



MEADOWVALE MINOR HOCKEY ASSOCIATION

CONSTITUTION & BY-LAWS

As amended May, 2008

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 CONSTITUTION AND BY-LAWS
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**MEADOWVALE MINOR HOCKEY ASSOCIATION
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GENERAL

ARTICLE A – NAME

A1

The name of this organization shall be the Meadowvale Minor Hockey Association, hereinafter referred to as the M.M.H.A.

A2

The M.M.H.A. organization was incorporated under the Corporation's Act of Ontario on October 14, 1981 having Ontario Corporation Number 494521.

ARTICLE B – AFFILIATION

B1

This organization shall be and is hereby affiliated with the Mississauga Hockey League and the Recreation and Parks Department, City of Mississauga, and is subject to the Constitution and By-Laws of these bodies, insofar as they affect and prescribe the functions of the M.M.H.A.

B2

The Head Office of the M.M.H.A. shall be the principal residence of the current President unless otherwise specified by the Board of Directors.

ARTICLE C – PURPOSE

C1

To provide an environment to all each player to develop to his fullest potential as both a hockey player and as a human being.

C2

To develop a sound hockey program aimed to develop not only hockey skills, physical fitness and knowledge of hockey tactics, but also to expose each player to a controlled competitive environment in order for them to learn and develop appropriate behavior both on and off the ice.

ARTICLE D – ADMINISTRATIVE GOVERNING BODY

D1

The administrative and governing body of the M.M.H.A. shall be vested in the Board of Directors of the M.M.H.A. which shall be formed in the manner prescribed in the By-Laws of the M.M.H.A.

D2

During their term of office, all members of the Board of Directors shall ensure continuous operation of the M.M.H.A. within the intent and spirit of this Constitution and its By-Laws.

D3

To manage and direct the operations of the M.M.H.A. in a positive and fair manner, with the best interests of all members of the Association.

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ARTICLE E – LEGAL CHARTERS

E1

The M.M.H.A. shall be operated as a Not For Profit corporation as defined by the companies Branch of the Ministry of Consumer and Commercial Relations and the Office of the Public Trustee for Ontario, Charitable Property Division.

ARTICLE F – AMENDMENTS

F1

This Constitution may be amended in the manner prescribed in the By-Laws.

F2

This Constitution and its By-Laws include all revisions as of May 2002.

F3

The Appendices attached hereto may be revised from time to time by the Board of Directors as deemed necessary.

BY-LAWS

1.0 FISCAL YEAR

The fiscal year of the M.M.H.A. shall be from June 1 to May 31 of the following year.

2.0 TERMS OF OFFICE

The Executive Officers and the Directors, with the exception of the President, the Vice-President Finance, and the Immediate Past President, shall hold office for the period June 1 to May 31. The President and the Vice-President Finance shall hold office for 2 consecutive alternating fiscal years. The Immediate Past President will remain a member of the Board of Directors and of the Executive Officers until he is no longer the Immediate Past President.

3.0 M.M.H.A. ORGANIZATION AND GOVERNING BODY

3.1 *M.M.H.A. Organization*

The M.M.H.A. shall be managed by a three tier organization which is:

- The Executive Officers
- The Director level
- The Managing level
- Appendix 2 displays the levels of the M.M.H.A. organization.

3.2 *Governing Body*

The Governing Body of the M.M.H.A. shall be known as the Board of Directors comprised of the Executive Officers and Director level.

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3.3 *Board of Directors*

The Board of Directors shall be comprised of the Executive Officers described in Section 3.4 and up to 15 additional elected individuals to fulfill the various obligations as described in Appendices 2 & 8.

- 3.3.1 Past Presidents of the M.M.H.A. who held office during any year within the preceding 10 years of the current fiscal year and/or all Past Presidents of the M.M.H.A. actively involved with the Association in the Managing Level will have the same voting privileges as a Director of the M.M.H.A. at any meeting of the Board except at the election of the Executive Officers and Non Executive Officers as described under By-Laws 15.0 and 16.0.
- 3.3.2 In this constitution, all references made to the Board of Directors implies only the elected members holding a designated position as stipulated in By-Laws 3.3.

3.4 *Executive Officers*

The Executive Officers shall be comprised of the following:

- President
- Immediate Past President
- Senior Vice-President Operations
- Vice-President Operations / Head Coach
- Vice-President Finance & Administration

3.5 *Managing Level*

The Managing Level shall be comprised of the following:

- | | |
|----------------------------------|---|
| - Assistant Registrar | - Assistant Ice Puppy Director |
| - Assistant Sponsorship Director | - Assistant House League Program Director |
| - Coaches | - Managers |
| - Assistant coach(es) | - Trainers |
| - Series Convenors | - Series Convenors Ice Puppys |

4.0 **DUTIES OF OFFICERS**

4.1 *President*

The President shall be the Chief Executive Officer and is accountable to the Board of Directors for all decisions taken. The President shall, if present, preside at all meetings of the M.M.H.A. and the Board of Directors. He shall be an ex-officio member of all Committees. He shall see that all orders and resolutions of the Board are carried into effect in a manner consistent with the intent and spirit of the M.M.H.A. Constitution and its By-Laws. In cases requiring immediate decision, the President may take action without reference to the Board of Directors but must inform the Board at the next general meeting.

4.2 *Immediate Past President*

The Immediate Past President shall provide assistance and guidance to the President and ensure continuity on all matters relating to the M.M.H.A. administration. Also acts as Chairperson for the Constitution Committee.

4.3 *Senior Vice- President, Operations*

The Senior Vice-President, Operations reports to the President and shall be responsible for and give direction to all Operations-related Directors (see Appendix 2). He shall be responsible for all Hockey Operations in the M.M.H.A. and be a member of the Protest and Discipline and Coach Selection standing committees.

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4.4 ***Vice-President, Operations / Head Coach***

The Vice-President Operations / Head Coach reports to the Senior Vice-President Operations and shall be responsible for and give direction to the Head Convenor, the Assistant House League Director, and the House League Coaches.

4.5 ***Vice-President, Finance & Administration***

The Vice-President, Finance & Administration reports to the President and shall be responsible for and give direction to all Finance & Administration related Directors (see Appendix 2). He shall be responsible for keeping a full and accurate set of books of accounts for the M.M.H.A. He shall control the deposits and disbursements of all M.M.H.A. funds and he shall submit a monthly statement at each general meeting.

5.0 **DUTIES OF DIRECTOR LEVEL**

(See Appendix 8 for further details.)

6.0 **DUTIES OF THE MANAGEMENT LEVEL**

(See Appendix 8 for further details.)

7.0 **STANDING COMMITTEES**

7.1 ***General***

Standing Committees will be established and be responsible to the Board of Directors. All Standing Committees shall make due report of its deliberations to the Board. Unless otherwise stipulated, all Standing Committees will be governed by the M.M.H.A. Constitution and its By-Laws.

- 7.1.1. The chairperson of each committee shall be the individual holding the most senior position within the M.M.H.A.

The following standing committees shall be established:

7.2 ***Coach Selection Committee***

This committee will be responsible for selecting all coaches and approving each team's coaching staff. The committee will be directed by the Senior Vice-President, Operations and will be comprised of the Vice-President Operations / Head Coach, Mohawk Director, the Ice Puppy Director and two other Directors selected by the Executive Officers.

