



CONSTITUTION OF THE MUSKRAT MINOR HOCKEY ASSOCIATION

2020-2021

CONSTITUTION OF THE MUSKRAT MINOR HOCKEY ASSOCIATION

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CONSTITUTION OF THE MUSKRAT MINOR HOCKEY ASSOCIATION

ARTICLE #1 – NAME

This organization shall be called the Muskrat Minor Hockey Association (M.M.H.A).

ARTICLE #2 – AFFILIATION

The Muskrat Minor Hockey Association will be (is) affiliated with the HOCKEY EASTERN ONTARIO and is subject to the rules of the same.

ARTICLE #3 - AIMS AND OBJECTIVES

- A. To provide a wholesome hockey experience not only for boys and girls participating, but also for the coaches, managers and league officials of the Muskrat Minor Hockey Association. Sportsmanship, fair play, good citizenship, friendly competition, enjoyment and full participation for all team members shall be our guiding principle.
- B. To maintain and increase interest in the game of hockey.
- C. To ensure that its coaches, managers and executive exercise a general supervision and direction over the playing interests of its players with emphasis on the enhancement of good character and citizenship.
- D. To ensure that all participants involved with the Muskrat Minor Hockey Association (M.M.H.A), which includes the Beachburg, Cobden and Westmeath house league and competitive divisions, follow the guidelines of behavior set out in the Code of Conduct.

ARTICLE #4 – ASSOCIATION

- A. There shall be one (1) association only to have control over all teams under its jurisdiction.
- B. Muskrat Minor Hockey shall consist of Competitive ‘B’ teams (Novice to Midget) called Muskrat Voyageurs, House League teams (IP to U18) and are formed as per the M.M.H.A. Policies and Procedures called either Muskrat #1 & Muskrat #2. 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 M.M.H.A. executive. The HL teams will be allocated ice by the Ice Allocator in one of the 3 Whitewater Region Arenas based on team formation as per the M.M.H.A. Policies & Procedures. Any name change will have to be approved by the M.M.H.A. executive and UOVMHL executive.

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ARTICLE #5 – GOVERNANCE

- A. 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, Initiation Program Coordinator, Development Coordinator Coach/Mentor, Ice Allocator, Tournament Coordinator, and Equipment Manager.
- B. The M.M.H.A 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 and define rules.
- C. The Muskrat Minor Hockey Association shall govern the Competitive and the House League divisions
- D. The House League divisions shall operate under the House League Convenor and their respective representatives and their appointed executives. The M.M.H.A Association will function as their governing body.
- E. The Muskrat Voyager Competitive division shall operate under the Competitive Convenor and their appointed executives. The M.M.H.A Association will function as their governing body.
- F. The executive may appoint each year such officers as it deems necessary to conduct a full program of hockey for the current season.
- G. 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

PRESIDENT

- Shall preside over Muskrat Minor Hockey Association meetings.
- Ensure all executive members are responsible for their offices and carry out their duties in a conscientious manner.
- Ensure that a treasurer's statement is provided at each regular meeting.
- Ensure that minutes of each meeting are recorded.
- Act as a signing officer for the Association in all legal terms
- The president shall not vote, except in the case of a tie, and then he/she shall cast the deciding vote.
- The President cannot put forth a motion.

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- The President may ask a member of the executive to chair the meeting so that he or she may then be entitled to put forward a motion at which time the person accepting the chair relinquishes his or her right to vote on that motion. The President must attend all District and UOVMHA meetings or appoint someone on his or her behalf to attend.

VICE PRESIDENT

- Shall perform duties of the president in his or her absence or at his/her request at that time shall have all duties of the president
- When acting as president he or she shall not vote except when he/she vote is needed to break a tie
- Will Chair coach selection committee with assistance from coach mentor and MMHA president
- Shall attend District meetings in addition to/or in place of President
- Shall Chair annual preseason coach/manager meeting
- Shall liaise with convenors regarding operations and issues
- Shall have a mandatory position on disciplinary committee
- unless in conflict of interest, at which time president shall appoint person to act in place of VP
- Shall assist President in overseeing operations
- Maintain ongoing communication with the President

COMPETITIVE CONVENOR

- Supervises all teams coaches and is responsible for any issues arising from respective division
- Shall bring forth or assist in bringing forth concerns pertaining to their division
- Receive and distribute all communications relating to their division
- Shall be the chair person of any meeting of their division
- Participate on respective coach selection committees
- Ensure minutes are recorded of any meeting of their division and forwarded to the executive
- Provide game sheets to managers for the season
- Respond to questions and concerns from Coaches and Managers

