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## CONSTITUTION

A body of laws and fundamental principles, which govern the Association.

## BYLAWS

A set of regulations and orders that give direction as to how the laws and principles stated in the Constitution are carried out on a day-to-day basis. It contains the secondary laws of the Association that are not considered to be main rules.

## POLICIES

A series of statements that show the general direction of the Association. These statements are expressions of the wishes of the Association but are not considered laws, as are the statements that are part of the Constitutions and Bylaws.

## INTERPRETATION

In this Constitution and these Bylaws and in all other Bylaws of the Association. Hereafter passed, unless the context otherwise requires words imparting the singular number of the masculine gender shall include the plural number and/or the feminine gender as the case may be, and vice versa. As well, any and all references to people shall include firms, corporations and other legal entities.

## ARTICLE I: NAME

1. The name of this organization shall be Amherstburg Minor Hockey Association, hereafter referred to as the A.M.H.A. or as the Association, which has been established to serve the residents of Amherstburg.
2. The Association is a corporation without capital shares incorporated under the laws of the Province of Ontario the head office in Amherstburg, Ontario and operating as a non-profit organization. {Incorporated July 7, 1975 Charter Number 0308 163}

## **ARTICLE II: AIMS AND OBJECTIVES**

1. The aims and objectives of this Association are as follows:
  - a. To promote, encourage, develop and govern hockey in the various divisions in the Amherstburg area.
  - b. To teach all participants the proper skills required to play the sport at all ages and skill levels.
  - c. To teach and demonstrate good sportsmanship through competitive sport.
  - d. To develop a positive attitude in organized sports.
  - e. To improve access and promote inclusion with the belief that sports makes a powerful and positive contribution to the development of people and their communities.

## **ARTICLE III: MEMBERSHIP**

1. A member of this Association must reside in the Amherstburg area as defined in Article I, Section 1.
2. In order to vote, a member must be 18 years of age and:
  - a. A registered player or;
  - b. A parent/guardian of a registered player or;
  - c. Member of the A.M.H.A. Executive Board or;
  - d. Active registered volunteer.
3. Any Membership fees shall be set at the Annual Meeting.

## ARTICLE IV: OFFICERS

The Executive of the Association shall consist of:

- a) Past President (Immediate)
- b) President
- c) Vice President (House League)
- d) Vice President (Travel)
- e) Treasurer
- f) Registrar
- g) Secretary
- h) Travel Convener
- i) Referee in Chief
- j) Director of Player / Coach Development
- k) Disciplinary / Risk Management Director
- l) Equipment Manager
- m) Fund Raising Director
- n) House League Convener Representative
- o) Director of Ice Scheduling
- p) Director of Information/Communication
- q) Director of Tournaments

Non-voting Members:

- a) Midget Convener
- b) Bantam Convener
- c) Pee wee Convener
- d) Atom Convener
- e) Novice Convener
- f) Sr .Tyke Convener
- g) Jr. Tyke Convener

All the members of the Executive must be a member of the Association as per Article III.

**ARTICLE V: TERM OF OFFICE**

1. The term of office for all members of the Executive shall be effective the first day of May in each calendar year.
2. The term of office for all members of the Executive shall be one year with the following exceptions:
  - a. The term of office for the Vice President (Travel), the Vice President (House League) and Registrar shall be two years. The election of the Vice President (House League) shall be at the Annual Meeting held in odd-numbered years. The election of the Vice President (Travel) and Registrar shall be held at the Annual Meeting, held in even-numbered years.
  - b. The term of office for the Treasurer and the Player/Coach Development shall be two years. The Treasurer and Player/Coach Development shall be appointed positions by the A.M.H.A. Executive Board in even-numbered years and not elected positions at the Annual Meeting.
  - c. The term of office for the Disciplinary / Risk Management Director shall be two years. The Disciplinary / Risk Management Director shall be an appointed position by the A.M.H.A. Executive Board in odd-number years and not an elected position at the Annual Meeting.
  - d. The term of office for the Travel Convener shall be two years. The election of Travel Convener shall be at the Annual Meeting held in odd number years.
3. Appointed positions for the start of a new term will be established by the Executive Board in power prior to May 1<sup>st</sup>. Appointments, as a result of resignations, during the season will be the responsibility of the Executive Board for that season.
4. Members of the Executive shall be elected at the Annual Meeting by a simple majority vote of all members present and eligible to vote.
5. A new Executive must consist of a minimum of nine elected members. The Immediate Past President, either Vice President and /or Treasurer are to be included as members of a new Executive for the purpose of this section.
6. Failing the election of a new Executive, a subsequent meeting of the general membership shall be called within one month of the Annual Meeting in order to fill the vacant position(s).
7. Any positions on the Executive that are not filled by election at the Annual Meeting can be filled by appointment by the new Executive within 15 days written notice of intent to the President.
8. If a member of the Executive misses three consecutive, regular scheduled meetings without just cause and notification, the Executive shall have the right to recall that member. In all cases of recall, the affected member shall be notified in writing at least one week prior to the meeting of the Executive that will deal with the recall. Non-voting members of the Executive will not be required to attend Executive Meetings.

9. All members of the Executive will obtain a Police Clearance prior to the commencement of the new term of the office year. The Police Clearance is to be submitted to an independent party as designated by the Disciplinary/Risk Manager by June 1.

10. Filling the President's Position:

**The president's term shall be a one-year term with a maximum of three consecutive years in the position unless the position is not filled as per items listed below.**

To ensure continuity within the organization, the President's position shall be filled according to the following protocol:

- a. Candidates shall have served on the Executive Board for the last two (2) consecutive years
  - b. If there is no interest from this candidate group, the candidates must have served on the Executive Board in the prior year.
  - c. If there is no interest from this candidate group, the candidates must have served on the Executive Board in the last five years.
  - d. If there is no interest from this candidate group, the candidates must be a member of AMHA.
11. After hearing recommendations from the Vice President (House League) the Executive will, at its first regular meeting, appoint one non-voting House League Convener to the position of House League Convener Representative. This appointment will thereby make this Convener a voting Member of the Executive.

## **ARTICLE VI: DUTIES OF THE EXECUTIVE**

1. The Executive shall have control of the general affairs of the Association including but not limited to, the power to fill any vacancy which may occur in its number during the year and to alter the Bylaws of the Association subject to Article V, Section 4; Article VIII, Section 2; and Article X, Section 3 of the Constitution.
2. The Executive shall appoint trustees from within the community to audit the financial records prior to the end of the fiscal year.
3. The Executive shall provide a copy of the Constitution and or Bylaws to any member upon request, for a fee set up by the current Executive.
4. All purchases over \$200.00 must first be authorized by the Executive. All purchases under \$200.00 to be authorized by either the Equipment Manager or the Vice President (Travel) or the Vice President (House League), limited to a single occurrence in any 30 day period without Executive approval.



5. The Executive shall not make financial commitments which extend into the subsequent fiscal year except where that decision is necessary for the proper functioning of the association in the subsequent fiscal year.

## **ARTICLE VII: DUTIES OF THE INDIVIDUAL OFFICERS**

### **1. The Past President shall:**

- a. Oversee the transfer of duties to the new President and Executive to maintain continuity of the Association from one year to the next.
- b. Act as an advisor to the President and the Executive.
- c. Preside at any meeting that the President is unable to attend.
- d. Exercise all of the powers of the President in the absence of or the inability to act.

### **2. The President shall:**

- a. Act as one of the signing officers of the Association with the Treasurer and / or Secretary.
- b. Preside at all meetings. In the event that either the President or the Past President is unable to attend a meeting, the President shall appoint another member of the Executive to act as chair person for that meeting.
- c. Exercise the powers of the Executive in the case of an emergency. In such an event, a meeting of the Executive shall be held within (5) five days of such action to ratify any action(s) taken by the President.
- d. Sit on all committees as an ex-official, non-voting member.
- e. Prepare a written summary of the year's activities in general for the Association for presentation at the Annual Meeting. A copy of this report shall be kept on file with the minute's book.
- f. The President shall make every effort possible to notify every member of the Executive of any meeting (other than monthly meetings) or decisions that require voting from the Executive.

### **3. The Vice President (House League) shall:**

- a. Act as liaison between the House League division and the Executive.
- b. Attend all meetings of the Interlock League and act as the liaison between the Interlock League and the Executive.
- c. Hold a minimum of three meetings with the local House League Convener and coaching staff members of the local House League teams. Additional meetings may be held when necessary.
- d. The VP of House League shall work in conjunction with the Director of Ice Scheduling to arrange the regular season and play down schedule for all House League divisions.

- e. Maintain an accurate Team Information Form for each team in the House League division.
- f. Prepare a written summary of the year's activities for the House League division for presentation at the Annual Meeting. A copy of this report shall be kept on file with the minute's book.

#### **4. The Vice President (Travel) shall:**

- a. Act as liaison between the Travel Division and the A.M.H.A. Executive.
- b. Attend all OMHA, SWOMHL and Blue Water League meetings when the Travel Convener cannot attend.
- c. Arrange the ice time required by the Travel Division prior to the start of the playing season in conjunction with the Vice President (House League) and the Travel Convener.
- d. Appoint a person or persons to operate the gate for all Travel Division games and timekeepers.
- e. Maintain a record of all funds received and expenditures from all Travel teams including a projected cost before the start of the season.
- f. Maintain an accurate Team Information Form supplied by the Equipment Manager for each team in the Travel Division.
- g. The VP of Travel shall work in conjunction with the Director of Ice Scheduling and the Travel Convener to arrange the regular season and play down schedule for all Travel divisions.
- h. Attend and oversee the 1st parents meeting of any travel team that the travel convener cannot attend to inform coaches, parents and players of any rules and regulations that affect their division. The VP may not oversee any travel team parent meeting that he/she is a member of the coaching staff or the parent of a child on the team they are asked to oversee. A member of the AMHA executive will then attend the meeting as long as he/she is not a member of the coaching staff or a parent of a child on the team. The meeting will be arranged by the respective coaching staff.
- i. In conjunction with the Registrar, maintain all Travel team rosters, player and coaches' cards and their AP roster information.
- j. The VP of Travel cannot be rostered as a head coach on any travel team.
- k. Prepare a written summary of the year's activities for the Travel Division, for presentation at the Annual Meeting. A copy of this report shall be kept on file with the minute's book.

#### **5. The Treasurer shall:**

- a. Act as one of the signing officers of the Association with the President and /or the Secretary.
- b. Maintain all financial records on behalf of the Association.

- c. Deposit and invest all monies received by the Association with a chartered bank or other financial institution as authorized by the Executive.
- d. Present a written statement that outlines the financial position of the Association at all meetings of the Executive.
- e. Arrange for the annual audit of the records by the trustees appointed by the Executive.
- f. Submit a budget to the Executive at the end of the playing season that outlines the proposed revenues and expenditures for the upcoming fiscal year.
- g. Prepare a written summary of the year's financial activities for the Association for presentation at the Annual Meeting. A copy of this report shall be kept on file with the minute's book.
- h. Annually file a Provincial and Federal tax return.
- i. Arrange for reconciliation's of the records by the trustees appointed by the Executive.

## **6. The Registrar shall:**

- a. Register all hockey players.
- b. Oversee the signing of all player cards by Parents, Players and Coaches.
- c. Compile and update Player Lists.
- d. Update Player Rosters.
- e. Make adjustments to team roster list as required.
- f. Establish the total number of registrants allowed each season in conjunction with the Executive as a whole.
- g. Compile and update player waiting list as required.
- h. Register all new players before players are asked to see the Treasurer.
- i. Prepare a written summary of the year's activities for the presentation at the Annual Meeting. A copy of this report shall be kept on file with the minute's book.

**7. The House League Conveners shall:**

- a. Arrange the regular season and playoff schedules in conjunction with the Vice President (House League) for their division.
- b. Arrange for and conduct player drafts in conjunction with the Vice President (House League) and the coaching staff of the local House League teams for their division.
- c. Hold meetings with the coaching staff of the teams in their division when necessary.
- d. Inform the members of the coaching staff, the parents, players and others involved with the House League of any changes made by the Executive that effects their division.
- e. Notify the Vice President (House League) of any disciplinary action that may be required within their division.
- f. Maintain and make public a set of statistics that includes only the number of games played, won, lost and tied and overall standings for their division.
- g. Appoint an alternate coach for any team in their division if a coach fails to show for a game.
- h. Prior to the end of the playing season, provide the Equipment Manager with a written report as to the condition of the equipment within their division.
- i. Prior to the end of the season, provide the Vice President (House League) with a Player Rating List for all the players in their division.
- j. Prepare a written summary of the year's activities for their division to be provided to the Vice President (House League).
- k. Must attend all home games of their division. If unable to attend, you must have a Board approved alternate attend. Failure to comply without just cause and notification could result in dismissal from Board.

**8. The Travel Convener shall:**

- a. Act as a centre contact representative at all OMHA, SWOMHL and Blue Water League meetings.
- b. Hold meetings with the Travel coaching staff, when necessary, in conjunction with the Vice President (Travel).
- c. Inform the members of the coaching staffs, the parents and others involved with the Travel Division, of any changes made by the A.M.H.A. Executive or Blue Water Executive affecting the division.
- d. Attend a minimum of 3 practices and 3 games, per team, per year for evaluation of the coaching staffs to be filed with the Director of Player / Coach Development.
- e. Responsible for the day-to-day operation of all Travel Division teams.
- f. Attend and oversee the 1st parents meeting of all travel teams to inform coaches, parents and players of any rules and regulations that affect their division. The travel convener may not oversee any travel team parent meeting that he/she is a

member of the coaching staff or the parent of a child on the team. The VP of travel will then attend the meeting. The meeting will be arranged by the respective coaching staff.