- 7.2.1 The Coach Selection Committee shall take reasonable steps to ensure all existing M.M.H.A., volunteers are solicited to submit, if interested, an application to coach or assist on a team as either an assistant coach, a manager or a trainer.
- 7.2.2. A member of the Board of Directors who has submitted an application to the committee shall not take part in the discussion dealing with his or her selection to a particular position.
- 7.2.3 The Coach Selection Committee shall use the guidelines and procedures outlined in Appendix 5 to select each team's coaching staff.
- 7.2.4 The Coach Selection Committee shall submit their coach selection recommendations for the next hockey season to the Executive Officers for their review and approval. The Executive Officers shall ensure that the Coach Selection Committee has complied with the guidelines of the Association.

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7.3. *Team Finances Committee*

This Committee is responsible for reviewing and approving all team financial and governance reports within the association. The committee will be comprised of the Vice-President, Finance & Administration and two other Directors.

- 7.3.1. All funds not used by a team will have to be returned to the M.M.H.A. at the end of each M.M.H.A. fiscal year.

7.4. *Protest and Discipline Committee*

This Committee is responsible for reviewing all cases of inappropriate behavior by an M.M.H.A. player, coach or parent. In addition this committee will review all incidents of protest during a game and determine if the matter needs to be raised to the M.H.L. This committee will be comprised of the Vice-President, Operations, the House League Program Director, Discipline Director and one other Executive Officer.

7.5. *Election Nominating Committee*

This Committee will be comprised of three (3) people of which one must be a member of the current Board of Directors. This committee will ensure that the selection of nominees and the running of the election of members at the Annual Meeting are executed in accordance with this Constitution.

7.6. *Special Awards Committee*

This Committee will be comprised of the Immediate Past President, Equipment Director, the House League Program Director, and Awards Director. The purpose of this committee is to ensure appropriate selection of all recipients of awards as outlined in Appendix 1.

7.7. *Constitutional Committee*

- 7.7.1. The Committee will be comprised of three (3) members of the Board of Directors and shall be directed by the Immediate Past President. The committee will be comprised of the Immediate Past President, the President and one other Director.
- 7.7.2. The Committee shall meet to consider any submission for proposed changes as submitted to the Board or may initiate a submission for proposed change to the Constitution and By-Laws; meet with the proposer of the changes, if necessary, review and consider the appropriateness of the changes as well as any amendments thereto; and recommend, in writing, any changes to the Constitution and By-Laws at least one month after the submission at a General Meeting.

8.0 ANNUAL MEETINGS

8.1 *Purpose*

The Annual Meeting's purpose is to ensure that all persons having an interest in the M.M.H.A. has the opportunity to vote on the following:

- Proposed amendments to the M.M.H.A. Constitution or its By-Laws; and
- Board of Directors elections.

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8.2 Procedure

Notice of such meetings must be mailed to the Executive Officers and Board of Directors 21 days prior to the date of the meeting. Reasonable attempts through the public media shall be made advising all persons having any interest in the M.M.H.A. of the date, time and location of the Annual Meeting. The notice must also include all proposed amendments to the Constitution and its By-Laws.

8.2.1. The Annual Meeting of the M.M.H.A. shall be held in May of each year.

9.0 GENERAL MEETINGS

9.1 Purpose

A regular meeting called the General Meeting of the Board of Directors will be held each month during the M.M.H.A. fiscal year for the purpose of managing the affairs of the M.M.H.A.

9.2 Procedure

The order of business in all General Meetings of the M.M.H.A. shall be as follows:

- Recording of attendance;
- Minutes of previous meeting;
- Business arising out of minutes;
- Correspondence;
- Guests;
- Presidents report;
- Report from all other Officers and Directors;
- Reports from all Standing Committees;
- Constitution amendments;
- New Business;
- Adjournment.

The order of business may be altered at any meeting by a majority vote of the Board of Directors present.

10.0 ATTENDANCE

10.1 General

Any member of the Board of Directors who fails to attend three (3) consecutive meetings without legitimate reason can be requested to resign from his/her position by the Executive Officers. If necessary, the Executive Officers may request a vote of the Board of Directors as provided for under By-Laws 19.0.

11.0 PROPOSED CHANGES TO THE CONSTITUTION AND ITS BY-LAWS

11.1 Procedure

Any proposed changes to the Constitution and By-Laws shall first be submitted in writing at a general meeting of the M.M.H.A.

11.1.1 The Board of Directors must first approve all proposed changes to the Constitution and By-Laws as received from the Constitutional Committee or from a member of the Board of Directors in a General Meeting at least one (1) month after their submission at a General Meeting before they can be submitted as proposed amendments for ratification at the Annual General Meeting in May by the M.M.H.A. members.

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11.1.2 The Board of Directors may amend or suspend, on an interim basis, part of the Constitution during the current fiscal year in order to remove any conflict with the Constitutions and Regulations of the M.H.L. and the Recreation and Community Centers, City of Mississauga. Such amendments will need to be ratified at the Annual Meeting.

11.1.3 Any submissions for proposed change to the Constitution and By-Laws must be submitted in writing no later than the February General Meeting of the Board of Directors, with a copy to the Constitutional Committee.

12.0 QUORUM & VOTING

12.1 Quorum

At a meeting of the Executive Officers, attendance of 51% or more of the full Executive will constitute a quorum.

12.1.1 At a meeting of the Board of Directors, attendance of 51% or more of the full Board of Directors (not including Past Presidents) will constitute a quorum.

12.1.2 A quorum is required and mandatory to legitimize any voting.

12.2 Voting

12.2.1 Proposed Constitution and By-Laws changes, except those pertaining to the administration, nature or utilization of the Emergency Cash Fund, will require a sixty six percent (66%) majority vote of the Board of Directors present at a general meeting to enable their admissibility for ratification by the members at the Annual Meeting. A ninety percent (90%) majority vote of the full Board of Directors will be required for proposed Constitutional and By-Law changes that pertains to the administration, nature or utilization of the Emergency Cash Fund.

12.2.2 Proposed utilization of the funds in the Emergency Cash Fund Investments account will require a ninety percent (90%) approval by the full Board of Directors.

12.2.3 All other decisions require a simple majority vote, of the Board of Directors present at a General Meeting and of the Executive Officers present at an Executive Meeting and of the M.M.H.A. members present at the Annual Meeting.

12.2.4 The President, in all meetings of the Board of Directors, Executives and Standing Committee Meetings will participate in a vote only to break a tie. The President is however, allowed to vote at the annual meeting.

13.0 NOMINATION OF DIRECTORS

13.1 Nominating Committee

Not less than 75 days prior to the Annual General meeting, the President shall appoint a Nominating Committee of not less than three (3) members of which one is a member of the Board of Directors.

13.2 Nominees

13.2.1 The Nominating Committee shall, not less than ten (10) days prior to the Annual Meeting, submit to the Executive Officers and Board of Directors, in writing, the name of nominees for election.

13.2.2 A member will have up to 15 calendar days prior to the Annual Meeting to submit his or her name as a nominee to the nominating committee.

