

# POWASSAN



# MINOR HOCKEY ASSOCIATION

Constitution & By-Laws  
Amended May 2019

# **CONSTITUTION OF THE POWASSAN MINOR HOCKEY ASSOCIATION**

## **Article #1 – NAME**

This organization shall be called Powassan Minor Hockey Association (PMHA).

## **Article #2 – DISTRICT**

The district of PMHA shall be defined as:

- Townships of Nipissing, Chisholm, Gurd, Boulter, Pringle, Patterson, Hardy, Wilson, East Mills and the Municipality of Powassan.

## **Article #3 – GOAL AND OBJECTIVES**

- a) To promote and improve organized hockey within the PMHA.
- b) To attempt to provide competition for all who desire to participate in hockey regardless of ability or gender.
- c) To foster and promote the development of good citizenship and sportsmanship within the PMHA.
- d) To administer and govern all executives, managers and coaches, trainers and players in the best interest of the PMHA, NOHA and NDHL.
- e) To undertake approved activities to ensure the financial well-being of the PMHA.
- f) To work hand-in-hand to the best of our ability with other associations with whom we associate.

## **Article #4 – MEMBERSHIP**

- a) Membership in the PMHA shall be open to both parents or guardians whose child is a paid member, coaches, managers, trainers, referees, executive and any involved participant 18 years or older who have applied and was approved by the Executive.
- b) Registrants will not be refunded after 30 days from the start of the season, without Executive approval. Only unforeseen circumstances will the executive entertain any refunds after this date.

Procedure:

- i) Registrant or parent/guardian must come to an executive meeting to state their case. Notify the secretary at least three (3) days in advance of meeting.
- ii) The Executive will vote on the facts and inform the registrant within a reasonable time frame.
- iii) Refunds will be granted as per the following schedule:

Dates	Refund Amount
August 1 – September 30	Full Refund
October 1 – October 31st	80% of registration fee paid
November 1 – January 1st	33% of registration fee paid
January 1 until end of season	NO REFUND

## **Article #5 – STRUCTURE**

- a) There will be an executive committee composed of elected officers and appointed directors, who shall have full power to manage and administrate affairs of the PMHA. They may take any action they deem fit for the betterment of the PMHA.
- b) The executive will appoint any other personnel and/or committees to further the best interests of the PMHA.
- c) The executive committee methods of election shall be defined in the by-law

## **Article #6 – EXECUTIVE**

- a) Officers will be elected for a two year term at the annual meeting by the voting delegates and will consist of a President, Vice-President, 2<sup>nd</sup> Vice President, Treasurer, Secretary and Registrar-in-Chief.
- b) Elections of the Officers will follow the schedule of President, 2<sup>nd</sup> Vice President, and Registrar-in-Chief in even numbered years; and 1<sup>st</sup> Vice President, Treasurer and Secretary in odd numbered years.
- c) Any vacancy occurring during the term will be filled by appointment of the Executive Committee at the next Executive meeting.
- d) A nominating committee may be appointed by the Executive to propose next year's officer's position.
- e) Appointed Director positions shall be filled at the AGM, for the upcoming season. These shall include, but not be limited to:
  - Past President
  - NDHL Rep
  - Referee in Chief
  - NOHA Rep
  - Equipment Manager
  - Ice Time Scheduler
  - Harassment and Abuse Officer
  - Website/ Social Media Manager
  - Apparel Coordinator
  - Voodoos' 50/50 Volunteer Coordinator
  - Travel Permit Coordinator
  - Municipal Rec Committee Rep
  - Tournament Coordinator
  - Early-years Development Coordinator
  - Print Media Rep
  - Official Scorekeeper
  - MPSHL Rep

## **Article #7 – QUORUM**

- a) The quorum for conducting the business of the PMHA will consist of members present at the annual, special and/or general meeting plus 50% +1 of the executive officers.

