



Eastern Prescott Russell Minor Hockey Association

CONSTITUTION

Effective Date: May 26, 2026



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EPRMHA Constitution

General Provisions

1. Introduction

The Eastern Prescott Russell Minor Hockey Association (EPRMHA) is a voluntary association established to promote and foster hockey through fair play and to maintain and increase interest in the game of hockey. This is done by ensuring that all organized amateur hockey developed within the Association is in accordance with prescribed standards.

The EPRMHA is an integral part of Hockey Eastern Ontario Minor (HEO Minor), and, by virtue of this affiliation, is a member of Hockey Canada – the governing body of amateur hockey in Canada.

And whereas it is declared that one of the purposes of this Constitution shall be to confer upon the EPRMHA and its Executive Committee Members all the powers of a fully self-governing organization, be it hereafter enacted.

2. Interpretation

- The singular includes the plural.
- The masculine gender includes the feminine.
- **Association**, means Eastern Prescott Russell Minor Hockey Association (EPRMHA).
- **Executive**, means the Members of the Board of Executives of the Association.
- **District 3**, means District 3 of Hockey Eastern Ontario, acting as the authorized district governing body for minor hockey, with responsibility for oversight, discipline, governance compliance, league administration, and support of its member associations, subject to the authority of Hockey Eastern Ontario and Hockey Canada



- **Hockey Eastern Ontario (HEO)**, means the regional governing body for amateur hockey in Eastern Ontario and a recognized branch of Hockey Canada, with authority over the administration, regulation, discipline, and governance of hockey activities within its jurisdiction, in accordance with its constitution, by-laws, regulations, policies, and directives
- **Hockey Canada**, means the national governing body for amateur hockey in Canada, recognized as the authority responsible for the regulation, administration, discipline, and governance of hockey at all levels across the country, and having ultimate jurisdiction over its branches, including Hockey Eastern Ontario, in accordance with its constitution, by-laws, regulations, policies, and playing rules.

3. Organization Name

The Organization shall be known as The Eastern Prescott Russell Minor Hockey Association, operating under the name Eastern Prescott Russell Minor Hockey Association("EPRMHA").

4. Head Office

The Association's activities are conducted at two primary arenas, being;

- Vankleek Hill Arena, 36 Mill Street, Vankleek Hill, ON K0B 1R0
- Robert Hartley Sports Complex, 425 Cartier Boulevard, Hawkesbury, ON K6A 1M4

The Head Office of the Association shall be located within District 3, in the Province of Ontario, at such place therein as the Executive may from time to time determine. The Association does not maintain a permanent physical office. The mailing address of the Association shall be such an address as determined by the Executive from time to time for administrative purposes and may include the personal address of an Executive member. The current mailing address shall be provided upon request.



5. Boundaries

Unless otherwise specified by District 3, the boundaries of the Association will follow the municipal boundaries of the Township of Champlain, the Town of Hawkesbury, and the Township of East Hawkesbury, except for a small section of Domaine Chartrand within Champlain Township. This section falls within the boundaries of the St-Isidore Minor Hockey Association.

6. Objectives

The objectives of the EPRMHA and its Executives are to:

- Promote, govern, and develop minor hockey within its designated boundaries, in alignment with the policies and regulations of District 3, Hockey Eastern Ontario (HEO) and Hockey Canada.
- Promote team spirit, friendship, cooperation, and mutual respect from all players and to promote respect for authority on and off the ice.
- To allow young players the opportunity to develop and improve their hockey skills through coaches' knowledge and teaching.
- To create an atmosphere of fun and enjoyment through participation.

Membership, Registration and Fee Provisions

7. Membership

- 7.1.** The membership shall consist of individuals and/or families of the Association who are residents within the municipal boundaries listed under Section 5, and who have paid such registration fees as prescribed by the Executive of the Association. Executive members, even if they do not have a child registered in the Association, are considered members. Each member over the age of 18 shall have a right to vote at the Annual General Meeting of the Association (AGM); one vote per family is permitted.



- 7.2. All players, parents, coaches, Executive and spectators are bound by the Codes of Conduct as set forth by District 3 and which can be found on the District 3 website.
- 7.3. All members, including players, parents and coaching staff must abide by all Risk and Safety Policies set forth by District 3, which can be found on the District 3 website.