{Definition of parent: Father, Mother, Step-Father, Step-Mother, Grandparent

Definition of coaching staff: Head Coach, Asst. Coach, Trainer, Manager or Parent Liaison.}

- g. Ensure that each Travel team has a minimum of one parent liaison.
- h. Approve all tournament forms and OMHA requests.
- i. Work with the Director of Player / Coach Development to develop divisions in a way set out by the Executive.
- j. Notify the Vice President (Travel) of any disciplinary actions that may be required within the division.
- k. The Travel Convenor cannot be rostered as a head coach on any travel team.
- l. Prepare a written summary of the year's activities for the Travel Division to be provided to the Vice President (Travel).

#### **9. The Referee-in-Chief shall:**

- a. Appoint the referees and timekeepers for all House league, Exhibition and Division games ensuring equality of scheduling across the groups.
- b. Arrange the referees and timekeepers for all Travel Exhibition, Division, Playdown and Playoff games using an online scheduling system.
- c. Arrange clinics for referees and off-ice Officials.
- d. Maintain a list of all referees and their qualifications as well as timekeepers for the Association to be updated and published to the President, Vice President of House league and the Vice President of Travel on a quarterly basis.
- e. Advertise for candidates for new referees and new timekeepers each year by posting a signup sheet in the lobby of the Arena that will remain up for 14 days during the month of March, prior to Day of Champions.
- f. Interview and recommend candidates to the Executive Board for their approval prior to the August Board Meeting.
- g. Chair at least one meeting during the season with all AMHA referees, timekeepers, House league coaches, Conveners, etc., as an open forum
- h. For all groups to communicate concerns with the intent to improve the process.
- i. Ensure that we have a minimum of three (3) Trained Travel Timekeepers equally sharing games throughout the year to protect the Association.
- j. Review Referee and Timekeeper rates and make recommendations to the Executive Board for their consideration and approval.
- k. Administer a Timekeeper Audit Plan to ensure they are capable of doing their job. A Development plan should be administered to ensure that they are capable.
- l. Prepare a written summary of the years activities for presentation at the Annual Meeting. A copy of this shall be kept on file with the minutes' book or electronically stored with the Secretary.

**10. The Director of Player/Coaches Development shall:**

- a. Act as an advisor to the President and the Executive.
- b. Be responsible for the growth and development of all players and coaches in A.M.H.A.
- c. Set up programs and meetings as required.
- d. Arrange clinics for the coaches and trainers of the Association.
- e. Prepare a written summary of the year's activities for the presentation at the Annual Meeting. A copy of this report shall be kept on file with the minute's book.

**11. The Equipment Manager shall:**

- a. Maintain a current inventory listing of all equipment owned by the Association, including goaltender equipment, sweaters and First Aid kits.
- b. Be responsible for an up-to-date Equipment Assigned list for all assigned to any player, coaching staff member or team of the Association.
- c. Be responsible for the on-going maintenance of all equipment owned by the Association.
- d. Prepare an annual, written report for the Executive outlining any proposed equipment purchases and /or equipment maintenance requirements.
- e. The Equipment Manager shall be responsible for acquiring trophies/plaques/awards as required for A.M.H.A.
- f. Use a competitive bid process for all purchases greater than \$200.

**12. The Fund Raising Director shall:**

- a. Oversee all fund raising activities approved by the Executive.
- b. Establish a fund raising plan and goals for each season and present that plan at the second regular meeting of the executive in May.
- c. Be responsible for coordinating sponsorship for the A.M.H.A. as a whole.
- d. Present a written statement of the year's activities for the presentation at the Annual Meeting. A copy of this report shall be kept on file with the minute's book or electronically stored with the Secretary.

**13. The Secretary shall:**

- a. Act as one of the signing officers of the Association with the Treasurer and/or the President.
- b. Keep on file all the records of the Association.
- c. Record the minutes of all of the Association and keep on file the approved minutes

in a printed annual binder and save in a secure electronic format.

- d. Post notices on the hockey bulletin board of all up-coming meetings of the Association.
- e. Retain on file an up-to-date master copy of the Constitution and Bylaws that shall, upon request, be available to any member of the Association.
- f. Handle all correspondence as directed by the Executive.
- g. Make arrangements for annual team pictures for A.M.H.A.
- h. Handle all correspondence for advertising for the Association including local newspapers and other media, as deemed necessary or directed by the Executive.

#### **14. The Disciplinary / Risk Management Director shall:**

- a. Be responsible for ensuring that all police records checks (IPRC) are received and reviewed by a Board approved designate for all volunteers acting for A.M.H.A. Ensure strict confidentiality, and make recommendations to the committees of A.M.H.A. as requested.
- b. Be responsible for the receipt, investigation and appropriate action regarding all complaints of abuse from and /or against anyone involved in A.M.H.A.
- c. Be responsible for the validation of all A.M.H.A. volunteers and officials, as mandated by the OMHA, for any preventive services programs and /or harassment and abuse clinics attended.
- d. The Risk Management Director will also be responsible to assemble, be a member of, and oversee a Board approved Disciplinary Committee as set out in Section X: Article XI #3 of the A.M.H.A. Bylaws. Committee members to be approved by the Executive Board.
- e. Prepare a written summary of the year's activities for presentation at the Annual Meeting. A copy of this report shall be kept on file with the minute's book.
- f. The Disciplinary/Risk Management Director shall handle the processing of all insurance claims and any relative documentation.

#### **15. The Director Ice Scheduler shall:**

- a. Work closely with VP (of House League and Travel) and the Conveners (House League and Travel) in arranging ice schedules for the association
- b. Prepare and distribute all ice time schedules at least one week prior to start of season;
- c. Incorporate amendments and co-ordinate as needed to accommodate special activities such as play-offs, play-downs, or special activities;
- d. Arrange and secure ice time for travel team tryouts at the beginning of each season;
- e. Monitor and report teams not utilizing allotted ice time;
- f. Distribute schedules to Conveners and Board members in a timely manner;

- g. Assist in annual budget preparation;
- h. Report to and assist President as required;
- i. Attend all AMHA meetings regularly.

**16. The Director of Information /Communication shall be responsible for:**

- a. Website Evaluations/Design and Structure/Re-sourcing
- b. Mass e-mail communications
- c. On-line forms, i.e.: website feedback, coaching evaluations, referee sign up, expense reimbursements, clinic registrations, etc.
- d. Online team/division schedules posted – Travel and House League
- e. Individual pages for Travel teams (possibility)
- f. Events Calendar – Interactive
- g. Photos/Slideshows
- h. Communications and Privacy Policies
- i. Social Networking – Facebook/Twitter
- j. AMHA Sponsorship – streaming
- k. Website Metrics
- l. Newsletters

**ARTICLE VIII: QUORUM AND VOTING PROCEDURES FOR MEETINGS OF THE EXECUTIVE**

1. All meetings of the Executive shall require a minimum of ½ plus 1 of the members of the group as outlined in Article IV to be in attendance in order to form a quorum.
2. A motion at a meeting of the Executive shall require a simple majority vote of those members present and eligible to vote and who are not in direct conflict.
3. Every member of the Executive shall have one vote only at any meeting regardless of the number of positions held.
4. In all meetings of the Executive, the President of the Association shall not vote except to break a tie vote.
5. No proxy votes shall be allowed at any meeting of the Executive.
6. In the event of a declared conflict of interest, the President may request the affected person(s) to not be present during any related discussion(s) and/or votes.
7. Roberts Rules of Order will be used as a basis for conducting all meetings of the Executive.



8. Each member present and eligible to vote shall on each motion, vote "for" or "against". No member of the Executive present and eligible to vote will be allowed to abstain unless a conflict of interest has been declared by the Executive Member and accepted by the Chair.

## **ARTICLE IX: QUORUM AND VOTING PROCEDURES FOR MEETINGS OF THE MEMBERSHIP**

1. All meetings of the membership, including the Annual Meeting shall require a minimum of  $\frac{1}{2}$  plus 1 of the members of the Executive in order to form a quorum.
2. At the Annual Meeting or at any other meeting of the membership, only those members of the Association (as per Article III) who are aged 18 or older shall be eligible to vote.
3. The President shall have the same voting rights as all other members of the Association.
4. No proxy vote shall be allowed at any meeting of the general membership of the Membership.

## **ARTICLE X: AMENDMENTS OF THE CONSTITUTION AND BYLAWS**

1. Amendments and/or changes to the Constitution shall be made only at the Annual Meeting or General Meeting(s) of the Membership
2. Any changes and /or amendments of the Constitution shall be subject to the following majorities:
  - PROPOSALS RECEIVED AT LEAST (7) SEVEN DAYS PRIOR TO THE DATE OF THE ANNUAL MEETING
    - 2/3 of those members present and eligible to vote.
  - PROPOSALS RECEIVED LESS THAN (7) SEVEN DAYS PRIOR TO THE DATE OF THE ANNUAL MEETING
    - 9/10 of those members present and eligible to vote.
3. Amendments and /or changes to the Bylaws may be made during the year by the Executive by a 2/3 majority vote. However, any change(s) made during the year shall not remain in effect in the next year unless ratified at the next Annual Meeting following the change.
4. Any changes and /or amendments to the Bylaws at the Annual Meeting shall require a simple majority vote of those members present and eligible to vote.
5. Any matter of change(s) to the Constitution that has been on the floor by motion and that has been voted on (whether carried or defeated) at any Annual Meeting shall not be brought before the GENERAL MEMBERSHIP prior to the next Annual Meeting.

## **ARTICLE XI: FAIR PLAY CODE OF CONDUCT**

### ***SECTION 1: EXECUTIVE***

1. I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race.
2. I will encourage our hockey program to be completely focused on the development of our players and not for the entertainment of the spectators.
3. I will make sure all equipment and facilities are safe and match the athlete's ages and abilities.
4. I will make sure that the age and maturity level of the children are considered in program development, rule enforcement and scheduling.
5. I will make sure that winning is kept in its higher prospective, important but secondary to skill development and having fun.
6. I will abide by A.M.H.A. Codes of Conduct, and make sure they are followed by spectators, parents, officials and players.
7. I will make sure that coaches and officials are properly certified for the level at which they are coaching or officiating.
8. I will encourage and expect parents, coaches, officials and spectators associated with A.M.H.A. to support our objectives in the areas of fairness and equity, player development and communication.
9. I will remember that I represent A.M.H.A. when visiting other arenas. I will do my best to leave a positive impression.

### ***SECTION 2: COACHES***

As coaches within A.M.H.A. our focus is to ensure that players develop and refine their hockey and skating skills, fair play, work hard, build team work, have fun and most importantly, learn to respect teammates, coaches, opponents, officials and their discussions, and that game of hockey. SAFETY and RESPECT are our goals.

As coaches we are agreeing to abide by the following guidelines:

1. We will actively encourage and support the concepts of FAIR PLAY: Respect the rules. Respect your opponents. Respect the officials and their decisions. Have everyone participate. Maintain your self-control at all times.
2. We will not be openly critical of any players on our team, opposing teams, officials, other coaches, or parents.

3. We will respond to and be aware of all players' safety and their needs.
4. We will treat players fairly and with respect.
5. We will emphasize respect, teamwork, FUN, and attempt to build a love for the game in all our players.
6. We will fully understand that our system is designed to serve the needs of the players first, and not serve the coaches and parents.
7. We will attempt to teach our players to work hard to win, but not to "win at all costs".
8. We will respect other coaches within our system and work with them to ensure maximum benefit to the players.
9. We will be organized and prepared for all practice sessions and games to maximize and optimize all scheduled ice times.
10. We will be responsible when scheduling games and practices, and to remember the other interests of the players.
11. We will avoid over - playing talented players. We will do our best to ensure that all athletes receive fair and equitable support and playing time.
12. We will remember that children need a coach they can respect, and be generous with deserved praise, cautious with criticism and set a good example.
13. Remember that children play for fun and satisfaction, and that we are here to teach fair play and respect for the rules of the game.
14. I will remember that I represent A.M.H.A. when visiting other arenas. I will do my best to leave a positive impression.

### ***SECTION 3: PLAYERS***

As a player for A.M.H.A., I will abide by the following guidelines:

1. I will abide by the FAIR PLAY principles at all times. The principles are: Respect the rules. Respect the opponents. Respect the officials and their decisions. Have everyone participate. Maintain self-control at all times.
2. Foul language toward teammates, coaches, officials or opponents will not be tolerated.
3. I will not be critical of teammates' abilities except to encourage good team play.

4. I am on a team and will be a team player. I will cheer all good plays, both on my team and my opponents.
5. School shall take precedence over hockey.
6. Players are representing their hockey association, and not only their teams. Players shall behave themselves at all times in all public places, especially when on "the road".
7. Play for your own enjoyment, not just to please parents, teachers or coaches.
8. I will cooperate with my coaches and the officials. They are there to help me.
9. I will have fun, improve my hockey skills, make friends and do my best for my team and myself.
10. I will play by the rules at all times.
11. I will remember that I represent A.M.H.A. when visiting other arenas. I will do my best to leave a positive impression.

#### **SECTION 4: PARENTS**

1. All parents of players registered with the A.M.H.A. agree to abide by the following guidelines and ensure that friends / relatives who accompany them to the rink also follow these guidelines as applicable.
2. Parents will actively encourage and support the concepts of FAIR PLAY at all times. The concepts are: Respect the opponents. Respect the officials and their decisions. Have everyone participate. Maintain your self-control at all times.
3. Parents shall support the whole team, not just their own child.
4. Parents shall not be critical, embarrass or heckle any player, including the opposition, and should applaud ALL good plays, regardless of who makes them.
5. Parents shall not criticize the officials at any time.
6. Parents will make sure that their behavior sets a good example for fair play. Remember actions speak louder than words.
7. Parents/relatives are not allowed behind the players' bench at any time.
8. Parents will ensure their child attends all scheduled practices and games. Contact with the team coach or manager is essential if unable to attend for any reason.
9. Parents are reminded that players will not be permitted on the ice without complete and safe equipment.
10. If I wish to express concerns or make a complaint, I will do so using appropriate channels and in a positive and constructive manner. If I do not know the appropriate channels in A.M.H.A., I will contact a Board Member to learn about them.
11. I will remember that I represent A.M.H.A. when visiting other arenas. I will do my best to leave a positive impression.

