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MUSKRAT MINOR HOCKEY ASSOCIATION CONSTITUTION

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2023

## **MUSKRAT MINOR HOCKEY ASSOCIATION CONSTITUTION**

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## **MUSKRAT MINOR HOCKEY ASSOCIATION CONSTITUTION**

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### **ARTICLE #1 – NAME**

1. This organization shall be called the Muskrat Minor Hockey Association (MMHA).

### **ARTICLE #2 – AFFILIATION**

2. The MMHA is affiliated with the Hockey Eastern Ontario (HEO) and is subject to the rules found within HEO and by extension the governing rules found under the Upper Ottawa Valley Minor Hockey League, District 5 (UOVMHL).

### **ARTICLE #3 – AIMS, OBJECTIVES AND CODE OF CONDUCT**

3. To provide a wholesome hockey experience not only for boys and girls participating, but also for the coaches, managers and league officials of the MMHA. Sportsmanship, fair play, good citizenship, friendly competition, enjoyment and full participation for all team members shall be our guiding principle.
4. To maintain and increase interest in the game of hockey.
5. To ensure that its coaches, managers and executive exercise supervision and direction to its players with emphasis on the enhancement of good character and citizenship.
6. To ensure that all participants involved with the MMHA, which includes the Beachburg, Cobden and Westmeath House League (HL) and Competitive divisions, follow the guidelines of behaviour set out in the MMHA Code of Conduct.
7. MMHA Code of Conduct. All members of the Muskrat Minor Hockey Association and all invitees, including spectators, shall abide by the following code of conduct. Failure to do so may result in disciplinary measures, including the suspension and/or expulsion of the offender, being imposed by a Disciplinary Committee of the Association. The Code of Conduct is as follows:
  - a. Win or lose, players shall congratulate their team-mates and coaches as well as the players and coaches of the opposing team in a genuine and positive manner. Derogatory comments are absolutely forbidden.
  - b. The referees oversee the game. Only the captains and alternate captains of the team shall address the referees and then shall do so only in a civil tone. Direct communication between Referee's and Coaches will be utilized where warranted. This will be at the discretion of the officials and the Association. Use of foul or abusive language is absolutely prohibited. While explanations of a referee's call may be legitimately sought, questioning the referee's judgement is forbidden. Accept the call and get on with the game.

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- c. Spectators shall provide only a positive encouragement for the players, coaches, and referees. Derogatory comments aimed at any player, coach, or referee from a spectator shall be addressed with a strong warning on the first offence at any game. Upon the commission of a second offence by the same spectator, that spectator shall be removed from the Arena and forbidden re-entrance during the game and spectator's identity shall be properly noted. Should any spectator be removed from any two games, that spectator's removal shall be accompanied by a (one-month) ban from attendance at any games held in a MMHA home arena. Upon a third offence, that spectator shall be banned for the balance of the season. The MMHA executive reserve the right to amend the policy as they see fit.
- d. The coaching staff shall lead by example and shall adhere in all respects to this code of conduct. In addition, coaching staff shall address their own players the referees and the coaching staff of the other team only in a civilized and respectful tone. Coaching staff of the team may not address the players of the opposing team except to provide positive encouragement or congratulations. Discouraging or humiliating remarks, gestures or other communications to players, referees and the opposing team shall be absolutely forbidden. In addition, coaching staff shall at all times, both in practices and games, treat their own players with respect and dignity. Humiliation, belittlement and embarrassment through words, actions or conduct are inappropriate forms of punishment and ineffective instructional methods and shall be absolutely prohibited.
- e. Each child is entitled to the benefit of constructive criticism and instruction in order to develop their skills to their maximum potential. Coaching staff must carry out performance appraisals in an impartial and objective way based solely on an evaluation of technical skills, play, leadership, sportsmanship and the adherence of the children to the core values of the MMHA. Those being fair play, skills development in a safe and friendly environment and the encouragement of fun and friendship. Favouritism, actual and perceived, must be always avoided.
- f. Play hard but play fair. Hockey by its nature is a physically tough game; it shall be played with maximum effort in a sportsmanlike manner within the rules from time to time endorsed by the Ottawa and District Minor Hockey Association (ODMHA). Players shall not set out to intentionally maim or injure another player and the coaching staff, by their actions, words, conduct or inaction, shall not encourage or endorse such behaviour.
- g. Players and coaches alike shall participate in the game of hockey with honesty and integrity. Any player who intentionally participates in any conduct which results in the intentional violation for the rules of eligibility governing the MMHA or otherwise intentionally circumvents the rules of eligibility shall be subject to an immediate one year suspension from participation in all hockey programs run by the MMHA. Any person committing a second offence shall be subject to a lifetime suspension from participation in the hockey programs of the MMHA at the discretion of the Disciplinary Committee. 8. Each member of the coaching staff shall have a positive obligation to expeditiously report to the executive of the MMHA any instance of a breach of the rights of any player of which he has specific knowledge or which he has reasonable grounds for believing has occurred.

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- h. The coaching staff shall strictly adhere to the Policies and Procedures for coaching staff established from time to time by the MMHA.
- i. Any member of the MMHA found providing false or misleading registration information i.e. (incorrect place of residence) will be subject to a disciplinary hearing.
- j. Any member of the MMHA causing grievance to players, parents, coaches, team management, Executive Members will be asked to leave and will be provided a refund according to our Registration Policy or ban parent. Playing in MMHA is a privilege not a right.

**Commented [SMB1]:** Added for Policies and Procedures pg 2-3

### ARTICLE #4 – ASSOCIATION

8. There shall be one association with the responsibility of managing the minor hockey program in the Region of White Water, Ontario.

9. Muskrat Minor Hockey shall consist of Competitive 'C' teams called Muskrat Voyageurs, HL teams (U7 to U18) and are formed as per the MMHA Policies and Procedures called either Muskrat #1 or Muskrat #2 or as many numbers as required. The team, once formed, will then be allowed to choose the team's nickname which will be added to the team registration on the Hockey Canada Registry. The team's nickname will have to be approved by the MMHA executive. The HL teams will be allocated ice by the Ice Allocator in one of the three Whitewater Region Arenas based on team formation.