8. Registration and Fees

- 8.1. Players interested in participating in the EPRMHA House League are to be registered through the Spordle website, by the deadline set annually by the Executive. The Spordle website link and registration deadlines will be communicated through the EPRMHA website and social media platforms. The registration deadline shall not exceed October 1st of the season. Exceptions may apply at the discretion of the Executive and District 3.
- 8.2. Players interested in participating in the competitive division spring tryouts for AA and AAA, U10 to U16 age categories, will be required to register through the District 3 HCR online store by the deadline set by District 3.
- 8.3. Players interested in participating in the competitive division tryouts for AA and AAA U9, and U18, and all age categories for Rep-B, will be required to register as usual with EPRMHA once registration is open.
- 8.4. All players participating in competitive tryouts (Rep-B, AA, or AAA) must register with EPRMHA once registration has opened and pay the non-refundable \$10 fee. Payment must be received by the EPRMHA Registrar before the player is permitted to participate in competitive tryouts.
- 8.5. The registration fees for each EPRMHA House League division for the next season, including any discounts or penalties, shall be decided by the Executive by May 31st.



A \$100.00 deposit per player must be provided at the time of registration, with the balance payable in full or in installments before November 1st, unless otherwise agreed upon by the family and the Registrar.

Failure to meet the payment deadline may result in the player's suspension for the current season until all fees have been paid. If any fees remain unpaid at the end of the season, the player may be placed in bad standing in the Hockey Canada registry, resulting in their suspension from all Hockey Canada activities in future seasons until all outstanding fees have been paid.

Where the player is a minor, the parent or guardian who is the registered member of the Association shall also be deemed a member not in good standing until all outstanding fees have been paid in full. Members not in good standing shall not be entitled to vote or exercise any voting privileges of the Association.

- 8.6.** Registration fees shall be collected by the Registrar. The preferred methods of payment shall be electronic transfer (e-transfer, to the designated association email) or cheque. All cheques shall be made payable to "Eastern Prescott Russell Minor Hockey Association" and shall be submitted to the Registrar or the Treasurer. Cash payments shall not be accepted unless otherwise authorized by the Executive.
- 8.7. Refund Policy:** Any requests for a refund must be submitted in writing to the Registrar and received no later than November 30th. All refund requests are subject to approval by the Executive. A non-refundable administration fee shall apply to all approved refund requests. This fee shall be calculated based on 15% of the player's registration fee.
- 8.8.** Approved refunds shall be calculated on a pro-rated basis, based on a six (6) month hockey season consisting of September through February, inclusively. Refunds shall be calculated according to the portion of the season remaining at the time the written request is received by the Registrar.



8.9. All refunds shall be paid by cheque.

9. Stipend

9.1. In recognition of the nature, responsibilities, and time commitments associated with the positions of Treasurer, Scheduler, Registrar and Referee-in-Chief, the Association shall provide a stipend to the individual holding these Executive positions.

Amount and Payment: The stipend shall be set at \$50 per team per season, payable by cheque at the conclusion of each season, upon fulfillment of all duties assigned to the Treasurer, Scheduler, Registrar and Referee-in-Chief.

Effective Date: This compensation structure shall take effect beginning in June of the 2026–2027 season and shall continue on an annual basis unless amended by resolution of the Executive.

The Association is not required to make any payments for approved refunds before the end of the season.

Governance and Leadership

10. Executive Member Nominations and Elections

10.1. The business and the affairs of the Association shall be conducted by the Executive, who shall act in accordance with this Constitution and such bylaws, regulations and operating policies as may from time to time be enacted by the Association. In all decisions, they shall follow the policies of District 3, Hockey Eastern Ontario (HEO) and Hockey Canada. In cases involving playing rules, the EPRMHA will follow the rules and regulations of the league in which their teams play.

10.2. All members of the Executive will have one (1) vote except for the Past-President and the President. The President may only vote in the event of a tie and cast the deciding vote. The Past-President shall not have any voting rights.



10.3. The Executive shall consist of:

- President
- Past-President
- Vice-President House League
- Vice President U7/U9
- Treasurer
- Secretary
- Registrar
- Scheduler
- Referee-in-Chief
- Risk and Safety Director
- Equipment Manager
- Tournament Convenor
- Communications Officer

10.4. The Executive shall be elected at the AGM by the general assembly based on the terms of office defined herein.

10.5. Any voting member in good standing may nominate an eligible member for election to the Executive at the AGM. All nominations must be seconded by another voting member who is in good standing. The nominee must indicate their acceptance of the nomination either verbally at the meeting where the nomination is made or in writing before the election if the nominee is not present.

