

**CORONATION MINOR**  
**HOCKEY**  
**ASSOCIATION**

**CONSTITUTION**

**AND**

**PLAYING RULES**

FEBRUARY 1999  
REVISED MARCH, 2010

# **CONSTITUTION OF CORONATION MINOR HOCKEY ASSOCIATION**

## **ARTICLE 1**

### **HEAD OFFICE**

The Head Office of Coronation Minor Hockey Association Inc. shall be in the City of Hamilton.

### **SEAL**

The Seal, an impression  
Whereof is stamped to the  
Right hereof, shall be the  
Seal of Coronation Minor  
Hockey Association Inc.

### **NAME**

This organization shall be known as Coronation Minor Hockey Association Incorporated, and all references to the CMHA Inc., CMHA and Coronation, in this constitution shall refer to the Coronation Minor Hockey Association Incorporated.

The Coronation Minor Hockey Association is a Non-Profit organization. It shall be a Member Association of the Hamilton Minor Hockey Council and The Recreational Houseleague Committee. (Further references to the Hamilton Minor Hockey Council shall be indicated as the H.M.H.C. and the Recreational Houseleague Committee shall be indicated as the R.H.L.C.)

The year-end of the CMHA business shall be as stated by the CMHA Inc. Executive and confirmed in writing.

The Coronation Minor Hockey Association will operate from Coronation Arena and Pool on Macklin Avenue in the City of Hamilton and shall encompass eight (8) divisions for players aged 4 through 20 (as of December 31<sup>st</sup>) where numbers warrant.

These Divisions will be:

**JUNIOR DIVISION**

Hockey School	Age up to 5
Tyke	Age 5 & 6
Novice	Age 7 & 8
Atom	Age 9 & 10

**SENIOR DIVISION**

Pee Wee	Age 11 & 12
Bantam	Age 13 & 14
Midget	Age 15, 16 & 17
Juvenile	Age 18, 19 & 20

## **ARTICLE 2**

### **MANDATE AND GUIDING PRINCIPLES**

The Mandate and Guiding Principles of Coronation Minor Hockey Association shall be to:

1. Foster, promote and teach amateur hockey within the City of Hamilton in general and in the West End of Hamilton in particular. To preserve the philosophy of recreational hockey offering all eligible players the maximum opportunity to participate.
2. Promote, organize and conduct all team competition in the area of operation to the maximum of playing accommodation and financial resources and to administer the program through a group of appointed and elected volunteers.
3. Develop and encourage sportsmanship, community spirit and good fellowship for all participants and members and for the betterment of the physical, mental and social well-being of all players and volunteers.
4. Provide a healthy environment for all members and players where verbal or physical abuse will not be tolerated. As such, through procedures set out in the By-Laws, the CMHA will take action against obscene and profane language and threatening, menacing or intimidating behaviours.
5. Provide a safe environment for all players. As such, all convenors, coaches, assistant coaches, managers and trainers must agree to obtain a police clearance from the local police service.
6. Provide members the right to voice their concerns and/or appeal decisions made through procedures set out for such purposes in the By-Laws of the CMHA Inc.
7. Sponsor and promote athletic, social and other activities as may contribute to the betterment and financial position of CMHA Inc.
8. Affiliate with and support the activities of the Hamilton Minor Hockey Council and the Recreational Houseleague Committee for the good of minor hockey in the City of Hamilton.

## **ARTICLE 3**

### **AUTHORITY**

The membership delegates authority to govern to the Board of Directors of the Coronation Minor Hockey Association Inc. according to the Constitution and By-Laws of the CMHA

## **ARTICLE 4**

### **BOARD OF DIRECTORS**

#### **COMPOSITION:**

**The Board of Directors** will be composed of the following **elected** officers plus officers **appointed** to the Board by the Elected Officers.

1. The **Elected** Officers will be comprised of:

President, Immediate Past President, Vice President-at-large, Vice-President Junior Houseleague, Vice-President Senior Houseleague, Treasurer, Secretary, and Registrar.

2. Any **Appointed** Officers to the Board will be chosen from those holding a 'Position of Responsibility' within the organization including:

Convenors (one in each Division), Referee in Chief, Ice Scheduler, T.D.C. Rep., and Committee Chairs (Pictures, Equipment, Trophies, Sponsorship, etc.)

