



**STITTSVILLE MINOR HOCKEY ASSOCIATION**

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**Constitution**

For

**Stittsville Minor Hockey Association**

And

**Stittsville RAMS Minor Hockey Club**

Version 16

May 2021





**Amendment History:**

Version	Date	Description
2.0	April 2001	Reduction of Management Council members from 22 to 10, along various other minor clarifications and other document structure cleanup items.
3.0	April 2004	Formation of Executive and Management Councils to clarify decision making authority.
4.0	April 2005	Provide for a clear complaints and power of authority process. Update references to the RAMS hockey club and its constitution.
5.0	April 2006	Corrections to references to Executive Council and Management Council. Change in quorum requirements for meetings, and administrative corrections.
6.0	April 2008	Incorporation of Stittsville Rams Minor Hockey Club Constitution. Corrections to references to Management Council
7.0	April 2009 April 2010	No changes in 2009. In 2010, changes to make up of executive council, addition of non-checking program, small changes to audit requirements, member definitions.
8.0	April 2011	Changes made to encourage volunteers and to allow the association to function more effectively without a full complement of volunteers
9.0	April 2012	Clarification of Executive Council and Management Council role definitions, appointments, position terms and voting privileges. Clarification of Police Record Checks for volunteers within the association. Clarification of process regarding ice allocations and coach responsibility regarding accountability. Inclusion and renaming of Risk and Safety Coordinator on Management Council. Clarification of process of non-payment of association fees.
10.0	April 2013	Clarify definition of quorum.
11.0	April 2014	Replace all Ottawa District Hockey Association (ODHA) with Hockey of Eastern Ontario (HEO). Change to add Major Novice offered in RAMS Competitive. Clarification of disclosure of internal hockey issues by Director of Communications.
12.0	April 2016	Replace ODMHA logo on cover page with Hockey Eastern Ontario Minor (HEO Minor) logo and add District 4's new logo. Global change approved this year for ODMHA to be changed to HEO Minor. Remove - (50% plus one) – from voting majority. Change to eligibility for Director-at-Large position on Executive
13.0	April 2017	Correct minor spelling and grammatical errors, title corrections and Organizational Chart update
14.0	April 2018	Split Director, House into two voting positions, Director, House (Atom, Peewee) and Director, House (Bantam, Midget, Juvenile). Remove voting rights from Communications Director and Registrar. Adjust appropriate sections accordingly.
15.0	April 2019	Remove voting rights from Ice Scheduler and Risk and Safety Officer - update Annex D for Competitive



**Stittsville Minor Hockey Association Constitution**

May 2021

16.0	May 2021	Revise wording in Articles 3.3.1 and 3.3.2

This Amended Constitution was approved by a vote of the membership of the Association present at the Annual General Meeting of ay 26, 2021.

President:	Vice President, Finance:
Vice President, Operations:	Vice President, Support Services:
Secretary:	



**ARTICLE 1: IDENTITY NAME AND AFFILIATION**

- 1.1 The organization shall be known as the Stittsville Minor Hockey Association, hereinafter referred to as “SMHA” or the Association.
- 1.2 SMHA is a member of District Four (D4) of the Hockey of Eastern Ontario Minor (HEO Minor), an arm of the Hockey of Eastern Ontario (HEO), which reports to Hockey Canada, the governing body of amateur hockey in Canada.
- 1.3 The Association shall have jurisdiction to govern all minor hockey within its boundaries as approved by HEO Minor, as outlined in Annex A.

**ARTICLE 2: OBJECTIVE**

- 2.1 The objectives of SMHA are to foster, improve and perpetuate the sport of hockey; to encourage sportsmanship and fair play among its members; to exercise a general supervision and direction over its players, team and game officials and executive officers with emphasis on the enhancement of healthy recreation, good sportsmanship and citizenship; and to provide equal opportunity for all eligible players within the prescribed Association boundaries to participate in the sport.

**ARTICLE 3: MEMBERSHIP**

**3.1 General**

- 3.1.1 Wherever used in the Constitution or Bylaws the word “member” shall be deemed to include, where the context permits, any team or individual registered with the SMHA or participating in games or activities of any kind sponsored by or organized by the SMHA; “individual” shall include, where the context permits, any person, player, coach, manager or official affiliated with or associated with, in any game or activity sponsored or organized by SMHA, and shall also include game officials.
- 3.1.2 Throughout the Constitution and Bylaws the masculine includes the feminine and neuter, and the neuter includes the masculine and feminine and the singular include the plural and the plural includes the singular, whenever the context requires or permits.
- 3.1.3 Membership in the SMHA is voluntary, but application for or acceptance of membership entails acceptance by the binding authority of all the rulings and decisions of the Executive and acceptance of the governing authority of the SMHA, subject to properly conducted protests and appeals provided for by the Bylaws.
- 3.1.4 Any breach or violation by any member or team of any provision of the Constitution, or any decision or ruling of the Executive, shall automatically, upon the Secretary giving written notice thereof, result in his/her or its immediate suspension from membership, and also his/her or its immediate suspension from participation in all games or activities of any kind sponsored or organized by the SMHA. The suspension may, at the sole discretion of the Executive, be removed or remitted by action of the Executive.



### **3.2 Members**

3.2.1 Individuals shall become members of the SMHA upon registration and payment of fees or upon their endorsement as an Honorary Member.

Types of Members include:

### **3.3 General Members (voting)**

3.3.1 General Members are defined as, the registered participant who has reached the age of majority as defined by the Province of Ontario and who reside within the SMHA boundaries (ANNEX A) and who have paid their registration fees. Where the participant has not reached the age of majority in Ontario, a parent or guardian of the participant is considered as the general member.

3.3.2 General members are be entitled to one vote per registered member at Annual and General Meetings. E.g. One vote may be cast in each election for each registered participant. A parent or guardian representative may vote once for each registered participant in which they represent. One player = one vote, two players = two votes etc.

### **3.4 Associate Members (non-voting)**

3.4.1 Associate membership shall be open to children residing within the Association boundaries possessing eligibility in accordance with the Constitution, By-Laws, and Rules and Regulations of the SMHA, HEO Minor, HEO and Hockey Canada.

3.4.2 Associate members shall be non-voting members of the SMHA.

### **3.5 Honorary Members (voting)**

3.5.1 Any member may nominate any individual who has reached the age of majority as defined by the Province of Ontario for honorary membership in the Association for a 4-year term to be endorsed by a majority of the Executive and membership at the Annual General Meeting.

3.5.2 Honorary members shall be entitled to one vote at the Annual General Meeting (AGM).

3.5.3 Children of Honorary Members may become members of the SMHA if they are eligible according to the Constitution, By-Laws, and Rules and Regulations of the SMHA, HEO Minor, HEO and Hockey Canada.

### **3.6 Payment of Dues**

3.6.1 Each player shall register with the Association prior to the commencement of the hockey season and shall, at that time, pay any dues required by the Association as established by the Executive.

3.6.2 Failure to pay said dues shall render the individual's membership null and void and he/she shall be prohibited from taking part in any activity falling within the jurisdiction of the Association until said membership fees are paid.



### **3.7 Resignation**

3.7.1 A member may resign from membership in the SMHA provided such member is in good standing at the time of doing so, by submitting his/her resignation in writing to the SMHA Registrar.