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13.2.3 Additional nominees for the Board of Directors can be added at the Annual Meeting before the start of voting only if the number of nominees submitted by the Nominating Committee is less than the number of Director positions required to be filled. The number of additional nominees that can be added shall be the lesser of the following:

- A. Double the difference between the number of Director's positions to be filled and the number of nominees submitted by the Nominating Committee, or
- B. The number six (6) added to the difference between the number of Director's positions to be filled and the number of nominees submitted by the Nominating Committee.

13.2.4 Additional nominees will be selected in the same order as they are nominated.

14.0 ELECTION OF THE DIRECTORS

14.1 General

Voting for the election of Directors at the Annual Meeting shall be by secret ballot on one vote per member present.

14.2 Proxy

Permission for proxy vote must be requested by a member, in person at the March or April General Meeting. Permission will be given if approved by a majority of the Board of Directors present at the March or April General Meeting. Proxy votes shall be recorded on a Proxy Request Form which shall include:

- The name and signature of the member submitting his vote.
- The name and signature of the member designated as the proxy.

14.2.1 The Secretary will record in the minutes of the meeting all approved requests for proxy.

14.3 Election Returning Officer

The President shall appoint an Elections Returning Officer responsible for conducting the election of the Board of Directors at the Annual Meeting in accordance with this Constitution. The Elections Returning Officer and other persons designated to assist him during the election cannot be nominees.

14.4 Election Procedures

The Secretary will inform the Election Returning Officer of all the approved requests for proxy at the beginning of the Annual Meeting.

14.4.1 The Elections Returning Officer will be responsible for all aspects of the election process. His duties include the addition of additional nominees to the ballot, the distribution of pre-numbered ballots, the review of and ruling on all disputes pertaining to irregularities of the election process and the counting of ballots. The Elections Returning Officer shall also be responsible for giving direction to all additional persons requested to assist him during the election.

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14.4.2 The Elections Returning Officer will conduct the election in the following manner:

- Inform all the members present of the rules and regulations that will be used during the election process. These shall include the minimum and maximum number of nominees that can be selected, proper completion of the ballot and the criteria that will be used to declare a spoiled ballot.
- Proceed with the nomination of additional nominees if required.
- Ensure all members are made aware of all the new nominees that have been added to the ballot.
- Distribute to all members present, the pre-numbered ballots and ensure all proxies are accounted for.
- Collect all ballots and count the results, once voting is completed.
- Inform the members present on the number of ballots distributed, collected and spoiled.
- Entertain any protests, disputes or objections from the members as they pertain to the election process.
- Review and rule on the validity of each protest, dispute or objection and if required take appropriate action to rectify any irregularities.
- Announce all nominees that have been elected.
- Recount ballot results if requested by a member.
- Conduct a second vote, if required.
- Declare the election of the Board of Directors closed.

14.4.3 The Elections Returning Officer's ruling on all disputes will be final.

14.4.4 Each voting member present at the Annual Meeting will be given a list of nominees wishing to be considered for a position on the Board of Directors and must select, from the list of nominees, no less than a minimum number of eleven (11) nominees and no more than the required number of persons necessary to fill all the vacant positions.

14.4.5 A ballot shall be spoiled by the Elections Returning Officers when:

- The number of nominees selected by a member is less than the minimum of eleven (11), or
- The number of nominees selected by a member is greater than the maximum number of positions required to be filled, or
- If the ballot is altered in any way other than what is stipulated by the Elections Returning Officer.

14.4.6 The first 10 positions are to be awarded to the nominees who were acting Board members in the current fiscal year and who received the highest number of votes. If the number of nominees from the current Board of Directors is less than 10, the number of positions that will be awarded to such nominees will be adjusted accordingly. All remaining positions will be filled by the nominees having received the highest number of votes. In the case of a tie vote, where more than the required number of nominees would be appointed, the following order shall be used:

- a.) preference to be given to a returning member as opposed to a new member.
- b.) if a tie still exists, a second ballot will be held by the members to select remaining Directors only. The voting is to be done in a similar manner as noted in 14.1 above.

14.5 *Election of President and Vice-President Finance & Administration*

The President and the Vice-President Finance & Administration shall be elected for alternating, two year terms and retain, during the second year of their mandates, their positions and membership to the Board of Directors and the Executive Committee without the necessity of a vote of the members and the Directors at the Annual Meeting.

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14.6 Election of Past President

The Immediate Past President will remain, without the necessity of an election by the members of the M.M.H.A. or of the Board of Directors, a member of the Board of Directors and Executive Officers for as long as he expresses his consent to the Board of Directors at least 15 days before the Annual Meeting.

- 14.6.1 If, for any reason or conflict, the Immediate Past President is unable to participate actively on the Board of Directors, the position will be offered, without the necessity of an election, to be eligible previous Presidents in chronological order of term of office beginning with the most recent. Eligibility is defined as Past Presidents who have maintained voting privileges as defined in By-Law 3.3.1.

If still vacant, an additional Board position will be added to the list of required positions to be voted upon at the Annual Meeting and the Board of Directors will select a replacement Director as an Executive Officer.

14.7 Definition of M.M.H.A. Member

An M.M.H.A. member is defined as a member of the Board of Directors, a member of the managing level of the M.M.H.A., a parent or guardian of a player registered in the M.M.H.A., a single representative of a sponsor or any player 18 years of age or over. All members may vote at the Annual Meeting for the election of the Directors of the M.M.H.A. and for the ratification of proposed amendments to the Constitution and its By-Laws.

15.0 ELECTION OF THE EXECUTIVE OFFICERS

15.1 Procedures

The elected Board of Directors only shall elect amongst themselves, the Executive Officers at the Annual Meeting. After nominations have ceased, the Directors accepting nominations shall be asked to speak on their own behalf.

- 15.1.1 In the case of the Vice-President, Finance position, section 15.2 may be waived by a majority vote of the Board of Directors present at the general meeting if the individual possesses accounting qualifications satisfactory to the Board.

15.2 Pre-requisites

A member must have previously served on the Board of Directors for one complete fiscal year in order to be elected President or Vice-President.

- 15.2.1 Voting shall be done by assent and dissent unless the use of a ballot is demanded by any Director. Positions will be awarded by majority votes.

16.0 ELECTION OF THE NON EXECUTIVE OFFICERS OF THE BOARD OF DIRECTORS

16.1 Procedure

Voting will be conducted as stipulated in 15.1.

- 16.1.2 Voting of all remaining positions is to be completed within two (2) weeks of the Annual Meeting.

17.0 FILLING OF MANAGEMENT LEVEL POSITIONS

17.1 General

All Management level positions are non-voting positions at General Meetings

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17.1.1 Each Director having such positions reporting to them are responsible for recommending the person to fill each position. The Executive Officers of the M.M.H.A. shall decide whether to accept or reject the recommendation.

17.1.2 The filling of these positions can occur at any time during the fiscal year.

18.0 EXECUTIVE OFFICERS AND BOARD OF DIRECTOR VACANCIES

18.1 Procedures

Any vacancies of the Board of Directors during the fiscal year shall be filled, if deemed necessary by the Executive Officers, by a vote of the Board of Directors at the next General Meeting.

19.0 REMOVAL OF A MEMBER FROM THE BOARD OF DIRECTORS

19.1 Procedures

The Board of Directors may, by a 75% majority vote, remove any member of the Board of Directors or Standing Committee for actions deemed not in the best interest of the M.M.H.A. A member removed from the Board of Directors under this By-Law loses all the rights and privileges associated with their previous Board position.

