

**Aylmer Minor Hockey Association**

**Constitution and By-Laws**

**2009- 2010**

*Mission Statement: "A.M.H.A will provide a recreational and competitive hockey program for all registrants."*

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## **Article 1 : Name**

### **1.1**

The name of the organization shall be “Aylmer Minor Hockey Association” herein after referred to as A.M.H.A.

### **1.2**

AMHA shall abide by and comply with the constitution of AMHA and the rules and regulations of the OMHA. AMHA shall abide by all by-laws and provisions as set out by the ministry of Commercial and Consumer Affairs as an incorporated organization formed in 1990.

## **Article 2 : Constitution**

### **2.1**

This constitution was adopted by the AMHA board on the eleventh day of September 1972. The current edition was approved on November 18<sup>th</sup>, 2008.

### **2.2**

All revisions to the constitution will be made at the regular meeting in June. If during the year, an immediate constitution change is deemed necessary the proposed change or changes must be presented for discussion at the next general meeting called by the President. Notice of the proposed changes must be published and distributed to each board member at least one week prior to the next directors meeting.

### **2.3**

All proposed revisions to the constitution must be presented to the constitution committee in writing by June of the current year.

### **2.4**

Copies of the proposed revisions will be available July 1<sup>st</sup> to each director.

### **2.5**

Any amendments to the proposed revisions must be presented to the secretary in writing prior to the July meeting.

### **2.6**

All proposed revisions must be presented at the July meeting by the person/committee proposing such and stating the reason for the change.

### **2.7**

Revised copies of the constitution with all the changes will be provided to each board member at the regular meeting in August.

## **2.8**

A reference copy of the current constitution shall be made available at the Aylmer Library and in the minor hockey room at the arena by the constitution committee.

## **2.9**

Let all reference to the words "House League/Local League" also include "Local League"

## **Article 3: Annual Meeting**

### **3.1**

The AMHA's annual meeting shall be held in May of each year, the date to be set by the executive.

### **3.2**

The main purpose of the annual meeting shall be to conduct any business relating to the previous fiscal year (May 1<sup>st</sup>-April 30<sup>th</sup>) and for outgoing members to conclude any unfinished business before passing on their files to the new board.

### **3.3**

Elections of the new board members may be held at the annual meeting in May or at the discretion of the board, up to two months prior to the annual meeting to allow newly elected members time to become familiar with board procedures. Providing that advertising has been done for the previous two weeks in the Aylmer Express as well as posted notices in the Aylmer arena stating that new members will be elected to the board on that date. If the meeting to elect new members is in March, it must not be done during the March Break. If advertising is not done, then no election will take place. Regardless of when elected, new board members carry no voting privileges until after the annual meeting has been adjourned.

### **3.4**

Directly following the adjournment of the annual meeting, the board of directors shall conduct an election of an executive for the next term. The term of the executive shall expire at the conclusion of the following annual meeting.

### **3.5**

Elections shall be conducted by secret ballot, one per voting delegate. Any candidate for director or delegate eligible to vote for directors must be of legal age. Any board member can join if he/she is out of the jurisdiction, providing they have a child playing in the AMHA association.

## **Article 4: Board of Directors**

### **4.1**

The AMHA Board of Directors shall be composed of a maximum of (22) twenty-two directors and (1) one past president. Eleven directors should be elected annually for a (2) two year term. A term shall be from annual meeting to annual meeting.

## 4.2

The board of directors shall elect a president, vice president, secretary and treasurer from the directors. Their terms of office shall not exceed one year. Under no circumstances shall the president, vice president, secretary or treasurer hold the same office for more than (4) four consecutive years.

## 4.3

In the event a director resigns from the AMHA board prior to the expiration of his/her term, a new director may be appointed by the executive.

## 4.4

The past president will be an honorary position on the board of directors with full voting privileges.

## 4.5

The position of past president and its privileges will be for (1) one year immediately following the year served as president.

## 4.6 a)

A member of the board of directors not attending 60 percent of the AMHA general meetings must be re-elected to retain their position at the next election of directors, unless excused by the board. Any member of the board of directors, who misses three (3) consecutive meetings without good reason, shall be contacted by the president and with the approval of the board shall tell the person their term with the board is terminated.

