



# **HUNTSVILLE MINOR HOCKEY ASSOCIATION (HMHA)** 2 Main St. West, PO Box 5044, Huntsville, ON P1H 2K5

## **Summary of Constitution Updates/Changes**

Page Number	Description
2	<ul style="list-style-type: none"> <li>Minor updates and additions to definitions to reflect today's governing bodies.</li> </ul>
3	<ul style="list-style-type: none"> <li>Minor updates to the transaction of the Affairs of the Corporation (Name, registered office and seal).</li> <li>Addition of official HMHA colours and logo.</li> </ul>
3	<ul style="list-style-type: none"> <li>Minor updates and additions to the Purpose and Objectives of HMHA.</li> </ul>
4	<ul style="list-style-type: none"> <li>Addition of a section for the Affiliation of HMHA in the OMHA.</li> </ul> <p><b>ARTICLE 4: AFFILIATION</b></p> <p><i>4.1 The HMHA shall be a member of the OMHA and may become affiliated with any hockey league or leagues, or any other organization whose purposes and objectives are similar, as determined by the HMHA Board.</i></p>
4/5	<ul style="list-style-type: none"> <li>Update Membership year to be April 1<sup>st</sup> – March 31<sup>st</sup>.</li> <li>Change to the Class of Memberships to be more streamlined.</li> </ul> <p><i>5.1 Membership to HMHA shall include Active Members, Associate Members, and Participating Members.</i></p> <p><i>a. Active Member (Volunteers)</i></p> <p><i>i. Shall include all team staff (coaches, managers and trainers), all board members (elected or appointed), all elected or appointed league conveners and volunteers, and generally, all those persons authorized by the HMHA Directors to be directly involved with the administration of the HMHA. Membership shall commence immediately on being elected or appointed to office and remain in effect for the term of office.</i></p> <p><i>b. Associate Member (Parents/Guardians)</i></p> <p><i>i. Shall include one (1) parent or legal guardian per player currently registered with the HMHA. An associate member may represent only one registered player during a given season. Each Associate Member shall be entitled to one (1) vote, and may attend membership meetings and, by invitation, meetings of the Board and Committees of the Association.</i></p> <p><i>c. Participating Member (Players)</i></p> <p><i>i. Shall include all players currently registered in the HMHA. Membership shall commence on the day which the player registered with HMHA for the current playing season and</i></p>

	<p><i>terminate on April 30<sup>th</sup> of the following year.</i></p>
5	<ul style="list-style-type: none"> <li>• Additional language added to the Termination of Membership.</li> </ul>
7/8	<ul style="list-style-type: none"> <li>• Addition of a new section for Member Responsibilities.</li> </ul> <p><b>ARTICLE 7: MEMBER RESPONSIBILITIES</b></p> <p><b>7.1 Active &amp; Associate Members</b></p> <p><i>It is the responsibility of all Active and Associate members to respect and comply with all HMHA policies, ideals, and rules and regulations of the game as determined by the HMHA, the Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF) and Hockey Canada (HC).</i></p> <ol style="list-style-type: none"> <li><i>Assist the HMHA programs in the promotion of sportsmanship and positive attitudes.</i></li> <li><i>Recognize the authority of all league and arena officials, and to assist them in exercising that authority.</i></li> <li><i>Ensure that participants have safe and approved equipment for all games and practices,</i></li> <li><i>Comply with coaching staff regulations and ensure that participants arrive at the arena when requested.</i></li> <li><i>Support and encourage all participants on the ice, and to refrain from negative comments to game officials, or any of the participants.</i></li> <li><i>Refrain from the use of alcoholic beverages, or any illegal drugs, use of profanity, or unacceptable social conduct in or around arena facilities or while attending team related activities.</i></li> <li><i>Failure to comply with these responsibilities may result in action by the Board suspending membership privileges, and/or expulsion from arena properties).</i></li> </ol> <p><b>7.2 Participating Members</b></p> <p><i>It shall be the responsibility of the Participating Members to respect and comply with all HMHA policies, ideals, and rules and regulations of the game as determined by the HMHA, the Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF) and Hockey Canada (HC).</i></p> <ol style="list-style-type: none"> <li><i>Attend all games, practices and team events, as scheduled by their coaching staff.</i></li> <li><i>Ensure that all personal protective equipment is safe and approved for use.</i></li> <li><i>Exhibit due respect for their coaching staff, all game officials, HMHA officers and volunteers of the HMHA.</i></li> <li><i>Respect and properly maintain all equipment of the HMHA.</i></li> <li><i>Refrain from the use of any alcoholic beverages or any illegal drugs.</i></li> <li><i>Refrain from the use of profanity or unacceptable social conduct while attending team activities.</i></li> <li><i>Respect the facilities where they are privileged to play, either home or away.</i></li> </ol>

