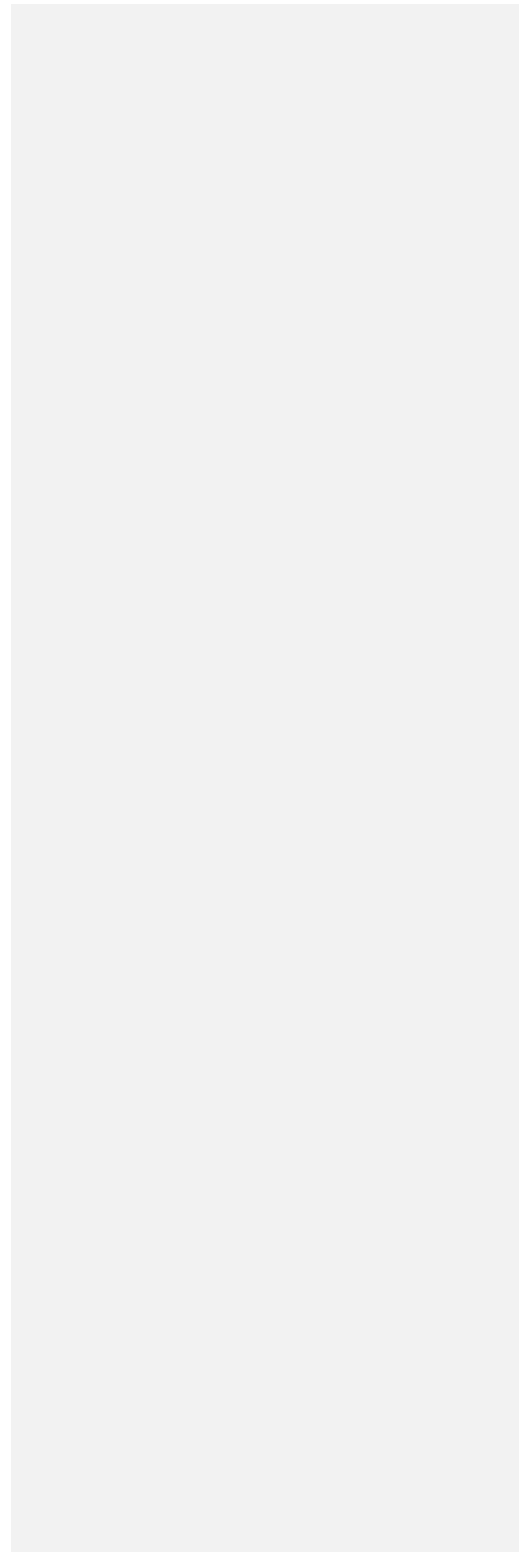




**ORLEANS MINOR HOCKEY
ASSOCIATION
CONSTITUTION AND BYLAWS**



Revised: February 2, 2019 Version .962



DOCUMENT CHANGE LOG

AGM	DESCRIBED CHANGE	MOTIVATION
2019	<ul style="list-style-type: none"> • Change of document format: font and sub-section bullet numbering changed and standardized throughout the document. • Split Constitution and Bylaws from Rules, Duties and Regulations into two separate documents. • Updated of acronyms and standardized spelling. • Added a "Table of Content" to document. • Added a "Change Log" to document changes and reasoning. • Added an "Introduction" to the document. • Added definitions" Flagrant Misconduct, Governing Documents, Gross Misconduct, Non-elected Member and Unsportsmanlike Conduct. • Replaced all references to "Board" with "Executive". • Article 9: Removed the ability of the Executive to repeal changes to the Bylaws voted by the Membership at an AGM. • Article 10 item 10.4: Management of the Budget; rearranged presentation of sub items but did not change any content. • Article 10 item 10.5: Executive Audit Committee; added clarity to whom will perform annual audits. • Article 13: Affiliates are no longer required to colour match with O.M.H.A. colour scheme. • Article 15 - Discipline. Significant changes of all items and sub-items. • Article 16: New article pertaining to the care of game jerseys. • Bylaw 1.10: specified date as being August 30 rather than August xx. • Bylaw 3.2, added to the Vice President' role <ul style="list-style-type: none"> • Shall serve as the lead on all O.M.H.A. discipline matters. • Shall serve as the Associations document librarian. • Shall lead the mid-year and year-end coach evaluations. Mid-year review completed by December 15 and year-end review by April 30th. • Bylaw 3.8, added job description for Director of Mentorship/Training. • Bylaw 3.9, added job description for Director of Risk and Safety. • Bylaw 3.12, added job description for the Game Change Convenor. • Bylaw 3.13, added job description for Head of Player Development. • Bylaw 3.14, added job description for IP Convenor. • Bylaw 4 – The Convenors removed reference to the GHA Atom Convenor. The position no longer exists. • Bylaw 18 – The Discipline Committee, must adhere to the Hockey Canada Investigation Guidelines for Branches and Minor Hockey Association when investigating Association issues. 	<ul style="list-style-type: none"> • To standardize all OMHA documentation to a common look and feel. • To make documents easier to read. • Update Constitution and Bylaws to reflect current O.M.H.A. structure. • Split Constitution and Bylaws from Rules, Duties and Regulations because Constitution and Bylaws can only be modified by the AGM. Rules, Duties and Regulations can be modified by the Executive.

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INTRODUCTION

The Orleans Minor Hockey Association (O.M.H.A.) is a voluntary association established to promote and foster the development of the sport of amateur hockey within Hockey Eastern Ontario (HEO) and Hockey Eastern Ontario Minor (HEO Minor) under the overall governance of Hockey Canada.

- The **Mandate** of the O.M.H.A. is to provide a hockey environment suitable for the enjoyment of the players, coaches, managers, officials, parents and administrators.
- The **Goals of the O.M.H.A.** are to encourage sportsmanship and fair play, develop hockey skills and promote good character in our players. The players and their welfare must be held paramount. All players, coaches, managers, parents and officials will be required to acknowledge their acceptance of the O.M.H.A. Code of Conduct, agreeing to observe the principles of *Fair Play* before being allowed to participate in the minor hockey program within the O.M.H.A. The Codes of Conduct shall also be the governing documents relating to all matters concerning suspensions or discipline.

The O.M.H.A. is part of District IX within HEO and HEO Minor and is an integral part of those associations. By virtue of this affiliation, the O.M.H.A. is a member of Hockey Canada, the governing body of amateur hockey in Canada. And whereas it is declared that one of the purposes of this Constitution document shall be to confer upon the O.M.H.A. and its Executive Members all of the powers of a fully self-governing organization, be it hereafter enacted:

THE CONSTITUTION

ARTICLE 1 - GLOSSARY OF TERMS

"G.H.A." refers to Gloucester Hockey Association

"H.C." refers to Hockey Canada

"O.B.M.H.L." refers to Ottawa B Minor Hockey League

"O.D.M.H.L." refers to Ottawa District Minor Hockey League

"O.M.H.A." refers to the Orleans Minor Hockey Association.

"Directors" The Directors are the elected members of the O.M.H.A. who assist in the general operation of the O.M.H.A. and who are each responsible for the direction of their respective division. The Executive shall consist of a Director of Hockey Novice and Atom; Director of Peewee and Bantam; Director of Midget and Juvenile; Director of Competitive Hockey; Director of Risk and Safety and Director of Coach Development and Mentoring.

"District 9 - Gloucester" includes the Blackburn Minor Hockey Association; Gloucester Centre Minor Hockey Association; Leitrim Minor Hockey Association; Metcalfe Minor Hockey Association; O.M.H.A., Russell Minor Hockey Association; as it is known by HEO and HEO Minor.;

"Executive" The duly elected members of the O.M.H.A. representing: President, Vice President, Past President, Treasurer, Secretary and Directors.