**Commented [SMB2]:** Seeking confirmation that Muskrat is B or C

**Commented [SMB3R2]:** Changed to C

**Commented [SMB4]:** Recommended change - The team's nickname shall be approved by their respective MMHA convenor.

10. Any formal name change of Muskrat Voyageurs will have to be approved by the MMHA executive and UOVMHL executive.

### ARTICLE #5 – GOVERNANCE

11. This association shall be comprised and governed by a President, Vice-President, Competitive Convenor, House League Convenor, Secretary, Treasurer, HL Treasurer, Referee-in-Chief, Registrar, Risk Management Coordinator, U7 Coordinator, Development Coordinator Coach/Mentor, Ice Allocator, Tournament Coordinator, and Equipment Manager.

**Commented [SMB5]:** Recommend removal of this position

12. The MMHA executive shall have control over the affairs of the whole association and shall deal with any matter pertaining to the good and welfare of the association.

13. The Muskrat Minor Hockey Association shall govern the Competitive and the House League divisions.

14. The House League divisions shall operate under the House League Convenor and their respective representatives and their appointed executives. The MMHA will function as their governing body.

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15. The Muskrat Voyageur Competitive division shall operate under the Competitive Convenor and their appointed executives. The MMHA will function as their governing body.
16. Any member of the executive may hold a position with any MMHA team. In the event of a dispute involving the team of which they are connected, they shall not sit on the committee during the proceedings.
17. The executive may appoint each year such officers as it deems necessary to conduct a full program of hockey for the current season.
18. All executive members in good standing will be considered a voting member. The president shall not vote, except in the case of a tie, and then he/she shall cast the deciding vote.

### **ARTICLE #6 – EXECUTIVE TERMS OF REFERENCE**

19. **PRESIDENT**

- a. Shall preside over Muskrat Minor Hockey Association meetings;
- b. Ensure all executive members are responsible for their offices and carry out their duties in a conscientious manner;
- c. Ensure that a treasurer's statement is provided at each regular meeting;
- d. Ensure that minutes of each meeting are recorded;
- e. Act as a signing officer for the Association in all legal terms;
- f. The president shall not vote, except in the case of a tie, and then they shall cast
- g. the deciding vote;
- h. The President shall not put forth a motion;
- i. The President may ask a member of the executive to chair the meeting so that they may then be entitled to put forward a motion. In that case, the person accepting the chair relinquishes their right to vote on that motion; and
- j. The President must attend all District meetings or appoint someone on their
- k. behalf to attend.

20. **VICE PRESIDENT**

- a. Shall perform duties of the president in their absence or at their request at that time shall have all duties of the president;
- b. When acting as president, they shall not vote except when their vote is needed to break a tie;
- c. Will chair the Coach Selection Committee with assistance from coach mentor and MMHA President;
- d. Shall attend District meetings as required by the of President;

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- e. Shall Chair annual pre-season coach/manager meeting;
- f. Shall liaise with convenors regarding operations and issues;
- g. Shall have a mandatory position on disciplinary committee;
- h. Assist the Treasurer with MMHA budget oversight; and
- i. Maintain ongoing communication with the President.

### **21. COMPETITIVE CONVENOR**

- a. Supervises all team coaches and managers;
- b. Is responsible for any issues arising from their division;
- c. Shall bring forth or assist in bringing forth concerns pertaining to their division;
- d. Receive and distribute all communications relating to their division;
- e. Shall be the Chairperson of any meeting of their division;
- f. Participate on respective coach selection committee;
- g. Ensure minutes are recorded of any meeting of their division and forwarded to the executive;
- h. Provide game sheets to managers for the season; and
- i. Respond to questions and concerns from coaches and managers.

### **22. HOUSE LEAGUE CONVENOR**

- a. Supervises all team coaches and managers;
- b. Is responsible for any issues arising from their respective division;
- c. Shall bring forth or assist in bringing forth concerns pertaining to their division;
- d. Receive and distribute all communications relating to their division;
- e. Shall be the Chairperson of any meeting of their division;
- f. Participate on respective coach selection committee;
- g. Ensure minutes are recorded of any meeting of their division and forwarded to the executive;
- h. Provide game sheets to managers for the season; and
- i. Respond to questions and concerns from coaches and managers.

### **23. SECRETARY**

- a. Shall take attendance at each Executive Meeting;
- b. Shall record minutes of each Executive Meeting and is responsible for maintaining an accurate and complete wording of the minutes;
- c. Shall write formal letters as required or directed by the executive;
- d. Responsible for handling all incoming mail and directing it to the appropriate executive members prior to any meeting;
- e. Responsible for all outgoing correspondence and presented, as required, to the President or a Vice President for signature;

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- f. Responsible for MMHA website information management and updating; and
- g. Responsible for MMHA Social Media platforms
- h. (Facebook).

### 24. **TREASURER**

- a. The Treasurer shall be nominated and voted in by the MMHA executive at the MMHA Executive Meeting prior to the Annual General Meeting (AGM). Any persons wanting to be considered shall submit their name in writing with a resume to the President prior to that meeting. The results of the vote shall be made public at the AGM;
- b. The Treasurer's term shall be 2 years;
- c. Shall see that financial statements are available upon request;
- d. Shall see that all pertinent information relating to financial matters are kept on file;
- e. Shall manage the MMHA bank account (or accounts);
- f. Shall review monthly and end of season house league and competitive team financial statements and
- g. Shall prepare a year-end financial statement for audit annually and present it at the year-end Annual General Meeting.

### 25. **REFEREE-IN-CHIEF**

- a. Responsible for the conduct and discipline of all referees within MMHA;
- b. Responsible for the definitions and clarity of the rules and penalties of the game of hockey;
- c. Responsible to recruit potential referees and ensure they receive adequate training;
- d. Maintain an updated list of all available referees;
- e. Responsible for scheduling referees for all competitive games;
- f. Must attend all referee meetings;
- g. Referee-in-Chief and/or referees assigned to a game which results in a hearing must attend that hearing; and
- h. Must be a certified referee in good standing.