	<ul style="list-style-type: none"> <li><i>h. Conduct themselves appropriately while on arena property, and to obey all non-smoking and all other arena regulations.</i></li> <li><i>i. Display a high degree of sportsmanship, teamwork and positive attitudes at all times, on behalf of their teams and the league.</i></li> <li><i>j. Failure to comply with these responsibilities may result in action by the coaching staff and/or the Directors to suspend membership privileges, or dismissal from the team after an appropriate hearing is held as outlined in the Manual of Operations Disciplinary section.</i></li> </ul>
8-10	<ul style="list-style-type: none"> <li>• Minor updates and required changes of the Membership.</li> </ul>
10/11	<ul style="list-style-type: none"> <li>• Updates to the Number of Board Positions and how Board Members are elected after the AGM.</li> </ul> <p><i>9.1 Number of Directors</i></p> <p><i>The affairs of the Association shall be managed by a Board. The Board shall consist of:</i></p> <ol style="list-style-type: none"> <li><i>1. President (two-year term) - Elected in odd years</i></li> <li><i>2. Vice President – OMHA Contact (two-year term) – Elected in even years</i></li> <li><i>3. Registrar (two-year term) - Elected in odd years</i></li> <li><i>4. Treasurer (two-year term) - Elected in even years</i></li> <li><i>5. Ice Scheduler (two-year term) - Elected in odd years</i> <ol style="list-style-type: none"> <li><i>a. Rep Ice Scheduling Convener may be established to support the Ice Scheduler. This is a non-voting position that shall be appointed upon Board Approval.</i></li> <li><i>b. LL Ice Scheduling Convener may be established to support the Ice Scheduler. This is a non-voting position that shall be appointed upon Board Approval.</i></li> </ol> </li> <li><i>6. Secretary/Communications (one-year term) - Elected</i></li> <li><i>7. Director - Rep Hockey (one-year term) - Elected</i></li> <li><i>8. Director - LL U7-U9 Hockey (one-year term) – Elected</i> <ol style="list-style-type: none"> <li><i>a. Conveners may be established to support the Director at each age division. This is a non-voting position that shall be appointed upon Board Approval.</i></li> </ol> </li> <li><i>9. Director - LL U11-U18 Hockey (one-year term) – Elected</i> <ol style="list-style-type: none"> <li><i>a. Conveners may be established to support the Director at each age division. This is a non-voting position that shall be appointed upon Board Approval.</i></li> </ol> </li> <li><i>10. Director – Officials (Referees) (one-year term) - Elected</i></li> <li><i>11. Director - Minor Officials (one-year term) - Elected</i></li> <li><i>12. Director - Sponsorship/Fundraising (one-year term) - Elected</i></li> <li><i>13. Director - Player/Coach Development (one-year term) - Elected</i></li> <li><i>14. Director - Head Trainer (one-year term) - Elected</i></li> <li><i>15. Director - Equipment (one-year term) - Elected</i></li> <li><i>16. Director - Tournaments (one-year term) - Elected</i></li> <li><i>17. Immediate Past President - Non-voting member</i></li> </ol> <p><i>9.2 Procedure for Election of Directors</i></p> <ol style="list-style-type: none"> <li><i>a. The Board shall post on the HMHA website a listing of all open Director positions for election.</i></li> <li><i>b. The election of Directors shall take place at the Annual General</i></li> </ol>

