



# **Wainfleet Minor Hockey Association By-Laws**

Revised as of March 2016

President: Greg Dawn \_\_\_\_\_

Vice President: Rob Sheddon \_\_\_\_\_

Secretary: Kim Newhouse \_\_\_\_\_

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## **Registration Regulations**

- a) The dates, location and method to be decided and announced by the Committee.
- b) Players meeting the age and residence requirements of the Association are eligible to register. Birth certificates must be presented upon request of the Committee.
- c) Each year a final registration date will be determined, thereafter, a late registration penalty may be assessed.
- d) Players moving into the area after the final registration date will be accepted under no late registration penalty. Registration fee to be determined by the Committee with input from the Registration chair.
- e) Players from other centers are restricted to playing local league unless sanctioned by the OMHA. They will pay a one-time "out-of-town" fee to be determined by the Committee upon recommendation from the Registration chair.
- f) Refund of registration fees to be handled on an individual basis by the Registration chair, in consultation with the Executive.

## **Powers of Officers**

Should anyone of the elected officers, through absence, illness or for any other reason, be unable to discharge or carry out their assigned duties, the Committee, on a majority vote, may dismiss him/her or appoint another member to act in his/her place.

## **Duties of Officers**

It is the responsibility and duty of all Wainfleet Minor Hockey Officers to attend all regularly scheduled meetings.

### **President**

- Preside at all Committee meetings of WMH and be an ex-officio member of all Committees
- Assure that all meetings are conducted in an orderly fashion and within the guidelines of the Constitution.
- Handle all facts pertinent to the part of the Association.
- Cast the deciding vote in the case of a tie at meetings of the Committee.
- Have the power to appoint any Committee member to a position if deemed necessary.
- Attend all Niagara District Local League and Rep (as required) meetings as well as the O.M.H.A. Annual General Meeting and report to the Executive on same.

### **Past President**

May attend all meetings and lend their experience to the betterment of the Association.

## Vice President

- Preside at all Committee meetings in the absence of the President.
- Be responsible for the overall operation of the league.
- Attend all monthly Local League meetings and report back to the Executive on same.
- Shall with the Convenors, coaches and managers, devise some method of forming teams and be prepared to keep proper balance on teams.
- Ensure the league obeys all rules.
- Handle any other facts pertinent to that part of the Association.

## Secretary

- Have charge of the minute book and other books incidental to the office.
- Keep a proper record of all Committee meetings and general meetings of the Association and attendance.
- Handle all correspondence pertaining to the Association.
- Complete a report on minutes of all meetings prior to the following meeting.
- Be present and take minutes at all meetings held by the Association pertaining to policies and legal guidelines of the Association.

## Treasurer

- Keep an accurate record of all monies received and disbursed and shall produce such records at all Executive Meetings.
- Have charge of all Association funds.
- Prepare all cheques for payment of accounts payable under the direction of the Executive. All cheques to be signed by the Treasurer and/or President/Registrar.
- Be accountable for all monies received.
- Prepare a financial statement to be presented at the AGM giving details of receipts and disbursements for that fiscal year.
- With direction from the Executive, invest any revenue in term deposits.

## Registration

- Keep an up-to-date listing of all players, by division, registered with WMHA.
- Produce a draft registration form, to be approved by the Executive.
- Maintain online registration.
- Provide all local elementary and secondary schools, as well as all local establishments with information regarding registration dates and times.
- Provide all Convenors with a list of players who have not registered, from previous year, by August meeting.
- Provide the President and Secretary with a final copy of the Registration list.
- Ensure that all players are properly registered with OMHA.

- Ensure that all rosters are submitted and approved by the OMHA as per dictated time line.

## **Sponsorship/Fundraising**

- Obtain and maintain sponsorship.
- Keep an accurate, up-to-date list of all sponsors.
- Collect and forward all sponsorship monies to the Treasurer.
- Work with the Equipment Manager to ensure sponsor names are on sweaters.
- Keep the Sponsorship Board presentable and current.
- Organize and over-see all aspects of any fundraising events.
- Provide complete details of all fundraising activities to the Executive, and all monies to the Treasurer.

