



**Casselman Minor Hockey Association  
Constitution**

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## **INTRODUCTION:**

**The Casselman Minor Hockey Association (CMHA) is a voluntary association comprised of members and individuals, established to promote and foster hockey through fair play, and maintain and increase interest in the game of hockey by ensuring that all organized amateur hockey is developed within the Association in accordance to prescribed standards.**

**The Casselman Minor Hockey Association (CMHA) is an integral part of the Ottawa District Minor Hockey Association (ODMHA) and by virtue of this affiliation 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, shall be to confer upon the CMHA and its Executive Committee Members all of the powers of a fully self governing organization, be it hereafter enacted.**

## **ARTICLE 1: NAME AND OBJECTIVES**

- a) In this constitution, “Executive” will represent the elected and appointed members of the CMHA
- b) The objectives of the Executive are:
  - 1. To promote minor hockey activities during the year and to coordinate all games.
  - 2. To promote friendship, team spirit, cooperation and mutual respect from all players as well as respect for authorities on and off the ice.
  - 3. To develop and help improve the skills of these young hockey players.
  - 4. To create an atmosphere of fun and enjoyment for the game by participation.
- c) CMHA is under the offices of District Three of the ODMHA branch of the Ontario District Hockey Association (ODHA) under Hockey Canada and will hence follow and abide by all applicable rules of these governing bodies such as: Hockey Canada, ODHA (Ottawa District Hockey Association), ODMHA (Ottawa District Minor Hockey Association), District Three, CMHA.

## **ARTICLE 2: MEMBERS**

The following individuals are members of the CMHA:

- a) Individuals and/or families become members of the Association once their registration fees have been paid. A maximum of two (2) parents or guardians per family will be accepted.
- b) Persons registered on our team lists are also members: player, parent of player(s), coaching staff or executive member.
- c) Every member, 18 years old or older will have a right to vote at the annual meeting.

### **ARTICLE 3: REGISTRATION FEES**

- a) The players' registration fees will be determined by the Executive and will be payable each year before September 1<sup>st</sup>.
- b) Any player not meeting this requirement will be suspended from participating in games and practices until full registration is received.
- c) Late registrations will be assessed an additional fee as determined by the CMHA Executive.
- d) Pro Rated Refunds will only be issued if withdrawal is for just cause as approved by the CMHA Executive Committee and each withdrawal will be assessed a \$100.00 administration fee.

### **ARTICLE 4: ANNUAL GENERAL MEETING (AGM)**

- a) Members/Individuals present at the meeting will elect the members of the Executive at the Annual Meeting.
  - i) To nominate someone to a position on the Executive, one member must nominate the individual, another member must second the nomination and the individual who has been nominated must accept.
  - ii) The individual must be either present to accept or can accept by proxy.
  - iii) In the event that there are two (2) nominations for the same position, voting will be done by ballot and counted by two (2) current members of the Executive immediately after the ballots are collected.
- b) The members of the Executive will manage the affairs of the CMHA.
- c) The presence of at least ten (10) members at the annual meeting will constitute a quorum.
- d) The constitution may be modified at the annual meeting. A notice of change must be given in writing to the President of the CMHA at least thirty (30) days before the annual meeting. All proposed constitutional changes will be posted in the Casselman Arena and on the website seven (7) days prior to the CMAH annual meeting.
- e) A majority of two thirds (2/3) of the voting members present is required in order to modify the Constitution.
- f) The annual meeting will be held prior to May 31 of each year.

### **ARTICLE 5: THE EXECUTIVE**

- a) The Executive will administer the activities of the CMHA and will have the power to fill any vacant positions after the AGM.
- b) The Executive may propose amendments to the constitution which shall then be brought forward to the annual meeting for voting.
- c) The Executive shall have the power to discipline or suspend members and officials of the CMHA.
- d) Only one member per family may be elected as a member of the Executive or under the administrative supervision of the Executive.
- e) Should the Executive appoint a second member of a family to a vacant position, only one of them will be allowed to vote at the meetings.

## **ARTICLE 6: MEMBERS OF THE EXECUTIVE**

- a) The Executive consists of the following members:
1. President
  2. Vice President (appointed by the President)
  3. Past President
  4. Secretary
  5. Treasurer
  6. Vice President PGL
  7. Vice President Nation
  8. Statistician
  9. Equipment Manager
  10. Referee-in-Chief (appointed by the President)
  11. Special Events Coordinator/Fund Raising Representative
  12. Ice Scheduler
  13. Director of Risk & Safety
  14. Initiation/Novice Program Coordinator
  15. Registrar (appointed by the President)
  16. Coach Mentor
- b) All members of the Executive that are absent for three (3) consecutive meetings without valid reason, may be suspended and brought to the Executive which shall name a replacement either for a period of time or the length of the current mandate.