**Commented [SMB6]:** Should this be for both HL and competitive?

**Commented [SMB7]:** Requires confirmation

### 26. **REGISTRAR**

- a. Responsible for competitive and house league division registrations and for ensuring that they meet the registration requirements as established by HEO and District 5;
- b. Responsible for registrations of players and ensuring the on-line registration system is kept updated and fees are implemented as approved by the executive;
- c. Work with the Treasurer to provide regular reconciliation of registration and receipts are properly recorded in the Treasurer's financial files;
- d. Assist the Treasurer in preparing adequate working papers for the external auditors with respect to registration revenues;



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- e. Provide any funds physically collected to the Treasurer;
  - f. Report on the current registration numbers;
  - g. Confirm staff and player rosters with the House and Competitive Convenors, in accordance with HEO guidelines;
  - h. Establish and maintain a convenient registration system and schedule for all MMHA members; and
  - i. Work to grow registration in MMHA
27. **RISK MANAGENENT COORDINATOR**
- a. Serve as Chairperson of the Discipline Committee;
  - b. Prior to a Discipline Committee, request executive members to attend the Committee meeting;
  - c. Act as the MMHA's Privacy Officer;
  - d. Be familiar with Policies and Procedures in Constitution;
  - e. Act as an advisor to Convenors on Risk and Safety policy and procedures queries;
  - f. Provide Risk and Safety Brief during MMHA Manager Meeting;
  - g. Oversee concussion and injury safety as outlined by HEO;
  - h. Complete risk and safety reporting as required by District and HEO;
  - i. ~~Oversee reporting and serving of suspensions inline with TTM systems~~
  - j. Verify all required Vulnerable Sector Checks have been received; and
  - k. Maintain a registrar of the MMHA Vulnerable Sector Checks.
28. **U7 PROGRAM COORDINATOR**
- a. Serve as Convenor for the U7 program division with duties including, but are not limited to, maintaining communication between Coaches, Development Coordinator Coach/Mentor and Executive, general supervision of activities, and organize player evaluation; and
  - b. Carry out and assist with other tasks as necessary by direction of the President.
29. **DEVELOPMENT COORDINATOR COACH/MENTOR**
- a. Attend scheduled meetings to discuss and vote on issues that arise;
  - b. Provide reports and updates on the overall development of the program;
  - c. Responsible for the overall skill and development of participants in MMHA;
  - d. Assist the U7 Program Coordinator with development of U7 players; and
  - e. Must have a minimum of 5 years coaching experience.
30. **ICE ALLOCATOR**
- a. Shall negotiate and manage the ice schedules as allocated to MMHA by the Township of Whitewater Region;
  - b. Shall prepare ice schedules for all MMHA House League and Competitive teams;

**Commented [SMB8]:** Require Registrar input on system use and maintenance.

**Commented [SMB9]:** additions

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- c. Shall prepare ice allocations for the House League and Competitive game schedules as instructed by the District Game Scheduler; and
  - d. Assist managers during the season with managing team ice schedules.
31. **EQUIPMENT MANAGER**
- a. Shall manage all MMHA equipment including team jerseys, socks, coaching, and training equipment.
  - b. Shall distribute equipment required by teams at the beginning of each season;
  - c. Shall collect all MMHA equipment at the end of the season; and
  - d. Shall inventory all MMHA equipment and make recommendations to the MMHA executive when new equipment is required.
32. **TOURNAMENT COORDINATOR**
- a. With assistance of the respective Convenor, select dates for MMHA tournaments;
  - b. Complete and submit HEO Tournament Sanction form by July 1<sup>st</sup>;
  - c. Conduct tournament registration in conjunction with the team managers, ensuring all tournaments are full;
  - d. Collect tournament registration funds and forward to MMHA Treasurer;
  - e. Coordinate with RIC & Arena Assignor to make sure officials are booked for tournaments and payment is provided to RIC for referee fees;
  - f. Set tournament schedule and forward participating teams the MMHA standard tournament rule and schedule with assistance from the team manager;
  - g. Approve MMHA Tournament Fund Raising activities with Team Managers;
  - h. Assist, as required, individual teams in tournament planning and coordination; and
  - i. Assist teams in finding tournaments to attend during the season.

**Commented [SMB10]:** And Ice Allocator?

**Commented [SMB11]:** Addition - found in Fundraising section

## **ARTICLE #7 - ELECTION OF EXECUTIVE**

33. Executive elections will be held at the AGM. The newly appointed executive will not assume responsibilities until after the AGM is complete.
34. Term of office for each elected member shall be for a minimum of two years.
35. A nominating committee chairperson appointed by executive before the annual meeting shall conduct elections.
36. Voting by secret ballot by request only.
37. Suitable candidates for any vacant executive office can be nominated from those in attendance at the AGM.

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38. Executive members are also eligible to nominate and vote.
39. Each elected or appointed member of the executive shall not hold more than one executive position during his or her term in office.
40. The AGM will be held at any time from 1 March on, but no later than 31 May.
41. At the AGM, every member in good standing is entitled to one vote. A member in good standing is defined as someone who has no outstanding debts to the association or any outstanding suspensions.
42. The parent(s) or legal guardian of a registered player(s) from the previous season are entitled to a maximum of two votes (one per legal guardian). Votes may not be transferred.
43. Should a player reach age of majority prior to the AGM, the voting rights would be retained by the parent/guardian.
44. No proxy shall be recognized.
45. Any vacancy that remains shall be filled as soon as possible. The executive shall advise the members of the association of the vacancy and any person or persons willing to hold vacant office shall advise any member of the executive. If more than one name is submitted, then the executive may be appointed.
46. To assume Presidency, the candidate must have had one year of experience on the MMHA executive prior to being appointed or elected to the position.
47. The terms for each position is two years and must stay on the existing cycle (see below). If an executive member does not complete their term, a replacement is nominated at a MMHA meeting and voted in by the executive to complete the term. When the term is up for that position, the new member must be re-elected regardless of whether the position was filled role for less than two years:
- Odd year positions: Vice President, Secretary, Equipment Manager, U7 Coordinator, Tournament Coordinator, and Referee-in-Chief;
  - Even Year positions: President, Registrar, Coach Mentor, Competitive Convenor, House League Convenor, Ice Allocator and Risk Management; and
  - Treasurer will be an appointed position by the executive.

Commented [SMB12]: Addition

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### **ARTICLE #8 – MMHA MEETINGS**

48. The MMHA meetings will be held at least once a month from September to May.
49. The President holds the authority to call a meeting at any time.
50. The Secretary shall inform all executive members when executive meetings are called.
51. To conduct a meeting of the association, there must be a minimum of the president or designate and four other executive members.
52. All motions made and passed at any MMHA meetings shall govern the affairs of the association and shall remain in effect until rescinded, provided they are not in defiance of any section of this constitution.
53. Any person in the Association wishing to present new business at a scheduled executive meeting must contact the President who will instruct the Secretary to add to the items on the agenda minimum of two days prior to the scheduled meeting.
54. Executive members found not in attendance of an executive meeting, without a valid reason, will follow the below escalations:
  - a. If an executive member is not present for two consecutive meetings consequences may include loss of voting privileges for one meeting.
  - b. If an executive member is not present for three consecutive meetings consequences may include loss of membership from MMHA Executive.