## 4.6 b)

Any director who is appointed as in Art.4 Section3, when there is not 60 % of the current year remaining must stand for election at the next annual meeting.

## 4.7 a)

The executive committee shall select the following committees:

Banquet & Trophy Committee	Elimination Draw Committee	Float & Picture Committee
Nomination Committee	Registration Committee	Coaches Selection Committee
Hockey Development Committee	Constitution Committee	Equipment Committee
Fund Raising Committee	OMHA Representative	Supervisory Committee
Waiver Committee	Tournament Committee	Webpage Committee
Southern Counties Rep	Ice Convenor	Reunion Game and Dance Committee
Flamewear Committee	Travel Local League Convenor	Spring Hockey Committee
House League/Local League/ Selection Committee	Grievance, Disciplinary and Conduct Committee	

These committees must be formed and in place by the June meeting.

## 4.7 b)

Be it resolved that every executive and board member be required to sit on one fund raising event, therefore the original fund raising committee be divided into events.

#### **4.8**

The signing authority of AMHA for all financial transactions shall be the treasurer and any one of the president, vice president, or secretary as designated by the executive.

#### **4.9**

The supervisory committee shall consist of three (3) directors, none of which are of the executive. The supervisory committee shall check the financial records Bi-annually on November 1<sup>st</sup> and year end.

#### **4.10**

All members of the AMHA board of directors will abide by all duly authorized decisions of the board and the rules and regulations set forth by this board. Failure to do so by any member of the board of directors will be referred to the grievance, disciplinary and conduct committee for consideration.

### **Article 5: The Executive Committee**

#### **5.1**

The executive committee will consist of the president, vice president, secretary, treasurer and past president.

#### **5.2**

The president shall preside at all meetings of the AMHA and preserve order, and shall decide all questions of order. The president shall have the right to vote at all elections of new members and, when the board members are equally divided on other questions, shall have the deciding vote. The president shall appoint all committees when insufficient volunteers are available and be the ex-official member of all committees.

#### **5.3**

The vice president shall perform duties of president in the event of his/her absence or illness.

#### **5.4**

The treasurer shall be responsible for records of all accounts receivable and payable. The treasurer shall keep an accurate account of all monies received and disbursed and report the same at each meeting. The treasurer shall present a year end financial statement at the May meeting.

#### **5.5**

The outgoing treasurer shall present a year end financial statement to the AMHA auditor and supervisory committee for review.

#### **5.6**

The audited year end financial statement is to be presented to the board for approval at the June meeting.

#### **5.7**

The secretary shall keep an accurate record of the proceedings at all AMHA meetings and executive meetings

and shall conduct other such business as necessary for the welfare of the association as directed by the executive committee. The secretary in the absence of the president and the vice president and at the directors meeting shall appoint a secretary for said meeting and chair that meeting.

## **Article 6: General Meetings**

### **6.1**

The AMHA directors meetings will be held on the third Tuesday of each month. The May meeting will be designated the annual meeting. Notice to the general public must be advertised in the local paper as to where and when the AMHA annual meeting is. The annual meeting must be posted 2 weeks prior to meeting.

### **6.2**

The date of the monthly directors meetings may be changed from time to time at the discretion of the executive committee.

### **6.3**

Any additional meetings required to conduct the business of the AMHA will be called at the discretion of the president or at the discretion of the vice president in the president's absence.

### **6.4**

For all directors meetings, the secretary will notify all AMHA directors in writing at least two weeks prior to the meeting, providing each with an agenda of that meeting and the minutes of the previous general meeting.

### **6.5**

All AMHA directors meetings shall be open to the public. Matters pertaining to Personal or finances of a confidential matter shall be the exception. Any business which may arise prior to the directors meeting, which may be of an exclusionary character, shall be discussed and decided by the executive committee as to whether it should be discussed further with the remainder of the AMHA board only.

### **6.6**

All legal motions arising at any general meeting shall be decided by a majority of voters (except as noted in selection of coaches). In case of an equality of votes, the president (or person presiding) shall cast the deciding vote. All votes at any such meeting shall be taken by ballot if so requested by any director present, but if no demand is made, voting shall be by assent or dissent. A declaration by the president (or person presiding) that a motion has been carried or defeated shall be entered in the minutes without recording the number or proportion of votes recorded.

