

**SOUTH GRENVILLE MINOR HOCKEY ASSOCIATION
CONSTITUTION 2009 – 2010**

1. **ARTICLE ONE - NAME**

1.1 The Association shall be known as South Grenville Minor Hockey Association.

2. **ARTICLE TWO - JURISDICTION**

2.1 South Grenville Minor Hockey Association, (SGMHA), shall be known by District One records as Zone 0107, and shall have for its territorial rights all the Township of Edwardsburgh and all the Township of Augusta, all of the County of Grenville.

2.2 Territorial Boundaries Defined:

Commencing at a point where the boundary lines of Matilda, Mountain, South Gower and Edwardsburgh Townships meet, proceed West along the boundary line dividing South Gower and Edwardsburgh Townships to a point at the Northwestern extreme of Augusta Township: proceed south along the boundary line dividing the Townships of Elizabethtown and Augusta to a point on the St. Lawrence River denoting the territorial waters of Canada. Proceed east on this territorial line to a point where a projected boundary line between Matilda and Edwardsburgh Townships would intersect. Proceed North on this projected line and boundary to the point of origin. South Grenville shall enjoy all the territory therein defined.

This is from the ODMHA District One dated January 17th, 1990.

3. **ARTICLE THREE - OBJECTIVES**

3.1 Provide the Town of Prescott, and the Townships of Edwardsburgh/Cardinal and Augusta with a minor hockey organization to govern and administer one set of rules & regulations for all minor hockey members in the Townships and the Municipalities.

3.2 Keep a record and registration of all boys and girls playing minor hockey in this organization according to Hockey Canada rules & regulations.

3.3 Provide an opportunity for all boys and girls to play hockey regardless of ability, race, colour, creed or sex.

3.4 Recommend that all participants receive fair ice time.

4. **ARTICLE FOUR - ORGANIZATION**

4.1 This Association shall be a member of the ODMHA which in turn is affiliated with and subject to all the regulations and decisions of the ODMA and Hockey Canada.

4.2 EXECUTIVE OFFICERS

- A) The following positions shall form the Governing Body of the SGMHA.
- 1) President
 - 2) Past President
 - 3) 1st Vice President
 - 4) Treasurer
 - 5) Registrar
 - 6) Chairperson of Rules & Discipline Committee
 - 7) Secretary/Publicity
 - 8) Referee Scheduler
 - 9) Referee-in-Chief
 - 10) Hockey Development Co-ordinator
 - 11) Ice Scheduler
 - 12) Chairperson of Ways & Means
 - 13) Equipment Manager
 - 14) Convenors:
 - (1) Initiation Convenor
 - (2) Novice Convenor
 - (3) Atom Convenor
 - (4) PeeWee Convenor
 - (5) Bantam Convenor
 - (6) Midget / Juvenile Convenor
 - (7) Hockey Mentor (NEW 2009)
- B) All executive members shall be elected from the membership at large at the Annual General Meeting. The exception to this is the position of Past President.
- C) The positions of President, Vice-President, Treasurer, Rules & Discipline And Registrar shall be elected for 2 year terms in alternating years as indicated below:
President, even years
Treasurer, even years
Vice President, odd years
Chairperson of Rules & Discipline, odd years
Registrar, odd years
- D) All other executive positions shall be for 1 year terms.

4.3 The SGMHA Executive President may request that sub-committees be formed to conduct particular affairs of the Association.

4.4 The SGMHA Executive shall have full control of the affairs of the South Grenville Minor Hockey Association.

4.5 The position of President must be filled by someone who has served a minimum 2 year period on the SGMHA executive in some capacity in the past 5 years.

4.6 All members of the SGMHA executive shall be allowed to cast one vote with the exception of the President who may only vote in the event of a tie in which he/she may cast the deciding vote. NEW 2009

5. **ARTICLE FIVE - MEMBERSHIP**

5.1 Membership shall be defined as one of the following persons:

- A) A parent or legal guardian of a child currently registered and playing in South Grenville Minor Hockey.
- B) A member of the South Grenville Minor Hockey executive.
- C) A person, 18 years of age or older who is currently officiating (referee or linesman) within the South Grenville Minor Hockey Association.
- D) A person currently registered as a member of a bench staff within the South Grenville Minor Hockey Association.

