

GLANBROOK MINOR HOCKEY ASSOCIATION



CONSTITUTION

Amended October 2020

Amended April 2023

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Definitions for the Purpose of the GMHA

AAA means Triple "A" Hockey

Association or GMHA refers to the Glanbrook Minor Hockey Association

Affiliate Associations refer to the following:

CAHA Canadian Amateur Hockey Association

CHA Canadian Hockey Association

OHA Ontario Hockey Association

OHF Ontario Hockey Federation

OMHA Ontario Minor Hockey Association

LL/Local League for all purposes Haldimand

House League Hockey School and Tyke

By Laws refer to the day-to-day operational arm of the GMHA

Constitution refers to the governing rules and legal requirements of the Association

AGM refers to Annual General Meeting

Executive Meeting refers to a monthly meeting of the executive body on a whole other than the AGM

General Meeting refers to a meeting of the membership called by the executive or members of the membership

BOD (Board of Directors) refers to the voting body of the executive made up of the Executive Directors and Directors

Directors refers to the elected membership who jointly oversee the activities of the GMHA

Elected Executive refers to the BOD elected at the AGM

Rep refers to representative hockey or hockey played at a competitive level

AE refers to alternative entry into a competitive level of hockey as determined by the GMHA

AP refers to an affiliated player

Ex-officio is an executive member who is holding another office, and shall not hold voting rights in this position

In-Camera mean a confidential or private meeting of the executive for the sole purpose of discussing property, personnel issues/concerns raised and or legal matters

VP refers to Vice President

Governing Body shall be referred to as the rules set by the GMHA/CAHA /OHA/OHF/CHA /OMHA/LL and or the City of Hamilton for participation in hockey

Term of Office is the length of time an executive member shall sit in their elected position, from June 1st until the AGM.

Coach's term shall be from the first practice to our final/closing day

Ratification (to ratify) refers to giving official approval or consent to changes to a formal document such as our Constitution and By-Laws

Quorum refers to the fifty-one percent of the executive members' presence that is required to hold a meeting or pass a motion.

Article I Name and Colours

1. This organization shall be known as the Glanbrook Minor Hockey Association and referred to herein as the GMHA.
2. The colours of the Association shall be Red, White, and Blue.
3. The BOD has the authority to alter jersey styles but must always ensure the GMHA logo or “Rangers” name is incorporated into the design, as well as the colour scheme stated in Section 2 must be adhered to.

Article II Aims and Objectives

1. To foster, promote and teach amateur hockey within the Glanbrook district and to provide maximum opportunity for all eligible boys and girls to participate regardless of ability.
2. To develop and encourage sportsmanship, community spirit and good fellowship among all participants to the betterment of their physical, mental, and social well-being and to encourage all boys and girls to become better citizens.
3. To promote, organize and control team competition in the area of operation to the maximum of player accommodation and financial resources. These to be administered by a group of elected or appointed members.
4. To sponsor and promote athletic, social and other activities which may contribute to the finances of the organization.
5. To adhere to the rules and regulations of the OMHA (Ontario Minor Hockey Association) and the CHA (Canadian Hockey Association).
6. ~~To recognize there are two distinct levels of hockey to be provided by the GMHA, they are as follows:~~

~~a) **Recreational Hockey –Local Level (LL):** The LL will provide the grass roots development base for minor hockey in Glanbrook. This level will provide an opportunity for fun and physical exercise in a team environment. Emphasis will be on improving skills, learning rules of the game and fair play. All players will abide by the rules and regulations of GMHA and its governing bodies.~~

~~b) **Representative and AE Hockey (Rep/AE):** Rep/AE teams will be comprised of players, coaches and parents who desire a higher level of competition. The players and their parents are willing to make a commitment of additional time and finances to the operation of the team. All players will abide by the rules and regulations of GMHA and its governing bodies.~~

To recognize there is one distinct level of hockey to be provided by the GMHA, it is as follows:

Recreational Hockey –Local Level (LL): The LL will provide the grass roots development base for minor hockey in Glanbrook. This level will provide an opportunity for fun and physical exercise in a team environment. Emphasis will be on improving skills, learning rules of the game and fair play. All players will abide by the rules and regulations of GMHA and its governing bodies.

7. The GMHA will provide programs in which each participant may maximize their potential as an athlete. Players will develop through various programs offered and can choose to progress to the more competitive levels.

Article III Authority

1. The Executive Committee of the GMHA must approve any proposed affiliation of the GMHA with other leagues or tournaments.
2. The GMHA shall have the authority to impose suspension on any player who participates in another league during the playing season.
3. The GMHA shall have the authority to ask for the resignation or to suspend any member of the Executive, coaches, managers, and parents who do not conduct themselves in the best interest of the GMHA.

Article IV Membership

There shall be four (4) membership classes within the GMHA:

Active Membership: Active memberships include all elected or appointed Officers of the GMHA including the Executive, Coaches, Managers, Trainers, and any volunteer officially appointed by the executive during the season. Notice of ineligibility shall be given in writing by the BOD.

Parent/Guardian Membership: Parent/Guardian Members shall include all parents and/or legal guardians of registered players in the GMHA.

Player Membership: Player Membership includes all registered players of the GMHA. Members who are eighteen (18) years of age and older are entitled to vote.

Honorary Lifetime Members: Honorary Lifetime Membership, results from those who have received the President's Award for Appreciation and outstanding dedication during their years of involvement in the GMHA, and as such are not eligible to vote.

Membership Termination (Member Not in Good Standing): Membership in the association shall be terminated by the BOD by a two-thirds majority vote. Justification shall be because of but not limited to the following actions:

- a) An OMHA, GMHA, CHA, OHF or City of Hamilton Code of Conduct or Zero Tolerance violation resulting in a conviction by any of the above noted governing bodies.
- b) A breach of the GMHA Constitution and/or its By-Laws.
- c) A member who has dues still indebted to the GMHA.
- d) Failure to pay the required registration and/or team fees.
- e) Submission of a written resignation addressed to the BOD or removal from office, at the discretion of the BOD.
- f) A criminal code conviction which may place the integrity of the GMHA at risk.

Article V Board of Directors

1. The GMHA is governed by a President, ~~four (4) Vice Presidents~~ **three (3) Vice Presidents**, one (1) Past President, a Secretary, a Treasurer and up to ~~nine~~ **eight** directors **and one paid registrar, one paid RIC and one paid ice scheduler**.
2. All Convenors shall become members of the BOD with voting rights within their division.
3. At the AGM, 5 members will be elected that will attain positions in the Glancaster Bombers Minor Hockey Association. VP of Glancaster, 2 Director of Operations, 2 Director of Administration. All 2 year terms (in opposite years of election).

Articles VI Duties of the Executive Directors / Directors

1. Each member of the GMHA BOD shall sign to acknowledge that they have read and received copies of the most recent GMHA Constitution and By-Laws. This must be done by July 31st for Executive Members.
2. All Executive BOD members must submit a report on the duties they performed during the previous year season, complete with timelines etc., to the President at the AGM.
3. All Board of Directors members must attend two-thirds of the scheduled GMHA meetings. If these conditions are not met, they give up their voting rights until the set criteria is met, subject to the discretion of the President.
4. All GMHA BOD members must hand in an original copy of a GMHA POLICE CHECK, done within the previous 12 months to the appropriate member by December 1st of that given year. If said report is not handed in by December 1st the GMHA BOD member will give up their voting rights.
5. Any member who has previously handed in a police check is subject to provide new police check at the request of the GMHA BOD. Police checks are required every three (3) years.