### **6.7**

During the minor hockey season the secretary shall post notices of meetings and an agenda in the East Elgin Community Complex (hereafter described as the EECC). A reference copy of the minutes for the previous board meetings shall be made available in the minor hockey room in the EECC following their approval at the monthly general meeting of the board of directors.

### **6.8**

All written correspondence requiring a response from the board of directors will be composed and sent by the

executive committee following the general meeting at which the matter was discussed and a decision rendered.

## **Article 7: Quorum**

### **7.1**

One half of the elected directors plus one constitute a quorum at any directors meetings. Two executive members must be present.

## **Article 8: Committees**

### **8.1**

Committees enhance the effectiveness of the executive and promote involvement within the association. Issues and concerns can be efficiently addressed and decision making in a smaller group is easier and quicker. Resolutions, recommendations and decisions are to be brought to the executive and board of directors for ratification approval or denial. All committees shall consist of at least (3) three members, depending on availability, at least two of which must be members of the board of directors. Upon approval of the AMHA board, non members can participate in committees.

## **Article 9: Auditors**

### **9.1**

The auditors for the AMHA shall be appointed or elected at the annual meeting.

## **Article 10: All Star/AE/Select Coaches**

### **10.1 a)**

Starting the 2009-2010 season and moving forward, the AMHA resolves that coaches be selected by committee, called the Coaches Selection Committee, which consists of 7 people by the board plus the President or Vice President

### **10.1 b)**

The Coaches Selection Committee shall be elected by the board at the Annual General Meeting through nominations and secret ballot when required

### **10.1 c)**

The selection of coaches is done by the Coaches Selection Committee and applies to all divisions in both Local League and All Star (rep) as well as IP, Jr. Tyke, and Tyke divisions

### **10.1 d)**

All coaches selected by the Coaches Selection Committee must then be presented to the AMHA board for approval

### **10.1 e)**

The Coaches Selection Committee must have a minimum of 5 people in attendance when each interview is

conducted and each coaching decision is voted on plus the mandatory presence of either the President or Vice President

### **10.1 f)**

It is the Coaches Selection Committee's responsibility to advertise in any form they choose at least 2 weeks prior to the application deadline, including the newspaper.

### **10.1 g)**

If only 1 applicant is received for a travel team position the first time AMHA must re-advertise, if only 1 applicant the second time AMHA will discuss and approve or reject the applicant. The selection of any all star or AE coach shall not take place until all candidates have been interviewed. The board however shall be able to proceed with a vote three months after the deadlines above in section a) even if all candidates have not been interviewed.

### **10. 2**

Any director applying to coach a team must leave the meeting room while his/her application is being discussed. Also any director who plans to be part of any candidates coaching staff for the division being discussed must also leave the Room. Any director who votes for a candidate in a division shall not be approved to be part of the coaching staff in that division. As long as a director doesn't vote for a candidate they may be considered to be approved as part of the candidates coaching staff.

### **10.3**

Any director applying for the position of coach may not vote for the position he/she is applying for.

### **10.4**

Any replacement of a coach must be determined by a vote of the directors.

### **10.5**

All coaches will pick their own managers and trainers who must be approved by the board of directors.

### **10.6**

The OMHA representative is responsible for coordinating all star and AE activity, and must make all coaches aware in writing, that they are responsible for the team uniforms and equipment belonging to AMHA.

### **10.7**

All coaching, training certification is the sole responsibility of the coaching applicants. The OMHA/Southern counties representative will inform all approved coaching staff when and where clinics will be held to assure certification. AMHA will pay for all required coaching and trainers' clinics. Any candidate wishing to attend non required clinics and wishing financial assistance must be pre-approved by the AMHA board.

### **10.8**

All coaches, managers and trainers must abide by all rules and decisions set down by the AMHA and are

subject to suspension or dismissal for failure to comply with these rules and regulations.

## **10.9**

Any disciplinary matters arising under section 10 (8) will be referred to the Grievance, disciplinary and conduct committee for consideration.

## **Article 11: House League/Local League Coaches**

### **11.1**

HL/LL coaches will be selected by the board of directors in the same manner as article 10 section 1 a)

### **11.2**

The Coach Selection Committee will make all coaches aware in writing that they are responsible for the team uniforms and equipment belonging to AMHA. It is also their responsibility to advise all house league/ local league coaches of the AMHA rules.