HOUSE LEAGUE CONVENOR

- Supervises all teams coaches and is responsible for any issues arising from respective division

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- Shall bring forth or assist in bringing forth concerns pertaining to their division
- Receive and distribute all communications relating to their division
- Shall be the chair person of any meeting of their division
- Participate on respective coach selection committees
- Ensure minutes are recorded of any meeting of their division and forwarded to the executive
- Provide game sheets to managers for the season
- Respond to questions and concerns from Coaches and Managers

SECRETARY

- Shall take attendance at each meeting.
- Shall record minutes of each meeting and is responsible for maintaining an accurate and complete wording of the minutes.
- Shall write such letters as are requested or directed by the executive.
- Responsible for handling all incoming mail and directing same to the appropriate executive members prior to any meeting.
- Responsible for all outgoing correspondence always written in duplicate and presented to the president or a vice-president for signature.
- When the secretary resigns, place all records and information of any nature in the custody of the president until a successor is elected or appointed.
- Maintain Facebook and Website

TREASURER

- The treasurer shall be nominated and voted in by the M.M.H.A executive at the M.M.H.A executive meeting prior to the 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.
- The treasurer's term shall be 2 years.
- Shall see that financial statements are available upon request.
- Shall see that all pertinent information, correspondence, minutes, etc. relating to financial matters are kept on file. Treasurer file to be filed in M.M.H.A Yearly File and File cabinet.
- Shall manage the M.M.H.A bank account (or accounts) with the assistance of the House League Treasurer.
- Shall allocate monies to the House League Treasurer for the payment of house league team fees & dues.
- Shall review monthly and end of season competitive team financial statements.

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- Shall prepare a year-end financial statement for audit annually and present it at the year-end Annual General Meeting.

HL TREASURER

- The treasurer shall be nominated and voted in by the M.M.H.A executive at the M.M.H.A executive meeting prior to the 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.
- Shall see that financial statements for house league finances are available upon request.
- Shall see that all pertinent information, correspondence, minutes, etc. relating to house league financial matters are kept on file.
- Shall manage the finances allocated by the M.M.H.A treasurer and disburse to the house league teams as outlined in the M.M.H.A Policies and Procedures.
- Shall assistance in the management of the House League bank account
- Responsible for keeping records of house league receipts and ensure that expenditures are supported by minutes authorizing the action.
- When the house league treasurer resigns, place all records and information of any nature in the custody of the president until a successor is elected or appointed.
- Shall review monthly and end of season house league team financial statements.
- Shall prepare a year-end financial statement for audit annually and present it at the year-end Annual General Meeting.

REFEREE-IN-CHIEF

- Responsible for the conduct and discipline of all referees within MMHA.
- Responsible for the definitions and clarity of the rules and penalties of the game of hockey.
- Responsible to recruit potential referees and ensure they receive adequate training.
- Maintain an updated list of all available referees.
- Responsible for scheduling referees for all competitive games.
- Must attend all referees meetings.
- Referee in chief and/or referees assigned to a game which results in a hearing must attend that hearing.

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- Must be a certified Referee in good standing.

REGISTRAR

- Responsible for competitive and house league division registrations and for ensuring that they meet the registration requirements as established by HOCKEY EASTERN ONTARIO and M.M.H.A.
- Responsible for registrations of players and ensuring the on-line registration system is kept up to date and fees are implemented as approved by the Executive.
- Work with the M.M.H.A Treasurer providing regular reconciliation of registration to ensure all registration receipts are properly recorded in the Association's books.
- Assist the M.M.H.A Treasurer in preparing adequate working papers for the external auditors with respect to registration revenues.
- Hand over all monies collected to the M.M.H.A Treasurer.
- Report monthly the current registration numbers.
- With the assistance of the VP of House and VP of Competitive roster all registered players as per Hockey Eastern Ontario guidelines.
- Establish and maintain a convenient registration system and schedule for all MMHA members.
- Work to grow registration in MMHA

RISK MANAGENENT COORDINATOR

- Serve as Chairperson of the Policy and Discipline Committee, and as a member of the Coaches Selection and Development Committee.
- With the assistance of the Executive appoint members annually to the Policy and Discipline Committee to a minimum of 3 and a maximum of 5 members, two of which will be the Vice President and the Respective Convenor.
- Act as the Association's Privacy Officer.
- Be familiar with Policies and Procedures in Constitution
- Act as advisor to convenors on Risk & safety, Policy and Procedures queries.
- Oversee reporting and serving of suspensions in line with TTM systems
- Verify all required eligibility documents and proof of credentials have been received

INITIATION PROGRAM COORDINATOR

- Serve as convenor for the Initiation program division with duties including but are not limited to maintaining communication between coaches, Development Coordinator

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Coach/Mentor and Executive, general supervision of activities, and organize player evaluation.

