



CONSTITUTION

Updates April 23, 2025 *Article. 2.2; Article 4.2; Article 4.7; Article 7.4; Article 10*

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Updates August 21, 2024 *By-law 1.2; By-law 1.3; By-law 1.4)*

Updates April 23, 2025 *By-law 1.1a; By-law 1.1 d; By-law 1.4f. By-law 3 Job Descriptions (Coach Mentor, Hockey Development Co-ordinator, Secretary, Webmaster, Convenor)*

Updates May 7, 2026 *By-law 1 – Rules 1.3 f; By-law 1 – Rules 1.3 l; By-law 1 – Rules 1.4 e; By-law 1 – Rules 2.4 d (remove); By-law 1 – Rules 2.6 h (remove); Appendix B – Refunds.*

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**SOUTH GRENVILLE MINOR HOCKEY ASSOCIATION
SGMHA CONSTITUTION**

1. ARTICLE ONE - NAME

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

2. ARTICLE TWO - JURISDICTION

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

2.2 Territorial Boundaries Defined:

The territorial boundaries of District 1 / South Grenville Minor Hockey will be defined by HEO.

3. ARTICLE THREE - OBJECTIVES

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

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

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

3.4 Recommend that all participants receive fair ice time.

4. ARTICLE FOUR - ORGANIZATION

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

4.2 EXECUTIVE OFFICERS

a) The following positions shall form the Governing Body of the SGMHA: *President, Past President, Vice President, Treasurer, Registrar, Chairperson of Rules & Discipline, Secretary/Public Relations, Referee-in-Chief, Hockey Development Co-ordinator, Ice Scheduler, Chairperson of Ways & Means/Equipment, U7 Convenor, U9 Convenor, U11Convenor, U13 Convenor, U15 Convenor, U18 Convenor, Coach Mentor, Director of Webmaster and Tournament and Special Events Convenor.*

b) All executive members shall be elected from the membership at large at the Annual General Meeting. The exception to this is the position of Past President.

c) The positions of President, Vice-President, Treasurer, RIC, Rules & Discipline, Hockey Development Co-ordinator, and Registrar shall be elected for 2-year terms in alternating years as indicated below:

President - even years,

Treasurer- even years,

RIC- even years,

Hockey Development Co-ordinator – even years,

Vice President- odd years,

Chairperson of Rules & Discipline- odd years,

Registrar- odd years

d) All other executive positions shall be for 1-year terms.

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

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

- 4.5 The position of President must be filled by someone who has served a minimum 2-year period on the SGMHA executive in some capacity in the past 5 years.
- 4.6 All members of the SGMHA executive shall be allowed to cast one vote with the exception of the President who may only vote in the event of a tie in which he/she may cast the deciding vote.

5. ARTICLE FIVE - MEMBERSHIP

- 5.1 Membership shall be defined as one of the following persons:
- a) A parent or legal guardian of a child currently registered and playing in South Grenville Minor Hockey.
 - b) A member of the South Grenville Minor Hockey executive.
 - c) A person, 18 years of age or older who is currently officiating (referee or linesman) within the South Grenville Minor Hockey Association.
 - d) A person currently registered as a member of a bench staff within the South Grenville Minor Hockey Association.

6. ARTICLE SIX - MEETINGS

- 6.1 The regular executive meetings are open to the public but only executive members will have a vote on matters pertaining to SGMHA. The times and locations of meetings are to be decided at the first general meeting of the new executive. The minutes of each meeting will be posted on the SGMHA website as soon after the meeting as possible so the members are updated on decisions or changes made at these meetings.
- 6.2 The Annual General Meeting will be held as soon as possible after the completion of the year's program and activities.
- 6.3 A special meeting may be called by the President, or in the President's absence, the Vice-President, for the purpose of handling any business which must be handled before the next Annual General Meeting. Constitutional changes will be permitted at any special meeting. Special meetings must be announced in the same way that an AGM is announced, following the same guidelines. Every effort must be made to have as many members of SGMHA present at any special meeting.
- 6.4 A quorum of 50 + 1% (fifty plus one percent) members of the Executive, in filled positions, must be present at any meeting of the Executive before it may deal with matters of the Association.
- 6.5 Anyone participating in or using equipment or facilities of the SGMHA do so at their own risk. The SGMHA will not be liable or responsible for any injuries or damages resulting from the use of the Associations equipment or participation in any of their activities.