## **SECTION 5: SPECTATORS**

1. I will remember that children play hockey for their enjoyment. They are not playing to entertain me.
2. I will have realistic expectations. I will remember that minor hockey players are children and cannot be judged by professional standards.
3. I will show respect for athletes, coaches, officials and their decisions, and other spectators and encourage other participants to do the same. In particular, I will refrain from using foul and abusive language, drugs, alcohol and inappropriate physical behavior.
4. I will never ridicule a player for making a mistake during a competition. I will make positive comments that motivate and encourage continued effort.
5. If I wish to express concerns or make a complaint, I will do so using appropriate channels and in a positive and constructive manner. If I do not know the appropriate channels in A.M.H.A., I will contact a Board Member to learn about them.
6. I will remember that, like our players and coaches, I represent A.M.H.A. when visiting other arenas. I will do my best to leave a positive impression.

## **AMHERSTBURG MINOR HOCKEY ASSOCIATION COMPLAINT PROCESS**

### **NOTE:**

- A) THERE WILL BE A WAITING PERIOD OF A MINIMUM OF 24 HOURS COOL DOWN TIME BEFORE APPROACHING THE TEAM LIAISON REPRESENTATIVE.
- B) THERE WILL BE NO SHORTCUTS! YOU MUST FOLLOW THESE STEPS IN ORDER FOR THE ISSUE TO BE PROPERLY HEARD. IF YOU CONTACT OTHER MEMBERS OF THE EXECUTIVE, YOU WILL BE DIRECTED TO STEP 1 OF THE PROCESS.

STEP 1: Approach the team liaison representative about the issue in a civil manner. A.M.H.A. expects the majority of all issues to be resolved at this step. If the issue is not resolved, then at this step proceed to Step 2.

STEP 2: Approach the Convener for the division in a civil manner to discuss your issue and work toward having it resolved.

STEP 3: The Convener will facilitate a process to resolve the issue/problem and also advise the Vice President of the division of the situation at hand. The Vice President will monitor the issue to ensure a resolution. If this issue is not resolved at this step, the Vice President will proceed to Step 4.

STEP 4: The Vice President will contact the Disciplinary / Risk Management Director who will then investigate the issue and make the final decision on the issue at hand.

**FAIR PLAY PLEDGE**

I / We \_\_\_\_\_ and my participating children, \_\_\_\_\_, hereby agree to abide by the rules, regulations and decisions, set forth by the OMHA and the A.M.H.A. which absolutely prohibit the extremely dangerous act of “checking from behind.”

These and other rules provide the framework essential to “FAIR PLAY.”

I, and my participating child, understand that suspensions will be imposed for violations of these rules.

Signatures of Parent/Guardian

\_\_\_\_\_

Signature of Player

\_\_\_\_\_

Date \_\_\_\_\_

**FAIR PLAY ASSESSMENT SHEET**

\*\*This sheet will only be seen by the Travel Convener or the Vice President (House League), depending on which division your assessment is about.

\*\*There MUST be a signature and phone number, so that the Convener can contact you to discuss this matter.

TEAM \_\_\_\_\_

DATE \_\_\_\_\_

ARENA \_\_\_\_\_

OPPONENTS \_\_\_\_\_

**PLAYER CONDUCT ON ICE**

None\Some\Often

Unnecessary penalties	____ ____ ____
Displays of poor attitude with officials	____ ____ ____
Displays of poor attitude with opposition	____ ____ ____
Hot - dogging after goal	____ ____ ____
Scorers acknowledge line mates	____ ____ ____
After goal scored upon, goalie encouraged	____ ____ ____
Positive attitude amongst players'	____ ____ ____
Use of bad language by players'	____ ____ ____
Inappropriate body language	____ ____ ____
Acceptance of referees decisions	____ ____ ____

---

**PLAYER BEHAVIOUR OFF ICE**

Good\Aver\Poor

Dressing rooms left clean	____ ____ ____
Good behavior entering and leaving rink	____ ____ ____
Appropriate behavior in rink	____ ____ ____
Use of foul language in rink	____ ____ ____
Use of foul language in dressing room	____ ____ ____

---

COACHES	Good\Aver\Poor
Amount of time spent in dressing room	___ ___ ___
Shows respect for officials	___ ___ ___
Positive attitude towards players'	___ ___ ___
Fair ice time for all players	___ ___ ___
Positive role model for all players	___ ___ ___
Conduct in rink and on bench	___ ___ ___

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PARENTS	Good\Aver\Poor
Attitude towards players'	___ ___ ___
Attitude towards opposing team players	___ ___ ___
Attitude towards opposing team parents	___ ___ ___
Demonstrates Fair Play principles	___ ___ ___

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COMMENTS:

PRINT NAME: \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\*\*Thank you for taking the time to fill in this sheet.



## ARTICLE XII: DISCIPLINARY PROCEDURES

1. All teams and members of the Association shall be subject to the rules and regulations of the O.M.H.A., the S.W.O.M.H.L., the Blue Water League, and the Bylaws of the Association.
2. In the event of a conflict between the rules and / or regulations of O.M.H.A. and / or those of the S.W.O.M.H.L., and / or those of the Blue Water League, and the Bylaws of the Association, the rules and regulations of the O.M.H.A. and / or the S.W.O.M.H.L. and / or the Blue Water League shall take precedence.
3. A Disciplinary Committee consisting of (3) three members and at least one alternate shall be established by the Executive at the first meeting of the Executive. In the event that a member of the Disciplinary Committee is no longer able to serve as a member, the Executive shall appoint a replacement.
4. The Disciplinary Committee alone shall have the power to suspend or to discipline any manager, coach, trainer, player, team, or member of the Association.
5. Any dispute concerning the application and/or the interpretation of the Bylaws of the Association shall be presented in writing within 72 hours of the occurrence of the dispute to the Convener of the division, to the appropriate Vice President or to the President who shall notify the chair of the Disciplinary Committee as soon as possible.
6. The chair of the Disciplinary Committee shall call a meeting of the committee and all parties involved in the dispute as soon as possible. In all cases, a minimum of (3) three members of the Disciplinary Committee must be present for a meeting.
7. Any individual involved in a dispute shall have the right to make a presentation to the Committee.
8. The Disciplinary Committee shall settle the dispute and notify all of the parties of the decision within 24 hours of the meeting.
9. The Chair of the Disciplinary Committee shall prepare a brief written report of the issue, decision(s) and any recommendation(s) to be presented to the Executive as soon as possible. All reports shall be confidential to the Executive and shall be kept on file for a minimum of (2) two years.
10. Any member that was a party to the dispute shall have the right to appeal the decision of the Committee. Any appeal shall be made in writing to the Executive of A.M.H.A. within 48 hours of notification of the Committee's decision.
11. In all cases, if a member of the Disciplinary Committee is in conflict as a result of personal involvement in the dispute, that member shall request that the Executive appoint another member to act as an alternate.

## **AMHERSTBURG MINOR HOCKEY ASSOCIATION CODE OF CONDUCT**

1. This "Code of Conduct" identifies the standard of behavior which is expected of all Amherstburg Minor Hockey Association (A.M.H.A.) Members, including all players, parents, coaches, officials, volunteers, executive members, directors, committee members, conveners, team managers, trainers, and all others involved in any and all A.M.H.A. activities.
2. A.M.H.A. is committed to providing an environment in which individuals are treated with both respect and courtesy. Members of A.M.H.A. shall conduct themselves at all times in a fair and responsible manner that reflects fairness, integrity and mutual respect. During the course of all A.M.H.A. events and activities, members shall avoid behavior, which brings A.M.H.A. and its members of the sport of hockey into disrepute.
3. A.M.H.A. members and participants shall at all times adhere to the policies and procedures, rules and regulations governing all A.M.H.A. events and activities as well as those rules and regulations governing any competitions in which any member of A.M.H.A. participates.
4. Members of A.M.H.A. shall at no time engage in any activity or behavior, which endangers or interferes with the safety of others. It is the policy of this organization that there shall be no abuse or neglect, whether physical, emotional or sexual, of any participant in any programs. Members shall refrain from behavior or comments, which are disrespectful, offensive, abusive, racist or sexist. In particular, actions which constitute harassment or abuse will not be tolerated.
5. Failure to comply with this Code of Conduct may result in disciplinary action, suspension or release from membership in the A.M.H.A. and the privileges that come with it.

### **6. PART 1: AMHERSTBURG ARENA CODE OF CONDUCT**

The United Communities Credit Union complex is a recreation facility to be enjoyed by all the residents of the Town of Amherstburg and other guests. The use of this facility is a privilege and not a right. Patrons attending this facility shall at all times act with decorum.

Specifically patrons:

1. *SHALL NOT use abrasive or offensive language.*
2. *SHALL NOT assault or threaten any other person in or around this facility and its grounds*
3. *SHALL NOT enter upon the ice surface or team bench*
4. *SHALL NOT abuse or deride hockey/skating officials or instructors*
5. *SHALL NOT throw articles onto the ice surface or at anyone in or outside the arena*

**THE BY-LAWS AND REGULATIONS OF AMHA PROVIDE THAT ANYONE IN BREACH OF THIS CODE OF CONDUCT SHALL IMMEDIATELY BE REMOVED FROM THIS FACILITY AND BE SUBJECT TO DISCIPLINARY ACTION AS SET OUT IN THE BY-LAWS AND REGULATIONS OF AMHA.**

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**PART 2: ONTARIO MINOR HOCKEY ASSOCIATION ("OMHA") CODE OF CONDUCT**

This code of Conduct identifies the standard of behavior which is expected of all OMHA members and participants, which for the purpose of this policy shall include players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, team managers, convenor's, trainers, administrators and employees involved in OMHA activities and events.

The OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the OMHA shall conduct themselves at all times in a manner consistent with the values of the OMHA, which include fairness, integrity and mutual respect.

During the course of all OMHA activities and events, members shall avoid behavior which brings the OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs, use of alcohol by minors and use of profanity.

OMHA members and all participants shall at all times adhere to OMHA operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of OMHA.

Members and participants of the OMHA shall not engage in any activity or behavior which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of the OMHA shall refrain from comments or behavior, which are disrespectful, offensive, abusive, racist or sexist. In particular, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under the OMHA Harassment policy.

Failure to comply with the OMHA Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the OMHA. Such action may result in the member losing the privileges, which come with membership in the OMHA, including the opportunity to participate in OMHA activities and events, both present and future.

**PART 3: AMHA WRITTEN AND CYBER BULLYING POLICY**

AMHA is committed to help reduce and prevent the bullying of all members and participants. Written and Cyber Bullying is defined as harmful actions that are communicated via written, electronic or social media and are intended to embarrass, harm, or slander any individual.

Some examples for the bullying policy include, but are not limited to, the following:

1. Continually criticizing any individual's skills or abilities.
2. Blaming the target for mistakes.
3. Repeated insults or put downs of any individual.
4. Denying or discounting any individual's accomplishments.
5. Threats of physical violence towards any individual.

Written and or Cyber Bullying within AMHA will be dealt with as per the following

:

1. Information will be gathered from sources pertaining to the incident and reviewed by AMHA.
2. Professional assistance may be called upon as required.
3. First offence under this policy is a two week, date to date, all activities including suspension. Offender will receive this suspension in writing.
4. Second offence is an indefinite suspension. The member or participant will remain under suspension while the case is investigated and dealt with by AMHA.

Note: Should there be a need for police involvement, all information will be passed to the local authorities.

*[AMHA recognizes the Grand Prairie Minor Hockey Association's and Tecumseh Shoreline Minor Hockey Association's "Written and Cyber Bullying Policy" as the Model Document used for the development of the above Policy]*

**BY SIGNING BELOW, PLAYER AND THEIR PARENT(S)/GUARDIAN(S) ACKNOWLEDGE THAT THEY HAVE READ ALL FOUR (4) PARTS OF THE AMHA CODE OF CONDUCT IN DETAIL AND AGREE TO ABIDE BY IT AT ALL TIMES:**

Player Name: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Player Signature \_\_\_\_\_

Parent/Guardian Signature(s): \_\_\_\_\_

**PLEASE RETURN ONE SIGNED COPY TO AMHA – IT IS AVAILABLE ON [WWW.AMHERSTBURGHOCKEY.COM](http://WWW.AMHERSTBURGHOCKEY.COM) FOR REVIEW**

### **ARTICLE XIII: GUIDELINES FOR HOCKEY**

1. You will find guidelines laid out by A.M.H.A for the behaviors expected of the executive, players, coaches, parents and spectators. A.M.H.A.'s goal is to create a safe environment where standards of behavior are built on RESPECT and FAIR PLAY.
  - a. RESPECT for the sport;
  - b. RESPECT for the officials;
  - c. RESPECT for the athletes and coaches;
  - d. RESPECT for the rules;
  - e. RESPECT for the opposition;
  - f. FAIR PLAY- conduct that shows consideration for athletes, coaches, officials or spectators while abiding by the rules of hockey and abiding by officials decisions.

### **ARTICLE XIV: BEHAVIOUR GUIDELINES FOR PLAYERS**

1. Players of the A.M.H.A. have the responsibility to participate without disrespectful behavior: Players are expected to conduct themselves in accordance with the A.M.H.A. Code of Conduct.
2. Unacceptable behavior will not be tolerated by A.M.H.A. and a player may be subject to disciplinary action, suspension or release from membership in the A.M.H.A. Examples of behavior NOT ACCEPTABLE may include but are not limited to:
  - a. Damaging facilities or equipment;
  - b. Using profanity;
  - c. Playing with illegal equipment;
  - d. Purposely endangering the safety of opposing team provoked or otherwise;
  - e. Intimidation, isolation, harassment, or aggression towards athletes, coaches, officials, or spectators.

