

PORT STANLEY MINOR HOCKEY ASSOCIATION

CONSTITUTION and POSITION DESCRIPTIONS



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ARTICLE 1- NAME

The Official name of the Association shall be “THE PORT STANLEY AND DISTRICT MINOR HOCKEY ASSOCIATION”

ARTICLE 2- AIMS AND OBJECTIVES

The purpose of the Port Stanley Minor Hockey Association (PSMHA), is to:

1. The objectives of the Port Stanley Minor Hockey Association are to promote, encourage and govern all age categories of minor hockey under the jurisdiction of the Port Stanley Minor Hockey Association. We are to protect the mutual interest of its members and to promote the highest standards in competition.
2. The aims of this Association are to promote a wholesome experience for all members involved with PSMHA, believing that values desired will assist in the total development of all involved.
3. We want to encourage all participants to conduct themselves fairly under all circumstances and conditions, to give their opponents a fair chance and not to take unfair advantage of them; to win modestly and to receive defeat graciously; give credit to the winning team and not question or dispute the referee’s decision.
4. It will be the responsibility of each coaching staff to develop the hockey skills of every player through participation in practice and games. The Port Stanley Minor Hockey Association is divided into three sections:
 - i) Initiation
 - ii) Representative
 - iii) Local League

i) Initiation

This program is for beginners and is designed for players up to 7 years of age. It includes basic drills and activities to get children started in hockey. The focus is on having fun, learning skills and developing confidence. As players progress they will be moved from Jr to Sr. IP to Novice. Movement typically occurs at the start of a season, but especially with older children could occur during the season itself. The Jr program will have many parent/guardian helpers, aided by a coach and the Convener, as selected by the Board. The Sr. program teams will have a full coaching staff similar to a regular team, and will focus on skill development of all players at all positions. The primary goal of Sr IP is to build on the foundations of Jr IP and prepare players for competitive games in Novice.

ii) Representative

This program is for the inbound Port Stanley Home Center players who seek to play in an advanced competitive environment for regional and provincial championships. This is “REP” hockey. In this program all players are entitled to a fair level of participation in all games.

However, no coach has the right to put winning above fair participation and player development. The coach's responsibility is to develop all his/her hockey players. It is expected that the regular season is for the development of all players. Playing time in tournaments and playoffs may increase or decrease as determined by the head coach.

iii) **Local League**

This program is for recreational players where no residential boundaries apply to participate. Each player shall receive, as near as possible "equal ice time" every game so they will develop their skills and a greater love of the game.

ARTICLE 3 – By-Laws

The By-laws of the Port Stanley Minor Hockey Association (herein after known as PSMHA) are as follows:

1. Interpretation:

In these By-Laws and in all other By-Laws of the Association hereafter passed, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural of the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

2. Membership:

a) General Membership: The membership in the Association shall not be limited, but open to all persons interested in promoting minor hockey and willing to accept the terms of the Constitution, Rules and By-Laws.

b) Voting Membership: Voting members at the annual and election meetings shall be all those over 18 working voluntarily in the Association without remuneration and those parents (as listed on the Hockey Canada Registry (HCR)- to a maximum of two parents per family) of registered Port Stanley Minor Hockey Association players.

c) Visitors to Meetings: Any individual or group desiring to speak, express concerns or present recommendations at the executive meetings must advise the President, Vice-Presidents or the Secretary in advance of the monthly executive meeting to be scheduled on the agenda. These executive meetings are open to all parties unless restricted by the Executive due to the sensitive nature of the businesses discussed.

3. Board of Directors:

The affairs of PSMHA shall be managed by a Board of Directors that is elected by the Voting Membership at the annual meeting. Unless otherwise noted, directors shall be elected for a one (1) year term.

4. Election of Directors:

The election of the specific Board of Directors positions for the ensuing fiscal year will be held at the Annual Meeting. The Board of Directors presently in office at the Annual Meeting shall continue to hold office until the new officers are elected.

At the said election meeting, no nomination shall be accepted for the office of President or Vice-President for any member who has not served at least one (1) previous year as a Director.

If a Director is not in attendance of 50% of the Executive meetings, and/or miss three (3) consecutive meetings without prior approval of the Executive, they absolve their position on the Executive, and waive their right to run for an executive position for the following year.

5. Management:

The Board of Directors shall have the power to decide on matters not covered in the Constitution and Rules & Regulations under the condition of quorum.

6. Conflict of Interest:

In the event of a conflict of interest, as determined by the Board, the board member shall declare the conflict and take no further part in the discussions unless specifically asked to by the Board. Under no circumstances shall the member vote on a matter declared a conflict.