PRESIDENT:

The President shall preside at all meetings of the BOD, with the usual privileges of office and shall become a voting member of the BOD in the event of a tie. The President, without limiting the generality of the foregoing shall have powers to:

- a) Sign as a signing officer for the Association.
- b) Exercise the powers of the BOD in case of emergency.
- c) Suspend clubs, players, coaches, and managers with just cause, subject to ratification at the next meeting of the BOD.
- d) Sit on all committees as ex-officio voting member.
- e) Represent the GMHA in the community.
- f) Establish and maintain screening procedures with respect to clearance of all volunteers and exercise discretion and confidentiality with regards to any personal information of a confidential nature.
- g) Shall assist with all fundraising.

PAST PRESIDENT:

The office of the Past President will be filled via the graduated entry process with the President assuming the position in the subsequent year of his/her office as President.

The Past President is a honorary position with no voting privileges for one (1) year immediately following the year served as President.

The Past President shall have no voting privileges during his/her term.

The Past President would be eligible for election following this term or to fill a vacancy in the interim. Notification of such will be provided to the membership at the next AGM or general meeting, whichever comes first.

Duties shall include but not be limited to:

- a) Shall attend all meetings of the BOD.
- b) Shall provide guidance, counseling, and training/mentoring to new Directors in the Association.
- c) Shall assist in all fundraising activities.

VICE PRESIDENTS:

In the absence of the President, or in the event of his/her inability to act, the V.P. of Operations shall have and exercise all the powers of the President and shall at all times be ex-officio voting member.

V.P. of OPERATIONS:

- a) Shall be responsible for the yearly running of the GMHA.
- b) ~~Shall~~ **May** act as signing officer of the association.
- c) Shall act as ex-officio voting officer in the absence of the President. As long as there has been a minimum of one (1) year served as a member of the Board of Directors
- d) Shall act as back up liaison between the City of Hamilton, Haldimand and the OMHA.
- e) Shall become a member of the Board of Directors.
- f) Shall keep a yearly record of banners and trophies won by teams throughout the year.
- g) Shall perform any and all other duties as assigned by the GMHA.
- h) Implement and enforce all OMHA Risk Management Programs.
- i) Shall oversee all Directors ~~with the exception of the Rep and Haldimand Convenor~~
- j) ~~Organize, operate and publicize all clinics deemed necessary by the Association to provide training to all coaching staff.~~ Will liaise with VP of OMHA and Haldimand

V.P.s of O.M.H.A. (two)

- a) This role shall be represented by two individuals, sharing equal responsibility assigned to them under this position and will both be afforded the rights outlined in the requisite job description
- b) Shall both be voting members of the Board of Directors
- c) Shall be the liaison to the OMHA and Southern Counties
- d) Shall regularly attend all OMHA and GMHA Meetings
- e) Shall oversee all Rep divisions
- f) Shall report to the executive any conflicts or suspensions subject to disciplinary measures by the GMHA
- g) Shall assist in all fundraising activities
- h) Shall be responsible for scheduling the Rep games and contracts for OMHA Play downs
- i) Shall ensure that all rosters are correct and sent in by the agreed upon date
- j) Shall ensure that all coaching staff members have complied with the criteria as set by the GMHA executive
- k) Shall inform all coaching staff of any rule changes
- l) Shall perform any and all other duties as assigned by the GMHA
- m) Ensure that each Convenor receives a copy of the Referee's Rule Book, OMHA Manual of Operations, and any other related Associations Constitutions and Rules & Regulations
- n) Shall inform the referee in chief of requirements for referees for scheduled and playoff games
- o) Shall inform the Ice convenor of requirements for timekeepers and gate personnel for scheduled and playoff games. Shall work in conjunction with Ice Convenor to ensure these games are properly covered.
- p) Shall be responsible for the Director of Team Accounts and Audits.

V.P. of HALDIMAND:

- a) Shall regularly attend any and all Haldimand League meetings and report back to the GMHA.
- b) Shall be responsible for monitoring all Haldimand games with the aid of the divisional convenors. In the event that a divisional convenor is not assigned, the V.P. shall act as convenor until one is found.
- c) Shall oversee all rescheduled games.
- d) Shall become a voting member of the GMHA with a position on the Board of Directors and shall report any conflicts, suspensions etc., which may require disciplinary measures by the GMHA.
- e) Shall assist in all fundraising activities.
- f) Shall ensure that all rosters are correct and into the OMHA by the agreed upon date.
- g) Shall ensure that all coaching staff has complied with the required criteria as set by the GMHA.
- h) Shall appoint convenors for all divisions.
- i) Shall perform any and all other activities as assigned by the GMHA.
- j) Ensure that each Convenor receives a copy of the Referee's Rule Book, OMHA Manual of Operations, and any other related Associations Constitutions and Rules & Regulations.
- k) Shall inform the referee-in-chief of requirements for referees for scheduled and playoff games.
- l) Shall inform the Ice scheduler of requirements for timekeepers and gate personnel for scheduled and playoff games. Shall work in conjunction with Ice Convenor to ensure these games are properly covered.

V.P. of EARLY DEVELOPMENT (INITIATION PROGRAM) – Hockey School / Tyke U8:

- a) Shall oversee all house league divisions that are not included in any inter-league play with other centers.
- b) Shall oversee player ~~drafting~~ selection.
- c) Shall monitor all games with the aid of the division convenor. In the event a convenor is not found for a division, the V.P. shall act according as a convenor.
- d) Shall become a voting member with a position on the Board of Directors.
- e) Shall ensure that all rosters are correct and into the GMHA by the agreed upon date.
- f) Shall attend all GMHA meetings.
- g) Shall assist in all fundraising activities.
- h) Shall ensure that all coaching staff has complied with the required criteria as set by the GMHA.
- i) Shall assign convenors for all House League divisions.
- j) Shall perform any and all other duties as assigned by the GMHA.
- k) Shall implement the Initiation Program.
- l) Shall undertake the running of Hockey School or provide suitable instructors.
- m) Shall recruit instructors for the program.
- n) ~~Shall be responsible for the Tyke Select program.~~

SECRETARY:

- a) The secretary shall keep accurate records of the proceedings of the Association.
- b) Notify the Executive of the time and place of the meetings seven days in advance.
- c) Handle all correspondence pertaining to the business of the Association - shall immediately inform persons concerned of the correspondence received - shall report all correspondence at the regular meetings.
- d) ~~Shall~~ **May** sign as a signing officer for the association.
- e) Shall become a voting member of the Board of Directors.
- f) Shall provide the Executive with minutes from the meetings within seven days after the meeting being held.
- g) Shall ensure meeting minutes are posted online within seven days of approval of the minutes, once in-camera minutes have been removed.
- h) Shall ensure meeting dates and times are posted online and on the bulletin board in Glanbrook Arena.

TREASURER:

- a) To receive all monies paid into the Association, keeping and accurate record of it as well as all monies dispersed.
- b) To maintain an account in a chartered bank in the name of the association into which all disbursements are made.
- c) All cheques issued by the Association must be signed by the Treasurer and either the President or Secretary.
- d) Provide an up-to-date financial report at each executive meeting.
- e) To have GMHA financial statements prepared annually by a licensed public accountant and presented at the AGM.
- f) Shall become a voting member of the Board of Directors.
- g) Shall have employment experience and skills in accounting procedures.
- h) An individual with valid accounting credentials (CPA) can immediately be elected into this position and is exempt from serving a previous terms of office in the GMHA.