3.7.2 Upon such resignation becoming effective, such member shall forfeit all rights and privileges afforded by membership in the SMHA.

## **ARTICLE 4: ORGANIZATION**

### **4.1 Structure**

4.1.1 The SMHA organizational chart is included in Annex E.

4.1.2 The SMHA Executive consists of SMHA members that have been elected at the Annual General Meeting, referred to as the “Executive”, “Board of Directors”, or “Board” and have voting privileges at Management Council meetings, general meetings, and special meetings.

4.1.3 The SMHA Management Council consists of SMHA members that are appointed by the Executive, referred to as Management Council Members (Council Members) and have non-voting privileges at Management Council Meetings.

4.1.4 The Executive members that have voting privileges at Management Council meetings are:

- President
- Past President
- Secretary
- Vice-President, Operations
- Vice-President, Support Services
- Vice President, Finance
- Director, House Program (U11/U13)
- Director, House Program (U15/U18/U21)
- Director, Competitive Program
- Director, Hockey Development Program.
- Director-at-Large

4.1.5 The Council members that have NON-voting privileges at the Management Council meetings are:

- Referee-In-Chief
- Referee Scheduler
- Equipment Coordinator
- Tournaments Coordinator
- Clinics Coordinator
- Sponsorship Coordinator



- Fundraising Coordinator
- Treasurer
- Coach Mentor
- Webmaster
- Registrar
- Communications Director
- Ice Scheduler
- Risk and Safety Officer
- Convenor, U7
- Convenor, U9
- Convenor, U11
- Convenor, U13
- Convenor, U15
- Convenor, U18
- Convenor, U21
- Convenor, Competitive Administration
- Convenor, Competitive Operations

4.1.6 The House Program will place teams in the Lanark-Carleton League and/or in any other House or Recreation leagues as approved by the Management Council. For all levels of “B” and “C” house league hockey, SMHA will place all teams in a non-checking division or league. SMHA will offer both checking and non-checking options in “A” level house league where sufficient player interest exists to field a full team.

4.1.7 The Hockey Development Program will organize players for the purpose of developing their skills. The Hockey Development Program will place teams in the Lanark-Carleton League and/or in any other House or Recreation leagues as approved by the Management Council.

4.1.8 The Competitive Program will be the Stittsville RAMS Competitive Minor Hockey Club.

## **4.2 Dissolution**

4.2.1 If the Association were to be dissolved for any reason, any disbursement of the assets of the Association will be decided on by a vote of the membership at a meeting called for that purpose.

4.2.2 A majority vote is required of the votes cast to dissolve the Association.

## **4.3 Association Property**

4.3.1 All information and equipment obtained on behalf of the Association is the sole property of the Association and must be returned to the President upon termination or vacancy of office.

## **4.4 Audits**





4.4.1 The SMHA must undertake a full financial audit for the current fiscal year in odd numbered years.

4.4.2 On a quarterly basis, non-voting council members should perform a general review of the financial documents and report back to the President. This can include bank statements, documents (invoices) and general discussion with the Vice-President Finance.

#### **4.5 Fiscal Year**

4.5.1 The fiscal year of the Association shall terminate on the 30th day of April in each year or on such other date as the Executive may from time to time by resolution determine.

#### **4.6 Governing Rules**

4.6.1 In all matters not otherwise covered by this Constitution, the Association shall fall within the framework of the District 4 Organization, HEO Minor and Hockey Canada and shall be governed by official rules published by those associations.

### **ARTICLE 5: EXECUTIVE**

#### **5.1 General**

5.1.1 Except for the immediate Past President and the Vice President, Finance, the Executive members shall be elected for a two-year term at the AGM.

5.1.2 The Past President shall also be a member of the Executive during the time that his/her successor holds office and the Vice President, Finance shall be appointed in odd numbered years by the Board for a two-year term.

5.1.3 A member of the Executive may remain in office beyond two (2) terms (4 years) subject to the approval of the majority of the Executive and of the membership present at the AGM.

5.1.4 The positions of President; Vice President, Operations; Director, House (U11/U13); Director, House (U15/U18/U21); Director, Competitive; shall be elected in even numbered years.

5.1.5 The positions of Vice President, Support Services; Director, Hockey Development; Secretary; shall be elected in odd numbered years.

5.1.6 Additional Director(s) shall be added for each new division formed at the AGM in the Constitutional Amendments.

5.1.7 The Board may appoint committees at their discretion.



- 5.1.8 The position of Director-at-Large shall be voted on by the membership at the AGM in odd numbered years.
- 5.1.9 Executive or management council members who are paid for their efforts as an executive or management council with the SMHA will not have voting privileges at Management Council meetings. Payment does not include reimbursement of expenses.
- 5.1.10 The Executive shall decide by majority vote, who among them shall, in the absence of the President, substitute for the President and assume all the duties and responsibilities of the position.



**5.2 Vacancies**

5.2.1 Vacancies on the Board shall be filled by appointment of the Executive.

5.2.2 Any voting position filled by appointment, with the exception of Vice President, Finance shall be up for re-election at the next AGM.

**5.3 Conduct**

5.3.1 Members of the Management Council can be suspended from their position for non-performance of duties by a majority vote of the Executive.

5.3.2 A member of the Executive of the Association who misses three consecutive meetings of the Board without just cause and prior notification to the Secretary may be suspended and replaced for the balance of his/her term through a majority vote of the Executive.

5.3.3 Board members are expected to carry out their duties in a manner that is respectful of players, coaches, game officials and other volunteers and consistent with the Constitution of the Association, and with the directives of the Board. Concerns must be addressed with the appropriate individual, at the appropriate time.

**5.4 Conflict of Interest**

5.4.1 Management Council members are required to notify the Executive of situations where a conflict of interest might exist in the execution of duties related to the Association. This includes, but is not limited to, potential financial gain or personal involvement to an extent that judgment could be influenced. The Executive shall decide whether or not the member should be excluded from discussion and/or voting.

5.4.2 No Management Council member shall derive advantage from the performance of the duties of their office. Executive members who choose to serve the SMHA as team coaches or officials cannot participate in the selection process or discussions concerning this process.

5.4.3 At regular Management Council and Committee meetings, members must declare the conflict or potential conflict to other members and remove themselves from the meeting room until the business concerning this conflict has been concluded.

5.4.4 Declared conflicts must be recorded in the minutes of each meeting. Conflicts of interest must be confirmed by a majority vote of the Executive.

**5.5 Authority**

5.5.1 The Executive and/or Standing Committees of the Association shall render all decisions on behalf of the Association that are delegated by the By-laws and that do not require a vote of the membership.

