

# **OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION CONSTITUTION**

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## **ARTICLE 1 - NAME**

This not for profit organization will be known as the Osgoode Rideau Minor Hockey Association and is hereafter referred to as the ORMHA.

## **ARTICLE 2 - RESPONSIBILITY**

The ORMHA shall be the sole authority to organize and conduct minor hockey activities within the boundaries of the area set out by Hockey Eastern Ontario and its affiliate Hockey Eastern Ontario Minor Association (collectively the "Branch") to be under the jurisdiction of the ORMHA.

## **ARTICLE 3 - STATEMENT OF ORGANIZATIONAL AIMS AND OBJECTIVES**

The ORMHA will at all times endeavour to promote, support and abide by the fundamental and essential prerequisites for a healthy and wholesome environment in which the sport of Minor Hockey can grow and be an asset to the children who enjoy playing the game of hockey.

1. Development is as important as competition, development is a prerequisite for competition.
2. Competition is necessary and desirable for children and should be encouraged, provided the social atmosphere in which it occurs is acceptable.
3. Players, coaches and parents must show at all times, respect for opponents and officials.
4. To foster and provide opportunity for youth to participate in amateur hockey within the boundaries indicated in the rules and regulations.
5. To sponsor and promote such athletic, social and other activities as may contribute to the moral and financial welfare of the association and its members.
6. To create a positive environment aimed at providing the members of the association an equal opportunity to develop, enrich and enhance their overall character while participating in our programs.

## **ARTICLE 4 - AFFILIATION**

The ORMHA, by virtue of its affiliation with the Branch, is a member association of Hockey Canada.

## **ARTICLE 5 - MEMBERSHIP**

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Membership in the ORMHA shall primarily be open to the youth in the areas designated by the ORMHA, or as designated in the Hockey Canada Constitution, By-Laws, Regulations and History and within the age designations as specified therein. Membership is also extended to the individual Parents and/or Guardians of member players of the ORMHA.

### **ARTICLE 6 - BYLAWS**

Bylaws may be adopted by the ORMHA. Executive and will form part of the Constitution provided such Bylaws do not contravene the Constitution and provided further, that such Bylaws are ratified by the membership at the next Annual Meeting or General Meeting called by the Executive.

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## ARTICLE 7 - ELECTIONS

1. Elections will take place in conjunction with the Annual General Meeting.
2. Following the opportunity for nominations received from the floor, a vote will be held by secret ballot for the election of Executive positions.
3. The Annual Meeting of the ORMHA. shall be held no later than one month after the date of the last playoff hockey game each year, and the date of this meeting must be made public at least two (2) weeks in advance.
4. Notices of motion, correspondence, constitutional amendments, or other matters for consideration at Annual Meetings shall be made in writing to the ORMHA Secretary no later than one (1) week preceding the Annual Meeting.
5. The outgoing President shall be responsible for calling the first meeting of the Executive within two (2) weeks after the Annual Meeting or as soon thereafter that schedules permit.
6. No article of these rules and regulations shall be altered, rescinded or new ones made, except at the Annual General Meeting or a meeting called for this purpose and then only by a two-thirds (2/3) majority of the eligible voting members in attendance.
7. Eligible voting members in attendance are: ORMHA. Executive members, Coaches, Managers, Trainers, Referees and Parents/Guardians of children registered in the ORMHA.
8. Executive Officers shall serve a two year term and shall be eligible for re-election for additional terms. The Executive Officer positions will be divided into groups. These positions will be a two year term beginning and ending on odd and even years, as follows:

The following positions will begin and end on odd years:

1. 1st Vice President House
2. Secretary
3. U7 Convenor
4. U11 Convenor
5. U15 Convenor
6. U21 Convenor
7. Webmaster

The following positions will begin and end on even years.

1. President
2. 2nd Vice President Competitive
3. U9 Convenor
4. U13 Convenor
5. U18 Convenor
6. Tournament Convenor
7. Sponsorship Convenor

Any vacant position in the first year of a two year term will be open for election to a one year term at the Annual General Meeting.

## ARTICLE 8 - EXECUTIVE MEMBERS

### 1. MEMBERSHIP

The Executive shall consist of elected Executive Officers, the Past President, Convenors and Appointed Officers.

### 2. POWERS

1. The Executive shall have the power to decide on any matters not covered in the ORMHA. rules and regulations, but only on a majority vote. A majority vote will consist of at least eight (8) Executive members including the President or 1<sup>st</sup> Vice President plus two (2) of the following: 2nd Vice President, Treasurer, Registrar or Secretary.
2. The Executive, by majority vote, may remove from office any Officer or Official for conduct prejudicial to the interests and welfare of the ORMHA.

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3. The Executive must approve, in advance, any and all fund raising activities carried out in the name of the Association or its teams.
4. The elected members of the Executive shall at the first scheduled Executive meeting appoint individuals to the following positions, thereby becoming members of the Executive:

Referee-in-Chief  
Equipment Manager  
Ice Scheduler  
Bingo Convenor  
Registrar  
Treasurer  
Risk Manager  
Director of Coaching and Development  
Certification Manager

Any appointed members of the Executive standing as a volunteer shall have equal voting rights. Appointed members receiving remuneration (excluding for regular expenses) for their services in their capacity on the Executive will have no voting rights or privileges to move or second motions.