DIRECTORS

Move registrar, RIC and Ice Scheduler to paid employees.

REGISTRAR:

- a) Shall coordinate all player and coach registrations.
- b) Shall register and keep a roster of all players in the Association.
- c) Shall record all player movement and ensure all GMHA By-laws are complied with.
- d) Shall provide up to date player lists to the Board of Directors immediately following final registration and report thereafter.
- e) Shall become a Director in the Association with full voting rights.
- f) To monitor all team and AP rosters and to evaluate rosters of every year and to make changes accordingly, prior to OMHA and Haldimand deadlines.
- g) Shall issue, monitor and follow up any and all permission to skate requirements and report the results to the Executive.
- h) Shall be the Triple 'A' Liaison and attend meetings when required at the Hamilton Jr. Bulldogs.
- i) Shall provide coaches with an approved roster, when available, and apply for any requested travel permits on behalf of requesting teams.

ICE CONVENOR (Appointed):

- a) Shall be responsible for all the allotment and control of all ice scheduling for games and practices
- b) Shall draw up a master schedule of ice allotments for each division
- e) Shall assist during adverse weather conditions, cancel games and practices. If possible shall notify arena, convenors and radio stations. Shall notify arena, convenors, coaches and Haldimand Scheduler/Convenor.
- d) Shall be responsible for scheduling ice rented by the GMHA
- e) Shall appoint timekeepers and gate personnel for all Local League, Representative and Exhibition games.
- f) Shall provide a list of available timekeepers and gate personnel to the GMHA, in the event that a back up is required due to illness or unforeseen circumstances
- g) Shall provide a weekly schedule of assigned timekeepers and gate personnel.
- h) Shall have no voting rights within the GMHA.

REFEREE-IN-CHIEF (Appointed):

- a) Shall appoint referees and timekeepers for all Local League, Representative and Exhibition games. The Referee-in-Chief has the final say.
- b) Shall appoint a referee other than on the GMHA list only when the services of one on the GMHA list cannot be secured, or where considered in the interests of the Association.
- c) Shall, through the aid of clinics, train and supply sufficient referees to satisfy the demands of the Association.
- d) Shall have the authority to suspend a referee.
- e) Shall be responsible to the BOD.
- f) Shall be an advisor in all matters pertaining to the rules and regulations.
- g) Shall make arrangements to have all referees evaluated and monitored over the course of the season.
- h) Shall provide a list of available referees to the GMHA, in the event that a back up is required due to illness or unforeseen circumstances.
- i) Shall provide a weekly schedule of assigned referees.
- j) Shall have no voting rights within the GMHA.

EQUIPMENT MANAGER & PURCHASING AGENT:

- a) Shall obtain a list of equipment requirements from the Convenor of each division.
- b) Shall meet with the Executive and recommend the equipment required, considering quality, safety factor and be in charge of all equipment purchased and approved by the Executive.
- c) Shall be responsible for handling, storage, repairs, cleaning, and inventory of equipment.
- d) Shall be responsible for the purchasing and crestring of all team jerseys and team socks meeting the GMHA/OMHA/CHA requirements. Other equipment purchased including, but is not limited to pucks, pylons, trainers' kits, etc.
- e) Shall record on a form, all equipment issued to team officials and players.
- f) Shall obtain three (3) sealed quotes for Executive approval on all major purchases over \$1000.00 regardless of position.
- g) The purchasing agent has the ability to solicit contracts up to a maximum of three (3) years (ie. for Ranger Wear, jerseys, pictures, etc.) if determined to be in the best interest of the association. The contract length must be declared at the start of the bidding process and sealed bids / quotes must still be obtained as per section F.
- h) Shall become a Director in the Association with full voting rights.
- i) Shall be responsible for the purchase of year-end trophies and gifts.
- j) Shall be responsible for ordering all Glanbrook Ranger Wear.

FUNDRAISING & SPECIAL EVENTS CO-ORDINATOR:

- a) Shall be responsible for raising funds for the GMHA.
- b) Shall keep accurate records of each fundraising activity.
- c) Shall submit all fundraising proposals to the Executive for approval.
- d) Shall provide the VP of Operations with a year-end report for the AGM.
- e) Shall become a director within the association with full voting rights.
- f) Shall work with the treasurer in preparing a financial statement for each fundraising activity.
- g) Shall be responsible for organizing Opening Day.
- h) Shall be responsible for organizing Final Day.
- i) Shall be responsible for organizing Picture Day.

TOURNAMENT CHAIRMAN:

- a) Shall become a director in the association with full voting rights.
- b) Shall prepare, organize and manage all tournaments for GMHA.
- c) Shall provide the Executive details of ice-time requirements for each tournament.
- d) Shall be responsible to advertise and recruit teams to attend the tournament.
- e) Shall prepare a financial statement at the conclusion of each tournament for the Executive.
- f) Shall report to the VP of Operations.

SPONSORSHIP CHAIRMAN:

- a) Shall be responsible for obtaining sponsors for all teams in the league at a rate set by the Executive Committee and shall ensure a satisfactory financial arrangement has been made with the sponsor.
- b) Shall issue bulletins to all sponsors advising them of game dates, team standings and play-off dates.
- c) Shall be responsible for presenting each sponsor with a picture of their team.
- d) Shall obtain a sample description of sponsors, crest and colour preference for sweaters and shall assist the equipment manager with sweaters when possible.
- e) Shall become a Director in the Association with full voting rights.
- f) Shall be responsible for the co-coordinating of all special events.

DIRECTOR OF HOCKEY DEVELOPMENT/PLAYER CLINICS/COACHES MENTOR

- a) Shall oversee and implement all hockey development activities of the GMHA, which include, but are not limited to; power skating clinics, goalie clinics and pre-tryout conditioning clinics.
- b) With the approval of the Executive, shall appoint additional committee members as required for expertise and assistance in overseeing the program in the development of players.
- c) Shall work with the Ice Convenor to set aside time for such clinics as the Executive deems necessary for the benefit of hockey development.
- d) Shall work with division convenors, when ice time is unavailable, to use team practices as clinics to ensure the benefit of Hockey Development programs reach maximum participants.
- e) Shall report all activities at each Executive meeting and advise of any changes necessary, to the program, for approval by the Executive when required.
- f) Shall become a Director in the Association with full voting rights.
- g) Shall be responsible for a lending library of material for coaches such as but not limited to hockey manuals and video tapes.
- h) Shall assist and evaluate on-ice and off-ice technical development programs.
- i) Shall assemble and/or maintain a coach's guideline or handbook for representative hockey and local league.
- j) Assists in recruitment of coaching staff as necessary.
- k) Shall be responsible for the scheduling of coach's clinics that may be required.
- l) Shall provide a monthly feedback report to the BOD.
- m) Shall assist in collection of a parent questionnaire to assist in coach's evaluations.
- n) Shall manage coaches who can be carded "at large" to assist teams in practices and/or behind the bench.
- ~~e) Shall be responsible for the coordination of the hiring process for all REP / AE and Tyke Select Head Coaches. Final determinations will be made by the BOD by way of a vote.~~
- p) Shall carry a valid Coaching Certificate.