### **11.3**

All coaches, managers' trainers must abide by all rules and decisions set down by the AMHA and are subject to dismissal or suspension for failure to comply with these rules and decisions.

### **11.4**

Any disciplinary matters arising under section 11 (3) will be referred to the grievance, disciplinary and conduct committee for consideration.

## **Article 12: Insurance**

### **12.1**

AMHA will not be responsible for hospital or medical insurance available to players from the government.

### **12.2**

AMHA is responsible for acquiring adequate accident insurance for registered players where this insurance is available at a reasonable cost.

### **12.3**

AMHA will be responsible only to their limits of their coverage.

### **12.4**

Liability insurance will be carried by the AMHA for the protection of their representatives.

### **12.5**

Only participants properly registered with AMHA will be allowed to participate in AMHA sanctioned

activities, as determined by the registration committee.

## **Article 13: Players**

### **13.1**

Players must be four (4) years of age before January 1<sup>st</sup> of the next calendar year to be eligible to play in AMHA.

### **13.2**

Players, parents or guardians will be responsible for their own registration fee, equipment and insurance unless otherwise provided by AMHA.

### **13.3**

Players Code:

A] I will play hockey because I want to, not because others want me to.

B] I will play by the rules of hockey as set down by the governing bodies and in the spirit of the game.

C] I will represent AMHA and my community in a responsible manner.

D] I will control my emotions-fighting and “mouthing off” can spoil the activity for everybody.

E] I will do my best to be a true team player.

F] I will remember that winning is not everything—that having fun, improving skills, making friends and doing my best are also important.

G] I will respect my teammates and opponents and officials.

H] I will remember that coaches and officials are there to help me. I will accept their decisions and show respect.

## **Article 14: All Star/AE Teams and Players**

### **14.1 a)**

There may be as many All Star/AE teams in AMHA as the board sees needed for any year.

### **14.1 b)**

A player would have to be cut from an all star team tryout in order to try out for an AE team. (A player who wants to play on an AE team must first try out for an all star team).

### **14.1 c)**

AMHA will not ice an AE team in a division if there are not 65 or more registrants in that division in total.

### **14.2 a)**

All all star teams will play in the league best suited to them.

## **14.2 b)**

Players who are deemed capable by a committee of playing for either an all star team or an AE team and are not willing to do so may be bumped up to the next division in house league/local league. The committee will consist of the president, vice president, all star coach of the division, one member of the previous years' registration committee, OMHA representative and one parent. All of which have one vote.

## **14.3**

Every all star/ AE team will be comprised of a minimum of eleven (11) players and the maximum to be governed by the OMHA rules and regulations. If in accordance with the OMHA rules of the current hockey season, an all star/AE coach may not add or drop any players except in the case of sick/injured/disciplined or absent players.

## **14.4**

When a player is moved from local league to play all star/AE, the player he/she replaces will go to the house league/ local league team that in the opinion of the head office will keep a competitive balance in the local league division.

## **14.5**

Any movement of players between all star/AE and house league/local league teams must be approved by the registration committee and the OMHA representative.

## **14.6 a)**

Players playing for two (2) all star/AE teams will be governed by the OMHA constitution with the understanding that a player must play in his/her division first.

## **14.6 b)**

When one or both teams are in the OMHA playoffs the coaches wishing to use affiliated player(s) must first try to get permission to use the affiliated player(s) from the carded players coaching staff. If permission cannot be agreed upon by the two coaching staffs, it may be brought to the AMHA board of directors and they will make a decision in the use of the player(s) in question. The team that wants to use the affiliated player(s) must contact the president or vice president or southern counties representative to let them know that an agreement can't be reached on the use of an affiliated player(s). An emergency meeting may be called immediately in order to deal with the situation. A quorum is not needed for this meeting. No board member who is part of the coaching staff from either team or has a son/daughter on either team will be allowed to vote in the situation. After the board has heard both sides of the case, the board will make a decision which is in the best interest of the player(s) in AMHA. A vote will take place by ballot.

## **14.6 c)**

If the same case is brought up a second time, the same policy as above will be used in making a decision. The board will have the power to grant or deny the use of the player(s) for the rest of that OMHA series.

## **14.7**

All teams entering tournaments must first get approval from the AMHA.