5. The Executive shall have the power to fill any vacancy, which may occur during the year among the Executive members.
6. The Executive Committee, consisting of The President, both Vice-Presidents the Registrar, and the Past President shall have the authority to make decisions on behalf of the overall Executive on issues that may arise requiring the immediate attention of the ORMHA, thereafter to be ratified by the full Executive at their next scheduled meeting.
7. The Executive shall have the power to appoint a Director (s) at Large for a specific period of time in situations where they deem necessary. There will be no more than five such appointments in a given season.

### **ARTICLE 9 - ELECTED MEMBERS**

1. The Executive members elected at the Annual General Meeting shall be:

President	Sponsorship Convenor
1st Vice President House	Tournament Convenor
2nd Vice President Competitive	Webmaster
Secretary	

and,

One Convenor for each of the following divisions: U7, U9, U11, U13, U15, U18, and U21.

2. Qualifications for Candidates:
  1. President - must be a current ORMHA Executive member having served a minimum of two (2) years as an elected officer, or at least one as a Vice President;
  2. 1<sup>st</sup> Vice President House - must be a current ORMHA Executive member having served at least one year, one of which must have been in a Convenor role; and
  3. 2<sup>nd</sup> Vice President Competitive - must be a current ORMHA Executive member and/or an Osgoode Richmond Hockey Club ("ORHC") Executive member, having served at least one year on ORMHA's Board of Directors and/or ORHC's Board of Directors.

### **ARTICLE 10 - DUTIES OF EXECUTIVE MEMBERS**

See Appendix B

### **ARTICLE 11 – HOUSE LEAGUE TEAMS**

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1. Players will be graded based on criteria set out by the VP House and convenor of that level
2. Players will be assigned to House League teams by the Convenor of that age group.
3. The Executive will assign the coaches to teams following the selection committee's recommendations.

### **ARTICLE 12 – COMPETITIVE TEAMS**

ORMHA's competitive program will be run by the ORHC in accordance with ORHC's Constitution, and Policy and Procedures Manual.

### **ARTICLE 13 - ORMHA RULES**

All ORMHA teams shall play in conformance with the bylaws, rules and regulations established in concert with HEO guidelines by the league in which they are entered.

### **ARTICLE 14 - ORMHA CODE OF DISCIPLINE**

Membership in ORMHA is a privilege and is contingent upon the proposed member's belief in the values and goals of the ORMHA. These values and goals are illustrated in the ORMHA Respect Initiative, included herein in Appendix A, and as such the ORMHA requires all members to sign its Code of Conduct and agree to adhere to all the provisions of the Respect Initiative and the Code of Conduct when participating in or attending ORMHA sanctioned hockey activities.

Discipline will be dealt with in accordance with the all governing bodies' codes of discipline. The ORMHA may strengthen any suspensions at their discretion. Off ice discipline will fall under the jurisdiction of the ORMHA.

ORMHA has a zero tolerance policy with regard to bullying of any kind.

### **ARTICLE 15 - PLAYER RELEASES**

Any releases will be subject to guidelines set out by the Branch. ORMHA and ORHC will consider releases for competitive players, who are registered members in good standing, as follows:

1. AAA: Any player released from ORMHA's designated AAA zone team, upon request to ORMHA and ORHC, will be granted a release to try out for alternate AAA programs within the Branch.
2. AA/A: Any player released from ORMHA's designated District AA/A zone team, upon request and confirmation of interest from an alternate District AA/A Program, may be afforded Permission to Skate (tryout) for such program, at ORMHA's and ORHC's discretion. Consideration for release will be dependent upon the needs of ORHC's teams. Releases will not be unreasonably withheld.
3. B: Any player released from an ORHC team, upon request and confirmation of interest from an alternate Rep "B" Program, may be afforded a Permission to Skate (tryout) for such program, at ORMHA's discretion. Consideration for release will be dependent upon the needs of ORMHA's house league teams. Releases will not be unreasonably withheld.

### **ARTICLE 16 - SELECTION OF COACHES, ASSISTANT COACHES AND MANAGERS**

1. Candidates for the position of Coach or Manager must support and promote the statements of the Constitution, the Bylaws and Rules and Regulations of the ORMHA and ORHC.
2. The ORMHA and ORHC Executives will give preferential consideration for coaching and managerial positions to candidates from within the geographical area of the ORMHA. wherever possible and without sacrificing the need for qualified Coaches and Managers.
3. A candidate for the position of Coach must submit an application for approval and acceptance by the respective Executive members responsible for such decision.
4. A successful candidate for the position of Coach must submit his/her choices for Assistant Coach and Manager for approval and acceptance by the respective Executive prior to the commencement of league play.

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5. Coaches and Managers must be given applicable instructions and a job description, as well as a copy of the constitutions of ORMHA and/or ORHC as applicable, and as soon as possible after having been accepted by the respective Executive.
6. Ideally in the interest of player development a player shall not be coached by the same Coach or Coaches for more than two (2) consecutive years.

### **ARTICLE 17 - MEMBERSHIP RESTRICTION**

The ORMHA reserves the right not to accept for membership of any person it has reason to believe that such acceptance would be prejudicial to the fulfillment of the beliefs as stated in Article 3 of this Constitution.

### **ARTICLE 18 - MEMBERSHIP WITHDRAWAL**

The ORMHA. reserves the right to revoke the membership at any time of any person who conducts him/herself in a manner that is prejudicial to the maintenance of a wholesome environment in which minor hockey can grow and be an asset to those who enjoy playing the game of hockey. Such action may result in a son or daughter being refused the right to continue. In such an event a refund will be issued on a pro-rated basis.