7. ARTICLE SEVEN - ELECTIONS

- 7.1 The election of executive officers shall be conducted at the Annual General Meeting. Candidates for all positions must be nominated and seconded by members of the SGMHA, and voting shall be by ballot.
- 7.2 Every member of the SGMHA in good standing shall have a vote. A person may be elected by acclamation if there is no other candidate for the position. In the event that a position remains vacant after the AGM, the President shall have the power to appoint candidates based on the recommendation of the executive members at hand.
- 7.3 In the event that a member of the SGMHA Executive resigns or is unable to continue his/her term of office, or fails to perform his/her duties, a 5-day notice will be posted on the SGMHA website advertising the open vacancy. With the exception of the Presidents position, any interested replacements to the open position will be voted on at the next monthly SGMHA meeting. In the event the President requires replacement, an emergency meeting will be held within 7 days of the position becoming vacant (meeting to be called by the Vice President) and the most CURRENT Senior executive willing to take the position will be voted in. If NO current members wish to fill the position – the Vice President will perform the duties until District 1 appoints a member to fill the temporary position.

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

8. ARTICLE EIGHT - AMENDMENTS

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

9. ARTICLE NINE – EXPENSES

- 9.1 All travel expenses incurred by any executive members to travel to hearings or meetings outside the SGMHA boundaries are to be repaid to the member upon the Treasurer receiving an expense sheet detailing the travel.
- 9.2 No one has the authority to spend money and /or charge any purchases to SGMHA without first obtaining approval from the SGMHA executive or Treasurer. Any purchase charged to SGMHA without the written permission will not be paid for by SGMHA but will be the responsibility of the person charging the purchase.

10. ARTICLE TEN – LEO BOIVIN AAA SHOWCASE

- 10.1 South Grenville Minor Hockey will sanction the Leo Boivin Midget AAA Showcase Tournament each year.
- 10.2. All proceeds from the Annual Leo Boivin U18 AAA Showcase Tournament go directly to SGMHA. Treasurer of SGMHA to provide projected eligible funds to be transferred to SGMHA from the Leo Boivin AAA Showcase revenues annually for budgeting purposes.
- 10.3 The SGMHA Executive will bring forth nominations for the Chair of the Annual Leo Boivin U18AAA Showcase tournament at the first meeting of the new executive (first meeting following the AGM). A vote will be cast by all members of the SGMHA Executive to elect the Chair of the Annual Leo Boivin U18 AAA Showcase Tournament.
- 10.4 All purchases made by the Leo Boivin U18 AAA Showcase committee must be approved by the SGMHA Treasurer and executive before purchases are ordered. 3 quotes may be requested for larger priced items.
- 10.5 The Chair of the Annual Leo Boivin U18 AAA Showcase Tournament will select his/her committee as required. The only exceptions are the Chairperson of Rules & Discipline of SGMHA, the SGMHA Treasurer and the SGMHA Chairperson of Ways & Means who will sit on the committee as appointed by the SGMHA executive.
- 10.6 The Chair of the Annual Leo Boivin U18 AAA Showcase Tournament will attend regular SGMHA - Executive meetings; in the event the Chair is unable to attend a delegate will attend on behalf of the Chair. (The delegate should be someone other than a current member of the SGMHA Executive who is also a member of the committee).
- 10.7 District 1 Chair will approve the sanction of the Leo Boivin Showcase Tournament Annually.
- 10.8 District 1 Chair will attend meetings to ensure all HEO and HC policies are being followed where they are sanctioning above the U18 Rep level.
- 10.9 District 1 R&D will oversee the Rules & Discipline for the Leo Boivin Showcase sanctioned by South Grenville Minor Hockey Association. Work with the Association R&D to make sure all suspensions are being dealt with and offer guidance where needed.



By-Laws

1. BY-LAW 1 - RULES

1.1 TEAMS, TEAM SIZE and PLAYER SELECTION

- a) Based on the recommendation of the Registrar, the Executive will set the size of the teams including the number of goalies per team.
- b) All team lists will be handed over to the Registrar who will ensure that all teams are duly registered in a timely manner. The Registrar will return certified lists to the Division convenor for distribution.
- c) Any player (U9 to U18) may try out for a higher level above their own age classification BUT must be rated in the top 5 skaters by an independent panel of evaluators.

If the player is not successful in his/her attempt to qualify in the top 5 skaters, they must return to their own age division but must understand tryouts at their own level may have started while higher level tryouts were being attended.