~~CHAIRMAN OF TEAM ACCOUNTS & AUDITS~~

- ~~a) Shall become a director of the association with full voting rights.~~
- ~~b) Shall have signing authority on every team account created under the name of the association.~~
- ~~c) Shall assign coaches their team account.~~
- ~~d) Shall provide the Executive with a monthly report on each team account.~~
- ~~e) Shall ensure that all accounts are closed and signing authorities are removed prior to the AGM.~~
- ~~f) Shall report to the VP of OMHA~~
- ~~g) Shall obtain every coaches budget for approval by the board.~~
- ~~h) Shall provide mentoring to any coach in creating a budget.~~
- ~~i) Shall monitor all team accounts and ensure that GMHA fees and monthly ice bills are paid timely and report to the executive monthly.~~
- ~~j) Shall collect and audit all team financials and forward hard copies to the treasurer for filing prior to the AGM.~~

DIRECTOR OF MEDIA RELATIONS & COMMUNICATIONS:

Primary role is to enhance the flow of communication throughout the GMHA and its membership;

- a) Shall produce a monthly newsletter regarding the GMHA to enhance membership knowledge regarding upcoming events, etc.
- b) Shall maintain, update and enhance our league web page as needed and utilize social media to further promote the GMHA.
- c) Shall become a Director of the Association with full voting rights.

GMHA CONVENORS (Appointed by the V.P. of GMHA):

To be responsible for administering the Constitution and By-Laws of the GMHA and their general intent and objective within the divisions, to the extent of recommending to the Executive discipline of any coach, player or manager.

- a) Shall oversee the ~~complete operation~~ of the representative and A/E teams
- b) Shall be the GMHA's representative at all affiliated league meetings
- c) Shall assist the player registrar and LL convenors in player movement
- d) Shall keep the V.P. of GMHA, informed of all activities concerning representative teams and representative players
- e) Shall become a member of the BOD with voting rights within their divisions
- f) Shall be responsible to see that all disciplinary measures are carried out and record all major penalties
- g) Shall ensure all coaches, team officials, players are operating/behaving in a manner that reflects the objectives and aims of GMHA
- h) Convenors are not insured to move nets prior to and after hockey games
- i) Shall assist with fundraising programs proposed by the GMHA
- j) Shall assist Player Registrar with registrations and classification of players in each division
- k) Shall work in tandem with the VP of GMHA

LOCAL LEAGUE CONVENORS (Appointed by the V.P. of Haldimand):

To be responsible for administering the Constitution and By-Laws of the GMHA and their general intent and objective within the divisions, to the extent of recommending to the Executive discipline of any coach, player or manager.

- a) Convenors are not insured to move nets prior to and after hockey games.
- b) Shall assist with fundraising programs proposed by the GMHA and shall be responsible for monitoring all games in their division.
- c) Shall inform the equipment manager of equipment requirements for each division (disbursements and returns).
- d) Shall assist Player Registrar with registrations and classification of players in each division.
- e) Shall assist with the annual draft per division and keep adequate records of such
- f) Shall handle all personnel and public relation problems within their division, with major problems to be referred to the V.P. of Haldimand.
- g) Shall record and report to the Vice-President all fighting, misconduct, match, and major penalties in their division.
- h) Shall be responsible for making schedule of practices for their division
- i) Shall become a voting member of the Association.

Article VII CONFLICT OF INTEREST/CONFIDENTIALITY

Conflict of Interest

A conflict of Interest may arise when:

(a) Integrity:

These Conflict-of-Interest Guidelines are intended to ensure the highest standards and maintenance of integrity. All members that undertake a volunteer role in the GMHA shall act at all times in the best interests of the GMHA, placing the interests of the GMHA and the children ahead of any personal interest or the interest of any other person or entity. It also means performing volunteer duties and transacting the affairs of the GMHA in such a manner that promotes public confidence and trust in the integrity, objectivity, and impartiality of the minor hockey in Glanbrook.

(b) No Pecuniary Benefit:

No volunteer of the GMHA, shall;

(1) Directly or indirectly receive any profit from their position. Notwithstanding anything herein contained to the contrary, such volunteers may receive reasonable honorarium for their services and reimbursement for reasonable expenses incurred by them in the performance of their duties as permitted in the By-laws and approved by the Board.

(2) The pecuniary interests of immediate family members (including the immediate family members of an officials' partner) or close personal or business associates are considered to also be the pecuniary interests of the volunteer.

(c) Definition of Conflict of Interest:

(1) A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect, objectivity, judgment or ability to act in the best interests or complete the fiduciary responsibilities of volunteers to the GMHA.

(2) A conflict of interest may be real, potential or perceived in nature.

(3) A real conflict of interest arises where a member has a private or personal interest, for example, a close family connection or financial interest.

(4) A perceived or apparent conflict of interest may exist when a reasonable, well-informed person has a reasonable belief that a member has a conflict of interest, even if there is no real conflict.

(5) Full disclosure, in itself, does not remove a conflict of interest.

Conflict of Interest may arise when:

1. An Executive member has a child involved in a division under discussion.
2. An issue before the executive directly relates or impacts and executive member's family or team.

The Proper Action Shall Be:

1. An Executive member shall inform the Executive of the conflict of interest at the beginning of the discussion.
2. If a member of the Executive's family is applying for a coaching position within the GMHA, the

member shall refrain from discussing the issue and excuse themselves from the room for the discussion, however they would be able to oversee the voting and hear the results.

3. If an Executive member has a child playing in the same division that a coaching staff is being voted upon, the member shall declare a conflict of interest and remove themselves from the room, barring any discussion. They would however be allowed to oversee the voting and hear the results.

4. If an issue arises regarding a team that the Executive member has a child on, they shall declare a conflict of interest and remove themselves from the discussion. They would not be included or involved in any discussion or subsequent voting and removed from the room.

5. If a member fails to declare a conflict of interest their vote(s) shall be deemed null and void on any ensuing votes.

6. If a member fails to declare a conflict of interest for any tender bid, that member shall reimburse the association for profits gleaned either directly or indirectly as a result of the said tender.

7. Once an Executive member declares a conflict during a tender for goods or services the person must be removed from the bidding process until the board makes a decision on the contract.

8. If an Executive member is awarded a contract with the GMHA, the member can no longer be part of the Executive while the contract is in place.

Confidentiality

1. Every Executive member of the association shall respect the confidentiality of all matters brought forward to the Executive in-camera.

2. Failure to adhere to the rules of confidentiality shall be grounds for immediate removal from the Executive with a majority vote of 2/3rds of the present members.

Article VIII COMMITTEES

Standing Committees

On an annual basis the GMHA shall organize the following standing committees:

1. Disciplinary Committee:

(a) All committee members must be nominated and elected to join this committee. Nomination forms are to be submitted to the Secretary by June 15th each year. Nominated members will be decided by vote at the first Executive/Board of Director meeting following the June 15th submission date.

(b) A chair shall be appointed by the president at the first executive meeting of the season.

(c) The committee shall include four (4) members. Comprised of one (1) Chairperson as indicated in the above and three (3) members of the Executive/Board of Directors, nominated and elected.

(d) The role of the Committee is to uphold the Constitution, By-Laws, and Regulations of GMHA and any other governing body with which GMHA is affiliated.

(e) The Disciplinary Committee shall have the power to recommend suspensions and warnings to the Executive.

(f) No member may vote if directly or indirectly involved in the issue at hand.

(g) Any Member may request in writing the Discipline Committee to rule on an action that took place inside or outside the arena that falls under this area. The Committee shall review the evidence and if necessary, hold a meeting with the parties involved and make a ruling.

