

St. George Minor Hockey Association

Constitution

Effective : April 3, 2002

1.0 Name

The organization shall be known as the St. George Minor Hockey Association and shall hereafter be referred to as (SGMH)

1.1 All teams representing St. George Minor Hockey Association shall be called the "Generals"

2.0 Mission

To support the youth of our community in a positive hockey experience

3.0 Objective

The objective of SGMHA is to foster, improve and perpetuate the sport of hockey, to encourage sportsmanship and fair play among its members, to exercise a general supervision and direction over its players, teams and game officials and Executive Board with emphasis on the enhancement of healthy recreation, good sportsmanship and citizenship and provide equal opportunity for all eligible members to participate in the sport.

4.0 Governing Roles

Members of SGMHA will operate under the direction of rules stipulated by

Á Canadian Hockey Association (C.H.A.)

Á Ontario Hockey Federation (O.H.F.)

Á Ontario Minor Hockey (O.M.H.A.)

4.1 Any member who violates 4.0 or the direction of the SGMHA Executive shall face disciplinary actions stipulated in article 12.6

5.0 Members

The membership of SGMHA shall consist of

(a) Parents or legal guardians of each registered player

(b) Individuals who are current team officials

(c) Past Presidents

(d) Life members

(e) *Directors, Convenors, Chair person of an appointed committee*

6.0 **Banking**

The banking business of SGMHA shall be conducted with such bank , trust company or other firm or corporation carrying on a banking business as the Executive dictates.

6.1 The President and Treasurer shall have the signing authority pertaining to the banking business of SGMHA.

6.2 **Investments**

The executive of SGMHA has the power to, and may by resolution of the Board invest the moneys of SGMHA not immediately required for the operation of the association. These investments must with such bank, trust company or other firm or corporation carrying on a banking business as the Executive dictates.

6.3 **Financial**

6.31 Unless otherwise ordered by the Executive, the fiscal year of SGMHA shall terminate on the 30th day of April in each year.

6.32 All financial support received through sponsorship and fundraising shall be under the direction of the Vice President and the Parent Association Representative.

6.33 No team or person shall solicit sponsorship or commence fundraising using the SGMHA as beneficiary without prior authorization of the SGMHA executive.

6.34 Any member or team of SGMHA found violating 6.33 shall face disciplinary actions.

7.0 **Registration**

	season the amount of the registration fee. At the completion of a prescribed time period the member shall be notified in writing that the dues are still outstanding. Member will be allowed a period of thirty(30) days from the date of notice to make payment of these dues. If the dues are still outstanding the member shall be automatically suspended.
7.1	The minimum age for registration shall be three (3) years of age and the maximum age shall be twenty (20) years of age of the current playing season.
7.2	SGMHA and OMHA registration cards. A photo copy of documents providing proof of age must be submitted at registration for each player.
7.3	Any player registering with SGMHA is not eligible to play for any other minor hockey association in Ontario
7.4	Members who experiences financial difficulties may approach the Executive to make alternative arrangements. The members information shall remain confidential.
7.5	Any member may resign from membership from SGMHA upon notice to the Executive. No resignation shall relieve any member from the obligation to pay any fee ,dues or assessments , or to pay any amounts owing to the SGMHA prior to the resignation . The refund structure fee shall as listed in the By-laws.
7.6	Any member maybe required to resign by a vote of at least (75%) of all the members of SGMH present and voting at an Annual or <i>executive</i> meeting.
Annual Meeting	
8.0	The Annual meeting shall be held each year prior to April 30th
8.1	All members of SGMHA shall be notified by posting or advertisement of the Annual Meeting at least twenty one (21) days prior to the date of the meeting.

8.2	Ten (10) members must be attendance to constitute a quorum at the Annual Meeting.
8.3	The SGMHA constitution shall not be altered except at an Annual Meeting.
8.4	Application of new or proposed changes of the Constitution must be in the possession of the Executive Secretary fourteen (14) days prior to the date of the Annual Meeting.
8.5	New or proposed changes of the Constitution shall be decided by a vote. Any vote pertaining to the constitution must receive 2/3 majority to have the matter carried.
8.6	All members with voting privileges may participate .
8.7	The agenda of the annual meeting will be determined by the President of the Executive.
8.8	The elections of the SGMHA executive shall be conducted at the Annual Meeting.
Executive Meetings	
8.9	The SGMHA executive shall meet as deemed necessary by the President. From September to April meetings shall occur every four (4) to six (6) weeks at the call of the President
8.10	A quorum of at least fifty(50%) of the executive members must be present to conduct a executive meeting.
8.11	Any member requesting to make a presentation at an executive meeting must notify the Secretary at least Seven (7) days prior to the meeting. Only executive members or designates shall have voting priviledges at the executive meetings.
Special Meetings	

