will not increase until July 1st at which time a late fee will be added at the discretion of the Board. Registration closes August 1st or otherwise communicated by the Board, unless you are new to the association. Payment will only be accepted by credit card through the Online Registration system. For other circumstances contact Registrar to discuss. A player is not considered registered until they are registered online, any outstanding requirements have been received and approved by the Registrar.

The fee schedule and structure is to be set by the Finance Committee and approved by the Board. The schedule is to be communicated to members and the community on the TCMHA website or within the Online Registration system.

Families with three (3) or more players are entitled to a 10% discount on the total amount of their registration.

Additional REP/AE fees will be collected from each player signed to a Rep or AE team.

### 24. Team Staff Selection

The head coach is responsible for selecting assistant coaches, trainers and a manager. All team officials must have a valid OMHA qualification, and Police Check submitted prior to the start of the season

### 25. Player Selection

The following guidelines are to be adhered to for the selection of all TCMHA Teams. Players wishing to play on a Rep or AE team must attend a minimum of 3 Tryout sessions before they will be eligible to sign with a Rep, or AE team.

#### 1. Rep Teams:

- a. The Rep team coach will be given two (2) ice times to make a twenty (20) player selection. The U11-U21 Convenor and Head Coach will finalize the roster two (2) weeks prior to the start of the league season.

- b. The Rep teams are to be selected through a try-out process that includes four (4) ice times including exhibition games. Rep teams are to be selected by a set date established prior to tryouts. Rep coaches are advised to have additional persons, not involved with the team assist in the evaluation and selection of players.
- c. TCMHA will cover the cost of 2 home exhibition games as part of the tryout process

2. AE Teams

- a. The AE team coach will be given two (2) ice times to make a twenty (20) player selection. The U11-U21 Convenor and Head Coach will finalize the roster one (1) week prior to the start of the season.
- b. The AE teams are to be selected through a try-out process that includes four (4) ice times including exhibition games. AE teams are to be selected by a set date established prior to tryouts. AE coaches are advised to have additional persons, not involved with the team assist in the evaluation and selection of players.
- c. TCMHA will cover the cost of 2 home exhibition games as part of the tryout process

3. Local League Teams:

Players not assigned to the Rep/AE teams will be assigned to a Local League (LL) Team. If there are sufficient numbers of players to have multiple LL teams in any age group, the following process will apply

- a. The LL convenor will assign the number of players for each of the LL teams.
- b. All of the LL players will be rated by a group of coaches/evaluators and will be assigned a value of i. Strong, ii. Medium, iii. Beginner.
- c. Each team will be assigned an equal number of each group of players.
- d. The LL Convenor will assign the coaches to each particular team.
- e. One trade will be allowed per team.

26. Sweater Policy

Sweaters are the property of the T.C.M.H.A. and are not to be used for practices or non-league games or activities not approved by the Executive.

27. Championship Policy

A banner will be purchased by the T.C.M.H.A. and will be displayed in the arena when a team is O.M.H.A. champion or finalist and league 'A' division champions.

28. Trophy Case Policy

The criteria for the trophy cases will be:

- a. Tournament trophies or pennants will be displayed for the rest of the season and then returned to the coaching staff or League
- b. Trophies at all levels (H.L. or REP) will be displayed in the trophy case for a minimum of one year.
- c. O.M.H.A. Champions and Finalists Trophies are to be returned by their appointed date

29. Admission to Games

All attendees will be required to pay admission to all games whether local or out of town as per fee schedule posted. All carded team officials, committee chairpersons, committee members and team Parent Reps will be admitted free for all regular and post season home games.

### 30. Release Policy

It is the intent of T.C.M.H.A. to keep all players who signed Right of Choice play in T.C.M.H.A. In the event a player wishes to revoke his Right of Choice;

- a. A release will be granted and an administration fee of \$100 paid to T.C.M.H.A.
- b. Players released to Junior Hockey are on condition that the Development Fees, as determined by the Ontario Hockey Federation Handbook are paid to T.C.M.H.A.

### 31. Privacy Policy

Twin Centre Minor Hockey Association will adhere to the Privacy Policy of Hockey Canada, in the way it collects, uses, retains, safeguards, discloses and disposes of personal information of prospective members and others including players, coaches, trainers, managers, referees, and volunteers. Twin Centre will strive to meet or exceed federal and provincial legislative requirements. For more information on this policy, please view the Hockey Canada website.

### 32. Tournament Pre-Payment

Coaches may request TCMHA to advance funds to cover the costs of tournament registration fees prior to October 1st. This is to allow coaches to have their teams registered in tournaments before the final team selections are completed. These funds are to be replaced in full, no later than October 15<sup>th</sup> in the form of a cheque to TCMHA. Failure to repay funds by the deadline will result in suspension of the Head Coach. Any exception to this policy must be approved and communicated by the Board.

### 33. Code of Ethics

The TCMHA will adhere to the OMHA Code of Conduct, and the Canadian Professional Coaches Association Coaching Code of Ethics Principles and Ethical Standards, as set out by Hockey Canada and the OMHA in the Speak Out!, Respect In Sports (RIS), and Prevention Services Program (PRS) qualifications. Where this condition is deliberately abused, the convenor will immediately refer the matter to the Disciplinary Committee for investigation.