20.0 SIGNING AUTHORITY AND BANK ACCOUNT

20.1 General

All notes, drafts and cheques shall bear the signature of two (2) Executive Officers, one of which shall be the Vice-President, Finance or the President.

20.1.1 If two or more Executive Officers have residence at the same address, their combined signatures shall not appear on the same notes, drafts and cheques of the Association.

20.2 Restrictions

No individual or committee may establish a fund or bank account in the name of the M.M.H.A. or in connection with any of its Operations without the Executive Officers approval.

21.0 M.M.H.A. LOGOS AND CRESTS

21.1 Ownership

The M.M.H.A. owns all the rights and artwork for all official symbols, crests, letterhead, etc. related to the association.

21.1.2 The use of M.M.H.A. logos, crests, etc., may only be used on approval of the Executive Officers.

22.0 FUND RAISING

22.1 Association

Fund raising activities organized by the Executive Officers and Board of Directors have priority over individual team fund raising activities. Specific team fund raising activities must not conflict or interfere with the Association's activities.

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22.2 Individual Team

The Team Fund Raising Committee will review all requests for team fund raising and shall submit their decisions at the next General Meeting.

- 22.2.1. Approval must be obtained in writing by a team representative before commencing fund raising activities. The team must submit their request in writing to the Association allowing ten (10) days for review and approval before commencement of fund raising activities.

23.0 AUDITORS

23.1 Procedures

All books of the M.M.H.A. shall be audited annually at the end of the fiscal year by an independent auditor. The auditor's report will be submitted to the Board of Directors within thirty (30) days of its receipt from the auditor or at the next General Meeting.

24.0 BUDGET

24.1 General

The Vice-President, Finance shall prepare a draft budget for the next fiscal year for the Board of Directors' March General Meeting, having discussed the draft budget in advance of that meeting with the Executive Officers. The draft budget, will set out player registration fees, sponsorship fees, other major fund raising activities and an estimate of all expenses. The Board of Directors shall confirm by a vote or alter the draft budget as appropriate.

- 24.1.1. The Vice-President, Finance shall prepare a revised budget for the Board of Directors' November General Meeting if the results of player registration, sponsorship fees or expenses vary significantly from the estimate in the budget established by the Board of Directors as set out in 24.1 above.
- 24.1.2 The Vice-President, Finance shall report to the Board of Directors, monthly, showing actual revenues and expenses for the fiscal year as compared to the fiscal year's budget as approved by the Board of Directors. In addition, major known commitments outstanding but unpaid such as ice rental, equipment purchases, etc. should be disclosed. As well, the current cash position represented by the sum of cash in the bank and short term deposits must be shown.
- 24.1.3 The Vice-President, Finance shall ensure that the operating budget for the next fiscal year is balanced and that it will not accumulate a deficit.
- 24.1.3 In the event that the Emergency Cash Fund needs to be replenished, the budget for the next 2 operating fiscal years, if necessary, shall be planned to accumulate surplus as stipulated under 25.2.5.

25.0 EMERGENCY CASH FUND

25.1 Purpose

An Emergency Cash Fund will be established and maintained by the Association for the purpose of providing a cash-based fund for use in the case of unforeseen emergencies other than normal annual operating Association needs.

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Under no circumstances shall this Fund be used, by the Executive Officers or Board of Directors in any one year during its budgeting process, to reduce player registration fees or other normal operating expenses. The nature, use and administration of this Fund is as follows:

25.2 ***Procedures***

The Emergency Cash Fund shall be established as a separate account from the General Accounts of the Association's balance sheet.

25.2.1 The Emergency Cash Fund shall be funded by the appropriation of surplus funds within the General Accounts.

25.2.2 The Emergency Cash Fund shall be invested in cash in a Chartered Bank or Trust Company and/or high quality short-term investments such as Government of Canada Treasury Bills, Guaranteed Investment Certificates of a Chartered Bank or Trust Company, or Government of Canada Savings Bonds, intended to preserve the capital of the investments and provide for immediate liquidity.

25.2.3 The minimum balance for this Fund, once established, shall be fifty thousand dollars (\$50,000.00) and the maximum shall be seventy-five thousand dollars (\$75,000.00).

25.2.4 The Emergency Cash Fund will not be utilized without the approval of ninety (90) percent of the full Board of Directors at a special meeting called for that purpose by the Executive Officers.

All Directors will be given a written notice of the meeting at least ten (10) days prior to the meeting. The notice will state the purpose and the reason the Executive wishes to use part or all of the Emergency Cash Fund.

25.2.5 If the Emergency Cash Fund is reduced below fifty thousand dollars (\$50,000.00) as a result of an unforeseen emergency, the Board of Directors shall ensure that the funds necessary to replenish this account to fifty thousand dollars (\$50,000.00) is included as an expense in the Association's operating budget, during the next two (2) fiscal years or a shorter time period.

If the Emergency Cash Fund is in excess of the upper limit of seventy-five thousand dollars (\$75,000.00), the excess including the interest on the investments shall be transferred to the general operation of the Association for use under normal operations.

26.0 **CONFLICT OF INTEREST**

26.1 ***General***

No member of the Board of Directors may participate in the voting or approval of related expenditures while acting as a supplier of goods or services to the M.M.H.A. No member of the M.M.H.A. shall use the name of the M.M.H.A. for personal gain or profit.

26.2 No member of the MMHA Executive, Board of Directors, or Management Level shall receive financial compensation for their volunteer services. Out-of-pocket expenses can be reimbursed upon approval by the Treasurer.

27.0 **COACH, MANAGER, ASSISTANT COACH AND TRAINER (EXCLUDES ICE PUPPYS)**

27.1 ***General***

All games shall be played in accordance with the Mississauga Hockey League and the M.M.H.A. Constitutions and By-Laws and a coach must ensure that the team coaching staff and the team players abide by its regulations.