5.5.2 They shall be authorized to deal with any emergency requiring immediate resolution.



- 5.5.3 Committee decisions may be appealed to the Executive within 48 hours of the decision rendering, notification to be made to the President and Committee Chairperson.
- 5.5.4 The Coach in consultation with the relevant Hockey Director has the authority to select or remove members from team staff positions.
- 5.5.5 The Coach has the authority to suspend a player from hockey activities in regards to disciplinary reasons for no more than one hockey period. Whenever this discipline is applied the Convenor will be notified within 24 hours.
- 5.5.6 The Director of House (U11/U13), Director of House (U15/U18/U21), Director of Hockey Development or Director of Competitive can give a time suspension to a coach or a team staff member within their portfolio for a period of time not to exceed 7 calendar days. Any coach or team staff suspension shall be reported to the President.
- 5.5.7 The President, with the support of at least 2 Executive members, has the authority to suspend players, coaches, assistant coaches, trainers, managers, and parents from hockey affairs. This may include game suspensions and time suspensions. The President also has the authority to call an SMHA hearing in matters that are not conclusive.
- 5.5.8 The Executive members of SMHA have the authority to enforce the SMHA Code of Conduct and HEO Minor rules at all HEO Minor sanctioned events that involve teams from SMHA including teams from the RAMS Competitive Minor Hockey Club. They have the right to warn and remove spectators from the arena stands if their conduct is deemed detrimental to the game. A warning shall be issued before any action is taken. If action is taken, a third party shall always be present to witness the instructions given and actions taken. Spectators cannot be asked to leave the lobby area. A disciplinary hearing may be called to rule in these matters if further sanctions are warranted.
- 5.5.9 A time suspension shall not exceed 7 days for members waiting for an SMHA hearing panel to rule in regards to an incident.
- 5.5.10 The following describes the scope of a suspension:
  - 1. Game suspensions: the player, or staff member cannot participate in hockey activities including dressing room and bench activities during a league or tournament game. They can, however, be a spectator.
  - 2. Time suspensions: the player, staff member, or parent may not participate in any hockey activities, including dressing room, bench, and on/off ice activities for a specified period of time including all games and practices during this time.

**5.6 Powers of Executive and Management Council**

- 5.6.1 Individual Management Council member responsibilities are listed under Annex “B” – Duties.
- 5.6.2 The Executive may fill any Executive position which has been vacated during a term of office by selecting any willing person from the Management Council and approving their



appointment by a majority vote. The appointed member will assume all the powers of an elected official until the end of the serving year.

5.6.3 The Executive has the power to impose and enforce penalties for violations or breach of the Constitution, By-laws, Regulations and Rules of the Association.

5.6.4 The Executive has the power to appoint sub-committees from its membership or otherwise employ individuals for the handling of special or specified business.

5.6.5 The Executive has the power to regulate the nature or recording financial transactions and to supervise the collection of fees and funds of the Association and the expenditure of monies.

## **5.7 Voting Procedure**

5.7.1 Voting on issues raised at meetings of the Management Council will be carried out in the following manner:

- A motion must be made to implement a decision or take a specific action.
- A member, other than the person making the motion must second the motion.
- Motions can be made by any member of the Management Council.
- There will be a discussion prior to a vote, during which time each Council member will have the opportunity to express an opinion on the issue. At any time during the discussion of a duly seconded motion, the motion can be amended or tabled for disposition at a later meeting, by a motion, a second, and a majority vote of Executive members present.
- A vote will be taken by show of hands, with the decision made by a vote of those Executive members present and eligible to vote. At the request of at least one eligible voter, the vote will be taken by secret ballot. Such a vote will be conducted by the Secretary and scrutinized by a second member present appointed by the President.
- The President cannot vote except to break a tie.

5.7.2 Where situations arise not covered by these rules meetings will attempt to follow Robert's Rules of Order.

## **5.8 Meetings**

5.8.1 The Management Council will meet at least six (6) times a year at a place as decided by the President of the Association. The meeting may take place on the internet and/via telephone or in person.

5.8.2 The President may call additional meetings of the Management Council or Executive at any time he/she deems it necessary, provided that sufficient notice (7 days) of the meeting is provided to all Executive members.

5.8.3 The President shall call a Special Meeting of the Management Council or Executive within seven (7) days of receiving a request to do so from three (3) or more members of



the Executive. The President of the Association or, in the President's absence Vice President, Support Services or Secretary shall chair meetings of the Management Council.

5.8.4 A quorum will be declared for a meeting of the Management Council if six (6) of the Executive members are present. The Council cannot receive motions or make decisions requiring a vote without a majority. Majority being defined as fifty (50)% +1 of voting members in attendance.

5.8.5 Attendance at meetings of the Management Council is restricted to members of the Management Council. Individuals may be invited to the meeting by one or more Council member(s) with the permission of the President.

5.8.6 Each Executive member of the Management Council in attendance at the meeting is entitled to one vote. The President shall vote only in case of a tie. No proxy votes shall be allowed.

**ARTICLE 6: GENERAL MEETINGS**

6.1 All meetings of the Association, except Standing Committee meetings, must, in order to be considered an official meeting, have a minimum of six (6) of the Management Council Executive (voting) members present.

6.2 The President or a majority of voting members of the Management Council (Executive) may call a special meeting of the members at their discretion. Only the business for which the special meeting was called can be conducted at the special meeting.

**ARTICLE 7: ANNUAL GENERAL MEETING**

**7.1 Meeting**

7.1.1 The President of the Association will chair the Annual General Meeting. If the President is unable to chair the meeting or is absent, the Vice President, Support Services will chair the meeting.

7.1.2 The Annual General Meeting shall be held prior to the end of the current hockey season (April 30<sup>th</sup>) of each year. The exact time and place of the AGM is to be decided by the Executive.

7.1.3 A notice to members must be advertised to the members by publishing it on the Association's website or by posting it at all arenas within the Association's boundaries or by publishing it in the local newspaper thirty days prior to the scheduled Annual General Meeting. The notice shall list the time and place, positions that are open for election and the order of business. Within ten days of the AGM the notices shall be amended to contain any proposals for Constitutional Amendments.



7.1.4 The Annual General Meeting will be open to all members of the Association and to other individuals invited by the Board. Quorum will consist of at least six (6) Executive members in addition to regular SMHA members in good standing being in attendance.

7.1.5 Except for elections, voting at the Annual General Meeting will be by a show of hands, unless the President determines that a secret ballot is required.

7.1.6 Any member who has reached the age of majority in the province of Ontario by the date of the AGM may vote. If the member has not reached the age of majority in the province of Ontario by the date of the AGM, a parent or guardian representative my vote in their place as defined in Section 3.3.2 of the SMHA.

7.1.7 A member must be present to vote, no proxy votes allowed.

7.1.8 The order of business at the Annual General Meeting shall be minutes of previous meeting, business arising from the minutes, President's report, correspondence related to the AGM (Secretary), Treasurer's report, Council members' reports, Constitutional Amendments, new business, election of officers and directors, and adjournment.

7.1.9 The Executive shall appoint a Nominating Committee Chairperson to seek nominations prior to the Annual General Meeting. All nominations shall be brought to the Nominating Chairperson at least 15 days in advance of Annual General Meeting. Before the Annual General Meeting, the Chairperson will bring a slate of names of persons eligible for office, and who are willing to hold office if elected, to the Executive and these names shall be posted/advertised 7 days prior to the Annual General Meeting. Where no nominations were made in accordance with this section, the Chairperson will accept nominations from the floor at the Annual General Meeting.

## **7.2 Election Procedure**

7.2.1 The President shall appoint a member of the Association to chair the election. This individual cannot cast a vote except to break a tie.