	<p><i>Meeting (AGM) of the Membership. No election or appointment of a Board Member is effective without consent given in writing prior to the election or appointment. Nomination Forms for the Board shall be available each year from the HMHA Website up to 30 days prior to the AGM. A Nomination Form must be completed by a nominator who are Members of the Association, and such completed form must be submitted not later than 4:00pm 10 days prior to the AGM.</i></p> <ul style="list-style-type: none"> <li><i>c. An individual needs be in attendance at the Annual General Meeting to be considered for election.</i></li> <li><i>d. The Board shall post on HMHA website, a listing of all individuals who have been nominated for election to the Board as they are received and minimum 7 days prior to AGM. Such a listing shall identify what position each nominee is seeking an election for.</i></li> <li><i>e. Nominations may also come from the floor at the Annual General Meeting for vacant positions, however, in such cases the individual nominated must be present at the Annual General Meeting and agree to stand for the election. Also, a nomination from the floor must be seconded by a member present at the meeting.</i></li> <li><i>f. Any vacancy occurring on the Board may be filled only for the remainder of the current year of the vacated term by Resolution of the Directors then in office provided there is a quorum of Directors. The Board shall invite applications from the Membership via email, website, social media, etc., for appointment to the vacancy on the Board. The Board shall strive to vote and appoint a replacement Director within fifteen (15) days after the Board position was vacated or is vacant. This process shall continue until the position is filled.</i></li> </ul>
12	<ul style="list-style-type: none"> <li>• Addition of a sub-section for Board Resignations. Removed from Manual of Operations.</li> </ul> <p><i>9.1 Board Resignations</i></p> <p><i>A Director shall resign by delivering written notice to the President of HMHA. The resignation shall take effect at the time of such delivery, unless a later date is specified in the resignation.</i></p> <p><i>In the event of a resignation by the President, the Vice-President shall be vested with all powers of, and shall perform all the duties of, the President. Any remaining vacant positions shall be filled in accordance with section 9.4.f.</i></p>
12	<ul style="list-style-type: none"> <li>• Addition of sub-section for Member Requests.</li> </ul> <p><i>10.1 Member Requests/Delegations</i></p> <p><i>A member from HMHA may request to attend in person the start of a Board Meeting to present a request or proposal. Said request shall go to the President who shall determine its merit. Only one (1) Request/Delegations is permitted per board meeting. Said Member shall be given 5 minutes to speak about the matter and then be available for questions from the Board. The matter shall be discussed further amongst the board during the New Business section of the agenda with</i></p>

	<p><i>only Board members present. The delegate will be advised of the Board decision by the Secretary following the meeting.</i></p>
14	<ul style="list-style-type: none"> <li>• Addition of sub-section for information on Operations Manual.</li> </ul> <p><i>10.2 Operations Manual</i></p> <p><i>Notwithstanding any other provision contained in this By-law, the Board shall have the power to pass without any confirmation or ratification by the Members of the Association all necessary rules and regulations as they deem expedient related in any way to the operations of the Association, including, without limitation, the conduct of members, member teams and guests.</i></p> <p><i>The Operations Manual should not deal with such things as: qualification, admission, transfer, classes and termination of memberships; composition of the board, qualification and election of directors; meetings of directors and/or members; appointment and duties of directors; execution of documents; establishment of and procedures for committees; auditors and fiscal year-end; and amending by-laws, which matters are more properly dealt with in the By-laws. The Operations Manual should strictly deal with only those day-to-day matters directly affecting the member teams and players. These include but are not limited to games, tournaments, player and parent conduct and discipline, harassment and abuse, referees and officials, player registration, and equipment.</i></p> <p><i>Once an issue regarding a Policy or Procedure contained within the Operations Manual is addressed and voted on, it cannot be readdressed within the current season, excluding the AGM.</i></p>
14-22	<ul style="list-style-type: none"> <li>• Removal of Director Descriptions from the Manual and include as a new section in Constitution.</li> <li>• Minor updates to descriptions.</li> <li>• Addition of Convener roles shall the Person in the position seek assistance.</li> </ul> <p><b>ARTICLE 11: DUTIES OF THE DIRECTORS</b></p> <p><i>No member of the Board nor member of the Association nominated for a Board position may hold a position on a Board or Executive of another hockey Association unless a Directorship position/duty is created to fill a need. It is the understanding that if you fulfill one of the following positions on the HMHA Board, you are also committing to sharing your knowledge with your predecessor whether you remain on the executive or not.</i></p> <p><b>PRESIDENT</b></p> <p><i>Eligibility – Persons nominated for this position must have served on the previous Board for at least one year or for two years on past Boards of HMHA or another hockey association (within last 10 years).</i></p> <p><i>Duties:</i></p>