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- 27.1.1 Managers, coaches, assistant coaches, trainers and players must not be under the influence or have available immediately before, during or immediately after practice or games or during the performance of their duties in the M.M.H.A., any alcoholic beverages, or illegal drugs.
- 27.1.2 All games will be played according to the rules established by the Official Rule Book of the Canadian Hockey Association, (C.H.A.) except as modified by the M.H.L.
- 27.1.3 Any coach or manager or sponsor or parent purchasing team's clothing (jackets, pants, sweaters, etc.) for team representation, ex. games, tournaments, etc. other than those designated by the Board of Directors, may not affix or use team nicknames or MMHA logos or crests on the garments without the written approval of the Executive Officers. (See 21.0 M.M.H.A. Logos and Crests.) Failure to comply with the above may result in a hearing for the Head Coach.
- 27.1.4 Team coaches are responsible for their own rink duty and must ensure that it is being attended by one of their coaching staff or a suitable replacement. If the rink duty is not attended, the coach may lose the M.H.L. pass for a period of 30 days. If the coach refuses to surrender the pass, the coach may be replaced. Coaches who constantly neglect their rink duty assignments will be denied consideration for a coaching position in the next hockey season. Rink Duty is co-ordinated by the Executive Secretary.
- 27.1.5 The Coach and coaching staff are responsible for their players in the dressing rooms and during any team function.
- 27.1.6 The Coach is responsible for the selection of the team's coaching staff. However, the House League Program Director may assign specific individuals to a team to perform one of the designated coaching staff positions.
- 27.1.7 The Coach is responsible for returning to the Association at the end of the hockey season any equipment used by the team belonging to the Association. In addition such equipment cannot be modified or altered.
- 27.1.8 Managers shall, if required, open a team bank account and co-sign all cheques with the coach and provide, at the end of the season to the team's parents and/or guardian's and the Fund Raising Committee a detailed account of all funds collected and all expenditures.
- 27.1.9 Before any Coach, Manager, Assistant Coach or Trainer can be released from the MMHA he shall ensure that a satisfactory financial report has been provided to the MMHA Treasurer and that all "A" cards have been returned (as applicable) to the Registrar.
- 27.2 *Police Record Checks***
- 27.2.1 Police Checks are required for all "carded" personnel, (that is, all volunteers issued an MHL Arena Pass or an On-Ice Volunteer Card) including the Board of Directors and all Coaches, Assistant Coaches, Managers and Trainers (including Mohawk, House League & Ice Puppy programs).
- 27.2.2 Police Checks will be required every 4 years, provided that the volunteer stays with the MMHA during the entire 4 year period.
- 27.2.3 Timing. Police Checks for Board Members and Mohawk Coaches (including Assistants, Managers and Trainers) and House League Head Coaches must be handed in by September 1st of the new season. Police Checks for House League Assistants, Managers & Trainers must be handed in by November 1st of the new season.
- 27.2.4 Police Checks will be submitted to and held on file by the President or his Designate. Those reports handed in showing "records" will be discussed with the Executive prior to their "card" being approved for distribution.

**MEADOWVALE MINOR HOCKEY ASSOCIATION
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28.0 PLAYERS**28.1 General**

A Player is defined as any person whose registration has been accepted by the M.M.H.A. for the current fiscal year.

- 28.1.1 All players must reside in the geographic area as detailed in the M.H.L. By-Laws. Players must adhere to M.H.L. rules regarding mandatory equipment in all activities.
- 28.1.2 All players must play in their own age group unless otherwise authorized by the Vice-President, Operations and the House League Program Director. Such player movement may require the approval of the M.H.L.
- 28.1.3 All players shall be given fair and reasonable playing opportunity and ice time.
- 28.1.4 If, in the opinion of the coach, a player is disturbing the normal function or atmosphere of the team, or being disobedient, a coach may request a discipline hearing after fair warning, with the player, his parents and the Protest and Discipline Committee in order to resolve the problems. The Protest and Discipline Committee has the full authority to hand down suspensions or discipline measures including dismissal from the M.M.H.A.
- 28.1.5 Player's registration fees will not be refunded, in whole or in part, as a result of suspensions or dismissals.
- 28.1.6 Coaches may suspend a player for disobedience or unacceptable behavior for one game until such time as a Protest and Discipline hearing is convened, at which time additional suspension or dismissal may be awarded by the Discipline Committee. The Discipline Director should be advised of this suspension and discipline hearings should be convened as soon as possible.
- 28.1.7 In the case of player injury or obvious disability which in the opinion of the House League Program Director could be aggravated by playing hockey, the Executive Officers have the right to have the player discontinue team play until the injury has sufficiently healed or the condition has been corrected. The player's return to active play will be subject to doctor's approval and parent's written consent.
- 28.1.8 Fees are due on registration. No player will be allowed to participate in a game until the fee, birth certificate and signed player's form are received by the M.M.H.A. Players who are not properly registered by October 15th will not be allowed to play hockey.

29.0 PROTESTS**29.1 Procedures**

Any protest shall be made in writing in the proper manner in accordance with existing M.H.L. protest regulations.

- 29.1.1 Protests and grievances may also be referred to the M.M.H.A. Executive Officers so that they can be brought up at the M.H.L. meetings by the M.M.H.A. area representatives.

30.0 AWARDS AND PRESENTATIONS**30.1 General**

Appendix 1 lists all the awards given by the M.M.H.A.

**MEADOWVALE MINOR HOCKEY ASSOCIATION
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30.1.1 Any other awards and presentations given on behalf of the M.M.H.A. are to be approved by the Executive Officers and awarded at the M.M.H.A. Awards Presentation. Awards not sanctioned on behalf of the M.M.H.A. are not to be awarded at the Annual Awards Presentation, with the exception of team presentations to coaches.

31.0 M.M.H.A. PROTEST AND DISCIPLINE COMMITTEE

31.1 *General*

The Protest and Discipline Committee will handle all disciplinary responsibilities within the M.M.H.A. and represent the M.M.H.A. at the M.H.L. with any major disciplinary problems.

32.0 INTERPRETATION

32.1 *General*

In this Constitution and these By-Laws the words referencing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, unless otherwise stipulated.

33.0 RECORDS

33.1 *Requirements*

All records of the Association and the equipment belonging to the Association required to store, file and maintain the records shall be kept at secure locations to ensure their safety.

33.1.1 All records and the equipment used to file, store and maintain these records shall be returned to the President of the M.M.H.A. by a Director or an Executive Officers immediately at the end of their Term of Office.

33.1.2 All computer data based records should be properly backed up.

34.0 M.M.H.A. ICE PUPPY PROGRAM

34.1 *Jurisdiction*

The M.M.H.A. Ice Puppy Program shall operate under the control and direction of the Vice-President, Operations.

The operation of the program shall be in accordance with the M.M.H.A. Constitution and By-Laws and the C.H.A. and M.H.L. hockey rules except as hereafter detailed under appendix 4.

35.0 DISSOLUTION OF THE ASSOCIATION

35.1 *Procedures*

Upon dissolution of the corporation and after the payment of all debts and liabilities, its remaining assets shall be distributed or disposed of to charitable organizations which carry on their work solely in Ontario. The recipient(s) of these remaining assets shall be determined by the M.M.H.A. Board of Directors, active at that time.