10.6. No nomination shall be accepted without a seconder and confirmation that the nominee agrees to stand for election. If the nominee is absent from the AGM and has not provided written consent to stand for election, the nomination shall be deemed invalid. Nominations shall remain open until the President declares nominations closed.



10.7. The President of the Association must have served as a member of the Executive for at least one year before being elected as President. If no qualifying candidates are available, members of the Executive will have the option to nominate a candidate for President who has not previously been on the Executive.

10.8. Any vacancies that were not filled at the AGM or that are a result of an Executive member resigning mid-season shall be filled by nominations and voted on by the Executive. These votes may be processed at monthly meetings or via email vote.

11. Term of Office (Executive)

11.1. The expected term of office for each executive position shall be two (2) years.

Positions up for nomination at the AGM in even-numbered years:

- President
- Vice-President House League
- Treasurer
- Tournament Convenor
- Risk and Safety Director
- Communications Officer

Positions up for nomination at the AGM in odd-numbered years:

- Vice-President U7/U9
- Registrar
- Scheduler
- Secretary
- Equipment Manager
- Referee-in-Chief

11.2. If any executive member completes one full season of their two-year term but indicates to the President before the AGM that they will not continue for the



second year of their term, that position will be put up for nomination and election at the AGM. The member elected shall fill the position for the remainder of that term.

12. Executive Members' Duties and Responsibilities

12.1. President

- Shall preside and chair all meetings or appoint a replacement.
- Shall be a signing officer of the Association.
- Shall sit on all committees as an ex officio member.
- Shall represent the Association at District meetings or appoint a replacement.
- Shall receive and address all complaints with the Risk and Safety Director.
- Shall be responsible for all members of the coaching staff within the Association and shall receive support from the Vice-President-House League and the Vice-President-U7/U9.
- Shall cast the deciding vote in the event of a tie.
- Shall be responsible for approving all fundraising events for individual teams.
- Shall communicate to team staff all EPRMHA, District 3 and HEO rules related to fundraising.
- Shall be responsible for organizing the annual Awards Night, including the ordering of trophies and medals; duties may be delegated as necessary.

12.2. Past-President

- Shall act as a consultant to the EPRMHA Executive and perform such other duties as directed by the President, and attend Executive meetings as required.
- Shall not have any voting rights.



12.3. Vice-President House League

- Shall replace the President if the President is absent.
- Shall be responsible for discipline using the HEO Code of Discipline for all U11 – U18 teams.
- Shall ensure that all misconduct and suspensions for U11 through U18 teams are reported to the EPRMHA President, and Risk and Safety Director, as well as to District 3.
- Shall ensure the coaching staff positions are filled for all U11 through U18 teams.
- Shall oversee the operation of all U11 through U18 teams and act as a coaching advisor/facilitator.
- Shall organize and schedule all clinics for U11 through U18 teams with the approval of the Executive and in coordination with the Scheduler.
- Shall advise all U11 through U18 team staff of all clinics and courses they must take to qualify for their position.

12.4. Vice-President U7/U9

- Shall replace the President if the President and Vice-President of House League are absent.
- Shall be responsible for discipline using the HEO Code of Discipline for all U7 and U9 teams.
- Shall ensure that all misconduct and suspensions for U7 and U9 teams are reported to the EPRMHA President, Vice-President House League, and Risk and Safety Director, as well as to District 3.
- Shall ensure that all coaching staff positions are filled for all U7 and U9 teams.
- Shall oversee the operation of all U7 and U9 teams and act as a coaching advisor/facilitator.



- Shall organize and schedule all clinics for U7 and U9 teams with the approval of the Executive, and in coordination with the Scheduler.
- Shall advise U7 and U9 team staff of all clinics and courses they must take to qualify for their position.

