

ELLIOT LAKE



MINOR HOCKEY

CONSTITUTION

REVISED: February 2017

Article 1 – Name

The name of the Association shall be Elliot Lake Minor Hockey Association. ELMHA or the association shall mean Elliot Lake Minor Hockey Association.

Article 2 – Objective

Section a) - To organize and operate the sport of amateur hockey for the purposes of recreation and/or competitive hockey in the City of Elliot Lake in accordance with the rules of the NOHA, Central Algoma Hockey League, Nickel District Minor Hockey League, and North East Hockey League or any other league the association may be affiliated with.

Section b) - The Association shall only organize and operate recreational and/or other related hockey activities for youths under the age of nineteen (19) years, in programs which the association sees fit and able to conduct.

Section c) - To protect and promote good sportsmanship, fair play and equal opportunity between all participants and members.

Section d) - Awards may be given at the end of the year banquet to individual participants in recognition of most improved player, most dedicated and most sportsmanlike. Most valuable player awards may be given out during tournament play.

Section e) - To assist and co-operate with the Northern Ontario Hockey Association affiliates in Elliot Lake for the benefit of players, volunteers, Elliot Lake Minor Hockey and the City of Elliot Lake.

Section f) - To fundraise to support the activities and operations of Elliot Lake Minor Hockey.

Article 3 – Membership

Section a) - Membership and participation in the Association is open to all persons who wish to voluntarily contribute time, effort and support to achieve the objectives of the organization while abiding by the Constitution, rules and regulations.

Article 4 – Governing Body

Section a) - The governing body of the association shall be called the executive committee and shall consist of the following:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. House League Officials Assignor
6. Rep Officials Assignor
7. Equipment Manager
8. Ice Scheduler
9. Fundraising Co-ordinator
10. Abuse & Harassment Co-ordinator
11. Bingo Chair
12. Two Members at Large
13. District League Representatives

Section b) - The Executive Officers shall be elected by way of vote from the members of the association at the annual general meeting and shall hold office for a period of two (2) years.

Section c) - In the event that an Executive Officer's position becomes vacant after the Annual General meeting for the period concerned, the executive committee may appoint a person to fill the vacancy.

Section d) - Any person who is of legal age and is a member of the association is eligible to vote for or stand for election and hold the position of any officer on the executive committee.

Section e) - The immediate past President shall be honorary Member of the Executive Committee without any voting powers.

Article 5 – Meetings

Section a) – Annual

Subsection i) - An Annual General meeting shall be held on or before the last Sunday in May, for the purpose of receiving a report from the previous year's Executive Committee and to elect the Executive Committee for the forthcoming year.

Subsection ii) - The report from the outgoing Executive Committee will contain Financial Report for the year's activities and any recommendations from the outgoing executive. Copies of the Financial Report will be made available to all persons requesting same at this time.

Subsection iii) - The annual general meeting will be chaired by the President of the present executive. The duties will be:

- iiia) See that the annual report is presented
- iiib) Allow appropriate questions about the report to be made from the floor.
- iiic) Present any new additions or amendments to the Constitution, which were properly filed with the Secretary and ascertain by a 51% majority vote of the eligible voters present, acceptance or rejection of proposal.
- iiid) Conduct the election of the new Executive Committee.

Subsection iv) -The election of each Executive shall be made by majority vote of the persons voting by ballot done in accordance with parliamentary procedures.

Subsection v) - No proxy voting will be allowed.

Section b) – General

Subsection i) - A general meeting may be called at the discretion of the Executive Committee.

Subsection ii) - A general meeting shall be called by the Executive Committee if requested to do so by written petition of twenty five (25) persons of the general public who are of legal age and members of the Association. The written petition shall be submitted to the President.

Subsection iii) - If a General meeting is petitioned, it is the duty of the President to hold said meeting within fourteen (14) days after receiving the written request. The persons petitioning the meeting shall be notified by the Secretary as to the time and place.