7.2.2 The election chair will be responsible for resolving any disputes that arise during the nominating and voting process.

7.2.3 Voting will proceed one position at a time in the following order, assuming that the position is up for election in a given year:

1. President;
2. Vice President, Operations;
3. Vice President, Support Services;
4. Secretary;
5. Director Competitive;
6. Director, House Program (U15/U18/U21)
7. Director, House Program (U11/U13)
8. Director, Hockey Development Program
9. Director at Large



- 7.2.4 Candidates may be nominated for more than one position on the Executive but can be elected to only one position.
- 7.2.5 To be eligible for nomination to the position of President, a member must have served as an elected member of the Executive in at least one of the previous two years. In the event that no qualified member seeks a nomination, any Member who has served a full term on the Management Council in at least one of the previous four years may be nominated at the Annual General Meeting
- 7.2.6 Any voting member of the Association may nominate an individual to a position on the Executive. An individual may not nominate themselves. Nominations will be accepted in advance of, or at the Annual General Meeting. In order to be considered the nominee must consent to stand for election (verbally or in writing), and a voting member must second the nomination. A nominee need not be present to be considered. A closing of nominations will be called prior to the election for each position.
- 7.2.7 Members with unpaid fees or members under suspension are not eligible to nominate individuals to the Board, to second a nomination, to be nominated or to vote in elections or vote on other business at the AGM.
- 7.2.8 Election voting shall be by secret ballot. The individual receiving the most votes will be named to the position.
- 7.2.9 The election chair will appoint two members to count ballots and a third member to act as a scrutiner. These individuals will be eligible to vote.
- 7.2.10 The results of each vote for an Executive position will be reported prior to opening the floor to nominations for the next position.
- 7.2.11 Newly elected members of the Executive must accept their office in writing to the Secretary.
- 7.2.12 To be eligible for nomination to the position of Director-at-Large, a member must have served as an elected member of the Executive at any point in time and must have fulfilled the full two-year term. This position will be voted on by the membership at the AGM and is a 2-year term, always ending on April 30 in odd numbered years. In the event that no qualified member seeks a nomination, any Member who has served a full term on the Management Council in at least one of the previous four years may be nominated at the Annual General Meeting.





**ARTICLE 8: AMENDMENTS**

**8.1 Constitution**

8.1.1 The Constitution of the SMHA may be amended or altered only at the Annual General Meeting (AGM) and then only if a majority of both the Executive and the membership of the Association present at the meeting support the proposed changes.

8.1.2 No amendment to the Constitution shall be considered unless such amendment is in writing and provided to the Secretary not later than 15 days prior to the Annual General Meeting. The Secretary will provide a copy of the proposed amendments to the members of the Executive at least 10 days prior to the AGM.

8.1.3 All Constitutional amendments must be advertised to the member's ten (10) days in advance of the meeting. They may be advertised by publishing them in the Association's website, posting them in the Association's arenas, or by mail.

8.1.3 Amendments receiving a majority vote will be adopted.

**8.2 Bylaws and Regulations**

8.2.1 By-laws and regulations of the Association shall be considered and published as an Annex to the SMHA Constitution and shall be established or amended only by a proposal of members of the Executive and approved by a majority vote of the members present at a Management Council or General Meeting.

8.2.2 Any changes to the By-laws and/or Regulations of the Association shall take effect immediately and shall remain in effect until ratification at the next Annual General Meeting.

**ARTICLE 9: GOVERNING HOCKEY RULES**

9.1 Playing rules shall be those as prescribed by Hockey Canada and the Hockey of Eastern Ontario Minor (HEO Minor) and special provisions as specified by those leagues in which teams from the Association participate.

**ARTICLE 10: CODE OF DISCIPLINE**

10.1 The Code of Discipline in the Association shall be consistent with the code specified by the HEO Minor and will be enforced within the Association by the Executive and the Discipline and Appeals Committee.

10.2 The following shall describe how complaints are handled and escalated within SMHA:



1. An Email/written complaint is made to the applicable Convener by the Plaintiff.
2. The Convener plans a meeting with the Plaintiff and the Respondent, either separately or together as appropriate. A Witness (a Management Council member) is to be present at each meeting.
3. If resolution cannot be reached, the Convener informs, as applicable, the Director of House Program, Director of Hockey Development Program, or Director, Competitive who, with the concurrence of the President may initiate an investigation into the matter and call upon the Risk and Safety Manager to carry out the investigation.
4. If resolution can be reached no further escalation action is required. The Convener will provide the applicable Director with written resolution of the complaint.
5. The recommendation of the Director of House Program(U11/U15), Director of House Program (U15/U18/U21), Director, Hockey Development Program, or Director, Competitive Program and the results of the investigation will be provided to a committee of 3 Executive members (President and two others) who will decide on a course of action, which may include but not be limited to; conduct a hearing, impose sanctions or dismiss the case.
6. Hearings will be conducted in accordance with HEO Minor proceeding rules and the SMHA Constitution.
7. Members can appeal the decision of this Executive to the President of District 4 of HEO Minor.

10.2 If an investigation has been launched by the Executive for matter falling under the Abuse and Harassment policy, one or all parties involved with the incident will be suspended until a hearing is held. This suspension is not meant to be punitive and is not an indication of guilt. It is necessary to protect and avoid further altercations.

## **ARTICLE 11: CONDUCT OF COACHES AND MANAGERS**

- 11.1 Coaching staff for all teams in the Association are expected to provide leadership and maintain required discipline of members of their team.
- 11.2 Coaching staff are to provide examples of good sportsmanship and fair play; to provide all players with the opportunity to improve their skills, to emphasize the importance of team work, to provide for the enjoyment of the game, to teach respect for the rules and the role of the officials, and to ensure that all players conduct themselves in an acceptable manner in all team activities.
- 11.3 Although it is recognized by the Management Council and the Association that coaches and managers should be given full authority and responsibility to manage the operations of their team both on and off the ice, the spirit of fairness and equal opportunity, every effort should be made to ensure that all players participate equally in games, practices and any other activities associated with the team.



**ARTICLE 12: COMPETITIVE HOCKEY – STITTSVILLE RAMS COMPETITIVE MINOR HOCKEY CLUB**

12.1 SMHA recognizes the organization called the Stittsville RAMS Competitive Minor Hockey Club and its Constitution as an affiliate of the Stittsville Minor Hockey Association. Annex D contains the Constitution of the Stittsville RAMS Competitive Minor Hockey Club.

12.2 The objectives of the Stittsville RAMS Competitive Minor Hockey Club are to:

- Provide, wherever possible, a competitive hockey program giving due consideration to all divisions and categories of minor hockey played within the boundaries of the SMHA;
- Maintain and increase interest in the game of hockey by providing to all who desire, where it has in its power to do so, the opportunity to participate in competitive hockey giving due consideration to their individual capabilities;
- Exercise a general supervision and direction over its players, team and game officials and executive officers with emphasis on the enhancement of healthy recreation, good sportsmanship and citizenship; and
- Assist the SMHA in maintaining house league competition in a similar condition as previous years.