Members of the Board shall have the rights, powers and authority as granted to them in accordance with the Constitution and By-Laws of the CMHA

### **ADMINISTRATION**

1. All Elected Executive Officers shall be elected to hold one specific office for not longer than a two year term and may seek re-election for a second and third consecutive term for that specific office, but may not run for a fourth consecutive term in that same office.
2. The Elected Executive Officers shall hold only one elected position during each term.
- 3.a To be eligible for the office of President, a candidate must have served as a member of the CMHA Board of Directors for at least one term.
  - b In the event there are no nominations to, and candidates for, the position of President as qualified in 3a above, then nominations may be accepted from the membership.

- c To be eligible for any other elected office, a candidate must have been a member of CMHA Inc. for at least one season.
- 4.a The Board of Directors will have the authority to appoint replacements for appointed executive positions and committees when a vacancy occurs. Should a vacancy occur for an elected position, an election for that position will be held at the next membership meeting.

The membership shall be given two (2) weeks notice of such elections.

- b Any such election will refer only to the balance of the term of office where the vacancy exists.
- 5.a Elected members of the Board of Directors and the Referee in Chief may be a Coach, Assistant Coach, Trainer or Manager of any CMHA team or any other minor hockey league team, but conflicts of interest must be declared when any conflict or discipline matter arises concerning the team they are involved with.
- b Convenors cannot Head Coach a team in the same division in which they convene. (Refer to Convenor's duties) Convenors shall not coach a team within their own division unless on an interim basis only and in the absence of a qualified coach.
- 6 Any Board of Director's member may be subject to discharge if they contravene, in any way, the Constitution, By-Laws and league regulations of CMHA Inc., or for conduct not befitting the intent or objectives of CMHA Inc., or breaches the confidentiality of CMHA Inc.

When the discharge process is initiated from within the ranks of the Board of Directors through the Disciplinary Committee and recommends the discharge of a member of the Board of Directors, it shall be voted upon by the remaining members of the Board of Directors based on the findings and facts along with a recommendation for discharge from the Disciplinary Committee. A 2/3 majority of those members in attendance will be required for discharge.

When the discharge process is initiated from within the ranks of the general membership through the Disciplinary Committee and recommends the discharge of a member of the Board of Directors, it shall be voted upon by the membership at a General Meeting where a 2/3 majority of those members in attendance will be required to support the discharge.

- 7. All CMHA Inc. Board of Directors members and/or members of committees who are required to handle CMHA Inc. funds shall not be bankrupt nor have a receiving order against them nor an assignment made under the Bankruptcy Act.

Persons entrusted with CMHA Inc. funds shall be fully responsible for the care and custody of those funds and must maintain such records, books of account and accounting records as may be required by CMHA Inc. or by the Business Corporations Act.

8. A member of the Board of Directors shall serve without remuneration and no member shall directly or indirectly receive any profit from their position as such, provided that a member may be paid or reimbursed for reasonable expenses incurred by them in the performance of their duties.
- 9.a A member of the Board of Directors shall not participate in voting or other such decision making processes if there is a conflict of interest with that member's participation on an issue or concern.
  - b Every Member of the Board of Directors shall disclose any conflict or possible conflict of interest that an individual may have either personally or through a partnership, affiliation, association or corporation which the individual is associated with on a non-arms length basis.
  - c Such apparent or perceived conflicts to be determined by a simple majority vote of those members of the Board of Directors in attendance at such meeting where a possible conflict is disclosed.
10. Honorary Life members may be appointed by the Board of Directors for exceptional dedication and contribution of time and effort to development and furtherance of minor hockey.
11. All Members of the Board of Directors shall faithfully perform the duties properly required of them to a level reasonably expected of a person elected or appointed to their position.
12. The Executive shall appoint four (4) Signing Officers from amongst themselves, one of which shall be the Treasurer. Any two officer's of the four shall have signing privileges. No spouses or those living common-law, or related to another shall have signing privileges. All Signing Officers may be required to furnish authorization for the CMHA to obtain a report from a credit reporting agency at the expense of the CMHA

## **ARTICLE 5**

### **CMHA INC. MEMBERSHIP**

1. Membership in the Coronation Minor Hockey Association Inc. shall consist of the following:

All Members of the Board of Directors

All Committee Members

All Team Head and Assistant Coaches, Managers and Trainers

All Families of Registered and Paid in Full Players

All Honorary Members

2. Each Family with one or more players paid in full, registered and in \*good standing with CMHA Inc. shall have one vote per parent or guardian.

- \* A member in Good Standing is a parent or guardian of a child or of children currently registered in the CMHA, or a volunteer working in the CMHA in any capacity being currently up-to-date on any financial affairs and not being under suspension or under disciplinary action by either the CMHA or the H.M.H.C. or the RHL Committee or the City of Hamilton.