### **ARTICLE 19 – FINANCIAL OPERATING GUIDELINES**

The ORMHA shall operate with a financial year schedule ending April 30.

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## Appendix A - ORMHA Respect Initiative

In response to safety and respect concerns first levied at the 2001 AGM of the Osgoode-Rideau Minor Hockey Association (ORMHA), the Association has developed a program which, if used properly can directly impact our players at the ice level. Although this program is player based, it will influence all members of the ORMHA and we collectively have roles to play in order to ensure the success of this initiative. This program is designed to allow flexibility and our members may use as much of this program as they are comfortable with. There are also certain mandatory components that we feel reflect the goals and values of the ORMHA. This program focuses on the interaction of the four major stakeholders in our minor hockey system, the players, the coaches, the officials and parents. It will further identify the roles and responsibilities of these stakeholders as well as those of the trainers and minor hockey administrators and/or executives.

Respect and fun are two essential ingredients in this program. It is imperative for our members to understand that these two elements are essential for any minor sport organization and provide the basis upon which the privilege of membership in the ORMHA is extended. Concern has been expressed by our members over lack of respect of opponents, verbal abuse of officials/coaches/players/children, the “win at all costs” mentality, and spectator behaviour will all be addressed. The ORMHA is committed to this program or a variation of this program over the long term. It should be noted that the programs will use various methods of conveying the respect and fun message and the use of these methods can be modified based on the level of play concerned.

The program consists of the following initiatives and/or resources:

### **CONDUCT MANAGEMENT**

- Respect initiatives
- Code of Conduct
- Partners in Hockey
- Behaviour Techniques (curbing unruly behaviour)
- Conduct Agreements
- Parent Education/Participant Education
- Parent Communication
- Volunteer Education/Orientation

### **VOLUNTEER SCREENING**

- Definitions/Importance
- Job Descriptions
- Entrance Interview
- Criminal Record Check Consent Form
- Data Management, Record Checks
- Mid-season Interviews
- Complaint Procedures
- Parent Input
- Exit Interviews

### **RECOGNITION**

- Most Respectful Player Award (voted on by teammates)
- ORMHA Officiating Award (incorporating respect requirements)
- Board of Directors Volunteer of the Year Award

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## **IMPORTANT FACTS**

A list of facts that support the necessity of this program.

## **RESOURCES**

A complete list of known available resources.

## **CONTACTS**

A list of contacts available.

This program will represent a starting point for the ORMHA in its efforts to curb poor behaviour in our arenas. It is hoped the program would evolve according to the needs of the ORMHA over the next few years and should remain as flexible as possible in order that it may be used as effectively as possible. It is fully intended for this program to be expanded or diminished based on the perceived needs of the day.



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## INTRODUCTION

As discussed earlier, respect and fun are the two essential ingredients in the ORMHA Respect Initiative. Without these two elements the program cannot be successful. Increasing concerns over attitudes associated with our sport have required the implementation of a program such as this. In an ideal world these types of respect programs would not be necessary. In the minor hockey world, unfortunately, these programs are rapidly becoming a necessity.

The ORMHA Respect Initiative is necessary for the following reasons:

1. The program can show a tangible way that the Association is committed to providing a healthy and safe environment for our children.
2. The program will outline clearly acceptable vs unacceptable behaviours.
3. The program will reinforce the fact that membership in the ORMHA is a privilege and shall be treated as such.
4. The program will illustrate the responsibilities and duties of all ORMHA stakeholders.
5. The program will serve to enhance the values/philosophies of the ORMHA and support the Constitution of the ORMHA.
6. The program will highlight parent education as a primary method of membership education and this may provide a forum for other educational opportunities the ORMHA deems to be of value.

The ORMHA Constitution indicates in its Statement of Organizational Aims and Objectives:

The ORMHA will at all times endeavour to promote, support and abide by the fundamental and essential prerequisites for a healthy and wholesome environment in which the sport of minor hockey can grow and be as asset to children who enjoy playing the game of hockey.

1. Development is as important as competition. Development is a prerequisite of competition.
2. Competition is necessary and desirable for children and should be encouraged, provided a social atmosphere in which it occurs is acceptable.
3. Players, coaches and parents must show at all times respect for opponents and officials.
4. To foster and provide opportunity for youth to participate in amateur hockey within the boundaries indicated in the rules and regulation of the Association.
5. To sponsor and promote such athletic, social and other activities as may contribute to the moral and financial welfare of the association and its members.
6. To create as positive environment aimed at providing the members of the association an opportunity to develop, enrich and enhance their overall character while participating in our programs.

Clearly, this program is simply another step in fulfilling the mandate of what we believe the ORMHA stands for. The mere fact that the membership of the ORMHA have requested this type of program indicates that we may not have been as successful as we would like in living up to the aims and objectives of the association. Perhaps this program will help us to achieve our aims and objectives.

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## **PROGRAM OBJECTIVES**

The ORMHA Respect Initiative has been developed in an effort to live up to the expectations placed upon the association by the members of the association. The ORMHA recognizes it is uniquely positioned to impact the lives of the members of this association in a significant manner. The ORMHA accepts the responsibility to attempt to make this impact as positive as possible for all the stakeholders of the association. The ORMHA wishes to promote positive and acceptable conduct which provides:

- Respect for persons
- Protection from harm
- Development of ethical conduct towards others
- Notions of justice, fairness, equity
- Caring attitudes
- Freedom to enjoy, to flourish
- Respect for the game

It is a must that every participant abides by the objectives. A participant is defined a (but not limited to) a player, coach, official, or spectator.