### **ARTICLE XV: BEHAVIOUR GUIDELINES FOR EXECUTIVE BOARD MEMBERS**

1. The Executive Members of A.M.H.A. have the responsibility to behave in a respectful manner. A member must "talk the talk" and "walk the walk" by being a role model.
2. The Executive Members are expected to conduct themselves in accordance with the A.M.H.A. Code of Conduct.
3. All persons on the Executive shall avoid any behavior, which brings the administration of A.M.H.A. into disrepute. A person on the Executive may be subject to disciplinary action,

suspension, or dismissal from the Executive for exhibiting unacceptable behavior. Examples of behavior NOT ACCEPTABLE may include but are not limited to:

- a. Breaching confidentiality with regard to any A.M.H.A. matter, including matters of finance, voting and discipline;
- b. Undermining the integrity of the Executive or any person on the Executive;
- c. Persistent non-attendance at Executive meetings;
- d. Refusal to carry out assigned duties on the Executive.

## **ARTICLE XVI: BEHAVIOUR GUIDELINES FOR THE TEAM LEADERSHIP STAFF**

1. Although this guideline is directed toward coaching conduct, it equally applies to other members of the team leadership staff - i.e. managers, trainers, equipment personnel etc. It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.
2. The coach is the most influential participant in preventing harassment and abuse during competition. A coach must “talk the talk” and “walk the walk” by being a role model. A coach must use every opportunity to reinforce the concept of respect by communicating with the athletes in practice, during pre-game preparation, during competition, and post game.
3. All team leadership and staff are expected to conduct themselves in accordance with the A.M.H.A. Code of Conduct.
4. All leadership and staff have the responsibility to behave in a respectful manner. A.M.H.A. is dedicated to creating an atmosphere free of abuse and harassing behaviors by athletes, coaches, officials or spectators.
5. Team leadership and staff may be subject to disciplinary action, suspension or release from membership in the A.M.H.A. for exhibiting unacceptable behavior.

Examples of behavior NOT ACCEPTABLE may include but not limited to:

- a. Coaching while under the influence of alcohol or drugs
- b. Using profanity;
- c. Not using your influence to control your bench;
- d. Encouraging violation or bending rules to create unfair play;
- e. Berating, intimidating, isolation, harassment, or aggression towards athletes, coaches, officials or spectators;
- f. Encouraging your athletes to injure an opposing athlete.

## ARTICLE XVII: BEHAVIOUR GUIDELINES FOR PARENTS AND SPECTATORS

1. The parents and spectators have the responsibility to behave in a respectful manner. A.M.H.A. is dedicated to creating an atmosphere free of abusive and harassing behaviors by athletes, coaches, officials and spectators.
2. Parents and spectators are expected to conduct themselves in accordance with the A.M.H.A. Code of Conduct.
3. A parent or spectator may be subject to disciplinary action, suspension or release from membership in the A.M.H.A. for exhibiting unacceptable behavior.

Examples of behavior NOT ACCEPTABLE may include but not limited to:

- a. Insulting, yelling, intimidating, or threatening athletes, coaches, officials or spectators;
- b. Behaving with physical aggression towards another person (use or threats of force).

## ARTICLE XVIII: FISCAL YEAR

The fiscal year end shall be March 31 of each calendar year.

## ARTICLE XVIII: RETURN TO PLAY POLICY

### Return to Play Policy – Part #1

All hockey-related injuries must be reported to the VP Travel/VP House League *by the trainer of said team* within 48 hours accompanied with OMHA Injury Report. (This is if the player leaves the game/practice or is unable to play after the incident).

If a player misses a game/practice or part of a game/practice due to injury and/or seeks medical attention, a Doctor/Nurse Practitioners note is required before that player returns to the ice for games/practices.

Parent(s) of injured/returning players are responsible to provide the Doctor/Nurse Practitioners note to the respective AMHA Trainer.

The VP Travel/VP House League must be made aware *by the trainer of said team* when the player is cleared to return to play.

### Return to Play Policy - Part #2

Injuries sustained outside of hockey that limits a players participation from games/practices requires a Doctor/Nurse Practitioners note to be supplied to AMHA prior to the player returning to active participation with-in the AMHA.

Parent(s) of injured/returning players are responsible to provide the Doctors/Nurse Practitioners note to the respective AMHA Trainer.

The VP Travel/VP House League must be made aware *by the trainer of said team* when the player is cleared to return to play.

## **ARTICLE XX: DRYLAND TRAINING POLICY**

All AMHA teams offering dryland training must do so in accordance with the guidelines/policies cited by Ontario Hockey Federation on their website: [www.ohf.ca](http://www.ohf.ca). This applies to all voluntary/mandatory team activities.



**BYLAWS OF THE A. M. H. A.****SECTION I: MEETINGS OF THE EXECUTIVE**

1. The Executive shall meet a minimum of once a month with the first meeting of the new Executive to be held within four weeks of its new term. New term begins May 1<sup>st</sup>.
2. Additional meetings may be held at the call of the President.
3. Notwithstanding Item 2 above, additional meetings shall be held if the President receives a request in writing that has been signed by a minimum of five members of the Executive. In this event, a meeting of the Executive shall be called within one week of receipt of the written notification.
4. In the case where an application is received after the regular monthly meeting and a decision must be made before the next regular meeting;
  - a. the President shall:
    - 1) Call a special meeting, or
    - 2) Conduct a telephone or e-mail poll of active voting members of the Executive. An 80% approval of said members is needed for the application to be approved.

The President will then, at the next monthly meeting, reread the said application and present to the Executive the results of the telephone or e-mail poll as well as a list of the Executive notified.

- 5 All approved minutes of the Executive Meetings, excluding financials, will be posted on the A.M.H.A. website 14 days following the meeting. Financials will be posted in the encasement 14 days following the meeting. Exceptions are to be given to meetings of disciplinary investigations or actions.

**SECTION II: MEETINGS OF THE MEMBERSHIP**

1. The Annual Meeting of the membership of the Association shall be held prior to May 1st with the date established by the Executive.
2. Written and public notification of the Annual Meeting shall be provided a minimum of four weeks in advance of the meeting date. Such notification shall be in the local newspaper and by a posting in the main lobby of the arena.
3. The following items shall be available to any member of the Association seven days prior to the Annual Meeting from any member of the Executive:
  - a. The previous minutes of the last Annual General Meeting. These minutes are not approved until the next Annual General Meeting
  - b. The written report of members of the Executive as outlined in the Constitution;

- c. A listing of any proposed amendments and/or changes to the Constitution and/or Bylaws that have been received by the Executive;
  - d. The Treasurers annual financial report.
4. The Executive, in conjunction with two regular monthly Executive meetings during the regular season, will hear from members of the association, for a period of 30 minutes, regarding issues and concerns of the membership. Notification to the membership will be give seven days in advance of the meetings. Members would report out under item c) presentations, on the meeting agenda.

#### 5. Additional General Meetings of Members

In addition to the Annual General Meeting, a General Meeting of the Membership may be called at any time by a Resolution of the Board. The business to be transacted at a General Meeting shall be limited to that specified in the notice called the General Meeting.

Notice of any Additional General Meetings of the Membership shall be emailed to all Members at the last known email address recorded in the records of the Association, and shall be posted on the Association Website. Such notice shall be posted in all Association Arenas within at least fifteen (15) days prior to the date of the Meeting.

6. No inadvertent error or omission in giving notice of any Annual General Meeting or Additional General Meeting of Membership or any adjourned Meeting, whether Annual or General, shall invalidate such a Meeting or make void any proceeding taken at such Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve, and confirm any or all actions or proceedings taken at any such Meeting

### ***SECTION III: ORDER OF BUSINESS***

1. The order of business at the meetings of the Executive shall be as follows:
  - a. Approval of the minutes from the previous meeting;
  - b. Business arising from the minutes;
  - c. Presentations;
  - d. Reporting of any correspondence and/or notices received;
  - e. Report of the President;
  - f. Report of the Vice President (House League);
  - g. Report of the Vice President (Travel);
  - h. Report of the Treasurer;
  - i. Report of the House League Interlock Convener;
  - j. Reports of the House League and Travel Conveners (At the call of the chair);
  - k. Report of the Referee-in-Chief;
  - l. Report of the Equipment Manager;

- m. Report of the Fund Raising Director;
  - n. Report of the Director of Player / Coaches Development;
  - o. The Disciplinary / Risk Management Director;
  - p. Report of the Registrar;
  - q. New Business and
  - r. Report from Standing Committees;
  - s. Adjournment.
2. The order of business at the Annual Meeting shall be as follows:
- a. Business arising from the minutes;
  - b. Report of the President;
  - c. Report of the Vice President (House League);
  - d. Report of the Vice President (Travel);
  - e. Report of the Treasurer;
  - f. Report of the Referee-in-Chief;
  - g. Report of the Fund Raising Director;
  - h. Report of the Director of Player / Coaches Development;
  - i. Report of the Disciplinary / Risk Management Director;
  - j. Report of the Registrar;
  - k. Report of Ice Scheduler;
  - l. Report of Director of Communications;
  - m. Changes and / or amendments to the Constitution;
  - n. Changes and / or amendments to the Bylaws;
  - o. Election of the new Executive Members;
  - p. New business;
  - q. Adjournment.

#### ***SECTION IV: ELECTIONS***

1. In February of each year, the Executive shall appoint a Candidate Search Committee, consisting of three members, to identify any individual who may wish to submit his/her name as a candidate for election to a position on the Executive. A list of all declared candidates shall be posted in the main lobby of the arena one week prior to the date of the Annual Meeting.
2. Nominations of election to any position on the Executive that has not been declared prior to the General Meeting shall be called from the floor prior to the voting for each position that is open for election.
3. In order to be elected to any position on the Executive, a member must be nominated and seconded at the Annual Meeting and must acknowledge a willingness to run for that position. If a member is unable to attend the Annual Meeting, such acknowledgment may be sent in writing.

4. Prior to the election of members to the Executive, the President shall request a motion to appoint two, non-voting scrutineer, to oversee the election procedures.
5. All voting for election to a position on the Executive shall be by secret ballot. An official ballot that identifies the position of office shall be used. After each election, the results shall be made public by the President and the ballots shall be destroyed.
6. The candidate that receives the highest number of votes in an election to a position on the Executive shall be deemed to be elected to that position.
7. In the event of a tie for the highest number of votes in an election to a position on the Executive, a five-minute recess shall be declared by the President followed by a vote. Only the names of those candidates who tied for the highest number of votes shall be eligible in this election.
8. In order to be eligible to fill any of the following Board positions the successful applicant must have served at least one full year on the AMHA Executive within the previous 3 years in some capacity:
  - VP House League
  - VP Travel
  - Travel Convener

## **SECTION V: PLAYER ELIGIBILITY**

1. All travel and select teams shall be subject to the age requirements as stipulated by the O.M.H.A.
2. All players in each division are eligible for travel team tryouts. It shall be the responsibility of each travel team coach to inform the players registered with the Association at the time of the tryouts to the times and dates of said tryouts.
3. A player shall be eligible to tryout for and, if qualified by ability, may sign and play for a travel team in the next higher age division subject to the approval of the Executive and the parent(s) of the player as per the Rules and Regulations of Competition of the O.M.H.A.
4. Each travel team must submit a list of all carded players to the Travel Conveners by November 15th. With the exception of injury, illness, suspension, resignation or promotion to a Junior Club, no player movement will be permitted after this date except on a one-for-one basis.
5. It is intended that affiliated players be used on a travel team on an as needed and temporary basis only. It is understood that any player that has been affiliated with another team must realize that his / her first obligation is to his/her primary team. No affiliated player shall play and /or practice with a travel team without the prior approval of the Travel Conveners. In the event of an emergency, an affiliated player may play with another team with the approval of the coach of the affiliated player's team. As soon as possible following such a situation, the Travel Conveners shall be notified by the coach of the team using the affiliated player.

6. The Executive alone shall be responsible for the determination of the age groupings for all the House League divisions based upon the number of registrations in any given year.
7. Policy / Procedures for a parent who wishes to have their son / daughter play in a higher age bracket:

- 1) Must apply in writing to the Travel Convener 14 days prior to tryout dates. An evaluation fee of \$250 is due and payable upon application submission. This fee is non-refundable unless the player is selected to the higher level team.

- 2) A player is allowed to tryout under rules & regulations of the OMHA. The Coach of that team will then inform the travel division of his position on this player. If the coach is not going to take the player no need to proceed to Step #3.

- 3) Requirements for a player to move to a higher age grouping:

- a. Best goalie of that team advancing to
- b. One of top two defensemen,
- c. One of top three forwards.

- 4) A Committee made up of these three people and/or an external evaluator will evaluate the player prior to or during the tryouts:

- a. VP Travel
- b. Travel Convenor
- c. Player Development

If necessary an additional evaluation may be scheduled at the discretion of this committee.

When there may be a conflict, this Committee will try to get three individuals not party to this decision that will then turn their decision over to the Travel Convener to share with the Executive.

- 5) However, in all cases, the Executive alone shall have the final say in the placement of any player in a division.

If upon final evaluation a player meeting the evaluation criteria (3/2/1) is not approved to play at a higher age level by the Executive the evaluation fee will be refunded in full to the applicant.

8. Any player moving within the boundaries of the Association after the start of the playing season is eligible to play. Upon registration, a new player shall have the right to try out for travel teams and if qualified by ability, shall be eligible to sign and play for a travel team.
- 9.