"Fiscal year" May 1st to April 30th

"Flagrant Misconduct" The term "flagrant misconduct" is used to describe behavior that is extremely, obviously, and/or purposefully improper. Examples of flagrant misconduct includes anyone taking photos of players as they change in the dressing room, or who is under the influence of alcohol or drugs at an O.M.H.A. event. These types of acts are unacceptable.

Deleted: an official who is

"Governing documents" means the Bylaws of the O.M.H.A., any rules and regulations or policy and procedures enacted by the O.M.H.A., as well as the Constitution, Bylaws or any similar documents of Hockey Canada, Hockey Eastern Ontario, Hockey Eastern Ontario Minor and any league that the O.M.H.A. participates in.

"Gross Misconduct" Gross misconduct refers to behavior that can lead to immediate dismissal by the Association because it is serious enough and possibly criminal. Illegal drug use, being drunk while volunteering, stealing, sexual harassment are all examples of gross misconduct.

Intentional behavior is needed to support a finding of gross misconduct. An act which deliberately or willfully threatens the O.M.H.A., G.H.A., HEO Minor, HEO rules, or shows a repeated disregard for the member's obligations to the hockey community or disregards the standard of behavior which the membership has a right to expect of its members, constitutes gross misconduct.

“HEO” is an association and refers to Hockey Eastern Ontario, and is the governing body of amateur hockey in eastern Ontario.

“HEO Minor” is an association and refers to Hockey Eastern Ontario Minor, and it dedicates itself to promoting and fostering minor hockey.

“Non-elected members” are volunteers that join the Executive for a one-year assignment in a specific role. The roles available are: Registrar, Co-Registrar, IP Convenor, Coordinator of Ice Scheduling, Equipment Manager, Game Change Convenor, Head of Player Development, Coordinator of the O.M.H.A. Atom Tournament and any other position the Executive deems necessary to have filled.

“Orleans” as defined by the City of Ottawa and encompassing the boundaries of the K1C Postal Code

“Player” A player is a child or youth member of an O.M.H.A. hockey team. Note: any documentation herein should be gender neutral.

“Unsportsmanlike Conduct” Unsportsmanlike conduct (also called unsporting behaviour or bad sportsmanship or poor sportsmanship) is a foul or offense in many sports that violates the sport’s generally accepted rules of sportsmanship and participant conduct. Examples include verbal abuse or taunting of an opponent, an excessive celebration following a scoring play, or feigning injury. The official rules of many sports include a catch-all provision whereby participants or an entire team may be penalized or otherwise sanctioned for unsportsmanlike conduct.

ARTICLE 2 – NAME AND IDENTIFICATION

- 2.1. This association shall be known as the Orleans Minor Hockey Association hereafter referred to as the O.M.H.A.
- 2.2. The O.M.H.A. shall have jurisdiction to govern and administer minor hockey within Orleans as set forth by the G.H.A.
- 2.3. As per the Gloucester/Blackburn/Orleans Rep B Integration agreement (Est. 2015), The O.M.H.A. shall have jurisdiction to govern and administer all Blues Rep B teams.

ARTICLE 3 – AFFILIATION

- 3.1. The O.M.H.A. by virtue of its affiliation with the G.H.A., the HEO and the HEO Minor is a member of Hockey Canada, the governing body of amateur hockey in Canada. The O.M.H.A. shall abide by the Constitution, Rules and Regulations of the HEO Minor, the HEO, and Hockey Canada.
- 3.2. The O.M.H.A. holds one voting position on the board of the G.H.A. This position is generally filled by the President or Vice President of the O.M.H.A., or designated O.M.H.A. Executive member. This position is entitled to two votes.

ARTICLE 4 – AIMS AND OBJECTIVES

- 4.1. To foster, encourage and improve all aspects of organized minor hockey in Orleans by:
- a) Organizing and financing minor hockey through registration fees, sponsors, grants, Atom Tournament, etc.
 - b) Teaching basic fundamentals of hockey skill development as defined by Hockey Canada.
 - c) Teaching basic fundamentals of hockey coaching as promoted by Hockey Canada and the O.M.H.A. Coach Mentoring Program.
 - d) Providing enjoyment, recreation and competition through organized programs and activities within designated levels, which give due consideration to the individual's capabilities.
 - e) Teaching fair play and sportsmanship.
 - f) Exercising general supervision and direction over players, teams, officials and members of the Executive.

ARTICLE 5 – MEMBERSHIP

- 5.1. Membership in the O.M.H.A. is open to all residents of Orleans as designated by the G.H.A. within the City of Ottawa.
- 5.2. A member shall be defined as any parent or guardian of a registered O.M.H.A. player, member of the Executive, team official or any person taking an approved and active part in the affairs and/or operation of the O.M.H.A. during the fiscal year.
- 5.3. Residents living beyond the geographic boundaries of Orleans may be members of the O.M.H.A. and serve in a coaching, Executive or other official capacity provided **such as** approved by the Executive here after defined.
- 5.4. No player from outside the geographic boundaries of Orleans may play hockey for Orleans unless such has been approved in accordance with Rules and regulations of the G.H.A.
- 5.5. Members shall at all times abide by the Constitution, Bylaws and, Rules, Duties and Regulations of the O.M.H.A.

ARTICLE 6 – THE EXECUTIVE AND DIRECTORS

- 6.1. The business and affairs of the O.M.H.A. shall be conducted by the Executive, who shall act in accordance with this constitution, Bylaws, and Rules, Duties and Regulations.
- 6.2. The Executive of the O.M.H.A shall consist of:
- a) The President
 - b) The Vice President
 - c) The Secretary

- d) The Treasurer
 - e) The Immediate Past President
 - f) The Director of Competitive Hockey
 - g) The Director of Hockey for Novice and Atom Divisions
 - h) The Director of Hockey for Peewee and Bantam Divisions
 - i) The Director of Hockey for Midget and Juvenile Divisions
 - j) Director of Mentorship/Training.
 - k) The Director of Risk and Safety
- 6.3. The Executive shall be elected at the Annual General Meeting, by the members of the Association. Each elected position shall be for a period of two years. In order to preserve the continuity, enhance the efficiency and general operation of the O.M.H.A.
- a) The President (1) and Secretary and the Directors for: Competitive Hockey, Director of Hockey for Novice and Atom Divisions and the Director of Risk and Safety shall be elected every odd year.
 - b) The Vice President, Treasurer, Director for Peewee and Bantam; Director for Midget and Juvenile Divisions and Director of Mentorship/Training shall be elected every even year.
- 1 Note: To be eligible for President of the O.M.H.A. the candidate must be a member in good standing of the current Executive, or have previous experience on the Executive.
- 6.4. Should one of the elected positions become vacant during the term, the remaining Executive shall appoint a replacement at the earliest opportunity to occupy the position until the next Annual General Meeting.
- 6.5. The Executive at their first meeting shall appoint the following non-voting positions:
- a) The Registrar
 - b) Co-Registrar
 - c) IP Convenor
 - d) Coordinator of Ice Scheduling
 - e) Equipment Manager
 - f) Head of Player and Development
 - g) The Coordinator of the O.M.H.A. Atom Tournament
 - h) Other positions which from time to time as deemed necessary by the Executive.

Note: To be elected as an Executive member, the member has to be in good standing.

A member in Good Standing is someone who is not in financial arrears to the O.M.H.A., or is not serving under suspension or on probation, or other severe matters as determined by the Executive.

Note: The above appointments can be voting positions at the discretion of the Executive with a 2/3 (67%) majority vote.