1. *Preside at all meetings of the Board and the Association, with the usual privileges of offices.*
2. *Lead in the continuing development of the HMHA philosophy and assist in the continuing development of coaching and hockey skills for the Association.*
3. *Act as the representative of the HMHA in the community.*
4. *Use their background and knowledge in a position of arbitrator or problem solver for the Association.*
5. *Designate necessary tasks to be fulfilled by appropriate members of the Board.*
6. *Be an Ex-officio member of all committees.*
7. *Chair the Discipline and Ethics Committee.*
8. *Act as a representative of HMHA to OMHA or other recognized governing body.*
9. *Attend and represent the HMHA at all OMHA meetings.*

### **PAST PRESIDENT**

*Eligibility – The immediate past president upon completion of their term shall remain on the Board for a period of not less than one year in the position of Past President.*

#### **Duties:**

1. *Avail themselves to the President, directly, and the Board indirectly, their knowledge and experience for immediate and future guidance.*
2. *Perform such duties as assigned by the President.*
3. *Act as a member of committees as assigned by the President.*

### **VICE-PRESIDENT - OMHA CONTACT**

*Eligibility – Although not essential, all nominated persons should have previous experience with hockey organizations.*

#### **Duties:**

1. *Perform the duties of the President in the event of illness or absence.*
2. *Act as liaison person for the HMHA in all OMHA related matters.*
3. *Keep a complete list of all OMHA team rosters and affiliated player lists for reference.*
4. *Act as liaison between team managers and local OMHA Referee co-ordinator for referee assignment for all scheduled games, game changes and tournaments.*
5. *Attend and represent the HMHA at all OMHA meetings.*
6. *Act as a member of committees as assigned by the president.*
7. *Perform such duties as assigned by the President.*

### **REGISTRAR**

*Eligibility – Although not essential, all nominated persons should have previous experience with hockey organizations.*

#### **Duties:**

1. *Assist Board in determining registration costs for all participants.*

2. *Update Online Registration costs and packages on the HMHA website.*
3. *Register all teams, players and officials, tournaments, and Association members for insurance purposes.*
4. *Keep on-going lists of players registering for summer camps as well as players trying out for rep teams for the Rep Director.*
5. *Create lists of players entering Local league for the Local League Directors. Add team lists to the HMHA website.*
6. *Work with the Treasurer to determine method of bank deposits for registration funds.*
7. *Collect registration money from all registered players.*
8. *Act as a member of committees as assigned by the president.*

### **TREASURER**

*Eligibility – The Association would prefer that all nominated people have a strong and experienced background in the accounting or banking field. The successful candidate shall be bondable in the appropriate amount at the expense of the Association should this be deemed necessary.*

#### **Duties:**

1. *Pay all accounts by Association.*
2. *Keep an accurate record of all monies received and dispersed and all accounts payable and receivable by acceptable accounting practices and in proper books of account.*
3. *Present a financial statement to the Board at the AGM.*
4. *Make payments only for invoices received.*
5. *Be an integral part of the annual budget development.*
6. *Deposit all funds for optimum interest in a Board approved financial institution under the name of the HUNTSVILLE MINOR HOCKEY ASSOCIATION.*
7. *Monitor finances and make Board aware of any late season potential cash flow problems.*
8. *Keep current files on all Association registered players.*
9. *File taxes with a certified professional accountant.*
10. *Act as member of committees as assigned by the President.*