7. Vacancies, Board of Directors:

Vacancies on the Board of Directors, however caused, may, so long as a quorum of Directors remains in office, be filled by the Directors from among the qualified members of the Association, if they shall see fit to do so; otherwise, such vacancy shall be filled at the next Annual Meeting of the members at which the Directors for the ensuing year are elected. If there is not a quorum of Directors, the remaining Directors shall forthwith call a meeting of the members to fill the vacancy. Appointed directors do not receive a vote until they have been elected by the membership at a special, or annual meeting of the members.

8. Quorum and Meetings, Board of Directors:

A Quorum shall be formed of 50 % plus one of the Directors for the transaction of business. The Board shall appoint a day or days in any month for such regular meetings at an hour to be named and of such regular meeting no notice need be sent. Directors' meetings may be formally called by the President or by the Vice Presidents or by the secretary on direction in writing of two (2) Directors. Notice of such meeting shall be delivered, telephoned or delivered electronically to each director not less than seven (7) day before a meeting is to take place or shall be mailed to each Director not less than fourteen (14) days before a meeting is to take place. The statement of the Secretary that notice has been given to pursuant to this By-Law shall be sufficient and conclusive evidence of the giving of such notice. A Directors' meeting may also

be held, without notice, immediately following the Annual Meeting of the Association. The Directors may consider or transact any business either special or general at any meeting of the Board.

9. Errors in Notice, Board of Directors:

No error or omission in giving such notice for a meeting of Directors shall invalidate such meeting or invalidate or make void any proceeding taken or had at such meeting and any Director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had there at.

10. Voting, Board of Directors:

Questions arising at any meeting of Directors shall be decided by a majority of votes of the Directors present. In case of an equality of votes, the Chairperson at any such meeting shall cast the deciding vote. All votes at any such meeting shall be taken by ballot if so demanded by any Director present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairperson that a resolution has been carried and an entry to that effect in the minutes shall be evidence of the fact without proof of the number or proportion of the votes recorded in favor of or against resolution.

11. Powers of Directors:

The Directors of the Association shall control and administer all of the affairs of the Association. The Directors are expressly empowered as follows:

- a) To purchase, lease, sell, exchange or otherwise acquire or dispose of any property and equipment necessary to the conduct of the Association's activities, or any team operated by or associated with the Association.
- b) To pass, amend and enforce any rules, regulations and procedures which the Directors deem necessary from time to time for the orderly and efficient and sportsmanlike conduct of the affairs of the Association and any teams operated by or associated with the Association.
- c) To discipline or suspend any coach, manager, trainer, parent, player or referee or other official connected with the Association or any of its activities.
- d) To establish and appoint such committees or individuals as the Board may deem necessary from time to time, subject to such restrictions as are determined by the Directors, and to delegate any of the Board's responsibilities for a particular aspect of the Association's operations to such committee.
- e) To act as an agent of the Association for the purposes of the Trespass to Property Act with regard to premises owned, rented or otherwise controlled by the Association.

12. Remuneration of Directors:

The Directors shall receive no remuneration for acting as such.

13. Director Positions:

If there are sufficient Directors to fill positions, there shall be a President, Vice-President/Director of Local League (LMLL) Hockey, Vice-President/Director of Representative (OMHA/Shamrock) Hockey, Immediate Past President, Secretary, Treasurer, Director of Sponsorship, Director of Fundraising, Director of Tournaments and Special Events, Director of Equipment, Director of Coaching, Director of Program Development, Director of Initiation Hockey, Director at Large x 2 and such other officers as the Board of Directors may determine by By-Law from time to time. See *Section II* for a description of the current director positions.

14. More Than One Office:

No person may hold more than one voting office unless positions remain unfilled after the Annual Meeting. In this case, the Board will determine how best to fill said vacancies.

15. Notice of Annual Meetings:

Notice of the time and place of every meeting of members shall be made by a public notice posted in the Committee's choice of media (Website) at least 14 days before the time fixed for the holding of such meeting. No personal notice of members meetings in any circumstance shall be required.

