

Twin Centre

Minor Hockey Association

Constitution & By-Laws

This constitution and these by-laws to replace any and all former documents,
Amended: October 2024

TWIN CENTRE MINOR HOCKEY ASSOCIATION

CONSTITUTION AND BY-LAWS

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Article 1: NAME and DEFINITIONS

1.1

The name of the organization shall be "Twin Centre Minor Hockey Association" herein after referred to as TCMHA.

1.2

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

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

Article 2: AUTHORITY and AFFILIATION

2.1

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

Article 3: REGISTERED OFFICE, SEAL, and BOUNDARIES

3.1

The seal, an impression of which appears in the margin hereof, shall be the official Seal of the TCMHA.

The registered head office of the TCMHA shall be at 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.

Article 4: INTRODUCTION and OBJECTIVES

4.1

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.

Article 5: MEMBERSHIP and ELIGIBILITY

5.1

The Membership of the TCMHA shall consist of the following:

- a) properly elected/appointed members of its Board of Directors;
- b) parents and/or legal guardians of any player(s) under the age of eighteen (18) years registered with the TCMHA;
- c) registered players who are of age eighteen years or older;
- d) registered team officials approved by the TCMHA Board of Directors;
- e) General membership – open to all persons interested in promoting minor hockey and willing to accept the terms of the Constitution, Rules and By-Laws

5.2

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

5.3

Members and visitors may attend Membership meetings, and by invitation may attend meetings of the Board and of its Committees with prior notice to the President, Vice President or the Secretary in advance of the monthly executive meeting to be scheduled on the agenda. Executive meetings are open to all parties unless restricted due to the sensitive nature of the business being discussed.

5.4

All Members in good standing and working voluntarily in the Association without remuneration shall be entitled to notice of and to vote at all Meetings.

5.5

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

5.6

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

Article 6: TERMINATION of MEMBERSHIP

6.1

Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or upon no longer meeting eligibility as defined in Article 5.1.

6.2

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

6.3

The Board shall have the authority to dismiss, suspend, fine, refuse to re-admit or discipline any Member whose conduct is considered by the Board to be contrary to the stated Code of Conduct and the purposes of the Association. If this Member is unwilling or unable to explain or justify their actions, they shall be asked by the Board to resign from the Association. If they do not resign, the Board shall give 15 day notice of motion and must give reasons for the action, to be considered at the next Board meeting, requesting the expulsion of said Member. A copy of this motion shall be communicated to the Member concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the meeting. The Member concerned shall be invited to attend the meeting and to explain their position before the vote is taken.

6.4

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

Article 7: AMENDMENTS to the CONSTITUTION and BY-LAWS

7.1

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

7.2

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

7.3

All proposed amendments to the Constitution and By-Laws must be presented in writing to the Board, a minimum of 15 days prior to the Annual General Meeting.

7.4

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

7.5

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

7.6

- a) A motion to amend the Constitution or By-Laws must be approved by 50% plus one vote of the Members present and eligible to vote at the AGM.
- b) The Members may confirm the proposed amendment as presented, or confirm the proposed amendment with a minor revision, or reject the proposed amendment.
- c) All amendments become effective immediately once approved unless the motion of amendment specifies otherwise.

7.7

- a) If during the year, an immediate change to the By-Laws is deemed necessary by the Board, the proposed change or changes must be presented for discussion at a Board Meeting, and written notice of such intention shall be sent to all Members of the Board not less than 15 days before such Meeting. Where such notice is not provided, any recommendation to amend the By-Laws may nevertheless be moved at the Meeting and discussion and voting thereon adjourned to the next Meeting for which written notice of intention to pass or amend such By-Laws shall be given.
- b) A revision to a By-Law approved by the Board as in (a) shall be presented for adoption at the next Annual General Meeting of the Members of the Association. If the revision fails to be ratified, it will cease to be effective and may not be re-enacted by the Board for one calendar year.

7.8

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

7.9

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

Article 8: MEETINGS of the MEMBERSHIP

8.1 Annual General Meeting (AGM)

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

8.2 Additional General Meetings of Membership

- a) In addition to the Annual General Meeting described in Article 8.1, a General Meeting of the Membership may be called at any time by a resolution of the Board. The business to be transacted at a General Meeting shall be limited to that specified in the notice calling the General Meeting, and a minimum fourteen day notice of said meeting must be provided.
- b) The Membership may call a General Meeting when petitioned by at least ten Members. The meeting must take place within 21 days a form must be submitted stating the business to be transacted and must be sent to each director. A meeting may be rejected if the primary purpose appears to be to deal with a personal claim or resolve a personal complaint against the association, directors, officers, members or creditors. The business does not relate to activities or affairs of the association, similar business was submitted and defeated.

8.3 Error or Omission in Notice

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

8.4 Chair

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

8.5 Quorum

- a) A quorum for the transaction of business at any Annual General Meeting or additional General Meeting of the Membership shall consist of not less than 50% voting Members present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to adjourn, or to take a recess.
- b) Proxies will not be permitted. Members must be present in person in order to exercise their voting rights in relation to matters coming before an additional General Meeting or an Annual General Meeting of the Membership.

8.6 Voting Procedures

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

Article 9: BOARD OF DIRECTORS

9.1

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

9.2

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

9.3

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

9.4

Any candidate for position on the Board:

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

9.5

Individuals accepted as new Board Members will be required to obtain a Police Record Background Check to remain an active member of the Board.

