

*QUINTE WEST
MINOR HOCKEY ASSOCIATION
CONSTITUTION
BY-LAWS, REGULATIONS
AND POLICIES*



*QUINTE WEST
MINOR HOCKEY ASSOCIATION
BYLAW ONE*



BY-LAW ONE

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QUINTE WEST MINOR HOCKEY ASSOCIATION

BY-LAW NO. 1

A by-law relating generally to the conduct of the affairs of the Quinte West Minor Hockey Association.

BE IT ENACTED as a by-law of Quinte West Minor Hockey Association as follows:

1. DEFINITIONS

1.1 In this By-law and all other By-laws and Resolutions of the Association, unless the context otherwise requires:

- (a) "Association" means Quinte West Minor Hockey Association (or such other name as the Association may in the future legally adopt);
- (b) "Board" means the Board of Directors of the Association;
- (c) "CHA" means the Canadian Hockey Association (or such other name as the CHA may in the future legally adopt);
- (d) "Corporations Act" means the Corporations Act R.S.O. 1990, Chapter 38, and any statute amending or enacted in substitution therefore, from time to time;
- (e) "Director" means an individual who has been elected to the Board of Directors of the Association;
- (f) "Letters Patent" mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent;
- (g) "Officers" mean the individuals who hold the offices enumerated in Article 11;
- (h) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
- (i) "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
- (j) "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board of Directors of the Association.
- (k) "QWMHA" means Quinte West Minor Hockey Association
- (l) "Members" means all classes of membership in the Association as provided for in section 5.

1.2 All terms defined in the Corporations Act have the same meaning in this By-law and all other By-laws and Resolutions of the Association.

2. REGISTERED OFFICE AND SEAL

2.1 The Corporate Seal of the Association shall be in the form as the Board may by resolution from

- time to time adopt, and shall be entrusted to the Secretary of the Association for its use and safekeeping.
- 2.2 The registered head office of the Association shall be in the City of Quinte West in the Province of Ontario and thereafter as the Association may from time to time determine by special resolution of the members. The Association may establish such other offices within Canada, as the Board may deem expedient by resolution.

3. MISSION OF THE ASSOCIATION

- 3.1 The purpose of the Association is to organize, develop and promote minor ice hockey for the youth of the City of Quinte West and surrounding communities.
- a) the opportunity for all eligible individuals to participate in recreational house league ice hockey, and to provide community-based programs, which will allow a player to participate in an environment for fun, physical exercise and fair play;
 - b) the development of and participation in representative ice hockey and provide the opportunity to participate at the highest competitive level;
 - c) to instil in all players, coaches, managers and members associated with the QWMHA good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play;
 - d) ***the Association shall be operated without the purpose of pecuniary gain to any of the Members and any surplus or accretions of the Association shall be used solely for the purposes of the Association and for the promotion of its objects.***

4. AFFILIATIONS

- 4.1 The Association shall have the following affiliations:
- (a) The Association shall be a member of the OMHA; and,
 - (b) The Association shall operate in cooperation with the Community and Leisure Services Department of the City of Quinte West.

5. CLASSES OF MEMBERSHIP

- 5.1 There shall be three (3) classes of Membership in the Association:
- (a) Active Membership;
 - (b) Parent/Guardian Membership;
 - (c) Honorary Lifetime Membership.

6. TERMS OF MEMBERSHIP AND ELIGIBILITY

- 6.1 Terms and Eligibility
- (a) Active Membership:

Active Members shall include all elected or appointed Directors or officials, and all convenors, coaches, managers and trainers appointed for the current season. **Members in this classification will be allowed one vote per person and** may attend membership meetings and, by invitation, meetings of the Board and Committees of the Association.

(b) Parent/Guardian Membership:

Parent/Guardian members shall include all parents and or legal guardians of registered players in good standing. Each Parent/Guardian member of a registered player shall be entitled to vote (max 2 votes per registered player) and may attend membership meetings and, by invitation, meetings of the Board and Committees of the Association.

Each custodial couple or single parent shall have one vote per player registered (max 2 votes per registered player in accordance to 6.1 b, but not in addition to) and may attend members meetings and by invitation, meetings of the Board and of the Committees of QWMHA.

(c) Honorary Lifetime Membership:

Honorary Lifetime Membership may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Honorary Lifetime Members by any Member of the Association and the granting of Honorary Lifetime Membership must be confirmed by a majority vote of the Board of Directors.

Honorary Members will have no vote but may attend members meetings and by invitation, meeting of the Board and Committees of QWMHA.

(d) One Person - One Class of Membership:

Although it is possible for a member to be qualified for more than one (1) class of membership in the Association, no person may hold more than one (1) class of membership. It is therefore mandatory that each member shall declare himself/herself prior to the start of any meeting of the membership and advise the chairperson of the membership class he/she wishes to represent. Once the meeting is called to order, the member must remain in that class of membership and may not change to another category or class of membership.

6.2 Membership List:

Subject to Section 6.7 herein, the Secretary of the Board shall prepare and maintain a list of current Active Members, Parent/Guardian Members, and Honorary Lifetime Members. This list shall be kept at the head office and updated as necessary and made available to all Directors. Such list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership.

6.3 Membership Year

Unless otherwise determined by the Board, every Membership, other than Honorary Lifetime

Memberships shall commence on or after September 1 in each year, and shall lapse and terminate on the 31st day of August next following the date on which such Membership commenced.

6.4 Termination

- a) Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.
- b) Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the appropriate Board members.
- c) Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the Association. Members whose Membership fees are in arrears for a period of three (3) months shall be suspended from Membership and not permitted to vote, make nominations or hold office in the Association. The Secretary shall inform those concerned of this suspension in writing.
- d) Members whose conduct is considered by the Board to be contrary to the stated Code of Conduct and the purposes of the Association shall be asked by the Board to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Board to resign from the Association. If they do not resign, the Board shall give proper notice of motion, to be considered at the next Board meeting, requesting the expulsion of these Members. A copy of this motion shall be communicated to the Members concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the meeting. The Members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

6.5 Membership Fees

Registration fees shall be established annually by the Budget Committee and resolved by the Board. Fees for any unexpired term of membership are normally not refundable, but the Board of Directors may, in its sole discretion, grant a request for such a refund in extenuating circumstances.

6.6 Right to Vote

All Active Members shall be entitled to notice of and to vote at all Meetings of Members of the Association.

6.7 Record Date

Individuals, who are Members of the Association at least 35 days in advance of any General Meeting of the Members of the Association, are entitled to notice of and to vote at such Annual General Meeting of Members. Any individual who is not a Member at least 35 days in advance of an Annual General Meeting is not entitled to notice of or to vote at such Annual General Meeting for which the record date has been established.

7. MEETINGS OF THE MEMBERSHIP

7.1 Annual General Meeting of Members

The Annual General Meeting shall be held each year before the 31st of May, at a time, place and day determined by the Board, for the transaction of at least the following business, to be set out in

the agenda of such Annual General Meeting;

- a) approval of the agenda;
- b) approval of the minutes of the previous Meeting of the Membership;
- c) receiving reports of the activities of the Association during the preceding year;
- d) receiving information regarding the planned activities of the Association for the current year;
- e) receiving and approving the report of the Auditor of the Association from the previous year and a projected financial position for the current year;
- f) appointment of the Auditor for the ensuing year;
- g) consideration of any proposed amendments to the Letters Patent or By-laws of the Association;
- h) transaction of any business which relates to the business of the Meeting referred to above, and notice and particulars of which are received by the Secretary in writing, 20 days before the published AGM date.
- i) election of the new Board.

