



# CONSTITUTION

## EASTERN PRESCOTT RUSSELL MINOR HOCKEY ASSOCIATION

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## 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').

## BOUNDARIES

The boundaries of the Association consist of the following, unless otherwise specified by District Three: The towns of Hawkesbury, L'Orignal, Vankleek Hill, Chute-à-Blondeau and St-Eugène; commencing at the Quebec border, north and south of Hwy 417 and 17, all of Golf course Road, Pattee Road, Sandy Hill Road, all south of south of Highway 17, Highway 34 to the 417 overpass, all of Cassburn Road to the junction of Highway 17 to the intersection of Blue Corner road, all East going northeasterly along Blue Corner Road to the intersection of Bay Road (County Road 24). The northern boundary being the Ottawa River. The small section of Domaine Chartrand within Champlain Township is not part of this Association but within the St-Isidore Minor Hockey Association boundaries.

## OBJECTIVES

1. To promote minor hockey activities throughout the year and to arrange games and competition of every nature.
2. To promote sportsmanship, friendship, cooperation, respect of other players and of the authority on and off the ice.
3. To give an opportunity to young players to develop and improve their hockey skills through coaches' knowledge and teaching.
4. To create an atmosphere of fun and enjoyment through participation.

## MEMBERSHIP

1. Membership shall consist of individuals and/or families interested in the objectives of the Association 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

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members. Each member over the age of 18 shall have one vote at the annual meeting of the Association. One vote per family is permitted.

2. All players, parents, coaches, executive members and spectators are bound by the Codes of Conducts as set forth by District 3 and which can be found on the District 3 website.
3. All team members, parents and coaching staff must abide by the Allergy Policy as set forth by District 3 and which can be found on the District 3 website.

## COMPLAINT PROCESS

Any and all complaints must be submitted in writing on the formal Complaint Form. The Complaint Process and the Complaint Form can be found in the Risk & Safety section of the District 3 website. The Complaint Form shall be submitted

to the appropriate VP (House or Initiation/Novice) or to the Risk and Safety Director in cases of abuse/bullying, as well as to the President of the Association.

## REGISTRATION FEES

1. The registration fees for each division for the next season, including any discounts or penalties, shall be decided by the executive by May 31st.
2. A \$100.00 deposit per player must be provided at the time of registration, with the balance payable in full or in installments representing the full payment before November 1<sup>st</sup>.
3. 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.
4. Registration fees shall be collected by the Registrar. The preferred payment method shall be e-transfer to the association bank account. Cheques will also be accepted. Cash is not preferred but will be accepted if it is the only payment option for a given member. All cheque and cash payments shall

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only be given to the Registrar or the Treasurer. For Cash payments, a receipt will be issued to be signed by the person paying and the person receiving the payment.

5. The sum of \$10.00 is payable for any child trying out for Rep-B, Cobras or any other competitive team.
6. **Refund Policy:** Any request for a refund must be made in writing to the Registrar. No requests for refunds will be accepted after November 30<sup>th</sup>. There is a \$50.00 non-refundable administration fee. Additional refunds shall be calculated on a pro-rated basis. For purposes of calculating refunds, the hockey season shall consist of six months, being the months of September to February. Any refund will be calculated on this basis. (Example: refund requested on November 15th, \$500 fee paid, refund would be  $\$500 \times 3.5/6 = \$291.67$ ).

7. Parents may receive rebates/refunds for volunteer activities where approved by the executive. Examples of these activities include: the VKH fair gate, Oktoberfest, the Vankleek Hill Food Bank Jambore, etc.
8. Each member of the executive of the Association who completes their duties for the full season receives a \$100.00 volunteer stipend for the season.
9. The head coach of each team receives a \$100.00 volunteer stipend for the season.
10. The association is not required to pay any refunds or stipends before the end of the season.

## FUNDRAISING

1. Any cash received through fundraising must be counted by two members of the fundraising group at all times to ensure a proper count when tallying the funds raised.
2. The Director of Fundraising must approve all fundraising events for all teams.

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3. District Three's fundraising rules and guidelines, which can be found on the District Three website, must be followed at all times.

## MEETINGS

1. The Annual General Meeting (AGM) of the Association shall be held on or before the 1<sup>st</sup> day of June each year.
2. Quorum for the Annual General Meeting will be eight (8) members.
3. Voting at the Annual General Meeting 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.

4. When possible, executive meetings shall be held monthly from August through April of each playing season. Additional meetings will be held at the written request of 1/3 of the executive members or at the call of the President.
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. (E.g. if there are 13 executive positions but only 10 of them are filled, quorum for monthly meetings will be 5 members of the executive.)
6. Voting at any executive or annual general meeting shall be decided by a majority vote. In the event of a tie, the President shall cast the deciding vote.

## EXECUTIVE MEMBER ELECTIONS

1. The Executive shall be elected at the annual meeting by the general assembly as defined in the Executive Committee section of the Constitution.
2. Each member shall have the privilege of nominating a representative for each office that is up for election at the AGM based on the terms of office

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defined herein.

3. The President of the Association must have served as a member of the Executive for at least one year prior to 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.
4. 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 votes of the executive committee which may be processed at monthly meetings or via email vote.

## SIGNING OFFICERS

1. Any cheques or official documents binding the Association must be signed by at least two members of the executive.
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.

## TERMS OF OFFICE

1. The expected term of office for each executive position shall be two (2) years. The positions of President, Vice-President House League, Treasurer, Tournament Convener, Risk & Safety Director, Director of Fundraising and Web-designer shall always be up for nominations and election at the AGM in even-numbered years and the positions of Vice-President Initiation/Novice, Registrar, Scheduler, Secretary/Publicity, Equipment Manager and Referee in-Chief shall always be up for nominations and election at the AGM in odd numbered years.
2. If any executive member completes one full season of their two year term but indicates to the President prior to the AGM that they will not continue for

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the second year of their term, that position will be put up for nominations and elections at the AGM.