## **Article #8 – MEETINGS**

- a) Parliamentary rules of procedure are to be followed at all meetings.
- b) The annual meeting of the PMHA shall be held no later than May 15<sup>th</sup> of each year.
- c) Executive meetings will be called at the discretion of the President, but no less frequent than once a month during the year.
- d) Special or general meetings will be called at the discretion of the executive.
- e) An agenda will be made out for each meeting by the President for the secretary. Anyone wishing to be heard will apply in writing to the secretary at least three (3) days prior to a meeting, except for emergency meetings.

## **Article #9 – AMENDMENTS TO THE CONSTITUTION**

- a) The constitution may be amended by a two-thirds vote of the total voting members present

- at the executive meeting.
- b) The constitution will be revised a minimum of every five (5) years.
  - c) The By-Laws may be amended, rescinded or instituted by 50% plus one (1) of the members of the executive attending the meeting.
  - d) The By-Laws will be updated every year as changes are made.

**Article #10 – SWEATERS AND COLOURS**

- a) The colours of the PMHA uniforms and jackets will be black, gold and white and shall be worn where possible by all teams representing PMHA in competition.
- b) Any equipment purchased through fundraising will become the property of PMHA.
- c) All teams must display the Canadian flag on the upper right chest on their sweaters (NOHA By-Law). The NDHL (Nipissing District Hockey League) crest must be displayed on the left sleeve. A STOP sign patch must be clearly displayed on the back of the sweater, above the number (NOHA By-Law).
- d) Any team placing names of players or sponsors on sweaters will be responsible for their removal and any costs for damages incurred.
- e) A deposit of \$100.00 will be required for equipment used for summer hockey school or camps, which will be refunded, when the equipment is returned in good condition.
- f) Size of name bars, lettering of any names on jersey must be the same size (3” inches high) at teams’ expense. Name bars and sponsorship bars must be professionally applied and removed by a service supplier that has been approved by the Executive.

# **BY-LAWS OF POWASSAN MINOR HOCKEY**

**Amended in May 2019**

## **1. VOTING DELEGATES**

- a) The executive will appoint the required number of voting delegates to all organizations with which they are affiliated.

## **2. VOTING**

- a) All members of the PMHA will have a vote at the annual, general and any special meetings of the PMHA.
- b) There will be no vote by proxy.
- c) Voting for the election of officers at the annual meeting will be by secret ballot.
- d) Any member of the Association is eligible for nomination for any Officer position, with the exception of the President position. To be eligible for the President's position, the member will have had to serve on the executive committee for a minimum of one season (Sept.1 to April 30<sup>th</sup> of the season in question).

## **3. EXECUTIVE COMMITTEE**

- a) The executive committee will be composed as per Article #4 & #5
- b) Each member of the executive will have voting rights provided they have attended 50% of the meetings.
- c) Members of the executive may coach or manage teams but any executive member so involved may not vote on matters pertaining to his/her team or team's league.
- d) Members of the PMHA Executive may be on another association's executive.

## **4. DUTIES OF THE OFFICERS**

All officers must uphold the decisions of the executive committee regardless of personal feelings. All executive is expected to have completed the Respect in Sport-Activity Leaders course.

### ***i) President***

- a) The President will preside over all meetings of the PMHA Executive and will vote only in the case of a tie. The President will call the meetings as the business of PMHA demands.
- b) The President will assume direction and delegate positions of the PMHA personnel as required.
- c) The President will act as the signing officer or will delegate the signing officer's authority as required.
- d) The President in cases calling for an immediate decision may take whatever action he/she deems necessary with or without consulting the other officers, but shall be held fully responsible for whatever action he/she may take.
- e) The President will appoint any and all committees and will name all representatives to other associations.
- f) The President will represent the PMHA at all NOHA meetings if at all possible. He/she may delegate a representative if the need arises.
- g) The President will sit on and chair the Discipline Committee.