7.2 Additional General Meetings of Members

In addition to the Annual General Meeting and the other General Meeting described in Article 7.1, a General Meeting of the Membership may be called at any time by a Resolution of the Board. The business to be transacted at a General Meeting shall be limited to that specified in the notice calling the General Meeting.

7.3 Notice

- a) Annual General Meeting:
Notice of the Annual General Meeting, to be held on or before May 31st of each calendar year. The time and the place of the Meeting, and such notice shall be posted in local papers and website when possible. Such notice shall be posted in all Association Arenas at least thirty (30) days prior to the date of the Meeting.
- b) Additional General Meetings of the Membership:
Notice of any Additional General Meetings of the Membership shall be posted in local papers and website where available. Such notice shall be posted in all Association Arenas within at least fifteen (15) days prior to the date of the Meeting.
- c) Error or Omission in Notice:
No inadvertent error or omission in giving notice of any Annual General Meeting or Additional General Meeting of Membership or any adjourned Meeting, whether Annual or General, shall invalidate such a Meeting or make void any proceedings taken at such Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.

7.4 Quorum

A quorum for a General Meeting shall be 51% of the board.

A quorum for an Annual General Meeting or General Meeting shall be a minimum of 25 Members eligible to vote and present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to which to adjourn, or to take a recess.

7.5 Voting Procedures:

- a) A majority of votes cast by Members entitled to vote, by the By-laws of the Association, shall decide every question proposed for consideration at Meetings of the Membership;
- b) The Chair presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote;
- c) At the Meetings of the Membership, every question shall be decided by a show of hands, unless a specific count or unless a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

7.6 No Proxies:

Proxies will not be permitted. Members must be present in person at Additional General Meetings and Annual General Meetings of the Membership in order to exercise their voting rights in relation to matters coming before an Additional General Meeting or an Annual General Meeting of the Membership.

7.7 Adjournments

Any Meeting of the Members of the Association may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meeting(s) as might have been transacted at the original Meeting(s) from which such adjournment took place. No notice shall be required of any such adjourned Meeting other than to those Members present in person at the adjourned Meeting. Such adjournment may be made notwithstanding that no quorum is present.

7.8 Chair:

All meetings must be chaired by the president except in his/her absence and Vice-President or Past President may act as chair.

8. BOARD OF DIRECTORS

8.1 Composition

(a) Eligibility

A Director:

- (i) shall be eighteen (18) or more years of age;
- (ii) shall not be an undischarged bankrupt or of unsound mind;
- (iii) shall remain a Member of the Association throughout his or her term of office.

- b) Number of Directors:
The affairs of the Association shall be managed by a Board, in accordance with 9.2
- c) Term of Office:
 - i) The Directors shall be eligible to be elected or appointed for four (4) consecutive terms of two (2) years each and shall not be eligible for election or appointment to the same Director position for a fifth (5th) consecutive two (2) year term.
 - ii) The term of all incumbent Directors at the date of adoption of this Bylaw shall expire and terminate by special resolution of the Board following the Annual General Meeting prior to June 30th that follows said meeting.
- d) Change in Number of Directors:
The Association may by special resolution increase or decrease the number of its Directors. Any change in the number of Directors shall be in compliance with prevailing Ontario laws and regulations.

9. PROCEDURE FOR ELECTION OF DIRECTORS

9.1 Nominations:

The election of Directors shall take place at the Annual General Meeting of the Membership.

9.2 Board Positions:

The Board shall consist of the following;

- a) President - Elected
- b) 1st Vice President OMHA Contact/Ice Scheduler – Elected
- c) Second Vice President - Elected
- d) Treasurer - Elected
- e) Secretary - Elected
- f) Novice and Below Programming - Elected
- g) Past President (immediate)
- h) Director of Tournaments - Elected
- i) Referee in Chief - Appointed –Non Voting Member
- j) Director of Registration –Appointed-Non Voting Member
- k) Director of Sponsorship – Elected
- l) Director of Equipment - Elected
- m) Technical Director - Appointed

9.3 Election Procedures:

Nomination forms will be submitted to the QWMHA office two weeks prior to the meeting with the member interest in standing for a board position approving the nomination with a signature.

If no nominations are received, a notice will be advertised on our website for vacant positions. If the positions still have no pending nominations, then nominations may be submitted from the floor for qualified members.

9.4 Vacancies:

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 then in office. The Board shall appoint a replacement Director within thirty (30) days after the Board position was vacated.

9.5 Termination

(a) Absenteeism

Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board Meetings or the absence of a Director from four (4) out of any eight (8) consecutive Board Meetings shall be deemed to be a resignation of the said Director from the Board and expulsion from the board for the following season.

(b) Resignation

A Director of the Board may resign his or her Directorship by submitting a letter of resignation to the President of the Association.

10. BOARD RESPONSIBILITIES

10.1 Governance:

The Board of Directors shall govern the Association in compliance with the objects, powers, by-laws and Policies of the Association, Rules of Operation and all applicable laws and regulations.

10.2 Board Meetings

(a) Regular Board Meetings

Except as otherwise required by law, the Board may hold Meetings at such place or places as the President or, in his or her absence, the Vice-President, may from time to time determine. The Board shall meet not less than ten (10) times per year.

(b) Special Board Meetings

Special Board Meetings may be called by the President or a Vice-President in writing to the Secretary. Business transacted at a Special Board Meeting shall be limited to that specified in the notice calling the Meeting.

10.3 Notice of Board Meetings

(a) Notice shall be communicated to all Directors at least seven (7) days in advance of the Meeting, unless all Directors agree to the calling of a Meeting on shorter notice or the Board Meeting is held on a regular day or date each month or immediately following a Meeting of the Members of the Association;

(b) Notice shall include a tentative agenda in the case of a regular Board Meeting and shall specify the business to be conducted in the case of a Special Board Meeting.

(c) No formal notice of any Board Meeting shall be necessary if all the Directors are present or if those absent signify their consent to the Meeting being held in their absence.

10.4 Error in Notice

No error or omission in giving notice for a Board Meeting shall invalidate such Meeting or invalidate or make void any proceedings taken at such Meeting, and any Director may at any time waive notice of any such Meeting and may ratify and approve of any or all proceedings taken or had thereat.

10.5 Adjournment of Board Meetings

Any Board Meeting may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meetings as might have been transacted at the original Meeting from which such adjournment took place. No notice shall be required of any such adjournment.

10.6 Quorum

A quorum for a Board Meeting shall be 51% of the Directors. No business of the Board shall be transacted in the absence of a quorum.

10.7 Voting Rights

Each Director, present at a Board Meeting, excluding the Chair, shall be entitled to one vote. The Chair shall have a vote in the event of a tie vote.

10.8 Voting Procedures

A majority of votes of the Directors present at a Board Meeting shall decide every question. Every question shall be decided in the first instance by a show of hands and, unless a secret ballot is demanded by a Director present, a declaration by the Chair that the motion has been carried or not carried and an entry to that effect in the minutes of the Meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion.