No eligible voting individual shall have more than one vote.

3. Each member of the CMHA has the right to request, view and/or obtain copies of any document produced for CMHA that is not declared confidential as per the By-Laws of the CMHA.

## **ARTICLE 6**

### **MEETINGS**

1.1 The CMHA Inc. Board of Directors meetings shall be held at least monthly. A change in the meeting date can be made by the President within three (3) days of the regular meeting date.

1.2 Notice of Board of Director meetings shall be given by the Secretary to each CMHA Inc. member of the Board of Directors, at least seven (7) days prior to the regular meeting date.

1.3 A CMHA Inc. Annual Membership meeting shall be held once (1) each year between February 1<sup>st</sup> and March 31<sup>st</sup>, at which time an election of Executive officers will take place and appointments may take place. The current CMHA Inc. Board of Directors shall decide the date.

1.4 A year to date financial statement of CMHA Inc. will be presented at each General Meeting as well as at the Annual Meeting.

1.5 Proposed changes in the Constitution of CMHA Inc. may be presented for approval at the Annual Meeting.

Proposed changes to the By-Laws of CMHA Inc. may be presented for approval at the Annual or any General Membership Meeting.

1.6 A report by the President on CMHA Inc. activities shall be given.

1.7 Notice of General Membership or Annual meetings must be posted by the Secretary, 30 days in advance, in the Coronation Arena and Pool lobby.

Notice for other meetings may be given verbally, telephoned, or delivered personally or electronically communicated, posted in the Coronation Arena and Pool lobby or inserted in any official CMHA Inc. publication by the Secretary.

1.8 The President, or their designate, may call a Board of Directors meeting at any time. The President or their designate may call a General Membership Meeting at any time subject to Article 6 1.7.

1.9 Members may call a special Board of Directors meeting or a General Membership

Meeting at any time providing their reason for such a meeting is in writing and on the signatures of twenty (20) individual member families. Such request shall be delivered to the Secretary. On receipt of such a request, the Secretary shall notify the Board of Directors and fulfill the requirements of Article 6 1.8.

- 2.0 The order of business of agenda items at all Membership Meetings shall be as follows:
1. Call to order
  2. Adoption of Agenda
  3. Reading of minutes of previous meeting
  4. Business arising from the minutes
  5. Reports
  6. Unfinished business
  7. New business
  8. Commenced or Concluded Disciplinary Actions
  9. President Report
  10. Correspondence
  11. Changes to the Constitution and By-Laws  
(Constitution at Annual Meeting, By-Laws at Annual or General Membership Meetings)
  12. Election of CMHA Inc. Executive Officers if needed  
(Annual Membership Meetings Only)
  13. Adjournment
- 2.1 All meetings shall be conducted in accordance with the Rules of Order procedures attached in Appendix "C". The Chair of the Constitution Committee or designate will enforce and interpret the Rule of Order.
- 2.2 A quorum is required to make meetings valid and properly constituted.
- 2.3 At CMHA Inc. Board of Directors meetings, and other committee meetings, a majority (one half plus one) of members of said committee must be present to form a quorum.
- 2.4 At General and Annual Membership meeting, fifteen (15) members, which shall include four (4) Elected Executive Officers, must be present to form a quorum.

## **ARTICLE 7**

### **VOTING**

1. A quorum is required to make any vote valid and properly constituted.
2. The CMHA Inc. Board of Directors shall vote upon and approve an annual budget. All items not recorded on that budget shall be voted upon by the Board of Directors.
3. At all meetings of the Board of Directors, each member of the Board shall have one vote with the President's vote counted only in the case of a tie.
4. All eligible members shall have a vote at General and Annual Membership Meetings.

## **ARTICLE 8**

### **ELECTION OF CMHA ELECTED BOARD OF DIRECTORS**

1.a The election of Board of Director members of CMHA Inc. shall be held at the end of each specific term at the Annual Membership meeting. Voting shall be by secret ballot. A simple majority (fifty percent plus one) shall carry. The Chairperson of the election shall be the Chairperson of the Nominating Committee and shall not run for an Elected Executive Office.

b Each individual position shall be nominated and voted upon separately to ensure that the voting membership clearly understand which particular position each of the nominees are standing for.

3. The Nominating Committee shall be responsible for soliciting and receiving names of members

To provide a slate of officers for election having secured endorsement of the nominations by the candidates. The slate shall include as many candidates as are eligible and are willing to stand for office. In addition, the committee will notify the Secretary, who will notify the membership of the ensuing election. The Secretary shall post and make available the proposed slate, a list of those members eligible for office and a notice of the Annual meeting date at least thirty (30) days prior to the date of the Annual meeting.