12.5. Treasurer

- Shall keep full and accurate records of the account. Including all receipts and disbursements of the Association, by using the proper books of accounts and shall deposit all monies in the name of the Association at the banking institution.
- Shall pay all accounts by cheque. In addition to the Treasurer's signature, all cheques must be countersigned by the President, or any one of the authorized members listed on the Association's banking account.
- Shall prepare an operational budget on anticipated expenditures for the next playing season and present it to the executive for approval.
- Shall be responsible for creating various reports, spreadsheets and/or comparables as requested by the President. These reports may be used to balance some of the Association's costs and help budget for the registration fees, tournaments and/or equipment expenses.
- Shall present at the AGM a written report on the financial operations of the Association for the current season.
- Shall provide the required documents to be reviewed by an appointed District 3 representative upon request. As well as provide a mid-season summary of revenues and expenses.



12.6. Secretary

- Shall perform all general secretarial duties at the AGM and Executive meetings.
- Shall prepare the agenda for all meetings, and provide notice to members of the date, time and location.
- Shall take the Minutes for all executive meetings, special meetings, committee meetings (as required), disciplinary meetings (as required), or others as required or arrange for a replacement to do so.
- Shall provide notice of annual meetings two (2) weeks before the meeting and notify members of the date, time, and location.

12.7. Registrar

- Shall be responsible for registration and collection of registration fees and for remitting to the Treasurer any fees that are not received directly by e-transfer into the association bank account.
- Shall enter rosters in the Hockey Canada Registry and any other systems as required by District 3 (i.e. GoalLine).
- Shall prepare, obtain approval of, and distribute team rosters to the coaches and managers of each team.
- Shall ensure that coaches use only eligible players.
- Shall ensure that all members of the coaching staff for all teams have the required qualifications and the HEO Declaration of Vulnerable Sector Check.
- May act as liaison between the District Registrar and the Association.



12.8. Scheduler

- Shall post practice schedules for EPRMHA teams.
- Shall coordinate league game schedules for EPRMHA teams with the District Scheduler and the other associations' Schedulers.
- Shall verify ice rental invoices before the Treasurer processes them for payment.
- May act as liaison between District Scheduler and Association.
- Shall communicate with other associations' schedulers to handle all reschedules of games (due to team tournaments, loss of ice, or inclement weather).
- May act as a liaison between the District Scheduler and the EPRMHA Team Managers.
- Shall post exhibition games in the teams' schedules.
- Shall coordinate with EPRMHA Vice-President to schedule all development sessions for players and goalies.

12.9. Referee-in-Chief

- Shall be responsible for booking referees and timekeepers for all U9 and U11 scrimmages, exhibition games, regular season games, round robin games and playoff games for the EPRMHA.
- Shall be responsible for booking referees and timekeepers for all scrimmages and exhibition games for the U13, U15, U18 divisions for the EPRMHA.
- Shall be responsible for booking referees and timekeepers and for being present for all U9, U11, U13, U15, and U18 EPRMHA tournaments.
- Shall be responsible for recruiting and training all new EPRMHA officials. Training shall include shadowing (as required) and supervising/coaching all officials throughout the season.



Note: The task of scheduling timekeepers may be delegated to an alternate member of the Executive as required.

12.10. Risk and Safety Director

- Shall act as a communication liaison between the Association and District 3.
- Shall convey to the association members the information on all relevant risk and safety programs as decided by District 3, HEO, and Hockey Canada.
- Shall coordinate all investigations relevant to all abuse and harassment and risk & safety matters.
- Shall act as a communication link between the Association and District 3.
- Shall attend the yearly District 3 Risk and Safety Meeting.
- Shall send Injury Reports to the HEO Executive Director and a carbon copy to the District 3 Director of Risk and Safety.
- Shall contact District 3 Hockey should any complaints be appealed to them.
- Shall convey to the Executive the information on all relevant risk and safety programs as decided by District 3, HEO, and Hockey Canada.
- Shall send, at the beginning of each season, an email to all team managers with important information to be relayed to all coaching staff and members on their team. The email should include information related to: Player Code of Conduct, Coaches Code of Conduct, Spectator Zero Tolerance Abuse Policy, Bullying, Intimidation and Harassment Prevention Policy, Complaint Process and Form, Rowans Law: Concussion Safety, Concussion Card, Concussion Return to Play Policy, Injury Report, Injury Return to Play Policy, Return to Play Form, Dressing Room Policy (minimum



attire and use of showers, Co-Ed Dressing Room Policy, Two-Deep Method, Portable Digital Devices.