9.0	At the request of three (3) executive members the President shall call a special meeting.
9.1	The Executive Secretary shall notify all executive members of the special meeting and specific agenda.
9.2	Only the matter specified in the meeting notice will be discussed at the special meeting
Voting	
10.0	The following maybe eligible to vote at the Annual Meeting.
	1. All members of the SGMHA executive or designates.
	2. Parents or legal guardians of registered players
	3. The current team officials of each team registered to play in SGMHA
	4. Life members
	5. Directors
10.1	There shall be no proxy votes.
10.2	No person shall have more than one (1) vote.
10.3	No register player shall be eligible to vote at any meeting
	Elections for the SGMHA executive must be conducted by a ballot
10.4	vote.
10.5	Two members of SGMHA not involved will scutineer the voting.
Nominations	
11.1	Every member of SGMHA shall have the privilege of nominating a person for a position in the SGMHA Executive.
11.2	A nominated person must be a member of the SGMHA.
11.3	A person nominated for a position in the SGMHA must have past or present had a member registered as an in district player.

11.4	Any person nominated for the position of President must have served two years on the executive.
11.5	No person shall serve more than two (2) consecutive terms as President.
Executive	
12.0	The members shall elect officers who shall form the SGMHA executive.
12.1	The Executive shall consist of the following officers
	1. President
	2. Past President
	3. 1st Vice President
	4. 2nd Vice President
	5. 3rd Vice President
	6. 4th Vice President
	7. Treasurer
	8. Secretary
	9. Parents Association
12.2	The term of office for any executive member shall be two years
12.3	President, 2nd Vice President 4th Vice President, Treasurer shall be elected on even numbered years.
12.4	1st Vice President, 3rd Vice President, Secretary, Parent Association Rep shall be elected on odd numbered years.
12.5	If a position within the SGMHA Executive become vacant , the Executive shall have the authority to fill that vacancy until the next Annual Meeting where the position shall be filled by election.
12.6	The SGMHA Executive shall have the authority to dismiss, suspend or discipline any member of the SGMHA.
12.7	Action taken as described in 12.6 will require a meeting of the SGMHA Executive within seven (7) days.
12.8	The Executive shall have the authority to select the team officials for all teams

Duties of President

13.0 In charge of the general management and supervision of the affairs and operation of the organization

13.1 When present act as chairperson and preside all meetings of the SGMHA executive

13.2 Shall cast a vote only in the case of a tie

13.3 Designate duties and supervise all members of the Executive

13.4 Signing officer for the organization

13.5 In emergencies or in situations requiring immediate decision or action on part of the organization the President shall have such authority , either with or without consultation of other Executive members

13.6 Any decisions or actions taken as stated in 13.5 shall be accountable at the next Executive Meeting

13.7 Authority to suspend or discipline any team, team officials or members

13.8 Designate authority to Vice Presidents or Directors

13.9 Signing authority for release of players and tryout waiver forms

Vice Presidents Duties

14.0 Report directly to the President

14.1 During the absence or inability of the President assume the duties and powers of the President

14.2 Assume the responsibilities delegated by the President

14.3 Responsible for organization and operation of teams in the
(a) Representative League

	(b) Local League
14.4	Responsible for Sponsorship and Equipment
14.5	Responsible for ice scheduling
14.6	Responsible for education, clinics
14.7	Responsible for the designation of the following contacts
	OMHA Contact
	Grand Valley Hockey League Contact
	Southern Counties Hockey League Contact
	Grand River Local League Contact
14.8	The authority to discipline teams, team officials and members of the organization
14.9	Appoint a Referee in Chief
14.10	Appoint tournament directors
14.11	Appoint gate and timekeeper director
Secretary	
15.0	Reports directly to the President
15.1	Required to record minutes of all organizational meetings
15.2	Present a copy of the minutes at the next meeting
15.3	Responsible for the all correspondance from the organization
15.4	Notify all members of Executive meetings
	Responsible for posting notices pertaining to special meetings or
15.5	events
15.6	Responsible for the production and distribution of Newsletter