Subsection iv) - The President of the Association may request the Elliot Lake Recreation Committee to appoint a Chairman for any General Meeting.

Subsection v) - All meetings declared as General, shall be open to all members of the Association.

Subsection vi) - At least two (2) General Meetings shall be held in any one season, one before October 10, and one before February 10 and shall be advertised 10 days before such meeting.

Section c) - Executive Committee Meetings

Subsection i) - The President shall call an Executive Committee Meeting regularly once per month during the period from October to April and at such time as he/she feels it is necessary to conduct the business of the Association.

Subsection ii) - The President shall call special Executive Meetings if requested to do so by at least four (4) other members of the Executive Committee.

Subsection iii) - Quorum: A quorum of the Executive Officers must be present for an Executive Committee Meeting to be called to order, the minutes read and resolutions passed and adopted.

Quorum shall be when the number of Executive Officers present at the meeting is more than half the total membership of the Executive. For example:

6 officers if the executive committee is comprised of 10 officers

5 officers if the executive committee is comprised of 9 officers

5 officers if the executive committee is comprised of 8 officers

4 officers if the executive committee is comprised of 7 officers

3 officers or less cannot conduct and Executive Committee meeting and pass resolutions on the Association.

Subsection iv) - The outgoing Executive shall have at least one meeting with the new executive to advise them of their responsibilities.

Subsection v) - Any person may attend an Executive Committee Meeting as long as they have obtained permission from two (2) Executive Members at least two days prior to the meeting.

Subsection vi) - Guests do not have a vote at Executive meetings. A majority of persons voting passes all Executive Committee motions. The President shall only cast a vote in case of a tie.

Article 6 – Amendments

Section a) - No amendments, alterations or additions shall be made in the Constitution except at the Annual General meeting.

Section b) - Notice of any amendments, alterations or additions to the Constitution must be filed with the Secretary of the Association in writing twenty (20) days prior to the Annual General Meeting.

Section c) - The Secretary shall post/forward to media officer to post all properly filed proposed amendments to this Constitution on the website and send out an email to the membership at least fifteen (15) days prior to the Annual General.

Section d) - No amendments, alterations or additions shall be made unless passed by a 51% majority vote of the person's voting at the Annual General Meeting.

Article 7 – By-Laws

Section a) - Article 6 of the Constitution shall not apply to the by-laws.

Section b) - Amendments, additions or deletions to the by-laws may be made at a General Meeting.

Section c) - The playing rules of the ELMHA shall be part of the by-laws.

Section d) - Notice of any amendment, addition or deletion of a by-law must be filed with the Secretary of the Association in writing at least eight (8) days prior to a General Meeting.

Section e) - No amendment, addition or deletion shall be made at a General Meeting unless passed by a 51% majority of persons voting.

Section f) - A quorum of the Executive Committee must be present when voting on amendments to the by-laws.

Article 8 – Executive Committee Powers and Duties

Section a) - Formulate, prescribe and make rulings or decisions on any matters concerning the operation and administration of Minor Hockey in Elliot Lake in accordance with the rules and regulations of the NOHA.

Section b) - Impose and enforce any penalties for violation or breach of the Constitution, regulations or rules of the Association.

Section c) - Remove or remit, on such terms and conditions as it deems fit, any suspensions or penalty that has been imposed by them.

Section d) - By a majority vote of the Executive committee, forthwith remove from voluntary position any individual who by being remiss or neglectful of duty, or by conduct, impairs his/her usefulness as a member of the Association.

Section f) - Assist in the collection of registration money and supervise collection of any other funds required to operate the Association, and to authorize expenditure.

Section g) - All expenditures will be made by cheque which must be signed by one of the following: President, Secretary, Treasurer and one other appointed executive member.

Article 9 – Sub-committees

Section a) - Form a Special Events Committee to consist of the Special Events Person, Secretary and Member at Large.