Any player wishing to be evaluated for a higher level MUST inform their own division convenor 10 days prior to the first REP tryout of the team they wish to be evaluated for. This request must come in writing from the parents / guardian of the player.

A fee to be determined by the Executive will be collected prior to the evaluation ice time.

Evaluation will be done at the first ice time for the higher division REP team.

No players are allowed to request to be evaluated to play a higher level of B or C house hockey.

1.2 “B” REP AND “B” HOUSE TEAMS

See SGMHA Tryout Policy Manual adopted August 2024

1.3 COACHES

- a) Convenors should have their coaches before the hockey season starts.
- b) Selection of Coaches:

The deadline for coach's applications for the hockey season shall be June 1st and all applications are to be submitted to the President of SGMHA. The President of SGMHA shall organize a coach's selection committee to interview the applicants and make recommendations. The President of SGMHA shall bring forth to the SGMHA Executive all recommendations. The Executive will take the recommendations under advisement along with all pertinent information and shall select the coaches for the upcoming season. Where vacancies exist, the SGMHA Executive will attempt to recruit possible candidates and forward these names to the President of SGMHA. All coaches will be interviewed for a coaching position and all applications must be completed BEFORE consideration will be given. An application is considered to be complete when all required documentation is attached.

c) Coaches Selection Committee:

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

- d) A Coach, Assistant Coach or Trainer shall be allowed to hold one position on a team (i.e. A coach could not also be a trainer; trainer can not be a coach).
- e) Coaches of "B" Rep and "B" House league teams must have their roster completed at the end of the final try out ice time. Failure to do so shall result in the final selections being made by the Division convenor.
- f) A maximum of 3 exhibition games is permitted in a season on home ice. All costs (including officials) incurred with exhibition games shall be the sole responsibility of the team. Practice ice may be used; however, it is the responsibility of the coach to explain to their team that they will lose a practice to host an exhibition game.
- g) Coaches/Managers must call the Referee Scheduler to book referees for all their games. A league schedule for the season should be provided to the Referee-in-chief or Referee Scheduler by the Coach or Manager as soon as it is received from the Upper Canada Minor Hockey League.
- h) The Division Convenor must ensure that the Coaches arrange for minor officials to look after the time clock and game sheets for all games. It is the coach's responsibility to see that a number of responsible individuals are trained in the use of the clock so that they can be called upon to look after the clock and game sheets during the year. NOTE: Minor Officials must be 14 years or older to be an official scorekeeper. Coaches/Managers should encourage opposing teams to place a responsible person in their penalty box during regular league games.
- i) Coaches are responsible for ensuring all bench staff (Managers, Trainers, Assistant Coaches, and on-ice helpers) are properly certified, and have been approved by the Chairperson of the Rules & Discipline and the Registrar, prior to performing their duties. Coaches are ultimately responsible for actions of all players and bench staff as per HEO rules and regulations.
- j) On Ice Helpers must be registered with minor hockey, junior hockey, or be an on-ice official. Must be a minimum of one division higher at U13. U15 and above as on ice helpers must wear CSA helmets (mask or visor depending upon what is required for the level they play), neck guard, gloves and skates. U13 and younger on ice helpers must wear full equipment. On ice helpers are instructors not participants.
- k) No SGMHA player will be permitted on the ice without a team official in attendance who will accept responsibility for that player.
- l) The Head Coach shall NOT appoint their spouse as Team Manager, to ensure that team parents feel comfortable bringing forward any concerns regarding the coach or their decisions to the Team Manager.

1.4 GENERAL

- a) All coaches and managers must inform their division Convenors, who must investigate, why a player is a repetitive absentee. This effort is to be made in an attempt to keep our boys and girls in Minor Hockey.
- b) Any player who tries out for, and is chosen for a rep team, and after making the team, decides because of personal reasons, not to play on this team, will be placed on a team by the Rules & Discipline Committee. This will apply also if the player is dropped as a result of disciplinary action.
- c) Any Player movement in SGMHA must be finalized by December 15th. All special consideration cases will be dealt with by Rules & Discipline Committee. Any overage players must be approved by the Upper Canada Minor Hockey League.
- d) Affiliation rules are governed by the HEO and can be found in the HEO website. Affiliation forms can be found on the HEO website - <https://www.hockeyeasternontario.ca/members/forms/>
- e) Any team participating in a game outside of scheduled league play, which includes tournaments and exhibition games outside of their home association must have a HEO travel permit signed by the President and District 1 Chairperson or designate. To travel to the USA, a HEO travel permit as well as the USA travel permit is required. Signing authority for SGMHA is the President or his/her designate and the District 1 Chairperson or their designate.
- f) All Managers from South Grenville Minor Hockey teams must hand in a detailed expense statement to the families of their respective teams and a copy to the Treasurer 3 times per season which includes a close-out of the account at year end.
- g) All managers shall be provided with a manager's package which will contain copies of the SGMHA, UCMHL and HEO constitutions. They will also be provided with a list of duties and responsibilities.