- Shall send an email to all managers reminding them to forward timesheets for game suspensions and games served to the Director of Risk and Safety, VP, and District 3 Convenor.
- Shall participate in any parents and coaching staff meeting scheduled by the EPRMHA Executive.
- Shall coordinate all investigations relevant to all abuse and harassment and risk and safety matters.
- Shall be part of the Disciplinary Committee and select three (3) other members within the Association to deal with disciplinary matters.
- May assist the Registrar in obtaining criminal record checks of all members of the coaching staff and the Executive.
- Shall receive complaints put forth and address such complaints through investigation and resolution.
- Shall follow the EPRMHA Complaint Resolution Process and consult District 3 and HEO as required.

12.11. Equipment Manager

- Shall be responsible for overseeing the management of all the Association's equipment.
- Shall be responsible for purchasing equipment, with Executive approval.
- Shall be responsible for the maintenance of all equipment.
- Shall be responsible for making a yearly inventory report of equipment to the Executive.
- Shall be responsible for distributing equipment to teams at the beginning of the season and for collecting equipment from teams at the end of the season.



12.12. Tournament Convenor

- Shall be responsible for organizing and running all tournaments, including but not limited to the following tasks:
- Coordinating game schedules with referees
- Ensuring rule books are enforced per division
- Managing communication with teams and coaches related to format, schedule, rules and regulations.
- Overseeing game operations and resolving disputes
- Confirming schedule release 2 weeks before the tournament date.
- Supervising skills sessions coordination
- Ensuring compliance with tournament policies
- Shall be responsible for collecting payment for tournaments and for remitting to the Treasurer any payments that are not received directly by e-transfer into the Association's bank account.
- Shall be responsible for ordering trophies and medals for tournaments. This task may be delegated to other members of the Executive as required.
- May create a committee to assist with tournaments, or request assistance from other Executive members or other volunteers of their choice.

12.13. Communications Officer

- Shall be responsible for publishing information as approved by the Executive on the Association's website and social media platforms.
- Publishing rights for the website and/or social media accounts may be shared with other members of the Executive as needed.



13. Signing Officers

- 13.1.** Any cheques or official documents binding the Association must be signed by at least two members of the Executive.
- 13.2.** The members who will have signing authority on the cheques shall be the President, the Treasurer, and any other member of the Executive as decided by the President and Treasurer. Signing officers shall not be related and/or reside in the same household.

Meetings and Decision-Making Provisions

14. Meetings

- 14.1.** The AGM of the Association shall be held on or before the 1st day of June each year.
- 14.2.** The presence of at least 10 members (including the Executive) is needed at the AGM to constitute a quorum. Two-thirds (2/3) of the members at the AGM need to be in favour to be able to approve changes or motions.
- 14.3.** Voting at the AGM will be by show of hands and/or by secret ballot, with the following privileges: One vote for each participating member as per the Membership section of the Constitution. Members must be in good standing to vote. There will be no voting by proxy.
- 14.4.** When possible, Executive meetings shall be held monthly. An annual meeting schedule shall be adopted at the first Executive meeting held following the AGM. Additional meetings will be held at the written request of 1/3 of the Executive members or at the call of the President.
- 14.5.** Quorum for Executive meetings will be 50% of the members of the Executive. Empty positions will not be taken into account when calculating quorum.
- 14.6.** Voting at any Executive or AGM shall be decided by a majority vote. In the event of a tie, the President shall cast the deciding vote.



14.7. Unless granted a leave of absence by the President, any member of the Executive who misses two (2) consecutive meetings may have their position declared vacant by a majority vote by the Executive.

14.8. Members of the Executive shall submit a monthly report, using the report template provided on the shared drive. The report shall be provided to the Secretary one week before the scheduled meeting and shall form part of the Executive Meeting Agenda Package.

14.9. Meeting minutes shall be presented for review and approval by the Executive. Once the minutes are approved, they are to be signed by the President (Chair) and Secretary and saved in the centralized records repository of the Association.

15. Amendments to the Constitution

15.1. The Executive shall have the power to make any changes to the Constitution at any time, but they must be approved by a majority of 2/3 of the voting members present at the next AGM. A notice of change must be given in writing to the Executive at least thirty (30) days before the annual meeting. All proposed constitutional changes will be posted on the website seven (7) days before the AGM.