3. A member may stand for more than one office but may not hold more than one office in any given term.

4. Nominations for office may also be made from the floor at the time of election.

5. All absent nominees must indicate their willingness to accept a nomination by written proxy.

## **ARTICLE 9**

### **DUTIES OF THE ELECTED EXECUTIVE OFFICERS**

#### **The President shall:**

Preside at all meetings of the Board of Directors and General Membership meetings with the usual privileges of the office.

Represent and speak for the CMHA at all meetings of the H.M.H.C. and RHL Committee.

Appoint, in conjunction with all other Elected Executive Officers, volunteers for the position of Referee-In-Chief, All Committee Chairs, All Convenors and Technical Development Rep.

Comply with Article 4 Section 7 of this Constitution.

#### **Duties of the Vice President at Large:**

The Vice President at Large will take direction from the President and the Executive. This individual shall fill-in when required due to illness, vacation or any other leave and will undertake any special projects as required.

The Vice President at Large will fill the role of the President or any other Executive Member in the absence of the President or such other Executive Member.

Comply with Article 4 section 7 of the Constitution.

#### **Duties of the Immediate Past President:**

The Immediate Past President takes direction from the President and the Board of Directors.

In the absence of the President and the Vice President at Large, the Immediate Past President shall fill the role of the absent Executive Member.

An Immediate Past President can provide the Executive with valuable insight and experience for their information and consideration.

**NOTE:** A Past President is deemed to be a former CMHA President who left and remains in good standing.

Comply with Article 4 Section 7 of this Constitution.

## **Duties of the Vice-Presidents – Junior & Senior**

The Vice Presidents of the Junior Divisions and the Senior Divisions, take their direction from the President and the Board of Directors.

### **The Junior Vice President shall be responsible for the following divisions:**

Hockey School, Pre-Novice, Novice, and Atom and will:

Appoint convenors and coaches in conjunction with the other Elected Officers.

Host pre-season meetings with convenors and if necessary the coaches to ensure all volunteers are following the policies, procedures and philosophies of the CMHA.

Monitor divisions throughout the season

Approve all team rules and budgets before they are issued.

Ensure that all Tournament and Exhibition Games are passed along to the President for approval.

Work with the Sponsorship Committee in allocating sponsors to teams in the Junior Division.

Comply with Article 4 Section 7 of this Constitution.

### **The Senior Vice President shall be responsible for the following divisions:**

PeeWee, Bantam, Midget and Juvenile, and will:

Appoint convenors and coaches in conjunction with the other Elected Officers.

Host pre-season meetings with convenors and if necessary the coaches to ensure all volunteers are following the policies, procedures and philosophies of the League.

Monitor divisions throughout the season

Approve all team rules and budgets before they are issued.

Ensure that all Tournament and Exhibition Games are passed along to the President for approval.

Work with the Sponsorship Committee in allocating sponsors to teams in the Senior Division.

Comply with Article 4 Section 7 of this Constitution.

## **Duties of the Secretary**

### **The Secretary shall:**

Record and maintain all minutes of all duly constituted Board of Directors, Committee, Council, Membership and Annual meetings.

Inform the H.M.H.C., RHL Committee, and Government Officials of the Officers of our Incorporated body as required under the rules of Incorporation.

Deal with all correspondence pertaining to the business of the CMHA Inc.

Notify all members of forthcoming meetings.

Receive and act on correspondence.

Comply with Article 4 Section 7 of this Constitution.

## **Duties of the Treasurer**

### **The Treasurer shall:**

Be charged with the overall responsibility of all financial matters of the CMHA

Keep a full and accurate account of all receipts and disbursements of the CMHA in proper books of account (or recognized accounting software package).

Deposit all monies and other valuable effects in the name of the Association in a recognized financial institution as may from time to time be designated by the CMHA Board of Directors.

Pay all invoices up to \$200.00 in the approved budget. Pay all invoices when over \$200.00 or in excess of the budget only when approval has been recorded in the minutes of a meeting of the Board of Directors.

The Treasurer shall prepare for review the annual financial statements by June 30<sup>th</sup>.  
The Treasurer must, should such a motion be made, be prepared for an external audit by an approved accountant at any time.

Provide a year to date statement at meetings of the CMHA Board of Directors.

Furnish a year-end financial statement to the H.M.H.C. and the RHL Committee.

Comply with Article 7 Section 7 of this Constitution.