## **Convenors**

- Take charge of their respected divisions and abide by the Constitution of Wainfleet Minor Hockey
- Work with the Vice President and coaches to ensure that all teams in their division are properly balanced, assigning and/or transferring players when necessary.
- Ensure that coaches and managers carry out their duties and report to them any irregularities that may occur.
- Be responsible to see that each player is given equal opportunity while associated with Wainfleet Minor Hockey.
- Notify all parties involved of any changes in schedules or cancellations of ice time.
- Make note of injuries and reports on any insurable accidents.
- Enforce the use of all protective equipment.
- Keep an accurate record of loaned equipment and sweaters of each team under his league in cooperation with the Equipment Manager.
- Ensure all coaches and managers install in all players respect for all property both in and out of the arena.
- Ensure all teams are provided with all necessary reports, forms and schedules.
- Provide the Executive with details of player/coaching staff misconduct for discipline.
- Advise Ice Scheduler of open game and practice times to ensure ice time is effectively utilized.

## **Equipment Manager**

- Be responsible for all equipment and sweaters.
- Bring a written report before the beginning of the season showing the complete inventory and condition of same.
- Be responsible for having all equipment in good repair.
- Determine the needs for equipment and advise the Executive of such (i.e. sweaters, goalie pads).
- Seek Executive approval for all purchases.
- Be responsible for issuing equipment to teams and the return of same at the end of the season.
- Work with Sponsorship Chair to ensure all sweaters carry the proper sponsor name.

## **Referee-in-Chief (As required)**

- Compile a list of referees available for Niagara District and Local League games.
- Ensure that all referees are qualified and arrange for their certification.
- Prepare and assign referees to cover all Niagara District and Local League games in order to permit proper assignment of referees for said games.
- Work directly with the Executive and report to them in writing any irregularities concerning conduct of team personnel, players and referees.
- Ensure that referees are punctual for their game assignments and carry out their duties in a conscientious and honest manner at all times.
- Attend all Referee-in-Chief meetings.

## **Niagara District Rep Convenor (As required)**

- Attend Niagara District Hockey League monthly meetings be responsible to find an alternate as required.
- Co-ordinate Rep schedules for all Rep teams with Ice Scheduler/Referee-in-Chief/Timekeeper Scheduler.
- Generally act as the OMHA centre contact on behalf of the Association.
- Perform other duties as assigned by the President.

## **Tournaments**

- With the approval of the Executive, schedule all Wainfleet Minor Hockey tournaments and provide dates to OMHA to be included on their website.
- Collect registration and monies for all tournaments, and provide the Executive with written details of all income and expenses for said tournaments.
- Develop a schedule of games for each tournament and provide details to both the Executive and the Arena staff.
- With the co-operation of Convenors and parent reps., produce a list of volunteers to help at tournaments.
- Complete and return all OMHA documentation to OMHA appointed convenors.

## Ice Scheduler

- Prepare and bring to the Board of Wainfleet Minor Hockey for approval the practice and game schedule for the season.
- Maintain online calendar.
- Work with the Wainfleet Arena staff and keep them updated of all or any time changes.
- Work closely with the NDLL and ND representatives to help complete game changes.
- Notify the Timekeeper Scheduler and Referee-in-Chief of all game changes.
- Cross-reference practices and game times for each team to find and fill open ice.

## Timekeeper Scheduler

- Attend the OMHA Off-Ice Official Clinic and be competition to run our clock and properly fill out a game sheet, be familiar with OMHA rules and procedures.
- Ensure that all timekeepers are fully trained through an OMHA Office Ice Official Clinic.
- Randomly supervise timekeepers to ensure proper procedures are followed.
- Schedule timekeepers for games on a monthly basis.
- Co-ordinate with Ice Scheduler and Referee-in-Chief to ensure qualified timekeepers are scheduled for the appropriate games.
- Ensure the “dressing room board” is filled daily.
- Train timekeepers to run the “gate” for OMHA playdowns.
- Be responsible for the gate receipts and make deposits when necessary.
- Post all notices regarding OMHA playdowns.
- When needed, pay the on-ice officials during playdowns.

## Development Program Co-Ordinator

- Work with Convenors and coaching staff to develop coaching skills.
- Host preseason meeting with coaches (and their staff) to discuss what is required of them under OMHA rules, ie coach and trainer certification, PRS requirements, A/P deadlines and procedures, how to arrange/who to contact for exhibition games, tournaments and travel permits.
- During season provide any guidance, and obtain any clarifications for coaches as required.
- Assist as requested by a coach.
- Provide liaison between coaches and WMHA board (and vice versa) as required, pertaining to coaching issues.



## **Parent/Team Rep**

- Provide a voice for parent/team issues and concerns at Executive Meetings.