16. Ad Hoc Committees

16.1. Establishment of Ad Hoc Committees

The Executive may establish ad hoc committees from time to time as it deems necessary to carry out specific tasks, projects, or initiatives that support the objects and operations of the Association. Ad hoc committees shall be created by resolution of the Executive and shall operate in accordance with the constitution, bylaws, policies, and directives of the Association.



16.2. Purpose and Duration

Ad hoc committees shall be formed for a defined purpose and shall exist only for the duration required to complete their assigned mandate. Upon completion of the mandate, the committee shall be dissolved unless otherwise extended by resolution of the Executive.

16.3. Composition

Each ad hoc committee shall consist of:

- At least one member of the Executive, who shall serve as Chair or liaison to the Executive; and
- Such additional members of the Association, including parents or volunteers, as the Executive may appoint.

The Executive may also appoint non-members with relevant skills or expertise where appropriate, provided they comply with Association policies. The Executive may determine and limit the size of any ad hoc committee as it sees fit.

16.4. Terms of Reference and Authority

The Executive may, at its discretion, require an ad hoc committee to operate under written terms of reference approved by the Executive, which shall define the committee's mandate, scope, duration, and any reporting requirements.

Ad hoc committees shall report to the Executive and shall have no independent authority to commit the Association to financial expenditures, contracts, or binding decisions unless expressly authorized by resolution of the Executive.

16.5. Governance and Conduct

Ad hoc committees shall:

- Act in an advisory and support capacity only;



- Carry out their duties in a manner consistent with Hockey Canada, Hockey Eastern Ontario, and HEO District 3 requirements; and
- Comply with all applicable Association policies, including conflict of interest and code of conduct requirements.

16.6. Fundraising Committee

The Executive position of Director of Fundraising is hereby abolished. Fundraising activities of the Association shall instead be carried out through a Fundraising Committee, established as an ad hoc committee in accordance with this section.

The Fundraising Committee shall plan and support fundraising initiatives, subject to Executive oversight and approval. No fundraising activity shall be undertaken without prior approval of the Executive.

Financial Administration

17. Fiscal Year and Budget

17.1. The financial year of the Association shall terminate on the 30th day of April of each year. The final detailed financial statement is to be submitted to the District 3 Council for review and approval before the District AGM.

17.2. The Association shall prepare an annual operating budget for the upcoming fiscal year (Ending April 30th), which shall be drafted by the Treasurer in consultation with the Executive. The draft budget shall include all anticipated revenues and expenditures related to registration fees, team operations, ice allocation, equipment, development programs, and administrative costs. The Treasurer shall present the proposed budget to the Executive no later than August 1st of each year. Following discussion and any required amendments, the Executive shall approve the final budget by majority vote. No expenditures exceeding the approved budget shall be made without prior Executive approval,



and monthly financial reports shall be provided to the Executive to monitor budget performance.

18. Fundraising (Teams)

18.1. Approval of Activities: All individual team fundraising initiatives must receive prior approval from the Executive before being launched.

18.2. Prohibited Fundraising Methods: The Association is not licensed for charitable gaming activities. As a result, fundraising through raffles or lotteries is strictly prohibited. This includes, but is not limited to:

- Prize raffles
- 50/50 draws
- “Baskets of Cheer”
- Any other gaming-related lottery or draw as defined on the Alcohol and Gaming Commission of Ontario.

18.3. Permitted Fundraising Methods: Teams are encouraged to use alternative, legally compliant fundraising options, including but not limited to:

- Pizza kit sales
- Epicure fundraising
- KandJu candy sales
- Krispy Kreme donut sales
- “Chuck a Puck” activities at games or tournaments (approval from the host arena/municipality shall also be required)

These methods are approved by the Association and provide effective opportunities to support team expenses and team-building activities.

18.4. Team Banking Requirements: The Team Manager is responsible for opening and maintaining the official team banking account. All fundraising revenues must be deposited directly into this account. Under no circumstances may team staff pay themselves or use team funds for expenses unrelated to the team.



18.5. Disposition of Surplus Funds: At the conclusion of the regular hockey season, any remaining fundraising balance must be distributed equally among all players. The Manager is responsible for issuing payments to parents accordingly.

18.6. Season-End reporting: The Manager must provide the Association with proof of account closure no later than March 25th for record-keeping purposes.