**MEADOWVALE MINOR HOCKEY ASSOCIATION
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APPENDIX "1"

MEADOWVALE MINOR HOCKEY ASSOCIATION

A1.0 YEARLY SPECIAL AWARDS

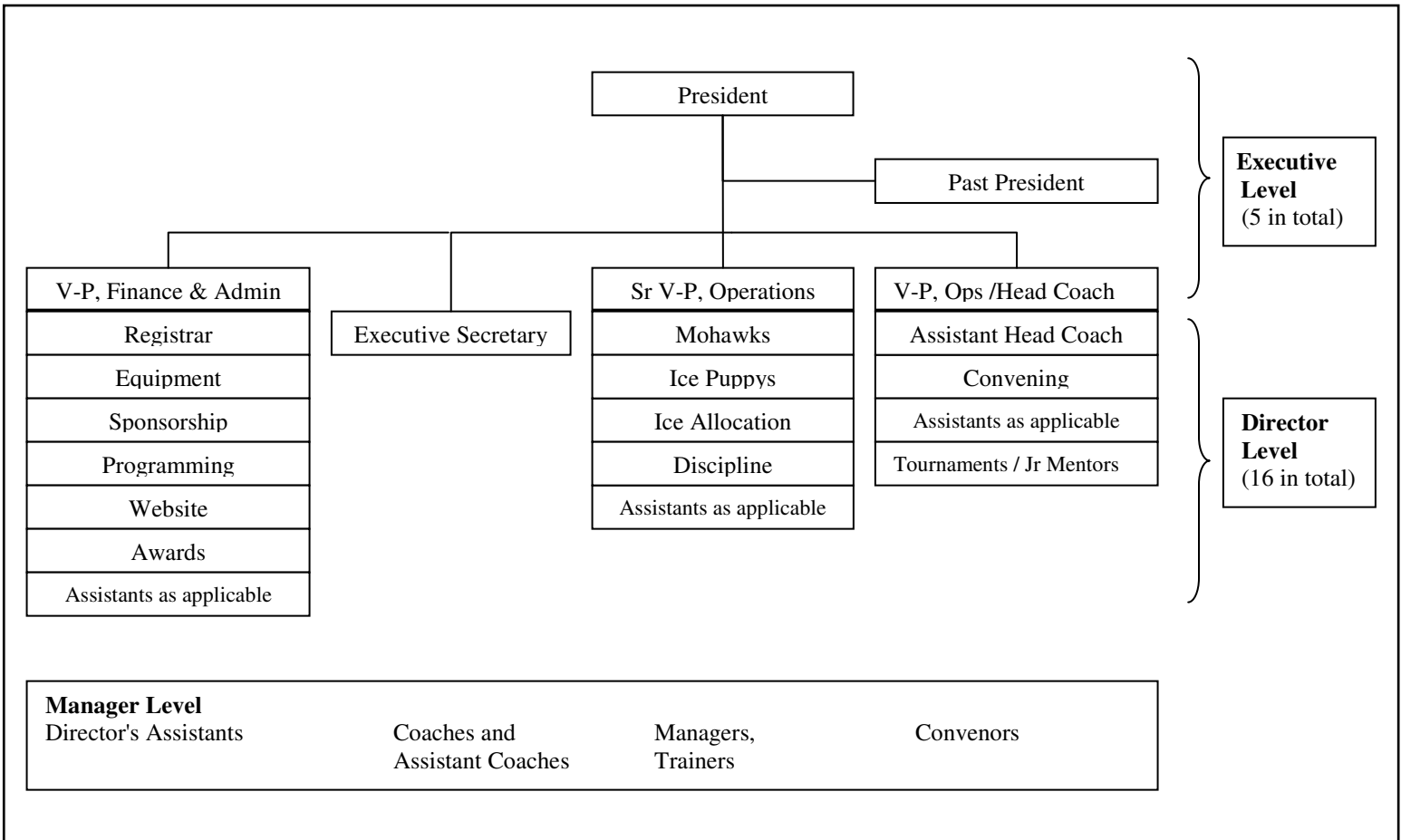
- 1. STAN KLINK MEMORIAL FOR COACH OF THE YEAR – M.M.H.A. HOUSE LEAGUE**
Stan was in his 2nd year of coaching in the M.M.H.A. with the Minor Pee Wee Red team when he passed away in mid-season.
- 2. JIM BURGESS MEMORIAL FOR MOST DEDICATED AND CONGENIAL VOLUNTEER**
Jim was involved with hockey and coaching since he was 21. He started in Meadowvale in its inaugural year with Tadpoles and then moved to the older teams. He passed away in 1981.
- 3. ROBERT F. JONES ANNUAL FOR COACH OF THE YEAR – M.M.H.A. PRE-TYKES**
Bob was the Inaugural President who took special interest in the pre-tyke program. He coached and refereed, and was instrumental in setting up a program for older players to referee in the Pre-Tyke.
- 4. DAVE STRUTT ANNUAL FOR THE "A" TEAM WITH THE BEST % OF AVAILABLE POINTS FOR THE YEAR.**
Dave has been coaching for over 30 years, and joined the M.M.H.A. in its inaugural year. He served as President for 2 years and along with Wally Rawn initiated the Annual Pittsburgh Tournament.
- 5. LUCIEN LADOUCEUR MEMORIAL FOR THE "RED" TEAM WITH THE BEST % OF AVAILABLE POINTS FOR THE YEAR.**
This award was donated by Richard Ladouceur, a Past President of the M.M.H.A. in memory of his father. Mr. Ladouceur Sr. was "crazy about hockey and loved kids".
- 6. WARNER HARRESS MEMORIAL FOR THE "WHITE" TEAM WITH THE BEST % OF AVAILABLE POINTS OF THE YEAR.**
Joey Marzi, a long-time M.M.H.A. coach donated this trophy in remembrance of a close friend.
- 7. ALLAN D. RUTTER MEMORIAL FOR THE "BLUE" TEAM WITH BEST % OF AVAILABLE POINTS FOR THE YEAR.**
The Rutter family donated this award in memory of a close friend.
- 8. RICHARD RUTTER MEMORIAL FOR BEST GOALTENDERS (AVERAGE FOR REGULAR SEASON).**
Richard coached in many associations of the M.H.L., but is remembered in the M.M.H.A. for his Goalie Clinics with the "shooting machine".
- 9. THE "PRESIDENT'S AWARD" FOR THE "ROOKIE" COACH OF THE M.M.H.A.**
- 10. DENIS FORTIN MEMORIAL FOR THE "PRESIDENT AWARD OF RECOGNITION".**
Dominic Fortin, a Past President, donated this award in remembrance of his father who was a strong supporter and organizer of minor hockey in Quebec. (Outgoing President's Award)
- 11. BONNIE HIGH MEMORIAL FOR THE "GREEN" TEAM WITH THE BEST % OF AVAILABLE POINTS OF THE YEAR.**
Bonnie passed away in mid-season while being the assistant coach on an M.M.H.A. team.
- 12. MICHAEL LOMBARDI MEMORIAL FOR THE BEST ROOKIE GOALTENDER (AVERAGE FOR REGULAR SEASON).**
Michael played in Meadowvale (House League) for many years and passed away in a swimming accident in June, 2001.

**MEADOWVALE MINOR HOCKEY ASSOCIATION
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APPENDIX “2”

MEADOWVALE MINOR HOCKEY ASSOCIATION

A2.0 M.M.H.A. ORGANIZATION



**MEADOWVALE MINOR HOCKEY ASSOCIATION
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APPENDIX "3"

MEADOWVALE MINOR HOCKEY ASSOCIATION

A3.0 REQUEST FOR PROXY

NAME OF APPLICANT _____

HOW ARE YOU ASSOCIATED WITH THE M.M.H.A.?

REASON FOR REQUEST? _____

SIGNATURE OF APPLICANT: _____

NAME OF PROXY: _____

HOW IS ASSOCIATED WITH THE M.M.H.A.?