## **Prevention Services Co-Ordinator**

- Submit appropriately completed Access to Information Waivers to the Niagara Regional Police. These Waivers must be submitted by the Preventions Services Coordinator by must be picked up from the NRP by the individuals who filled them out. They CANNOT BE picked up by the Preventions Services Co-Ordinator (PSC).
- Collect completed Clearance Certificate for review by either the PSC or an individual indicated the Wainfleet Minor Hockey Executive.
- Work in conjunction with the Development Program Co-Ordinator to ensure all coaches, trainers, managers and on-ice help are appropriately certified by OMHA. This may include helping in the organization of re-certification clinics.

## **Operating Personnel**

### **Coaches/Assistant Coaches**

- Be certified according to OMHA specifications.
- Work with and under the direction of their Convenor.
- Have, with the Manager, the responsibilities of operating the team.
- Teach all players the rules of the game, respect of property and good sportsmanship.
- Obtain proper respect from the players and teach them obedience and gentlemanly conduct.
- Shall at all times present him/herself to their team in the best sportsmanship manner. Swearing, alcohol, drugs or direct physical contact with a player will not be tolerated.
- Ensure that each player, regardless of ability, is given equal opportunity to play hockey.
- Any disciplinary action taken or to be taken against a player must be reported to the Convenor immediately, either during the game or upon conclusion of the game.
- Report to their Convenor if unable to attend games or practices or arrange substitute with the Development Program Co-Ordinator.
- Be totally responsible for their team's conduct on and off the ice on the premises of any Minor Hockey Association.
- Arrange dressing room procedures as follows:
  1. Team to enter dressing room 30 minutes before game time,
  2. Ensure all players are properly dressed and protected,
  3. Have team ready to take ice promptly,
  4. Have team leave ice at game end under direction of referee,
  5. Team to change and leave dressing room quickly at game end.
  6. Ensure jerseys are collected after every game and washed once a week.

## Managers

- Be certified according to OMHA specifications.
- Work with and under the direction of their Convenor.
- Have, with the Coach, the responsibilities of operating the team.
- Ensure that each player on the team is properly registered.
- Ensure that proper dressing room procedures are followed, with particular regard to discipline and the care of sweaters and equipment.
- Ensure all game reports are properly filled out and signed and ensure that the game sheet is given to the referee before the start of the game.
- Report to their Convenor any injuries arising during games and practices.
- To ensure all team players are informed of the time and place of the next game.
- Review all game sheets for accuracy and insure all suspensions are served and reported to convenors.
- Shall at all times present him/herself to their team in the best sportsmanship manner. Swearing, alcohol, drugs or direct physical contact with a player will not be tolerated.

## Trainer

- Be certified according to OMHA specifications.
- Each team must have a qualified trainer behind the bench at all times.
- Responsible for informing parents, coaches and manager of any injuries on the ice.
- Shall at all times present him/herself to their team in the best sportsmanship manner. Swearing, alcohol, drugs or direct physical contact with a player will not be tolerated.

## Timekeepers

- Be at least 13 years of age.
- Attend any clinic available to be qualified to properly complete game sheets.
- Be punctual for game assignments and carry out duties in a conscientious and honest manner.
- Ensure that they have game sheets before the beginning of the game.
- At game end give the game sheet to first the referee, and then after their completion the appropriate sheets to the home and visiting coaches.
- At all times present him/herself to the teams in the best sportsmanship manner.

## **Structure and Operation of League**

The league of competition and their age limits as of December 31 to be according to OMHA guidelines.

### **Distribution of Players**

A player will play only in the league stipulated for their age unless it is deemed in the best interest of the player and the Executive that they be moved to another age bracket. The number of registrations and ice time available for each league will determine the number of players per team.

### **Playoff Procedures**

All playoff schedules will be set at Niagara District and Local League meetings, with the schedules to be distributed by Convenors immediately.

## **O.M.H.A. Operations.**

- AP players will play in the Local League and will be permitted to practice with the Niagara District teams with the approval of the Rep Convenor.
- The deadline for movement of players between Niagara District and Local League as per OMHA guidelines.
- In the event of an injury to a Niagara District player, their position may be filled by one of the AP players in the Local League. This player will play in both categories as per Inter-League rules; however, if the Niagara District and Local League games take place at the same time, they will be committed to play in the Local League game.
- Player changes between Niagara District and Local League must be channeled through the Convenor of that division before any changes are made.
- Players moving up one step to a higher category when needed may do so, with the permission of the coach of their roster team and approval of the O.M.H.A.
- All players must be registered with Wainfleet Minor Hockey before attending try-outs at AAA or Jr. Centres.
- Registration must be paid in full, or appropriate arrangements made, before going on the ice.

## **Equipment Regulations**

- As per OMHA guidelines.