ARTICLE 7 – MEETINGS

- 7.1. The business and affairs of the O.M.H.A. shall be conducted by the Executive, who shall act in accordance with this constitution, Bylaws, and Rules, Duties and Regulations.
- 7.2. The annual general meeting of the O.M.H.A. shall be held not later than April 30th each year. Its purpose shall be to review the activities of the past year, to carry out elections, and to consider amendments to the O.M.H.A. constitution for the purpose of improving the operation of the O.M.H.A. for the coming year.
- 7.3. The agenda for the Annual General Meeting must include the following items:
 - a) Call to Order
 - b) Adoption of Minutes from previous AGM
 - c) Business Arising from Minutes
 - d) Proposed Constitutional Amendments
 - e) Executive Reports: Written reports are to be submitted to the President and brief verbal reports may be presented to the membership.
 - President
 - Vice President
 - IP Convenor
 - Director of Novice/Atom
 - Director of Peewee/Bantam
 - Director of Midget/Juvenile
 - Director of Competitive Hockey
 - Director of Risk and Safety
 - Director of Mentorship and Training
 - Treasurer
 - Any other reports as required and deemed necessary by the President
 - f) Presentation by candidates for Executive positions
 - g) Elections
 - h) New Business and introduction of the new Executive.
 - i) President's Remarks
 - j) Adjournment
- 7.4. The Annual General Meeting shall be open to all residents of Orleans and members of the O.M.H.A.
- 7.5. There shall be allowed one vote per registered player, to a maximum of two votes per household/family unit on any constitutional amendments and elections as part of the Annual General Meeting; including the following considerations

- a) The member of the Executive of the current season
 - b) Registered hockey players of the current season who are 18 years or older
 - c) One parent, or guardian, for each registered hockey player of the current season
 - d) Registered Team Officials from the current season who are not parents of guardians of a registered player.
 - e) No one member shall have more than one vote for each item requiring a vote
- 7.6. Members must be physically present at the meeting to exercise their right to vote. No proxy voting shall be permitted.
- 7.7. Meetings of the Executive and the Annual General Meeting shall be chaired by the President or in his/her absence by the Vice President. The chair shall vote on matters only in case of a tie or on matters relating to rules and regulations.
- 7.8. The Executive shall meet on a regular basis at the call of the President, under the following rules of procedure:
- a) A quorum shall consist of 50%+1 Executive members present.
 - b) A monthly meeting shall be held throughout the fiscal year.
 - c) Notice of meetings and a call for agenda items will be provided verbally or in writing, at the discretion of the secretary.
 - d) Emergency meetings may be called at any time providing a quorum exists.
 - e) If the President fails to call a Special Meeting of the Executive within 48 hours after having been requested to do so by two or more members of the Executive, a meeting may be called and chaired by an Executive member. Such a meeting, subject to the rule of quorum, shall be legal and constitutional.
 - f) General meetings may be called by the President when necessary to deal with incidents of importance affecting the Bylaws and/or the operation of the O.M.H.A. Constitution.
- 7.9. Coordination of elections at the AGM:
- a) For the purpose of the annual elections held at the AGM, an independent non-voting person, not currently on the Executive or running for an elected position, shall be appointed by the Executive, to manage the election proceedings, including the acceptance of nominations, supervision of the elections, counting and reporting the ballot results and reporting any irregularities observed. An independent scrutinizer must also be present for the counting of the ballots.
 - b) The method of voting on issues other than elections at the Annual General Meeting shall be at the discretion of the President: it may be by voice, by show of hands or by secret ballot. Where, however, a division by voice or show of hands is challenged by members at the Annual General Meeting, voting shall be done by secret ballot to be issued to the members on the basis of one vote for each registered person present, to a maximum of two votes per household/family unit.

- 7.10. Voting at all meetings:
- a) The Executive members shall each be entitled to one vote at Annual General Meetings, Special General Meetings and Executive Meetings
- 7.11. Rules governing conduct of all meetings:
- a) All O.M.H.A. Annual General Meetings, Special General Meetings and Executive Meetings shall be governed by Robert's Rules of Order where not consistent with the existing Constitution and Bylaws. The responsibility for the interpretation of the rules rests with the O.M.H.A. secretary.

ARTICLE 8 – AMENDMENTS TO THE O.M.H.A. CONSTITUTION

- 8.1. The Constitution of the O.M.H.A. shall not be amended except at an Annual General Meeting. Notice of an amendment proposal to the Constitution shall be given in writing to the Secretary at least thirty days prior to the Annual General Meeting.
- 8.2. To be adopted, all proposed amendments to the Constitution shall require two-thirds majority of all those members present and voting at the Annual General Meeting. Sub amendments which do not change the intent of the original amendment shall be entertained and voted upon.

ARTICLE 9 – BYLAWS, RULES, DUTIES AND REGULATIONS

- 9.1. The O.M.H.A. may at the Annual General Meeting, by a two-thirds majority of those members present and voting, establish Bylaws governing the conduct of meetings, voting, elections, duties of the Executive and without being limited by the foregoing, Bylaws concerning such constitutional matters as properly fall within the jurisdiction of the O.M.H.A.
- 9.2. The Executive may at any of its meetings, by a quorum, establish, amend or repeal, Rules, Duties and regulations regarding the operation of the O.M.H.A.

ARTICLE 10 – FINANCES

- 10.1. O.M.H.A. funds shall be obtained through registration fees, sponsorships, or any other funds that may become available to minor hockey associations. All monies shall be treated in accordance with O.M.H.A. Bylaws.
- 10.2. Financial period of the O.M.H.A
- a) The fiscal period of the Association will be for a period covering the annual hockey season and will allow for the timely reporting of its results to the members of the Association. The fiscal period will be from May 1 to April 30.

- 10.3. Preparation of the annual budget:
- a) At its first meeting after the Annual General meeting, the Executive Committee will adopt a budget providing for the revenues and expenses of the Association for the upcoming fiscal year, consistent with Bylaw 3.5 e).
- 10.4. Management of the budget:
- a) The Treasurer will ensure that all expenditures of the O.M.H.A. are within the authorized budget.
 - b) Any expenditure in excess of the itemized budget so adopted must be approved on a temporary basis jointly by the Treasurer and President who, in turn, must report the matter to the next meeting of the Executive Committee.
 - c) A comprehensive financial review of the O.M.H.A. shall be carried out every four years following the spring 2003 Annual General Meeting.
 - d) The independent auditor must hold a professional accounting designation that is recognized in the Province of Ontario and who is experienced with accounting and auditing practices for non-profit associations.
 - e) The auditor shall state explicitly whether, in the opinion of the latter, the financial statements referred to therein present fairly, in conformity with generally accepted accounting principles, the financial position of the O.M.H.A. and the results of its operations for the period under review, and, wherever possible, make recommendations for improved procedures for the next year.
 - f) No member of the O.M.H.A., nor a representative, nor a relative of a member of the Executive may act as an auditor of the O.M.H.A.
- 10.5. Executive Audit Committee:
- a) Following the 2003 Annual General Meeting and annually thereafter, the Executive will nominate two members of the Executive to form the Executive Audit Committee. The Audit Committee will review at the direction of the Executive, the financial accounts of the O.M.H.A., subject to approval by the membership at the next Annual General Meeting.
- 10.6. Special reviews and studies:
- a) The Executive, at any time, may request special performance studies and reviews by qualified individuals, agencies and/or committees to assess the economy, efficiency and effectiveness of specific programs and activities.
- 10.7. Any proposed expenditures beyond G.H.A., HEO Minor, HEO and Hockey Canada fees (ice time, referee and insurances fees) in excess of \$5,000 is subjected to a competitive bid process that details the elements of the services required and a minimum of three suitable proposal. No proposals will be considered or valid if there is any conflict of interest by a member of the Executive.

ARTICLE 11 – FAMILY REGISTRATION PLAN

- 11.1. A family registration plan shall exist. The purpose of this plan is to aid families with registration costs. The plan shall be implemented through Bylaw 11 of the O.M.H.A.