#### **14.8 a)**

All star/AE teams may enter as many tournaments as they wish but AMHA shall not provide any funding for these tournaments. No all star/AE fees will be collected as additional registration.

#### **14.8 b)**

AMHA shall try and provide a tournament for each division of all star/AE that is registered with OMHA in the current year. The tournament committee will book into OMHA each year a tournament for each division no later than June 30<sup>th</sup> of the current year.

#### **14.9**

AMHA will not be responsible for transportation to and from games except if special situations occur. Representation can be made by the coach and manager to the AMHA board of directors.

#### **14.10**

Goalies will not be able to play local league as out players in those divisions which require signing carded goalies. If AMHA should have an in-house local league in peewee, novice or atom all goalies on the AE or rep teams will be able to play as out players in their division of house league/local league.

### **Article 15: House League/Local League Teams and Players**

#### **15.1**

Guidelines for house and local league (hereafter referred to as local league) team selection

A) The number of teams will be based on the number of players trying out

(Article 14 section 1b will be the base for this number)

I.e. 51 players = 3 teams of seventeen, 36 players = 3 teams of 12

B) Team selections will be made by a team selection committee. The committee will be made up of:

- i) The coaches of the teams being selected who are approved by the board of directors.
- ii) The house league/local league chairperson
- iii) One additional knowledgeable person appointed by AMHA.

C) The on ice activities will be a joint effort of the coaches of the teams being selected.

D) After warming up, players will be put through a number of drills. These drills are intended to allow the selection committee to grade the players' ability. Different drills may be required for forwards and defence.

E) Players are graded as goalies, defence: d1, d2, d3 etc. (greater to lesser ability) and forward: f1, f2, f3 etc. (greater to lesser ability)

The selection process will be as follows (example based on three teams):

a) One or two goalies (as available) are assigned to each team. No team will be formed without a permanent goalie. {As stated in the OMHA operations manual}

b) The remaining players will be assigned as follows:

Team 1- d1, d6, d7, d12, f1, f6, f7, f12

Team 2- d2, d5, d8, d11, f2, f5, f8, f11

Team 3- d3, d4, d9, d10, f3, f4, f9, f10

Etc until all players have been selected. The intended result is to have balanced teams.

c) Once teams are selected, and only after teams are selected, coaches will be assigned each team.

d) MINOR adjustments can be made at this time to allow coaches to coach their own child.

e) After the first round of play or as close to, and possibly at other times through out the season, the house league/local league chair person will meet with the coaches to determine if further team adjustments are required.

f) No movement of players will take place after picture day.

## **15.2**

House league/Local league teams entering tournaments must first get approval from the AMHA executive.

## **15.3**

One of the principles of the AMHA is that every house/local league player is entitled to equal share of ice time. The equal ice principle applies to the entire game in both regular season and play-offs. All house/local league coaches shall agree to abide by this EQUAL ICE TIME POLICY or will be sanctioned by the board of directors following proven written or verbal complaint.

## **15.4**

The OMHA initiation program shall be the entry level for the minor hockey Program for AMHA.

## **15.5**

AMHA, when registering numbers permit will offer an Initiation Program, a Jr. Tyke Program, and a Sr. Tyke Program.

Games for children playing in the Initiation Program will not take place until after the Christmas break and cannot exceed 8 games for the AMHA season plus one tournament (which will not be funded by AMHA).

It will be the responsibility of the coaches / instructors to provide games for all players in Jr. Tyke and Sr. Tyke unless there is a formal league available. The Jr. Tyke level of hockey will not play games until the month of November and will adhere to the AMHA / AMHA rules and regulations at the Aylmer Complex. The Jr. Tyke level of hockey will be allowed to participate in a maximum of two tournaments for the AMHA season. The Sr. Tyke level of hockey will be allowed to participate in a maximum of three tournaments for the AMHA season (Jr. and Sr. Tyke tournaments will not be funded by AMHA).

## **Article 16: Game Regulations**

### **16.1**

All games will be played under the rules and regulations set by the AMHA, OMHA and the CAHA.

## **16.2**

Referees for all games will be the responsibility of the registration committee or OMHA rep unless referees are appointed by the OMHA for out of town teams.

## **16.3**

When possible, referees from the Aylmer Referees Association will be used.

## **Article 17: General Rules and Regulations**

### **17.1**

No money will be paid by any coach to any players.