SIGNATURE OF PROXY: _____

REQUEST: APPROVED: REJECTED:

DATE: _____

SECRETARY M.M.H.A. _____

**MEADOWVALE MINOR HOCKEY ASSOCIATION
CONSTITUTION AND BY-LAWS**

APPENDIX “4”

MEADOWVALE MINOR HOCKEY ASSOCIATION

A4.0 ICE PUPPY LEAGUE GAMES

A4.1 HOCKEY RULES:

- A.) All Ice Puppy games include non-contact rules as prescribed by the M.H.L.
- B.) Teams in the M.M.H.A. Ice Puppy Program shall be made up of players not less than four (4) years old as of December 31 in the year of registration or as specified by the Board of Directors.
- C.) All players must play in their own age group as detailed hereafter, unless otherwise deemed necessary and authorized by the Ice Puppy Director.
- D.) Each team must not have a roster of more than sixteen (16) players including the goaltender unless otherwise deemed necessary and authorized by the Ice Puppy Director.
- E.) Ice Puppy games shall be played on full ice for a minimum duration of forty two (42) non-stop minutes.
- F.) At the end of each three (3) minute period, a buzzer will be sounded to ensure equal ice time. This buzzer will signal an automatic rotation of all players except the goaltender.
- G.) The Ice Puppy Director will determine for each level of the Ice Puppy program the start date and schedule for all games to be played.
- H.) Icing of the puck offside rule does not apply in any Ice Puppy level games.
- I.) The Ice Puppy Director will indicate when the offside rule will become effective.
- J.) Face off rules apply only at the beginning of the game and the beginning of each 3-minute shift.

A4.2 Players

Ice Puppy level player placement will be determined by the Vice-President, Operations and the Ice Puppy Director and shall be based on the skill level and abilities of each player at the beginning of the season.

A4.3 Penalties

- A.) Minor penalties will expire at the sound of the buzzer.
- B.) Major penalties will result in player’s disqualification for remainder of game. The severity of the penalty must be explained to the player and parent by the coach after the game. If the same player is assessed the same penalty during a future game, the Ice Puppy Director will assess a two (2) game suspension.

**MEADOWVALE MINOR HOCKEY ASSOCIATION
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APPENDIX "4" (Continued...)

MEADOWVALE MINOR HOCKEY ASSOCIATION

A4.4 Coaches

- A.) Coaches will be permitted on the ice during Ice Puppy games.
- B.) A maximum of two (2) coaches from each team will be permitted on the ice.
- C.) Coaches are not required to obtain recognized coach certification but it is recommended nonetheless.

A4.5 Referees

- A.) All referees will be selected by the Vice-President, Operations and the Ice Puppy Director.
- B.) Referees are not required to hold any certification and must be 12 years of age as of December 31 of the current registration year.

**MEADOWVALE MINOR HOCKEY ASSOCIATION
CONSTITUTION AND BY-LAWS**

APPENDIX "5"

MEADOWVALE MINOR HOCKEY ASSOCIATION

A5.0 COACH SELECTION CRITERIA

- A5.1** All Coaches may be selected by the Coach Selection Committee at the end of the current season for teams in the following season. For "A" level teams, the committee shall finalize their selection of coaches before January 15 of the current fiscal year.
- A5.2** Preference will be given to coaches in good standing, having completed levels of the National Coaches Certification Program, who are currently coaching and who have actively supported the M.M.H.A.
- A5.3** All individuals selected to a House League coaching position must have completed or agree to complete during the current fiscal year, the National Coach Level Certification Program. All individuals selected to a "A" level must complete the Intermediate Level Coaching Certificate or agree to complete during the current fiscal year.
- A5.4** All coaching positions denied by the Coach Selection committee to a member of the Board of Directors must be reviewed by the Executive Officers and approved before the team can be awarded to another individual.
- A5.5** No coach is to be awarded a team and no one should have prior knowledge of the Committee's recommendations before the Committee's recommendations have been received and approved by the Executive Officers.

**MEADOWVALE MINOR HOCKEY ASSOCIATION
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APPENDIX “6”

MEADOWVALE MINOR HOCKEY ASSOCIATION

A6.0 ICE ALLOCATION GUIDELINES

Practice ice is allocated by the City of Mississauga; through the Mississauga Hockey league, on the following basis:

House League Teams Minor Novice through Minor Pee Wee are allotted one hour* (half ice) per week.

House League Teams Pee Wee through Midget are allotted one hour* (full ice) per week.

Mohawk Teams are allotted one hour* (full ice) per week.

Ice Puppy Teams are allotted one hour* (half ice) per week, and one 45 minute game/practice each week until games commence.

Practice schedules run for the full duration of the season, including playoffs. Teams eliminated from competitive play are still entitled to use of practice ice.

Practice times are allotted to each team in a fair and equitable manner, with consideration given to the age of the players involved. Practice schedules are to be determined to avoid conflict with Mississauga Hockey League game schedules.

In instances where the Mississauga Hockey League game schedule conflicts with the Meadowvale Minor Hockey Association practice schedule, it is the responsibility of the Ice Allocation Director to reschedule practice times accordingly.

Practice ice is the property of the Meadowvale Minor Hockey Association, and its use will be in accordance with the rules and guidelines set forth in the Association Constitution.

It is the responsibility of the Ice Allocation Director to fully utilize all ice times made available by the City of Mississauga. When allocating ice times in the very early mornings, late evenings and early afternoons on weekdays, consideration must be given to player and parental commitments outside of hockey, and wherever possible these “difficult” ice times shall be assigned on a rotating basis.

*One hour consists of 50 minute on ice, and 10 minutes to resurface the ice. Any changes to city flood schedules must be directed through the Ice Allocation Director. Coaches or Team Officials are not permitted to instruct Zamboni operators to change ice resurfacing times.

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MEADOWVALE MINOR HOCKEY ASSOCIATION
CONSTITUTION AND BY-LAWS

APPENDIX “7”

MEADOWVALE MINOR HOCKEY ASSOCIATION

A7.0 LOGOWEAR

**MEADOWVALE MINOR HOCKEY ASSOCIATION
CONSTITUTION AND BY-LAWS**

APPENDIX "8"

MEADOWVALE MINOR HOCKEY ASSOCIATION

A8.0 JOB DESCRIPTIONS

Executive Secretary

The Executive Secretary shall keep an accurate record of all Minutes of the M.M.H.A. Board and Executive meetings, maintain copies of all other correspondence and keep an up-to-date mailing list of all Executive Officers and Board of Directors. The Executive Secretary will be responsible for the timely mailing of Notices to the Board of Directors.

This director will also be responsible for the set up and maintaining of the Rink Duty schedule with the input from the V.P. Operations.

Mohawks Director

The Mohawks Program Director shall be responsible for the administration of all programs and activities directed to the "A" teams. He shall be a member of the Protest and Discipline and Coach Selection Committees for all "A" level related issues and be responsible for the managing of the Mohawks' try-outs and assist during special fund raising activities.

House League Director (Head Coach – House League)

The House League Program Director shall give direction to the Assistant House League Program Director and shall be responsible for the co-ordination of all Coaches, Managers, and Players in the M.M.H.A. He shall be a member of the Protest and Discipline and Coach Selection standing Committees. The House League Program Director will be responsible for recommending to the board, all training requirements for the volunteers of the M.M.H.A.

Equipment Director

The Equipment Director shall be responsible for maintaining, storing and distributing all equipment supplied by the M.M.H.A. It shall be the function and responsibility of the Equipment Director to arrange for the purchase and sale of equipment, clothing, crests and trophies, obtain bids and make recommendations to the Board of Directors pertaining to said purchases and sales.

Registrar

The Registrar shall be responsible for obtaining satisfactory proof of age and necessary information and documentation of all hockey players as may be required. He shall be responsible for obtaining registration forms from the Mississauga Hockey League and return of same when completed. He shall compile team lists and registration of teams to be forwarded to the City and Vice-President, Operations as well as to maintain a detailed listing of all volunteers at the managing level. He shall be responsible for giving direction and training to the Assistant Registrar. The Registrar is also responsible for maintaining the lists of awards particularly the five and ten year awards.