### **ICE SCHEDULER**

*Eligibility – Although not essential, all nominated persons should have previous experience with hockey organizations.*

#### **Duties:**

1. *Liaison with Town representatives regarding ice allocation policy and scheduling ice times.*
2. *It is the policy of HMHA that any changes in the previous year ice schedule be approved by the current Board.*
3. *Changes to the template are to be dictated by such things (but not restricted to) ice availability, number of teams, program changes, etc. Changes are not to be made to accommodate any individuals' personal preferences or agendas.*
4. *Book all ice time, before the start of the season, for the year at the Huntsville and other designated arenas.*

5. *Divide ice time between age groups and competition levels (i.e. Tyke minor/major (U7), novice (U9), atom (U11), peewee(U13), bantam(U15), midget (U18), (and juvenile) and Local League, and Rep into games/practices.*
6. *Compile and post a master schedule on the HMHA website.*
7. *Continually update all schedules and handle ice time conflicts.*
8. *Attend League scheduling meetings or designate an alternate.*
9. *Act as a member of committees as assigned by the president.*

1. *The Ice Scheduler may at their discretion, recruit individuals to assist and support the role as a Convener.*
2. *Conveners are not permitted a vote at the HMHA Board table and are not required to attend Board Meetings.*

### **SECRETARY/COMMUNICATIONS**

*Eligibility – Although not essential, all nominated persons should have some word processing skills.*

#### **Duties:**

1. *Send out an meeting agenda and record the minutes of these meetings.*
2. *Distribute minutes to all members of the Board for the next general meeting.*
3. *Keeps orderly files on and be responsible for all incoming and outgoing correspondence pertaining to HMHA business.*
4. *Update the website and social media as required with upcoming events and news articles.*
5. *Turn over all files to the successor at the end of term.*
6. *Compile an accurate information list of Board members, giving position and telephone numbers, and give a list to each executive member.*
7. *In charge of communications to the general membership.*
8. *Assist the Registrar will their duties as required including but not limited to Vulnerable Sector Checks.*
9. *Act as a member of committees as assigned by the president.*

### **DIRECTOR - REP HOCKEY**

*Eligibility – Should have a good understanding of how representative hockey operates. Previous hockey managers are good candidates.*

#### **Duties:**

1. *Act as the Manager of all Representative coaches, managers, and bench staff.*
2. *Contact for the rep teams' questions/concerns and mandate bench staff members/teams understand and follow policies and procedures.*
3. *Work with the Ice Scheduler in the scheduling of games, practices and playoffs for the Rep Hockey and distribute schedules to the coaches.*
4. *Oversee the placement of all players on teams in a reasonably equitable manner and shall post updated team rosters in the arena.*



5. Assemble lists of team officials with addresses and phone numbers and forward to the Board.
6. Coordinate the division tournaments in conjunction with the HMHA Tournament Director.
7. Act as a member of committees as assigned by the president.

#### **DIRECTOR - LL U7-U9 HOCKEY**

*Eligibility – Should have a good understanding of how recreational hockey operates.*

*Duties:*

1. Act as the Manager of all Local League coaches, managers, and bench staff.
2. Contact for the Local League teams' questions/concerns and mandate bench staff members/teams understand and follow policies and procedures.
3. Work with the Ice Scheduler in the scheduling of games, practices and playoffs for the LL and distribute schedules to the coaches.
4. Oversee the placement of all players on teams in a reasonably equitable manner.
5. Assemble lists of team officials with addresses and phone numbers and forward to the Board.
6. Coordinate the division tournaments in conjunction with the HMHA Tournament Director.
7. Act as a member of committees as assigned by the president.
  - a. The Director - LL U7-U9 Hockey may at their discretion, recruit individuals to assist and support the role as a Convener.
  - b. Conveners are not permitted a vote at the HMHA Board table and are not required to attend Board Meetings.