### **17.2 a)**

All ice times shall be booked through one representative of the board in conjunction with the complex manager. All ice time requests must be approved through this board member.

### **17.2 b)**

All unused ice times will be reported to the board at each monthly meeting. If there is a question as to payment responsibility, the board will send the president to investigate the reason for the discrepancy. All payments of questioned cancellations or disagreements of responsibility shall be held in abeyance by the treasurer until the president gives his/her report on the conflict or the resolutions.

### **17.2 c)**

The board of directors will do everything in its power to assure that it abides by the ice users agreement as set out by the EECC board of management or their representatives.

### **17.3**

Any individual awards made to any player playing minor hockey must first be approved by the executive.

### **17.4**

Minor hockey players and coaches must refrain from smoking, consuming alcohol and/or using profane language in the dressing rooms at all times as well as abstaining from abusing arena property.

### **17.5**

Failure to obey these rules will result in referral to the grievance, disciplinary and conduct committee for consideration.

### **17.6**

Return mileage will be paid at the rate set in the OMHA manual of operations (for referees) to representatives of AMHA who drive to an out of town meeting.

## **17.7**

Hockey tournaments will not interfere with house/local league play. Time lost by tournaments must be made up to the house/local league teams during the current season.

## **17.8**

AMHA colours shall be red, white, black and gold.

## **17.9**

Releases may be granted to any player wishing to play for a junior team in another center ranked category D or higher. The fee for release to a junior team will be in accordance with the OMHA release fee scale as defined in the most current OMHA manual of operations. Releases will not be granted to any player with a signed OMHA player all star card unless approved by the board of directors.

## **17.10**

Alcoholic beverages will not be consumed on any bus transporting an AMHA team.

## **17.11**

Team Fund Raising:

- 1) No team within AMHA shall conduct any type of fund raising without the prior written consent of AMHA board. Consent for each event must be obtained on a yearly basis.
- 2) No team within the AMHA shall accept funds or donations of funds from any outside fund raising without the written consent of AMHA.
- 3) Any and all fund raising within AMHA shall be done in accordance with all local provincial and federal bylaws, laws and statutes.

## **17.12**

That all AMHA teams that are still playing hockey in any playoffs will be afforded one practice time each calendar week after the regular ice allotment has ended at the expense of AMHA until they have been eliminated from the playoffs

## **Article 18: House League/Local League Awards and Trophies**

### **18.1**

The annual selection meeting for house/local league awards will be held at the end of the season. This meeting will be convened by the chairperson of the trophy committee.

## **18.2**

The awards selection committee is made up of:

- a) The trophy committee
- b) The head coach
- c) One coach from each of the house/local league teams

## **18.3**

Nominations for individual awards are to be made by team coaches and the chair person of the HL/LL selection at their discretion. Team coaches are permitted to make one nomination per award only in the division in which they coach. The registration committee may also nominate one player per award per division.

## **18.4**

Each member of the awards selection committee shall be entitled to one vote per award. House/local league coaches may only vote for awards in the division in which they coach. Committee members who have a son/daughter nominated for an award must declare a conflict of interest and are not permitted to vote for that specific award.

## **18.5**

Any player in AMHA may receive only one trophy per season.

## **18.6**

House/local league awards are as follows:

- a) Most valuable player
- b) Most improved player
- c) The player showing effort, dependability and sportsmanship

Each of the above awards will be awarded to one player in each house/local League division.

## **18.7**

House/local league memorial trophies:

- a) The D. Logan Memorial Trophy (for peewee and bantam)
- b) The Jeff O'Brien Memorial Trophy (to the player in bantam showing dedication and sportsmanship)
- c) The Jeff Bossuyt Award (undecided)
- d) The Howard Rowe Award (undecided)

## **18.8**

The house/local league coach of the year is to be nominated and elected by the members of the awards selection committee.

## **Article 19: All Star/AE Awards and Trophies**

### **19.1**

The annual selection meeting for all star/AE awards will be held at the end of the season. This meeting will be convened by the chairperson of the trophy Committee.

### **19.2**

The awards selection committee shall be made up of:

- a) The trophy committee
- b) The OMHA representative
- c) One coach from each all star/AE team

### **19.3**

Nominations for individual awards are to be made by team coaches and the OMHA representative at his/her discretion. Team coaches are permitted to make one nomination per award only in the division in which they coach. The OMHA representative at his/her discretion may also nominate one player per award per division.