10.9 Remuneration

Directors shall serve without remuneration and no Director shall indirectly or directly receive any remuneration, salary or profit from the position of Director or for any service rendered to the Association; provided that, the Board of Directors may establish Policies relating to the reimbursement of Directors for reasonable expenses incurred in the performance of their duties as Directors of the Association.

10.10 Conflict of Interest

- (a) Every Director who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at a Board Meeting.
- (b) The declaration of a conflict of interest shall be made at the Board Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the Director is not at the date of that Board Meeting interested in the proposed contract or transaction or other matter, at the next Board Meeting held after the Director assumes the office.
- (c) After making such a declaration, no Director shall vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.
- (d) If a Director has made a declaration of an interest in a contract or transaction or

other matter in compliance with this Section, the Director is not accountable to the Association for any profit realized from the contract or transaction or other matter.

- (e) If a Director fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the Director shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract or transaction or other matter.

10.11 Indemnification of Directors

Every Director of the Association and his or her heirs, executors, administrators and estate and effects respectively shall from time to time be indemnified and saved harmless by the Association from and against:

- (a) all costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office; and
- (b) all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own wilful neglect or default; provided that, no Director of the Association shall be indemnified by the Association in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of statute unless, in an action brought against him or her in his or her capacity as a Director, he or she has achieved complete or substantial success as a defendant.
- (c) the Association may purchase and maintain such insurance for the benefit of its Directors as the Board may from time to time determine.

10.12 Confidentiality

Every Director and Officer of the Association shall respect the confidentiality of matters brought before the Board for consideration in camera.

10.13 Rules of Operation

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, provided such rules and regulations are not otherwise inconsistent with the letters patent of the Association or this By-law.

The Rules of Operation should not deal with such things as: fees and dues of members; qualification, admission, transfer, classes and termination of memberships; qualification and election of directors; meetings of directors and/or members; appointment and duties of officers; 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. Rules of Operation should strictly deal with only those day-to-day matters directly affecting the member teams and players such as hockey jerseys, tournaments, player and parent conduct and discipline, harassment and abuse, referees and officials, player release, equipment and ice time

to name a few.

11. OFFICERS & RESPONSIBILITIES OF OFFICERS

11.1 Elected/Appointed Directors:

- a) The Elected Directors shall be the President, OMHA Contact/Ice Scheduler, Second Vice-President, Treasurer, Secretary, Director of Tournaments, Novice and Below Convenor, Director of Sponsorship, and the Director of Equipment.
- b) The Appointed Directors shall be the Referee in Chief and the Head Trainer and shall be appointed following the Annual General Meeting.

11.2 Assistants to Officers

The Board of Directors may appoint such assistant(s) to Officers of the Association as the Board may determine by Resolution from time to time.

11.3 Eligibility for Office:

- a) The President and Vice President must be deemed qualified prior to election and have a minimum of 1-year board experience with QWMHA.
- b) The Association shall endeavour to nominate as Treasurer a Director who has experience and skills in accounting procedures.
- c) The president must have previous minor sports executive experience.

11.4 Term of Office

The elected Officers shall hold Office until the Annual General Meeting held approximately two years after the Officers are elected.

11.5 Termination of Officers

(a) Removal for Cause

The Board, by resolution approved by two-thirds (2/3) of the Directors present, may remove any Officer for cause before the expiration of his or her term of Office.

(b) Resignation

An Officer of the Association may resign his or her Office by submitting a letter of resignation to the President of the Association.

11.6 Vacancies in Office

If a vacancy occurs in any Office, or if for any reason an Officer is unable or unwilling to act in that capacity, a Board Meeting shall be held within thirty (30) days for the purpose of selecting a replacement Officer from among the current Board of Directors. The Board shall fill these vacancies in Offices for the balance of the season until a new Officer can be elected by the membership at the Annual General Meeting. In the event that a vacancy is created in the first year of an Officers term, the elected replacement Officer will be for a 1-year term.

11.7 Responsibilities of Directors

a) President:

The President shall:

- i) represent the Association in the Community;
- ii) act as Chair of the Board, the Executive Committee, and at all Meetings of the Membership;
- iii) exercise general supervision of the Association in accordance with Policies determined by the Board;
- iv) be a non-voting Member of all committees and sub-committees of the Association;
- v) report regularly to the Board on matters of interest;
- vi) delegate tasks as necessary.

b) OMHA Contact/Ice Scheduler

The First Vice-President shall:

- i) assume the duties of the President in the absence for any reason of the President;
- ii) monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
- iii) be available to assist any Director requiring assistance in the completion of his or her functions;
- iv) be the primary contact for the OMHA;
- v) be responsible for all representative teams at the A,AE and AA if applicable.
- vi) ensure that each convenor receives a copy of the Referees rule book and OMHA Manual of Operations.
- vii) carry out duties as assigned by the Board, the Executive Committee or the President
- viii) be responsible for scheduling all ice times
- ix) be responsible for cancelling all unused ice times and acquiring additional ice time as required;
- x) shall communicate with the Community and Leisure Service department to execute an ice scheduling program for QWMHA

c) Second Vice-President

The Second Vice-President shall:

- i) be responsible for roster select & house league teams
- ii) assume duties of 1st Vice-president if absent
- iii) be available to assist any Director requiring assistance in the completion of his or her functions;
- iv) be the secondary contact for the OMHA;
- v) ensure that each additional entry convenor receives a copy of the Referees rule book and OMHA Manual of Operations.
- vi) carry out duties as assigned by the Board, the Executive Committee or the President

d) Treasurer

The Treasurer shall:

- i) ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- ii) ensure the submission of the books of account to the Auditor of the Association at the end of the financial year;
- iii) present a Report of the Auditor from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
- iii) evaluate, review and recommend financial policy to the Executive Committee and to the Board;
- iv) The treasurer must be one of the signing authorities on all rep accounts, or designate a member to a team.
- vii) carry out duties assigned by the Board, the Executive Committee or the President

e) Secretary

The Secretary shall:

- i) record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and Executive Committee Meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the Policies and procedures established by the Board or by the Membership;
- ii) ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents
- iii) maintain the membership list referred to in Section 6.2
- iv) carry out duties as assigned by the Board, the Executive Committee or the President.

f) Past President

The Past President shall:

- i) chair the Nominations and Elections Committee;
- ii) be available to assist any Director requiring assistance in the completion of his or her functions;
- iii) carry out other duties as assigned by the Board, Executive Committee, or the President.

f) Director of Tournaments

The Director of Tournaments shall:

- i) chair the Tournament Committee;
- ii) oversee tournaments
- iii) be responsible for tournament operations
- iv) carry out other duties as assigned by the Board, Executive Committee, or the President

g) Novice Programming and Below

The Novice Programming position shall:

- i) Responsible for updating members of Novice and below programming
- ii) Ensuring we have equipment required for success of the program

- iii) Communicate with families to ensure success

h) Referee In Chief:

The Referee In Chief shall:

- i) ensure there are enough referees in place to officiate all QWMHA games;
- ii) liaison with the 2nd Vice President, First Vice President and Treasurer, to estimate fees for the upcoming year;
- iii) ensure refereeing complaints are addressed and solved in a timely fashion;
- iv) recruit, train, monitor and evaluate performance of referees;
- v) schedule referees, maintaining accurate records for payment;
- vi) carry out other duties as assigned by the Board, Executive Committee, or the President.

i) Director of Sponsorship

The Director of Sponsorship shall:

- i) secure sponsorship for all rep and house league teams
- ii) secure sponsorship in rink board advertising and other arena advertising

j) Director of Equipment

The Director of Equipment shall:

- i) be responsible for all QWMHA equipment
- ii) ensure there are two sets of keys to the equipment rooms. One set for each of the equipment manager and the arena staff
- iii) shall sign out sweaters and other appropriate equipment (e.g. goalie equipment) to each manager or coach at the beginning of the season and shall be responsible for ensuring the return of all equipment at the end of the season.
- iv) Ensure that all QWMHA equipment is used for minor hockey only, except with prior approval of the executive;
- v) shall be responsible for equipment budgeting with the Treasurer
- vi) carry out other duties as assigned by the Board, Executive Committee, or the President.

l) Coach Mentor

The Coach Mentor shall:

- i) be responsible to organize and prepare a budget for the current season for courses and training programs for QWMHA players and coaching staff.
- ii) present the budget to the executive committee for approval
- iii) Be the liaison with the OMHA for the coach mentorship program
- iv) Carry out coach evaluations
- v) carry out other duties as assigned by the Board, Executive Committee, or the President.
- vi) Will be an appointed voting position on the board of directors.

Members of the board will be placed in a Group A and a Group B for election purposes and will be up for election every two years. Group A first (2017) Group B next (2018) and so on.

Group A

President

2nd Vice President (House League)

Equipment Manager

Group B

OMHA Contact/Ice Scheduler

Treasurer

Secretary

Group C positions will be voted on annually

Tournament Director

Sponsorship/Fundraising Director

Novice and Below Convenor

In a case where a board member is acclaimed to a board position (post AGM) they will have the option to stay on for the balance of their term provided they were acclaimed to a role that was open for a two-year position.

12. COMMITTEES OF THE BOARD

12.1 Standing Committees:

The following committees may be Standing Committees of the Board:

- a) Executive Committee;
- b) House League Hockey Operations Committee;
- c) Representative Hockey Operations Committee
- d) Fundraising Committee
- e) Tournament Committee
- f) Disciplinary Committee
- g) Coach Selection Committee

12.2 Nothing in this by-law shall be construed to limit the ability of the Directors and Membership of the Association from abolishing or creating Standing Committees by by-law or from establishing such ad hoc committees or subcommittees by Directors' Resolution as may be desired or required from time to time.

12.3 Executive Committee:

- a) The Executive Committee shall be chaired by the President, and shall consist of the First Vice-President, the Second Vice President, the Secretary, the Treasurer, and the Past President, and shall be responsible for the day to day management of the affairs of the Association, including monitoring of all Committees to ensure all Policies of the Association are being complied with.
- b) The Executive Committee shall:
 - i) during the intervals between the Board Meetings, take action in relation to any matter of any nature within the power and the authority of the Board, which requires immediate attention before the date of the next Board Meeting. Such action shall not involve any change of policy or the authorization of unbudgeted expenditures, and any action taken shall be submitted to the Board for ratification at the next Board Meeting;
 - iv) review recommendations and proposals prior to such recommendations or proposals being submitted to the Board for Resolution;
 - i) present a report regarding the activities of the Executive Committee to the Board;
 - iv) submit to the Budget Committee an estimate of revenues and expenditures of the Executive Committee for the next fiscal year of the Association;
 - ii) recommend policy to the Board regarding management and administrative issues related to the Association;
 - iii) deal with any other matters assigned to it by the Board, Executive Committee or by the President.

12.4 House League Hockey Operations Committee:

- a) The House League Hockey Operations Committee shall consist of the 2nd Vice President, as Chair, and house league convenors & Director of Ice Scheduling
- b) The House League Hockey Operations Committee shall:
 - i) operate the House League Hockey Programs pursuant to the Policies of the Association;
 - ii) establish and monitor Policies relating to House League Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approval by the Board;
 - iii) recruit and train volunteers to perform the functions required to operate the House League Hockey Operations;
 - iv) submit to the Budget Committee in each year an estimate of revenues and expenditures of the House League Hockey Operations Committee for the next fiscal year of the Association;
 - v) present a report regarding House League Hockey Operations to the Board;
 - vi) select Ad-hoc committees as required;
 - iv) recommend policy to the Board regarding House League Operations

12.5 Representative Hockey Operations Committee:

- a) The Representative Hockey Operations Committee shall consist of the 1st Vice President, as Chair, and shall consist of the Representative Hockey Team Managers and the Director of Ice Scheduling
- b) The Representative Hockey Operations Committee shall:

- i) operate the Representative Hockey Program pursuant to the Policies of the Association;
- ii) establish and monitor Policies relating to Representative Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approved by the Board;
- iii) recruit and train volunteers to perform the functions required to operate the Representative Hockey Operations;
- iv) represent and promote the interests of the Association in relation to any Representative Hockey involvement of the Association with any other local minor hockey associations or leagues;
- v) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Representative Hockey Operations Committee for the next fiscal year of the Association;
- vi) present a report regarding Representative Hockey Operations to the Board;
- vii) select Ad-Hoc committees as required;
- viii) Recommend policy to the Board regarding Representative Hockey Operations.

12.6 **Fundraising Committee**

- a) The Fundraising Committee shall be chaired by the Sponsorship Director and shall consist of one (1) member of the House League Hockey Operations Committee and one (1) member of Representative Hockey Operations Committee.
- b) The Fundraising Committee shall:
 - i) recruit and train volunteers to perform the functions required for fundraising for the Association;
 - ii) set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer;
 - iii) actively pursue new fundraising projects;
 - iv) manage and supervise current fundraising endeavours;
 - v) submit to the Budget Committee in each year, an estimate of projected revenues of the Fundraising Committee for the next fiscal year of the Association.
 - vi) recommend policy to the Board regarding sponsorship.

12.7 **Tournament Committee**

- a) The Tournament Committee shall be chaired by the Director of Tournaments and shall consist of one (1) member of the House League Hockey Operations Committee and one (1) member of Representative Hockey Operations Committee.
- b) The Tournament Committee shall:
 - i) recruit and train volunteers to perform the functions required for tournaments for the Association;
 - ii) set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer;
 - iii) actively pursue and recruit entries for tournaments;
 - iv) manage and supervise all Association tournaments;

- ii) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Tournament Committee for the next fiscal year of the Association;
- vi) present a report regarding tournaments to the Board;
- iii) recommend policy to the Board regarding tournaments.

12.8 **Disciplinary Committee**

- a) The Disciplinary Committee shall consist of one vice president, a board member and a committee member comprised of a group of people from the community.

12.9 **Coach Selection Committee**

The coach selection committee shall be chaired by the president and shall consist of the first vice president (for rep) or second vice president (for house league), the coach mentor and 2 non biased people selected by the board of directors. The coach selection committee will also include the OMHA Regional Coach as a non-voting advisory member.