(h) It shall be responsible for ruling on all matters placed before them for consideration by the Board.

2. Coach Selection Committee: Do we do this???

(a) All committee members must be nominated and elected to join this committee. Nomination forms are to be submitted to the Secretary by January 31st each year. Nominated members will be decided by vote at the first Executive/Board of Director meeting following the January 31st submission date.

(b) The committee shall include four (4) members. Comprised of one (1) VP designated as the chair; one (1) additional Board Member and two (2) non-members.

(c) No current head coach or assistant coach shall be eligible for nomination to this committee.

(d) The composition of this committee is subject to change as a result of an agreed upon partnership with another minor hockey association. The composition shall be mutually agreed upon between the GMHA and its partner.

This committee shall:

(a) Schedule and interview all coaching applicants within the time frame set by the Board.

(b) Create and complete an interview grading template for all coaching applicants to ensure a fair and equitable selection process.

(c) Be responsible to ensure transparency in the selection process compliant with GMHA principles and Codes of Conduct.

(d) Make coaching recommendations to the Executive/Board of Directors for a final vote.

(e) The committee chair shall inform all applicants and interviewed candidates of the coaching selection outcome.

3. Tournament Committee:

(a) Will be comprised of the Tournament Director designated as the Chairperson and five (5) additional members of the GMHA in good standing.

(b) Committee members shall be selected by the Tournament Director.

(c) Organize and execute all business related to GMHA hosted tournaments.

4. Fundraising Committee:

a) Will be comprised of the Special Events and Fundraising Director designated as the Chairperson and five (5) additional members of the GMHA in good standing.

b) Committee members shall be selected by the Special Events and Fundraising Director.

c) Organize and execute all business related to fundraising and special events.

Membership on any given committee shall have voting rights at committee meetings only unless they are members of the Executive.

1. Procedures

All committees shall comply with all By-Laws, guidelines, policies, and procedures of the Association as determined by the Executive or the Membership of the Association, from time to time, and shall also comply with all requirements of the OMHA, the OHF, the CHA, and, if applicable, any other hockey organizations with which Association teams are participating.

2. Meetings

Each committee shall meet at the call of the Chair of such committee, but shall meet not less than four (4) times per year.

3. Notice

Notice of all meetings of any and all committees shall be communicated to all members of the committee at least five (5) days prior to the meeting, except that such notice may be waived by consent of all Members of the Standing Committee.

4. Quorum

Each Member of a Committee present at a meeting shall be entitled to one vote. In the case of an equality of votes, the Chair shall have a second or casting vote.

5. Minutes

Committees shall maintain and keep minutes of their meetings and shall report to the Board at regular intervals and at any other time upon request by the Board.

6. Annual Report

Each committee shall prepare an Annual Report of the matters for which it is responsible to be presented to the membership at the Annual General Meeting of the Association.

7. Sub-Committees and or Ad Hoc Committees

The committee procedure shall also govern the procedure of all sub-committees and ad hoc committees of the Association.

Article IX MEETINGS

Annual General Meeting- AGM

1. An Annual Meeting shall be held at a date set by the BOD and posted within the arena and on the website no later than thirty (30) days prior to the meeting.
2. Notification of the agenda including particulars of any other business to come before the AGM including the time and place shall be available to the general membership two (2) weeks prior to the meeting.
3. An audited financial statement of the GMHA will be tabled by the Treasurer. This will include an Income Statement and Balance Sheet, as well as a copy of the Operating Budget approved by the Executive.
4. Proposed changes to the constitution shall be put forward on the website at least ten (10) days prior to the AGM.
5. A report of the activities of the GMHA shall be tabled.
6. Notification of any By-Law changes made during the year shall be tabled for final addition to the Constitution.
7. Membership shall be notified via the website and bulletin board for cut-off dates for submissions of changes for the Constitution.
8. The executive shall decide on the chair for the Annual Meeting and shall provide two (2) scrutineers for the meeting.
9. The order of Business shall include but not be limited to:
 - a) Call to Order
 - b) Minutes of the last Annual Meeting be read and adopted as read.
 - c) President's Address
 - d) Vice-President's Reports
 - e) Treasurer's Report
 - f) Old Business
 - g) Constitution Amendments
 - h) Dissolution of Present Executive
 - i) Election of New Executive
 - j) Other/New Business
10. This meeting shall be conducted in accordance with recognized parliamentary procedures based on Robert's Rule of New Order.
11. Notice of Other/New Business must be received by the Secretary of the GMHA no later than fifteen (15) days prior to the AGM to be included on the agenda. This is to include all particulars so that an answer be sought to have available to the membership.

Procedure for Election of Officers at the AGM

1. Declaration:

The chairman shall declare vacant the positions that are available for that year and furnish a list of those eligible for the vacancy (if applicable) as well as thank the outgoing officers for their time.

2. Nomination:

- a) The Secretary shall invite nominations to the Board of Directors from the Members of the Association on or before January 31st in each year and shall supply and make available a nomination form to be completed by all nominees and two nominators who are Members of the Association, and such completed nomination form shall be delivered to the Secretary no later than March 15th of each year.
- b) Current Board of Directors/Executive Members wishing to fulfill a new term must also follow this process.
- c) The Secretary shall post no later than March 17th of each year, the final list of all nominees and the corresponding position/vacancy they wish to fulfill.
- d) After following the process set out above in Section (a), only nominations received by the Secretary and posted to the website will be considered for election.
- e) The Chairman must read the duties of the position up for election at the AGM.
- f) All nominees must be present to accept nomination. Except where nomination form has been completed and signed.
- g) Members may be nominated for more than one (1) position but shall not stand for any more than one.
- h) If more than one (1) nomination is received and accepted each shall be given the opportunity to speak to the Membership, once nominations are closed, if desired.

3. Voting Procedures:

- a) If no more than one (1) nomination is accepted, said nominee shall be deemed acclaimed.
- b) If two (2) or more nominations are accepted, the chairman shall provide ballots for the membership.
- c) The membership shall then cast their ballot for the position in writing.
- d) Scrutineers or takers shall be used to count ballots; and report the outcome to the membership, and the chairman shall announce the outcome.
- e) In the event of a tie, the nominee's will be asked to speak one final time and a second and final vote shall take place.
- f) Once voting is complete, a motion to destroy the ballots is accepted and received.

4. General Meetings:

- a) General Meetings may be called by the President or a Vice-President in the absence of the President or on a petition in writing to the Secretary signed by ten (10) or more Association members stating their concerns in writing, complete with signatures. An email request shall be deemed null and void.
- b) Notice of the General Meeting shall be posted on the Bulletin board and on the Website no later than fifteen (15) days prior to the date.
- c) Business conducted at the General meeting shall be limited that specified in the notice calling the General Meeting.
- d) No Constitution changes will be heard at these meetings; however, By-Law changes may be heard, with proper notice of motion.

5. Executive Meetings:

- a) Executive meetings shall be held at least once per month with no less than twelve (12) meetings per year, with the dates being set by the executive body. The President can make a change as to the meeting date, time, and place.
- b) Notice of meetings shall be given by the Secretary to each member.
- c) The Secretary shall also see that the Dates are posted to the website and on the bulletin board.
- d) Each member of the Executive shall have a single vote with the exception of the President who shall only vote in the event of a tie.
- e) Each member of the executive must vote unless there is a declaration of Conflict of Interest.
- f) At executive meetings a quorum (excluding the president) must be present before a motion can be carried. In the event there is not a quorum, no motions shall be entertained.