2. BYLAW TWO - RULES AND DISCIPLINE COMMITTEE

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

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

2.3 Records on Coaches and Players are kept up to date regularly. All complaints are to be given to the Rules & Discipline Committee.

2.4 GRIEVANCE PROCEDURE:

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

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

2.5 SUPPLEMENTARY DISCIPLINE

- a) A Coach/Manager may levy only one (1) game suspension for disciplinary reasons. All suspensions must be reported to the Rules & Discipline Committee Chairperson. Any second time offender must appear before the Rules & Discipline Committee.

- b) Any player who receives a game suspension could have such suspension matched by the Rules & Discipline Committee.
- c) Players, Managers and Coaches suspended by arena officials will be suspended from all active SGMHA hockey for the duration of the suspension.

2.6 GENERAL

- a) All SGMHA, UCMHL, District 1, HEO and Hockey Canada Rules apply in the sequence provided.
- b) Coaches, Managers, Trainers and Players must show respect for officials at all times or be subject to disciplinary action by the Rules & Discipline Committee. Minor Officials must also show respect or face the same results.
- c) As per HEO no one is allowed in the referee rooms unless in a supervisor capacity.
- d) Any Coach, Manager, Player or team official entering the referee's room to dispute a ruling will automatically be suspended for 5 games over and above any other suspensions they receive.
- e) All Coaches and/or Managers, who remove their team from the ice prior to completion of a game, are subject to instant dismissal and shall be dealt with by the Upper Canada Minor Hockey League, District 1 and the SGMHA Executive. This rule shall apply to all levels of teams playing at home and away. (Hockey Canada)
- f) Any Coach that is found guilty of using illegal players will automatically be suspended for 3 games over and above any other suspensions given by District 1 and the Upper Canada Minor Hockey League.
- g) ZERO TOLERANCE: Physical and verbal abuse inflicted upon coaches, assistant coaches, managers, trainers, referee's, associate members (parents, guardians, and/or hockey players) and SGMHA Executive Members will NOT be tolerated within the South Grenville Minor Hockey Association.
Likewise, SGMHA is opposed to illegal drug and alcohol use as well as tobacco use by minors, and is sincere in its duty to uphold the laws of the land in which its members operate. Zero tolerance means that behavior contrary to the above will not be tolerated. Incidents will be dealt with on an individual basis.
- h) Where possible, members of the immediate family should not act as a referee for games in which members of their family are playing. They may, however, act as a linesman.
- i) Any member of SGMHA who has failed to adhere to the SGMHA constitution or bylaws will be asked to explain his/her actions before the R&D Committee who will rule accordingly.

3. BYLAW THREE - DUTIES OF THE EXECUTIVE COMMITTEE

3.1 JOB DESCRIPTIONS

PAST PRESIDENT: The Past President Shall:

- a) In the absence of the President and Vice President, will be the SGMHA representative to the Upper Canada Minor Hockey League and District 1.
- b) Act as a delegate for SGMHA at the request of the President.
- c) Help guide the executive within the spirit of the constitution.

PRESIDENT: The President Shall:

- a) Be the SGMHA representative to the Upper Canada Minor Hockey League and District 1.
- b) Conduct, chair and call all regular meetings, once monthly.
- c) Call the Annual General Meeting.
- d) Attend any special meetings.
- e) Conduct all meetings in a business-like manner and according to the democratic procedures as outlined in Robert's Rules of Order.

- f) Guide the Executive within the spirit of the constitution.
- g) Be empowered to act as official spokesperson for the SGMHA.
- h) Be responsible for all the day-to-day happenings of the SGMHA.
- i) Be a signing officer on all SGMHA Accounts including Leo Boivin AAA Showcase.

VICE-PRESIDENT: The Vice-President shall:

- a) In the absence of the President will be the SGMHA representative to the Upper Canada Minor Hockey League and District One.
- b) Act as a liaison between the SGMHA and the Recreation Committees.
- c) Submit a sanctioned tournament permit to the HEO for approval and serve as a contact person for the SGMHA.
- d) Will be responsible for all **Risk & Safety Issues**.
- e) When called upon, may head the Rules and Discipline Committee.