6. **ARTICLE SIX - MEETINGS**

6.1 The regular Executive meetings are open to the public but only Executive members will have a vote on matters pertaining to SGMHA. The times and locations of meetings are to be decided at the first general meeting of the new Executive. **The minutes of each meeting will be posted on the SGMHA web site as soon after the meeting as possible so the members are updated on decisions or changes made at these meetings. (New 2007-2008)**

6.2 The Annual General Meeting will be held as soon as possible after the completion of the year's program and activities.

6.3 A special meeting may be called by the President, or in the President's absence, the Vice-President, for the purpose of handling any business which must be handled before the next Annual General Meeting. Constitutional changes will be permitted at any special meeting. Special meetings must be announced in the same way that an AGM is announced, following the same guidelines. Every effort must be made to have as many members of SGMHA present at any special meeting.

6.4 A quorum of 50 + 1% (fifty plus one percent) members of the Executive, in filled positions, must be present at any meeting of the Executive before it may deal with matters of the Association.

6.5 Anyone participating in or using equipment or facilities of the SGMHA do so at their own risk. The SGMHA will not be liable or responsible for any injuries or damages resulting from the use of the Associations equipment or participation in any of their activities.

7. **ARTICLE SEVEN - ELECTIONS**

7.1 A) The election of Executive officers shall be conducted at the Annual General Meeting. Candidates for all positions must be nominated and seconded by members of the SGMHA, and voting shall be by ballot.

7.1 B) Every member of the SGMHA in good standing shall have a vote. A person may be elected by acclamation if there is no other candidate for the position. In the event that a position remains vacant after the AGM, the President shall have the power to appoint candidates based on the recommendation of the executive members at hand.

7.2 In the event that a member of the SGMHA Executive resigns or is unable to continue his/her term of office, or fails to perform his/her duties, the criteria as set out in 7.1B shall be exercised.

7.3 If an executive member is unable to attend a regular meeting, a written report is to be submitted to the secretary prior to the meeting.

8. **ARTICLE EIGHT - AMENDMENTS**

8.1 Any amendment of the Constitution must be made at the Annual General Meeting and requires a 2/3 majority vote of members present at the meeting. By-Laws can be amended or struck at the Annual General Meeting with a majority of 50 + 1% present at the meeting. Thirty days prior to the Annual General Meeting a notice is to be published requiring that anyone wishing to make a motion or an amendment to the Constitution shall do so in writing to the Secretary of the Association within 72 hours prior to the meeting. Copies of the Constitution and By-Laws requiring discussion or change would then be reviewed at the Annual meeting. **A brief guide describing how to submit an amendment or motion will be posted on the SGMHA web site. (NEW 2007-2008)**

**SOUTH GRENVILLE MINOR HOCKEY ASSOCIATION
BY-LAWS 2009 - 2010**

1. BY-LAW 1 - RULES

1.1 TEAMS, TEAM SIZE and PLAYER SELECTION

A) Based on the recommendation of the Registrar and the Division Convenor, the Executive will set the size of the teams including the number of goalies per team. Where possible, teams will consist of a minimum of 15 players (including 1 or 2 goalies). However, based on the amount of registrants, teams may be filled to a maximum number of 17 + 2 players as per ODMHA guidelines.

B) All team lists will be handed over to the Registrar who will ensure that all teams are duly registered in a timely manner. The Registrar will return certified lists to the Division convenor for distribution.

1.2 "B" REP AND "B" HOUSE TEAMS

A) The coach will select their team with the assistance of at least 2 hockey knowledgeable evaluators who are NOT associated with any part of SGMHA in a manner which may be construed as being a conflict of interest.

B) Upon making cuts (where applicable) each player should be notified individually of his/her acceptance or rejection **in writing. Coaches should not use personal attributes as reasons, be specific in regards to his/her hockey ability, and what he/she needs to work on. (New 2007-2008)**

C) Preliminary cuts must be made following the completion of the 2nd scheduled tryout session, reducing the maximum players in the remaining tryout sessions to no less than 20 per team being drafted. The preliminary cuts are those players who have NOT made the team. If less than 20 players attend try outs then all players will remain until the final cut. In such instance the total number of tryout ice times may be reduced. **JULY 27/09**

D) Coaches must notify each player of his/her next ice time.

E) There will be a 72 hour grievance period following the final ice time. See Grievance Procedures as to the process of filing a grievance regarding player selection.