Section b) - The Special Events Committee shall organize and administrate the following: Minor Hockey Registrations, minor Hockey Week, and other special events which the Association sponsors from time to time. The Special Events Person shall be chairperson of this committee and the Secretary shall be responsible for seeing minutes are kept and presented to the next regular Executive Committee Meeting.

Section c) - Form other committees as required from time to time.

Article 10 – Duties of Officers

Section a) – President

Subsection i) - The President shall preside at all Executive Committee and General Meetings.

Subsection ii) - It shall be the duty of the President to co-ordinate the various activities, functions and operations of the Association in a manner to provide harmony and co-operation among contributors.

Subsection iii) - To be the official spokesperson for the Association.

Subsection iv) - He/she is an ex-officio member of all Committees and may attend any meeting of committees, leagues or groups associated with the Association.

Section b) – Vice President

Subsection i) - Act in the capacity of Vice-President of the Association and perform the duties of President in her/his absence.

Subsection ii) - List names of all volunteer coaches, addresses and telephone numbers with chosen league of play.

Subsection iii) - See that the administrative regulations and playing rules are enforced fairly.

Subsection iv) - Post a set of these regulations in a prominent place in the arenas in a legible condition.

Section c) – Secretary

Subsection i) - Take records in the form of minutes of all Executive Committee meetings, Special Events, General as well as special meetings called from time to time during the season.

Subsection ii) - Be responsible for conducting Official correspondence for the Association.

Subsection iii) -
The Secretary shall take the necessary steps to post all properly filed proposed amendments to this Constitution on the website and send out an email to the membership at least fifteen (15) days prior to the Annual General.

Subsection iv) – Act in the capacity of the Secretary of the Association and perform the duties of the President in the absence of the President and Vice-President.

Section d) – Treasurer

Subsection i) - Keep proper and up to date record of the monies acquired, spend and outstanding of the Association.

Subsection ii) - Give summary financial reports at each Executive Committee meeting or at Special Meetings.

Subsection iii) - Compile and issue a Financial Report at the Annual General meeting at least fifteen (15) days prior to the meeting.

Subsection iv) - Additional copies shall be made available for the Annual General meeting and issued upon request.

Subsection v) – Act in the capacity of the Treasurer of the Association and perform the duties of the President in the absence of the President, Vice-President, and Secretary.

Section e) – Rep/House League Officials Assignor

Subsection i) - Be responsible for acquiring game officials for all Association games. This is to include referees, linesmen and timekeepers.

Subsection ii) - Conduct training sessions from time to time, if required to upgrade the level of officiating in the Association.

Subsection iii) - See that the playing rules are distributed to all coaches, conveners and game officials.

Section f) - Fundraising Co-ordinator

Subsection i) - Originate, co-ordinate and administrate projects, which are required from time to time, to raise revenues for the Association as directed by the Executive Committee.

Subsection ii) - Be a member of the Special Events Committee and the Bingo Committee.

Subsection iii)- Track all volunteer hours and submit to Treasurer for volunteer fee refunds.

Subsection iv) – Recruit volunteers for all fundraising events.

Section g) - Ice Scheduler

Subsection i) - Allocate ice time for each division as required.

Subsection ii) - To attempt to ensure that all divisions have fair portion of ice time, and balance the schedules for cancelled games wherever possible.

Subsection iii) - The regular schedules should be completed in full prior to the first game of the season (and if games have to be rescheduled everyone concerned will be notified).

Subsection iv) - Post a set of these schedules on a website.

Subsection v) - A copy of the Master Schedules to be forwarded one week before the first league game to the arena manager.

Subsection vi) - Abide by the procedures set forth by the City of Elliot Lake regarding arena scheduling.

Subsection vii) – Present the practice schedule for all house league and rep teams to the executive for discussion and final approval before releasing it to any other organization.