16. Adjournments:

Any meeting of the Corporation or of the Directors may be adjourned to any time and from time to time such business may transact at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

17. Voting of Members:

Each member of the Association shall at all meetings of members be entitled to one (1) vote on any question to be decided. At all meetings of members every question shall be decided by a majority of the votes of the members present in person unless otherwise required by the By-Laws of the Association. Every question shall be decided in the first instance by a show of hands unless a secret ballot is demanded by any member. Upon a show of hands, every member present in person shall have one (1) vote, and unless a secret ballot be demanded, a declaration by the Chairman of the meeting that a resolution has been carried or not carried and an entry to that effect in the minutes of the Association shall be sufficient evidence of the fact without proof of the number proportion of the votes recorded in favor or against such resolution. The demand for a secret ballot may be withdrawn, but if a secret ballot is demanded and not withdrawn, the question shall be decided by a majority of votes given by the members present in person and such secret ballot shall be taken in such a manner as the Chairman of the meeting shall direct and the result of such a vote shall be deemed the decision of the Association in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or on a secret ballot, the Chairman of the meeting shall be entitled to a casting vote.

18. Conduct of Meetings:

Executive meetings shall follow *Roberts Rules of Order* including, but not limited to motions are made, seconded, discussed, motions to amend, or for a vote to be taken.

19. Amendments:

This By-Law and any other By-Law of the Association may be amended by either of the following two procedures:

a) An amendment to the rules and regulations may be passed by a three-quarter majority of the Board of Directors and will be in effect for the balance of that season.

b) Any voting members may, by notice in writing delivered to any Director of the Association at least thirty (30) days prior to the annual meeting of members, move any amendment to this Constitution. It will be voted upon at the AGM with a majority vote.

Section II – Director Position Descriptions

1. President (1 Year):

- To oversee and manage all operations of Port Stanley Minor Hockey.
- Point of contact for issue/problem escalation and resolution.
- To chair all meetings of the executive and the Annual General Meeting
- Ensure appropriate directors are engaged for questions/issues and follow up for resolutions.
- Call for an executive vote on all matters put forth and declare results of such votes.
- Main contact for external bodies for items outside Directors accountabilities.(e.g. Boundary adjustments, ice rate negotiations, impacts affecting all of PSMHA)
- Sit on the Complaints/Discipline committee, and draft the formal response to applicable parties.
- Cast the deciding vote on any motioned that are tied.
- To act in the best interest of Port Stanley Minor Hockey.

2. Immediate Past President:

- To assist the President in the leadership of PSMHA
- Point of contact for all Directors seeking guidance.
- A non-voting position
- To act in the best interest of Port Stanley Minor Hockey.

3. Vice-President/Director of Representative (OMHA/Shamrock) Hockey: (2 Year Odd)

- To assist the President in the leadership of PSMHA
- Will act for the President if the President is unable to fulfill their duties.
- Create and chair a Complaints/Discipline committee, to address complaints and/or incidents that require a formal response from PSMHA.
- Main contact between PSMHA and OMHA
- Communicate with Rep Coaches on regular basis.
- Attend monthly Shamrock/OMHA meetings and report to executive at next PSMHA meeting.
- Address any Rep issues arising along with the President and report to the Executive.
- Coordinate with rep team coaches to establish rosters (Sept/Oct)
- Finalize all rosters complete with A/P lists and submit to OMHA (Jan)
- Ensure all Rep coaches/trainers/managers etc have appropriate certification/training.
- Attend Playoff/Playdown meetings as required and ensure contracts are completed by specified deadlines.
- Main contact for OMHA/teams for game suspensions handed down during the season

- Vote on all items brought forth for discussion and called for vote.
- To act in the best interest of Port Stanley Minor Hockey.

4. Vice President – Director of Local League Hockey (LMLL): (2 Year Even)

- To assist the President in the leadership of PSMHA
- Will act for the President if the President is unable to fulfill their duties.
- Create and chair a Complaints/Discipline committee, to address complaints and/or incidents that require a formal response from PSMHA
- Oversee all Local League teams.
- Main contact between PSMHA and LMLL
- Communicate with Local League Coaches on regular basis.
- Attend monthly Lambton/Middlesex Local League (LMLL) meetings and report to executive at next PSMHA meeting.
- Address any Local League issues arising along with the President report to the Executive.
- Coordinate with Local league team coaches to establish rosters (Sept/Oct)
- Finalize rosters complete with A/P lists and submit to OMHA Rep (Jan)
- Ensure all Local League coaches/trainers/managers etc have appropriate certification/training.
- Attend Playoff meetings as required and ensure contracts are completed by specified deadlines.
- Main contact for Local League teams for game suspensions handed down during the season
- Vote on all items brought forth for discussion and called for vote.
- To act in the best interest of Port Stanley Minor Hockey.