- Carry out and assist with other tasks as necessary by direction of the President.

DEVELOPMENT COORDINATOR COACH/MENTOR

- Attend scheduled meetings to discuss and vote on issues that arise. Provide reports and updates on the overall development of the program
- Responsible for the overall skill and development of participants in M.M.H.A.
- Assist the IP Program Coordinator with development of IP players in M.M.H.A.
- Serve as Chairperson on the Player Development Committee
- Minimum of 5 years coaching experience
- With the assistance of the Executive, appoint members annually to the Player Development Committee. Committee will consist of a minimum of five (5) and a maximum of seven (7) members, with one member being the Player Development Assistant.

ICE ALLOCATOR

- Shall negotiate and manage the ice schedules as allocated to M.M.H.A by the Township of Whitewater Region.
- Shall prepare ice schedules for all M.M.H.A House League and Competitive teams.
- Shall prepare ice allocations for the league (house league & competitive) game schedules as instructed by the District Game Scheduler.
- Assist managers during the season with managing team ice schedules.

EQUIPMENT MANAGER

- Shall manage all M.M.H.A equipment including team jerseys, socks, coaching & training equipment.
- Shall distribute equipment required by teams at the beginning of each season.
- Shall collect all M.M.H.A equipment at the end of the season.
- Shall inventory all M.M.H.A equipment and make recommendations to the M.M.H.A executive when new equipment is required

TOURNAMENT COORDINATOR

- With assistance of the respective convenor, select dates for MMHA tournaments
- Complete and submit HEO Tournament Sanction form by July 1st.

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- Conduct tournament registration in conjunction with the teams managers, making sure all tournaments are full.
- Collect tournament registration funds and forward to MMHA Treasurer.
- Coordinate with RIC & Arena Assignor to make sure officials are booked for tournaments and forward payments to RIC for referee fees.
- Set tournament schedule and forward participating teams the MMHA standard tournament rule and schedule with assistance from the team manager.
- Assist as required individual teams in tournament planning and coordination.
- Assist teams in finding tournaments to attend during the season.

ARTICLE #7 - ELECTION OF EXECUTIVE

- A. Elections will be held at the Annual General Meeting. The newly appointed executive will not assume responsibilities until after the meeting at which they are elected.
- B. Term of office for each elected member shall be for a minimum of two (2) years.
- C. A nominating committee chairperson appointed by executive before the annual meeting shall conduct elections.
- D. Voting by secret ballot only and by all persons in attendance at the annual general meeting if should be deemed necessary or upon request to do so.
- E. Suitable candidates for any vacant executive office can be nominated from those in attendance.
- F. Executive members are also eligible to nominate and vote.
- G. Each elected or appointed member of the executive shall not hold more than one (1) executive position during his or her term in office.
- H. No proxy shall be recognized.
- I. 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 appoint.
- J. To assume presidency the candidate must have had 1 year of experience on the M.M.H.A executive prior to being appointed or elected to the foresaid position.
- K. The terms for each position is 2 years and must stay on the existing cycle (see table below). If an executive member does not complete their term a replacement is nominated at as M.M.H.A meeting and voted in by the executive to complete the term.

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When the term is up for that position the new member must be re-elected no matter if they were in that role for less than 2 years.

Odd year positions: Vice President, Secretary, Equipment Manager, IP Coordinator, Tournament Coordinator, and Referee and Chief

Even Year positions: President, Registrar, Coach Mentor, Competitive Convenor, House League Convenor and Risk Management

Treasurer and House League Treasurer will be appointed positions by the executive.