**SMHA  
ASSOCIATION BOUNDARIES**

The Zone Boundary for the Stittsville Minor Hockey Association is:

- On the North / West, from the Lanark-Carleton County Boundary Road, East along the Goulbourn / West Carleton Township Line to the Goulbourn / West Carleton Township / City of Kanata boundary line
- On the North / East, along the Goulbourn Township/City of Kanata boundary line to the North side of Concession Road 10, East on Concession Road 10 to the Eagleson Sideroad.
- On the South / East, South-West on 7th Concession Line to the Munster Sideroad, North-West to the 8th Concession Road and South-West to the Carleton/Lanark County Boundary Road.
- On the South / West, North-West on the Carleton/Lanark County boundary Road to the Goulbourn/West Carleton Township line

(Revised 15 Jan 85)



**ANNEX B**

**1. DUTIES OF EXECUTIVE (VOTING) MANAGEMENT COUNCIL MEMBERS**

**1.1 PRESIDENT**

- a) Shall preside at all Annual, Special and General Meetings of the SMHA, and shall only vote in case of a tie. He/she shall generally perform the duties usual to the office of President and may, at his/her discretion, order the calling of meetings of the SMHA or its committees, and must call a meeting at the request of at least three (3) members of the Executive.
- b) The President shall be an ex-officio member of all SMHA Committees. By virtue of his/her position, he/she shall be a voting member of the HEO Minor or its District Committee.
- c) Shall exercise, in addition to his/her own authority conferred upon him/her by the Constitution and Bylaws, all duties and powers of the Management Council when it is impossible for the President to obtain a vote of the Executive in case of emergency, it being understood that such actions as may have been taken be referred to the Management Council as soon as possible for approval or rejection at the next Regular or Special Meeting.
- d) Shall be one of the second cheque-signing officers.
- e) The President, or his/her delegate, shall have the authority to suspend summarily any player, coach, manager, person, team or individual for any breach or violation of any of the provisions of the Constitution, Bylaws, Rules or Regulations or any other decision or ruling of the Board of Directors, or for ungentlemanly conduct on or off the ice, or for abusive language to any of the officials, providing that the President or his/her delegate is satisfied that such player, coach, manager, person, team or individual as the case may be has committed such breach or violation, such suspension to be automatically and continuously effective until dealt with by the Management Council at their next Regular or Special Meeting. The President or his/her delegate shall have the power to impose such suspension in respect of any matter or incident which may occur at any time whether having to do with a game of any kind, or otherwise.
- f) Shall represent SMHA at all HEO Minor league meetings, or appoint another member of the Management Council to fulfill this function who will vote as directed by the SMHA Management Council when required to vote at League Meetings.
- g) Must resign from this position should he/she be elected to the League Executive and an alternate HEO Minor League Representative will be appointed.
- h) Shall sign all contracts and engagements on behalf of the Association.
- i) Has up to \$500 of Discretionary spending of funds to support SMHA hockey activities in one fiscal year



**1.2 VICE-PRESIDENT, OPERATIONS**

- a) Shall be responsible for the organization, development and administration of the Association's total hockey program including ice scheduling, equipment, referees, and their scheduling. He/she will work closely with our HEO Minor district representative, league representatives, head coach and Conveners.
- b) Shall be a co-signing authority for cheques issued by the Association in the event the President is not available.

**1.3 VICE-PRESIDENT, SUPPORT SERVICES**

- a) Shall be responsible for the control and co-ordination of all support services to the Association's hockey program, specifically, registration, communications/public relations, risk management, clinics and tournaments.
- b) Shall chair the Discipline and Appeals Committee.
- c) Shall be a co-signing authority for cheques issued by the Association in the event the President is not available.
- d) Shall liaise with the Vice President, Finance and Vice President, Operations regarding support required for successful operation of the hockey program.

**1.4 PAST PRESIDENT**

- a) Shall be the source of guidance to the Management Council on all matters relating to the past conduct of business of the SMHA. He/she shall be a full member of the Executive and shall enjoy full privileges in respect to nominating and voting.
- b) Shall assume additional duties as assigned by the Management Council.

**1.5 VICE-PRESIDENT, FINANCE**

- a) Shall be responsible for the control and co-ordination of all financial matters required to support the Association's hockey program, specifically canteens, fund raising, sponsorships and registration.
- b) Shall liaise with the Vice-President, Operations regarding financial support required to operate the Association's hockey program and with the Vice-President, Support Services regarding expenditures for support services.
- c) Shall take charge of all monies belonging to the Association and keep proper records of receipts and disbursements.
- d) Shall present financial statements at each regular monthly meeting of the Association and at the Annual General Meeting.
- e) Shall bank all monies and arrange payment for all authorized disbursements.



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- f) Shall obtain approval of the Management Council via a motion for all disbursements exceeding budget allotments.
- g) Shall be a co-signing authority along with the President, Vice-President; Operations, or Vice-President, Support Services.
- h) Shall chair the Financial Committee.



**1.6 SECRETARY**

- a) Record, transcribe, and distribute the minutes of all Management Council, Special and Annual General Meetings.
- b) Collect committee minutes and make them available to the Management Council upon request.
- c) Arrange meeting places and notify all who should attend.
- d) Maintain and publish a current listing of all members of the Management Council, appointed positions, coaches, assistant coaches, manager, trainers, and any other support personnel.
- e) Maintain the filing system for all SMHA records, including past records. Maintain archives of all documents necessary to provide an accurate historical perspective on the operations of the Association.
- f) Collect and distribute all incoming Association mail.
- g) Receive duly presented requests for amendment(s) to the Constitution, and post as required.
- h) Coordinate the production of printed or electronic material at the request of the Management Council or the President.
- i) Be responsible for the coordination, reporting, and record keeping pertaining to accident and/or injury claims/reports.
- j) Purchase Directors insurance to cover the Management Council.
- k) Maintain an inventory of office supplies.

**1.7 DIRECTOR, HOCKEY DEVELOPMENT PROGRAM**

- a) Will represent the SMHA at the HEO Minor U7 and U9 meetings.
- b) Shall guide hockey coaching / player / team selection and development within the U7 and U9 Divisions
- c) Will be responsible for evaluating any player movements that happen between their respective levels.
- d) U7 level and experience with SMHA Hockey programs are mandatory requirements for this position.
- e) Voting member of the Management Council.
- f) Shall call and chair meetings with the Conveners regarding the development, operation, and administration of the U7 and U9 Divisions and will submit their recommendations to the Management Council for approval.





- g) Shall supply team lists to the Registrar within two (2) weeks of team formation.

**1.8 DIRECTORS of HOUSE (U11/U13) AND (U15/U18/U21)**

- a) Will represent the SMHA at the HEO Minor House / Recreational meetings.
- b) Shall guide hockey coaching / player / team selection and development within the House Program.
- c) Will be responsible for evaluating any player movements that happen between their respective levels.
- d) House level and experience with SMHA hockey programs are mandatory requirements for these positions.
- e) Voting members of the Management Council.
- f) Shall call and chair meetings with the conveners regarding the development, operation, and administration of the House Hockey Program and will submit their recommendations to the Management Council for approval.
- g) Shall monitor the results of balancing games after team formation and trades made during the trade meeting.
- h) Shall enforce trades between teams, where no conflict of interest exists, to balance teams where necessary.
- i) Has up to \$250 of discretionary spending of funds to support SMHA hockey activities in one fiscal year.
- j) Shall supply team lists to the Registrar within two (2) weeks of team formation.