### **ARTICLE #9 - REGISTRATION AND MEMBERSHIP**

55. Membership in this association shall imply the acceptance of the rules and regulations of the association and the MMHA Code of Conduct.
56. Registration fees shall be decided and set by MMHA annually by 1 June.
57. MMHA registration deadline shall follow the following calendar:
  - a. Early Bird Registration deadline open until 31 July;
  - b. Registration deadline (increase of \$50 on early bird) until 1 September; and
  - c. Late Registration (increase of \$50 on regular registration) after 1 September to 15 October.

Commented [SMB13]: Recommend Removal

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58. For players that have suffered a loss and/or serious injury or illness within their immediate family, the MMHA will determine the reduction of the following year's registration.

**Commented [SMB14]:** Addition - based on 27 Mar Exec Meeting

59. Registration must be paid in full by 15 October, or a payment arrangement made through the Registrar and approved by the President. If payment has not been arranged or paid in full the player will be considered "Not in Good Standing".

60. Competitive teams monthly payments must be paid as identified outlined by the Team Manager or the player is at risk of being "Not in Good Standing" at the discretion of the MMHA executive.

**Commented [SMB15]:** Recommend that competitive team monthly payments be identified and communicated by the Team Manager along with the monthly fee rate

61. Registration will be accepted from any player who resides within the boundaries of the MMHA zone as defined by District 5 and HEO. Special permission must be given by District 5 for any player who lives outside of the association boundaries to register with MMHA.

**Commented [SMB16R15]:** Agreed but keep the exec as the manager for not in good standing

62. The association executive must approve all coaches, managers and team officials for MMHA. Coach coaches for competitive teams shall be vetted by the Coach Selection Committee to determine the successful applicant.

63. A player is not eligible to participate in MMHA if they play in any other Hockey Canada sanctioned hockey league.

64. All players must be registered with a birth certificate or a notice of birth registration when they register with the MMHA.

65. All releases from out of the MMHA will be forwarded to District 5 for their approval.

66. Release of players. No player requires a release to join a different team within the association at the beginning of a season provided they have not participated in any league games with the team they wishes to leave. After playing one league game, they must first receive permission from the Association executive to do so. This request must be presented in writing to the executive.

67. The Association Registrar will determine the date when the information to complete team lists is required.

68. A per player fee to cover referee training and Hockey Canada course costs will be included in registration.

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69. Any player deciding to quit before the teams 1<sup>st</sup> ice time is subject to a minimum processing fee of \$75.00. Special circumstances may be considered at the discretion of the MMHA executive.

70. Any player deciding to quit or request an association transfer after the season has begun is subject to a MMHA playing fee which will be determined by the MMHA executive. Any player quitting after 30 November are subject to no refund. Special circumstances may be considered at the discretion of the MMHA executive.

71. Out of Associations Players. If the MMHA executive deems a shortage of competitive caliber players for any age level they can invite out of association players to attend the tryout sessions to fill out a team roster. Out of association players that are granted by their home association to attend the first three tryout sessions will be granted the same privileges a MMHA registered player would. Any out of association player that has played for a MMHA team for three consecutive years is deemed a MMHA home association player in relation to the number of out of association players the team is allowed to keep. The head coach will be granted to opportunity to keep up to four out of association players that have attended two of the three tryouts over a MMHA registered players. The out of association player must be evaluated to be in the top seven players by the president, Competitive Convenor and Coach Mentor. In a situation where there is a shortage of competitive caliber players, or a risk and safety concern, a coach may be granted the opportunity to retain more than four out of association players. The coach must appeal to the President, Competitive Convenor and Coach Mentor and/or Risk Management Coordinator to have this opportunity granted.

**Commented [SMB17]:** Added directly from MMHA Policies and Procedures pg 9

### **ARTICLE #10 - TEAMS, COACHES, TEAM OFFICIALS AND PLAYERS**

72. The MMHA is comprised of hockey teams competing in the competitive and HL divisions.

73. MMHA Competitive Minimum Team Requirements:

- a. U9 (Tier 3) – 8 skaters + 1 goalies
- b. U11 – 10 skaters + 1 goalies
- c. U13 – 12 skaters + 1 goalies
- d. U15 – 13 skaters + 1 goalies
- e. U18 – 13 skaters + 1 goalies

**Commented [SMB18]:** Updated 27 Mar by executive

74. Change requests from the MMHA Minimum Team Requirements must be submitted to the Vice President or Coach Mentor. For competitive, submission prior to third try-out.

75. Team officials must have required coaching and/or training credentials as required by Hockey Canada. Team Officials must have a completed Vulnerable Sector Check.

76. Team Officials must forward their Vulnerable Sector Check to the Risk and Safety

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Coordinator. Team officials have until team rosters approval date to submit. Failure to provide proof by that time will result in the team official being removed from team functions.

77. MMHA will follow Hockey Canada and HEO Policies with respect to all players including those identifying in the LGBTQ2S+ communities.

78. Each team must comply with regulations outlined by the HEO.

79. If no coaches apply for the posted positions then the Vice President with assistance from the House League or Competitive Convenors will conduct a search for coaches to fill the vacant positions.

80. Head Coaches. The head coach for competitive teams will be chosen by the Coach Selection Committee. House League coaches may be approved by the executive at the next scheduled meeting upon recommendation of the respective house representatives in the event of two or more suitable candidates applying for the head coach position of the same team, the Muskrat executive will appoint a committee to determine the successful applicant. A head coach will be appointed for one season. The executive may review a head coach's position as circumstances dictate at any time during the season. If an applicant will have a child on the team, the skill level of the child will be considered prior to selecting the coach. The head coach is responsible for the selection of the team's assistant coach(es), trainer(s) and manager(s). All applicants for head coach positions will support the MMHA program and if any applicant has a child eligible in MMHA that chooses to play outside of the MMHA program, the executive will have final approval of that coach.

81. A person holding one of the following MMHA executive positions are not permitted to apply for a team official unless approved first by the MMHA executive by a majority vote: President, Vice President, Competitive Convenor, Treasurer, Referee in Chief.

82. No person can be a team official for more than one team without the approval of the MMHA executive.

83. To ensure MMHA coaches are in good standing, coaches who have coached with another association should provide reference(s) from their previous association.

84. The Head Coach, ultimately, is responsible for directing and guiding the actions and efforts of their team and is responsible for instilling good conduct and sportsmanship in their players.

85. Team Officials are defined as all persons on an approved team list. They must conduct

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themselves properly. Team officials may be on multiple official team rosters.