ARTICLE 12 – O.M.H.A. CREST & LOGO

- 12.1. The O.M.H.A. crest is the officially adopted crest of the O.M.H.A. and is a registered Trade Mark having been registered as such with Consumer and Corporate Affairs Canada. Use of this crest is exclusive to the O.M.H.A. in all endeavours including wares and merchandising. Use of this crest by any agency or business other than the O.M.H.A. is not permitted except with prior authorization in writing by the Executive. The terms of such use shall be for a specific instance and duration. An automatic renewal of the Trade Mark crest is in place.

Application Filing Date: 26 March 1984
Application Number: 519153
Registration Date: 22 November 1985
Registration Number: TMA 308575

12.2. Description

- a) The crest is described as a red maple leaf with a white trim. The word “ORLEANS” in capital letters, is printed across the lower portion, centred, and curving downwards at each end, in royal blue on a white background and boxed with royal blue trim. The upper portion shows two hockey sticks, centred and crossed with the blades facing outwards; they are coloured white with the tops tipped in blue. A puck, shown in relief, lies off the heel of each hockey stick, coloured blue on top with white on the bottom. The letters “OMHA” and “AHMO”, in capital letters and coloured white, are displayed respectfully, to the left and right, at the intersection of the sticks.
- b) The crest is displayed as such on the shoulders of both our blue team sweaters and our white home team conflict sweaters.
- c) The O.M.H.A. logo is a roadrunner wearing a helmet and hockey gloves, carrying a hockey stick, and in front of a maple leaf with the word “Rush” on it.
- d) The logo is displayed as such on the front of both our blue team sweaters and our white home team conflict sweaters.

ARTICLE 13 – O.M.H.A. COLOUR (AGM – APRIL 25, 2001)

13.1. House League Teams

- a) The O.M.H.A. Home sweater colour is white (similar in colour to the NHL team New York Rangers) with royal blue and red trim. The bottom of the sweater has a blue-red-blue band as does each arm, between the shoulder and elbow area. The O.M.H.A. crest is displayed on the shoulders of the sweater; the O.M.H.A. logo is displayed on the front of the sweater; player and sponsor names are displayed on back of the sweater.
- b) The O.M.H.A. Away sweater colour is royal blue (similar in colour to the NHL team New York Rangers) with white and red trim. The bottom of the sweater has a white-red-white band as does each arm, between the shoulder and elbow area. The O.M.H.A. crest is displayed on the

shoulders of the sweater; the O.M.H.A. logo is displayed on the front of the sweater; player and sponsor names are displayed on back of the sweater.

- c) Hockey socks are royal blue, red and white, and can have the O.M.H.A. logo on the front
 - d) Short pants, helmet and gloves should be Black
- 13.2. Notwithstanding the foregoing, all O.M.H.A. House League teams are required to abide by the minimum standards as set out in Article 13.1 a).
- 13.3. No other type jerseys (i.e. third jerseys), in whole or in part, other than the ones described in Article 13.1 a) shall be permitted to be worn during any exhibition, tournament, regular season and playoff games.
- 13.4. House League teams shall not wear official O.M.H.A. game jerseys as defined in Article 13.1 a) during team practices.

ARTICLE 14 – THE ORLEANS ATOM HOCKEY TOURNAMENT

- 14.1. By direction of and in cooperation with the G.H.A. the O.M.H.A. will host an Atom Hockey Tournament each year. The operation of the Atom Hockey Tournament shall fall under the guidance of the Director of Novice/Atom, the Treasurer, and the Coordinator of the Atom Tournament. All funding of the tournament will be borne by the O.M.H.A.

ARTICLE 15 – DISCIPLINE

- 15.1. The Executive shall have the power to discipline, suspend or expel a member of the Executive, non-elected members, members or members of their extended family, team officials for:
- a) flagrant or gross misconduct
 - b) intoxication or drugs (use or sales)
 - c) unsportsmanlike conduct
 - d) harassment
 - e) other actions deemed to be sufficiently severe on the ice or in any rink where a hockey match is being played or at any meeting/gathering in the interest of the game, for negligence to pay assessments, or persistent infringements of the requirements of the O.M.H.A., HEO Minor, HEO and Hockey Canada.
- 15.2. The Executive, non-elected members and team officials shall have the power to immediately discipline or suspend a player at a game or practice, who:
- a) appears to be under the influence of alcohol or drugs (use or sale)
 - b) shows flagrant or gross misconduct or harassment
 - c) unsportsmanlike conduct
 - d) display of any other actions deemed sufficiently severe.

Deleted:

In the event a player is suspended from play the team official will contact the parent/guardian of the player and request they pick up their child. If distance prevents the pickup of the player then the player shall be removed from the arena and be restricted to an area/place of accommodation in the custody of at least two team official and/or parent. The parent/guardian is to be informed of the discipline problem by the team officials. The O.M.H.A. Executive will determine what action, if any, should be taken. A complete report is to be submitted by the team official to the O.M.H.A. President and Director of the player's hockey division.

- 15.3. The team officials may discipline a player in accordance with the O.M.H.A. Disciplinary Process which can be found on the O.M.H.A. Website.
- 15.4. In the event an investigation is required, the investigation will follow the processes set forth by the "Hockey Canada Investigation Guidelines for Branches and Minor Hockey Associations" which can be found on the O.M.H.A. Website.

ARTICLE 16 – GAME JERSEYS

- 16.1. The head coach is accountable for the team's game jerseys. The head coach will acquire the game jerseys and garment bag on Equipment pick up day. The head coach may assign the responsibility of the game jerseys to the team's equipment manager.
- 16.2. Game jerseys must be transported to each game in the team's garment bag. Game jerseys are to be handed out and collected back at each game.
- 16.3. At the end of the season, the head coach is responsible to return the game jerseys in their garment bags on Equipment return day. Jerseys must be returned washed and in proper condition. Jerseys deemed to be neglected will see the team losing some or all of their deposit money for the necessary repairs.
- 16.4. In the event the team elects to sew name bars, sponsor bars or patches on the game jerseys the sewing must be performed by the O.M.H.A. approved seamstress.
- 16.5. Prior to sewing sponsor bars or patches on game jerseys teams must first seek approval from the Executive.

THE BYLAWS

These Bylaws are established under the authority of Article 9 of the O.M.H.A. constitution.

BYLAW 1 – POWERS AND DUTIES OF THE EXECUTIVE

- 1.1 The Executive shall have full and ultimate operational control of the affairs of the O.M.H.A. and shall have the power to amend, within the terms of the Constitution, Bylaws, Rules, Duties and Regulations regarding the operation of the O.M.H.A.
- 1.2 The Executive shall meet at the call of the President regarding any matter within its jurisdiction. Rules of quorum and voting shall apply.
- 1.3 Unless granted a leave of absence by the Executive, any member of the Executive who is absent from two regularly scheduled consecutive meetings without just cause and without informing the President or the Secretary will have the post declared vacant.
- 1.4 Any O.M.H.A. Executive (elected) who holds a coaching position in any competitive league or participates in activities with interests conflicting with those of the O.M.H.A. may be expelled and his office declared vacant by a majority vote by all the Executive.
- 1.5 Should a vacancy occur in the Executive, an appointment may be made by the Executive to fill the position. This requires a majority vote of all the Executive.
- 1.6 The Executive may reprimand, suspend or expel any non-elected member, team official, player, parent or guardian under the jurisdiction of the O.M.H.A. for any conduct, individual or collective, that in the opinion of the Executive is either:
 - a) Contrary to the rules and regulations of the O.M.H.A. or the principles they stand for.
 - b) Contrary to the good sportsmanship or responsible citizenship.
 - c) Detrimental to the interests of, or is a discredit to, O.M.H.A. and its members
 - d) A serious or continuing infraction of the playing rules,
 - e) **Contrary to the** Constitutions, Bylaws and Rules, Duties and Regulations of the O.M.H.A., G.H.A., HEO Minor, HEO and **Hockey Canada.**
- 1.7 The Executive may readmit, by resolution and majority vote of all of its members, any non-elected member, team official, player, parent or guardian, under its jurisdiction, previously suspended or expelled by the O.M.H.A.
- 1.8 Any non-elected member, team official, player, parent or guardian affected by a decision of the O.M.H.A. may file an appeal with the President by way of email or registered mail. The President shall call a meeting of the Executive at the earliest opportunity to hear the appeal. The appellant will be notified of the time and location of the meeting by email which is date/time stamped not less than 48 hours before the appeal hearing. The determination of an appeal will be by a majority vote of all the Executive and the results of the appeal will be communicated to the appellant by email or registered mail within 96 hours of the appeal decision.