5. Secretary (1 Year):

- Prepare and distribute agenda to all executive members.
- Arrange and communicate meeting locations and dates and track attendance for Executive and parent representatives.
- Record, distribute and maintain all meeting minutes and track action items.
- Maintain records of Port Stanley Minor Hockey.
- Maintain all incoming/outgoing correspondence.
- Prepare and distribute Newsletters
- Vote on all items brought forth for discussion and called for vote.
- To act in the best interest of Port Stanley Minor Hockey.

6. Treasurer (1 Year):

- Prepare budget for Port Stanley Minor Hockey yearly operations
- Conduct all banking transaction on behalf of Port Stanley Minor Hockey.
- Ensure gate receipts and other receipts are collected on a timely basis.
- Ensure accounts receivable and accounts payable are collected and paid in a timely fashion.
- Reconcile bank account monthly and maintain financial books of Port Stanley Minor Hockey.

- Report financial status of Port Stanley Minor Hockey to executive at each monthly meeting.
- Vote on all items brought forth for discussion and called for vote.
- To act in the best interest of Port Stanley Minor Hockey.

7. Director – Coaching (2 Year Odd):

- Establish a coach selection committee.
- Collect coaching applications and organize interviews with applicants if necessary.
- Work closely with OMHA and Local League Directors to plan programs and provide coach guidance and support.
- Verify all coaches/trainers/assistant coaches/trainers/and team managers hold necessary certifications.
- Organize skill development and rep evaluations with coaches (equipment, support for communication with players)
- Plan and chair preseason coaches meeting.
- Maintain communication with coaches and teams all season to address coaching issues.
- Establish and build a Coach mentorship Program.
- Coordinate resources available for coach training, team development, overall program development. (i.e. OMHA Regional Director to schedule OMHA clinics)
- Work closely with Director – Program Development to coordinate skills development program for all players of PSMHA.
- Conduct a post season survey to evaluate team bench staff (Head Coach, Assistants, Managers, Trainers) to assist with the selection of coaches the following year.
- Report to executive at monthly meetings.
- Vote on all items brought forth for discussion and called for vote.
- To act in the best interest of Port Stanley Minor Hockey.

8. Director - Program Development (2 Year Even):

- Work closely with Director – Coaching to select and/or plan a skills development program for all players of PSMHA.
- Maintain communication with coaches and teams all season to address skills gaps.
- Encourage coach participation to develop coaching skills in all coaches.
- Coordinate resources available for coach training, team development, overall program development. (i.e. OMHA Regional Director)
- Conduct a post season survey to evaluate skills session and provider(s) to assist with program development for the following year.
- Report to executive at monthly meetings.
- Vote on all items brought forth for discussion and called for vote.
- To act in the best interest of Port Stanley Minor Hockey.

9. Director – Sponsorship (2 Year Even):

- Co-ordinate all Sponsorship efforts on behalf of Port Stanley Minor Hockey.
- Contact past supporters/sponsors of Port Stanley Minor Hockey, to solicit continued support. • Seek out new supporters/sponsors for donations/sponsorship.
- Coordinate sponsorship exposure.
- Track payments by sponsors and follow up with delinquent payments.
- Arrange ordering and sewing of sponsor bars when necessary.
- Ensure that sponsor bars for each sponsor are sewn onto the proper jerseys
- Work closely with Director-Fundraising to ensure initiatives complement each other.
- Report sponsorship results to executive at monthly meetings.
- Vote on all items brought forth for discussion and called for vote.
- To act in the best interest of Port Stanley Minor Hockey.

10. Director – Fundraising (1 Year):

- Plan and co-ordinate fundraising events for PSMHA
- Coordinate volunteer committees where necessary for fundraising events.
- Work closely with Director-Sponsorship to ensure initiatives complement each other and liason with the Hockey Moms.
- Report fundraising results to executive at monthly meetings.
- Vote on all items brought forth for discussion and called for vote.
- To act in the best interest of Port Stanley Minor Hockey

11. Director – Equipment (1 Year):

- Stock and maintain equipment room in an organized manner.
- Purchase supplies as needed and approved by the Board of Directors.
- Ensure all teams are provided with necessary equipment and supplies for season.
- Assemble and maintain trainer’s kits for all teams for the season.
- Inventory and maintain jerseys for all teams.
- Ensure all equipment on loan to teams is returned to equipment locker at the end of the season.
- Report to executive at monthly meetings.
- Vote on all items brought forth for discussion and called for vote.
- To act in the best interest of Port Stanley Minor Hockey.