SECRETARY/PUBLIC RELATIONS: The Secretary shall:

- a) Be responsible for taking the minutes of all meetings and emailing the minutes to all members of the Executive shortly after said meeting.
- b) Inform all members of the Executive of the next regular meeting dates, as well as all special meetings via email. Send ZOOM links to attendees.
- c) Provide monthly minutes to Director of Website once approved by the executive to be posted online.
- d) Keep detailed records on each meeting, in the event of any confusion on decision/votes made or not made – the Secretary can refer back to these records. Where constitutional amendments to BY-LAWS have been made during the season – the Secretary is to prepare them for the AGM at the end of the season if the Executive wishes to continue with said changes.
- e) Co-ordinate with Chairperson of Ways & Means, and the Tournament/Special Events Convenor in preparation for the Annual SGMHA Year End Banquet.

TREASURER: The Treasurer shall:

- f) Be responsible for all financial matters of the SGMHA under the direction of the Executive.
- g) Bring to the attention of the Executive at the monthly meetings, all financial matters and provide an accounting for same.
- h) Pay all accounts by cheque, where possible, signed by himself/herself or the President or Vice-President.
- i) Ensure that two members of the Executive have audited the financial records prior to their disclosure.
- j) Be responsible for all financial matters pertaining to the Leo Boivin AAA Showcase.
- k) Provide projected eligible funds to be transferred to SGMHA from the Leo Boivin AAA Showcase revenues annually for budgeting purposes.
- l) Be a signing officer on all SGMHA Accounts including Leo Boivin AAA Showcase.

CHAIRPERSON OF RULES & DISCIPLINE: The Chairperson of Rules & Discipline shall:

- a) Be responsible to see that the rules of SGMHA and HEO are carried out within our own Association.
- b) Head up a Rules & Discipline Committee comprised of Rules & Discipline including three to four executive members.
- c) Call a meeting of all Coaches, Managers and Convenors sometime during October before the official start of league games so that all new rules can be explained in detail.
- d) Inform the District 1 Rules & Discipline Chairman of all disciplinary action handed down by the SGMHA.

- e) Be the Rules & Discipline Chairperson for the Leo Boivin U18 AAA Showcase
- f) Review and maintain detailed documentation on all suspensions levied to any player, team official, game officials or Executive Officer of the SGMHA.
- g) Monitor all game incident reports that incur suspensions and review game sheets to ensure suspensions are served.
- h) Convene disciplinary hearings within the jurisdiction of the SGMHA.
- i) Provide advice and direction to Executive with regards to Discipline policies, issues and rulings.
- j) Advise all Head Coaches within SGMHA of any carry-over suspensions, prior to October 1st.
- k) Represent the SGMHA at any Discipline Hearings at the HEO if warranted.

CONVENORS: The Convenor shall:

- a) Be responsible for all the happenings within their own division.
- b) Ensure that all teams are divided equally as per SGMHA by-laws.
- c) Assist the team managers for tournaments held in their divisions.
- d) Consult with their division coaches on all matters concerning their team's tournaments.

CHAIRPERSON OF WAYS & MEANS/EQUIPMENT: The Chairperson of Ways & Means shall:

- a) Be responsible for all trophy engraving and upkeep of all trophies.
- b) Be the co-ordinator for all fundraising activities for SGMHA as a whole.
- c) Be responsible to distribute SGMHA year end award nomination forms to all convenors to distribute and collect from coaches/managers prior to the end of the season.
- d) Be responsible to notify the Award Sponsors and winners of when and where the awards will be handed out.
- e) Co-ordinate with the Public Relations Officer the Annual SGMHA Year End Banquet.
- f) Be the Director of Ways & Means for the Leo Boivin U18 AAA Showcase.
- g) Be responsible for ordering and maintenance of all SGMHA equipment.
- h) Hand out all the equipment at the start of the hockey season and see that all the equipment is returned at the end of the season and maintain an accurate database of all SGMHA equipment & sweaters.
- i) The equipment manager must maintain an accurate database of all SGMHA equipment and sweaters. Any damage to equipment must be reported to the executive for further action.