## **ARTICLE 7: EXECUTIVE MEETINGS**

- a) The President will convene the meetings. Upon the request of at least three (3) Executive members, the President will convene a special meeting.
- b) The President will schedule all regular meetings with the Executive.
- c) The quorum required will consist of two thirds (2/3) of the occupied positions on the Executive.

## **ARTICLE 8: SIGNATURE**

The President and the Treasurer and/or any other member designated by the President shall have signing authority for the Executive. Two signatures are required at all times.

## **ARTICLE 9: DURATION**

- a) The positions of the Executive shall be a two (2) year term, except for
  - i) the Past President who will remain in power until a new President is elected
  - ii) a position that is replaced mid term shall remain in effect until the position is due for re-election.
  
- b) The following positions will be elected for even years:
  - 1. President
  - 2. Secretary
  - 3. Vice-president PGL
  - 4. Ice Scheduler
  - 5. Initiation/Novice Program Coordinator
  - 6. Coach Mentor
  
- c) The following positions will be elected for odd years:
  - 1. Treasurer
  - 2. Vice-president Nation
  - 3. Statistician
  - 4. Equipment Manager
  - 5. Fund Raising Representative/Special Events Coordinator
  - 6. Director of Risk & Safety
  
- d) The following positions will be appointed on even years:
  - 1. Vice-President
  - 2. Registrar
  - 3. Referee-in-Chief

#### **ARTICLE 10: PRESIDENT**

The President is not limited by the list of responsibilities that follows. We must see the President's role in the context of a League President with jurisdiction on all aspects of the Executive:

- a) Presides at all meetings.
- b) Signs as the representative of the Executive.
- c) Exercises power of authority on behalf of the Executive in case of emergency.
- d) May suspend teams, team representatives, players, parents and officials but will be subject to a ratification of the Executive.
- e) Ex-officio to all committees.
- f) Represents the Executive at the district level or appoints a delegate.
- g) Submits a report of the Executive at the annual district meeting.
- h) Presents, with the Ice Scheduler, the ice time required for the season to the Manager of the J.R. Brisson Complex.
- i) Will cast the deciding vote in the event of a tie vote.

#### **ARTICLE 11: VICE-PRESIDENT**

**The President will propose a candidate who must be approved by the members of the Executive.**

- a) Replaces the President in his/her absence, and will have all powers of the President.
- b) Is a voting member of the Executive.

#### **ARTICLE 12: PAST-PRESIDENT**

- a) Acts as an advisor.
- b) Is a non-voting member.

#### **ARTICLE 13: SECRETARY**

- a) Prepares the agenda and records minutes of the Executive meetings.
- b) Must keep all files and procedures in order for the Executive.
- c) Informs all the Executive members of the date, time, and place of meetings.
- d) Will perform all secretarial tasks required by the Executive.
- e) Will make all necessary advertisements required for the annual meeting at least three (3) weeks before the annual meeting.
- f) Is a voting member of the Executive.

#### **ARTICLE 14: TREASURER**

- a) Is responsible for all financial transactions.
- b) Prepares an annual report and estimated budget for the following season distributes these documents at the annual meeting to all present.
- c) Keeps a record of registrations.
- d) Presents a financial report at each Executive meeting.
- e) Is present during registration.
- f) Gathers and reviews all team financial statements at year end
- g) Is a voting member of the Executive.

#### **ARTICLE 15: VICE-PRESIDENT PGL**

- a) Addresses matters pertaining to the PGL teams for the Executive and all decisions made are subject to ratification upon the next meeting of the Executive.
- b) Receives notification of reportable infractions from the coach, and in turn receives the suspension rulings from the District 3 President PGL and informs the coach.
- c) Maintains a record of all suspensions for each player on behalf of the Executive
- d) Is a member of the Coach Selection Committee for PGL level.
- e) Organizes and coordinates the PGL team selection, including try outs.
- f) Is a voting member of the Executive.