15.7	Responsible for the distribution and posting of applicable publication and team standings.
Treasurer	
16.0	Reports directly to the President
16.1	Shall be a signing officer for the organization
16.2	Responsible for all financial matters pertaining to the organization.
16.3	Responsible for having the organizational financial matters audited by a qualified person at the end of each hockey season
16.7	Responsible for the annual Player Registration.
Parents Association	
17.0	Reports directly to the President
17.1	Organize volunteers at tournament and hockey functions
17.2	Responsible for initiating and operating all fund raising activities.
Directors	
18.0	To be a Director you must have voting priviledges as 10.0
18.1	Directors shall be appointed by the SGMHA Executive for one(1) hockey season
18.2	The Director's position shall commence June1st and cease April 30th
18.3	During the Director's appointed period the person may attend all Executive Meetings and have voting priviledges except for
	(a) Appointment of coaches
	(b) Matters pertaining to discipline or suspensions
18.4	Directors may fill the following positions

Ice Scheduling
Clinics & Education
Registration
OMHA Carding
Head Gate Keeper and timekeeper
Equipment, Lockers, Sweaters
Director of Tournaments
Little Generals
OMHA Contact
Grand Valley Hockey League Contact
Southern Counties Hockey League Contact
Grand River Local League Contact
Convenors

Policy on Harassment and Abuse

19.1	SGMHA is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices.
19.2	SGMHA executive shall ensure that all incidents of harrassment and abuse will be documented and forwarded to the appropriate people and organizations

SCREENING/CRIMINAL RECORD CHECKS

20.0	SGMHA Executive shall ensure that the policy of the OHF that Criminal Record Checks will be mandatory for all volunteers and staff people who are deemed as high risk by the local association or club through the 10 Step Screening Process and the Relationship of Position Requirements to Screening Process and the Relationship of Position Requirements to Screening
20.1	A volunteer is defined as a non- paid person who donates, enters or offers his or her time freely to assigned specific duties.
20.2	SGMHA shall have the option of conducting either Local Criminal Checks or CPIC Criminal Checks. These Criminal Checks should not be more than four (4) months old.

20.3	All new volunteers and staff people shall be processed through either Local Criminal Checks or CPIC Criminal Checks.
20.4	Once an individual has been permitted to act as a volunteer these Criminal Records Check will be required every four (4) years.
20.5	Harrassment and Abuse shall be reported to the proper chain of command.
20.6	SGMHA Executive shall provide on an annual basis documentation of their Harrassment and Abuse implementation efforts. This documentation will be provided on a check off form and signed by the President. Copies of these reports will be forwarded to the OHF and OMHA at the conclusion of each season.
20.7	SGMHA endorses the policy of the OHF that if an individual whose conduct establishes:
	(1) Any violent behaviour against children or adults,
	(2) Violations of positions of trust.
	(3) Abuse of a physical, sexual or verbal nature
	(4) Substance or chemical abuse
	(5) Violations of government licensing priviledges
20.8	Such persons may be deemed unworthy and may be dismissed or not accepted as a volunteer with the SGMHA.
20.9	It will be the policy of the SGMHA that if a person is found in violation of the following OHF Code of Conduct that this individual maybe dismissed as a volunteer.
20.10	It is the policy of the OHF that the term Harrassment includes: a chronic behaviour by one person toward another which is insulting, intimidating, malicious, degrading or offensive. Harrassment can be in a form of physical, verbal, sexual or emotional abuse.
20.11	The term abuse includes: a vicious conduct, practice or action toward another person or persons.
DRESSING FACILITIES	

21.0	It is the policy of the OHF that separate dressing rooms/areas be provided for both male and female personnel, which includes players, coaches, officials and volunteers.
OHF Interpretation of Definitions	
22.0	Chronic: Continuing for a long period of time; constant; prolonged; lingering; recurrent.
22.1	Hazing: To subject newcomers or initiate: pranks or humiliating horseplay, degrading initiating rites, or acts which a person is forced to participate in order to be accepted.
OHF Code of Conduct	
23.0	This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Hockey Federation (OHF) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others.
23.1	OHF, Member Partners and League Associations are committed to providing a sport environment in which all individuals are treated with respect. Members of the OHF shall conduct themselves at all times in a fair and responsible manner.
23.2	Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated by the OHF, Member Partners or Local Associations.
23.3	During the course of all OHF, Member Partners and Local Associations activities and events, members shall avoid behaviour which brings OHF, Member Partners and Local Associations or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs.
23.4	Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