86. MMHA Volunteering as an on-ice helper. In order for a an on-ice helper to support MMHA team practices, they must meet the following requirements:

- a. A registered member of MMHA or an on-ice official. This ensures that the insurance coverage has been secured;
- b. Individuals may volunteer with a team during practices. They may only be demonstrators/helpers and are not to partake in any scrimmages as a player would;
- c. Individuals that volunteer must be at minimum, one age division higher than the team which they are volunteering with;
- d. Individuals that volunteer must wear as a minimum a CSA certified helmet, as well as hockey gloves and skates. MMHA mandates full gear if you are 16 or under; and
- e. Individuals, who are not registered team officials, and who are 16 years of age or younger are recommended to complete the Respect in Sports Online Program. On-ice helper aged 16 or above are required to have the Respect in Sports course.

87. Players are members of a team who participate in a game of hockey in accordance with the rules. Players found drinking, under the influence or in possession of alcohol or drugs before, during or after a game will be immediately suspended by their coach from the team. Further discipline may be imposed by the Disciplinary Committee before they participate in any future games.

88. The executive must approve the playing of any player in a higher or lower category if the player's ability shows that this would be in the best interest of the player and the division, according to the rules of HEO and District 5.

89. MMHA Affiliated Player Policy. MMHA is responsible for player development at all levels of hockey, MMHA believes strongly that players develop quicker when given the opportunity to play at higher levels. We believe in and encourage the affiliation process. It is MMHA's policy that coaches are encouraged to grant all players the opportunity to affiliate. Paperwork for the affiliated player must be 100% complete, including being registered as an affiliate by the registrar before a player may be called up for a practice or a game. A player may only be affiliated with one team. Once affiliated with a team, the affiliation is for the season. The higher level coach may or may not invite affiliate players to games or practices. In the case of low enrolment, anytime a team's full roster is not made up of the maximum 15 players plus goalie(s), the team may only call up properly registered affiliated players to fill its roster in the event of an absent, ill or injured player, to a maximum of their full roster (max 15). Coaches may not stack a bench with affiliated players. Where a team has a minimum players plus goalie(s), affiliated players may only be used to replace injured, sick, suspended or absent players. That is, if your team has 10 players on its roster with 2 injured players, only 2 affiliated players may be called up. Prior to any affiliated player (AP) playing a league game, the AP must participate in a minimum of 2 practices. The Competitive level coach must contact the HL coach for the use of players. Not contacting the lower level coach will result in an automatic one



## **MUSKRAT MINOR HOCKEY ASSOCIATION CONSTITUTION**

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game suspension to the higher level coach; the second offense is an automatic 3 game suspension and a third offense will result in a season suspension. When affiliating to U15 Rep or U18 Rep teams, an assessment must be completed by Rep Team Coach, and given to Risk Management, prior to an AP playing in a game. Player priority is always given to the team the player is registered with. If both teams are playing on the same day, the player must play for their registered (not affiliated) team, if both games can be accommodated, the player may play both games. MMHA believes strongly that a player affiliated to a higher level team **SHOULD NOT** be unreasonably denied the opportunity to play for the higher level team by the lower level team coach. Uncooperative coaches will find that this conduct will be considered if they were to apply for another coaching position within our organization. No player's names may be added after January 10th to an affiliate list. An affiliate player shall not play more as indicated by HEO. Once maximum amount of games is reached, the player shall not return to the lower level team, but must remain **ONLY** as an affiliate at the higher level. Exhibition games and tournaments are excluded from this rule. All suspensions given to the player are served with the lower level (registered team) team, regardless of what team the player has incurred the suspension with. When HL players are affiliating with competitive teams they may only affiliate with the lowest competitive category team for which they are eligible to affiliate to. MMHA Executive has final say regarding affiliation issues.

90. **Underage Players.** Further to the above, MMHA discourages the signing of underage players. In exceptional circumstances, an underage player may be signed if they are assessed in the top three players, regardless of position, on the older aged team. Whether the player is among the top three players on the older aged team is to be determined by the Competitive or HL Convenor, Coach Mentor and a selected panel of evaluators. Any underage player wishing to play on an older aged team for a second or subsequent year must meet the same criteria each year. As a principle, no competitive team shall have more than one underage player on its roster. Requests to try-out for an older aged team must be submitted in writing to the Competitive or HL Convenor fourteen days prior to the commencement of tryouts and/or all skates.

91. All players registered to play MMHA HL will be allocated two All Skates ice times plus two hours of sort-out ice prior to the beginning of season to allow for HL Team formation. Ice rental fees and referee fees for all four hours of ice time will be paid for by MMHA. All players registered to play HL will be divided into teams prior to the HL Team formation based on (in no order of sequence):

- a. Players History;
- b. HL Team Formation Committee decision; and
- c. Late Registrations will have no priority.

### **ARTICLE #11 - GENERAL RULES**

92. All coaches, managers, team officials, parents and players have the right to submit a formal letter of complaint to the Association executive on any issue. Any individual who lodges a letter of complaint to the District without first being addressed by the MMHA shall be called before the Disciplinary Committee and dealt with accordingly. This executive shall have control

## **MUSKRAT MINOR HOCKEY ASSOCIATION CONSTITUTION**

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over the affairs over all MMHA teams and shall deal with any matter pertaining to the good and welfare of the association and define all rules and impose discipline towards any player, member of the bench staff, parent/guardian or executive member when requested to do so as a response to any complaint received in writing and/or in accordance with the HEO policy. Failure to do so would bring Hockey Canada, the HEO and District 5 into disrepute. Such discipline may include but is not limited to the following:

- a. Verbal warning or caution letter;
- b. Suspension from participation in league and tournament play for those duly registered with a team or in a case of a parent/guardian a refusal to allow that person to attend at an arena or hockey team function for a period of time as determined appropriate; and/or
- c. Expulsion as a participant, bench staff or executive member, or in the case of a parent, a refusal to allow that person to attend at an arena or hockey team function for an indefinite period of time as determined by the Discipline Committee.

93. The MMHA will follow all HEO, Hockey Canada and District 5 rules.

94. The code of discipline of the HEO shall be the factor pertaining to the assessment of major penalties.

95. The executive has the right to select or release any Team Officials throughout the season.

96. The executive has the right to judge and rule on all or anything that comes to the executive. Sensitive items brought to the executive will be kept confidential.

97. The Head Coach and Manager positions shall not be held by individuals in the same residence except with the approval of the executive.