- g) All Executive members and Directors must attend 2/3rds of the scheduled GMHA meetings. If set criteria are not met, voting rights will be rescinded until a said criterion is met.
- h) In the event the President is unable to attend a meeting, he/she shall nominate a member to fulfill the role.
- i) Within seven (7) days of an executive meeting, and the adoption of the previous month's minutes, the open session of the meeting shall be considered public and must be posted to the website and bulletin board for the memberships viewing. In-camera minutes will not be included.
- j) In-camera meetings or parts of meetings may be held by the executive. These minutes shall remain within the confidence of the executive body.

6. Quorum:

- a) A quorum of thirty (30) members, including the Executive must be present at any Annual or General Meeting in order for the meeting to take place in which motions may be heard and voted on accordingly.
- b) No business shall take place in the absence of a quorum with the exception to take measures to obtain said quorum to establish the time in which to adjourn or take a recess.
- c) Regular Executive meetings must have a quorum of fifty-one percent of the sitting executive to entertain any motions. Regular business may be conducted only if the quorum is not met, and any motions must be forwarded to the next meeting with proper notice of motion.

7. No Proxies:

Proxies will not be permitted. Members of the Association must be present in person at General Meetings, Executive Meetings and Annual General Meetings of the Association in order to exercise their voting rights in relation to matters coming before a General Meeting, Executive Meeting, or an Annual General Meeting. Only one vote is permitted per person in attendance.

8. Adjournment:

Any Meeting of the Members of the Association may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meeting(s) as might have been transacted at the original Meeting(s) from which such adjournment took place. No notice shall be required of any such adjourned Meeting other than to those Members present in person at the adjourned Meeting. Such adjournment may be made notwithstanding that no quorum is present.

9. Error in Notice:

No error or omission in giving notice for an Executive Meeting shall invalidate such Meeting or invalidate or make void any proceedings taken at such Meeting, and any Executive may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings that have taken place.

10. Remuneration:

Executives shall serve without remuneration and no Executive shall indirectly or directly receive any remuneration, salary, or profit from the position of Executive or for any service rendered to the Association; provided that, the Executives may establish policies relating to the reimbursement of Executives for reasonable expenses incurred in the performance of their duties as Executives of the Association.

11. Indemnification of Executives:

Every Executive of the Association and his or her heirs, executors, administrators and estate and effects respectively shall from time to time be indemnified and saved harmless by the Association from and against:

- a) All costs, charges, and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced, or prosecuted against him or her for and in respect of

any act, deed, matter, or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office.

- b) All other costs, charges, and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

The Association may purchase and maintain such insurance for the benefit of its Executives as the Executive may from time to time determine.

Article X VOTING

1. Right to Vote

All active members, parent/guardian members and player members shall be entitled to vote at all AGM and General Meetings of the Association unless the Executive has revoked membership. The only exception is lifetime members. Members who have had their membership revoked for cause shall not be eligible to vote. See Article IV.

2. Eligibility

An Executive Member:

- a) Shall be over the age of eighteen (18) years of age.
- b) Shall be a member of the Association in Good Standing. See Article IV.
- c) To be eligible to be nominated for President, the member must have served the previous two (2) years on the Executive. At least one (1) being a member of the Board of Directors.
- d) To be eligible for nomination of Vice President, Secretary or Treasurer a member must have served a minimum one (1) of the previous years as a director or Convenor. An individual with valid accounting credentials (CPA) can immediately be elected to the Treasurer position and is exempt from serving a previous term of office in the GMHA.
- e) Any BOD who does not complete their elected term in office shall not be eligible for a position on the Executive for a minimum of two (2) years, at the discretion of the BOD and providing that the provision set out in section g) has been met.
- f) An Executive Director must be willing to accept a two (2) year term in office. The position of President, ~~VP GMHA~~, VP Early Development and Treasurer must accept a two-year term in office commencing in odd numbered years but may withdraw in good standing after one years' service and after providing the Executive thirty (30) days' notice prior to the AGM. The position of VP Operations, VP Haldimand and Secretary must accept a two-year term in office commencing in even numbered years but may withdraw in good standing after one years' service and after providing the Executive thirty (30) days' notice prior to the AGM.
- g) Directors shall hold office in one (1) year terms, however, may move up to positions on the board of directors after one (1) year of service.

Voting Procedures:

- a) A majority of votes by the membership shall decide motions.
- b) Amendments to the Constitution or By-Laws require a minimum of two-thirds majority vote for approval.
- c) All motions require a mover and a seconder in order for a debate or discussion to take place.
- d) Only one (1) motion with a maximum, of two (2) amendments may be entertained at a time.

Reconsideration:

Reconsideration of a motion requires a two thirds majority of the membership present to allow further discussion, defeat of a motion or submission of a motion on the same topic under discussion.

Article XI

TERMINATION OF BOD / VACANCIES OF OFFICE

1. Removal of an Officer or Director from Office:

- a) Any member of the Executive may be removed from office for cause, with a written recommendation to the Executive signed by at least, but not limited to two (2) members of the Executive.
- b) The approval must be by a 2/3rd majority vote of the Executive.
- c) The membership will be notified via the website and bulletin board of any removals and listed at the next AGM or General Meeting whichever comes first.

2. Vacancies in Office:

In the event of a vacancy of office, the membership shall give complete approval to the Board of Directors, and Directors to appoint a replacement. The replacement shall have full voting rights. The membership shall be given notice of the replacement on the website, bulletin board and shall be listed at the next AGM or General Meeting, whichever comes first.

Article XII CONSTITUTION CHANGES

- 1. Changes in the Constitution may be made only at the Annual Meeting.
- 2. The BOD must first approve Constitution changes before being presented at the Annual Meeting. A two-thirds majority vote by the members present will approve any and all Constitution changes.
- 3. Any proposed changes in the Constitution, will be supplied in writing to the membership before the start of the Annual Meeting. A final date shall be set by the executive in the month of March. For more information, please research Roberts Rules of Order. (RONR)
- 4. Members are encouraged to submit proper Constitution and By-Law changes at any time during the season up until the stop posting date. Only proposed changes or additions in a motion form including the Article or By-Law to be changed will be brought forward. A suggestion or an idea is not considered a proper motion and will be presented as New Business. Membership must be prepared to discuss and/or debate the changes if necessary, at the AGM.

Article XIII BY-LAW CHANGES

- 1. May be changed at any Executive meeting, during the year to assist with to day to day running of the Association.
- 2. A quorum of Executive members shall be required with at least a two-thirds majority vote to change a By-Law.
- 3. If the Executive intends to discuss an amendment of the By-Law(s) of the Association at an Executive Meeting, written notice of such intention shall be sent by the Secretary to each Executive member not less than ten (10) days before such Meeting. Where such notice is not provided, any recommendation to amend the By-Law(s) may nevertheless be moved at the Meeting and discussion and voting thereon adjourned to the next Meeting for which written notice of intention to pass or amend such By-Laws shall be given.

4. Membership shall be notified of any changes, and they shall be read into the minutes at the next AGM or General Meeting whichever comes first.
5. A two-thirds majority vote by the members present will approve any and all By-Law Changes/additions or deletions.

Article XIV

REPEAL OF PRIOR CONSTITUTION AND BY-LAWS

Repeal:

All prior By-laws of the Association, including the document entitled the "Constitution" of the Association are hereby repealed.