## **SECTION VI: SELECTION OF COACHING STAFF**

1. The coaching staff of a Travel and Select team consists of a Head Coach, a Manager, an Assistant Coach and a Trainer subject to the regulations of the O.M.H.A. Additional staff may be used at the discretion of the Head Coach.
2. The coaching staff of a local House League team must have registered at least two persons on separate certificates, a Coach and a Trainer. Additional staff may be used at the discretion of the Head Coach subject to the approval of the Executive.
3. Applications for coaching staff positions for all teams shall be made available to any member of the Association before March 1st.
4. If a member wishes to apply for more than one coaching staff position, a separate application for each position must be submitted.
5. Applications for position(s) on the coaching staff of a Travel or Select team shall be submitted to the President of A. M. H. A., by mail (date to be determined by the yearly calendar). Any application not received by that date will not be considered.
6. The AMHA Coaches Selection Committee shall be composed of:
  - Travel Convener( Chair)
  - Vice President – Travel
  - Vice President – House League
  - Director of Player/Coach Development
  - Director of Discipline/Risk Management

The Committee shall meet at the call of the Chair of the Committee. The Committee shall be responsible for reviewing applications, conducting interviews (as necessary) and the recommendation to the Executive of candidates for the position of Head Coach. This responsibility shall include all travel (representative) teams and all roster select teams (including Select 7 ).

No member of the committee shall participate in the selection process of any team for which he/she has a personal conflict of interest. A personal conflict of interest shall include (but not be limited to) the following situations:

- if he/she has applied to be the head coach of the team for that given season
- if he/she has previously coached a team(i.e. age group) in the two prior seasons
- if he/she is related to a person who has applied for or previously coached a team
- if he/she has a child who has played for or who may reasonably be expected to try out for a team

In all above cases, the committee member in conflict shall ONLY be excluded from participating in the selection process for the specific team(s) to which the conflict relates, and shall be able to participate in the selection process of all other teams. In the case where the Travel Convener is the member in conflict, he/she shall be replaced (for the selection process for the specific team(s) for which he/she is in conflict) by another member of the committee, with priority in the order listed above in the committee composition section.

The Chair of the committee shall only vote to break a tie.

The committee shall be permitted to meet with a minimum of four members, provided that all reasonable attempts have been made to meet when all five committee members are available. This will allow the committee to meet in a case where one member is declared in conflict.

If alternate member(s) are necessary, they shall be drawn from other members of the AMHA Executive (or from nonexecutive Association members if executive members are unable/unwilling to participate). A pool of three alternate shall be pre-approved by the Executive, and may be selected at the discretion of the committee chair.

7. All applicants for the position of Head Coach of a Travel or Select team may be required to attend an interview session as part of the selection process. Any applicant who requests an interview with the Selection Committee will be granted one. Applicants for positions on the coaching staff of a Travel or Select team other than Head Coach may be required to attend an interview session.
8. In the event that the Executive is unable or unwilling to select a Head Coach for a Travel or Select team by April 1st, the Executive shall have the right to appoint a Head Coach. The Executive shall make every attempt to appoint a member of the Association before considering a person outside of the Association.
9. The remainder of the coaching staff positions for a Travel or Select team shall be at the discretion of each Head Coach subject to the approval of the Executive.
10. Applications for position(s) on the coaching staff of a House League team shall be submitted to the Vice President (House League) or to the Conveners of the appropriate division.
11. The Executive will attempt to select the Head Coach for all House League teams by September 1st.
12. All members of the coaching staff of all Travel and House League teams will obtain a Police Clearance. The Police Clearance is to be distributed to the Chairperson of the Police Clearance Committee upon approval of acceptance.

## ***SECTION VII: CONFLICT OF INTEREST GUIDELINES***

1. All members of the Association shall comply with the Aims and Objectives as per Article II of the Constitution.
2.
  - i) A financial conflict of interest is defined as a situation whereby a member of the Association may realize a financial gain from a decision of the Association.
  - ii) A personal conflict of interest is defined as a situation whereby a member of the Association may realize a personal gain from a decision of the Association. A personal gain shall include a gain for the member or for any member that is related to that member (spouse, parents, parents of a spouse, siblings, spouse of a sibling, children).
3. It is the responsibility of a member to report to the Chairperson, any conflict of interest and to indicate whether the conflict is of a financial or personal nature.

4. A member who is unsure whether a conflict of interest exists should declare a conflict and indicates whether the conflict is of a financial or personal nature.
5. In all cases of a declared conflict of interest, the Chairperson shall rule on the actuality of the declared conflict.
6. Members who engage in or who knowingly fail to report a conflict of interest as outlined in this Section shall be subject to disciplinary action which may include, in the case of a member of the Executive, the loss of office.
7. A member who declares a conflict of interest may or may not decide to leave the room during the discussion on the related issue. However, the chairperson may require said person to leave the room during the discussion and/or voting.
8. Any declared conflict of interest shall be recorded in the minutes of the meeting.

### ***SECTION VIII: REGISTRATION***

1. Registration for hockey shall be held at a time and date set at the discretion of the Executive.
2. A player must be registered with the Association before he/she is permitted to practice or play with any team, including tryouts for a travel team.
3. Registration fees shall be set and made public by the Executive one month prior to the date established for registration.
4. A full refund less a \$25 administration fee shall be provided to any player who resigns prior to the first scheduled game of the regular season.
5. A partial refund on a pro-rated basis as determined by the Executive may be provided to any player who is unable to continue playing after the first scheduled game of the regular season for reasons of moving from the Amherstburg area, illness and/or injury.
6. It is the intent of the Association that no person be denied the chance to play hockey for reasons of personal financial hardship. Accordingly, the Executive will assist any member in such a situation who indicates a desire for assistance to find a sponsor in order to help cover the cost of registration.
7. Registration fees must be paid in full by July 1<sup>st</sup> of each registration year. The Treasurer, on behalf of the A.M.H.A. Executive, will issue any member in arrears on July 1<sup>st</sup> a Final Notice in writing. The Final Notice will state that the member in arrears will have until July 15<sup>th</sup> of that year, to pay in full. Full payment will include a \$25 administration fee.
8. Any member who has been issued a final notice and is still in arrears on July 15<sup>th</sup> will be issued a full refund of all monies paid less a \$25 administration fee. As well, at this time, these registrant's names will be removed from the registration list and placed on the waiting list. The names of these registrant's will be given to the Vice President (House League) and the Vice President (Travel) to ensure the affected players are not put on teams.
9. All members issued refunds for the above reason will be placed on a "Cash or Certified Cheque Only" list for a period of 2 years.



10. Refund exceptions will be made for new players in Junior or Senior Tyke allowing a prorated refund minus a \$25.00 administration fee up to the end of September of that season.

### ***SECTION IX: RESPONSIBILITIES OF COACHING STAFF MEMBERS***

1. All members of the coaching staff of a team, without exception, shall be responsible to the Conveners of the division.
2. The Head Coach or the Assistant Coach in the absence of the Head Coach shall be responsible for the discipline and behavior of the team before, during and after all games and practices.
3. No member of a coaching staff may give or allow any player to receive any gift, award, or item of appreciation without the written permission of the Executive.
4. The Head Coach is responsible for the sweaters and any equipment that has been issued to that team. All House League sweaters and equipment are to be returned to the Equipment Room at the end of each game and practice unless prior authority has been provided by the Conveners or the Equipment Manager. All property of the Association is to be returned at the end of the season or when requested by the Conveners or the Equipment Manager.
5. The Head Coach may suspend or discipline a player for:
  - a. Insubordination;
  - b. Failure to attend a practice or a game without proper notification and/or cause, or
  - c. Behavior that is injurious to the team.

All suspensions and disciplinary actions must be reported to the division Conveners as soon as possible.

### ***SECTION X: GENERAL PLAYING RULES HOUSE LEAGUE***

1. An official scoring record shall be used for each game in all divisions and must be properly completed to show the date of the game, the name of the opposing teams, a record of the scoring and of the penalties assessed. Following each game, the official scoring record must be signed by the scorer and the game referees and then forwarded to the division Conveners.

2. A player must have played in at least five regularly scheduled season games to be eligible to play in the play offs. In the event of an absence for illness or for injury, the Executive may grant permission for a player to play.
3. If a player is injured in the pre-game warm-ups, the player's name shall be included on the official scoring record and the player shall then be considered to have taken part in the game.
4. A game shall be declared a forfeit and will be recorded in the official scoring record by a score of 1-0, if a team has fewer than six skaters and one goaltender. The game shall be played as an exhibition game and players may be borrowed from the opposing team to even up the sides. For the purpose of Item 2 of this section, such a game shall count as one of the five games.
5. If a team is unable to dress a goaltender by the start of a game, a goaltender may be borrowed from another team with the approval of the Conveners, the goaltenders coach (if possible) and the opposing team's coach. Notification by the coach wishing to use a borrowed goaltender must be provided as soon as the need arises. In all cases, the decision of the Conveners shall be final.
6. In all cases where a misconduct or match penalty has been assessed, the referee must provide a full report in writing on the reverse side of the official scoring record.
7. Any player assessed a game misconduct penalty during a league, play off, exhibition or tournament game will automatically be suspended from the next regular season or playoff game.
8. Any player who is assessed a match penalty may be subject to a hearing of the Disciplinary Committee.
9. Each division Conveners shall be responsible to keep a record of all misconduct and match penalties assessed.
10. Each coach is responsible to list the name of any player who is ineligible to play as a result of a suspension. The coach shall record SUSPENDED on the official scoring record beside the player's name.
11. Each Convener shall be responsible to evaluate the composition of the teams in their division and if necessary, shall, with the approval of the Vice President (House League), conduct any player changes that are deemed necessary to balance the teams. No player changes shall be made after the sixth game of the regular season schedule without the approval of the Executive.
12. The Select Seven team will be made up of the top 14 players and 2 goalies after the evaluation process is complete.
13. Body checking will not be permitted in A.M.H.A. House League. Body contact will be allowed, but all body checking will be assessed as a minor penalty.
14. All House League Player Movement Must be approved by the current Convener/New Convener, Player Development and VP of House League. Any player movement will require the house league player movement form as found on our website to be completed and additional fees may apply.

PLAYER MOVEMENT FORM

Player's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Currently registered in: \_\_\_\_\_

Current Convener's signature: \_\_\_\_\_

Registration to be switched to: \_\_\_\_\_

Receiving Convener's signature: \_\_\_\_\_

Signature of Head of Development: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Association Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Please note that if there is a price difference as a result of the division change you will be emailed and invoice from AMHA's treasurer. You can make arrangements for payment through Dollars and Cents or contact the treasurer directly via email at treasurer@amherstburghockey.com

I \_\_\_\_\_ give AMHA permission to move my player to the division indicated on this form. I understand that there may be additional costs associated with this move and agree to pay these fees.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION XI: MISCELLANEOUS**

1. A policy manual shall be established to serve as a record of all policy decisions for the Association.
2. Any member of the Association who displays inappropriate behavior before, during or after any game or any practice shall be subject to disciplinary action at the discretion of the Disciplinary Committee.
3. Game sweaters are to be used for league play and authorized exhibition games only. Any other use of game sweaters requires approval of the division Conveners and/or the Equipment Manager.
4. Each player (with the exception of the goaltender) must wear the team sweater and number assigned to him / her for each game played during the playing season.

5. All protective equipment shall be CSA approved and properly fitted.
6. All protective equipment is to be worn in the proper manner at all times while a player is on the ice surface, players bench and penalty box.
7. No player shall enter the playing surface until the Zamboni machine has left the ice and the end doors have been closed.
8. No team or member of the Association shall be permitted to raise funds for any team or for the purpose of said team without the written permission of the Executive (and the Arena Manager when necessary). A written statement that shows all funds received and spent by the team for the current playing season and a written proposal that outlines the intended use of the funds must be submitted to the Executive before approval to raise funds will be granted to any team or member. No surplus funds that remain at the end of the playing season may be carried over to another playing season or be given to another team without the written permission of the Executive. (Reference Policy 16)
9. No member of the Association may purchase for or make available any gift, award or item of appreciation to any team or player without the written permission of the Executive.
10. The official colours for travel teams shall be based upon the current Colorado Avalanche of the NHL with the exception of throwback jerseys which are based upon the 1974 Minnesota North Stars jerseys.
11. The official crest of the Association shall be based upon a modified Colorado Avalanche of the NHL with the exception of alternate jerseys which are based upon the 1974 Minnesota North Stars jerseys.
12. No personal arrangements may be contracted or carried out between members of the Association contrary to any part of the Constitution or Bylaws.
13. Any suspension assessed to a player that has not been fully served during that season shall be in effect for the next playing season.
14. No team shall apply to enter any tournament or exhibition game outside the A.M.H.A. without the written permission of the division Conveners. Failure to receive written permission may result in the loss of any funds by the team.

## ***SECTION XII: POLICIES ESTABLISHED BY A. M. H. A.***

1. That the AMHA provide a minimum of three hours of ice time for official travel team tryouts
2. That each player be charged a fee to cover the cost of ice rental for all travel team tryouts.
3. That dates and times for official travel team tryouts will be posted on the association website and will also be communicated by email to association members.
4. That any coach who wishes to provide additional ice time may do so if authorized through the A.M.H.A.
5. That AMHA must notify all players eligible to try-out for that age appropriate team, who are registered with the A.M.H.A. – local paper, website or by email - of the date and location of tryouts, at least one week prior to the date of the first tryout.