The coach selection committee shall:

- i) Interview coaching applicants
- ii) Recommend coaching selections to the board of director for approval.

Conflict of Interest: any board member on the coach selection committee that has applied for a team with more than one applicant will exclude themselves from the coach selection committee, for that division. Any board member excluded due to conflict of interest will be replaced by someone with no conflict.

12.10 **Standing Committee Procedure**

- (a) All Standing Committees shall comply with all bylaws, guidelines, Policies and Procedures of the Association as determined by the Board of Directors or the Membership of the Association, from time to time, and also shall comply with all Requirements of the OMHA, the OHF, the CHA, and, if applicable, any other Hockey organizations with which Association teams are participating.

- (b) **Meetings:**

Each Standing Committee shall meet at the call of the Chair but shall meet not less than four times per year.

- (c) **Notice:**

Notice of all Meetings of Standing Committees shall be communicated to all Members of the standing committee at least seven (7) days prior to the Meeting, except that such notice may be waived by consent of all Members of the Standing Committee.

- (d) **Quorum:**

A quorum for a Standing Committee shall be a majority of the Members of the Standing Committee.

- (e) **Voting Rights:**

Each Member of a standing committee present at a Meeting shall be entitled to one vote; In the case of an equality of votes, the Chair shall have a second or casting vote.

(f) Minutes:

Standing Committees shall maintain and keep minutes of their Meetings and shall report to the Board at regular intervals and at any other time upon request by the Board.

(g) Annual Report:

Each Standing Committee shall prepare an Annual Report of the matters for which it is responsible to be presented to the Membership at the Annual General Meeting of the Association.

12.11 Sub-Committees and Ad Hoc Committees

The Standing Committee procedure also shall govern the procedure of all sub-committees and ad hoc committees of the Association.

13. EXECUTION OF DOCUMENTS

13.1 Execution of Documents:

The Board may from time to time appoint any Officer or Officers or any person or persons on behalf of the Association, either to sign documents generally or to sign specific documents. The corporate seal of the Association, when required, shall be affixed to documents executed in accordance with the foregoing.

13.2 Books and Records:

The Board shall ensure that all necessary books and records of the Association required by the By-laws of the Association or by any applicable statute are regularly and properly maintained and any contracts or agreements are filed for safekeeping.

14. FINANCIAL YEAR

14.1 The financial year of the Association shall terminate on the 30th day of April in each year.

15. BANKING ARRANGEMENTS

15.1 Banking Resolution:

The Board shall designate, by resolution, the officers and other persons authorized to transact the banking business of the Association, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the banker of the Association, to have the authority to set out in the resolution, including, unless otherwise restricted, the power to:

- (a) operate the accounts of the Association with a bank or a trust company;

- (b) make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money; (signed by any 2 or 3 signing officers)
- (c) issue receipts for and orders relating to any property of the Association;
- (d) authorize any officer of the bank or trust company to do any act or thing on behalf of the Association to facilitate the business of the Association.

15.2 Deposit of Securities

The securities of the Association shall be deposited for safekeeping with one or more banks, trust companies or other place or places of safekeeping to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Association signed by such officer or officers, agent or agents of the Association, and in such manner as shall be determined from time to time by resolution of the Board, and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the Board shall be fully protected in acting in accordance with the directions of the Board and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

16. NOTICE

16.1 Computation of Time:

In computing the date when notice must be given under any provision of this By-law requiring a specified number of days' notice of any Meeting or other event, the date of giving the notice is included, unless otherwise provided.

16.2 Omissions and Errors:

The accidental omission to give notice of any Meeting of the Board or Members or the non-receipt of any notice by any Director or Member or by the auditor of the Association or any error in any notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the Meeting. Any Director, Member or the Auditor of the Association may at any time waive notice of any Meeting and may ratify and approve any or all proceedings taken thereat.

16.3 Method of Giving Notice:

Whenever under the provisions of this By-law of the Association, notice is required to be given, such notice may be given either personally or by telephone or notices in local newspapers and posting in arenas. Any notice or other documents so sent by mail shall be deemed to be sent at the time when the same was deposited in a post office or public letter box as aforesaid. For the purposes of sending any notice, the address of any Member, Director or Officer shall be his or her last address in the records of the Association.

17. PASSING AND AMENDING BY-LAWS

- 17.1 The Board **and a member in good standing** may recommend amendments to the By-laws of the Association from time to time, to the Membership.
- 17.2 If the Board intends to discuss amendment of the By-laws of the Association at a Board Meeting, written notice of such intention shall be sent by the Secretary to each Director not less than ten

(10) days before such Meeting. Where such notice is not provided, any recommendation to amend the By-laws may nevertheless be moved at the Meeting and discussion and voting thereon adjourned to the next Meeting for which written notice of intention to pass or amend such By-laws shall be given.

- 17.3 (a) A By-law or an amendment to a By-law recommended by the Board shall be presented for adoption at the next Annual General Meeting of the Members of the Association. The notice of such Annual General Meeting shall refer to, describe and explain the By-law or amendment(s) to the By-law to be presented at the Meeting of the Members.
- (b) A motion to amend the By-laws recommended by the Board or proposed by a Member at a General Meeting of Members called for that purpose must be approved by a two-thirds vote of the Members present at such General Meeting.
- (c) The Members at the General Meeting of Members may confirm the proposed By-law or amended By-law as presented or amend or reject the proposed By-law or amended By-Law.
- (d) **Any Amendment to the By-laws by a member must be in writing, signed by a member in good standing and received by the Secretary of the Association 30 days prior to the Annual General Meeting.**
- (e) **All members in good standing shall have access to any proposed amendments to the By-laws, seven (7) days prior to the Annual General Meeting at a place as stated in the original meeting notice.**

18. REPEAL OF PRIOR BY-LAWS

18.1 Repeal:

All prior By-laws of the Association, including the document entitled the "Constitution" of the Association are hereby repealed.

18.2 Proviso:

The repeal of all prior By-laws of the Association shall not impair in any way the validity of any act or thing done pursuant to any such repealed by-law.

19. RULES OF PROCEDURE

- 19.1 The Rules contained in the most current edition of "Procedures for Meetings and Organizations" by M.K. Kerr and Hubert W. King shall govern the rules and procedures to be used in conducting the Meetings and affairs of the Association in all cases to which they are applicable, and in which they are not inconsistent with the By-laws or other governing documents or laws affecting the Association.

20. EFFECTIVE DATE

- 20.1 This By-law shall come into force without further formality upon its enactment after approval by the Members of the Association as hereinbefore set out.

The foregoing By-law No. 1 is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at a General Meeting of the Members of the Association duly called and held in the City of Quinte West, Ontario, and at which a quorum was present on the 22nd of May 2019.