- 1.9 The Executive shall resolve all issues arising from emergencies not provided for in the Constitution, Bylaws, and Rules, Duties and Regulations.
- 1.10 Each year the Executive shall solicit applications for positions for coach, assistant coach, manager, and request such applications on a prescribed form by June 30th for the competitive levels and August 30 for the house league levels.
- 1.11 Non-elected non-voting members shall be appointed by the Executive to assist in the operation of the O.M.H.A. Confirmation of appointments will be by a majority vote of all of the executives. These members shall be deemed Convenors for each respective division of minor hockey.
- 1.12 The Executive shall call upon appointed non-elected members to assist in the operation of the O.M.H.A.
- 1.13 The Executive shall determine all or any fees deemed necessary in the operation of the association business.
- 1.14 The Executive shall conduct annual registrations for players in accordance with the Constitution of the O.M.H.A., G.H.A. and **HEO Minor**.
- 1.15 No elected member of the Executive shall act as coach or team official of any team sponsored by the O.M.H.A., unless authorized, by the Executive committee on a majority vote.
- 1.16 The Executive may replace any elected member, except the President, who cannot serve in his or her function, for a period exceeding 60 days, for any reason (i.e. illness, family matters, or suspension). The replacement may be any member of the Association who is in good standing. The replacement must be agreed upon by the Executive by a majority vote. The replacement shall assume all duties and functions of the elected member until such time as the elected member can return to full duty.
- 1.17 Any person who is under suspension, or on probation, for a serious non-game related infraction that carries over into the 30 day period prior to the AGM, is ineligible to apply for a vacant position in the upcoming AGM elections.
- 1.18 All O.M.H.A. Executives will sign the O.M.H.A. Executive Code of Conduct, Ethics and Confidentiality.
- 1.19 By a two-thirds majority, to remove from office any member of the Executive, who, by being remiss neglectful of duty or by conduct has tended to impair **their** usefulness as a member of the Executive, shall be deemed to have forfeited his position.
- 1.20 Any member of the O.M.H.A. Executive who is guilty of breaking the “O.M.H.A. Executive Code of Conduct” and is subsequently removed, or who is removed from the Executive as per **Bylaw 1.19**, shall be prohibited from running for any elected position on the O.M.H.A. Executive for a period of 4 years.
- 1.21 Under no circumstances shall a member of the O.M.H.A. Executive be the spouse, or a family member of any other member of the O.M.H.A. Executive. For clarity, an O.M.H.A. Executive’s spouse or a family member may be an Association volunteer, subject to meeting the requirements as outlined herein.

BYLAW 2 – POWERS AND DUTIES OF THE EXECUTIVE

- 2.1 The Executive shall meet at least once a month to determine, discuss, coordinate and vote on administrative business and operational matters that affect the ongoing functioning of the O.M.H.A. such as:
 - a) The Executive will raise and direct all committees.
 - b) The Executive will ensure the supervision and discipline of team officials, players, parents or guardians.
 - c) The Executive will recognize and determine all logistical needs of the O.M.H.A.
 - d) Executive members or delegated representatives of the Executive attending meetings of the GHA, HEO, HEO Minor, and Hockey Canada on behalf of the O.M.H.A. shall communicate, in a timely fashion, all relevant information to the O.M.H.A.
- 2.2 Upon being elected at the O.M.H.A.'s Annual General Meeting (AGM) to an Executive position, the newly elected Executive members must agree to complete and sign the O.M.H.A. Executive Code of Conduct, Ethics and Confidentiality. All Executive members must sign the O.M.H.A. Executive Code of Conduct, Ethics and Confidentiality at the Executives first meeting after the AGM.
- 2.3 Persons appointed or elected to a position on the O.M.H.A. Executive during the year (i.e. prior to or after the AGM) to fill Executive vacancies when and as required, must sign the O.M.H.A. Executive Code of Conduct, Ethics and Confidentiality prior to attending their first O.M.H.A. Executive meeting.

BYLAW 4 – DUTIES OF THE EXECUTIVE AND NON-ELECTED MEMBERS

- 3.1 ***The President.***
 - a) The President of the O.M.H.A. shall have the overall responsibility for all matters regarding the O.M.H.A.
 - b) Shall preside at all Executive and general meetings.
 - c) Shall not vote except to cast the deciding vote.
 - d) Shall be an ex-officio member of all committees.
 - e) Shall exercise the authority of the Association in cases of emergency, subject to ratification by the Executive within, within a reasonable period of time.
 - f) Shall be the official spokesperson for the O.M.H.A.
 - g) Shall be one of the two Executive members with financial signing authority (the other being the Treasurer).
 - h) Shall sit as a member of the Executive of Directors of the G.H.A.

3.2 ***The Vice President***

- a) The Vice President shall sit as a member of the Board of Directors of the G.H.A.
- b) Shall be an ex-officio member of all O.M.H.A. committees.
- c) Shall assist the President in his duties. Shall assume the duties of the President in their absence at which time they shall have all the rights and powers of the President. When acting as President they shall not vote except to cast a deciding vote.
- d) Shall serve as the lead on all O.M.H.A. discipline matters.
- e) Shall serve as the Associations document librarian.
- f) Shall lead the mid-year and year-end coach evaluations. Mid-year review completed by December 15 and year-end review by April 30th.
- g) Serve as a voting member of the Executive.

3.3 ***The Immediate Past President***

- a) The Immediate Past President shall attend all meetings and act in an advisory capacity with the right to vote.
- b) May perform the duties of the President in their absence if the Vice President is also absent. When acting as President, they shall have all the rights and powers of the President and shall not vote except to cast a deciding vote.

3.4 ***The Secretary***

The Secretary shall:

- a) Issue notices of all meetings at the request of the President.
- b) Take and maintain records of proceedings and meeting and see to the publication and distribution of these minutes.
- c) In consultation with the President, prepare agendas for meetings.
- d) Prepare correspondence for the President, relating to matters concerning the O.M.H.A.
- e) Serve as a voting member of the Executive.

3.5 ***The Treasurer***

The Treasurer shall:

- a) Receive all monies payable to the O.M.H.A. and deposit same in the bank account of the O.M.H.A. marked "For deposit only to the credit of O.M.H.A."
- b) Be one of two Executives members of the O.M.H.A. with financial signing authority (the other being the President). See to the banking and investing of O.M.H.A. funds as per the direction of the Executive.
- c) Keep an accurate record of the finances of the O.M.H.A.
- d) Issue checks in respect to invoices approved by the Executive.
- e) Publish financial statement monthly and present a final report at the Annual General Meeting (AGM) which will include budget forecasts for the new year.
- f) Serve as a voting member of the Executive.