#### **ARTICLE 16: VICE-PRESIDENT NATION**

- a) Addresses matters pertaining to the Nation teams for the Executive and all decisions made are subject to ratification upon the next meeting of the Executive.
- b) Receives notification of reportable infractions from the coach, and in turn receives the suspension rulings from the District 3 President Nation and informs the coach.
- c) Maintains a record of all suspensions for each player on behalf of the Executive.
- d) Is a member of the Coach Selection Committee for Nation level.
- e) Organizes and coordinates the Nation team selection.
- f) Is a voting member of the Executive.

**ARTICLE 17: STATISTICIAN**

- a) Gathers all game sheets and forwards them to the respective league representatives.
- b) Responsible for organizing time keeper and score sheet clinics.
- c) Is a voting member of the Executive.

**ARTICLE 18: EQUIPMENT MANAGER**

- a) Distributes all equipment to the coaches at the beginning of the season, and collects all equipment at the end of the season.
- b) Recommends the purchase of equipment to the Executive keeping in mind protection needs and quality.
- c) Purchases the equipment after approval from the Executive.
- d) Maintains the maintenance storage, repair and cleaning of the equipment.
- e) Prepares an annual inventory and presents it to the Executive.
- f) Responsible to ensure that goalie equipment, first-aid kits, water bottles, pucks and jerseys are returned to the Association at the end of the season.
- g) Is a voting member of the Executive.

**ARTICLE 19: REFEREE-IN-CHIEF**

- a) Is appointed by the Executive upon recommendation of the President
- b) Is under the administrative supervision of the Executive.
- c) Monitors and evaluates the referee and linesmen.
- d) Has the authority to substitute an official.
- e) Encourages, assists and mentors the referees and the linesmen with various teaching sessions if necessary.
- f) Informs coaches of their rights and obligations relating to referee matters.
- g) Represents the C.M.H.A at all District 3 referee-in-chief meetings.
- h) Is a voting member of the Executive.

**ARTICLE 20: ASSIGNOR OF REFEREES**

- a) Is appointed by the Executive upon recommendation of the referee-in-chief.
- b) Is under the administrative supervision of the Executive.
- c) Assigns the referee and linesmen for each regular, exhibition and play-off game when required.
- d) Prepares the invoice for all referees services & submits to the CMHA Treasurer for payment.
- e) Is a voting member of the Executive.

#### **ARTICLE 21: FUND-RAISING REPRESENTATIVE /SPECIAL EVENTS COORDINATOR**

- a) Is responsible for the coordination of all association events with the objective of raising funds.
- b) Must prepare a budget for any organized events and submit for approval by the Executive.
- c) Must prepare a financial report to the Treasurer within thirty (30) days following the event.
- d) Supervises the committee selected for any organized event.
- e) Is a voting member of the Executive.

#### **ARTICLE 22: ICE SCHEDULER**

- a) Negotiates, with the President, the ice time required for the season to the Manager of the J.R. Brisson Complex.
- b) Prepares the ice time available for league games and sends these times to the District Ice Scheduler.
- c) Tracks and distributes the ice time fairly for each team.
- d) Submits to the District III Ice Scheduler and to the Referee-in-Chief a schedule of league and play-off games.
- e) Collaborates in the planning for the following season.
- f) Is a voting member of the Executive.

#### **ARTICLE 23: DIRECTOR RISK & SAFETY**

- a) Acts as a communication link between the CMHA Executive and District 3 regarding risk & safety issues.
- b) Helps to promote the safety of each player
- c) Gathers all Police Records Check forms from the Coaching and Bench Staff and members of the Executive, subsequently forwarding them to the OPP and reporting back to the Executive. All Police Record checks must be completed for all team officials and Executive members before November 1<sup>st</sup>.
- d) Ensures that all coaches, Assistant coaches, trainers and any other team official or volunteer obtains the necessary certifications and training. This includes Speak out, trainer and coach certifications, and any other training or awareness sessions mandated by the ODHA/ODMHA.
- e) Removes any team officials who have not complied with either c) or d).
- f) Member of the Risk, Safety, and Disciplinary Sub-Committee.
- g) Provides support and guidance to all team trainers in matters of risk & safety.
- h) Reports and coordinates the repair of arena deficiencies with arena management and reports any outstanding issues to CMHA Executive, and ODHA/ODMHA as required.

- i) Monitors the injury report process for each team and ensures medical clearance is given prior to return to play.
- j) Is a voting member of the Executive.

#### **ARTICLE 24: COACH MENTOR**

The Coach Mentor is responsible for training and development and shall coordinate all development programs regarding hockey, and specifically, shall:

- a) Develop a process to constructively evaluate the coaches;
- b) Assist coaches as required in preparing different programs, practices, etc.;
- c) Promote an educational program for the parents in order to help them understand the rules and regulations, the philosophy and the basic structure of minor hockey;
- d) Hold different clinics depending on the needs.
- e) Organizes and coordinates the Coach Selection Committee.
- f) Is a voting member of the Executive.