This program is not intended to be a new forum to air complaints about officiating or general hockey rules. The objective is to promote and ensure acceptable behaviour by all ORMHA members.

## **UNACCEPTABLE BEHAVIOUR**

The ORMHA may view unacceptable behaviour differently than other associations and/or groups. There is no perfect definition of unacceptable behaviour as it is often determined by variably based on location, environment and individual values. In general terms an individual is displaying unacceptable behaviour if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator or official). When there is a situation of unacceptable behaviour, the responsibilities of the ORMHA, coaches, spectators and on-ice officials are as set out herein. The focus is on achieving the program objectives. Confrontation should be avoided and reporting is encouraged, as it is an important step in attaining the objective.

## **COMPLAINT HANDLING POLICIES AND PROCEDURES**

The reporting of unacceptable behaviour by a director, spectator, coach, player or official is the triggering event of the complaint handling procedure. The reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event. If an incident occurs which meets the definition of unacceptable behaviour and in the opinion of a player, spectator, coach, official or administrator, is serious enough to warrant a formal complaint, than an Incident Report Form must be completed. This form is attached as part of this document and the instructions for submission are clearly indicated on the form itself.

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## **REPORTERS**

### **On-ice/Off-ice Officials**

If, in the opinion of an official (on-ice or off-ice), an individual is verbally or physically harassing or abusing a game participant (coach, player or official), the official will, at a stoppage of play, identify the offending individual and through discussion with one or both coaches, request that the offending individuals cease this unacceptable behaviour. If the behaviour continues, the official will document the offense or action on a game incident report form or the back of a game sheet. A copy of the write up on the game sheet will be forwarded to the ORMHA Risk Manager triggering the complaint handling process.

### **Directors, Spectators, Players**

If in the opinion of a Director, spectator or player an individual is verbally or physically harassing or abusing a game participant (coach, player, official, or spectator), an incident report form is to be completed and forwarded to the ORMHA Risk Manager. This will trigger the complaint handling procedure.

## **ENFORCEMENT**

After investigation by the ORMHA President or their designate, the ORMHA President or his/her designate shall have the power to suspend summarily any player, coach, manager, official, trainer or spectator of any team under the auspices of the Association for the conduct on or off the ice which is the sole discretion of the President is deemed to be unbecoming or detrimental to the game. The power to utilize this discretion is entrenched in the Constitution of the ORMHA. The ORMHA President and/or his/her designate shall have the power to prevent summarily any spectator from viewing any game, or other activity, or entering facilities to view such games or activities under the auspices of the Association for any conduct which in the sole discretion of the President and/or his/her designate shall have the power to suspend summarily the player, coach, team official or the team to which the offending individual is connected. This is based on the constitutional premise that all parents, players, officials, managers, coaches, assistant coaches and trainers are members of the ORMHA and that very membership is a privilege, not a right. The power and delegation granted to the President allows for the effective and quick action against conduct unbecoming or detrimental to the Game and its participants, as well as action against the team of the contravening spectator. The ORMHA is prepared to enforce these provisions as required and they are an integral part of the reporting and enforcement initiatives.

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## **APPEAL PROCESS**

Upon receiving a request for an appeal, the ORMHA will establish a Special Appeal Committee comprised of five (5) Executive members to hear appeals related to the discipline or actions undertaken as a result of the outcome of the investigation. The Committee shall be comprised of individuals who do not possess a conflict of interest in the situation at hand. This Committee could be composed of, for example, two non-involved convenors, President, non-involved Vice-President and the Director of Development. Appeals should be heard as soon as is practical (within 7 days). The appeal must contain a clear and concise summary of the grounds of appeal. Notice of the appeal must be submitted to the President of the Association within five (5) days from the date of notification of discipline. If the appeal is denied, further appeals may be made to the District.

At the start of the season a meeting is to be held with all team management and representatives of the officials to present the program. At this presentation, the Association will:

- Detail the objectives
- Outline the expectations
- Layout the consequences
- Explain the team's responsibilities
- Explain the Association's responsibilities
- Explain the distribution and collection method that will be used.

The teams will be given packages with the Respect Initiative Agreements and a program outline. These will be distributed to the Parents, Players, Coaches and Officials for completion. Once complete they will be collected and returned to the Association. In year one of implementation we would allow voluntary completion of the Agreements. The constitutional consequences would remain intact regardless of whether the Agreement was signed by the violating individual. Team meetings would be an excellent opportunity for the ORMHA to create an overall parent orientation package to address other items such as equipment fitting, schedules and expectations.

## **RESPECT INITIATIVE AGREEMENTS**

The Respect Initiative Agreements are essentially Codes of Conduct for which some accountability is attached. These Agreements create awareness within the membership however they also form a loose "contract" between the member and the Association. As indicated above the intent would be to introduce these forms with an option to complete them in year one. Mandatory completion may be considered at a later date.