**1.9 DIRECTOR, COMPETITIVE PROGRAM**

- a) Will represent the SMHA at the HEO Minor Competitive meetings.
- b) Shall guide hockey coaching / player / team selection and development within the Competitive Program.
- c) Competitive level and experience with SMHA hockey programs are mandatory requirements for this position.
- d) Voting member of the Management Council.
- e) Shall supply team lists to the Registrar and Vice President, Finance within two (2) weeks of team formation.

**1.10 DIRECTOR-AT-LARGE**

- a) Will be available to assist the SMHA Executive Board in a variety of tasks.
- b) Act as an ombudsman to general members to resolve concerns.



- c) Provide assistance at SMHA events such as registration, meetings, tournaments, etc
- d) Voting member of the Management Council.

**2. Duties of Management Council (Non-Voting) Members**

**2.1 REFEREE-IN-CHIEF**

- a) Shall be responsible for the administration and operation of the Association's referee/linesman program.
- b) Shall present, prior to the commencement of each hockey season, for Management Council approval, a proposal outlining the Association's referee/linesman program, including but not limited to, a schedule of fees and manner of payment respecting referees/linesmen; operating procedures governing disputes/protests and fighting/ match penalties arising out of games authorized by the Association; referee/linesman evaluation and recruitment plans and clinic participation.
- c) Shall seek approval of the Management Council for any changes in the approved schedule of fees.
- d) Shall authorize and supervise all official referee/linesman activities connected with the Association's referee/linesman program, and Association/league hockey played within the boundaries of the Association.
- e) Shall provide Association referees/linesmen with direction and guidance necessary for their proper participation in regular, season, play-off, exhibition, and tournament hockey authorized by the Association and played within the boundaries of the Association.
- f) Shall liaise with Association/league officials in matters respecting referee/linesman participation in Association/league hockey activities.
- g) May appoint an assistant Chief Referee; and
- h) Shall supply a list of all referees, with their levels and certification dates, to the District chairperson and to the Lanark-Carleton Minor Hockey League (LCMHL).

**2.2. REFEREE SCHEDULER**

- a) Will ensure that referees with proper qualifications are assigned for all home games, including tournaments and exhibition games, for both house and competitive leagues as per league regulations.
- b) Will supply a list of all referees and linesmen to the Registrar within two (2) weeks of the start of the season and must notify the Registrar immediately of any new referees thereafter.



### **2.3. ICE SCHEDULER**

The Ice Scheduler plans and manages the allocation of Association ice time by

- a) Representing the Association in all negotiations related to the procurement of ice time for Association use.
- b) Planning the distribution of ice time available to the Association for all practices, league games, exhibition games, tournaments, and all other ice activities approved by the Management Council, in accordance with the policies and aims and objectives of the Association.
- c) Allocating practice times to the Conveners for equitable distribution to team officials.
- d) Allocating ice time to Association representatives to be included in game schedules for Association teams participating in leagues approved by the Management Council.

### **2.4. EQUIPMENT COORDINATOR**

- a) Shall be responsible for all hockey equipment owned by the Association and may appoint assistants.
- b) Shall arrange for the cleaning and repairing of equipment prior to storing.
- c) Shall maintain an updated inventory of equipment for Association records.
- d) Shall be responsible for a budget determining requirements for new equipment for the following year.
- e) Shall be responsible for emergency purchases, when required, upon approval of the President.
- f) Shall ensure that all equipment issued to respective teams and players is returned immediately following the playing season.

### **2.5. TOURNAMENT COORDINATOR**

- a) Shall organize all Association tournaments and obtain approval from the HEO Minor.
- b) With the Vice-President Support Services, Directors of House Division, Director Hockey Development Division, and Director of Competitive Division and the Conveners, will decide date and category of tournaments to be run.
- c) Shall co-ordinate with the Conveners all activities relative to tournaments sponsored by the Association: booking ice, preparation of budget, informing participating teams, informing Chief Referee and Referee Scheduler, mailing of invitations, registration returns, scheduling of games, scheduling of staff, selection and purchase of trophies and gifts, tournament books and presentation of trophies.



- d) Shall obtain details of all tournaments available and inform respective coaches.
- e) Shall be responsible for the selection and purchase of trophies, gifts, and tournament books subject to the approval of the Management Council.



**2.6. SPONSORSHIP / FUND RAISING COORDINATOR(S)**

- a) Shall organize and co-ordinate the solicitation of sponsorships and donations to support the Association's hockey program.
- b) Shall prepare and forward financial statements in regards to the above activities to the Vice-President, Finance.
- c) May appoint assistants, i.e. arena signs manager.
- d) Shall supply a list of sponsors to the Vice-President, Support Services.
- e) Shall be responsible for organizing and coordinating all fund raising special events involving the full membership of the SMHA.
- f) Shall be responsible for the operation of the Canteen at the Stittsville Arena (Johnny Leroux) and provide financial statements of its operations to the Vice President, Finance.
- g) Shall prepare and forward a financial statement of all fund raising ventures to the Vice-President, Finance.
- h) Shall appoint assistants, i.e. bake sales, dance, where deemed necessary.

**2.7. COMMUNICATION COORDINATOR**

- a) Shall be responsible for the publication of information related to the operation of the Association and its activities, as directed by the Management Council.
- b) Without limiting the generality of the foregoing, the Communications Coordinator duties shall include: publication of Annual General and Special General Meetings; publication of events as requested by various Executive Officers, i.e. registration and tournaments; publication of league schedules and game results as requested by Conveners and League Representatives; and publication of items of interest to the membership as approved by the Management Council.
- c) Shall be responsible for the care and maintenance of the trophy case and for hanging pennants.
- d) Shall be responsible for the design, maintenance, and publication of information related to the operation of the Association and its activities, as directed by the Management Council, on the Internet including the Association's Website.

**2.8. REGISTRAR**

- a) Shall notify the general public of date and fee structure for registration in local newspapers and bulletin boards.
- b) Shall arrange for printing of registration forms and other handouts for registrants.



- c) Shall collect monies of registrants and forward to the Vice-President, Finance.
- d) Shall sort names of registrants by age groups and forward to the Directors, House Program, Director, Hockey Development Program and Director Competitive Program as appropriate.
- e) Shall keep a general list of all registrants.
- f) Shall be responsible for the administration of Hockey Canada registration and insurance.
- g) Shall supply the District Registrar and league officials with team lists as per District and league regulations.

**2.9. TREASURER**

- a) Shall be responsible for the administration of the Association's financial records under the direction and guidance of the Vice President, Finance.