Chair

President

*QUINTE WEST
MINOR HOCKEY ASSOCIATION
REGULATIONS*



REGULATIONS

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1.0 OMHA Regulations

The Quinte West Minor Hockey Association will adopt the OMHA Regulations as set out in the Manual of Operations. All Regulations in the OMHA Manual of Operations will provide a basis for the structure of the QWMHA Regulations. The Regulations written in the QWMHA Constitution will provide specific guidelines to enhance develop of the QWMHA develop within the OMHA, and provide the association with direction and development of its membership. The QWMHA Constitution

2.0 Membership

3.0 Player Eligibility

3.1 Registration

- a) Player shall be registered in accordance with procedures laid down by the executive committee of QWMHA.
- b) Registration shall take place on line, at the Duncan McDonald Arena, or any other location as decided by the executive committee.
- c) Players under eighteen (18) years of age shall not be registered unless accompanied by the parent or the legal guardian. At the time of registration, legal proof of age must be completed and returned along with the appropriate fee.
- d) Registration fees for each season are to be determined by the executive committee prior to the annual meeting.
- e) For insurance purposes, no player shall be permitted on the ice for team tryouts or any QWMHA activity until registration forms have been completed, and proper registration fees accounted for.
- f) At the time of registration, all players must complete on line registration forms to be forwarded to OMHA.
- g) Any NSF cheque will have parents advised of situation with parents given opportunity of 30 days to rectify payment, in cash. If payment is delinquent at 30 days, the child will be removed from team. Any outstanding accounts will be notified in writing prior to registration, that they may only make cash payments for their child's registration.

3.2 NSF Cheques

- a) That an administrative charge of \$30.00 will be charged for NSF cheques.
- b) A listing of NSF cheques received in the previous year will accompany next season's registration.

3.3 Return of Fees

- a) A player who leaves QWMHA before the end of the season may apply in writing to the registrar for a return of fees. Fees will be returned based on the current published policies.
- b) Late registration fees shall be determined by the QWMHA executive committee on a percentage basis. Such application will be taken up at the next executive meeting.
- c) In the event of suspension or expulsion of any player, neither fee nor part thereof will be refunded.
- d) Any player who becomes medically unfit or receives an injury that prevents him/her from participating in minor hockey for the rest of the season, shall be entitled to a partial refund of fee paid. No refund shall be paid to a player who becomes unfit to play after January 31st.
- e) The executive committee requires medical certification in support of a refund made on medical grounds.
 - I. Reimbursement shall be calculated on monthly basis, taking into account the number of months remaining. The month in which the injury or illness occurs or is determined shall be considered a full month played.

- f) Juvenile players :
 - I. Juvenile players who do not make the juvenile team can go to juv/midget house league.
 - II. No funds will be charged to juvenile players until they have made the team. Fees must be paid by Nov. 15. Fees to be determined by the executive.
 - III. A twenty-five dollar (\$25.00) late fee will be charged for any registration received after the final posted registration date.

4.0 Team Composition

4.1 Representative Teams and Tournaments

- a) The First Vice President shall be notified in writing by the team manager of all tournaments in which their team intends to participate.
- b) All representative teams must carry 15 players including 2 goalies.

4.2 Representative Team Try-Outs

- a) To be eligible for any additional entry team, a player must previously have tried out for either a minor or major rep team.
- b) If a child would like to play in a higher age division, they must inform the First Vice President, in writing, 14 days before the first try out.

4.2.1 In order for a player to move to a higher division they must meet the following criteria.

- 1) Defence – Must be evaluated as top defence to the team the player wishes to go to.
- 2) Forward – Must be evaluated as top two forwards to the team the players wishes to go to.
- 3) Goalie – Must be the top goalie from the team leaving.
 - Evaluated as the top goalie in the team they are going to.
 - Age appropriate team has to have two qualified rep goalies as determined by a third party evaluator.
- 4) No player movement will occur if the age appropriate team does not meet minimum player requirements for that given season. (9 forwards, 4 defence, 2 goalies)
- 5) Non residential players will not be considered in any player evaluation.
- 6) Request for player up evaluations must be submitted in writing to the QWMHA office a minimum of two weeks prior to the first try out.
- 7) In the event of an AE team, the pkaying up regulation will only apply to members asking to move divisions not categories. (i.e. Minor Peewee age can try out for Peewee AE without meeting qualifications, but an Atom age player would have to meet qualifications).

4.2.2

In order for a player to move to a higher division in house league they must meet the following criteria.

- 8) Request in writing to the 2nd Vice President two weeks before the season starts
- 9) Division they are leaving must have sufficient numbers to support and the division they wish to go must not be full (9-4-2)
- 10) Goalies may only request to move to a higher division if there are adequate goalies in their division.
- 11) The player requesting to move up must be evaluated as a top player in the division they wish to go to. Safety being one of the biggest criteria.
- 12) The Second Vice President may allow player movement to accommodate families of multiple children.

4.3 QWMHA Select Teams

- a) No action shall be taken by any QWMHA member to organize a select team prior to the formation of house league teams.
- b) One select team for each house league division shall be permitted at the discretion of the executive in the event that rep b teams exist.
- c) Applications for permission to organize a select team shall be submitted in writing to the Second Vice President who shall supervise the organization and operation of all select teams.
- d) Subject to the approval of the executive, the Second Vice President shall appoint select team officials but no such appointment shall be made until the formation of the house league teams.
- e) Select teams shall be registered with the OMHA on CHA rosters and shall be operated in strict accordance with OMHA regulations, QWMHA constitution, by law and resolutions of the executive committee.
- f) Whenever a conflict arises between house league team activities and select team activities the player shall participate in the house league activities.
- g) Select team officials shall not schedule under any circumstance, any activities to conflict with house league team activities.
- h) Approval is required from the Second Vice President for select teams to participate in exhibition games and tournaments requests must be in writing.

8.0 Suspensions

- a) All suspensions issued by the disciplinary committee must be reported to the executive at or before the next regular executive meeting.
- b) The chairman of such committee shall provide a written summary of all incidents dealt with by the committee.
- c) All suspensions issued to players on any QWMHA teams must be reported by the team manager or coach to the First Vice President or Second Vice President within 24 hours or the suspension taking place.

11 Development (Release) Fees

11.1 Release/Minor Waiver of QWMHA Players to Junior OHA Clubs

Release of QWMHA players to junior clubs shall be negotiated by the QWMHA negotiator using the OMHA/OHA "release guideline fees" and a written agreement between QWHMA and the junior club. The junior club shall pay the QWMHA 75% of all development fees received by the junior club for the player.

15 Protests

- a) A \$100.00 fee is required for any game protest in house league.
- b) The protest in writing and accompanied by the fee must be given to the respective convenor within 48 hours of completion of the game being protested.
- c) Representative teams must follow OMHA policies and procedures for any game protest.

17 Equipment

- a) No player shall be allowed to participate in games or practices without equipment that does not fall within OMHA, Hockey Canada Guidelines.
- b) No QWHMA player is allowed on the ice without a neck protector and a mouth guard.
- c) All coaches, including on ice helpers must wear a CSA approved helmet with a chin strap fully fastened.

- d) Players on the bench must wear an approved helmet and face guard.
- e) If a player is found to be in contravention of the published regulation, they will be removed from the ice and will not be permitted to return for the balance of that ice time.
- f) Any equipment including sweaters supplied by QWMHA shall be returned to the coach at the end of the year or the cost of the equipment will be added to the registration fees of the borrower the following year.

19 Tournaments

19.1 House League Tournaments

The Second Vice President shall be advised by the team coach and/or manager in writing of all tournaments in which their teams wish to participate.