3.6 The Directors of Hockey

The Director of Hockey for Novice and Atom divisions, the Director of Hockey for Pee wee and Bantam divisions and the Director of Hockey for Midget and Juvenile divisions:

- a) They shall be responsible to the President for the operation of hockey within their jurisdiction.
- b) They shall hold regular meetings with their convenors, coaches and managers.
- c) They shall be ex-officio members of all O.M.H.A. committees.
- d) They shall be responsible for the wellbeing, overall conduct and discipline of convenors, coaches, officials, players and parents or guardians of their respective divisions.
- e) They shall ensure that a high level of sportsmanship, fair play and skill development is fostered.
- f) They shall ensure that all their convenors, coaches and officials are made aware of, abide by and operate in the spirit of, the O.M.H.A. Constitution, Bylaws, and Rules, Duties and Regulations.
- g) They shall present potential officials (convenors, coaches, trainers and managers) to the O.M.H.A. Executive for consideration.
- h) They may perform the duties of the President or Vice President in their absence or if requested.
- i) Serve as a voting member of the Executive.

3.7 The Director of Competitive Hockey

The Director of Competitive Hockey:

- a) Shall be responsible to the President for overseeing the competitive area of tryouts, the ongoing daily operation and all other matters concerning competitive hockey in the O.M.H.A.
- b) Shall represent the O.M.H.A. for information purposes, at the O.B.M.H.L. meetings and shall be ex-officio members of all O.M.H.A. committees.
- c) Shall be responsible for the wellbeing, overall conduct and discipline of coaches, officials, players and parents or guardians at the "B" Competitive level.
- d) Shall ensure that a high level of sportsmanship, fair play and skill development is fostered and shall ensure that all their convenors, coaches and official are made aware of, abide by and operate in the spirit of, the O.M.H.A. Constitution, Bylaws and, Rules, Duties and Regulations.
- e) May perform duties of the President or Vice President in their absence or if requested.
- f) Serve as a voting member of the Executive.

3.8 The Director of Mentorship/Training

The Director of Mentorship/Training duties shall include, but are not limited to, the following:

- a) Responsible for oversight and delivery of the O.M.H.A. Mentorship Program to assist and provide guidance to O.M.H.A. Coaches that will allow for continued growth within the O.M.H.A. Coaching community.

- b) Responsible for providing support to Coaches as needed (e.g. preparing a season plan; pointing out different resources; running practices; planning effective practices; or advice on dealing with a sensitive situation with a player or parent).
- c) Responsible for providing ongoing training and knowledge transfer for O.M.H.A. Coaches (e.g. seminars, workshops, on-ice activities, communications).
- d) Attend regular Executive meetings to provide reports and updates on the operations and activities of the Mentorship Program.
- e) Prepare a written year-end report for the Annual General Meeting (AGM).
- f) Responsible for establishing a budget for Mentorship Program operations in collaboration with the O.M.H.A. Treasurer.
- g) Serve as a voting member of the Executive.

3.9 ***The Director or Risk and Safety***

- a) Provide all members of the Executive with advice and guidance on Risk and Safety Management issues, Fair Play Codes, and the Hockey Canada Insurance;
- b) Be responsible for the O.M.H.A.'s involvement in Risk Management and implement and enforce all O.M.H.A. Risk and Safety Programs;
- c) Be aware of changes and procedures as they relate to safety and risk management in hockey via HEO and Hockey Canada risk management bulletins;
- d) Act as a communication link between the O.M.H.A. and the District 9 regarding risk and safety issues and represent the Association at HEO/HEO Minor and GHA safety committee meetings;
- e) Work with Executive to provide/promote and recommend policies and procedures that insulate the association from liability or hazards with respect to the conduct of its business both on and off the ice;
- ~~f) Make recommendations to the Executive for ensuring that O.M.H.A. has proper insurance coverage and that said coverage is renewed prior to the hockey season;~~
- g) Assist the O.M.H.A. Registrar and Vice-President to complete an accurate accounting of all certifications of all bench staff to ensure all members are in compliance as set down by the GHA, HEO Minor, HEO and O.M.H.A.;
- h) Coordinate the Police Record Check (PRC) process for the O.M.H.A.. All Police Record checks must be completed for all team officials and Executive Committee members before November 1st;
- i) Implement, maintain and enhance procedures with respect to screening volunteers to protect the association, members and players from harm while adhering to the Hockey Canada National Screening Policy;
- j) Ensure that all coaches, assistant coaches, trainers and any other team official or volunteer obtains the necessary certifications and training. This includes: Speak Out/Respect in Sport, Gender Diversity Training, trainer and coach certifications, and any other training or awareness sessions mandated by Hockey Canada, H.E.O., H.E.O. Minor;

- k) Collect and retain records of the Officials qualifications; coaching certifications, Speak Out/Respect in Sport courses, Gender Identity courses and police record checks as set out by the GHA, HEO Minor, HEO and O.M.H.A.;
- l) Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA);
- m) Help ensure the safety of each player both mentally and physically. Ensure teams have completed their medical history form process prior to their first game of the season.
- n) Ensure that each team has an assigned certified trainer. Ensure that each team has an adequate trainer's kit, injury reporting forms and that they are available at all times. Provide support and guidance to all team trainers in matters of risk and safety;
- o) Support the decision-making authority of the teams and be prepared to communicate with parents, team officials, or players should there be conflicts of opinion with the regard to removal from / return to play;
- p) Be the point of contact to address O.M.H.A. safety and medical concerns and act as a liaison between the Executive and the Team Trainers with respect to safety and Trainer issues;
- q) Monitor the injury report process for each team and ensure medical clearance is given prior to return to play;
- r) Recommend the buying of equipment based on safety, quality and needs;
- s) Coordinate risk and safety training and information sessions for parents, players and trainers;
- t) Be responsible for requesting, organizing and promoting O.M.H.A. Certification Programs and Clinics in harmony with the Executive.
- u) Identify the risks connected with an activity (e.g. games, dressing rooms, arena parking lots, travel, etc.) and act as a single point of contact for the O.M.H.A. in regards to safety issues in the local facilities (arenas) and property that may present a hazard to players and members and report any concerns to the GHA;
- v) Ensure that trainers are assigned to all Rust Off and evaluation sessions for the duration of the House League evaluation process;
- w) Participate, as determined by the Coach Selection Committee, in the mid-year and year-end coach evaluations. Mid-year review completed by December 15 and year-end review by April 30th;
- x) Carry out other duties as assigned by the Executive Committee or the President;
- y) Attend all meetings of the Executive as a voting member;
- z) Attend and prepare a written year-end report for the Annual General Meeting (AGM);

3.10 **The Registrar**

- a) The Registrar shall be appointed by the O.M.H.A. Executive at its first meeting.
- b) The Registrar shall be responsible to the Executive for the registration of all youth who live in Orleans (Gloucester) and wish to play hockey in the O.M.H.A.
- c) The Registrar shall maintain records and collect fees which shall be given to the Treasurer.
- d) The Registrar shall sit as a non-voting member of the Executive.

3.10 **Coordinator of Ice Scheduling**

- a) The Coordinator of Ice Scheduling shall be appointed by the O.M.H.A. Executive at its first meeting.
- b) The member shall be responsible to the Executive for the procurement and distribution of all ice for the O.M.H.A.
- c) The Coordinator of Ice Scheduling shall maintain records and collect fees which shall be given to the Treasurer.
- d) The Coordinator of Ice Scheduling shall sit as a non-voting member of the Executive.

3.11 **Equipment Manager**

- a) The Equipment Manager shall be appointed by the O.M.H.A. Executive at its first meeting. The term of office is for one year and shall commence in the spring after all equipment has been returned and inventoried.
- b) The Equipment Manager shall be responsible to the Executive for the procurement, storage, state of repair, distribution and collection of all O.M.H.A. equipment.
- c) The Equipment Manager shall maintain records, carry out inventories and collect fees which shall be given to the Treasurer.
- d) The Equipment Manager shall sit as a non-voting member of the Executive.

3.12 **Game Change Convenor**

- a) Assists teams with game switches and reschedules.
- b) Assists in the evaluating of teams/players when requested.
- c) Liaises between teams and GHA for questions and concerns regarding game changes.
- d) The Game Change Convenor shall sit as a non-voting member of the Executive.