98. All team wear, including but not limited to coats, hats, or other clothing must be approved team wear, colours and logos. Any use of the MMHA logos on clothing and accessories must be approved by the MMHA executive in writing or at a MMHA meeting.

99. MMHA follows the HEO Maltreatment, Bullying and Harassment Protection and Prevention Policy found at [Policy 6.3](#).

100. MMHA follows the HEO Alcohol, Drug and Cannabis Policy found at [Policy 6.45](#).

101. MMHA follows the HEO Code of Conduct for Parents found at [Policy 6.39](#) and Spectator Zero Tolerance Abuse at [Policy 6.44](#).

### **ARTICLE #12 – EQUIPMENT**

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102. The selling of any MMHA apparel or products is prohibited.

**Commented [SMB19]:** Added from Policies and Procedures pg 20 para E (Fundraising).

103. Under no circumstances can a team change or modify colours or jerseys without the written approval of the executive. A MMHA badge will be attached to the upper right front shoulder of all sweaters of registered players.

104. MMHA players will attempt to keep MMHA theme colours - black helmets, Muskrat shirts, black hockey pants, black gloves and Muskrat socks; goaltenders exempt.

105. MMHA will supply all players with a pair of socks for home and away games. MMHA will give only one pair during the season and if the socks are deemed in a deteriorated state by the Head Coach, the player will be responsible to purchase a replacement pair.

106. MMHA will supply each competitive team with a set of home and away jerseys that will be distributed to each team's manager at a designated time by the Equipment Manager. The two sets of jerseys shall be the responsibility of the manager or designate and returned to the Equipment Manager in the same state as they were obtained. HL Team's will receive at least one set of jerseys. Any damages to jerseys will be the responsibility of the player and parent. Player Name bars are prohibited in MMHA. MMHA jerseys and socks are NEVER to be worn during practices. MMHA game jerseys are NEVER to be worn for any other function other than a MMHA game or team event.

107. All hockey players in both divisions must wear CSA approved equipment as outlined by District 5 and HEO.

108. Name bars or any other non MMHA logos will not be sewn onto any jerseys unless given special permission by the MMHA executive.

109. All jerseys belonging to the MMHA must be collected after the season by the manager or their delegate and be returned to the Equipment Manager for inventory.

### **ARTICLE #13 - FINANCIAL MATTERS AND FUNDRAISING**

110. All Fundraising shall not be carried out without approval of the association executive. No person or persons, team officials, player or players shall solicit money without direct consent of the executive.

111. MMHA fundraising initiatives will be managed by the respective Convener (Competitive or House). The respective Convenor can appoint a Fundraising committee made up of executive members and/or MMHA parents to assist in the MMHA fundraising initiatives.

**Commented [SMB20]:** Policies and Procedures pg 19

## MUSKRAT MINOR HOCKEY ASSOCIATION CONSTITUTION

112. International Silver Stick Fundraising. A committee will be formed to raise money for transportation and registration costs only if the team desires. The committee will be comprised of one member from the competitive team and the chairperson will be a member from the executive. If more than one team qualifies for this tournament, all funds raised will be divided equally between the teams. Excess money raised will go back to the Treasurer to be used for future teams going to the International Silver Stick Tournament for the payment of registration and only if a shortfall occurs and after all fundraising is completed and tournament is over. Any money in this account exceeding \$1,500 will be returned to the MMHA Treasurer.

113. Each MMHA team will be permitted to conduct their own fundraising during the season with approval from the MMHA executive. The team parents must agree to this by vote. 80% majority must agree.

114. All team fundraising initiatives need to be presented to the respective Convenors in writing that will in turn be forwarded to the MMHA executive for approval prior to commencement.

115. Team fundraising can only be completed between October 1st and March 1st .

116. Team fundraising can't at anytime compete with the MMHA fundraising initiatives for the year.

117. Any fundraising activity that involves alcohol must have a proper license and suitable liability insurance. It is mandatory that professional bartenders (i.e. Smart-Serve) be employed at these events.

118. Any lottery, game of chance, or draw on a large scale requires a municipal license. Events on a limited scale such as hockey pools, product draws, or 50/50 ticket draws before home games are permitted with approval of the MMHA executive.

119. Fund-raising at all MMHA tournaments are permitted with the approval of the Tournament Coordinator.

120. All funds that are received from the fundraising initiatives are to be properly accounted for and documented by the team Manager. A fundraising financial report shall be forwarded to the MMHA treasurer after each fundraising initiative is completed.

121. Teams can raise a maximum of \$2,000 per year ( $\$2,500 - 25\% = \$2,000$ ). Any funds raised over \$2,000 shall be forwarded to the MMHA Treasurer. 25% of all funds raised will be forwarded to the MMHA Treasurer to be deposited into the MMHA fundraising budget. Funds raised at the team's tournament are not subject to a 25% fee and not included in the \$2,000 team fundraising maximum.

**Commented [SMB21]:** Recommend - Team fundraising shall not compete with MMHA fundraising initiatives.

## MUSKRAT MINOR HOCKEY ASSOCIATION CONSTITUTION

122. All team fundraising money shall be used for team operations, i.e.: tournament entry fees, extra ice times, paying for referees. At no time should that money be used for the purchase of team wears, travel expenses, etc. If it is deemed the money is being used for such activities all monies raised shall be paid to MMHA in full. If not paid in full, the outstanding amount will be added to the team manager's player registration fee for the following season.

123. The Association will not be held responsible for any losses or liabilities incurred by any team as a result of its fund-raising activities.

124. MMHA will allow for special event fundraising above and beyond the \$2,000 limit.

125. MMHA Expenditures. The executive must approve all MMHA expenditures in the form of a motion.

126. Team Finances. The MMHA Treasurer will forward all monies allotted to the teams after proof of Bank Account. MMHA team accounts must be opened through the approved MMHA bank. Any team bank account must require three authorized signatures, one of which must be the head coach. Team signing officers must be forwarded to the MMHA treasurer prior to the beginning of the season and may not be related, spouses or significant others. No immediate family member of the head coach, assistant coach or trainer is permitted to be a Manager without prior MMHA approval. No cash withdrawals are permitted. At the end of the season all accounts must be reduced to a zero balance and the accounts closed. No team funds are to be carried over to the next season. Dispersal of excess funds must be on agreement of the parents. The team Manager must handle team funds exclusively. The Manager will be held responsible for any missing, mishandled, or mismanaged team funds. Any cash received by the manager should be deposited into a team bank account as soon as possible following receipt. Personal expenses of team officials (for example, hotel rooms, travel and jackets) paid from the team's budget must be dealt with as part of the budget approval process, and itemized separately on all team financial statements.