## **Duties of the Registrar**

### **The Registrar shall:**

It shall be the Registrars duty to ensure that the necessary forms are obtained prior to registration dates.

The Registrar shall recommend, in accordance with the RHL Committee guidelines, the dates of registration days, the methods of registration and define eligibility of players admitted to the program.

The Registrar shall also be responsible for conducting registration and maintaining proper records, including the verification of eligibility.

Ensure the accuracy of numbers of players registered into Divisions so as to minimize any possibility of overbooking.

Ensure all registration forms are completely filled out accurately.

Furnish full player listing and other such appropriate information to the Executive, Convenors, Coaches and the RHL Committee and the H.M.H.C. as required.

Comply with Article 4 Section 7 of this Constitution.

## **ARTICLE 10**

### **COMMITTEES**

1. The following may comprise the Committees of the CMHA:
  - Sponsorship Committee
  - Equipment and Sweaters Committee
  - Fundraising Committee
  - Disciplinary Committee
  - Special Events Committee
  - Constitution and By-Laws Committee
  - Nomination Committee
  - Trophy Committee
  - Picture Day Committee
2. The Chairs of the Committees shall be empowered to conduct the usual business of their Committee and shall report as required to the Board of Directors.
3. Members of all CMHA Committees must be approved by the Board of Directors.

## **ARTICLE 11**

### **PROTECTION OF CMHA INC. MEMBERS**

All members of the CMHA Inc. who have undertaken or are about to undertake any liability on behalf of the CMHA Inc. from time to time and at all times shall be indemnified and saved harmless from and against all liabilities as follows:

Coronation Minor Hockey Association Inc. Board of Directors shall arrange appropriate player and volunteer insurance in keeping with the level of the program and governing affiliations.

## **ARTICLE 12**

### **CHANGES TO THE CONSTITUTION**

1. The Articles of the Constitution shall not be amended, added to, or suspended except at the Annual Membership Meeting at which time a quorum of fifteen (15) members will be required with at least two-thirds (2/3) majority of the attending members.
2. Notice of proposed amendments to the Constitution must be made in writing to the Secretary not later than sixty (60) days in advance of the Annual Membership meeting. These amendments shall require the voted approval of 2/3 of those members in attendance. For proposed changes to By-Laws, a majority of one half plus one of members in attendance will be required.
3. The Secretary shall post, and make available to all CMHA Inc. members, written notice of proposed changes in the Constitution at least thirty (30) days prior to the Annual Membership meeting when such changes will be considered.

## **ARTICLE 13**

### **CHANGES TO THE BY-LAWS**

1. Proposals for changes in the By-Laws may be made only at CMHA Inc. General and Annual Membership meetings at which time a quorum of fifteen (15) members will be required with at least one-half plus one of the majority of the attending CMHA Inc. members.
2. Notice of proposed amendments by the By-Laws must be made in writing to the Chairperson of the Constitution and By-Laws Committee not later than sixty (60) days in advance of a General or Annual Membership meeting.
3. The Secretary shall post and make available all C.M.H.A Inc. members written notice of proposed changes in the By-Laws at least thirty (30) days prior to the General or Annual Membership meeting

## **ARTICLE 14**

### **INTERPRETATION**

In this Constitution and in all By-Laws of the CMHA Inc. thereafter passed, unless the context otherwise requires, words importing the singular number of the masculine gender shall include the plural number of the feminine gender, as the case may be, and vice-versa

APPENDIX “A”

**COMMITTEES**

**SPONSORSHIP**

A non-elected volunteer member shall be appointed to this position.

The Sponsorship Committee shall be responsible for:

Obtaining the necessary number of sponsors and collecting all sponsorship monies. He shall keep all sponsors informed of all activities of CMHA Inc. The Treasurer shall be an Ex-officio member of this Committee.

Soliciting sponsorship for House League Teams under the rules of the RHL Committee rules and the policies of the CMHA.

Informing the President of sponsors names and of any particular preference the sponsor indicates with respect to division or teams.

Keeping records of all sponsors, contact persons, addresses, phone numbers and postal codes.

Arranging, in conjunction with the Treasurer, all invoicing and collection of sponsorship fees.

Ensuring the sponsors receive:

Game and Playoff schedules for their team.

An invitation to come to the rink to enjoy watching those games.

A copy of the CMHA Newsletter.

An invitation to participate in the presentations and activities of Championship Day.

A team picture and appreciation plaque at Seasons End.

An invitation to participate again in the upcoming Season.

Supplying a financial report to the Treasurer.