#### **ARTICLE 25: INITIATION/NOVICE PROGRAM COORDINATOR**

- a) Promotes IP hockey development programs for the Association.
- b) Manages the Initiation hockey program, as per District III and the CMHA Executive's directives.
- c) Is a member of the Coach Selection Committee for the Initiation and Novice levels.
- d) Organizes and coordinates the IP and Novice team selections
- e) Is a voting member of the Executive.

#### **ARTICLE 26: COACH SELECTION PROCESS**

- a) All head coach applicants shall submit their application before June 1<sup>st</sup>. The Executive has the authority to extend this date.
- b) The Committee takes into account the following criteria in the selection of Coaches:
  - 1. The experience and track record as coach;
  - 2. The acquired level obtained in the National Coaching Certification Program.
  - 3. Results of previous Coach evaluations.
- c) All coaches are nominated each year for one season only.
- d) The Coach Selection Committee recommends the Coaches to the Executive for approval.

## **ARTICLE 27: RISK, SAFETY & DISCIPLINARY COMMITTEE**

- a) This committee consists of the President or designate, Director Risk & Safety and two (2) Executive
- b) Hears all cases and recommends action to the Executive. Where any person has been disciplined or suspended by the organization, such person may appeal to the District 3 Chairman, within forty eight (48) hours, in writing, setting out his point(s) of appeal. The Chairman shall set a hearing date for the appeal to be heard and may temporarily suspend the decision of the Executive until a formal hearing has been held. Appeals to District 3 Chairman shall bear a cost of \$150 payable by the appellant.

## **ARTICLE 28: REGISTRAR**

- a) Is appointed by the Executive upon recommendation of the President.
- b) Is responsible for the proper registration of all members of the CMHA.
  - i) Records and maintains up-to-date team lists and shares with the President.
  - ii) The Registrar will also communicate with Risk and Safety in order to assist the association with the proper qualifications and police verification as indicated.
  - iii) A coordination of registrations will be done with the Treasurer in order to assist in his(her) duties of collecting all the required fees.
- c) Is present at registration.
- d) Maintains a list of affiliated players.
- e) Is responsible for ensuring Hockey Canada players electronic data and the ODMHA team lists are completed correctly with the required information, such as Declaration of Residency's and player transfers. The ODMHA team list is to be signed by the President or the Association registrar.
- f) Is a voting member of the Executive.

## **ARTICLE 29: RULES AND REGULATIONS**

- a) Player registration fees must be paid prior to any on ice activity.
- b) The Executive may reimburse a player, in whole or in part, the registration fee if the player leaves before December 31 for just cause as approved by the CMHA Executive Committee and each withdrawal will be assessed a \$100.00 administration fee. Pro-rated registration fees will be assessed and refunded as follows:
  - i. after September 30<sup>th</sup>, two thirds (2/3) of registration fee

- ii. after October 30<sup>th</sup>, one-half (1/2) of registration fee
- iii. after November 30<sup>th</sup>, one-third (1/3) of registration fee

Extenuating circumstances will be assessed on a case-by-case basis.

- c) The Coach will select their Assistant coach(s), Trainer, and Manager and is subject to the approval of the Executive.
- d) The Executive has the right to the final decision of any players selected for all teams.
- e) The Ice Scheduler must approve all changes to the practice ice schedule.
- f) The Trainer is responsible for maintaining and returning the first-aid kit in order at the end of the season.
- g) A goaltender's parents are responsible for any goalie equipment provided by the Association.
- h) The dressing rooms are to be left clean after each game and/or practice. Individual teams will be responsible and invoiced for any damages incurred. Practice ice will be revoked until payment is received.
- i) All practice times shall be used for practices or exhibition games only.

### **ARTICLE 30: BOUNDARIES**

EAST BOUNDARY: Is the West side of County Road #8 extended to perpendicular with Route 1000.

WEST BOUNDARY: Is the East side of county Road #5 extended to the end of Farley road.

NORTH BOUNDARY: Is the South side of Clarence-Cambridge Boundary Rd.

SOUTH BOUNDARY: Is North side of Route 1000

**STREET NAME**

1. County Rd 8
2. Route 1000
3. County Rd 5
4. Clarence-Cambridge Boundary Rd