19. Sponsorship (Teams)

19.1. Eligibility and Use of Sponsorship Funds: Sponsorships are an approved method of team funding within the Association. All sponsorship funds must be used exclusively for:

- Tournament registration fees; and
- Tournament-related expenses.
- Sponsorship funds are not reimbursable to parents or players and must be fully utilized before the end of the regular season.

19.2. Deposit Requirements and Deadlines: All sponsorship contributions must be received and deposited into the team's official banking account no later than December 1st, as team budgets must be finalized and tournaments booked by this date. Teams should not require additional sponsorship revenue after December 1st.

19.3. Receipt Issuance: The Team Manager may submit sponsorship details by email to the Association to obtain an official sponsorship receipt for the contributing organization.

20. Sponsorship (Association)

20.1. The Association may accept sponsorships in support of its programs and activities. All sponsorship contributions are non-refundable. The President shall oversee the solicitation, coordination, and receipt of sponsorship funds on behalf of the Association to assist with operational and program-related expenses.



20.2. In recognition of sponsorship support, the Association may provide promotional opportunities through its official social media platforms and/or during Association-organized community events.

20.3. Sponsorship funds shall be fully used within the current season unless the Executive approves allocating all or part of the funds toward a designated project in the following season. In such cases, the approved amount shall be recorded and held in a separate allocation within the Association's banking account to ensure the funds are reserved for the intended project.

21. Tournaments

21.1. Each division, U7 through U18, shall host a home EPRMHA tournament. These tournaments shall be organized by the Association's Tournament Convenor. These tournaments shall be counted in the total tournament allotment permitted as per District 3. Members shall be required to volunteer during the home tournaments as required and determined by the Tournament Convenor or designate.

21.2. The U9 Tournament shall be named the "Carol Lambert St. Jean Memorial Tournament".

21.3. The U15 Tournament shall be named the "Zackary Lecompte Memorial Tournament".

21.4. Any tournament to be named in honour of an individual, group, organization or otherwise shall be voted on and passed by a majority vote of the Executive.

Accountability and Conduct

22. Conflict of Interest

22.1. In the event that an Association Executive member has a conflict of interest, the member shall:

- Declare their conflict



- Withdraw from the room during any discussions of the matter
- Not participate in any votes on the matter
- Stand down from any responsibilities that they would normally have with respect to the matter
- Abide by any decision made by the Association in connection with the matter.

23. Complaint Process

23.1. Complaints must be submitted in writing after consulting the EPRMHA website to review the full complaint process. The complaint process and complaint form can also be obtained on the website. The Complaint Form shall be submitted to the appropriate Vice President (VP House or VP U7/U9), the Risk and Safety Director, and the President of the Association.

24. Vote of Non-Confidence

24.1. Vote of non-confidence: a motion for a vote of non-confidence is a vote put forth due to a person or persons in a position of responsibility on the Executive of the Association who are no longer deemed fit to hold that position due to:

- Failing to carry out obligations or responsibilities identified by the constitution of the Association;
- Making decisions or carrying out their duties in a manner that other members feel is detrimental to the Association, such as no consultation with executive members, or putting down the Association or District 3;
- Failing to have any respect for members or colleagues and not willing to work as a teammate;
- Participating in activities with interests conflicting with those of the Association.

24.2. Any member of the Executive may make a motion for a vote of non-confidence. The member initiating the motion shall submit a written letter to the



President/Chair outlining the reason(s) for the proposed vote of non-confidence. The President/Chair shall provide a copy of the letter to the member concerned and shall present and read the motion at a regular or duly called special meeting of the Executive.

24.3. The member who is the subject of the motion for a vote of non-confidence shall be given the opportunity to respond. The member may submit a written statement of defence to the President/Chair. This statement shall be distributed to all members of the Executive for review prior to the calling of the regular or duly called special meeting of the Executive convened to consider the motion.

24.4. Any such motion/vote may be passed/carried with a majority vote in favour from the voting Executive members. Votes by email or by proxy shall not be permitted.

24.5. In the event that the motion for a vote of non-confidence is directed at the President, the written motion and any written statement of defence from the member concerned shall be submitted to the Vice-President, House League, who shall assume the role otherwise assigned to the President/Chair for the purpose of this process.