***POLICIES AND
PROCEDURES
OF
QUINTE WEST
MINOR HOCKEY ASSOCIATION***



POLICIES AND PROCEDURES

Table of Contents

Quinte West Minor Hockey Policies and Procedures

1.0 Registration Policy

- a) Online Registration will open within the first week of July.
- b) Registration is open to members on a first come availability.
- c) Players will be placed on a waiting list in order of registration should a program become full.
- d) Registration fees for house league hockey are due September 30th
- e) Initial Registration fees for representative players are due August 31st.
- f) Payment plans will be considered between July 1 and September 30th only.
- g) Players who have not paid in full by October 1st will be ineligible to continue playing and will not be added to OMHA rosters.

2.0 Representative Team Try out Policy

- a) Players interested in trying out for a Quinte West representative team must be residentially qualified or provide a completed and signed Non-Residential Passport.
- b) Every player must complete a try out registration form and have signed parental consent to participate.
- c) Try out fees will be determined each season by the board of directors
- d) A player is considered pre-registered if they have registered and paid within the scheduled times provided.
- e) The try out fee includes the first two scheduled ice times. Any additional try out is by invite only and may incur additional costs.
- f) No new player may attend a try out after the first two scheduled ice times without the written consent of the coach. Each player will be charged the try out fee.
- g) Any outstanding fees from the previous season must be paid in full before the player is eligible to skate.
- h) Payment options include cash or cheque payable to QWMHA. No player will be permitted on the ice without full payment. No post-dated cheques allowed.
- i) To be eligible for A/E players must have tried out for and been released from the A team in their category.
- j.) In the event of an injury that prohibits a player from trying out for the first entry team, they will require a doctor's note before the end of the first scheduled tryout in order to be eligible for second entry teams/reverse non-residential player passports.

2.1 Non-Residential Passport

- i) In order to request a Non Residential Passport, eligible players must pre-register with their home centre through the website requesting a passport. Passports can be obtained by contacting the QWMHA office.
- ii) In order to further qualify for a roster spot with a base category of BB or lower, that player must fulfill all try out obligations with their home centre.
- iii) Once a player is offered a position as a Non Residential player they will be rostered to that team for one season only. You are required to return to your home centre at the completion of that hockey season.
- iv) If you are not offered a roster position from the team of your option, you return to your home centre.
- v) Only members in good standing with QWMHA will receive a passport even if all the above criteria are met.

2.2 Body Checking/Try outs

- a) All players entering a division with body checking for the first time must complete a body checking clinic prior to try outs.
- b) Players entering a division with body checking that have never had instruction before must attend a body checking clinic.
- c) QWMHA will endeavor to host a body checking clinic available for members to attend or provide details where a player can attend one.

3.0 Refund Policy

- a) All requests for refunds must be submitted in writing to the registrar.
- b) A player requesting a refund before their division's first grading session shall be assessed an administration fee of \$25.00
- c) After the grading sessions have started the administration fee will be \$50.00
- d) All refunds requested after this will be subject to a pre-determined pro rated fee.
- e) Refunds will not be granted for games lost due to injury, illness or otherwise.
- f) No refund will be issued after December 1.
- g) Any injury/illness that prevents a player from playing that exceeds of six weeks may be eligible for a pro rated fee, provided they email the registrar at the time of the injury/illness.
- h) Rep fees that are paid to a team are not eligible for refund. Team fees will be at the discretion of the team.
- i) Players that choose to return to house league will be ineligible for select hockey that year and can expect to wait a minimum of 7 days before being placed on a house league roster.

4.0 Uniforms/Equipment Policy

- a) Every player shall wear CSA approved equipment for the sport of hockey.
- b) Every player shall wear the team sweater(s) as provided to them from QWMHA.
- c) Every sweater must have a visible STOP sign patch. No sponsor or name bars are permitted to cover the patch.
- d) Name Bars cannot be added to a house league sweater until after November 15th.
- e) Representative players must purchase Quinte West Hawks shell pants as required.

- f) Representative players must wear a black CSA approved hockey helmet and mostly black gloves.

4.1 Team Apparel Policy

- a) Representative teams must wear board approved team apparel.
- b) Team apparel must have a prominent HAWKS logo.
- c) Sponsors may not be displayed on team apparel.
- d) Shirt and tie must be worn at all home games.
- e) Windsuits may be worn at away games/tournaments provided the whole team is wearing the same windsuit.
- f) Coaches must wear a shirt and tie.
- g) Trainers may wear a team windsuit.
- h) Hats with QW logo/colours may be worn on game day.
- i) Coaches may add dress code policies for each team providing they do not contradict Quinte West published policy.

5.0 Team Composition Policy

House League

- a) House League will make every effort to create teams as evenly as possible based on gradings provided by the coaches at the start of the season
- b) House League teams have two weeks to submit all required documents for approval. If documents are not received the team will be ineligible to play.
- c) Where possible every team will be provided with a minimum of one goalie.
- d) In the event that a particular division has insufficient goalies, the Second Vice President may allow a goalie from the lower division to play regularly in the division provided they are rostered to the team and appear on an approved OMHA roster.
- e) Each house league team must have one OMHA certified coach and one OMHA certified trainer to complete a roster.
- f) House League teams may AP from the division below them any time after November 15th but before December 31st.
- g) All AP requests will be approved by the 2nd Vice President.
- h) Coaches are allowed to use AP's for games/tournaments when their roster drops below 13 skaters.
- i) Coaches may only use AP's to a maximum of 13 skaters.
- j) Coaches must communicate with the head coach of the player they wish to affiliate from and communicate suspensions/injuries accordingly.
- k) All players, including goalies are eligible to participate ONLY to the team they are rostered to.
- l) Only coaches rostered to a team may be on a bench during any game.

Representative Teams

- a) Representative teams must consist of a minimum 15 players including two goalies.

- b) Each representative team must consist of one OMHA certified coach, one OMHA certified trainer and one manager.
- c) Representative teams may AP from the lower division representative team or the equivalent house league team.
- d) Representative teams will have first opportunity to AP from house league teams prior to November 1st.
- e) Each team must AP a minimum of one goaltender and three skaters by January 9th.
- f) Teams may only AP for games and tournaments when their available rosters players drops below their total rostered number
- g) Certified bench staff can only roster to one (1) representative team per season, unless approved by the board.
- h) The manager of a representative team may not include a spouse/partner to the head coach.

6.0 Development Policy

House League

- a) Duration of house league games shall be determined by the Second Vice President.
- b) It is the responsibility of the coach of the team to ensure that each player is treated equally.
- c) Total ice time given a forward per game shall not exceed the total ice time of any other forward on the team by more than five minutes.
- d) Total ice time given a defenseman per game shall not exceed the total ice time of any other defensemen on the team by more than five minutes.
- e) Ice time for goalies may be shared during the same game or may be split on a game to game basis.
- f) In case of injury or penalty that prevents a player from completing a game, the time of this player shall not be used for comparison purposes as stated above.

Representative Teams

- a) Ice time policies must be shared with the players and parents in a pre season meeting.

6.1 Development Clinics

- a) QWMHA may provide various clinics throughout the season for all registered players.
- b) The cost will be determined per clinic and is the responsibility of the registrant to pay.
- c) Payment must be received in full to reserve a space in any clinic.
- d) Clinic costs are per clinic and are not pro-rated based on attendance or availability to attend.