#### **DIRECTOR - LL U11-U18 HOCKEY**

*Eligibility – Should have a good understanding of how recreational hockey operates.*

*Duties:*

1. Act as the Manager of all Local League coaches, managers, and bench staff.
2. Contact for the Local League teams' questions/concerns and mandate bench staff members/teams understand and follow policies and procedures.
3. Work with the Ice Scheduler in the scheduling of games, practices and playoffs for the LL and distribute schedules to the coaches.
4. Oversee the placement of all players on teams in a reasonably equitable manner.
5. Assemble lists of team officials with addresses and phone numbers and forward to the Board.

6. *Coordinate the division tournaments in conjunction with the HMHA Tournament Director.*
7. *Act as a member of committees as assigned by the president.*
  - a. *The Director - LL U11-U18 Hockey may at their discretion, recruit individuals to assist and support the role as a Convener.*
  - b. *Conveners are not permitted a vote at the HMHA Board table and are not required to attend Board Meetings.*

### ***DIRECTOR – OFFICIALS (REFEREES)***

*Eligibility – All nominated persons shall hold a current referee card and be member in good standing of the Referee's Association.*

*Duties:*

1. *Be responsible for the assignment of referees in a consistent and equitable manner.*
2. *Present to the Treasurer invoices for all individuals that have refereed. These invoices must list, individually, the names, hours worked and the amounts the referees are owed.*
3. *Encourage and promote the addition and use of referee prospects in order to maintain a supply of referees for the future. By designating fair and equal referee assignments, the less experienced referees do not stay that way.*
4. *Supervision of the referees is informal in nature in preparation for the formal supervision of referees by OMHA official supervisors. Do an equitable amount of refereeing.*
5. *Hold local clinics when ice time permits to instruct local league referees.*
6. *Act as a member of the Discipline and Ethics Committee.*

### ***DIRECTOR - MINOR OFFICIALS***

*Eligibility – Should have a good understanding of how minor officiating operates.*

*Duties:*

1. *Compile list of eligible timekeepers (age 12+).*
2. *Work with previous timekeepers at the beginning of season to establish availability and to gather contact information.*
3. *Receive weekly schedule from Ice Scheduler and schedule timekeepers according to schedules.*
4. *Maintain timekeeper boxes at the arena with information re: playoff games, rules, Rep/Local League games.*
5. *Organize a Timekeepers course in the Fall (if necessary).*

### ***DIRECTOR - SPONSORSHIP/FUNDRAISING***

*Eligibility – Should have a good understanding of fundraising initiatives and sponsorship procurement.*

*Duties:*

1. Be responsible for maintaining a strong liaison between the Association and its sponsors, and act as its spokesperson.
2. Promote and encourage new sponsors to fill the vacancies left by departing sponsors as the need arises.
3. Collect tenders/quotes from photographers and submit to the HMHA Board for approval of team pictures.
4. Create a schedule for pictures to be taken of all teams.
5. Distribute completed pictures to all teams.
6. Create sponsor photo plaques and distribute to all sponsors.
7. Receive fundraising requests from team Managers and assist in assuring they fall within Town guidelines.
8. Act as a member of committees as assigned by the president.

### **DIRECTOR - PLAYER/COACH DEVELOPMENT**

*Eligibility – It is recommended that nominated persons shall hold a 'Level Coach' certificate (minimum) or be interested in attending a course.*

#### **Duties:**

1. Chair the Coaching Selection Committee which shall endeavour to fill all coaching positions for all age groups and competition levels.
2. Be responsible for the ongoing research, education, and implementation of skills for the coaches.
3. Recommend further player development opportunities during the playing season.
4. Research and organize available funding programs and clinics.
5. Organize and supervise the prep skates and tryout selections.
6. Host Coaching Orientation Sessions for all levels and division to review HMHA guidelines and procedures, discuss practice structures/plans and answer any questions.
7. Oversee coaching requirements and certifications.
8. Organize a Goalie Clinic for all HMHA goaltenders.