F) Once all of the rosters have been finalized, the coaches shall endeavor to submit to the Division Convenor a list of their final 5 cuts. This must be completed before the start of the regular hockey season. **JULY 27/09**

G) The Coaches of the "B" Rep and "B" House teams of each level will be responsible for running one (1) of the conditioning camp ice times. The Division convenor should only be responsible for organization and co-ordination of the camps based on registrants in their respective divisions.

Novice / Atom B & B HL

Bantam / Pee Wee

Atom / Novice

Minor Midget / Major Midget

Pee Wee / Bantam

H) There is no posting of team lists as a means of communicating your choices.

1.3 ALL "C" HOUSE TEAMS

A) All "C" House teams are to be made up by a draft of eligible players. The order of the draft will be determined by the toss of a coin. For the purpose of the draft, each player should be categorized as to ability by the coaches, the division convenor and the hockey development persons. All coaches must draft their son(s)/daughter(s) as a first pick and the other teams will select a player of equal caliber to match this first selection. All "C" House League drafts will be attended by the President or Vice President or, in their absence, the Past President. Every effort will be made to ensure the equal distribution of talent amongst all teams. If need be, an exhibition game will be played to ensure equality.

B) All coaches must participate in the draft of his/her own players. All drafts should be completed by the first week of October. A sample draft would be as follows:

1st round Team 1 - Team 2

2nd round Team 2 - Team 1

3rd round Team 1 - Team 2

This can be extended to a 3 or 4 team draft if required.

C) If the "C" house league teams are obviously unbalanced, the Convenor should attempt to rectify the situation by changing players from one team to another. Any changes after this date become the responsibility of the Rules & Discipline committee.

D) All boys and girls on house league teams must have reasonably equal ice time during the regular season. For playoffs, crucial and tournament games, coaches may deviate from this rule, but caution along with discretion must be used.

1.4 COACHES

A) Convenors should have their coaches before the hockey season starts.

B) Selection of Coaches: (New 2009)

The deadline for coaches applications for the hockey season shall be July 1st and all Applications are to be submitted to the Rules and Discipline Chairperson. The

Chairperson of the Rules and Discipline shall organize a coaches selection committee to interview the applicants and make recommendations. The Chairperson of the Rules and Discipline shall bring forth to the SGMHA Executive all recommendations. The Executive will take the recommendations under advisement along with all pertinent information and shall select the coaches for the upcoming season. Where vacancies exist, the SGMHA Executive will attempt to recruit possible candidates and forward these names to the Chairperson of Rules and Discipline. All coaches will be interviewed for a coaching position and all applications must be completed BEFORE consideration will be given. An application is considered to be complete when all required documentation is attached.

C) Coaches Selection Committee:

Under the guidance of the Chairperson of Rules and Discipline, a sub-committee of the SGMHA Executive shall be put in place to recommend hockey knowledgeable people who may form the "Coaches Selection Committee". This sub-committee may include various members of the current executive. The "Coaches Selection Committee" will interview and submit a report to the Chairperson of the Rules and Discipline outlining their recommendations.

D) A Coach, Assistant Coach or Trainer shall be allowed to hold one position on a team (i.e. A coach could not also be a trainer, trainer can not be a coach).

E) Coaches of "B" Rep and "B" House league teams must have their roster completed at the end of the final try out ice time. Failure to do so shall result in the final selections being made by the Division convenor.

F) Each team registered with SGMHA will be allowed a maximum of 3 exhibition games in a season paid for by the Association. All costs (including officials) incurred with additional exhibition games shall be the sole responsibility of the team.

G) Coaches/Managers must call the Referee Scheduler to book referees for all their games. A league schedule for the season should be provided to the Referee-in-chief or Referee Scheduler by the Coach or Manager as soon as it is received from the Upper Canada League.

H) The Division Convenor must ensure that the Coaches arrange for minor officials to look after the time clock and game sheets for all games. It is the coaches responsibility to see that a number of responsible individuals are trained in the use of the clock so that they can be called upon to look after the clock and game sheets during the year. NOTE: Minor Officials must be 14 years or older to be an official scorekeeper. Coaches/Managers should encourage opposing teams to place a responsible person in their penalty box during regular league games.

I) Coaches are responsible for ensuring all bench staff (Managers, Trainers, Assistant Coaches, and on-ice helpers) are properly certified, and have been approved by the Chairperson of the Rules & Discipline and the Registrar, prior to performing their duties.