6.2 Body Checking Policy

- a) QWMHA is a no body checking association for all divisions in house league.
- b) Body checking in representative teams shall be as determined by Hockey Canada.
- c) Representative coaches will ensure that all players that have not had a body checking clinic will receive adequate training prior to any games.

6.3 On Ice Helper Policy

- a) All helpers on the ice must wear a CSA approved helmet, with a chin strap properly fastened.
- b) Players that are registered to QWMHA may help with a younger age group, provided they are a minimum of four years older than the group they are helping with.
- c) Players who are under 14 must wear full hockey gear.
- d) Any on ice helpers that are NOT currently rostered to a team in QWMHA in any capacity must purchase insurance. Forms are available at the QWMHA office.

7.0 Dressing Room Policy

- a) All dressing rooms will be supervised with a minimum of two rostered bench staff for practices and games.
- b) A dressing room must be provided for female players or any other player requesting a separate room.
- c) It is the responsibility of the coach to seek out an alternate dressing room as requested at every game and practice in the home or visiting arena.
- d) The players in the team's dressing room must be prepared for the game or practice with sufficient time to allow for all players time to arrive for discussion. This time will be pre-determined by the coaching staff.
- e) NO cameras, cell phones or other devices which can capture an image are allowed in the dressing rooms at any time. Please refer to social media policy for more information.

8.0 Player Movement

- a) QWMHA reserves the right to move players in house league to equalize teams.
- b) Where a player returns to house league from the representative program, said player will be placed on the bottom team in house league except when replacing a player drawn from a house league team.

9.0 Suspension Policy

- a) Players and bench staff will follow OMHA Manual of Operations for all suspensions.
- b) 3 penalties in midget/juvenile house league will result in an automatic game ejection.
- b) In Midget/Juvenile House League player/coach suspensions will be doubled for any second suspension received in the same year.
- c) In Midget/Juvenile House League player/coach suspensions received for any third or consecutive misconduct will be suspended indefinitely pending a meeting with QWMHA representatives.
- d) Players that have been suspended for a third time are responsible for requesting a meeting with QWMHA.

10.0 Tournament Policy

- a) All teams are responsible for booking and paying for their own tournaments.
- b) Funds should be collected from players or through approved fundraising events.
- c) Every effort should be made to consult with the team for participation.
- d) Representative teams must book tournaments prior to the yearly scheduling meeting as directed by the 1st Vice President.
- e) Select teams must book their tournaments by November 1st. They must first check with the 2nd Vice to ensure that no HL teams have booked tournament on the same date
- f) Each Select team with the approval of the 1st and 2nd vice may enter ONE tournament during HL regular playing days. HL schedules will be changed if necessary ONE time only per division to accommodate a Select tournament, while the remainder of the division will either have a practice or skills session scheduled so no game is missed and ice opportunities remain for all.
- g) Each coach will be responsible to submit to QWMHA office a travel permit or permission to participate fourteen (14) days prior **HL Tournaments should not** conflict with regular scheduled league games. In the event of a conflict, the coach may request a league schedule change through the **division convenor and 2nd vice provided 30 days notice is given.**
- h) If the convenor is unable to make the necessary changes, the team will be responsible for any costs incurred by QWMHA ice time or any fees submitted to the tournament prior to approval being granted.
- i) The maximum number of tournaments a house league team may enter is three during the regular season. Teams should endeavor to enter one outside tournament per year.
- j) Teams are responsible to provide the host tournament with all required documents and are responsible for payment of obtaining such documents.
- k) **It is an expectation that QWMHA teams participate in the QWMH tournaments. Only teams participating in both QWMHA tournaments will get a permission to travel permit to attend an outside tournament.**
- l) If house league teams book a tournament after December 1st and the Select coach has booked a conflicting tournament first the Select player may play for the Select team instead of the house league team. (Dates will be determined based on approved/signed travel permits).
- m) Each coach will be responsible to submit to QWMHA office a travel permit or permission to participate fourteen (14) days prior to attending the tournament.
- n) Tournaments cannot conflict with regular scheduled league games. In the event of a conflict, the coach may request a league schedule change through the division convenor.
- o) If the convenor is unable to make the necessary changes, the team will be responsible for any costs incurred by QWMHA ice time or any fees submitted to the tournament prior to approval being granted.
- p) Teams are responsible to provide the host tournament with all required documents and are responsible for payment of obtaining such documents.
- q) Teams must register through the appropriate registration venue.
- r) Teams must register for tournaments a minimum of 30 days prior to be eligible for any QWMHA fee reduction.
- s) Any team that feels they cannot ice a team for either QWMHA hosted tournament must communicate to the 2nd Vice President a minimum of 30 days prior to tournament.

12.0 Select Team Policy

- a) QWMHA will open applications for select team coaching no later than **August 31**.
- b) QWMHA may provide a maximum of **two** try outs for each division that has an approved selected coach.
- c) If after the **second try** out there is not enough interest for a team, the team will be considered ineligible and no other ice times will be issued.
- d) Select fees are due in full two weeks after the second try out. Players will not be rostered until fees are paid in full.
- e) There is no player affiliation allowed on select teams. Therefore, any player added to the roster will pay full select fees.

13.0 Fundraising Policy

- a) No team shall participate in a fundraising event without the permission of the fundraising director.
- b) No team shall use the QWMHA name for fundraising without prior approval of the fundraising director.
- c) No team shall solicit monies from any current QWMHA sponsors.
- d) Teams must be able to show an accurate financial statement to their team and the association upon request.
- e) Raffles may not be held outside the arena without a license from the City of Quinte West.

14.0 Coach Training

- a) QWMHA will reimburse for coach training on a pro-rated basis.
- b) Respect in Sport Activity Leader courses will be paid in full, providing the member is on a current approved OMHA roster.
- c) Coach and Trainer clinics will be paid back over a two-year period, providing the member is on a current approved OMHA roster each year.
- d) Receipts must be submitted in order to qualify for re-imburement.
- e) Clinics cheques will be issued no later than March 1 of each year.
- f) Receipts submitted after February 28th will be paid in the following fiscal year.

15.0 Team Conduct

- a) Team officials shall be responsible for the conduct of the players both on and off the ice.
- b) Any player or team official as a result of his/her behavior in hockey causes the QWMHA disciplinary committee to meet, shall be advised by the committee chairman where and when meeting will occur. The player or team official may attend for purposes of presenting his/her case.

- c) Referees are responsible to ensure that unauthorized person are removed from the bench area.
- d) Team officials shall ensure that no player is on the ice until the ice flooding operation has been completed and the rear door closed.

15.0 – Team Excellence Funds

- a) Any team participating in an Ontario Minor Hockey Championship or attending an International Silver Stick may request in writing for funds not to exceed \$500. This fund is only available for one of the qualified championships, not both.
- b) Any team participating as a qualified representative to an Ontario Hockey Federation Championship is eligible for funds of \$500 provided, they submit their request in writing with a current financial statement and reason for the request. This request will be reviewed by the board for approval.

16.0 Financial Statement Policy

- a) A QWMHA member in good standing may request in writing a copy of the prepared summary of QWMHA annual financial statements.
- b) The copy will be made free of charge and will be available for pick up at the QWMHA office 14 days after QWMHA receiving the written request.