## CONSTITUTION

Proposed amendments or Notices to the Constitution must be presented to the Executive in writing thirty (30) days prior to the AGM. Amendments to the Constitution will require a two-thirds (2/3) majority vote at the AGM.

## DUTIES OF EXECUTIVE MEMBERS

### PRESIDENT

- Shall preside at all meetings and act as chairman at all meetings.
- 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.
- Together with the Risk and Safety Director, shall receive and address all complaints.
- Together with the Vice-President House League and Vice President U7/U9, shall be responsible for all members of the coaching staff within the association.
- Shall cast the deciding vote in the event of a tie.

### 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 misconducts and suspensions for U11 – U18 teams are reported to the responsible VP for the District.
- Shall ensure the coaching staff is filled and approve all coaches and managers of all U11 – U18 teams.
- Shall oversee operation of all U11 – U18 teams and act as a coaching advisor/facilitator.
- Shall organize and schedule all clinics for U11 – U18 teams with the approval of the executive.

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- Together with the Scheduler, shall schedule ice time for U11 – U18 clinics and collect fees for same where appropriate.
- Together with the Registrar, shall advise U11 – U18 team staff of all clinics and courses they must take to qualify for their position.

### 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 & U9 teams.
- Shall ensure that all misconducts and suspensions for U7 & U9 teams are reported to the responsible VP for the District.
- Shall ensure the coaching staff is filled and approve all coaches and managers of all U7 & U9 teams.
- Shall oversee operation of all U7 & U9 teams and act as a coaching advisor/facilitator.
- Shall organize and schedule all clinics for U7 & U9 teams with the approval of the executive.
- Together with the Scheduler, shall schedule ice time for U7 & U9 clinics and collect fees for same where appropriate.
- Together with the Registrar, shall advise U7 & U9 team staff of all clinics and courses they must take to qualify for their position.

## TREASURER

- Shall keep a record of all monies received and disbursed.
- Shall deposit all monies in bank, and make all disbursements by e-transfer or cheque.
- Shall be responsible for reimbursing team staff approved by the VP House and the VP U7&U9 for the mandatory courses they have taken at the direction of the Registrar in order to qualify for their positions. Team staff will be required to provide receipts and the registrar will confirm that the courses have been completed before reimbursement will be issued.
- Shall present a financial report of the year's operations at the AGM. □ Shall prepare the financial reports and audits and obtain the necessary executive signatures as required by District 3.
- ✚ Shall present a short report of income, expenses, assets and liabilities at all meetings.
- Shall receive and review the budgets and statement of monies from each team as required by District 3.

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## 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 (e.g. 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 Criminal Checks.
- May act as liaison between the District Registrar and the Association.

#### TOURNAMENT CONVENOR

- Shall be responsible for organizing and running all tournaments along with other executive members or volunteers of their choice.
- 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 bank account.
- Shall be responsible for ordering trophies and medals for tournaments.
- Shall be responsible for preparing and distributing format, rules and regulations of all tournaments.
- May create a committee to assist with tournaments.

#### SCHEDULER

- Shall report ice hours to the District.
- Shall plan and post practice schedules for EPR teams
- Shall plan and coordinate league game schedules for EPR teams with the District Scheduler.
- Shall advise the Referee In Chief of the schedule.
- Shall calculate and report ice hours used to the Treasurer for payment.
- May act as liaison between District Scheduler and Association.

#### DIRECTOR OF DISCIPLINE AND RISK & SAFETY

- Shall act as communication link between the Association and District Three.

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- Shall convey to the association members the information on all relevant risk and safety programmes as decided by District 3, HEO, and Hockey Canada. □ Shall coordinate all investigations relevant to all abuse and harassment and risk & 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.

#### SECRETARY/PUBLICITY

- Shall perform all general secretarial duties at the Annual General Meeting and Executive Meetings.

- Shall take the Minutes of each meeting 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 time, location and date.

- Shall prepare the agenda of coming meetings and the minutes of meetings.

- Shall be responsible for all of the Association's publicity with local newspapers.

#### EQUIPMENT MANAGER

- Shall be responsible for controlling all of the Association's equipment. □

- Shall be responsible for purchasing equipment, with Executive approval. □

- Shall be responsible for maintenance of all equipment.

- Shall be responsible to make 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.

#### DIRECTOR OF FUND-RAISING

- Shall organize all association fundraising as approved by the executive. □

- Shall organize volunteers for special functions (i.e. Fair gate). □ Shall ensure that all District 3 and HEO rules related to team fundraising are communicated to team staff and followed.

- Shall be responsible for Awards Night by organizing and delegating the duties

- Shall be responsible for ordering trophies and medals for Awards Night.

- May create a committee to assist with fundraising.

#### REFEREE IN CHIEF

- Shall control and lead the level of refereeing in the Association. □

Shall advise the Executive of changes coming from District meetings. □  
Shall prepare schedules for referees and timekeepers.  
□ Shall ensure timekeepers and referees are assigned for all games. □ Shall be responsible for advising the Treasurer of the payments required for each timekeeper on a monthly basis.

#### WEB AND SOCIAL MEDIA COORDINATOR

□ Shall be responsible for publishing information as approved by the executive on the association website.  
□ Shall be responsible for publishing information as approved by the executive on the association social media accounts.  
□ Publishing rights for the website and/or social media accounts may be shared with other members of the executive including the President, VP House League, and VP U7&U9 as approved by the Executive Committee.

#### CONFLICT OF INTEREST

In the event that an Association executive member has a conflict of interest, the member must:

- 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.