### **DIRECTOR - HEAD TRAINER**

*Eligibility – Hold current HTCP certification. Have a minimum of two years hockey experience in Trainer position. Be on an at-large or team roster with the association. Have a strong interest in promoting safety in hockey. Be willing to act as a mentor/coach for all Trainers in the association. Be able to provide timely responses to questions or requests.*

#### **Duties:**

1. Lead your Association's safety and risk management programs for the benefit of participants, parents and volunteers in the Association's hockey programs and activities.
2. Provide leadership in promoting and maintaining the Hockey Trainer's Certification Program (HTCP) regarding all safety and risk management aspects of the Association's activities.
3. Ensure that Association Board members and hockey program participants are kept informed of current and emerging hockey safety and risk management information, programs, and activities.

4. *Provide Board with an assessment of the risks that may be faced by the Association and its members in the upcoming season and recommend strategies to eliminate, minimize or mitigate those risks.*
5. *Provide leadership for volunteer Trainers with the Association by promoting excellence in the delivery of the safety and risk management principles of the HTCP.*
6. *Promote and ensure that volunteer Trainers with the Association apply and abide by the 'Responsibilities' and 'Code of Conduct' of the HTCP.*
7. *Monitor and provide feedback to volunteer Trainers and other Association members and stakeholders to promote and instil excellence in the principles and application of the hockey safety and risk management program.*
8. *Ensure that each participant, parent, and volunteer is aware of and adheres to the principles and practices of the HTCP.*
9. *Collect, monitor, and ensure proper security and disposition of reporting forms relating to on and off-ice incidents resulting in injury to a player, volunteer, team official, on-ice official or other participant or stakeholder.*
10. *Oversee requirements and certifications for all trainers.*
11. *Participate on a regular basis in hockey safety and risk management education activities sponsored or promoted by the OMHA, HMHA.*

#### ***DIRECTOR - EQUIPMENT***

*Eligibility – Should have a good understanding of purchasing and procurement.*

#### ***Duties:***

1. *Keep an accurate and current inventory of all equipment.*
2. *Recommend to the Board all reasonable purchasing, maintenance, disperse and disposal of all equipment for the Association teams.*
3. *Be responsible for the ordering of pucks, water bottles, Local League socks/jerseys (if needed), Rep/Select socks & jerseys (if needed), trainer bags, jersey bags, goalie sticks (for local league only), tryout jerseys and any goalie equipment that we may need for current or next season. All purchases must be approved by the Board.*
4. *Be available to assist all Association teams with equipment needs.*
5. *Be responsible for supervising the return of all Association equipment from the teams at the end of the playing year. This includes pucks, trainer bags, water bottles, and any equipment that has been loaned to a team. These should be returned to the team locker.*
6. *Provide to all Association managers and coaches a declaration list of all Association equipment on loan to each team and have responsible team official sign for the equipment.*
7. *Provide access to team officials for the HMHA storage room and team equipment locker.*
8. *Update and outfit the HMHA storage room as deemed necessary.*
9. *Be responsible for properly storing equipment for the off-season, particularly the goaltending equipment.*
10. *Check lockers for any remaining pairs of local league socks (and also the spare locker that has extra socks) so that they can be ordered for the next year hockey season.*