### ***ii) 1<sup>st</sup> Vice-President- Intro, Novice, Atom Convener***

- a) The 1<sup>st</sup> Vice-President, in absence of the President, will have all the powers and perform the duties of the President.
- b) The 1<sup>st</sup> Vice President will assist and advise the operations of all teams in the Intro, Novice and Atom divisions. This will include, but not be limited to, number of players per team, number of teams, ice-time recommendations and dispute resolution.

- iii) ***2<sup>nd</sup> Vice-President- Peewee, Bantam, Midget Convener***
  - a) The 2<sup>nd</sup> Vice-President, in absence of the 1<sup>st</sup> Vice-President, will have all the powers and perform the duties of the 1<sup>st</sup> Vice-President.
  - b) The 2<sup>nd</sup> Vice President will assist and advise the operations of all teams in the Peewee, Bantam and Midget divisions. This will include, but not be limited to, number of players per team, number of teams, ice-time recommendations and dispute resolution.
  
- iv) ***Secretary***
  - a) The Secretary will keep record of all proceedings of the PMHA and will have on hand at the meetings of the PMHA, all necessary records, books, papers, and correspondence to the business of the PMHA.
  - b) The Secretary will conduct the correspondence of the PMHA and will maintain a record of the names, addresses and telephone numbers of the executive, coaches and voting members.
  - c) The Secretary, when possible will sit on all sub-committees to record minutes of the meetings.
  - d) The Secretary will perform duties as delegated by the President.
  
- v) ***Treasurer***
  - a) The Treasurer will collect and record all finances of the PMHA and will deposit it into a bank account held by PMHA.
  - b) The Treasurer will collect and record all finances to the executive and to the membership in general.
  - c) The Treasurer will be appointed to committees involving financial and fundraising efforts of the PMHA.
  - d) The Treasurer, along with the President, will have cheque-signing authority and be responsible for paying all bills of the PMHA.
  - e) The Treasurer will have a statement for presentation at all meetings.
  
- vi) ***Registrar-in-Chief***
  - a) The Registrar will be responsible for all players' registration and the recording of the necessary documentation. This information is to be available upon request.
  - b) The Registrar will be responsible for distributing forms to parents before July 15<sup>th</sup> of each year.

## 5. BOARD OF DIRECTORS DUTIES

- a) The Board of Directors shall consist of all appointed positions within the PMHA, chaired by the Past President.
- b) The Board of Directors will sit on the Executive Committee and will vote on all matters pertaining to the operation of the PMHA.
- c) All members of the Board of Directors are expected to have completed the Respect in Sports-Activity Leaders course.
- d) The Referee-in-Chief and the Harassment and Abuse Officer carry specific duties:

### *Referee-in-Chief*

- i) The Referee-in-Chief will sit on the discipline committee.
- ii) The Referee-in-Chief will be part of the executive committee.
- iii) The RIC will serve as liaison between the NBARA and the NOHA, in regards to any officiating issues that may arise throughout the season.

### *Harassment and Abuse Officer*

- i) Act as a liaison between members of the PMHA and the executive in any disputes between the Executive and the membership.
- ii) Record and report all incidences to the executive.
- iii) The HAO will sit on the Discipline Committee with the President and one other committee member.
- iv) Report incidences to the NOHA as deemed necessary according to the guidelines outlined in the NOHA policies and procedures for harassment and abuse reporting.

## 6. ANNUAL MEETING

- a) For accounting purposes, the fiscal year end of the PMHA will be set from May 1<sup>st</sup> to April 30<sup>th</sup> of each year.
- b) Members will be notified of the annual meeting at least 10 days prior to meeting by advertisement. Annual meeting will be conducted prior to May 15 of the concluding season.
- c) Executive Officers' terms run from the date that they are elected, to the AGM at the conclusion of their term, as per Article #6 of the Constitution.
- d) Appointed Directors shall sit for a one-year term, concluding at the AGM of the current season.
- e) Notice of motion, correspondence and constitutional amendments must be made in writing to the secretary at least seven (7) days prior the annual meeting.