### **19.4**

Each member of the awards selection committee shall be entitled to one vote per award. All star/AE coaches may only vote for awards in the division in which they coach. Committee members who have a son/daughter nominated for an award must declare a conflict of interest and are not permitted to vote for that specific award.

### **19.5**

Any player in AMHA may receive only one trophy per season.

### **19.6**

All star individual awards are as follows:

- a) Most valuable player
- b) Most improved player
- c) The player showing effort, dependability, and sportsmanship

Each of the above awards will be awarded to one player in each all star division.

### **19.7**

All Star Memorial Trophies:

- a) The Mike Pinch Memorial Trophy (for the juvenile player displaying sportsmanship and outstanding effort)
- b) The Mike Mooreman Memorial Trophy (for the juvenile player displaying sportsmanship and outstanding effort)

## **19.8**

The all star/AE coach of the year is to be selected by a vote of the all star/AE coaches and the AMHA board of directors.

## **Article 20: The President's Award**

### **20.1**

The AMHA president's award shall be awarded to an individual who has provided long outstanding contribution of any nature to AMHA.

### **20.2**

This award is to be nominated by the trophy committee.

### **20.3**

The recipient of the award is to be elected by the full board of directors when this award involves a current board member, the election can be held without the recipient's knowledge.

### **20.4**

This award is to be determined at the end of the hockey season.

### **20.5**

This award is not necessarily given each year.

## **Article 21: Bus Funding**

### **21.1**

Bus funding may be provided for semi-final and final OMHA games only.

### **21.2**

No bus shall be provided until travel exceeds 150 km. A school bus may be provided when travel is between 150 km and 200 km. A coach bus may be provided when travel exceeds 200 km. Distance calculations shall be from arena to arena. (All distances calculations shall be done using the internet by map quest or another internet service).

### **21.3**

Final decision on times and/or distance will be subject to board approval for the duration of the series. The AMHA shall only pay for the player's seats and up to 5 coaching staff members that have been approved by the board and that are registered with the OMHA.

### **21.4**

At least (2) two coaching staff members must be present on the bus or no bus shall be taken.

## **21.5**

Fans, parents and anyone else who rides the bus shall pay a fee to do so. (The fee will be determined as follows: If a bus costs \$1000.00 and there are 50 seats on the bus, the fee would be \$20.00 to ride the bus. If the bus was staying over night and a room had to be paid for for the driver – this cost would be added to the fee to ride the bus. Using the above example and if the room cost \$100.00, the fee to ride the bus would now be \$22.00).

## **21.6**

In addition to the players and coaching staff riding the bus there must also be at Least 12 extra fee riders when taking a school bus and 16 extra fee riders when taking a coach bus. It will be the team officials that will be booking the bus and it is their responsibility to make sure that they have enough people to ride the bus before it is booked. AMHA shall only pay for the player's seats, coaching staff seats and any seats that are empty beyond the 12 extra seats on a school bus and the 16 extra seats on a coach bus. If there are not 12 extra fee riders on a school bus or 16 extra fee riders on a coach bus either the team comes up with the money to pay for those seats or no bus shall be taken. (Rationale for extra fee riders on the bus: if only the players and coaching staff are going to be on the bus and the parents are going to drive there is no need for AMHA to provide a bus).

## **21.7**

Funding for a bus will be subject to board approval for the duration of the series.

## **21.8**

If a team decides that it would rather take a coach bus than a school bus then the team shall pay the difference in the cost. AMHA shall only provide enough funding as if the team was riding a school bus.

## **Article 22: Rules and Regulations for Committees**

### **22.1**

Any funds to be spent by the committee must have approval of the majority of the committee. The committee must submit a proposed budget of expenditures to the board of directors by the July board of directors meeting.

## **Article 23: Equipment Committee**

### **23.1**

The equipment committee is responsible for all equipment, including jerseys and all related hockey equipment.

### **23.2**

The committee is responsible for handing out jerseys and all related equipment to all of the coaches. All coaches are responsible, once assigned, for their team jerseys and all related equipment.

### **23.3**

All sales of used equipment and jerseys must have the approval of the majority of the committee.