Attending meetings of the Board of Directors as required to present a report on the financial status of the Sponsorship Committee.

Submitting for prior approval of the President or Vice-Presidents, copies of correspondence to be submitted to Sponsors.

Supplying to the Board a copy of all information sent out to potential sponsors.

## **EQUIPMENT AND SWEATERS**

A non-elected volunteer member shall be appointed to this position.

Volunteers sitting on the Equipment Committee are to:

Secure and maintain the equipment of the Coronation Minor Hockey Association.

Maintain an accurate inventory of available and borrowed equipment.

Ensure that equipment is returned at the end of each season, cleaned, dried and in good repair.

Provide to the Executive a minimum of three quotes for the purchase of additional or replacement equipment.

Co-ordinate the inventory, tendering, ordering and purchasing of all equipment necessary for the operation of CMHA Inc.

Be responsible for the care and upkeep of equipment used by CMHA Inc. teams.

Be responsible for making available for sale the standard CMHA Inc. Jackets and other articles.

**NOTE:** Any purchases will require the approval of both the Chairperson of this Committee and the Treasurer.

## **SPECIAL EVENTS**

A non-elected volunteer member of CMHA shall be appointed to this position.

**The Special Events Committee is responsible to oversee all Special Events and Championship Day (Super Saturday).**

Volunteers working in this capacity shall:

Set and confirm dates, arrange transportation, create maps etc. for home and way series games with Visiting teams or Friendship Tournaments in conjunction with the Ice Scheduler and Board of Directors.

Inform the arena manager of special events well in advance.

Arrange officials for special event home games in collaboration with the Referee in Chief.

Set and produce a budget for the special event subject to approval of the Board of Directors.

Arrange for game schedules, presentation, music, etc. for Friendship Tournaments and Championship Day in conjunction with the Board of Directors.

Notify sponsors, through the Sponsorship Committee of any upcoming special events.

Arrange for Scorekeepers and Timekeepers.

## **JACKETS AND TROPHIES**

A non-elected volunteer member shall be appointed to this position.

Volunteers working in this capacity shall:

Recommend for approval by the Board of Directors, listings of the suppliers, costs and types and numbers of trophies and awards to be purchased each year for Championship Day. (Minimum of two(2) preferably three (3) quotes.)

Order awards/trophies, arrange for delivery, engraving and other items necessary for Championship Day.

Order appreciation Plaques for our House League Sponsors. (Photo supplied by the Picture Co-ordinator)

Arrange for the presentation of awards in conjunction with the Special Events Co-ordinator and the Board of Directors on Championship Day.

Maintain the main trophy case and update engraving and plaques of divisional winners.

Co-ordinate, under the direction of the Board of Directors, the sale of jackets as approved by the Board (styles and colours to be decided by the Board). A minimum of three (3) quotes will be required by the Board.

## **PICTURE COMMITTEE**

A non-elected volunteer shall be appointed to this position.

All volunteers working in this capacity shall:

Obtain a minimum of two (2) quotes for team pictures and submit same to the Executive for approval.

Engage the services of the approved photo service on behalf of the Executive.

Prepare a schedule in collaboration with the Ice Scheduler for all Houseleague Team Photos.

Schedule arrangements in an effort to have all team photos completed by December 31<sup>st</sup> and available for distribution by January 25<sup>th</sup>.

## **CMHA NEWLETTER**

Volunteer Committee members working in this capacity shall:

Publish the CMHA Newsletter a minimum of three times annually.\*

Suggested time frames -	Beginning of regular season
	End of December
	Early March prior to Playoffs

The Chairperson of this committee will ensure that copies are supplied to:

- All Houseleague Teams (through respective Convenors)
- All Sponsors (through Sponsor Chair)
- All Executive Members
- Arena Manager and Bulleting Boards

\*it is not expected that the Newsletter Committee members create the newsletter, rather it is their task to collect, collate and publish various information and new items as supplied by the Executive, Convenors, Coaches, Parents and Players.

## **FUNDRAISING**

A non-elected volunteer shall be appointed to this position.

Volunteers sitting on the Fundraising Committee shall:

Ensure that all necessary licenses and/or permits are properly obtained.

Present to the Executive, fundraising ideas complete with proposed budgets for such fundraising initiatives.

Co-ordinate and promote any approved fundraising venture.

Furnish a financial statement to the Treasurer at the completion of each fundraising venture.

Attend meetings when requested by the Executive to report on the financial status of the Fundraising Committee.

Submit for the Presidents or Vice-Presidents approval, copies of all anticipated correspondence prior to sending, concerning fundraising activities.