6. That there be a minimum of two tenders before any purchase of equipment, trophies, pictures or other major expenditures.
7. That all major purchases be from a supplier in the Amherstburg area whenever possible.
8. That any House League division that runs a 50/50 draw or other ongoing fund raising activity must prepare a monthly financial report. All monies and the financial report are to be returned to the Treasurer each month.
9. That an HTCP qualified Trainer be in attendance for all House League and Travel practices and games.
10. That a properly equipped first aid kit be available for all House League games.
11. That all coaches be certified under the O.M.H.A.
12. That any member who obtains prior approval of the Executive and who successfully complete a qualification course be reimbursed the cost of registration and any other fees as approved by the Executive.
13. ***Affiliated Player (AP) - ACTIVE / INACTIVE***
  - a. An Active AP is subject to a \$200 fee payable to the team to which they are affiliated. Once paid, this player is allowed to attend all travel practices for their respective teams as scheduled by AMHA. These practices commence the first Tuesday following Labour Day through December 31<sup>st</sup>. After December 31<sup>st</sup> all additional ice time for Active AP's shall be at the discretion of the respective team Head Coach. All ice time after December 31<sup>st</sup> will be at no additional charge.
  - b. An inactive player (AP from a lower travel team) can only attend practices of the team to which he is affiliated during the week the player is to be used in a game or if specific issues arise. The respective Head Coaches must get the approval of the VP Travel or Travel Convenor.
  - c. Travel teams from Pee Wee Major and below are required to carry a minimum of 3 Active APs.
  - d. AP goalie relief to house league under extraordinary circumstances. The potential AP player must be registered in his/her home center and AP for AMHA. The fee will be 50% of the full registration cost for the division (no earlybird or late fees will be applied). The player must receive board approval prior to acceptance.
  - e. Inactive APs, minimum of 6 on a rotational basis, will be allowed to attend practices with any division that has three roster travel teams. All requests for this allowance must be approved by the VP of Travel or Travel Convener.
  - f. In all instances the travel committee reserves the right to review each travel teams player's skills, capability and competitiveness to decide each team's usage of active and in active AP'S throughout the regular season. In instances where in active AP has approval from the travel committee to be utilized on a regular/rotational basis a

fee of \$100 will be due and payable by the AP to the team they are practicing with. The AP'S utilized station will be through December 31 of the current season. Eligible players will be agreed upon by the respective travel team head coaches.

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#### **14. Fundraising for Amherstburg Minor Hockey**

### **Amherstburg Minor Hockey Association Fundraising Guidelines**

#### **I. Philosophy**

All teams have the right to raise funds for their respective team. It is recognized that the funds raised are to be used for the betterment of the team as a whole. When raising funds, members are also representing the Amherstburg Minor Hockey Association (A.M.H.A.) and are encouraged to project a positive image of the A.M.H.A. All fundraising activities must adhere to the guidelines set forth in the "Fundraising Guidelines".

#### **II. Guidelines**

Note: If fundraising starts in June then that is when the season starts for that team and that team must abide by A.M.H.A. rules and fundraising guidelines.

- A. Direct public support can be requested for the purpose of fundraising.
- B. All fundraising activities must be discussed and approved by the majority at a team parent meeting. The VP Travel or Travel Convener must be present at these meetings."
- C. All fundraising activities must receive prior approval by the Vice Presidents of the Divisions.
- D. All monetary transactions relating to fundraising are to be documented in accordance with basic accounting principles and are subject to review.
- E. Fundraising activities may be subject to insurance approvals.
- F. 1) There will be no fundraising or a team may be penalized at the discretion of the Board for teams that do not submit a yearly projected cost form at the beginning of the year as well as monthly financial statements by the 15<sup>th</sup> day of every month of the current hockey season. (e.g., for the month of September 2005, the financial report is due by October 15<sup>th</sup> 2005).  
3) Also a team must hand out the monthly financial statement given to the Board to all parents of that team within 5 days after the 15<sup>th</sup> of each month during the season.  
4) Travel team bank accounts are to be reconciled by May 1 of the current season. Any exceptions are to be brought to the Executive.

### III. Permitted Activities

- A. Tournament Registration Fees.
- B. Additional Ice Time for Practices / Exhibition Games.
- C. Player Skill Development.
- D. Referee Fees.
- E. Administrative Team Expenses (paper, fax / phone, etc.)
- F. Team off-ice attire and equipment.
- G. Travel Fees.

### IV. Prohibited Activities

The following activities are prohibited:

- A. Teams are not permitted to raise funds through bingo's;
- B. Breweries, wineries and distilleries shall not sponsor any team;
- C. Establishments that have adult entertainment as their primary business are not to sponsor any team;
- D. Alcoholic beverages are not permitted as prizes;
- E. The Executive can add prohibited activities at their discretion;
- F. Monies raised through fundraising cannot be dispersed to parents.
- G. Teams may not pay for rooms, food or transportation without permission from the Vice President of that said division and upon insurance approvals.

### V. Approvals and Reporting

- A. All requests for fundraising must be submitted to the Vice President (Travel / House League) on the prescribed form at least 7 days before the scheduled monthly board meeting and 21 days before an event takes place.
- B. A full accounting of each fundraising event is required to be submitted to the Vice President (Travel / House League) on the prescribed form within 14 days of holding or substantially completing the event.
- C. The Vice President (Travel / House League) in the respected divisions will approve fundraisers set by past precedence in the A.M.H.A. Any fundraiser not done before in A.M.H.A. must be brought to the Board for approval.
- D. Teams wishing to raise funds must receive permission from the Vice President (Travel / House League) respectively prior to commencing any fundraising activities.
- E. An activity for which monies will be distributed for may be brought to the Executive for approval by the discretion of the Vice President in the respected division.

**VI. A.M.H.A. Sponsors**

- A. A.M.H.A. actively raises funds as an Association. As a result, a number of establishments have sponsored the Association as a whole. Teams are not to approach establishments that have sponsored the Association. Any organization, currently or in the past, that has sponsored A.M.H.A., may contribute additional sponsorship monies to individual teams within A.M.H.A., with the stipulation that these teams cannot solicit these sponsors. A list of A.M.H.A. sponsors will be provided upon request.
- B. There will be no team sponsorships allowed or solicitation for sponsorship after October 31<sup>st</sup> of the current playing season.
- C. The Executive will establish a maximum fundraising dollar amount at the June meeting for the following season for travel teams. Teams will be allowed to receive sponsorship monies, up to a maximum of \$8000.
- D. Travel Teams are responsible for their own sponsor / sponsor bars. Upon approval from the VP of Travel, sponsor bars may be placed on home and away jerseys by an A.M.H.A.

**VII. A.M.H.A. Events**

- A. All A.M.H.A. members are encouraged to participate in A.M.H.A. fundraising events; Teams are encouraged not to make commitments in conflict with A.M.H.A fundraising events.

**VIII. Reviews**

- A. All fundraising activities are subject to review by the A.M.H.A.
- B. The A.M.H.A .may review fundraising activities at the request of team parents.

**IX. Property of A.M.H.A.**

- A. All monies raised through fundraising are the property of the A. M. H. A.
- B. A.M.H.A. Executive has the right to disperse monies raised through fundraising.

**X. Extended Funds**

- A. Teams are not permitted to carry over funds to the next season without the approval of the A.M.H.A. Executive. (Teams may have tournaments and special events scheduled until the end of the current season. Any event or tournament that is scheduled beyond the fiscal year will need approval from the Executive).



**XI. Liability**

- A. The A.M.H.A. shall not be held liable for any violation of this policy.

**XII. Penalty**

- A. Any team or member who violates the Fundraising Guidelines may be subject to penalties at the discretion of the Vice President (Travel / House League), Disciplinary Risk Manager and the President;
- B. Fundraising activities may be revoked or suspended at any time at the discretion of the Vice President (Travel / House League) and the A.M.H.A. Executive.

- 15. For all house league and travel practices, all on-ice helpers under the age of 18 must be:
  - a. a registered player within the A.M.H.A.,
  - b. a minimum of 3 years older than the oldest rostered player on the ice
  - c. In full equipment if under the age of 14,
  - d. Players in lower house league divisions will NOT be allowed on the ice for practices in higher house league divisions under any circumstances.
- 16. The per kilometer travel reimbursement for AMHA Executive members will be \$0.54 as per Canada Revenue Agency established March 2014.
- 17. Reimbursement for referees clinics and recertification's will be done as follows:
  - i. All new referees who are approved by the AMHA Executive, who enroll in and complete and OMHA sanction referee clinic will be reimbursed 50% of the cost of the course after having refereed (8) house league games in their first season after completing the course.
  - ii. All referees who complete the OMHA recertification for a given season will be reimbursed 50% of the cost of the recertification, after he/she referees (8) house league games for that given season (the eight games must be completed by not later than December 15 of the given season)
  - iii. All referees who are level 2c or higher will have 100% of their recertification fees reimbursed for a given season, per the following:
    - a. 50% of the recertification fee will be reimbursed after he/she referees (8) house league games in the first half of that season (the eight games must be completed by not later than December 15 of the given season)
    - b. a further 50% of their recertification fee will be reimbursed after he/she referees (8) house league games in the second half of that season (the eight games must be completed after December 15 of the given season)

The above reimbursements shall only be available to referees who do not also receive travel

costs for refereeing house league games for AMHA. The referee in chief shall act in good faith to schedule each referee such that he/she has a reasonable opportunity to achieve the eight game threshold.

### **18. AMHA Appeal Procedure**

Individuals who wish to file an Appeal with Amherstburg Minor Hockey Association (AMHA) as afforded by the constitution of the AMHA must complete the following steps:

- a. Prepare the appeal in writing (even if a Personal Appeal is being requested). Direct the submission to the attention of the AMHA President. The submission, whether a Personal or Written Appeal, must accompany a written submission regarding the matter being appealed and the grounds and facts supporting the case. It is to be concise and preferably contain numbered paragraphs. The limit of the number of pages that will be accepted in a submission is three (3) pages.
- b. Complete the Appeal Application Form (must be received from the AMHA Risk Management / Disciplinary Director) in full.
- c. Indicate on the filing form the type of appeal being filed. In a "Written Appeal" the submission is put before the AMHA Executive who reviews the written submission and renders a decision. A "Personal Appeal" entails a personal appearance of the appellant before the Executive. Upon filing, written details regarding the matter must also be provided in advance. Personal Appeal hearings are scheduled at either the next scheduled meeting of the Executive, or in the event a meeting is not scheduled a special meeting could be called in an attempt to be expeditious.
- d. Submit the Appeal Application Form to;

Amherstburg Minor Hockey Association  
Attention: President  
3295 Meloche Rd.  
Amherstburg, Ontario N9V 2Y8

\*\*\* NOTE: If you have an appeal and lose the appeal you can appeal to the OMHA (see [www.OMHA.net](http://www.OMHA.net) for procedural details).

Upon receipt of a properly filed appeal, the AMHA processes the appeal as follows:

- a. Appeal is reviewed by the AMHA President to determine if the situation is appeal able.
- b. Confirmation and Notice of Appeal Hearing is generated and faxed (or mailed) to the appellant upon proper filing.
- c. Notice of Appeal Hearing is generated and forwarded to the applicable AMHA committee and/or AMHA Executive Member.
- d. Report of the Executive is generated after the decision is rendered and faxed (or mailed) to the appellant.

- e. After your appeal has been dealt with, the decision of the Committee will be communicated to you, via fax (or mail) ONLY, by the end of the day of the third normal business day following the hearing.

### 19. Website Policy

The AMHA reserves the right to publish articles/pictures of players on the AMHA website.

1. All articles/pictures must be approved by the AMHA President.
2. All articles/pictures will be published in the spirit of good sportsmanship with the utmost respect to the integrity of the individual and the AMHA.
3. Individual team websites are to only publish articles/pictures in the spirit of good sportsmanship with the utmost respect to the integrity of the individual and the AMHA.
4. All posted pictures with text are only allowed to display the players' first names.
5. All parents/guardians will be made aware of this policy during annual registration.

### 20. House League Re-draft Policy

1. The Midget House League division will play two half seasons, each with its own set of play downs and championship games. Before the first half of the season, the coaches will re-draft their teams under the supervision of the division convenor. At the Christmas break, the division convenor along with the VP of House league will shuffle the rosters establishing all new teams. These lists will then be distributed to the coaches and the newly formed teams will commence play in January.

### 21. Travel Team Ice Allocation Policy

1. All comparable Travel Teams (Novice, Atom, Peewee and Bantam) will participate and contribute to all A.M.H.A. purchased ice for development. Both cost and allocation of established ice will equally distributed to all comparable Travel Teams. No comparable teams shall be exempt.

### 22. Posting Travel Fees Policy

- i. Travel fees shall be set by the Treasurer, in consultation with the VP – Travel
- ii. Travel fees shall reflect the difference in cost to operate a travel team compared to a house league team at the same division, in terms of ice cost and cost of officials
- iii. Preliminary travel fees for the upcoming season shall be posted prior to Travel Team tryouts. Final travel fees shall be approved by the Executive by

- no later than the August meeting, and shall be within +/- 10% of the preliminary travel fees
- iv. It shall be the responsibility of each individual team to collect travel fees from the players on their respective team, and forward the funds to AMHA by not later than October 31
  - v. Any player who has not fully paid their travel fee by October 31 shall be suspended from all team activities until all outstanding fees are paid in full

### 23. House League Evaluation and Draft

#### Evaluations:

Evaluations will be held at the beginning of the season for all age divisions. The purpose of evaluations is to grade each skater's ability for the subsequent draft. Because of the wide array of experience within the coaching ranks, evaluations will adhere to the National Skills Standard Testing Program and scrimmages. Additionally, any other form of evaluation must be agreed upon fully by the VP of House League, Division convener, Director of Player Development and Head Coaches of said division.

The House League Convener will hold a meeting with all house league coaches before evaluations where structure, content, process, and goals will be reviewed. Division conveners shall be responsible for ensuring that evaluation plans are adhered to at all scheduled sessions and any problems concerning the evaluation process are brought to the attention of the VP of House League and Director of Player Development immediately. All house league coaches are expected to support the evaluation process to the best of their ability.