ICE SCHEDULER: The Ice Scheduler shall:

- a) Be responsible for all scheduling and ice rentals at the three (3) arenas with the assistance of the President and Vice-President.
- b) The only SGMHA executive member to allot available ice times to teams.
- c) Liaise with Arena Recreations Directors for commitments of any SGMHA ice usage.
- d) Verify/approve ice usage invoice(s) and submit same to Treasurer for payment.
- e) Develop and publicize association regular team allotted schedules, conditioning camp schedules, tryout and team selection time and locations prior to the commencement of each season's start of activity.
- f) Equally provide opportunity to all SGMHA teams to any extra or regular float ice times.
- g) Notify SGMHA Executive members of all known misuses of ice times and recommend appropriate follow-up.

REFEREE-IN-CHIEF (RIC): The Referee-in-Chief shall:

- a) Be responsible to provide qualified, competent officials for all minor hockey games in which South Grenville players are participating.
- b) Be responsible to ensure all officials enforce the Hockey Canada, HEO, and UCMHL rules &

regulations.

- c) Will evaluate, supervise and rate all officials.
- d) Will recruit new officials & ensure that all officials are re-certified each year.
- e) Be responsible for all disciplinary actions that may be required for actions of officials both on the ice and off the ice, so far as conduct pertains to the involvement of minor hockey.
- f) RIC may hold both Referee-in-Chief and Referee Scheduler positions if he/she chooses.

REGISTRAR: The Registrar shall:

- a) Be responsible for registration of all participants of minor hockey in the SGMHA with HEO and Hockey Canada.
- b) Be responsible for obtaining and passing out all HEO team lists to the team Head Coach or Manager.
- c) Ensure that the insurance forms are filled out properly and forwarded to the President for registration with the HEO
- d) Be a signing officer on all SGMHA Accounts including Leo Boivin AAA Showcase

HOCKEY DEVELOPMENT CO-ORDINATOR: The Hockey Development Co-ordinator shall:

- a) Co-ordinate all clinics to be provided by SGMHA - Goalie Clinics, Specialty Clinics, Body Checking Clinics.
- b) Send tender to outside resources to bid on PRE-SKATE held by SGMHA in September prior to tryouts. Hours and dates to be determined by the Ice Scheduler (based upon Pathways requirements) and given to the successful company once voted on by SGMHA executive on a yearly basis.
- c) Responsible for pre-season skill development camps (PRE-SKATE) – transition the outdated philosophy of conditioning camps to skill development and pathways ideologies.
- d) Ensure SGMHA Hockey Development resource center on website is up to date.
- e) Secure outside resources (with help of the District 1 Coach Mentor) for SGMHA player evaluations if required.
- f) Develop a yearly Hockey Development plan for the current season.
- g) Have all levels required to coach within SGMHA for the current season. In the event a coach has to be replaced for any reasons – the Hockey Development Co-ordinator or Coach Mentor must be able to coach the team in a game and all levels must be in place.
- h) Be responsible for all development equipment purchased by SGMHA for coach resources and team development. IE – Radar Gun.
- i) Does not sit on any Rule & Discipline panels, however, can act as an advisor.
- j) Does not sit on any evaluation panels within SGMHA, however, can act as an advisor.

REFEREE SCHEDULER: The Referee Scheduler shall:

- k) Is responsible to the Executive for the Referee Assignments for exhibition, regular season, and playoff and tournament games.
- l) Will keep track of monies owed to the game officials for games they are assigned.
- m) Act as liaison with other Associations Referee-in-Chiefs to assist them by assigning SGMHA Referees as required.
- n) Will assign games based on a rating list which will rate each official and state which levels of hockey each official can referee.
- o) Will not deviate from this list without permission from the SGMHA Referee-in-Chief.
- p) Will be elected before the SGMHA Referee-in-Chief each year at the AGM.
- q) This position can be held by the Referee-in-Chief if he/she chooses.

COACH MENTOR: The Coach Mentor shall

- a) Attend all scheduled meetings by the District 1 Coach Mentor.
- b) Work with the Hockey Development co-ordinator of SGMHA as required.
- c) Act as a District 1 designated evaluator for the Pathways program. Must evaluate every U7 and U9 team, in the association. Submit completed evaluations to the District 1 Coach Mentor.
- d) Assist “new” coaches in a mentorship capacity for yearly planning, parent/team meetings, practice planning and skill development.
- e) Does not sit on any Rule & Discipline panels, however, can act as an advisor.
- f) Does not sit on any evaluation panels within SGMHA, however, can act as an advisor.
- g) Have all levels required to coach within SGMHA for the current season. In the event a coach has to be replaced for any reasons – the Hockey Development Co-ordinator or Coach Mentor must be able to coach the team in a game and all levels must be in place.