## **RESPECT INITIATIVE AGREEMENTS**

Issued September 2006

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## OSGOODE-RIDEAU MINOR HOCKEY ASSOCIATION INCIDENT REPORT FORM

Submit completed form to:

ORMHA Risk & Safety Officer  
c/o ORMHA  
5572-2 Dr Leach Dr  
Manotick, ON K4M1E2

This form is to be utilized by anyone in the ORMHA to report an incident of unacceptable behaviour. This form is not to be mistaken with the injury report form which is to be completed in cases where an ORMHA participant has been injured in an ORMHA activity. An individual is considered to be displaying unacceptable behaviour if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

DATE AND TIME OF INCIDENT: \_\_\_\_\_

NAME OF OFFENDING INDIVIDUAL: \_\_\_\_\_

ASSOCIATED WITH (TEAM NAME): \_\_\_\_\_

NAME(S) OF ADDITIONAL WITNESSES: \_\_\_\_\_  
\_\_\_\_\_

On a separate attachment, please provide a clear description of the unacceptable behaviour witnessed. Please use black ink or type the report. Reports that are not legible will not be reviewed. You can expect an ORMHA official to investigate your report. Unfortunately, a written response to all reports is not possible as our volunteers do not have the resources to do so. We do however hope to be able to contact complainants at some point during or after the investigation. Resolution typically takes 2 to 4 weeks from receipt.

Please summarize your expectation of the outcome resulting from your report: If additional space is required, please use reverse side or attach separately.

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

ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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

DATE: \_\_\_\_\_

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## Appendix B to Volunteer Role Definitions

### President

The President is responsible for the overall direction and supervision of all activities associated with the association. Without limiting the generality of the foregoing and the duties outlined in the Bylaws, the President shall:

1. Exercise authority through the executive as provided in the ORMHA constitution
2. Be the official representative of the ORMHA in meetings affecting the operation of the ORMHA and act as the official spokesperson for ORMHA.
3. Preside at all meetings of the ORMHA Executive
4. Call all meetings as deemed necessary or when requested to do so by one-half (1/2) of the Executive members, within 2 weeks.
5. Chair all Executive and General Meetings, and as per constitution will vote only in the case of a tie.
6. Establish committees as needed.
7. Exercise, in addition to his/her own powers under the Constitution and ORMHA By-laws, all duties of the Executive when, in emergency, it is impossible to obtain a vote of the Executive. All actions taken under this authority shall be referred to the Executive at the next executive meeting for approval or rejection.
8. Sit as an ex-officio member of all committees, except as provided for elsewhere in the By-laws of the ORMHA.
9. Approve all association paper work including player transfers, ice contracts, clinics, equipment purchases, Branch applications for tournaments (in and out of province), traveling permits, permits to travel to USA, or other authorizations where necessary.
10. Attend, or designate someone to attend, all meetings held within the territory administered by the Branch, which may have some effect on the operation of the association, and relay to the Executive the proceedings of such meetings.
11. Maintain liaison between House League and Competitive programs.
12. In cases demanding immediate action, suspend from participation in activities, any member, player, team for any violation of the provisions of the Constitution, By-laws, Operating Policies, Rules or Regulations, or any other decision of the Executive, or for improper conduct on or off the ice, or for abusive language to any of the officials, provided that the President is satisfied that the member, player or team has committed such an infraction. Such a suspension shall be automatically and continuously effective until dealt with by an appointed Executive committee.
13. Administer discipline in accordance with the Association code of discipline

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## **1<sup>st</sup> Vice President House (“VP House”)**

The 1st Vice-President House is one of two senior members of the Executive and is required to understudy and assist the President so that he/she is prepared to substitute for and assume the duties and responsibilities of the President in the event of his/her absence. The VP House will Chair, in the absence of the President, Executive and General Meetings, and shall only vote in the case of a tie. Without limiting the generality of the foregoing, the VP House shall:

1. Is responsible to oversee and execute the House League functions with particular focus on the sort outs at the start of the year as this sets the tone for the entire year. This includes all aspects of the exercise: ice times, drills, approval of evaluators as per policy
2. Arrange and conduct the annual coaches and managers meeting as well as ensure the convenors conduct level meetings
3. Make recommendations to the Executive with respect to the number of teams that the House League should operate in each division (i.e., U7, U9, U11, U13, U15, U18 and U21)
4. Co-ordinate the House League coaches' selection process by:
  - a. Seeking out suitable candidates in conjunction with the Convenors
  - b. Establishing and chairing a Coaches Selection Committee to review applications, conduct interviews and make recommendations to the Executive
  - c. Preparing interview materials and a rating guide
  - d. Scheduling interviews for all candidates
  - e. Notifying all candidates interviewed of the Selection Committee decision
  - f. Direct and co-ordinate the activities of the house league convenors to enhance the smooth operation of the hockey program. The duties are undertaken in agreement with the President and executive
5. Arrange and conduct the annual coaches and managers meeting
6. Oversee and collect year end surveys
7. Attend executive meetings and perform such other duties as the President may direct.

## **2<sup>nd</sup> Vice President Competitive (“VP Competitive”)**

The Second Vice-President, Competitive is one of two senior members of the Executive and is required to understudy and assist the President so that he/she is prepared to substitute for and assume the duties and responsibilities of the President in the event of his/her absence. The VP Competitive will Chair, in the absence of the President and VP House, Executive and General Meetings, and shall only vote in the case of a tie. Without limiting the generality of the foregoing, the VP Competitive's operational role shall be as directed by the ORHC's Constitution.