## 7. ASSOCIATION FINANCES

- a) All parents and players will be expected to participate in all fundraising events.
- b) Funds acquired for PMHA will be spent at the discretion of the Executive Committee.
- c) A committee will be appointed each year to plan a budget and fundraising events.
- d) Each year a budget will be drawn up which will determine the registration fee.

## 8. TEAM FINANCES

- a) Teams are required to open a bank account in the team name, by October 31<sup>st</sup> of the current season, with a recognized banking institution or credit union. Team accounts must be closed by April 15<sup>th</sup> of the current season.
- b) Signing authority for the account shall be the manager and one team parent. These two persons cannot be members of the same family, unless approved by the Executive Committee.
- c) Teams will be required to provide to team parents and the PMHA Executive two financial reports. The first report, for the period of August 1<sup>st</sup> to November 30<sup>th</sup>,

shall be due December 15<sup>th</sup>. The second report shall be due at seasons end, but no later than April 15<sup>th</sup>. If reports are not provided, practices for the team may be suspended until such a time as the report is submitted.

- d) Interim financial reports may be requested at any time by team parents or the PMHA Executive. The report must be provided within 7 days of the request.
- e) All financial records should be kept safely for three months after the season has concluded and be made available upon request. Receipts should be obtained for all cash transactions.
- f) Surplus funds shall be disbursed in the following manner:
  - Moneys collected through sponsorship or fundraising activities must be used directly for team costs- player development, ice-time, tournament fees, name bars, etc. Any unused fundraised or sponsorship moneys are to be remitted to the PMHA, to be used for association player development.
  - Only funds provided directly to the team through parent fees may be remitted back to the parents at the conclusion of the season.
  
- g) Team fundraising:
  - 1) Team requiring additional funds must outline an estimated season budget and proposed fundraising activities for the upcoming season. Team budgets must be approved by the PMHA Executive prior to try-outs, or September 1<sup>st</sup> (whichever is sooner), for rep teams and prior to October 1<sup>st</sup> for house league teams.
  - 2) All team fundraising must be approved by a majority of team parents at a start of season team meeting.
  - 3) If a player leaves the team, all fund raised during the time with the team shall stay in the teams funds.

## 9. **COMPLAINTS PROCESS**

- a) This process is designed to formalize the steps that all parties are required to take when dealing with an issue.
- b) The processes as well as forms are available on the Powassan Hawks website.

## 10. **DISCIPLINE COMMITTEE**

- a) The discipline committee will be comprised of the President, Referee-in-Chief and one selected member only.
- b) This committee will be guided by the current Hockey Canada and NOHA rules; however, this committee may impose heavier suspensions than those imposed by the NOHA.

## 11. **JOINT CUSTODY**

- a) In the case of joint custody of a child in PMHA hockey, both custodial parents/guardians must be in agreement in regards to decision directly affecting the child/children hockey season. In the case of sole custody, the parent/guardian with full custody shall make the decision regarding their child.

## 12. **RESPONSIBILITY OF THE PMHA**

- a) The PMHA will be responsible for the arrangement made with the Sportsplex '78 and the Trout Creek Community Center regarding playing facilities.
- b) The PMHA will be responsible for the selection and training of all coaches and trainers within the area of PMHA. Coaches selection will be according to the PMHA Coaching Selection Guidelines selection criteria. In all cases the

- c) Executive Committee will have final say in the selections. Applications should be made in writing to the executive for coaching positions. This letter should include all helpers, trainers, managers, etc. All team bench members must be approved by the PMHA. (Advertisement must be posted.)
- d) All Coaches, Trainers and Managers must be Hockey Canada approved (NOHA staff cards).
- e) All clinics required by volunteer coaches, trainers, managers and executive in the PMHA, as mandated by Hockey Canada and the NOHA, will be reimbursed for by the PMHA upon receipt being submitted.