**2.10. RISK & SAFETY OFFICER**

- a) Shall be responsible for the administration and operation of the SMHA Risk and Safety program.
- b) Shall co-ordinate Association Risk and Safety initiatives
- c) Provides support and direction to SMHA members on Risk and Safety issues
- d) Takes direction from VP Support Services
- e) Shall be responsible to ensure all safety programs, policies, initiatives and directives of Hockey Canada, the HEO, the HEO Minor, and District 4 are communicated to the SMHA Management Council.
- f) Identifies and communicates identified risks to SMHA membership and makes suggestions as to action required to correct the problem.
- g) Maintains a close working relationship with coaches to ensure safety programs, policies and directives are being adhered to.
- h) Provides guidance as it pertains to the 10 step volunteer screening process.
- i) Provides assistance with co-ordination of police screening of volunteers.
- j) Ensures confidentiality in all matters pertaining to Risk and Safety concerns.
- k) Ensures all coaches have completed the "Respect in Sport" program and identifies those who have not complied.
- l) Ensures all trainers are current in their certification.
- m) Assists with the co-ordination of trainer and Respect in Sport certification clinics.
- n) Provides direction and support to SMHA on matters of Harassment and Abuse



- o) Investigates and documents all matters pertaining to allegations of Harassment and/or Abuse.
- p) Provides recommendations to the President and VP Support Services in regard to complaint investigations.
- q) Promotes, educates, and communicates **Fair Play** in the sport of minor hockey.
- r) Sits as a member of the SMHA hearing committee in matters related to violations.
- s) Promotes the use of a signed "**Code of Conduct**" for all coaches, players, managers, on-ice officials and parents.
- t) Interacts-as required-with the District 4 Risk and Safety officer.
- u) Attends monthly District Risk and Safety meetings and reports back to SMHA Management Council.
- v) Provides updates to District Risk and Safety officer-as required. **2.11.**

**CONVENORS (U7, U9, U11, U13, U15, U18, U21)**

- a) Conveners shall administer all matters relating to the daily operation of the house league program within their respective divisions, and in doing so shall ensure compliance with the SMHA Constitution, By-laws, Regulations, and Management Council decisions.
- b) Conveners shall take direction from and shall report to their respective Directors of Hockey Development or House Programs.
- c) Act as liaison between the Management Council and team officials of their respective divisions.
- d) Ensure team officials within their respective divisions are aware of and comply with all SMHA Regulations and Management Council decisions regarding the administration of the hockey program and team conduct, initiating corrective action whenever a violation occurs and reporting same to the Directors, House Program or Director, Hockey Development Program.
- e) Organize, implement and monitor the operation of the hockey program within their respective divisions as approved by the Management Council.
- f) Assist other Executive Officers in the administration of activities respecting their division as directed in the By-laws, Regulations and by Management Council decisions.
- g) Membership on various committees as may be established by the Management Council.
- h) Shall supply team lists to the Registrar within two (2) weeks of team formation.



- i) Shall organize, implement and monitor player evaluations, team selection, team balancing and a mandatory trade meeting post team selection within the House Program.

**3. MANAGEMENT COUNCIL STANDING COMMITTEES**

**1. FINANCIAL**

- (1) Vice-President, Finance (Chair)
- (2) Vice-President, Operations
- (3) Sponsorships / Fundraising Coordinator
- (4) Equipment Coordinator
- (5) Tournaments Coordinator
- (6) Registrar

**2. REGISTRATION**

- (1) Registrar (Chair)
- (2) Vice-President, Finance
- (3) Vice-President, Support Services
- (4) President
- (5) Executive Officers (as required)

**3. COACHES SELECTION COMMITTEE**

- (1) President (Non-Voting Chair)
- (2) Directors of House Program (U11/U13) and (U15/U18/U21)
- (3) Director, Competitive Program
- (4) Director Hockey Development Program
- (5) 1 Non-Management Council SMHA Member
- (6) 1 or 2 Management Council Members

Committee to be comprised of the Executive that will serve during the year for which the coaches will be appointed.

**4. ICE COMMITTEE**

- (1) Ice Scheduler (Chair)
- (2) Vice-President, Operations
- (3) Tournaments Coordinator

**5. DISCIPLINE AND APPEALS COMMITTEE**





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- (1) Vice-President, Support Services (Chair)
- (2) Three (3) Management Council members (to be appointed by Chair)
- (3) Referee-in-Chief - advisory (non-voting)
- (4) Secretary (non-voting)



**ANNEX C-1**

**SMHA BY-LAWS**

1. Players in the Association shall normally play in categories and on teams that specifically encompass their age grouping. A player may play for a team of a higher category but only if he/she competes for a position during annual evaluations / try-outs. Requests for these evaluations / try-outs shall be presented to the Management Council who will approve or deny the request, taking into consideration the player's ability, the balance of players in respective categories and teams, and the recommendations of respective coaches and managers.
2. Coaches shall be required to apply to the respective Directors of House or Hockey Development Programs prior to the start of each season to coach a team in the Association.
3. In all instances, the Management Council has the right to reject or dismiss any coach, assistant coach, trainer or other team staff or manager should it be felt that the best interests of the players or the Association are not being well served.
4. The Management Council shall decide which league Association teams will play in. Proposals for significant changes in league participation will be presented for voting before an Annual or General Meeting of the Association and will normally require approval of the respective league and District 4 Organizations.
5. No member of the Executive shall coach or manage a team in the Association during his/her term of service without first obtaining the approval of the majority of the members of the Executive Council.
6. No player from outside the Association drawing zone shall be permitted to play on an Association team if, by doing so, he/she deprives any player from within the Association of the opportunity to play hockey. On an exception basis the President, with the support of the respective Hockey Program Director, may approve the transfer of a player from outside the SMHA drawing zone. This will be processed within the framework of the District and HEO Minor regulations.
7. If a player wishes to transfer out of the Association or play with another Association in the District, his/her application to do so will be reviewed by the Management Council and either rejected or accepted within the framework of District and HEO Minor regulations.
8. Related Duties of Officers (see Annex "B").
9. The SMHA requires a police record check as a prerequisite to becoming a coach, assistant coach, trainer, manager or on-ice helper.
10. The SMHA will not disclose internal hockey matters outside of the Hockey Canada hierarchy. The Communications Coordinator will handle external media inquiries.





**ANNEX C-2**

**RULES AND REGULATIONS**

1. Team lists must be prepared and submitted to the District Registrar and League Conveners.
2. Only players and team officials listed on the team roster may participate in games unless a league, HEO Minor, or Hockey Canada ruling covers the change.
3. No player may be permanently added or released from the team roster without prior notification to the applicable Association Convener or League Representative.
4. No coach can approach an affiliated or designated player without first receiving the approval of the player's coach.
5. Players are not permitted to use or wear SMHA sweaters for any activity other than games or activities approved by the Executive.
6. Coaches must ensure that all ice time allocated to the team is utilized. Teams have the responsibility to provide written notification to their respective Convener or ice scheduler at least 4 days in advance of an ice slot that will not be used. In the event that written notification is not received that team will be responsible for reimbursing the SMHA for the cost of the ice at the equivalent rate per hour payable to SMHA within 15 days of the missed ice slot. Nonpayment of fees is at the discretion of the President, Ice Scheduler and VP-Operations.
7. Teams using their ice time for exhibition games are responsible for contacting the Referee Scheduler to arrange for appropriate referees and are responsible for the payment of the appropriate fees.
8. Teams traveling outside the boundaries of the HEO Minor must be approved by the President and the District Chairperson two (2) weeks prior to departure.
9. Teams traveling outside of Canada must obtain the proper insurance.
10. Teams must abide by the HEO Minor regulations regarding travel permits, i.e. number of permits allowed.
11. The use of alcohol or illegal drugs by an SMHA Management Council member, team official, player, or game official while participating in any on-ice or off-ice activities of the SMHA will result in the immediate and indefinite suspension of the said person from all activities of the SMHA.