23.5	OHF members shall at all times adhere to the OHF, Member Partners and Local Associations operational policies and procedures, to rules governing the OHF, governing any competition in which the member participates on behalf of the OHF, Member Partners and Local Associations.
23.6	not engage in activity or behaviour which endangers the safety of others.
23.7	action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OHF, Member Partners and Local Associations, including the opportunity to participate in OHF, Member Partners and Local Associations activities.
DUTY TO REPORT	
24.0	Abuse and neglect are community problems requiring urgent attention. The CHA is committed to help reduce and prevent the abuse and neglect of participants.
24.1	The CHA realizes that persons working closely with children and youth have a special awareness of abusive situations. Therefore these people have a particular reporting responsibility to ensure the safety of Canadas young, by knowing their provincial protection acts and following through as required.
24.2	Every province and territory in Canada, except the Yukon, has mandatory reporting laws regarding the abuse and neglect of children and youth; the Yukon requests that concerns be reported.
24.3	Consequently, it is the policy of the Canadian Hockey Association that any CHA personnel (part-time and full-time staff, volunteer, participant, team official, on ice official) or CHA partner (parent, guardian) who, has reasonable grounds to suspect that a participant is or may be suffering or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment.
24.5	Across Canada a person is considered a child up to the age of 16 to 19 years depending on provincial legislation.

24.6	Those involved with the CHA in providing hockey opportunities for participants understand and agree that abuse or neglect, as defined above, may be the subject of a criminal investigation and/or disciplinary procedures.
24.7	Failure to report an offence and thereby, failure to provide safety for participants may render the adult who keeps silent legally liable for conviction under the provincial child protection acts.
24.8	By educating our National body, Branch Representatives and local hockey association personnel, the CHA is weaving a tighter safety web around our most precious resources.....the players!
RECEIVING A COMPLAINT	
25.0	Complaints can be received by the Association in two ways.
25.1	Written Disclosure
25.2	cases by either a parent, Association, lawyers or one of our governing bodies. It is important that the letter contain enough detail to provide the Association with a clear understanding of the event or circumstances surrounding the abuse which in turn will facilitate a decision as to the severity of the incident (major or minor) with the appropriate action.
25.3	be filled out and the correspondence attached to the form creating a file.
25.4	The file is handed to the Harassment and Abuse Co-Ordinator for documentation into the system. (In the absence of the Co-Ordinator the file is forwarded to the Executive Director).
Verbal Disclosure	
26.0	Disclosures of this type usually come to an Association through an administrator, executive or even to the OMHA through a Regional Executive Member. All disclosures of harassment and abuse need to be documented and reported accurately.

26.1	The person who hears the disclosure or suspects the abuse must make the report. The responsibility for reporting cannot be assumed by any other person.
26.2	Again the Harassment and Abuse Disclosure Report should be filled out by the person hearing the disclosure. The form will act as a guide to the nature of information required. The form then starts the file creation and should be supported with follow-up investigation reports.
26.3	The file is handed to the Harassment and Abuse Co-Ordinator for documentation into the system. (In the absence of the Co-Ordinator the file is forwarded to the Executive Director).
26.4	NOTE: The Verbal disclosures need to be handled sensitively following specific procedures.
Coaching Staff Selection	
27.0	Any person may apply to be a team official with the SGMHA.
27.1	Everyone applying as a team official must submit their intentions in writing.
27.2	Applicants must complete a coaching application form to be considered for a team official position.
27.3	All applicants will be subject to the screening process of the OHF which includes Police Security Checks.
27.4	Each season the President shall appoint a coaching selection committee. This committee shall consist of three (3) to five (5) people and include at least two members of SGMHA Executive.
27.5	The coaching selection committee will review all candidates, conduct interviews if necessary and recommend one candidate for each
27.6	All recommended candidates must be endorsed by the SGMHA Executive.

27.7	The SGMHA Executive has the authority to refuse the coaching selection committee's candidate and appoint another person to the coaching position.
27.8	All coaches shall report directly to the SGMHA Vice President
27.9	SGMHA Executive has the authority to dismiss, discipline or suspend a coach at anytime
27.10	All coaches must attend and qualify to obtain the necessary coaching certificate which applies to their specific age group.
27.11	Coaches will be responsible for selecting the Trainers and Assistant Coaches for their respective teams.
27.12	All team officials must be endorsed by the SGMHA Executive.
27.13	All members of the coaching staff must attend the necessary clinics to qualify for their respective positions. (ie Trainers Certificate, Coaches certificate, Harrassment & Abuse Seminar)
27.14	SGMHA Executive has the authority to reject any member selected as a team official.
27.15	SGMHA Executive has the authority to dismiss, discipline or suspend any team official at anytime.