In order to maximize the effectiveness of the draft, players are encouraged to attend all scheduled evaluation sessions. During the evaluation, players will be graded on a scale of 1-5 (1 being the least skilled, 5 being the most skilled) in each of the following criteria:

- Forward Skating
- Backward Skating
- Stick Handling
- Passing
- Shooting
- Game Play
- Goaltending

Coaches must make every effort to record a score for each player for **each session**, as it is important to conduct an accurate assessment of skills as possible. While

evaluating, coaches will use a standard evaluation form provided by AMHA. Conveners will collect all completed evaluation sheets at the conclusion of each evaluation session. Completed evaluation sheets shall be used to formulate an overall evaluation score for each skater. The skater's final evaluation score will be an average of his or hers individual scores. If a player is unable to attend the evaluation periods and his/her rating can be determined from last year, this rating will be used for the draft. Players that do not attend all scheduled evaluation sessions shall be evaluated on the sessions they do attend.

#### Draft:

Head coaches will be able to protect the players of your coaching staff. Protected players will not be available for drafting. The purpose of protecting players is not to allow a team an unfair competitive advantage; rather, protecting a player provides a coach the ability to secure roster spots for their son or daughter, the son or daughter of their Trainer and Manager. As per OMHA regulation, a Head Coach, Manager and Trainer are mandatory for official rosters, therefore, the only positions to be filled prior to the draft. Coaches are not obligated to protect any player if they do not wish to do so. At the first evaluation, all protected players will be made known to all coaches. Although these players are not open for draft, it is still important to accurately grade these players, as they will count as the first pick in the respective class they are scored to. For example, if a coach protects a player that is graded a five, that coach will forego a first round selection during the drafting of the rated 5 players as a selection has already been made. Head coaches must make known their proposed protected players to the VP of House League and division convester, in writing, at least 1 week in advance of the draft. Email is the preferred method of communicating protected player intentions.

Coaches will first select goalies then skaters. Players will be drafted starting with the highest level (a rating of five) proceeding to the lowest level (a rating of one) until all players are drafted. Draft will commence with the oldest players in the division. No younger players are to be drafted until all older players are selected. I.e. Draft all 1999 players before 2000 players are available for drafting.

The draft process will be as follows:

- Coaches will select players according to the draft rotation. Team 1-2-3-4-4-3-2-1
- Goalies shall be selected first giving coaches the ability to build a team around their goalie.
- Coaches must select players from the highest grade on the board, with the following exception:

- Coaches will be allowed to select a player from the next lower skill level when there are **six or less** players in the highest available skill set

### Trades:

There are often requests by parents concerning the placement of a player. Providing the ability to trade will provide an avenue for both coaches and the association to accommodate special requests.

Trades will not be considered until all players have been drafted and each team's total rating points are calculated. Trading players will adhere to the following guidelines:

- The window for trades is immediately after the draft is completed.
- Trades can only occur between players of the same skill rating unless agreed to by all opposing head coaches and division convener.
- Both coaches involved must agree to trades unless mandated by the convener or VP of the House League.
- The approval of the convener of the division is necessary for trades to be implemented.

### Player Movement:

After all teams within a division have played each other once, the convener will consult with the coaches within the division along with the VP of House League and determine if the teams in that division are reasonably balanced and competitive. If the convener, VP of House League or AMHA Executive, determines that the teams in a division are not reasonably balanced or competitive then changes and adjustments shall be made to the team rosters, including transferring players between teams, in an attempt to create balanced, competitive teams.

Moving players after the start of the season is the least desirable method of creating a competitive environment and as such should only occur in the most extreme of cases.

- Bantam and Midget divisions will not follow the same evaluation process but will adhere to the listed draft procedure.

## **24. Articles of incorporation**

A certified copy of the AMHA Articles of Incorporation shall be kept in a safety deposit box at the same financial institution where the AMHA corporate banking account is located. Access to the safety deposit box shall be given to the signing officers of AMHA (President, Secretary, & Treasurer); of whom a minimum of 2 shall be present when the safety deposit box is accessed.

## 25. Volunteer Awards Criteria Policy

### AMHA Criteria for Volunteer Awards

The success of Amherstburg Minor Hockey Association depends on the quality of the volunteers who contribute their time, knowledge, energy and skill. The AMHA Volunteer recognition awards are designed to recognize outstanding volunteers within our organization, who demonstrate commitment to volunteering. These awards are initiated as a way to honour the many hours donated by volunteers to AMHA.

#### **Categories:**

- Travel Coach
- Travel Trainer
- Travel Manager
- House League Coach
- House League Trainer
- Individual Youth Volunteer
- Individual Adult Volunteer

#### **Selection Criteria:**

- Action – Involvement of the nominee was above and beyond requirements
- Initiative – Nominee initiated new programs or activities or methods
- Achievement – Nominee accomplished desired results
- Impact – The activity or service produced positive changes
- Time – The amount of time devoted to the activity or service was significant

## 26. Non Parent Coach and Non Parent Staff Expense Reimbursement Policy

Allowable fuel, accommodation and food expense reimbursements to a non-parent Head Coach are as follows for regular season out of town tournaments and preliminary round of playdowns for opponents games outside of the Bluewater League regular season. The amount is to be included on a separate line in the team budget and outlined in the parent budget meeting.

Fuel – fill up before travel at coaches' expense. Fuel expended traveling to and from tournaments or games outside of the Bluewater League regular season opponents. The return fill up and additional fill-ups during the time away are to be paid by the team. It is mandatory that receipts are to be submitted to the manager or reimbursement will not be paid.

Accommodation – \$60.00 Cdn per night for the non-parent Head Coach for lodging purposes, provided the Head Coach stays at a hotel. It is mandatory that receipts are to be submitted to the manager or reimbursement will not be paid.

Food- a food allowance to a maximum of \$25 per day is to be paid for a full day of travel or attendance at the game. Reimbursement of alcoholic beverages or any other regulated substance will not be allowed. It is mandatory that receipts are to be submitted to the manager or reimbursement will not be paid.

Maximum total reimbursement for any of the above items to any non-parent Head Coach for regular season out of town tournaments and preliminary round of playdowns for out of town games shall be \$600.

Expense reimbursement for non-parent coaching staff members is optional. All potential expenses must be itemized in the budget, presented to, and approved by a 2/3 majority secret ballot vote of the respective travel team parents. If approved the nonparent staff members will be reimbursed in accordance with the same criteria and limits defined for the non-parent head coach. This is to be done at the travel parent team budget approval meeting prior to the start of the regular season.

A secret ballot vote will be conducted by the VP travel or travel convener. In the event of a declared conflict an AMHA executive member serving as an alternate will represent the AMHA Executive at the parent meeting

Expense reimbursement for non-parent head coach for quarter final, semi-final and final round of OMHA playdowns and the OHF tournament can be paid over and above the total maximum amount listed above for the regular season and preliminary round but not to exceed an additional \$800.00. The stated expense limits for each item apply to this amount as well. It is mandatory that receipts are to be submitted to the manager or reimbursement will not be paid.

Expense reimbursement for non-parent staff for quarter final, semi-final and final round of OMHA playdowns and the OHF tournament is optional. The expense reimbursement must be approved by a 2/3 majority secret ballot vote of the respective travel team parents that is to be conducted before the quarter final round starts and can be paid in accordance with the same criteria and limits defined for the non-parent head coach.

The maximum expense reimbursement for non-parent staff for quarter final, semi-final and final round of OMHA playdowns and the OHF tournament for each round is to be itemized and outlined to the parent group before the vote takes place.

No other expenses are allowed for reimbursement except fuel, accommodation and food as per the criteria and limits defined above.

All receipts must be retained by the manager for reconciliation and submitted to AMHA for Archival. Expense reimbursement cannot be paid out by manager without approval of the AMHA Treasurer and VP Travel.

## **27. Travel Sponsorship Policy**

Teams shall choose from amongst the following (4) options:

1. Do not allow sponsorships on the team jerseys



2. Accept sponsorships for a team set of jerseys (i.e. – all home jerseys, all visitor jerseys or both) at a minimum amount of \$1000 / set (i.e. - \$2000 for both home and away sets)
3. Accept individual sponsorships, at a minimum of \$100 / jersey (i.e. - \$200 / set of two). Individual sponsorships monies will be made payable to the respective travel team
4. A combination of (2) & (3) above where team sponsorship is allowed until a predetermined date, and then if no team sponsorships are found, individual sponsorships will be allowed. (So, the team could choose to solicit a team sponsor until August 15 – or another date – and if no team sponsor is found, individual sponsors could be solicited per (3) above.) Per AMHA Constitution [Section XII 16 (II) B], the implementation by each respective team must be approved by a majority of the parents of the team. Sponsor bars will be ordered and sewn-on by AMHA. The cost of the sponsor bars will be invoiced back to the team.

## **28. Disciplinary Procedure**

Under this policy, there shall be three types of infractions, which may warrant discipline:

1. Technical infractions - these are violations of the Regulations and Rules of Competition of the OMHA, which shall result in automatic sanctions as specified in the OMHA Operations Manual.
2. Minor infractions - these are infractions under the AMHA Code of Conduct which are not severe but which may warrant immediate corrective action as specified in this Policy. See Appendix A at bottom of page.
3. Major infractions - these are infractions under the AMHA Code of Conduct, which are more severe and may warrant disciplinary action as specified in this Policy. See Appendix A at bottom of page.

Disciplinary situations involving minor infractions occurring within the jurisdiction of the AMHA will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to, executive or committee member, Convenor, tournament chairperson, official, coach, team manager, team captain).

Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

All disciplinary action shall be documented on the Progressive Discipline Report and sent to the Discipline chair within 7 days. All documentation may be used at a later date, as supporting evidence should there be reoccurrence of a similar violation.

See Appendix B - Progressive Discipline Report.

The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:

1. Verbal reprimands
2. Written reprimand to be sent to the individual
3. Verbal apology by the individual
4. Written apology by the individual
5. Termination of Team service or other voluntary contribution to the team, the minor hockey organization or to the CMHA
6. Suspension from the current competition and/or for a specified number of games, other sanctions as may be considered appropriate for the offence.

Note: All Suspensions must be approved at the discretion of the Discipline Committee.

Upon receipt of a Progressive Discipline Report, the Discipline Committee shall determine if the incident is better dealt with as a minor infraction, or if a hearing is required to address the incident as a major infraction.

If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible and in any event no later than 7 days from date of receipt of the Progressive Discipline Report, and shall be advised of the procedures outlined in this Policy.

If the Discipline Committee of the AMHA decides that the infraction be dealt with by means of a hearing, he or she shall have a Panel consisting of not less than 3 other executive members.

The Discipline Panel shall hold the hearing as soon as possible, but not more than 14 days after the Progressive Discipline report are first received by the Discipline Chair. The Panel may decide to conduct the hearing in person or by telephone.

The Panel shall govern the hearing by such procedures as it may decide, provided that:

1. The person alleged to have committed an infraction should be given written notice (by courier registered mail) of the day, time and place of the hearing.
2. The Panel may request that witnesses to the infraction be present or submit written evidence.

If at any point in the proceedings, the Alleged becomes reluctant to continue it shall be at the sole discretion of the Discipline Committee to continue the review of the infraction in accordance with this policy.

After reviewing and deciding the infraction matter, the Panel shall present its findings in a written report to the President of the AMHA, with a copy provided to the Alleged. This report shall contain:

- 1) A summary of the relevant fact

- 2) A determination as to whether the acts complained of constitute an infraction as defended in this policy
- 3) Disciplinary action to be taken, if the acts constitute an infraction.

When directing appropriate disciplinary sanction, the Disciplinary Committee shall consider factors such as:

1. The nature and severity of the infraction
2. Whether the infraction involved any physical contact
3. Whether the infraction was an isolated incident or part of an ongoing pattern
4. The nature of the relationship between the parties involved
5. The age of the Complainant
6. Whether the alleged had been involved in previous infractions of similar nature
7. Whether the alleged admitted responsibility and expressed a willingness to change.

Failure to comply with a sanction as determined by the panel shall result in further disciplinary action up to and including legal action if required.

Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Disciplinary Committee shall determine the appropriate disciplinary sanction. The Disciplinary Committee may hold a hearing for the purpose of determining an appropriate sanction.

If the individual being disciplined chooses not to participate in the hearing, the hearing shall nonetheless proceed.

The Disciplinary Committee may apply the following disciplinary sanctions singly or in combination, for major infractions:

1. Written reprimand to be placed in individual's file
2. Written apology by the individual
3. Suspension from certain AMHA events, which may include suspension from the current game or competition or from future competitions
4. Suspension from certain AMHA activities (i.e. competing, coaching or officiating) for a designated period of time
5. Suspension from all AMHA activities for a designated period of time
6. Expulsion from the AMHA
7. Other sanctions as may be considered appropriate for the offence

The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent AMHA Policy, such as those dealing with harassment, doping, personnel or event specific matters.

Unless the Discipline Committee decides otherwise, any disciplinary sanctions shall commence immediately.

In applying sanctions, the Disciplinary Committee may have regard to the following aggravating or mitigating circumstances:

1. The nature and severity of the offence
2. Whether the incident is a first offence or has occurred repeatedly
3. The individual's acknowledgment of responsibility
4. The individual's extent of remorse
5. The age, maturity or experience of the individual
6. The individual's prospects for rehabilitation

Notwithstanding the procedures set out in this Policy, any member or participant of the AMHA who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault, shall face automatic suspension from participating in any activities of the AMHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the AMHA in accordance with this Policy.

Any member of the AMHA, coach, trainer, manager or player who deliberately damages or defaces facilities used by or equipment of the AMHA shall be suspended from the AMHA until the cost of repair or replacement of the damaged equipment has been paid in full.

In addition to the suspension and the payment of damages, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the Discipline committee of the AMHA.

The use of alcohol or drugs at any AMHA sponsored function or in any arena or other facility used for such function, by any coach, trainer, manager, official or player affiliated with the AMHA will not be tolerated and may lead to suspension without refund (where applicable), for the balance of the season.