	<p>11. Co-ordinate with the Director – Sponsorship/Fundraising at the beginning of the season, so that any teams that have a sponsor change can have their jerseys changed.</p> <p>12. Act as a member of committees as assigned by the President.</p> <p><b>DIRECTOR - TOURNAMENTS</b></p> <p><i>Eligibility – Should have a good understanding of the operations of tournaments.</i></p> <p><i>Duties:</i></p> <ol style="list-style-type: none"> <li>1. Work with Ice Scheduler to set dates for tournaments based on ice availability.</li> <li>2. Contact the OMHA and pay fees to have tournaments sanctioned and posted on <a href="http://www.omha.net">www.omha.net</a>.</li> <li>3. Have tournaments posted to HMHA website.</li> <li>4. Order trophies and prizes for tournaments based on # of entries per tournament.</li> <li>5. Correspond with teams about attending tournaments.</li> <li>6. Ensure payment is collected from each incoming team and give report to treasurer relating to revenue/expenses.</li> <li>7. Work with respective team managers to create a schedule</li> <li>8. Make tournament schedules.</li> <li>9. Listen to complaints from teams regarding tournaments and try to resolve disputes.</li> <li>10. Reconcile with OMHA regarding games played.</li> </ol>
23/24	<ul style="list-style-type: none"> <li>• Changes to the Committees of HMHA.</li> </ul> <p><b>ARTICLE 12: HMHA COMMITTEES</b></p> <p><b>12.1 Coaching Selection Committee</b></p> <p><i>A Coaches Selection Committee shall consist of a minimum of three and a maximum of five members. The Chair of the Coaching Selection Committee shall be the Director – Coach/Player Development.</i></p> <p><i>In the interest of consistency and fairness, all members of the Coaching Selection Committee shall be the same for all coaching interviews done during the selection process for that given year. If the Chair of the selection committee desires to apply for a coaching position, they must designate a substitute to oversee the selection committee for that year. The intention to designate a substitute must be made and voted on by the Board. Otherwise, no member of the Committee may apply for a coaching position.</i></p> <p><i>Recommendations of the Coaching Selection Committee will be brought forward to the next Board Meeting for vote and ratification.</i></p> <p><i>Should there be no candidates at any particular level, potential coaches may be contacted, and their names may be brought forward to the Board for a vote at the next possible Board meeting.</i></p>

*Coaches must be interested in providing leadership in ethics, and rules to play competitive but fun hockey; must hold or obtain valid credentials, as per HMHA/OMHA regulations; must be willing to provide a PSVC to the HMHA Board upon request.*

#### **12.2 Discipline and Ethics Committee**

*The Discipline and Ethics Committee shall consist of the Chair (President) and at least two (2) of the Vice-President, Treasurer, Registrar, Ice Scheduler or associated Level Director of the HMHA for each individual situation. If any member of the Committee is absent or unable to perform his/her duties for any reason whatsoever, the Committee Chair may appoint a new member to fill the vacancy on a temporary basis, with reference to the Board. The President obtains the right to include additional Board members to the Committee as he/she sees fit.*

*Should the situation include the President, the Vice-President shall assume the duties of the Chair.*

*The Committee shall have the powers to hear all complaints or disciplinary matters which pertain to any violation of the rules or regulations of the HMHA, or which pertain to the action of any player, manager, coach, or other members of the coaching staff, or HMHA representative while acting in the capacity as such, or which pertains to the act, omission or conduct of any of the above persons which is alleged to be detrimental to the HMHA.*

*All people appearing before the Committee shall be given full opportunity to be heard.*

*The Committee shall as soon as possible after the conclusion of the hearing make a report to the HMHA Board, recommending appropriate actions be taken and documented as outlined in the Operations Manual Disciplinary Section.*

*Recommendations of the Committee will be brought forward to the next Board Meeting for vote and ratification.*

*All other people involved in the hearing will be notified of the outcome of the hearing.*

#### **12.3 Constitution and MOP Review Committee**

*The Constitution Review Committee may be appointed by the President and shall consist of a Chair and at least two (2) other Directors. The Committee shall be responsible for reviewing the articles of the Constitution and By-laws at minimum once every two years, and to recommend any revisions that may from time to time be required to keep the HMHA abreast of current conditions and affairs. The Committee recommendations shall be presented to the Board in a timely fashion so that any motion to amend may be prepared within the time constraints at*

	<p><i>the Annual General Meeting as per Article 14.02.</i></p> <p><b>12.4 Other Committees/Working Groups</b></p> <p><i>Other Committees/Working Groups may be appointed by the President.</i></p>
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