3.13 **Head of Player Development**

- a) Responsible for the overall skill development of participants in the O.M.H.A., endorsing a unified program for all players and coaches to help with the consistent progression of children throughout their years within O.M.H.A..
- b) Responsible for the design and delivery of a Player Development Program for the O.M.H.A. (ie. on-ice player/goalie development sessions for Novice, Atom, and Peewee), in compliance with Hockey Canada's Player Skills Development Pyramid, and its Long-Term Player Development program.
- c) Responsible for recruiting qualified Instructors for O.M.H.A. power-skating and goalie training programs. Prior to the programs commencing, present the successful candidates to the O.M.H.A. Board for approval. Coordinate scheduling, equipment, and any other assistance required by the instructors for these programs.
- d) Coordinate program development with the Goalie Development/Skills Instructor to ensure consistency across all areas of development within O.M.H.A..

- e) Responsible for striking a budget for training and development requirements for the coming season.
- f) Be available to team coaches, to provide insight on team decisions related to player development (incl. affiliations, practice plans, skills development).
- g) Responsible for obtaining and maintaining player and coach development resources (practice/drill manuals, videos, etc.).
- h) Attend regular Board meetings to provide reports and updates on the overall development of the program.
- i) Prepare a written year-end report for the Annual General Meeting (AGM), if required.

3.14 *IP Convenor*

- a) Responsible for the overall coordination of the IP program within the years within the O.M.H.A. and supervise all IP activities.
- b) Responsible for recruiting Instructors and trainers for the IP program and ensure that all the instructors and trainers have completed required training.
- c) Responsible in building the IP1 and IP2 groups as well as finding the leads for each of these groups.
- d) Responsible to liaise with the parents and to inform the Executive if required.
- e) Responsible to register the IP program to IP fun days.
- f) Responsible for the coordination of the Christmas and End of Year party and the submission of the proposed budget to the Executive.
- g) Responsible for obtaining and maintaining player and coach development resources (practice/drill manuals, videos, etc.).
- h) Responsible for the inventory of equipment and requesting budget for required equipment (balls, puck, rubber chickens, etc.).
- i) Attend regular Board meetings to provide reports and updates on the overall development of the IP program.
- j) Prepare a written year-end report for the Annual General Meeting (AGM), if required.

BYLAW 4 – THE CONVENORS

- 4.1 The Convenor for the Atom/Hockey School Tournament
- The Convenor for the Atom division shall be appointed by the O.M.H.A. Executive at their first meeting. This member shall assist the Director of Atom and the Coordinator of the Atom Hockey Tournament with the organization and operation of the Atom tournament, the details of which are listed in the R.D.&R of the O.M.H.A.

4.2 The Division **Convenors**

The Division Convenors shall be appointed by the O.M.H.A. Executive at their first meeting:

- a) The Hockey Initiation Program Convenor
- b) The Novice Convenor
- c) The Atom Convenor
- d) The **Peewee** Convenor
- e) The Bantam Convenor
- f) The Midget/Juvenile Convenor

The Division Convenor shall be responsible to the Director of hockey of **their** division for all matters of organization, operation and conduct within their division, on an ongoing basis throughout the playing year including evaluations.

BYLAW 5 – TEAM OFFICIALS

- 5.1 Each team shall have a coach, assistant coach, manager and trainer.
- 5.2 A volunteer accepting an appointment as a Team Official shall be listed as a member of the O.M.H.A. and shall abide by the O.M.H.A. Constitution, Bylaws, and Rules, Duties, and Regulations.
- 5.3 Appointments of all Team Officials shall be approved by the O.M.H.A. Executive.
- 5.4 Team Officials shall be familiar with all the rules and regulations of the O.M.H.A., G.H.A., HEO Minor, HEO and Hockey Canada, and particularly the playing rules as published.
- 5.5 No Team Official may be associated to/with more than one O.M.H.A. team without written approval of the O.M.H.A. Executive.

BYLAW 6 – AFFILIATION

- 6.1 No O.M.H.A. team or player shall become affiliated with any other hockey team, association or organization, etc., nor will any player participate as a member of any other team in any game or schedule unless approved by the Executive.

BYLAW 7 – ORLEANS ATOM/HOCKEY SCHOOL TOURNAMENT

- 7.1 Under the sanction of the G.H.A., the O.M.H.A. will hold an Atom Hockey Tournament each year. Under the following guidelines the tournament shall:
 - a) Be a house league tournament for all levels.
 - b) Be held in November each year.

- c) Be self-supporting in that costs will be borne by monies raised through registration fees, sponsors, etc.
- d) Have all ice time supplied by the G.H.A.
- e) By G.H.A. directive, automatically invite all atom house league teams of G.H.A. area associations.

BYLAW 9 – FINANCES

- 9.1 All monies raised by the O.M.H.A. shall be passed to the Treasurer.
- 9.2 All monies of the O.M.H.A. shall be held in an approved financial institution to the credit of the O.M.H.A.
- 9.3 Withdrawals of monies from this account shall be made by the Treasurer and/or the President.
- 9.4 The Atom Hockey Tournament may maintain a separate account, under the direction of the Treasurer, during the time they are in operation;

BYLAW 10 – REGISTRATION

- 10.1 The registration date, fees and method shall be determined by the O.M.H.A. Executive.
- 10.2 The rules for registration shall follow those set out in the G.H.A. constitution rules and regulations and may compliment but shall not conflict them.
- 10.3 When registering for the first time, a parent or guardian must be present to sign the registration form, proof of age must be presented and proof of residency is required.
- 10.4 The Registrar may have information regarding the on-line registration system. Registrants will be placed in divisions in accordance with age as of December 31.
- 10.5 Refunds may be granted in accordance with schedules set by the Executive. The receipt must be returned by the parents when a refund is requested from the O.M.H.A. A request for refund must be made in writing to the Registrar.
- 10.6 In accordance with Zone and District Rules and regulations, no resident of Orleans (Gloucester) may be registered with any other hockey team, league, association or organization in or outside the City of Ottawa, except in the school that he is attending unless otherwise authorized.
- 10.7 Any youth wishing to play for G.H.A. Gloucester Rangers teams must first register with the O.M.H.A. The O.M.H.A. receipt will be the official proof of registration for the try-outs with the Gloucester Rangers.

BYLAW 11 – FAMILY REGISTRATION PLAN

- 11.1 As per Article 11 of the O.M.H.A. Constitution, a Family Registration Plan shall exist in order to aid families and encourage increased participation in hockey in Orleans.
- 11.2 The plan allows for a family discount on registration fees and MAY benefit those families with more than two children to register.
- 11.3 This plan is for use by the O.M.H.A. members however it may be extended to include the Gloucester Cumberland Ringette Association.
- 11.4 The O.M.H.A. shall not be bound by any joint implementation of the plan and continuation shall be subject to annual review by the O.M.H.A. Executive.
- 11.5 The Executive of both associations shall meet annually to discuss continuation, implementation, and fee structure of the plan.
- 11.6 This includes the partnership with Gloucester Centre and Blackburn as it relates to the integrated competitive program.

BYLAW 12 – PLAYER TRANSFERS

- 12.1 Any request for transfer in or out of the O.M.H.A. must be approved by the Executive. Transfers may be permitted only if there is a demonstrated need and only if the needs of the O.M.H.A. are met first. All transfers are subject to the rules of the G.H.A., the HEO and Hockey Canada.