Section h) - Abuse & Harassment Co-ordinator

Subsection i) - Chair Abuse & Harassment Committee Meetings

Subsection ii) - Prepare reports on all Abuse & Harassment incidents for the Executive.

Subsection iii) - Oversee interviews, reference checks and police record checks on all appropriate personnel.

Section i) - Bingo Chair

Subsection i) - Manages all the paperwork required to remain active in Bingo's

Subsection iii) - Will attend bingo meetings to keep informed of any changes

Section j) - Bingo Co-chair – NON-VOTING

Subsection i) - Assists the bingo chair with their duties

Subsection ii) - Acts in the capacity of the bingo chair in their absence

Section k) - Equipment Manager

Subsection i) - Controlling and maintaining inventory of all jersey's and hockey related equipment that is the property of the Elliot Lake Minor Hockey Association.

Section m) – CAHL Representatives:

Subsection i) - Occupy one of the two seats on the CAHL executive for Elliot Lake Minor Hockey

Subsection ii) - Liaise between the executive and each team management and coaches

Subsection iii) - Keep the executive aware of any rule changes

Subsection iv) - Attend various meetings as required by CAHL

Section n) - Tournament Chair – NON-VOTING

Section o) - Hockey Canada Registry (HCR) Co-ordinator - NON-VOTING
Subsection i) - Maintain Hockey Canada Registry for each team within ELMHA and work together with the read position holder to ensure all coaching staff certifications are up to date [as per NOHA rules](#).

Subsection ii) – Co-ordinate travel permits for all teams.

Addendum 1 - BY-LAWS

Article 1

Section a) - Coaches, assistant coaches, manager, trainers and officials **must** acknowledge familiarity with the contents of the ELMHA Constitution, By-Laws and playing rules.

Section b) - Coaches shall have proper qualifications as per the NOHA Constitution. All bench staff must conform to NOHA outlined duties and regulations. The Association may compensate volunteers for any costs incurred in order to reach minimum qualifications.

Article 2

Section a) - No person or team associated with ELMHA may raise funds, hold any raffles, or solicitation of sponsorship without the written consent of the Fundraising Co-ordinator.

Section b) – Violations will result in disciplinary action at the discretion of the Executive. This would include the possibilities of loss of practice time or fines.

Article 3

Section a) - Coaches may discipline players for missing games or practices without the player providing a valid reason or for unacceptable conduct.

Section b) – Any breach of code of conduct by player, coach or member will be disciplined as deemed fit by the Executive.

Section c) – Written reasoning must be provided to the executive and player prior to dismissal from a team.

Article 4 - Players must register in their own age group at the time of registration. Players will not be allowed to play in a different age category without following through with the procedure as outlined below.

Section a) - Movement will be considered:

Subsection i) - If a request for movement is submitted to the Executive by the parent/guardian stating the reasons why the player should move.

Subsection ii) - This request must be supported by both the coaches and player involved.

Subsection iii) - The Executive would then make a decision, which they felt would be in the best interest of the individual player, the team and the Association. No request will be considered before October 4th of each season. Final player movement will be completed by the date as prescribed by the NOHA.

Article 5 - Referees shall receive adequate training before officiating at games.

Article 6 - The Executive shall meet with all bench staff prior to the season. The Executive may request additional meetings as need warrant.

Article 7 - Any decision passed by ELMHA Executive shall be final and binding on any person or persons governed by acting on behalf of ELMHA.

Article 8 - The Secretary is to hand out a new Constitution to all the new coaches at the beginning of each season.

Addendum 2 - PLAYING RULES AND PROCEDURES

Article 1 - The CAHL Rule Book/Constitution (house league) , the NDMHL Rule Book/Constitution (Competitive/Representative Hockey) and the NEHL Rule Book/Constitution will govern all ELMHA games when not covered by the following:

Section a) - Protective Equipment

All players must wear full CSA approved equipment as required by Hockey Canada and NOHA.

Section b) – Time

Fair ice time recommended for all players.