127. Each team manager will forward a monthly report to the MMHA Treasurer by the 3rd of the following month. Failure to do so will be subject to MMHA withholding funds. Each team manager will forward a year-end financial report to the MMHA Treasurer by April 15th. The Association has prepared common financial reporting templates. An electronic version of the templates will be supplied to all managers at the Coaches/Managers meeting. The templates can also be obtained from the MMHA website.

128. Competitive Team Finances. The team manager must prepare a budget using the standard templates. All team expenses must generally adhere to the guidelines and limits set out in the templates. Any significant departures from the established budget norms or any extraordinary expenses must be approved by the Competitive Convenor. The team Manager must keep an accurate, up-to-date record of all financial transactions. These records must be readily available for audit by the MMHA Treasurer. A competitive team Manager at any time during the season may present the MMHA Treasurer with a list of individual families in arrears of team payments.

**Commented [SMB22]:** Added from Policies and Procedures pg 20-21

**Commented [SMB23]:** Payments from this account shall only be conducted through cheque or e-transfer.

**Commented [SMB24]:** Recommend this date is set annually and briefed during the Manager Meeting

**Commented [SMB25]:** Are the templates accessible on the MMHA website?

## MUSKRAT MINOR HOCKEY ASSOCIATION CONSTITUTION

This list, together with the financial statements is to be forwarded to the MMHA Treasurer. Members, who are in arrears at this time, may be subject to disciplinary action upon further review by the executive. If team is in arrears at the end of the season, they will be deemed not in good standing and it will be forwarded to the registrar and Competitive Convener

129. All House League and Competitive teams will be required to give a financial report to the parents and respective division chairpersons on a monthly basis from October to 1 May. The respective division chairpersons will provide a financial report to the Association. All financial reports must be submitted by the 15th of the month. If not submitted the team manager and head coach will be considered "Not in Good Standing" and have the same consequence as a "Player not in Good Standing". Good standing can be reinstated once reports are submitted, and approved by the MMHA executive.

**Commented [SMB26]:** ?????? This seems to be overburdening our volunteers?

130. Any MMHA team is permitted to fundraise in the form of 50/50 draws during games for the express purpose of paying the referees' game fees.

**Commented [SMB27]:** Please confirm this is a true statement

131. MMHA Team Sponsorship. Teams may solicit sponsorship from any reputable source other than tobacco companies, breweries, distilleries, wineries and companies with sexual connotations. Teams are permitted to visibly display approved sponsors on team banners that can be hung during team home games. Sponsorship banners are to be removed from the arena after each game is completed. At no time can a sponsor be displayed on a MMHA team jersey without approval by the MMHA executive. Teams must wait until October 1st, or until authorized by the Respective Convenor to and solicit businesses for sponsorship for team banners, programs or multi-sponsor events for individual teams. This is to ensure that MMHA can acquire sponsorship for teams. All funds raised shall be added to the Fundraising total and 25% forwarded to the MMHA treasurer.

**Commented [SMB28]:** From Policies and Procedures pg 20

132. MMHA NSF Policy. A charge of \$45.00 will be levied on each and every cheque returned for any reason. Failure to remit the amount of the returned cheque plus the \$45.00 charge within 10 days of contact by the MMHA Treasurer (via the email, phone number or address provided on the Registration form) will cause the applicant to be in default of the entire amount. At this point, the player(s) will be suspended from all MMHA activity until payment is received in full. Any group, family or individual having two (2) cheques returned by MMHA's financial institution between September 1, 2015 and the current date will result in MMHA not accepting any future payments (including registration, tryout or rep fees) via cheque. All future payments to MMHA will be made in cash, money order, or certified cheque only. This collections policy specifically addresses the increasing NSF's and Stop Payments and the amount of time and effort devoted to the MMHA collection process.

**Commented [SMB29]:** Added from Policies and Procedures pg23

### ARTICLE #14 – MMHA COMMITTEES

133. Coach Selection Committee. The Vice President will select the committee with a

## MUSKRAT MINOR HOCKEY ASSOCIATION CONSTITUTION

minimum of three executive members. The Vice President will only vote on head coach recommendations in the event of a tie. The Committee members shall not be permitted to sit in on the committee if there are conflicts with coaching applicants. The coaching selection committee will review the applicant's applications and conduct interviews as required. If a Coaching Interview is conducted, the applicant can expect to be notified by the Vice President, when the interview is to occur and any other relevant information required for the applicant. Following the interview, the applicant will be informed as soon as practicable on the results.

**Commented [SMB30]:** Added from MMHA Policies and Procedures pg 5 and 6

134. HL Team Formation Committee. HL Team Formation Committee, as appointed by the MMHA executive, will consist of a minimum of the HL Convenor and the teams head coaches. The goal of this Committee is to ensure balance and fairness of the HL teams. The Committee is formed when HL levels have multiple teams and follow the process of two all skates, two sort-outs, initial team allocations based on player history, then an exhibition games or skill development practice with Committee input followed by a final exhibition game where player allocation will be determined by the Committee. Preference will be given to head coach's children and goalies.

135. Discipline Committee. The Discipline Committee will be chaired by the Risk Management Coordinator with a minimum of two and a maximum of four other executive members. This committee exists to address issues surrounding player, staff and/or parents on conduct and can be held for a number of reasons. The chair will identify to those involved: the reason for the committee including any contravened policies, the date the committee will occur along with who will be on the committee. Decisions made at a Discipline Committee will be provided during the meeting and can be appealed to the MMHA President for a non-refundable fee of \$100.

### **ARTICLE #15 - PROTESTS AND APPEALS**

136. All protests and appeals on executive or association decisions must be forwarded to the President of the UOVMHL. The guidelines of these protests and appeals are predetermined by District 5.

137. Player, parent and team complaints or appeals must be addressed in writing to MMHA.

138. All players, coaches and other team officials have the right to address the MMHA Executive if they feel they are being mistreated in team related situation.

139. All protests and appeals shall be referred to the Executive (See flow chart of chain of conflict resolution)

140. If dissatisfied with the decision of the Executive and/or Discipline Committee, an appeal may be forwarded to District 5, subject to timelines and fees for appeals as defined by the District.