1. Proviso:

The repeal of all prior By-Laws of the Association shall not impair in any way the validity of any act or thing done pursuant to any such repealed by-law.

2. Effective Date:

This Constitution and By-Law shall come into force without further formality upon its enactment after approval by the Members of the Association as herein before set out.

The foregoing Constitution and By-Laws hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at a General Meeting of the Members of the Association duly called and held at the Glanbrook Township Hall, in the City of Hamilton, Ontario, at which a quorum was present on the **25th day of May 2015.**

Article XV RULES OF PROCEDURE

The Rules contained in the most current edition of "Robert's Rules of Order" shall govern the rules and procedures to be used in conducting the Meetings and affairs of the Association in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or other governing documents or laws affecting the Association.

Appendix "A" – Zero Tolerance Policy - City of Hamilton

ZERO TOLERANCE POLICY FOR VIOLENCE IN RECREATIONAL PROPERTIES FACILITIES POLICY:

Policy Statement:

The City of Hamilton's recreational properties and facilities, including but not limited to arenas, recreation centers, outdoor pools and parks sports pitches, exist to provide residents with opportunities to participate in sport and other recreational activities in a safe and positive environment. Prominent among residents making use of the recreational properties and facilities are the children of Hamilton. The City will ensure the most supportive climate possible for Hamilton children, so that they can enjoy their sport, and learn about competition, teamwork, sportsmanship and fair play.

As with many Ontario communities, Hamilton's minor sport system is managed and operated by volunteers. These community-minded citizens contribute in many ways to the success of minor sport in Hamilton. It is the City's responsibility that they, too, have the ability to work in a safe and positive environment.

It is critical, then, for the City, through its Culture and Recreation Division to do all things necessary to ensure that measures are in place so that incidents of violent or inappropriate behaviour do not occur in its recreational properties and facilities.

Included in this commitment is an understanding that organizations using City recreational properties and facilities must take PRIMARY responsibility for the behaviour of all associated with them: players, officials and spectators.

Statements of Principle:

1. Participation by children in sport is an important element in the human development process.
2. To ensure maximum enjoyment and benefits from participation in sport, the maintenance of a safe and positive environment is essential.
3. The rules of each of the games exist to protect the players. Referees/officials are charged to ensure the fair and even application of the rules, and to ensure safety of the players.
4. The city must put measures in place to ensure the safety of referees/officials, as well as organizers of minor sport, who are for the most part volunteers.
5. Violent or abusive behaviours, such as verbal threats and insults, attempts to intimidate as well as physical assault have no place in the City's recreational properties and facilities.
6. Promotion of spectator "positive cheering" will assist in the reduction of violent behaviours in City recreational properties and facilities.
7. Our volunteers are charged with the education of our youth on the ideals of sportsmanship, fair play and appropriate behaviour.

Goals of the Policy:

1. To reduce or eliminate violence from City recreational properties and facilities, inclusive of outdoor sports pitches.
2. To promote positive cheering behaviours among spectators and fans.
3. Increase the level of understanding among spectators and fans of the importance of creating a positive and supportive environment for children's sport.

Definition of Violence:

The focus of this Policy is on the behaviour of non-players, except for those situations in which a player engages in a violent act outside the area of play. For the purposes of this Policy violence includes, but is not limited to, the following behaviours:

- loud verbal assaults
- threats and attempts to intimidate.
- throwing of articles in a deliberate or aggressive manner
- aggressive approaches to another individual
- physical striking of another individual
- attempts to goad or incite violence in others
- vandalism to building or property.
- racial or ethnic slurs
- illegal consumption of alcohol or drugs

The Consequences:

Individuals who engage in any of the above behaviours will be subject to immediate ejection from the property or facility and a mandatory suspension from all City recreational properties and facilities for a period of time not less than two months. Two months is a minimum period only, and may be extended by the City's Director of Culture and Recreation (the Director).

Those individuals who are identified and suspended in accordance with this Policy, shall further be prohibited from holding any positions within the City's affiliated sport community for a period of two years.

Incidents may be reported to the City of Hamilton Police Service. Criminal charges may follow.

There will be no reconsideration by the city with respect to the length of a suspension or prohibition. Where new information is available, a suspended individual may request reconsideration of the facts on which the suspension is based. Such request must be addressed to the Director, who will consider the new information and make his or her decision. **ALL SUCH DECISIONS OF THE DIRECTOR ARE FINAL.** Those individuals desiring reconsideration must include with their request payment of a non-refundable (unsuccessful) administration fee in the amount of \$100. In the event that the applicant is successful, we will refund the administration fee.

Where vandalism has been perpetrated, not only will the individuals responsible be subject to suspension as outlined above but will reimburse the City for the cost of repair, together with an addition administration charge of 100% of such cost.

Education:

The Culture and Recreation Division, with its local sports partners, will undertake a promotional and educational campaign aimed at raising awareness among parents, volunteers, and spectators of the Zero Tolerance Policy and, in particular, the importance of their role in creating a positive playing atmosphere.

This component will include posters to be hung in all recreational facilities and properties; circulation of the policy to all stakeholders as well as posting of the policy in all City recreational facilities and properties; and inclusion of reference to the policy in affiliate organization newsletters/handbooks.

It is anticipated that the education and promotional campaign will have an immediate impact but will need to be an ongoing effort. Staff and volunteer organizations will work together continually to raise awareness of the policy.

Implementation:

The policy will take effect for the new City of Hamilton on September 1, 2001. Pending implementation, existing policies and practices of the old municipalities comprising the new City will remain in effect and will continue to be enforced.

Appendix “B” - GMHA Code of Conduct

Membership Code

The Board of Directors reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of the Association has been evident.

Membership may be revoked at any time to an individual who has been deemed by the Board of Directors to be in contravention of the GMHA By-Law and Rules of Operations. Such action shall only result after a fair hearing, recommendation of the Executive Committee, and a majority vote of the Board of Directors.

Code of Conduct

As members of the GMHA, all members will follow a code of conduct. Members under the jurisdiction of the OMHA will follow the code of conduct as outlined in the current revision of the OMHA Manual of Operations.

Failure to comply with the code of conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the GMHA, including the opportunity to participate in GMHA activities.

GMHA Code of Conduct

This Code for Conduct identifies the standard of behaviour which is expected of all GMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in GMHA activities and events.

GMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of GMHA shall conduct themselves at all times in a manner consistent with the values of GMHA which include fairness, integrity and mutual respect.

During the course of all GMHA activities and events, members shall avoid behaviour, which brings GMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical use of drugs and use of alcohol by minors.

GMHA members and participants shall at all times adhere to GMHA's operational policies and procedures, to rules and regulations governing GMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of GMHA.

Members and participants of GMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of GMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse will not be tolerated, and will be dealt with under OMHA's Harassment Policy.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of GMHA. Such action may result in the member losing the privileges, which come with membership in GMHA, including the opportunity to participate in GMHA activities and events, both present and future.

CODE OF CONDUCTFOR PLAYERS

1. I will play hockey because I want to, not just because others or coaches want me to.
2. I will play by the rules of hockey, and in the spirit of the game.
3. I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.
4. I will respect the safety of other players and my opponents by playing within the rules at all times.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays/performances - those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect. I will remember that my coaches are providing me with the opportunity to learn and play hockey.
9. Make a commitment to my team by attending practices, games, meetings, special events, and by playing to the best of my ability.
10. I will respect the Officials and their decisions at all times.
11. I will accept disciplinary action if I violate the rules or the spirit of the game.