Section c) – Ice Cleaning

No hockey player shall be allowed on the ice while the Zamboni is on the ice. The movement of the nets shall be the responsibility of the officials of the game in progress or which has just been completed.

Section d) – Officials

ELMHA will use the recommended system as set out by the CAHL, NDMHL, and NEHL during regular games. Tournament games may require additional officials and the executive will approve the system they deem most fit to suit the needs of the organization.

Section e) - Captains

Subsection i) – Captains shall be chosen in peewee teams and above.

Subsection ii) – In atom teams and below each coach may ask a question by sending a player on the ice at that time to ask the referee, and the referee may answer if she/he feels that the coach has a legitimate concern and that it is not interfering with the game.

Section f) – Abuse

Subsection i) - At no time shall a member criticize an ELMHA Official, on or off the ice, nor shall an ELMHA Official openly criticize a member. At all times problems should be resolved in a calm and collected manner.

Subsection ii) - If a coach has a legitimate complaint about a referee or linesmen, he is obliged to contact the Officials Assignor after the game and lodge his protest in private.

Subsection iii) - Referees having complaints against coaches shall report to the Officials Assignor who will then refer the matter to the Abuse & Harassment Officer.

Section g) – Protests

Subsection i) - No protests will be heard by the Executive Committee which are based on a referee's discretion call.

Subsection ii) - Protests on games will only be heard if the rules of the ELMHA or affiliated associations are not adhered to or enforced properly.

Subsection iii) - Coaches with protests have 24 hours to inform the Executive in writing who shall consider the protest.

Subsection iv) - The ruling of the Executive will be final and binding.

Subsection v) - The protester has the right to give his point of view at the meeting and others may be called at the discretion of the executive to further clarify any points. The protester may not be present for any part of the meeting except to give his story.

Section h) – Suspensions

All spectators must oblige by the posted arena code of conduct. Any suspensions levied by the Arena Management will be upheld by the ELMHA.

Section i) - Exhibition Games and Tournaments

Subsection i) - Players who would miss a scheduled game in order to participate in an unscheduled event may do so only with their coach's permission.

Subsection ii) - Coach's who wish to attend an unscheduled event are responsible for obtaining the proper trip permits as well as cancelling any scheduled games in the appropriate manner.

Section j) –CAHL Playoffs

Subsection i) - The Playoff format will be established on a seasonal basis as each division varies from year to year. Each organization may or may not host a particular division in any season.

Subsection ii) - In the event that ELMHA does host a division, then the coach as well as the parents of that particular division shall be involved in organizing the event.

Subsection iii) - The Executive will instruct each division on the playoff format as soon as the CAHL has given final approval.

Section k) – Central Algoma Hockey League Constitution

Subsection i) - Central Algoma Hockey League Constitution

Subsection ii) - The CAHL constitution will be accepted and followed as long as ELMHA has a team in the league.

Subsection iii) - The Secretary is to ensure that each ELMHA coach has a copy of the CAHL Constitution prior to the first game of the season.

Section l) - Nickel District Minor Hockey League Constitution

Subsection i) - The NDMHL Constitution will be accepted and followed as long as ELMH has a team in the Nickel District Minor Hockey League.

Subsection ii) - The Secretary will ensure that each ELMH Coach of a team in the NDMHL will have a copy of this constitution prior to the start of the regular season.

Section m) – North East Hockey League Constitution

Subsection i) – The NEHL Constitution will be accepted and followed as long as ELMH Has a team in the North East Hockey League.

Subsection ii) - The Secretary will ensure that each ELMH Coach of a team in the NEHL will have a copy of this constitution prior to the start of the regular season.

Section n) All releases will be given as per the NOHA release policies.

Section o) A doctor's may be required by a team trainer at any time after an injury on or off the ice.

Section p) Termination of the season due to injuries with a provided doctors note will follow this refund structure:

Amount Paid divided by number of months in the season minus NOHA admission fees.