12. Director – Tournaments and Special Events (2 Year Odd):

- Organize and operate PSMHA hosted Tournaments as directed by executive. (with assistance from all executive and/or a committee chaired by the Director - Tournaments)
- Arrange tournament posting on OMHA website
- Collect entry fees from teams entering tournament.
- Plan, coordinate and facilitate All Star Games as necessary

- Arrange awards/programs/ice time (through ice convener)/referees (through Director of Game Day Operations)/sponsorship (through or with Directors of Sponsorship and Fundraising) for tournaments/All Star Games.
- Organize and operate PSMHA hosted Special Events (Season Kick-off (1st Sat of the season), Hockey Day in Canada (2nd Sat in Feb) and the Annual Banquet (3rd Sat in April) as directed by executive. (with assistance from all executive and/or a committee chaired by the Director – Special Events)
- Arrange Special Event posting on PSMHA website and elsewhere as agreed by the Board
- Create a budget, request funds from PSMHA to cover board approved expenses, and purchase items and submit receipts for reimbursement by PSMHA.
- Plan and coordinate volunteers.
- Arrange awards/programs/ice time (through ice convener)/referees (through Director of Officials)/sponsorship/etc. for the event.
- Assist other Directors in planning, facilitating and ensuring overall effectiveness of PSMHA programs and.
- Report to executive at monthly meetings.
- Vote on all items brought forth for discussion and called for vote.
- To act in the best interest of Port Stanley Minor Hockey.

13. Director of Initiation Hockey (1 Year)

- Work closely with the Initiation instructors and coaches to ensure they are given the support they require to be successful.
- Assist with administration of the program Initiation Program
- Work closely with the Directors of Shamrock and Local League Hockey to ensure a smooth transition for program graduates (players and coaches).
- Attend Shamrock/Local League meetings to help gain experience with these organizations.
- Work closely with Director of Program Development to ensure the program meets the needs of developing young players
- Report to executive at monthly meeting.
- Vote on all items brought forth for discussion and called for vote.
- To act in the best interest of Port Stanley Minor Hockey.

14 And 15. Directors At Large (2) (1 Year):

- These are development position. The purpose of these positions is to learn so that the person can move into another position in future years.
- Assist all other directors with their duties.
- Vote on all items brought forth for discussion and called for vote.
- To act in the best interest of Port Stanley Minor Hockey.

Appointed Positions (non-voting):

1. Registrar:

- In consultation with the board, set dates for registration.
- Coordinate online registration system availability.
- Receive payments for registration and reconcile with registration database.
- Monitor and follow up on unpaid registrations.
- Facilitate payment options for eligible families.
- Monitor and track registration in each division to ensure appropriate team make up.
- Compile data into team's/divisions.
- Ensure coaches have division lists broken down from Rep to Local League teams.
- Ensure photocopies of new player's birth certificates are gathered and forwarded to the OMHA.
- Ensure electronic rosters including A/P lists are completed by prescribed deadlines.
- Report to executive at monthly meetings
- To act in the best interest of Port Stanley Minor Hockey.

2. Director of Game-Day Operations:

- Arrange referees, timekeepers, and gatekeepers for home games (gate keepers may be parent volunteers).
- Collect gate receipts for each game and submit to Treasurer.
- Pay referee mileage charges before each game.
- Train stoppage play music volunteers
- Purchase and stock game sheets
- Submit home game sheet copies to OMHA/Shamrock/Local League as required.
- Report to executive at monthly meetings
- To act in the best interest of Port Stanley Minor Hockey

3. Webmaster:

- Determine appropriate lay-out and content for the website
- Update the website with current information that may be of interest to the members (Board minutes, key events, key dates, interesting articles...)
- Assist any team volunteers who wish to operate their own team page.
- Monitor individual team pages to ensure they are appropriate and factual.
- Report to executive at monthly meetings
- To act in the best interest of Port Stanley Minor Hockey

4. Ice Convener: (Paid \$2600)

- Meet with representatives from Central Elgin to discuss ice allocation. (April-July)

- Submit Rep team home game ice times to Shamrock League (July)
- Prepare ice schedule for upcoming season (July)
- Allocate home game ice times to Local League Director (Sept)
- Prepare weekly ice schedules, email coaches, Executive and arena staff (Sept-Mar)
- Supply Shamrock scheduler with ice times for rescheduling home games.
- Supply Local League Director with ice times for rescheduling home games.
- Communicate with Arena Manager regarding blackouts or openings for ice (Sept-Mar)
- Keep track of all teams ice times to ensure they are as even as possible (Sept-Mar)
- Prepare and communicate home ice times for all OMHA Playdowns, Shamrock and Local League playoffs (Jan-Mar)
- Report to executive at monthly meetings
- To act in the best interest of Port Stanley Minor Hockey.