## **Past President**

The Past President will serve in an advisory capacity. The Past President gains his/her position by succession and is a source of guidance to the President and the Executive on matters relating to the past conduct of business of the association. He/she shall be a full member of the Board, and shall have full privileges in respect to nominating and voting. Without limiting the generality of the foregoing, the Past President:

1. May perform other duties on the Executive, including accepting appointment to a vacant executive position, as required.
2. Attend executive meetings and perform such other duties as the President may direct.

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## Secretary

The Secretary shall be responsible for maintenance and safekeeping of all files, records, office equipment and stationary supplies belonging to the association. Without limiting the generality of the foregoing, the Secretary shall:

1. Ensure the maintenance of accurate records, prepare and circulate minutes of all association Executive and General meetings and the AGM.
2. At the request of the President, advise the members of the executive of the date, place and time of meetings.
3. Prepare meeting agenda
4. Reserve all rooms required by any member of the Executive for meetings or other purposes and arrange for payment of all rental charges for rooms.
5. Safeguard the files of the association
6. As required, amend and/or update the association By-laws, Operating Policies and Rules and Regulations documents
7. Serve as Chair of the Volunteer Awards subcommittee ensuring that nominations for certificates of service or other awards are prepared and submitted on time
8. Attend executive meetings and perform such other duties as the President may direct.

## Registrar

The Registrar shall be:

1. Responsible for the registration of players and ensuring the on-line registration system is kept up to date and fees are implemented as approved by the Executive.
2. Work with the Treasurer providing regular reconciliation of registration to ensure all registration receipts are properly recorded in the association books
3. Assist the Treasurer in preparing adequate working papers for the external auditors with respect to registration revenues
4. Hand over all monies collected to the Treasurer
5. Report monthly the current registration numbers
6. With the assistance of the VP House and VP Competitive, roster all registered players as per the Branch guidelines
7. Establish and maintain a convenient registration system and schedule for all ORMHA members. Ensure tax receipt procedures are implemented and clearly described to members. Facilitate resolution with members as required.
8. Work to grow registration in ORMHA
9. The Registrar shall supervise the ORMHA registration at the beginning of each season, and issue try-out player lists to the team's coaches and be responsible for the collection and submission of registration fees.
10. Prepare team lists
11. Attend executive meetings and perform such other duties as the President may direct



# OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION CONSTITUTION

## **Treasurer**

The Treasurer is responsible for all matters relating to the financial operations of the association. Without limiting the generality of the foregoing, the Treasurer shall:

1. Keep accurate record of all monies received and disbursed. All monies received shall be deposited in an account maintained at a local bank in the ORMHA name. In so doing, the Treasurer shall ensure compliance with the association By-laws, Operating Policies, Rules and Regulations as well as Executive decisions.
2. Pay all accounts by cheque signed by him/herself and the President or some other person authorized by the Executive to countersign. All unbudgeted expenditures of over \$500.00 must have the approval of the majority of the Executive members
3. Report on financial transactions at each regular Executive meeting. Prepare a budget on anticipated expenditures for the next playing year, and submit this budget to the Executive for approval at a time to be directed by the President.
4. Present to the Annual General Meeting a written report and draft financial statement on the financial operations of the association for the last complete fiscal year and interim statements for the current season. The final financial statement for the preceding operating year must be scrutinized by the ORMHA finance committee and presented to the Executive at the September meeting.
5. Oversee the planning, organizing, implementing and maintenance of the association revenue generating programs and shall be a source of guidance in financial matters to all other Executive members in the execution of their duties
6. Recommend to the Executive special measures, which may be required to correct unsatisfactory financial situations, which may arise in the operation of the association
7. Maintain records and audit, as required, equipment (such as hockey, office) and stationery supplies belonging to the association. Arrange for audit or review of the association books of account as directed by the Executive.
8. Prepare and deliver registered charity forms with the assistance of the Bingo Convenor. Ensure authorized signatures are obtained on forms and deliver to the City of Ottawa to ensure continuation of status
9. Attend executive meetings and perform such other duties as the President may direct.

## **Risk and Safety Manager**

The Risk and Safety Manager is responsible for all issues involving safety in ORMHA. They are to ensure that all ORMHA games, practices, tournaments and clinics are conducted in a safe environment, act as the primary person responsible for all disciplinary matters related to players, parents, coaches and teams as they pertain to the rules and regulations of ORMHA, District 4 and other governing bodies. This includes provisions laid out in the Constitution and Codes of Conduct. Without limiting the generality of the foregoing, the Risk and Safety Manager shall:

1. Identify the risks connected with an activity whether it is on the ice or off the ice
2. Assess the relative significance of the identified risks
3. Eliminate or minimize the on-ice and off-ice risks
4. Provide protection in the form of insurance against unavoidable risks
5. Serve as chairperson of the policy and discipline committee and as a member of the coaches selection committee
6. Act on all disciplinary issues in a timely fashion to ensure all items receive first contact within 24-48 hours. If this is not possible the matter must be passed to one of the VP's and or President for follow up.
7. With the assistance of the Executive appoint members annually to the Policy and Discipline Policy and discipline committee which consists of a minimum of 5 executive members, two of which must be the VP House and VP Competitive.
8. Act as the association privacy officer, which includes review of all Police Record Checks
9. Implements an emergency action plan for teams
10. Attend executive meetings and perform such other duties as the President may direct.

# OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION CONSTITUTION

## Equipment Manager

The Equipment Manager is responsible for all equipment matters. Without limiting the generality of the foregoing the Equipment Manager(s) shall:

1. Maintain records of equipment distributed to all players and teams including individual rentals of goalie equipment. For individual rentals, ensure the appropriate deposit has been made
2. Monitor the equipment (goalie equipment used as rental and loaned and team sweaters) for ORMHA and work with the Treasurer and Executive members to prepare an Equipment Budget for each hockey season, taking into account equipment that needs to be repaired or replaced, or increased demands for certain equipment
3. Work with equipment suppliers to ensure that any equipment that has been ordered is delivered as requested and on time
4. Review and approve all invoices relating to equipment purchases or repairs and advise the Treasurer as to whether or not such invoices are accurate
5. Gather all information needed to update the Coaches' Manual, from the appropriate sources (Convenors, ORMHA Secretary, etc.) and ensure the required number of inserts/full manuals is provided to all coaches (through the Convenors) and Executive Members at the beginning of the season. This includes Rule Books and Game Sheets
6. Distribute all equipment; jerseys, pucks, puck bags, cones, for the tryouts and then for the start of the new season
7. Establish and maintain a system to facilitate the organized return of equipment
8. Collect equipment belonging to the ORMHA at the close of each hockey season and establish and maintain a system to do so in an organized fashion
9. Report any equipment outstanding past the deadline established for return, to the appropriate Convenor
10. Ensure that equipment is repaired during the off-season, as required
11. Maintain an inventory of all equipment and manage the equipment room
12. Provide goalie equipment as a summer rental for players who need it for summer camps
13. Attend executive meetings and perform such other duties as the President may direct.

## Sponsorship

The Sponsorship Manager is responsible for organizing all sponsorship and fund raising activity of ORMHA. Without limiting the generality of the foregoing, the Sponsorship Manager shall:

1. Secure and keep a detailed record of the Sponsors for ORMHA and it's teams for the season. This includes at the start of each season preparing the sponsorship plan for the upcoming season no later than June prior to the start of the season.
2. Ensure that Sponsors are provided with information pertaining to sponsored team, including communication of the Corporation's appreciation for the Sponsors' support
3. Perform such other duties and responsibilities as may from time to time be prescribed by the Executive
4. Ensure that team based fundraising is in accordance with the Policies and Procedures of the association
5. Host fundraising events
6. Co-ordinate all sponsorship and fund raising activities by teams and their representatives
7. Attend executive meetings on a regular basis to provide updates on activities
8. Attend executive meetings and perform such other duties as the President may direct

# OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION CONSTITUTION

## Ice Scheduler

The Ice Scheduler is responsible to ensure that all ORMHA games, practices, tournaments and clinics requiring ice are scheduled in a timely fashion and that ice allocation is distributed accurately and equitably for House and Competitive programs. They are to keep track of the amount of ice allocated per level per team throughout the season. They are responsible to manage even allocation of ice in concert with the level convenors. They are to ensure a “second set of eyes” principle is applied in reviewing all ice allocations. Without limiting the generality of the foregoing, the Ice Scheduler shall:

1. Each June, or whenever the City of Ottawa prepares for new ice contracts they are to meet with the City of Ottawa Ice Allocator and other location Allocators
2. Ensure contract process is respected and that proper signatures are attained and record all transactions in order to be presented back to the executive at each meeting
3. Prepare and send regular season ice for upcoming hockey season to House and Competitive league schedulers
4. Liaise with House and Competitive league schedulers to coordinate games and practices
5. Prepare and send playoff ice to House and Competitive league schedulers
6. Schedule pre-season ice, clinic ice/ development ice throughout the year
7. Provide feedback on the number of teams per level based on ice availability
8. Schedule regular season practices
9. Perform ad hoc changes to ice as required
10. Prepare ORMHA tournament ice Schedule
11. Sell off all extra ice as directed by the President and VP's
12. Deliver report to the Executive on work performed during the preceding month and planned work for the upcoming (current) month
13. With the assistance of the Convenors, deliver regular report to the executive showing the ice time per team, per level and total year to date
14. Attend executive meetings and perform such other duties as the President may direct

## Tournament Convenor

The Tournament Convenor is responsible for the administration and operation of the annual ORMHA Tournaments. Without limiting the generality of the foregoing, the Tournament Convenor shall:

1. In conjunction with Vice-President House and Ice Scheduler, establish dates for tournament and determine divisions and number of teams per division
2. Prepare and file Tournament Sanction with the Branch
3. Set tournament entry fees
4. Establish process for registration of teams including selection process, management of funds, verification of team lists
5. Acquire tournament promotion items for participants
6. Order trophies
7. Establish volunteer teams to provide appropriate coverage at tournament. Care should be taken to ensure that there is adequate experienced volunteers at the venues at all times
8. Coordinate officials with Referee Assignors
9. Prepare and develop tournament rules
10. Maintain tournament data on ORMHA website
11. Manage all tournament revenues and prepare a pre-tournament budget which must be presented to the ORMHA Board for approval and complete a post-tournament financial statement which would include explanations for any significant variances from the approved budget
12. Attend executive meetings and perform such other duties as the President may direct.

# **OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION CONSTITUTION**

## **Director of Coaching and Development**

The Director of coaching and development is responsible to provide mentorship and training to all coaches within ORMHA, both house and competitive. Each season they are to present their plan for the season at the first executive meeting in September. The Coaching and Development Manager is responsible for organizing all training activity. Without limiting the generality of the foregoing, the Coaching and Development Manager shall:

1. Ensure that teams have sufficient qualified coaches and trainers for the number of teams playing each year. This will entail working in conjunction with Convenors, the Certification Manager and other members of the Executive to determine the needs of the teams in terms of clinics for the current year. These clinics consist of training sessions for various levels (U7, Coach Level, Intermediate and Trainer) sessions
2. Arrange and conduct training sessions for the coaches as well as practice and game evaluations as part of the mentorship role
3. Attend executive meetings and perform such other duties as the President may direct.