DIRECTOR OF WEBSITE: The Director of Website shall:

- a) Maintain all aspects of the SGMHA Website – including training of managers and executive, keeping the Team Linkt helpful tips current under “Team Management”.
- b) Keep website up to date and current.
- c) Ensure invoices are submitted to SGMHA Treasurer.
- d) Be contact for all managers/coaches at beginning of the season to set teams up and assist with any issues with the website that may arise.
- e) Maintain social media accounts (Facebook and Instagram) and post as requested by the President.
- f) Oversee all SGMHA google forms surveys and data gathering.

TOURNAMENT AND SPECIAL EVENTS CONVENOR: The Tournament Convenor shall:

- a) Responsible for planning and organizing all SGMHA tournaments in conjunction with Division Convenors and Ice Scheduler.
- b) Plan, develop and finalize the structure and scheduling of all SGMHA tournaments and submit an overall tournament schedule to the SGMHA President and Ice Scheduler for approval.
- c) Plan, develop and finalize rules and participation packages to be sent to all teams PRIOR to the tournament commencing.
- d) Provide a report to the SGMHA Executive members on the progress of the tournament 40 days prior to the scheduled date.
- e) Shall present a monthly report to the Executive. Establish and chair a Tournament Committee comprised of the Referee In Chief, Ice Coordinator and each Tournament Coordinator for each home tournament.
- f) Obtain all Tournament Sanctions as required.
- g) prepare and distribute all tournament regulations.
- h) Ensure all volunteers, coaches, managers for the said tournament are organized.
- i) Ensure referees are scheduled for each tournament.

3.2 All Executive Members are eligible to apply for, and secure head coaching positions within the association. Thus, continuing to perform the duties and functions of both positions simultaneously. The exception to the motion for change would be the **Chairperson of Rules & Discipline**. In addition, a division convenor would not be permitted to accept a head coaching position in the division in which they have been assigned.

- 3.3 No one has the authority to spend money and charge to South Grenville Minor Hockey without first obtaining a purchase order from the Treasurer. Any purchase over \$50.00 must be on a purchase order.
- 3.4 Any purchase charged to SGMHA without the written permission (purchase order) will not be paid for by SGMHA but will be the responsibility of the person charging the purchase.
- 3.5 Ice time charged to SGMHA without the consent of the Ice Scheduler will not be paid by the SGMHA but will be the responsibility of the person obtaining it.
- 3.6 If any member of SGMHA Executive misses three consecutive regular meetings, he/she will be suspended for the balance of his/her term of office.
- 3.7 Every member of the SGMHA Executive will be able to vote on motions.
- 3.8 No player shall be released from the SGMHA without the approval of the majority of the voting Executive. Nor shall any player from SGMHA participate with any team, organization or association without the consent of the HEO.
- 3.9 The SGMHA shall conduct 2 meetings annually where players are invited to express their ideas and concerns regarding SGMHA. This is an opportunity for the players to have a voice in the direction of the association.

4. BYLAW FOUR - ASSOCIATION SUPPLIED EQUIPMENT

- 4.1 C.S.A. approved face masks and helmets are mandatory for all players and goaltenders at all times while participating in any on ice activity. All coaching staff must wear a CSA approved helmet during on ice activities. It is the coach's responsibility to see that this rule is carried out and that all straps are fastened when on the ice. (Hockey Canada)
- 4.2 Approved neck protectors are mandatory for all SGMHA players for all on ice activities, including practice ice times. Suspensions may be issued to players and Coaches for non compliance.
- 4.3 Mouth guards are no longer mandatory for SGMHA players, however, it is highly recommended.
- 4.4 On Ice Helpers must wear CSA helmets (mask or visor depending upon what is required for the level they play), neck guard, gloves and skates. Peewee and younger on ice helpers must wear full equipment.
- 4.5 Goaltenders must wear approved goalie neck protectors. (Hockey Canada)
- 4.6 All Coaches will be held responsible for the return of their SGMHA equipment to the SGMHA Equipment Manager in accordance with SGMHA policy.
- 4.7 All SGMHA jerseys must be kept by parents on the team. NO players may take jerseys home. One or two parents should be responsible for the jersey's and collect after each home and away game. Jerseys are to be washed and dried as required.
- 4.8 Use of any uniform or equipment for any other activity outside of SGMHA is strictly prohibited unless prior approval from the Equipment Manager. Failure to abide by this may result in disciplinary action.