### **23.4**

Under no circumstance is AMHA equipment to be loaned during non hockey season to other organizations or individuals without approved consent of the board of directors.

## **Article 24: Registration Committee**

### **24.1**

The committee must submit a proposed budget of all expenditures for the up and coming season. i.e.: referees, time keepers, practice helpers. This will be brought at the July meeting.

### **24.2**

The registration committee is responsible for the registration of all hockey players who wish to participate in the AMHA.

### **24.3**

The Coach Selection Committee will accept all applications for house/local league Coaches, trainers and managers on behalf of the board of directors.

## **Article 25: Grievance, Disciplinary and Conduct Committee**

### **25.1**

This committee should consist of a minimum of five (5) board members which include: the president, OMHA rep and the registration committee chairperson.

### **25.2**

The committee is responsible for dealing with all signed grievances that are submitted to them.

### **25.3**

The committee shall reach a decision on all valid grievances (as defined in article 25 (2)) submitted and give a recommendation to the board of directors at the next general meeting following their receipt.

### **25.4**

Conduct unbecoming of a board member or coach who are representing AMHA that is not already covered by OMHA will have a recommendation from the committee and must be voted on by the board of directors by secret ballot.

### **25.5**

Any valid grievances (as defined in article 25(2)) submitted to any board member shall be immediately referred to the chair of the grievance, disciplinary and conduct committee for that committee's consideration.

### **25.6**

The board of directors and the GD+C committee chairperson will reply to the valid grievance in writing within ten (10) days of the association's final decision on the result of the presentation or complaint. This document will be approved by the committee before being sent.

## **Article 26: Head Coach (if deemed necessary)**

### **26.1**

A tender for applications for head coach will be placed in the local paper each year by the nomination committee no later than June 30<sup>th</sup> of the current year.

### **26.2**

The board of directors will have a letter of agreement drafted with the job description available for all head coach applicants. The registration committee and no less than two (2) executive members are tasked with this for board approval.

### **26.3**

The head coach will be elected at a board meeting in the same manner as an all star/AE coach (article 10)

### **26.4**

The head coach of AMHA will seek the board's approval with regard to his/her assistants or helpers.

### **26.5**

The AMHA head coach will give a report to the board of directors at the monthly meeting either in writing or in person while the hockey season is operating.

## **Article 27: Life Membership**

### **27.1**

Any member of the board who has served for a total of 10 years or more may apply for life membership status.

### **27.2**

The current board, upon receiving a letter of intent must vote on the applicant and either accept or deny life membership to the individual.

### **27.3**

Upon Board Approval the Life Member will receive a plaque presented to him/her by the current AMHA President

### **27.4**

Life Members are NOT a part of the AMHA Board of Directors unless they wish to join the Board and are elected at the AMHA Annual Meeting and become active Board members

## **Article 28: Publication Policy**

### **28.1**

In order to protect the integrity of the AMHA youth hockey program, its officials, coaches, players, and parents/guardians:

No individual or group may represent AMHA directors, coaches, players, teams or parents/guardians in any public medium without the expressed consent of AMHA's board of directors. This includes but is not limited to newspapers, television, radio or internet. All team "reporters" must first put forward a presentation giving their purpose and objectives for said reporting. This privilege can be revoked if the board so deems at any time.

A copy of this policy will be made available to all team "reporters".

## **Article 29: Refunds / Late Registration**

### **29.1**

If a refund is desired, the individual player or parent / guardian must contact the AMHA board. The AMHA board will discuss the appropriate level of compensation.

### **29.2: Refunds**

10% of registration and bonds are not refundable (insurance expense)

If a player quits anytime in October 70% refund

If a player quits anytime in November 50% refund

If a player quits anytime in December 30% refund

There will be no refunds after December 31st

### **29.3: Late Registration**

A player signing up in October shall pay full registration and 100 % of bonds plus any applicable late fees.

A player signing up in November shall pay 80% of registration and 100% of bonds plus any applicable late fees.

A player signing up in December shall pay 80% of registration and 100% of bonds plus any applicable late fees.

A player signing up in January shall pay 80% of registration and 100% of bonds plus any applicable late fees.

Late registration will only be accepted if there is roster room.

Anyone registering in December will receive a reduced rate (50%) to their fundraising bond only if there are no other fundraising opportunities.