24.6. If the motion for a vote of non-confidence is carried and the concerned member is removed from their position, the removal shall be for the remainder of the unexpired term. The removed member shall not be eligible to seek or hold any position on the Executive of the Association for a period of two (2) years from the date of removal.

25. Protection of the Executive

25.1. No member of the Executive Committee of the Association shall be held liable for the actions, receipts, negligence, or defaults of any other Executive member, including participation in any receipt or act for conformity. Furthermore, no member shall be responsible for any loss, damage, or expense incurred by the



Association due to insufficient or defective title to any property acquired by the Association, inadequacy of any security upon which the Association's funds are invested or placed, or any loss or damage resulting from the bankruptcy, insolvency, or wrongful acts of any individual, firm, or corporation with whom the Association's monies, securities, or effects are lodged or deposited. Additionally, no liability shall arise for any other loss, damage, or misfortune occurring in the execution of their respective duties or trusts unless such loss is a direct consequence of their own intentional and wrongful act or neglect.

26. Dissolution

- 26.1.** In the event that the Association proposes to dissolve or cease operations, such action shall require approval by the membership in accordance with this Constitution and applicable legislation. In addition, the Association acknowledges that it is a sanctioned member of Hockey Eastern Ontario (HEO) and operates within the governance structure established by HEO. Accordingly, any proposed dissolution, wind-up, or cessation of operations must be formally submitted to District 3 for review and shall not proceed without the prior written approval. The Association shall comply with all applicable HEO and District by-laws, policies, and directives, including those related to membership status, player registration, territorial jurisdiction, and the orderly transition or transfer of its players, teams, and responsibilities to other approved associations.
- 26.2.** In the event that the dissolution, winding-up, or termination of the Association is approved, all outstanding debts and liabilities of the Association shall be paid or adequately provided for first.
- 26.3.** After the payment of all debts and liabilities, any remaining property, funds, or assets of the Association, including but not limited to bank account balances, equipment, and supplies, shall not be distributed to any individual member.



26.4.Any remaining assets shall be transferred or distributed, as determined by a resolution passed by members entitled to vote, to one or more not-for-profit organizations with similar purposes, including but not limited to:

- A successor minor hockey association serving the same community;
- Hockey Eastern Ontario, or an affiliated district or local association; or
- Another not-for-profit organization promoting amateur sport, youth recreation, or community development.

26.5.All distributions shall be made in a manner consistent with applicable laws and regulations in force at the time of dissolution.

27. Other Rules and Provisions

27.1. Compliance With Rules and Regulations: Coaches are responsible for ensuring that all players and members of the coaching staff comply with all applicable rules, regulations, and policies of the Association, Hockey Canada, and any governing bodies.

27.2. Use of Affiliated Players: Teams may not use an affiliated player without obtaining prior consent from the affiliate player's designated coach.

27.3. Fair Play and Ice Time: The coaching staff is responsible for ensuring that all players receive regular shifts. Coaches must operate in accordance with the Association's Fair Play and Fair Ice Policy at all times.

27.4. Use of Illegal Players: Any team found knowingly using an illegal player shall result in the head coach being suspended pending a formal hearing conducted by the appropriate committee.

27.5. Player Code of Conduct: All players are required to sign and adhere to the Association's Player Code of Conduct.

27.6. Dressing Room Cleanliness: The Association strongly recommends that dressing rooms be cleaned and left in good condition after every practice, game, or team activity.



27.7. Protective Equipment Requirements: All players and goaltenders must wear protective equipment in full compliance with Hockey Canada regulations.

27.8. Zamboni Safety: No player shall be permitted on the ice surface while the Zamboni is operating.

27.9. Reporting Detrimental Behaviour: Any player whose behaviour—on or off the ice—is considered detrimental to the sport or to the Association must be reported to the President by the coaching staff or Team Manager.

27.10. Alcohol and Narcotics: Any player or team official found in possession of, or under the influence of, alcohol or narcotics, and whose actions are deemed detrimental to the Association or minor hockey, will be suspended and subject to a formal hearing convened by the appropriate committee.

Adopted by the membership of the Eastern Prescott Russell Minor Hockey Association at the Annual General Meeting held on May 26, 2026.

M. Gatien

Mathieu Gatien, President

A handwritten signature in black ink, appearing to read "K. Barton", is positioned above a horizontal line.

Karla Barton, Secretary