Furnish the Executive copies of all correspondence sent out.

Ensure that all monies received or paid are done so only through the Treasurer.

Present an annual fundraising budget, to the CMHA Board of Directors for their approval. Further, to raise money through various activities which the CMHA Board of Directors deems necessary for the economic and social betterment of CMHA Inc.

## **DISCIPLINARY COMMITTEE**

This committee will be comprised of, no less than three (3), to a maximum of five (5), volunteers. They may be from the Board of Directors and the Membership.

No member may vote if directly or indirectly involved in the issue at hand. **(Conflict of interest must be declared)**

The Referee in Chief shall be an Ex-Officio member of this Committee.

The role of the Disciplinary Committee is to uphold the Constitution and By-Laws and Regulations of the Coronation Minor Hockey Association Inc., the RHL Committee, the H.M.H.C. and any other governing body with which the CMHA is affiliated.

They shall be responsible for ruling on all matters placed before them for consideration by the Board of Directors or a member of CMHA Inc.

## **CONSTITUTION AND BYLAW COMMITTEE**

Three to Six non-elected volunteer members will be appointed to this committee.

The Board shall designate one of these volunteers as Chairperson.

The Committee shall be responsible for the Annual review of CMHA Inc.'s Constitution and By-Laws.

## APPENDIX "B"

### DUTIES OF APPOINTED POSITIONS

#### Preamble:

All appointed Officers shall serve for a term of one year and may serve as many terms as required by the Board of Directors.

#### Houseleague Convenors

Convenors are appointed for the following divisions:

Hockey School, Tyke (Pre-Novice or Initiation), Novice, Atom, PeeWee, Bantam, Midget and Juvenile

Note: Hockey School is for fun, learning, skating, puck-handling and is not a competitive program. As such it follows a different format than divisions which play actual games.

#### Convenors are to:

Manage their divisions within the rules and procedures of the CMHA with regular consultation with the Vice-Presidents and the Team Coaches.

Run evaluations and drafts so as to create balanced teams.

Collect any documents, cards, rosters etc. as required and return same to their respective Vice-President.

Follow-up on suspensions or discipline problems in conjunction with the Discipline Committee.

Host a pre-season, mid-season and possible end or post-season meeting with coaches to discuss any problems or to record any suggestions for future improvements.

Maintain ice curfews on game nights.

Collect loaned goaltending equipment at season's end and forward to the equipment coordinator.

Distribute team sweaters, newsletters and other handouts to their division.

Act in the capacity of the first referral for coaches and/or parents who have concerns.

Monitor practices and ensure coaches are following the procedures as laid down by the CMHA Playing rules.

Recommend changes to rules.

Supply division information for the newsletter.

Ensure that coaches understand the philosophy of fair play, the winning/losing perspective of fun and participation above the importance of winning.

Assist in the training of Timekeepers and Scorekeepers.

Convenors shall not coach a team within their own division unless on an interim basis only and in the absence of a qualified coach.

### **DUTIES OF THE REFEREE IN CHIEF**

The Referee in Chief shall be a volunteer appointed by the CMHA Inc. Board of Directors.

The Referee in Chief shall be responsible for the provision of qualified referees and minor officials for all CMHA Inc. Houseleague games under the jurisdiction of the CMHA Inc.

Additionally, the Referee in Chief is to:

Ensure that the rules for the game are adhered to in all instances and shall be responsible for holding regular refresher clinics to ensure that referees are performing to established standards.

Supervise, educate and improve the skills of Houseleague Officials within the organization.

Ensure that all officials are certified by and registered with the H.M.H.C.

Monitor officials in game situations and assist them in their improvement.

Schedule officials for all Houseleague games and playoffs and for any approved exhibition games.

Monitor all game sheets and inform Vice-Presidents and Convenors of suspensions in their divisions.

Furnish to the Treasurer, for payment, officials fees for games officiated.

To bring to the Board of Directors proposals for rule changes, concerns or suggestions.

## **DUTIES OF THE ICE SCHEDULER**

The Ice-Scheduler is to:

Work closely with the Board of Directors to schedule all Houseleague games, evaluations, practices, and playoffs.

Work with the Special Events Co-Ordinator in arranging ice for Friendship Tournaments and Championship Day.

Supply copies of all scheduled ice to the Board of Directors, Arena Manager, Convenors, Treasurer and teams.

Ensure that all teams receive an equal amount of games and practices throughout the season as subject to ice availability.

## **TECHNICAL DEVELOPMENT COMMITTEE**

A non-elected member shall be appointed to this position.