13. **RULES GOVERNING THE PMHA**

- a) All rules of Hockey Canada and the NOHA will be observed in the PMHA. However, a PMHA rules will prevail if stricter than the aforementioned rules.
- b) All players on teams must be dressed alike in numbers sweaters of the same colour and design.
- c) A player is a person properly registered, having signed and filed with the Registrar of the PMHA. A player must reside within the designated district (see Article #2) or must possess a Release form. A player must have a birth certificate to sign a NOHA player's card.
- d) A player who moves into the designated district of the PMHA after the final signing date shall be allowed to play provided they meet all registration requirements.
- e) Players who reside within the PMHA district must play in the PMHA. Players will be released ONLY to AA and AAA teams that PMHA teams do not compete against in regular league play. PMHA will only consider a release to a AA team, that plays against our teams, if the player is playing above his or her age group.  
Eg.:A minor playing major or a novice laying atom, an atom playing PW. This does not apply to the major AA if there is AAA Hockey in that division.
- f) Players, at the discretion of the executive committee may be released due to extreme circumstances, which must be explained in writing, at least 14 days prior to the release being required.
- g) Players must play in their own age level at the discretion of the executive. Eg. A player of exceptional ability may be moved up or a player with limited ability may be moved down. This movement must be applied for in writing by the parent/guardian and be approved by the executive. Player movement due to registration numbers will be decided by the President, the Registrar in Chief and one other executive member.
- h) Any player may play up a category in Playdowns, league play or tournaments as an affiliated player. However, their first obligation is to their own team. Must have written approval from their own coach.
- i) Players may not be dropped from the Rep teams after December 1<sup>st</sup> unless approved by the Executive.
- j) Players must be registered according to that season's registration policy. (Schedule A).
- k) Tournament fees must be paid for by the teams entering the tournament and not by the PMHA.
- l) All player's fees must be paid by September 5th of each year to receive an NOHA Player's certificate to be eligible to play in games. If payment in full is not received by September 5<sup>th</sup>, of the current season, then the player will not be carded with the NOHA and will not be allowed to participate in any PMHA activities.
- m) All players carded rep may be expected to raise extra funds or pay out of pocket extra funds for rep hockey.
- n) Registration numbers as of Sept 1<sup>th</sup> will be used to determine team size for Rep and House league teams. Rep and House teams should be split evenly where possible. Eg, 22 players or 20 skaters and 2 goalies = 10 rep skaters and 1 goalie,

10 house skaters and 1 goalie.

$$23 = 10+1, 11+1$$

$$24 = 11+1, 11+1$$

$$25 = 12+1, 11+1$$

$$26 = 13+1, 11+1$$

$$27 = 13+1, 12+1$$

$$28 = 13+1, 13+1$$

$$29 = 15+1, 12+1$$

$$30 = 15+1, 13+1$$

$$31 = 15+1, 14+1$$

$$32 = 15+1, 15+1$$

$$33 = 10+1, 10+1, 10+1$$

Numbers above 33, follow examples above.

Try to have 1 goalie per team, where there are 3 goalies and only 2 teams, rep team takes 2, house takes 1. One goalie on the rep team should be rostered on the house team and listed as an AP during rep games in case of injury to house goalie.

Two teams in the same division of league play need to be equalized. Player movement to allow for teams to maintain a number of skaters 13 or under is strongly recommended to maximize ice time for all players

Team numbers and structure may be organized, as seen fit, by the sub-committee of the President, the Registrar in Chief and one other executive member, should the need arise.

- o) Player movement, during the season (after tryouts have been completed), between teams, must involve discussion with the Executive, both teams' coaching staffs and parents/guardians of the player involved.
- p) All members of the PMHA are expected to abide by the PMHA Code of Conduct, at all times while representing the PMHA in any capacity or at any event.