CODE OF CONDUCTFOR PARENTS / SPECTATORS

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game / event.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good plays / performances by both my child's team and their opponents.
8. I will never question the official's judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's hockey activities.
10. I will respect and show appreciation for the volunteer coaches who give their time to provide hockey experiences for my child.
11. I will respect the decisions of the Coaches, whether at practice, special events, or during a game.

12. I will never verbally abuse a Coach, Assistant Coach, Trainer, Manager or Official. I will remember they have difficult jobs and I will not undermine them by contradicting, interfering, or questioning their character, motivation, or judgment in public. I will not engage in or encourage gossip. I will take concerns to the proper GMHA officials.
13. I accept that I remain responsible, as a parent, for the safety of my child while he/she is participating in GMHA activities. I will therefore do my part to protect and enhance the safety of my child and others.
14. I understand and accept that violation of this Code of Conduct may result in disciplinary action up to and including revoking of membership and all rights associated with membership.

CODE OF CONDUCT..... FOR COACHES / TEAM PERSONNE

1. I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
2. I will teach my players to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all players get equal instruction, support and playing time.
4. I will not ridicule or yell at my players for making mistakes or performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
5. I will take reasonable steps to ensure that equipment and facilities are safe and match the player's ages and abilities.
6. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
7. I will respect all participants, striving to be a competent (Coach, Trainer, etc). I recognize that I am in a position of trust and power, and I will do nothing to take advantage of or abuse it.
8. I will obtain proper training and continue to upgrade my Coaching skills.
9. I will work in cooperation with officials for the benefit of the game and refrain from public criticism of them or of other Coaches. I will forward my concerns through the proper procedures.
10. I will communicate with my players and with their parents, regularly throughout the season, so that everyone is clear about the rules and expectations, and so that we have a shared goal for the season.
11. I will emphasize the importance of the Players' and Parents' Codes, and hold my team members and their parents accountable for compliance.
12. I understand and accept that violation of this Code of Conduct may result in disciplinary action up to and including revoking of membership and all rights associated with membership

CODE OF CONDUCT..... FOR THE ORGANIZATION

The GMHA Executive and its' designates will:

1. Do its best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background, or race.
2. Discourage any sport program from becoming primarily an entertainment for spectators.
3. Make sure that all prudent and reasonable, appropriate and necessary measures are taken on an ongoing basis to protect the safety of all members wherever GMHA activities take place, in those programs, and at the hands of GMHA members or others.
4. Make sure that age and maturity level of children is considered in program development, rule enforcement, and scheduling.
5. Remember that play is done for its own sake and make sure that winning is kept in proper perspective.
6. Appropriately and thoroughly screen all those who provide service on behalf of the organization, both before, but especially after they are involved, seeking to have Coaches and Officials who are capable of promoting fair play as well as the development of good technical skills.
7. Distribute, publicize, promote, and enforce the Codes of Conduct within this organization.

Governance

The GMHA operates as a member of the OMHA (Ontario Minor Hockey Association). All participants of the GMHA, including parents and spectators, at GMHA and OMHA (i.e. games in other centers) functions are subject to the policies of both the GMHA and the OMHA. The GMHA abides by the OMHA Code of Conduct, just as our teams abide by the various rules of the game of hockey as outlined and revised by the OMHA from time to time. Remember the youth of our community look up to us to set a positive example of the virtues listed below.

Privilege

It is a privilege to play minor hockey, not a right. Parents' privileges do not include abuse of coaches, officials, players or any other individuals associated with minor hockey, including other spectators. The payment of fees includes the responsibility that all participants abide by the rules of the GMHA and its partner associations.

Respect

The GMHA sets out our objectives, which include to promote, teach, and exhibit skills, fair play, good sportsmanship, social values and excellence. A major theme of the codes above is the issue of RESPECT. Respect for the rules of the game. Respect for the opponent. Respect for the officials and their decisions. Respect for other officials and volunteers. Respect for other parents and spectators. Respect for our children's right to play hockey for fun.

Unacceptable Conduct

An individual is considered to be displaying unacceptable behavior if he/she is verbally or physically harassing and/or abusing a game participant (player, coach or official) and/or a fellow spectator. The most common example of this type of behavior would be the spectator who shouts or gestures to harass or abuse a participant or fellow spectator in a way that the participant or fellow spectator becomes aware of the intent of the activity. No abusive, discriminatory, intimidating and/or profane language or obscene/intimidating body gestures should be used by any parent/spectator toward anyone else. Parents/spectators are expected to maintain self-control at all times.

From the Stands

Parents can take the fun out of hockey by continually yelling from the stands. Parents should enjoy the game and applaud the good plays. The stands are not the place from which parents should try to coach their children. Parents need to remember that they are not the coach and refrain from actions, which might undermine the coaching staff. Please do not encourage your child to play the game in a manner inconsistent with the coach's direction or plan. If you don't agree or understand something, calmly ask the coach or the team manager about it after the practice or game, better still after a 24-hour cooling down period if appropriate. It is unfair to put children in a position of having to decide who to listen to - their parents or the coach.

Referees

Part of the game is the inclusion of referees to ensure that all participants follow the rules of the game. It is impossible for any referee to catch everything that goes on during such a fast paced game. Watching from the stands or the players' bench is not the same as watching and following the game on the ice. Shouting abuse at officials does not contribute to a game. During the season everyone should expect some mistakes made by players, coaches and officials during games. Young officials need time to develop their skills, just as the players and coaches require time to develop their skills.

Positive Reinforcement

Parents/spectators are encouraged to cheer for their child's team and applaud the effort and good plays of the opponent. Parents serve as role models for children, who often look to adults for advice, direction and approval. As a parent, one of the most important things you can do is show good sportsmanship at all times to coaches, referees, and opponents. It is also important to use positive reinforcement. Children do make mistakes which are an important part of the learning process. No one likes to make mistakes and the best way to help children achieve goals and reduce their fear of failure is through positive reinforcement. Point out the things they do well.

Enforcement

To initiate a complaint about conduct please refer to the grievance policy. You should inform the GMHA as promptly as possible and put in writing what you have observed for your records. It is important to know who said or did what, when, where, the circumstances and who else might corroborate your observations. It is the intention of the GMHA to respect everyone's privacy and maintain confidentiality if at all possible. GMHA may then form a fact finding committee to deal with parent/spectator conduct issues. This small committee is able to deal with concerns in a more expeditious and confidential manner than the whole Executive. Disciplinary action may then take place as set in the Bylaws and Rules of Operations.

PLEASE NOTE: The GMHA Executive is **not** a police agency. It is unfair to expect volunteer Executive members, or other volunteers who are at minor hockey events watching their children play to act as a "policeman" during those events. It is unfair to expect volunteer Executive members to step into certain "heated" situations simply because they happen to be at that particular event. There are many other participants at any event. The responsibility of acting should not fall onto volunteers alone. It is considered the responsibility of all participants to be accountable for any inappropriate situation(s) at any minor hockey event. All participants need to take responsibility for their own behavior, and sometimes for the behavior of others, if we are to keep volunteers and officials involved in minor hockey and the sport fun, especially for the players.

It is the intent of this Code of Conduct is to clarify what the executive's expectations are for behavior as members of the GMHA. It is the expectation that every member will read and be informed of this information. This is the reasoning behind signing a sheet to verify that you have received this information. It is the expectation that the parent/guardian who signs the player up for registration will convey this information to any adults accompanying that player to any GMHA activities.