## **Certification Manager**

The Certification Manager is responsible for organizing all training activity for house and competitive programs. Without limiting the generality of the foregoing, the Certification Manager shall:

1. Ensure that teams have sufficient qualified coaches and trainers for the number of teams playing each year. This will entail working in conjunction with Convenors, the Director of Coaching and Development and other members of the Executive to determine the needs of the teams in terms of clinics for the current year. These clinics consist of training sessions for various levels (U7, Coach Level, Intermediate and Trainer) sessions
2. Arrange for instruction from the Ottawa District Hockey Association, budget for training, advertise training to other associations, book classrooms through the Secretary, schedule ice time (if necessary) and register all participants
3. Attend executive meetings and perform such other duties as the President may direct.

## **Referee in Chief (“RIC”)**

The Referee in Chief is responsible for the recruitment, training and standards of all referees for ORMHA. Without limiting the generality of the foregoing, the RIC shall:

1. Advise the VPs as to the cost of referee services, when required
2. Be responsible for the recruitment and development of the association’s referees
3. Appoint qualified referees to all ORMHA and house league games if and when required or monitor assignments if booked through the district assignor
4. Be the liaison between our local referees and our Branch supervisor as to clinic, level advancement
5. Report all problems immediately to the President
6. Appoint appropriate assistants, subject to executive committee replace with executive approval or presidents approval as required, and shall be responsible for their instructions and actions
7. Attend executive meetings and perform such other duties as the President may direct

# OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION CONSTITUTION

## **Webmaster**

The Webmaster is accountable for the management and maintenance of the ORMHA website. Without limiting the generality of the foregoing, the Webmaster shall:

1. Manage the relationship with the web hosting partner
2. Process website related invoices for payment through the ORMHA Treasurer
3. Work with members of ORMHA executive to publish relevant and current content
4. Work with ORMHA members (coaches, managers, others) to publish relevant and current content
5. Protect the security and integrity of the ORMHA website
6. Manage and maintain ORMHA website policies as required
7. Attend executive meetings and perform such other duties as the President may direct

## **Bingo Convenor**

The Bingo Convenor is responsible to arrange for the smooth operation of the bingo charity administration and event staffing. Without limiting the generality of the foregoing, the Bingo Convenor shall:

1. Coordinate bingo event leaders and supporting people
2. Report on bingo event duty completions to the Registrar/Treasurer for credit at rates established by the ORMHA Executive
3. Obtain monthly payments from bingo site operator and deliver to Treasurer promptly
4. Attend any administrative meetings arranged by bingo site operator or the City of Ottawa as required to maintain status as a registered charity staffing bingo events
5. Working with Treasurer provide results report monthly to Executive
6. Attend executive meetings and perform such other duties as the President may direct

## **Director at Large**

Director-at-Large positions will be available to assist the ORMHA Board in a variety of tasks. Without limiting the generality of the foregoing, the Director-at-Large shall:

1. Assist as an ORMHA Convenor at a level to be determined by the ORMHA executive
2. Provide assistance at ORMHA events such as registration, meetings, ORMHA tournaments and other events

# OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION CONSTITUTION

## Convenor House

The Convenor House supervises all matters regarding the on-ice operations of their division(s). Without limiting the generality of the foregoing, the Convenor shall:

1. Supervise the operation of his/her division including U7, U9, U11, U13, U15, U18, and U21 (as applicable)
2. Arrange and manage the sort out process for the level in accordance with ORMHA's policies and process. This includes; coordinate the logistics for the sort out times and arranging the ice times, sign ups, drills to be used as part of the process, securing qualified evaluators which are not in conflict (minimum of 3-4 for the entire process), ensure that all teams in a division are fairly balanced
3. Attend a minimum number of games in the division and ensure that the objectives of the House League are being met to the greatest extent possible
4. Ensure all suspensions are being served. Receive all complaints, protests and appeals within his/her division and communicate and escalate via proper channels to the VP House then President in a timely fashion
5. Ensure that division members, players and volunteers abide by the ORMHA Constitution, By-Laws, Operating Policies, and Rules and Regulations
6. Recommend to the Risk and Safety Manager when disciplinary action against players, team officials or other House League members may be warranted. These cases may include flagrant misconduct, intoxication, public displays of anger or other actions deemed to be severe
7. Provide to each team a list of registered players before the first league game, all changes of roster must be approved by the Convenor
8. Advise the Risk and Safety Manager or the VP House and the Referee-in-Chief about any misconduct on the part of referees or linesmen
9. Assist the Registrar with registration requirements for the division
10. Review in conjunction with the coach mentor and the coaches and recommend training, equipment and other requirements for his/her division
11. Recommend potential coaches to the VP House, once the coach selection committee has selected coaches assign them to teams
12. Co-ordinate and oversee all operational issues with coaches including ice time allocation, scheduling, practice ice, travel permits and other
13. Work with the Tournament Convenor to arrange volunteer support to the ORMHA tournaments
14. Attend executive meetings and perform such other duties as the President may direct.