141. FLOW CHART

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- a. Step 1: Observe 24 hour rule
- b. Step 2: Alert bench staff of concerns: must be done in writing
- c. Step 3: Convenor hosted meeting with all involved parties
- d. Step 4: Complainant must submit written complaint to Executive as an attached document, or mail
- e. Step 5: Review by Convenor and/or Risk Management
- f. Step 6: Formation of Disciplinary Committee to review and resolve issue

142. All protests and appeals shall be referred to the Discipline Committee.

143. If dissatisfied with the decision of the Discipline Committee, the appellant may appeal such decision to the HEO Minor, subject to such timelines and fees for appeals as defined by District 5.

144. Independent Third Party (OTP) Process. Hockey Canada want to end the culture of silence that exists in parts of hockey. To help ensure that we are a safe space for raising concerns, Hockey Canada has established a new, fully independent, and confidential reporting mechanism for all individuals regarding any incidents involving Hockey Canada sanctioned programming. Information on the OTP and how to

### **ARTICLE #16 - CONSTITUTION**

145. This constitution shall be amended only at the AGM in the month of May by a two-thirds majority vote of those present and entitled to vote. Only members in good standing are permitted to vote. A member in good standing is someone who is a paying registrant of MMHA over the age of majority and has no outstanding suspensions with HEO, HEO Minor or MMHA.

146. All motions by an executive member or members of the association shall be forwarded to the Secretary three weeks prior to the AGM. The motions will then be reviewed at an executive meeting three weeks prior to the AGM. All motions will then be posted on the MMHA website two weeks prior to the AGM for members to review.

147. Motions should be forwarded to the Secretary using the Notice of Motion form found on MMHA website.

148. The executive or individual members shall not make a motion that would be in defiance of any of all sections of this constitution, except at an AGM.

### **ARTICLE #17 – MMHA TRYOUT PROCEDURES**

149. MMHA will provide ice time for tryouts to each team. The schedule will be posted in advance on the MMHA website by August 1st, with times, locations, number of tryouts. Tryouts will be conducted in early September.



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150. Each player wishing to try-out for a team must be a MMHA registered player in good standing or an invited out of association player.

151. The cost of attending a team try-out will be set by the MMHA executive prior to each Try-out season.

152. The payment for tryouts will be received prior to the first ice time scheduled. Each player will receive three hours of ice time before the first release.

153. The Head Coach will select an evaluating committee of at least three people not associated with the team. One of those evaluators will be appointed by the Competitive Convenor to oversee selections. A minimum of one evaluator must be observing from the stands, while remaining evaluators may complete on- ice evaluations.

154. Every player trying out for a Muskrat Voyageur team must attend two of the first three tryouts to be considered, unless a valid reason is forwarded in writing to the Competitive Convenor prior to the try-out sessions.

155. A player can be removed at any time due to a risk and safety concern. This exit interview must be conducted by the Competitive Convenor, as well as the Risk Management Coordinator. The coach may be present to observe and answer questions.

156. Releases shall occur only after the third ice time.

157. Results of all player evaluations are to be kept in the strictest confidence. The evaluators will forward all Player Evaluations to the Head Coach and Competitive Convenor.

158. The MMHA President, Competitive Convenor and Coach Mentor must approve any deviations of the intent of the related policies and procedures prior to a tryout session.

159. All tryout evaluations must be kept confidential. Should a player appeal their tryout result, this information may be reviewed by the executive and/or District in an effort to resolve any concerns. Any review of evaluations in this situation shall also remain confidential.

160. All evaluators must be a non-parent evaluator with no conflict of interest. Should any Risk and Safety evaluation be required during the tryout process, the Risk Management Coordinator shall be an additional evaluator to assess the concern.

161. Injured Players Before or During Try-outs. A player who wishes to try-out for any competitive team but is unable to try-out due to injury or illness must notify the Competitive Convenor seven days prior to the try-out's first session. If the injury/illness happens during tryouts, the Competitive Convenor must be notified immediately before the player's next try-out session. If proper notification is not given, considerations will not be made. Once the proper notification has been given, the player will be put on the Injured/Illness list. Medical

## MUSKRAT MINOR HOCKEY ASSOCIATION CONSTITUTION

verification in the form of a doctor's certificate will be required to be put on the Injured/Illness List. The coach will have the option of choosing from the Injured/Illness List to complete the roster. If a coach decides to choose a player from the Injured/Illness List, he must have approval from the Competitive Convenor. Players who are chosen by the coach from the Injured/Illness List shall be required to pay all team fees that the rest of the team is required to pay, regardless of when they will begin playing with their team.

162. Player Releases. Player releases shall not be conducted until after the third ice time. Player releases must be conducted in a home arena. Player releases will be conducted by the coach and evaluators, along with the appointed MMHA representative in a separate room. In the Cobden Arena, the releases can be conducted in the upstairs office with approval by the rink staff. All players will be asked to meet with the release group along with a maximum of two parents. The player and parent(s) will be ushered one at a time to the meeting location by a MMHA executive. Once the meeting has been completed that player and parent(s) will be ushered out of the arena by the MMHA executive, limiting the amount of contact they have with other players waiting for their evaluations. Any deviations from this procedure must be presented to the Competitive Convenor in writing prior to the tryouts first session. The 24 hour rule must be adhered to during all player releases, and during all tryout procedures. After the observation of 24 hours, should there be any disagreement to player release process, concerns regarding evaluations or other issues related to the try-out process, all concerns or complaints must be submitted to the Competitive Convenor in writing, either by mail or as an attached document to an email.

### ARTICLE #18 – MMHA KEY TIMELINES

163. The following are key dates that MMHA attempts to follow:

- a. 1 Jun – Registration Fees decided by executive;
- b. 1 Jul – Submit HEO Tournament Sanction form to District
- c. Open until 31 Jul – Early Bird Registration;
- d. 1 Aug– Try-out Timings posted on website;
- e. 1 Aug – 1 Sep – Registration Deadline;
- f. 1 Sep to 15 Oct – Late Registration;
- g. Early Oct – teams formed. If required, HL Team Formation Committee conducted;
- h. Oct (dictated by Registrar) – Team Registrations complete/Vulnerable Sector Checks submitted to Risk Management Coord;
- i. Apr-May – Annual General Assembly
  - i. 3 weeks prior of AGM, motion(s) reviewed by MMHA executive; and
  - ii. 2 weeks prior of AGM, motion(s) posted on MMHA website.
- j. Monthly – MMHA executive meetings.

This revised Constitution, effective \_\_\_\_\_ when signed, will supersede any and all other previous MMHA Constitutions.

**Commented [SMB31]:** Added from Policies and Procedures

**Commented [SMB32]:** Created for ease of understanding what a season looks like on a timeline - recommend adding as required.

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President

Vice President