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12. Teams may collect team fees up to a maximum of \$200 per player for House Teams to support entrance to tournaments, team events, team gifts and associated team expenses. At the end of the season, all unspent team fees must be returned to the persons who contributed.



**ANNEX D**

**Stittsville Rams Competitive Minor Hockey Club Constitution**

**ARTICLE 1.0 INTRODUCTION**

- 1.1 SMHA will be responsible for providing competitive hockey at district approved levels and will be known going forward as the “Stittsville Rams”.
- 1.2 Changes to this document shall be incorporated only by a majority vote of the SMHA Executive Committee with ratification at a SMHA AGM.

**ARTICLE 2 ORGANIZATIONAL STRUCTURE**

**2.1 Executive Committee**

- 2.1.1 The Stittsville Rams is governed by the Executive Committee of the SMHA.
- 2.1.2 Stittsville Rams meetings shall be held at least 3 times per year. All members of the Executive Committee shall hold one vote.
- 2.1.3 The Executive Committee, who shall govern in a manner consistent with the Constitution, Bylaws, Rules and Regulations of the CHA, HEO, HEO Minor, Stittsville Rams Constitution and the policy manual of the Stittsville Rams Hockey Club, shall administer the business and affairs of the Stittsville Rams.

**2.2 Hockey Operations Committee**

2.2.1 The Hockey Operations Committee will consist of the following positions:

Director, Competitive	Voted by the SMHA membership at AGM (2 Year Term)
Convenor, Competitive Administration	Appointed by Director, Competitive Program, approved by Executive Committee
Convenor, Competitive Operations	Appointed by Director, Competitive Program, approved by Executive Committee
Rams Finance Officer	Appointed by Director, Competitive Program
Rams League Representative	Director, Competitive Program or Designate
Rams Ice Scheduler	Appointed by Director, Competitive Program
Rams Referee Scheduler	SMHA Referee Scheduler
Rams Risk Management	SMHA Risk and Safety Rep
Rams Registrar/Carding	SMHA Registrar
Rams Sponsorship/Fundraising	Appointed by Director, Competitive Program

2.2.2 Where required, SMHA Executive Committee approvals to be completed at the first SMHA Executive meeting following the AGM.



**ARTICLE 3 ADMINISTRATIVE OPERATIONS**

**3.1 Administrative Operations**

3.1.1 The Stittsville Rams Policy Manual shall act as the day-to-day operation guide of the Rams. Where information is duplicated, the information included herein will supersede the information provided in the Stittsville Rams Policy Manual.

**3.2 Finance**

3.2.1 To assist in financial record keeping and reporting the Stittsville Rams financial account shall be maintained with a bank account separate from the SMHA. The financial records of the Rams shall be part of the overall financial reporting of the SMHA.

3.2.2 The Director, Competitive Program shall prepare a budget for the coming season and propose the Rams Fee (beyond the SMHA registration fee) for the upcoming season. The Director, Competitive Program shall submit the budget to the SMHA Executive Committee for approval by, at the latest, the June SMHA meeting.

3.2.3 Upon completion of the Stittsville Rams tryouts and following the submission of the team lists to the SMHA, the VP Finance shall transfer the complete SMHA registration fee paid by competitive players to the Stittsville Rams account. The Rams fee and any team fees (ie. for tournaments etc.) shall be collected from each competitive player by the respective competitive team manager.

3.2.4 All business conducted on behalf of the Stittsville Rams shall be transacted through the Rams account.

3.2.5 At the end of every hockey season, a financial statement shall be prepared by the Rams Finance Officer and submitted to the VP Finance and presented at the AGM.

3.2.6 Stittsville Rams Signing Authority requires any two of the following four positions: the Director, Competitive Program, the Convenor Competitive Administration, the Convenor Competitive Operations, and/or the Rams Finance Officer.

**3.3 Registration and Carding**

3.3.1 SMHA shall conduct their registration prior to Rams tryouts. Any player trying out for a position on a Rams team must first be registered with the SMHA. A list of all players shall be submitted by the SMHA to the Director, Competitive Program.

3.3.2 The Rams Registrar shall compile team lists and work with the District 4 Registrar and HEO Minor on registration issues.

3.3.3 Payment for HEO Minor registration, submission of team lists and insurance payment activities shall be the responsibility of the Convenor, Competitive Administration. All costs incurred shall be paid from the Rams account.

**3.4 Equipment**



3.4.1 All Rams equipment costs shall be funded under the Rams account with the exception of Goaltending equipment which may be requested from the SMHA. Yearly equipment costs would mostly include socks, pucks, water bottle, trainer kits, coaching aids etc. When required, replacement jerseys shall be purchased.

3.5 Ice Allocation

3.5.1 Ice allocation will be discussed and voted on at the SMHA August Meeting after the completion of all registration activities. Pre-season and regular ice requests shall be booked by the Rams Ice Scheduler. The ice shall be paid for by the Rams account.

3.5.2 It shall be imperative that proper ice distribution and accounting be maintained to ensure that use of ice be optimized. It will be an acceptable practice not to double up teams for competitive practices.

3.6 Rams Web Site

3.6.1 In order to facilitate the administration and distribution of information, Rams web pages shall be maintained on the SMHA web site.

3.7 Sponsorship and Fundraising Activities

3.7.1 The Rams shall maintain a list of sponsors separate from SMHA's sponsors. The Rams Operations Committee shall approve any additions to this list in order to avoid conflicts. Monies collected from sponsorship shall be collected and deposited into the Rams account.

3.7.2 Fundraising activities by the SMHA shall not be shared with the Stittsville Rams. The RAMS organization may conduct separate fundraising activities.

3.8 Transfers from other associations

3.8.1 There are no transfers that will be accepted from outside associations or Districts. Only on an exceptional basis shall a transfer be considered and will require the approval of the SMHA President and Director of Competitive.

3.9 Meetings

3.9.1 Meetings shall be held as per the following schedule, within the framework of the normal SMHA Executive meetings.

May

- End of year report
- Finance Report
- Appointment of Operations Committee.
- Preliminary Team placement for following year
- Ice allocation

August





- Tryout schedule Review
- Ice Schedule Review
- Coach appointments
- Budget approval

September

- Finance Review
- Budget change approval
- Team lists, Transfer approval

3.10 Voting Procedure

3.10.1 Approvals from the Executive Committee will be determined by a majority vote of the Executive Committee.

**ARTICLE 4 HOCKEY OPERATION**

4.1 Team Count Determination

4.1.1 The teams count determination shall be proposed in May and finalized in the August meeting.

4.2 Coach Selection

4.2.1 The coach selection and interview process shall be managed by the Director, Competitive Program and the Convenor, Hockey Operations in May . In the event that a member of the Rams Hockey Operations Committee is deemed the best candidate for a coaching position, the recommendation must be approved by a majority vote from the SMHA Executive.

4.3 Tryouts and Team Selection

4.3.1 Tryouts and team selection will be conducted as per the Stittsville Rams policy document.