Coaches are ultimately responsible for actions of all players and bench staff as per ODMHA rules and regulations.

1.5 GENERAL

- A) All coaches and managers must inform their division Convenors, who must investigate, why a player is a repetitive absentee. This effort is to be made in an attempt to keep our boys and girls in Minor Hockey.
- B) Any player who tries out for, and is chosen for a rep team, and after making the team, decides because of personal reasons, not to play on this team, will be placed on a team by the Rules & Discipline Committee. This will apply also if the player is dropped as a result of disciplinary action. If a player is granted permission to try out in a higher division and doesn't make that team, he/she will remain in the upper division playing in a lower level.
- C) Any Player movement in SGMHA must be finalized by December 15th. All special consideration cases will be dealt with by Rules & Discipline Committee. Any overage players must be approved by the Upper Canada Minor Hockey League.
- D) Affiliation rules are governed by the ODMHA and can be found in the ODMHA handbook. Affiliation forms can be found on the ODMHA website - <http://odmha.on.ca>.
- E) Any team participating in a game outside of the ODMHA jurisdiction (e.g. Massena, Belleville, etc) must have a travel permit signed by the District 1 Chairperson or designate. To travel to the USA, an ODMHA travel permit is required. Signing authority for SGMHA is the President or his/her designate and the District 1 Chairperson or their designate.
- F) All Managers from South Grenville Minor Hockey teams, must hand in a detailed expense statement to the players and coaches of their respective teams and a copy to the Convenor at the end of league play. **(NEW 2007-2008)**
- G) All managers shall be provided with a manager's package which will contain copies of the SGMHA, UCMHL and ODMHA constitutions. They will also be provided with a list of duties and responsibilities. **NEW 2008**

2. BYLAW TWO - RULES AND DISCIPLINE COMMITTEE

2.1 No initiation rites will be performed on ANY PLAYER within the SGMHA.

2.2 Conduct detrimental to SGMHA may result in suspension to players, managers, trainers, and or coaches and referees. A division Convenor or Referee-in-Chief may levy a maximum of 2 games suspension and must report them to the Rules & Discipline Committee immediately. Any second time offender must appear before the Rules & Discipline Committee.

2.3 Records on Coaches and Players be kept up to date regularly. All complaints are to be given

to the Rules & Discipline Committee.

2.4 GRIEVANCE PROCEDURE:

Any person having a grievance with the SGMHA shall follow the procedures listed below:

- A) Wait 24 hours before bringing complaint forward (required to ensure a cooling down period has been observed). Persons must observe this procedure otherwise be subject to disciplinary action by the Rules & Discipline Committee.
- B) Discuss the complaint with the team Coach or Manager.
- C) Discuss the complaint with the Division Convenor.
- D) Submit the grievance in writing and a cheque for \$25.00 to the Rules & Discipline Committee.
- E) NOTE: There will be no action taken unless proper procedures have been followed. It is not necessary to follow steps 2.4.a) through 2.4.c) if the grievance can be settled in either 2.4.a), 2.4.b), or 2.4.c) in that order. Grievances submitted in writing at steps 2.4.d) must be resolved within 7 days by a quorum of Rules & Discipline Committee Members.

2.5 SUPPLEMENTARY DISCIPLINE

- A) A Coach/Manager may levy only one (1) game suspension for disciplinary reasons. All suspensions must be reported to the Rules & Discipline Committee Chairperson. Any second time offender must appear before the Rules & Discipline Committee.
- B) Any player who receives a game suspension could have such suspension matched by the Rules & Discipline Committee.
- C) Players, Managers and Coaches suspended by arena officials will be suspended from all active SGMHA hockey for the duration of the suspension.

2.6 GENERAL

- A) All SGMHA, UCMHL, District 1, ODMHA, ODHA and Hockey Canada Rules apply in the sequence provided.
- B) Coaches, Managers, Trainers and Players must show respect for officials at all times or be subject to disciplinary action by the Rules & Discipline Committee. Minor Officials must also show respect or face the same results.
- C) As per ODHA/ODMHA no one is allowed in the referee rooms unless in a supervisor capacity. **JULY 27/09**
- D) Any Coach, Manager, Player or team official entering the referee's room to dispute a ruling will automatically be suspended for 5 games over and above any