BYLAW 13 – MOVEMENT OF PLAYERS

- 13.1 Any movement of players after the teams are selected must be approved by the O.M.H.A. Executive.
- 13.2 Players may be moved up or down in levels during the playing year according to the G.H.A. rules (# 3g and 5f, h, l, j, n, o) and O.M.H.A. rules). Movement of “B” competitive players must also be in accordance with O.B.M.H.L. rules.
- 13.3 Coaches who perceive a need to move a player onto or off their roster after teams are formed (after evaluation), shall submit their reasons in writing to the divisional convenor.
- 13.4 Any movement of players up to the Rangers after playing the year has started, shall be approved by the O.M.H.A. Executive and must be preceded by a written request from the Rangers Executive. Upon receipt of the request, the player(s) in question and their parents will be approached to find out if there is any interest before further action is taken.

- 13.5 Movement of house league players up or down shall be handled by the divisional **Directors** concerned as per the above stated rules.
- 13.6 Any movement involving competitive players shall be handled by the “B” competitive convenor who shall coordinate the matter through the **level** director or Ranger Executive as the case may be.

BYLAW 14 – O.M.H.A. EQUIPMENT

- 14.1 The O.M.H.A. shall purchase and maintain equipment such as sweaters and goalie equipment, etc. for the use of O.M.H.A. members according to the structure and schedules set out by the Executive and according to the rules as set out in R.D.&R. 7 of the O.M.H.A.

BYLAW 15 – FUNDRAISING

- 15.1 Fund Raising in general shall be for the benefit of all O.M.H.A. and not for individual teams.
- 15.2 Registration fees and O.M.H.A. fund raising provide for:
 - a) Team sweaters
 - b) Goalie equipment
 - c) All league and play-off games
 - d) Pre-season try out ice
 - e) Twenty half ice practices
 - f) Other hockey related initiatives
- 15.3 Team fund raising shall be permitted. The methods of procuring, uses of and total amounts allowed shall fall within the rules and regulations of the O.M.H.A. and the G.H.A. Include policy with regard to sponsor bars.
- 15.4 Team Officials and parents engaged in team fund raising activities shall not employ the services of professional fund raisers.
- 15.5 Team fund raising activities are restricted to Team Officials, player and parents of players.

BYLAW 12 – COMMITTEES

- 16.1 Standing committees shall be as follows:
 - a) The Nominating Committee
 - b) The Discipline Committee
 - c) The Appeals Committee

d) The Coaches Selection Committees (House League and Competitive)

16.2 Special Committees may be authorized as required by the O.M.H.A. Executive

BYLAW 17 – THE NOMINATION COMMITTEE

- 17.1 The Nominating Committee shall consist of the O.M.H.A. *President* and at least one other member of the Executive. Their responsibilities shall commence after being elected at the Annual General Meeting (AGM) and shall end after the elections the following year.
- 17.2 The purpose of the Nominating Committee is to provide nominees to fill vacancies that may occur within the Executive and to provide a state of nominations for the next Annual General Meeting thus ensuing at least one candidate for each elected position. Any person who wishes to be elected to an Executive position must declare their intentions in writing to the secretary at least 30 days prior to the AGM. Any person seeking a position on the O.M.H.A. Executive, may be nominated or declare his/her candidacy for a single position only, candidate must be present at time of vote. The Nominating Committee shall prepare a list of nominees for each position and present it to the members of the O.M.H.A. at the Annual General Meeting.
- 17.3 The Nominating Committee shall notify all ineligible nominees of their ineligibility should they submit their name for a vacant position on the Executive. The committee will review each application and review on a case by case basis to assess eligibility.

BYLAW 18 – THE DISCIPLINE COMMITTEE

- 18.1 The Discipline Committee shall be comprised of four (4) members:
- a) The *Vice President*;
 - b) The *Director with divisional responsibility*; and
 - c) Any two (2) members of the O.M.H.A. Executive not being in a conflict of interest with the subject matter or individual.
- 18.2 The Vice President shall act as Committee Chairman.
- 18.3 The Discipline Committee shall have the power to hear and rule on all discipline matters involving O.M.H.A. members, including; players, team officials, members of the Executive, parents and volunteers.
- 18.4 Prior to participating in any O.M.H.A. Association hearing/matter as a panel member, all O.M.H.A. **Executives** must have read the Hockey Canada Investigation Guidelines for Branches and Minor Hockey Associations.
- 18.5 The Discipline Committee shall be comprised of four (4) members, with the chair not voting, except in the event of a tie vote. In extraordinary circumstances or the last-minute inability of a committee member to attend the scheduled disciplinary hearing, the hearing may proceed, provided that no fewer than three members are present

18.6 This committee shall maintain minutes and records of all meetings.

BYLAW 19 – THE APPEAL COMMITTEE

- 19.1 The Appeals Committee shall consist of a quorum of the O.M.H.A. Executive.
- 19.2 All requests for Appeals involving activities of members of the O.M.H.A. shall be heard by this committee at the earliest opportunity, at a regular or special meeting of the O.M.H.A. Executive.
- 19.3 All Appeals must be in writing and may be submitted to any member of the O.M.H.A. Executive. All submitted appeals must be accompanied by a cheque for \$150.00, payable to the O.M.H.A., to cover the appeal fee. If the appellant is successful in their appeal the cheque will be returned uncashed.
- 19.4 All determinations of this committee shall be final and binding as they apply to the O.M.H.A. Constitution, rules and regulations, including those of the GHA, HEO Minor, HEO, and Hockey Canada.
- 19.5 This Committee shall maintain minutes of all meetings and prepare a written response to all appeals.

BYLAW 20 – COACH SELECTION COMMITTEE

- 20.1 Selection committee mandate
- a) The mandate of the **Coach** Selection Committees (House League and Competitive) is to recommend to the O.M.H.A. Executive the selection of next season's coaches for both the House League and competitive teams by reviewing all applications received, considering all information sources, assessing selection criteria, conducting candidate interviews, if required, and conveying results in order of rank to the O.M.H.A. for approval by specific dates to be determined annually by the Executive.
- 20.2 Selection committee membership.
- a) The House League Coaches Selection Committee will be chaired by the Vice-President. The members of the Committee will be comprised of the **Director - Novice/Atom**, Director - **Peewee/Bantam** and Director - **Midget/Juvenile**.
- b) The Competitive Coaches Selection Committee will be chaired by the Vice-President. The members of the Committee will be the Director - Competitive, a suitable GHA representative (such as the Vice-President Competitive) and a qualified person (such as a previous coach or official) selected by the Executive
- 20.3 Conflict of interest
- The members of the Coaches Selection Committees are subject to the approval of the O.M.H.A. Executive. Members of the Committees should:
- a) not have a direct relationship with the applicants; and

- b) declare themselves in conflict of interest if they hold opinions or have had past experiences with the applicant which make it impossible for them to maintain objectivity regarding that applicant or would give any obvious appearance of bias in their consideration of that applicant; and
 - c) not be an applicant
- 20.4 Where a Committee member is deemed to be in a conflict situation, an alternate member will be sought by the Executive
- 20.5 The Coaches Selection Committees shall identify specific criteria annually upon which their selections will be based (see Policy Document - O.M.H.A. Policy and Procedures Manual, proposing the list of selection criteria from which to choose).
- a) Review of prior years coaching evaluations;
 - b) Years of coaching experience in all sports;
 - c) Past coaching history in hockey;
 - d) Coaching certification and level obtained;
 - e) Coaching clinics attended;
 - f) Coaching ability (teaching skills, listening skills, and technical knowledge, and organizational skills);
 - g) Communication skills with parents, players, and other team officials;
 - h) Disciplinary record;
 - i) Ability to positively represent the O.M.H.A., including participation in O.M.H.A. activities directed toward the promotion of minor hockey;
 - j) Input obtained by committee members from other members of the Association;
 - k) Desires and expectations of each candidate;
 - l) Ability of the candidate coach's child to play at the level applied for;
 - m) Familiar with the Constitution, Bylaws and, Rules, Duties and Regulations of the O.M.H.A.;
 - n) Appropriate security check and References upon request.
- 20.6 Where the Committee members must adhere to the approved O.M.H.A Coach Selection Process.