Any AMHA board member, who deems disciplinary action to be necessary against an individual for any reason, must institute the use of Progressive Discipline Report. Any Coach, who deems disciplinary action to be necessary against an individual for any reason, must institute the use of Progressive Discipline Report up to but not inclusive of suspensions. A coach may make a recommendation for suspension although must be approved by the Discipline Committee.

See Appendix B - Progressive Discipline Report

Such forms are to be sent to the current Vice President within 48 hours. The Vice President has the responsibility to ensure that a copy is also sent to the Discipline Committee within 7 days.

All league Vice Presidents are responsible to ensure that all OMHA issued suspensions are

reported directly to the Discipline Committee within 48 hours. If it is found that any AMHA player has received an excessive amount of suspensions the player's eligibility to play within the AMHA will be reviewed by the Discipline committee.

If an AMHA board member decides that circumstances warrant immediate suspension (disciplinary problem of a violent nature or drug/alcohol nature) the suspension may be immediate but must be brought to the Discipline Committee within 48 hours of the incident. A discipline committee meeting must take place within 7 days of the immediate suspension. Further progressive discipline may be administered at the discretion of the discipline committee.

Any player who wilfully plays or any coach or manager who allows a player to play, who is found to be ineligible shall be subject to progressive discipline up to and including suspension. Any player, coach, trainer or manager who is suspended by the OMHA and/or under AMHA rules may, at the discretion of the Discipline Committee have their suspension reviewed for further action.

Any player receiving 3 suspensions through the use of the Progressive Discipline Report will be required to meet with the Discipline committee prior to being allowed to continue play within the AMHA organization.

Situations arising during the season that are not covered under the disciplinary policies will be referred to the discipline committee for their ruling.

See Appendix B - Progressive Discipline Report

Such forms are to be obtained from and returned to the current Vice President. A copy of the form will also be sent to the Discipline Committee within 7 days.

Any player receiving 3 suspensions through the use of the Progressive Discipline Report will be required to meet with the Discipline Committee prior to being allowed to continue play within the AMHA organization.

### Harassment & Abuse

Behaviour, which constitutes harassment or abuse, will not be tolerated and will be dealt with under the Ontario Minor Hockey Association Harassment and Abuse Policy.

Refer to the OMHA Manual of Operations for the latest revision.

This policy applies to harassment, which may occur during the course of all AMHA business, activities and events, including, but not limited to competitions, team practices, training camps, exhibitions, meetings and travel associated with these activities.

Harassment is defined as conduct, which is insulting, intimidating, humiliating, offensive or physically harmful. Types of behaviour which constitute harassment include, but are not limited to:

1. Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age,

- race, religion, sex or sexual orientation
2. Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance
  3. Practical jokes, which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance
  4. Unwanted or unnecessary physical contact including touching, patting or pinching
  5. Any form of hazing
  6. Any form of physical assault or abuse
  7. Any sexual offence
  8. Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment

When any person in authority has a reasonable belief that in the course of AMHA business, activities or events a minor is being abused or neglected, he or she shall report this belief to Ontario Child Protection authorities or Police and shall advise the Discipline Committee of having made this report.

The AMHA shall take no further action until such time as the authorities and/or police have concluded their investigation.

The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence under these proceedings.

The AMHA recognizes the sensitive and serious nature of harassment and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, the AMHA will do so. This shall not preclude publication of the final outcome of any matter, where a sanction imposed under this policy includes publication.

A person who experiences harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behaviour is unwelcome, offensive and contrary to the values of the AMHA and this policy.

If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the matter should be reported to an official of the AMHA. For the purposes of this policy, an "official" may be a member of the AMHA Executive Board.

Once an incident is reported, the role of the official is to serve in a neutral, unbiased capacity in receiving the report of the incident, advising the parents/guardians of the incident (if the person who has experienced the harassment is a minor), and assisting in an informal resolution of the complaint, where this is appropriate.

A report form titled "Harassment and Abuse Disclosure Report" should be filled out and sent to the Discipline Committee within 7 days. The report will be filed accordingly and may be used, as supporting evidence should there be a reoccurrence of the same issue.  
See Appendix C - Harassment and Abuse Disclosure Report

If the official considers that he or she is unable to act in this capacity, the complaint shall be referred to AMHA Discipline Committee.

If informal resolution of the complaint is not appropriate or possible, the person who has experienced or witnessed the harassment, or who believes that harassment has occurred, may make a formal written complaint to the AMHA Discipline Committee.

Within SEVEN days of receiving the written report, the Discipline Committee shall decide if the complaint should be dealt with directly, without a hearing, in which case he or she shall direct the appropriate response and the matter shall then be concluded, provided the person complained of is fully informed and is given an opportunity to respond to the complaint.

After a thorough internal investigation the local minor hockey organization has the power to discipline, sanction and/or suspend any team player, team official, and local executive member for contravention of the AMHA Code of Conduct. All sanctions and/or suspensions assessed by the local minor hockey organization will be reported to the OMHA Regional Executive Member.

This policy shall not prevent a person in authority from taking immediate, informal, corrective and appropriate disciplinary action in response to behaviour that, in his or her view, constitutes a minor instance of harassment.

Harassment complaints arising during competitions may be dealt with immediately, if necessary, by an AMHA representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with this policy.

In the event that an alleged offence is so serious so as to possibly jeopardize the safety of others, the Executive Committee of the AMHA may immediately remove the alleged offender from AMHA activities, pending an investigation of the complaint in accordance with this policy.

If the Discipline Committee of the AMHA decides that the complaint shall be dealt with by means of a hearing, he or she shall have a Panel consisting of not less than 3 other executive members.

The Panel shall govern the hearing by such procedures as it may decide, provided that:

1. The Complainant and Respondent shall be given written notice (by courier registered mail) of the day, time and place of the hearing;
2. All parties shall receive a copy of the Investigation report
3. Both the Complainant and Respondent shall be present at the hearing. They may however be scheduled to attend at different times. This will be at the discretion of the Discipline Panel
4. The Panel may request that witnesses to the incident be present or submit written evidence which is certified by a notary of public.

If at any point in the proceedings, the Complainant becomes reluctant to continue it shall be at the sole discretion of the Discipline Committee to continue the review of the complaint in accordance with this policy.

After reviewing and deciding the harassment matter, the Panel shall present its findings in a written report to the President of the AMHA and the Disciplinary Committee. The Disciplinary Committee in turn will review the findings of the Panel and in turn issue a report to both the Complainant and the Respondent. This report shall contain:

1. A summary of the relevant facts
2. A determination as to whether the acts complained of constitute harassment as defined in this policy
3. Disciplinary action to be taken, if the acts constitute harassment; and
4. Measures to remedy or mitigate the harm or loss suffered by the Complainant, if the acts constitute harassment.

When directing appropriate disciplinary sanction, the Committee shall consider factors such as:

1. The nature and severity of the harassment
2. Whether the harassment involved any physical contact
3. Whether the harassment was an isolated incident or part of an ongoing pattern
4. The nature of the relationship between the complainant and harasser
5. The age of the Complainant
6. Whether the harasser had been involved in previous harassment incidents
7. Whether the harasser admitted responsibility and expressed a willingness to change
8. Whether the harasser retaliated against the complainant

In directing disciplinary sanctions, the Committee may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

1. Verbal apology
2. Written apology
3. Letter of reprimand from the AMHA
4. Referral to a Speak Out program
5. Temporary suspension



6. Any other sanction which the Panel may deem appropriate

Failure to comply with a sanction as determined by the panel shall result in further disciplinary action up to and including legal action if required.

Notwithstanding the procedures set out in this policy, any individual participating in AMHA business, activities or events who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from participating in any activities of the AMHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the OMHA in accordance with this policy.

### Appeals

#### Timing of the Appeals

An individual who wishes to appeal a decision ("Appellant") shall have 7 days from the date on which they received notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for the appeal to the President of the AMHA.

#### Grounds for Appeal

A decision cannot be appealed on its merits alone. An appeal may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include the body, which made the decision being appealed ("Respondent"):

1. Making a decision for which it did not have authority or jurisdiction as set out in the AMHA's governing documents
2. Failing to follow procedures as laid out in the operating rules or approved Policies of the AMHA
3. Making a decision, which was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views
4. Exercising its discretion for an improper purpose
5. Making a decision, which was grossly unreasonable

#### Screening or Appeal

Within 7 days of receiving the notice of appeal, the President shall decide whether or not the appeal is based on one or more of the categories of possible errors by the Respondent as outlined.

The President shall not determine if the error has been made, only if the Respondent bases the appeal on such an allegation of error. In the absence of the President, the 1st Vice President shall be designated to perform this function.

If the appeal is denied on the basis of insufficient grounds, the Appellant shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the President, or designate, and may not be appealed.

#### Appeals Panel

If the President is satisfied that there are sufficient grounds for an appeal, within 14 days of having received the original notice of appeal he or she shall appoint an Appeals Panel (the "Panel") comprised of three individuals who shall have no significant relationship with the affected parties, shall have no significant involvement with the secession being appealed, and shall be free for any other actual or perceived bias or conflict. The Panel's members shall select from themselves a chairperson.

#### Appeals Preliminary Conference

The Panel may determine that the circumstances of the dispute warrant a preliminary conference:

The matters, which may be considered at a preliminary conference, include date and location of hearing, timelines for exchange of documents, format for the appeal, clarification of issues in dispute, any procedural matter, order and procedure of hearing, remedies being sought, identification of witnesses, and any other matter, which may assist in expediting the appeal proceedings.

The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.

#### Procedure for the Appeal

The Panel shall govern the appeal by such procedures, as it deems appropriate, provided that:

1. The appeal hearing shall be held within 14 days of the Panel's appointment
2. The Appellant, respondent and affected parties shall be given 7 days written notice of the date, time and place of the appeal hearing
3. Decisions shall be by majority vote, where the Chairperson carries a vote
4. Copies of any written documents which any of the parties would like the Panel to consider shall be provided to the Panel, and to all other parties, at least 5 days in advance of the hearing
5. A representative or advisor, including legal counsel, may accompany any of the parties
6. The Panel may direct that any other individual participate in the appeal
7. In the event that one of the Panel's members is unable or unwilling to continue with the appeal, the matter will be concluded by the remaining two Panel members
8. Unless otherwise agreed by the parties, there shall be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties

In order to keep costs to a reasonable level the Panel may conduct the appeal by means of a telephone conference call.

#### Appeal Decision

Within 7 days of concluding the appeal, the Panel shall issue its written decision, with reasons. In making its decision, the Panel shall have no greater authority than that of the original decision maker. The Panel may decide:

1. To void or confirm the decision being appealed;
2. To vary the decision where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reasons, which include, but are not limited to, lack of clear procedure, lack of time, or lack of neutrality;
3. To refer the matter back to the initial decision-maker for a new decision;
4. To determine how costs of the appeal shall be allocated, if at all. A copy of this decision shall be provided to each of the parties and to the President.

In extraordinary circumstances and at its sole discretion, the Panel may abridge or extend the timelines in this Policy.

#### Appendix A

Examples of minor infractions:

1. a single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
2. Unsportsmanlike conduct such as angry outbursts or arguing;
3. A single incident of being late for or absent from OMHA events and activities at which attendance is expected or required;
4. Non-compliance with the rules and regulations under which OMHA/AMHA events are carried out

Examples of major infractions:

1. repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
2. Repeated unsportsmanlike conduct such as angry outbursts or arguing;
3. Repeated incidents of being late for or absent from OMHA events and activities at which attendance is expected or required;
4. Activities or behaviour which interferes with the organization of a competition or with any player's or team's preparation for a competition;
5. pranks, jokes or other activities, which endanger the safety of others;
6. Deliberate disregard for the rules and regulations under which OMHA/AMHA events are conducted;
7. abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
8. Any use of alcohol by minors;
9. Use of illicit drugs and narcotics;

10. Use of, or condoning the use of, banned performance enhancing drugs or method

### **29. Travel Team Bank Accounts**

1. All travel teams shall use a bank account assigned by AMHA at the United Communities Credit Union (UCCU) Amherstburg branch
2. The signing officers of AMHA shall be ex-officio signing officers of the travel team accounts
3. The head coach of each team shall ultimately be responsible for travel team finances
4. The head coach of each team shall be one signing officer for the account, and must sign all team cheques, except in extenuating circumstances
5. The head coach shall name two other signing officers for the respective travel team account, to be approved by the AMHA Executive
6. None of the signing officers may be related to the head coach, nor to any of the signing officers of AMHA (related definition: spouse, sibling, cousin, parent, grandparent, aunt, uncle; includes step and in-law)
7. The signature of the head coach plus one of the other two signing officers shall be necessary for all cheques
8. Financial reports shall be completed per Section XII - #16 (II) Part F #1 & #2

It shall be the responsibility of the Treasurer to administer and execute this policy.

### **30. Travel Team Parent Liaisons**

- a) Travel team Parent Liaisons may not be a member of the respective team coaching staff or team manager and cannot be the spouse of a rostered member of the coaching staff.
- b) Travel team Parent Liaisons must be in place no more than 2 weeks after final team selection.
- c) Travel team Managers will provide up to 3 names of interested parties as selected by the parent group to become Travel team Parent Liaisons from the parent group. The respective coaching staff will select the Parent Liaison from this group.

**31.** All travel and select travel teams will present a team budget that includes per player costs broken down into 2 or 3 installments as well as due dates for installments prior to vote of approval by the parents at the 1st parent meeting. The approved budget will be submitted to the treasurer.

**32.** All voting required at any travel team parent's meeting will be done by secret ballot. This is to include all items that require a vote per the AMHA constitution. (i.e.: budget, team tournaments that require a vote -- 4th tournament, team attire etc.)