9.6

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

9.7 Election of the Board of Directors

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

9.8

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

9.9

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

9.10

- a) Provided that notice specifying the intention to pass such resolution has been given with the notice of Meeting, eligible voting Members of the Association, by a resolution passed by at least 2/3 of the votes cast at a General Meeting of Membership may remove any Director before the expiration of their term of office, and, by a majority of the votes cast at that Meeting, may elect any person in their stead for the remainder of their term.
- b) A Board Member may be removed by failure to comply with duties and responsibilities of the Board, including the duties of honesty, loyalty, care, diligence, skill, and prudence. Resolution by 80% of Board Members present at a Board Meeting shall be required to remove said Board Member from their position.

9.11

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

Article 10: BOARD MEETINGS

10.1

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

10.2

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

10.3

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

10.4

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

10.5

50% plus one of the voting Board Members constitutes a quorum at any Board Meeting.

10.6

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

10.7

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

10.8

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

10.9

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

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

10.10

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

Article 11: RULES of PROCEDURE**11.1**

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

Article 12: FINANCIAL YEAR and BANKING

12.1

The financial year of the TCMHA shall terminate on the 15th day of May in each year. All statements must be approved by the directors at the annual meeting. Any member can request a copy and receive within 5 business days.

12.2

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.

12.3

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.

12.4

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.

12.5

Auditors

TCMHA may choose to waive audit and review

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

D. Dienesch

October 25, 2024

President

Date

BY-LAWS

SECTION 1 – BOARD OF DIRECTORS

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

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Members-at-Large (maximum of 11 such positions) each of whom will hold a minimum of one position from committees

The term to office for each elected Board Member shall be two years, with the exception of Members-at-Large whose term of office shall be one year, commencing the May 15th following the Annual General Meeting. Newly elected Board Members are invited to any Board Meetings scheduled after the AGM but before the commencement of their term, and have no voting rights at any such Meeting.

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

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.

Remuneration of Directors:

The Directors shall receive no remuneration for acting as such.

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.

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.

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.

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.

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.

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 TCMHA
 - 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 TCMHA 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 TCMHA 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 2nd 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 1st 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 OMHA. 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 & OMHA.
- 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 TCMHA 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 TCMHA 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 TCMHA 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. OMHA Contact

- a) The OMHA Contact person will act as the liaison between the OMHA 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 OMHA 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. Compliance/Harassment Officer

- a) The Board shall appoint a member as Compliance/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 yearend 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 TCMHA 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 TCMHA and the OMHA. 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 TCMHA 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 - Jerseys and Socks

- A. Jerseys 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 Jerseys 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 TCMHA states that all players must wear full, properly fitted protective equipment that conforms to Hockey Canada and C.S.A. guidelines. TCMHA will supply full protective goal equipment in U7 and U9. All goaltenders in U9 Rep, U11 Rep, U13 Rep and Local League, U15 Rep and Local League, U18 Rep 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 TCMHA athletic related activities is prohibited. Suspension shall be levied for failure to observe this rule.
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.

11. Ice Rental

The TCMHA 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.

12. Rep & Affiliated Player Movement & Signing

- a) TCMHA 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 OMHA. 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 level must seek permission of the Executive
- d) Exception player process will be followed as established by TCMHA

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 Convenor
- 4) Sign affiliated players as per OMHA Guidelines

13. Junior - U18 Agreement

All Junior - U18 movement must be by affiliation.

14. Local League Teams

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

15. Mileage

Mileage will be paid to all Executive members for pre-approved excursions while attending TCMHA business. The rate will be the same as the referees' pay structure followed by the OMHA.

16. Conference Policy

OMHA Annual Meeting, Southern Counties League and Grand River Local League Meetings: Expenses for TCMHA Representatives as approved by the Executive may or may not include: overnight room, banquet ticket cost and transportation

17. Subsidization of N.C.C.P. Courses

The TCMHA has adopted a policy for subsidization for N.C.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 OMHA 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 fees will be collected from each player signed to a Rep 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 team must attend a minimum of 2 Tryout sessions before they will be eligible to sign with a Rep 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

Second Entry 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 one (1) week prior to the start of the 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

3. Local League Teams:

Players not assigned to the Rep 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 TCMHA 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 TCMHA and will be displayed in the arena when a team is OMHA champion or finalist and league division champion or finalist

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 (LL or Rep) will be displayed in the trophy case for a minimum of one year.
- c. OMHA Champions and Finalists Trophies are to be returned by their appointed date

29. Admission to Games

No admission will be charged for TCMHA games unless otherwise specified by OMHA regulations

30. Release Policy

It is the intent of TCMHA to keep all players who signed Right of Choice to play in TCMHA. In the event a player wishes to revoke their Right of Choice;

- a. A request is to be made in writing to the President, stating the reason for the release request
- b. A review of the players registration history is required and if registered to a Rep team in a prior season, TCMHA cannot provide a release and the player will be provided the directions to appeal
- c. All players who reside within the TCMHA boundary map are not eligible for any release unless residency regulations apply
- d. If a release is granted, an administration fee of \$100 is payable to TCMHA
- e. Players released to Junior Hockey are on condition that the Development Fees, as determined by the Ontario Hockey Federation Handbook are paid to TCMHA
- f. All other release requests follow OMHA rules and regulations
- g. The President shall inform the Board of Directors at the next scheduled meeting of any release requests received and their status

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 15th 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, OHF 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.