The T.D.C. Representative may put forward for approval, additional members to serve as members of the Technical Development Committee.

The function of the T.D.C. Committee shall be to act as a resource group of experienced hockey volunteers who will prepare a core development program for CMHA players and coaches and to assemble a lending library of hockey manuals and hockey training videos.

This committee serves to assist coaches with improved practice drills and evaluation methods. They may also run clinics, at no charge, for coaches, officials and trainers under the auspices of the H.M.H.C.

The T.D.C. Committee will apply the principles of the core development program that serves all levels of hockey for all age groups and guides hockey coaches as to what skills should be learned at various ages and offers drill diagrams designed to teach those skills.

## **APPENDIX “C”**

### **RULES OF ORDER**

1. The Chair, or in the absence of the Chair, the Vice President At Large, shall be the Chair of all Board of Directors, Annual and Special Membership Meetings.
2. No business, other than business referred to in this Constitution or the By-Laws shall be considered at any meeting of the Coronation Minor Hockey Association Inc.
3. A motion to be considered by the Chair must be moved and seconded. The mover and the seconder must be recognized by the Chair.
4. A motion to amend, or amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or an amendment to an amendment, shall be in order which is a direct negative to the resolution.
5. At the request of any member, upon the majority vote of those present, a question may be divided when practical.
6. After a motion or resolution has been duly moved and seconded, it shall be deemed in possession of the members but it may be withdrawn at any time with the approval of the majority of the members.
7. Where one or more members wishes to speak, the Chair shall determine in which Order they are entitled to speak.
8. Every member, while speaking, shall adhere to the question under debate, avoid all personal, unbecoming or offensive language, as well as any disparaging reflection on the Coronation Minor Hockey Association Inc. or any of its members.
9. No member, except the Chair of a Committee or the mover of a resolution shall speak more than five minutes at a time or more than once on the same question until all members wishing to speak have had the opportunity to do so, after which the member may be allowed to speak a second time.
10. If a member while speaking is called to order, that member shall cease speaking until the point of order is determined by the Chair.
11. The Chair shall take no part in the debate while presiding, but may yield the Chair to the Vice-Chair in order to speak on any question before the members, or to introduce a new question.

12. The Chair shall have the same rights as other members to vote on any question. In the event of a tie, he may give a casting vote, or if he chooses to refrain from voting, in which case the motion does not prevail and the decision is in the negative. The Chair shall have only one vote on any issue.

13. Where a motion or resolution is under consideration, no motion or resolution shall be received except a motion or resolution having precedence in the following order:

1. To adjourn
2. The previous question
3. To lay on the table.
4. To postpone for a definite time
5. To refer
6. To amend or divide

The first three of these shall be decided without debate.

14. A motion for the previous question when regularly moved and seconded, shall be put in this form: "Shall the question now be put?". If adopted, the Chair shall proceed to take the vote on the resolution and amendments, if any according to their priority. If an amendment or an amendment to an amendment is adopted the original resolution, as amended, shall be put to the members.

15. A motion to adjourn is in order except:

1. when a member has the floor
2. when members are voting

16. A motion to adjourn having been put and lost shall not be in order again, if there is further business before the members, until fifteen minutes has elapsed.

17. When a recorded vote is requested by any member of the Coronation Minor Hockey Association Inc. the vote shall be conducted by the Chair calling for those members voting in the affirmative to stand and be recorded by the Secretary and those members voting in the negative to stand and be recorded.

18. Any member may appeal the decision of the Chair. When the decision is appealed, the Chair shall state his/her decision and the reasons therefore from the Chair from the Chair. The person appealing shall briefly state the reasons for the appeal, after which, without further debate the question shall be put to the members.

19. No member shall leave or enter a meeting during the reading of the minutes, while a vote is being taken or the installation of officers.

20. After a question has been decided any two members who have voted in the majority may at the same time or next meeting, move reconsideration of the question.

21. Any member may request that the question, motion or resolution under discussion be read for the member's information at any time during the debate, but not as to interrupt a member who is speaking.
  22. During meetings of the Coronation Minor Hockey Association Inc., unless permission is granted by the Chair, all persons except members of the Coronation Minor Hockey Association Inc., shall be excluded from meetings of the Coronation Minor Hockey Association Inc.
  23. Members, while perhaps disagreeing on particular issues or items, should conduct themselves respectfully. As well, they should show respect for those with opposite views.
  24. All points of procedure not provided for in the preceding rules shall be decided in accordance with the Bourinot's Rules of Order.
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