5. BYLAW FIVE - FUND-RAISING, SOLICITATION OF FUNDS AND MATERIALS

- 5.1 If a player transfers to another team, all tournament fees will also be transferred, less the fees associated with tournaments that were already played.
- 5.2 All donations and grants will be accepted by the SGMHA in order to provide the best possible minor hockey program.
- 5.3 There will be no soliciting by any teams/ individual players to local area businesses in an attempt to secure donations or monetary sponsorships for such individual teams or players or division tournaments. A team who secures a spot in the SILVERSTICK at any level may request special permission to do team fundraising. The request from such team must come in writing to the executive as soon as the team has confirmed their acceptance into the Tournament.
The SGMHA Executive reserves the right to solicit local businesses in an attempt to gain donations or sponsorships for the entire membership body. SGMHA Executive will use above mentioned donations to help offset increasing operating costs, purchase of new equipment as needed to benefit all members of the association. Any team found not in compliance will be subject to a fine/penalty as set out by the SGMHA.

5.4 Equipment donated to SGMHA by a sponsor automatically becomes the property of SGMHA.

6. **BYLAW SIX – TOURNAMENTS**

U7 FUN DAY:

SGMHA will provide the following player give aways – Medals.

U9 & U11 MEGA TOURNAMENTS:

SGMHA will provide the following: player give aways, Player of the Game Awards and awards for Finalists and Championship games.

The U11 Tournament to be called the Dasan Munro Memorial U11 Tournament in honour of Dasan Munro. The Tournament MVP for all 3 levels B rep, B house & C house will also be called the Dasan Munro MVP Award.

U13 TOURNAMENTS:

SGMHA will provide Player of Game Awards and awards for Finalist and Championship Games. If teams want player give aways this will be at the team's expense.

U15 & U18 TOURNAMENTS:

SGMHA will provide awards for Finalists and Championship Games. Player of Game Awards and Player Give Aways will be at the expense of the team.

All rules will be set and approved by the Chairperson of Rules and Discipline with the input of the executive. No changes shall be made without approval by the Chairperson of Rules and Discipline. Schedules will also be approved by SGMHA executive.

APPENDIX A - RETURN TO PLAY FROM INJURY

When an injury that prevents a player from participating in regularly scheduled GAMES and/or PRACTICES occurs, a **Medical Certificate from a Physician authorizing the players return to ACTIVE participation MUST be presented to the team Trainer and Head Coach prior to team's next Practice ice.** A player MUST participate in 1 FULL practice (where there is body checking the player must participate in at least 1 drill using contact) to ensure the player is up to par to participate in the teams next GAME. It is the discretion of the coaching staff to determine if the player should participate in more practices before playing in a game.

APPENDIX B - REFUNDS

PLAYERS – An administration fee of \$75.00 will be charged for all refund requests. This administration fee includes costs incurred by SGMHA in preparation for the upcoming season and is a recoupment of costs paid out by SGMHA before the season even starts. *The administration fee is non-negotiable* and will not be waived for any circumstance. Any registration discounts applied to registration will be deducted from the amount of the players refund and forfeited back to SGMHA. *The Hockey Canada participant fee is non-refundable (exact charge changes from year to year) and non-negotiable.*

For those players wishing to cancel their registration the following will be applied and are all less the administration fee: 75% refund up to November 1st; 50% refund November 2nd to November 30; 50% refund with a doctor note of a serious injury or illness December 1 to December 31. *No refund for any reason after December 31 Fundraising Fee is non-refundable after October 1st. Fees for tryouts are non-refundable.*

HEAD COACHES – refunded 1/3 of their course each year they are on a bench that requires that level until paid in full. ****RESPONSIBILITY of the coach to retain a copy of the receipt for the clinic.**

ASSISTANT COACHES – refunded 1/3 of their course each year they are on a bench that requires that level until paid in full. ***RESPONSIBILITY of the coach to retain a copy of the receipt for the clinic.*

IP COACHES – refunded 1/3 of their course each year they are on a bench that requires that level. IP Coaches are encouraged to start their courses in their son/daughters first year of hockey in order to get full re-imbursement by the time they move to the U9 division.

TRAINERS – Refunded half the cost of the clinic – one time only.

NEW REFEREES – Reimbursed their full course fee for the **FIRST YEAR ONLY**.