Programming Director

The Programming Director shall be, unless otherwise stipulated herein, responsible for the organization and running of all necessary fund raising and social events required to meet the financial obligations of the M.M.H.A. The Programming Director will be responsible to organize and manage the teams' picture program.

**MEADOWVALE MINOR HOCKEY ASSOCIATION
CONSTITUTION AND BY-LAWS****APPENDIX “8” (Continued...)****MEADOWVALE MINOR HOCKEY ASSOCIATION*****Sponsorship Director***

The Sponsorship Director shall be responsible for obtaining sponsors for teams and for coordinating the actions of all individuals involved in obtaining of said sponsors. He shall act as a liaison between the M.M.H.A. and sponsors, co-ordinate with the Equipment Director for cresting of sweaters and shall also be responsible for distributing any item or memento to the sponsor as directed by the governing body.

Publicity Director

The Publicity Director shall be responsible for the co-ordination and release of information as required. The Publicity Director shall also be responsible to oversee changes and content on the MMHA website. This director will also oversee M.M.H.A. “Logowear”.

Awards Director

The Awards Director shall be responsible for the updating of the Volunteer Hall of Fame plaque, and the M.H.L. Volunteer Service Award information to the M.H.L. This director in co-ordination with the other members of the Administration and Support, will be responsible for obtaining quotes and ordering of awards for the players Awards Day, as well as the set up on Awards Day. This Director shall sit on the Fundraising committee.

Ice Puppy Director

The Ice Puppy Program Director shall be responsible for all the volunteers required to manage and operate the Ice Puppy program. The Ice Puppy Director will be a member of the Coach Selection Committee

Head Convenor

The Head Convenor shall conduct player placement with the assistance of the Series Convenors and the House League Program Director.

Tournament Director

The Tournament Director shall be responsible for the co-ordination of all “sanctioned” tournaments. He/She shall also co-ordinate the efforts for the M.M.H.A. teams to enter other tournaments. He/she shall be responsible for the organization and operation of all Friendship Tournaments and/or player exchange sponsored by the association.

Discipline Director

The Discipline Director shall co-ordinate Discipline Committees, when required. He/she shall attend Mississauga Hockey League, Discipline Hearings, on behalf of the M.M.H.A., as required.

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MEADOWVALE MINOR HOCKEY ASSOCIATION
CONSTITUTION AND BY-LAWS

APPENDIX “8” (Continued...)

MEADOWVALE MINOR HOCKEY ASSOCIATION

Ice Allocation Director

The Ice Allocation Director is responsible for the ongoing management of all allocated practice ice. He/she shall ensure, to the extent practicable, that all ice rented by the Association is utilized and that the allocation of the ice is fair and equitable amongst teams in accordance with the Association’s guidelines as set out in Appendix 6.

DUTIES OF THE MANAGEMENT LEVEL

Series Convenors

The Series Convenors report to the Head Convenor and shall assist with the placement of players in their respective series. The Series Convenors shall be “A” or RED level coaches as selected by the Head Convenor or other individuals as appointed by the House League Program Director.

Series Convenors Ice Puppys

The Series Convenors Ice Puppys report to the Ice Puppy Director and shall be responsible for the activities in their respective series with regards to the organization and operation of the Ice Puppy program.

Assistant House League Program Director(s)

The Assistant House League Program Director(s) report to the House League Program Director and shall assist the H.L. Director in all aspects of the hockey operation as required.

Assistant Registrar

The Assistant Registrar reports to the Registrar and assists in all aspects of the registrar’s operation as required.

Coaches

The Coaches report to their respective House League Program Director or Mohawk Director and are responsible for the operation of their team within the guidelines of the M.M.H.A. Constitution and for giving guidance to the Assistant Coach, Manager and Trainer. Coaches are also responsible for providing support to all other administrative functions as determined by the Board of Directors or as outlined in the M.M.H.A. and the Mississauga Hockey League Constitutions.

Managers

The Managers report to the team’s Coach and are responsible for managing all administrative matters for the team. The managers are responsible for the management of all funds collected for each team in accordance with the rules and regulations of the M.M.H.A. Constitution and the Board of Directors.

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MEADOWVALE MINOR HOCKEY ASSOCIATION
CONSTITUTION AND BY-LAWS

APPENDIX “8” (Continued...)

MEADOWVALE MINOR HOCKEY ASSOCIATION

Assistant Coaches

The Assistant Coaches report to the Coach and shall assist in all aspects of the team’s operation as required.

Trainers

The Trainers report to the Coach and will provide assistance as required. Trainers must hold a valid card and be recognized officially by the Mississauga Hockey League.

Assistant Sponsorship Director

The Assistant Sponsorship Director reports to the Sponsorship Director and assists in all aspects of the Sponsorship’s operation as required.

Assistant Ice Puppy Director

The Assistant Ice Puppy Director reports to the Ice Puppy Program Director and shall assist the Ice Puppy Director in all aspects of the Ice Puppy hockey operation as required.

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**MEADOWVALE MINOR HOCKEY ASSOCIATION
CONSTITUTION AND BY-LAWS**

APPENDIX “9”

MEADOWVALE MINOR HOCKEY ASSOCIATION

A9.0 M.M.H.A. WEBSITE GUIDELINES

Part A: www.meadowvalehockey.com

- i.) The above website is subject to monitoring and approval by the M.M.H.A. Board of Directors for content and modifications.
- ii.) The above website and it’s logos may not be duplicated or reproduced without the written consent of the M.M.H.A. Executive Officers.
- iii.) All Postings and/or modifications to website content are to be carried out by the assigned M.M.H.A. “Webmaster” or as directed by the M.M.H.A. “Webmaster”. The M.M.H.A. Executive Officers must approve major changes to the website format or structure.
- iv.) Sponsor Logos or text will not be posted to any House League Team Sections until the Convening Period is over for each season.
- v.) Technical assistance is provided by the “Webcreator” in this case, “Gouda Inc.”. Any chargeable services for this purpose must be presented to the M.M.H.A. board for approval before commencing.

Part B: Team Websites

Individual M.M.H.A. teams who wish to create their own website must follow these guidelines.

- i.) The team website must be linked to the M.M.H.A. website and this link must be prominently displayed.
- ii.) The domain name and address must not contain the following; “meadowvale hockey association” or “meadowvale hockey”.
- iii.) The team website must not display the Meadowvale hub or the Mohawk logo unless approved by the M.M.H.A. Executive Officers.
- iv.) The team website must be labeled or identified as a “Team” site by using the team name or number as the primary banner. The team website must not use “M.M.H.A.” or “Meadowvale Minor Hockey Association” or “Mohawks” as the primary banner.
- v.) All references to the team on the website must be specific, ie; “The PeeWee Mohawks Team would like to thank.....” Instead of “The Mohawks would like to thank.....”
- vi.) The M.M.H.A. Executive Officers prior to uploading on the net must approve the final version of the team website.
- vii.) All Head Coaches are responsible for monitoring and ensuring that their team’s website upholds sportsmanlike and appropriate material in line with the M.M.H.A.’s constitution and code of conduct.