ARTICLE #8 - MEETINGS

- A. The annual general meeting will be held at any time from March 1 on, but no later than May 31.
- B. 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.
- C. The parent(s) or legal guardian of a registered player(s) registered from the previous season are entitled to a maximum of 2 votes (one per legal guardian). ie a family of 3 or more players are entitled to a maximum of 2 votes for those in attendance. Votes may not be transferred.
- D. Should a player reach age majority prior to the AGM the voting rights would be retained by the parent guardian.
- E. The MMHA meetings will be held at least once a month from September to May.
- F. The president has the authority to call a meeting at any time.
- G. Where and when special meetings are called, the secretary shall inform the executive.
- H. To conduct a meeting of the association, there must be a minimum of the president or designate and four other executive members.
- I. 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.
- J. Anyone wishing to present new business at a regular executive meeting needs to contact the Muskrat Minor Hockey President who will instruct the Secretary to add to the items on the agenda minimum of two days prior to the scheduled meeting.

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- a. If an Executive member is not present for 2 consecutive meetings (without valid reason) consequences may include loss of voting privileges for 1 meeting.
- b. If an Executive member is not present for 3 consecutive meetings (without valid reason) consequences may include loss of membership from M.M/H/A Executive.
- c. “Without Valid Reason” and exact consequences for the above subsections are at the discretion of the President, VP Competitive and VP House.

ARTICLE #9 - REGISTRATION AND MEMBERSHIP

- A. Membership in this association shall imply the acceptance of the rules and regulations of the association and the applicable Code of Conduct.
- B. Registration fees shall be decided and set by M.M.H.A by March 31st.
- C. M.M.H.A’s registration deadline shall follow the following calendar
 - a. *Early Bird Registration deadline – June 30th*
 - b. *Registration deadline (increase of \$50 on early bird) August 30th*
 - c. *Late Registration (increase of \$50 on regular registration) after September 1st*
- D. Registration must be paid in full by October 15th, or a payment arrangement made through the registrar and approved by M.M.H.A. If payment has not been arranged or paid in full the player will be considered “Not in Good Standing”.
- E. Competitive teams monthly payments must be paid by the first of the month or the player is at risk of being “Not in Good Standing” at the discretion of the M.M.H.A executive.
- F. Registration payment guidelines please see Registration Policies & Procedures.
- G. Registration will be accepted from any player who resides within the boundaries of the Muskrat zone as is defined by HOCKEY EASTERN ONTARIO. Special permission must be given by District # 5 for any player who lives outside of the association boundaries to register with M.M.H.A.
- H. The association executive must approve all coaches, managers and team officials for the Muskrat Minor Hockey Association. In the event of two or more suitable candidates

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applying for the head coach position of the same team, the Muskrat Executive will appoint a committee to determine the successful applicant.

- I. A player is not eligible to participate in M.M.H.A. if he or she plays in any other organized league.
- J. All players must be registered with a birth certificate or a notice of birth registration when they register with the M.M.H.A.
- K. All releases from out of the M.M.H.A. will be forwarded to District #5 for their consideration.
- L. Release of players - No player requires a release to join a different team within the association at the beginning of a season, providing he or she has not played any league games with the team he or she wishes to leave. After playing one (1) league game, he or she must first receive permission from the association executive to do so. This request must be presented in writing to the executive.
- M. The association registrar will determine the date when the information to complete team lists is required.
- N. A per player fee to cover referees training/course costs will be included in registration.
- O. Any player deciding to quit before the teams 1st ice time is subject to a minimum processing fee of \$75.00. Special circumstances may be considered at the discretion of the M.M.H.A executive.
- P. Any player deciding to quit or request an association transfer after the season has begun is subject to a M.M.H.A playing fee which will be determined by the M.M.H.A executive. Any player quitting after November 30th is subject to a \$0 refund. Special circumstances may be considered at the discretion of the M.M.H.A executive.

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

- A. The MMHA is comprised of hockey teams competing in the competitive division and house league division.
- B. Team Officials must have required coaching or training credentials as required by Hockey Canada. Team Officials as well must have an up to date Criminal Record Check.
- C. Team Officials must forward their Criminal Record Check to the Risk & Safety Coordinator. If a Criminal Record Check is required the team official has till October 31st to provide proof of submission. Failure to provide proof by October 31st will result in the team official being suspended from all team functions. Criminal Checks must be forwarded to the M.M.H.A Risk & Safety Coordinator for filing.
- D. All coaches, managers, team officials, parents and players have the right to forward a letter of complaint (please note email does not constitute a letter) to the association executive if they have any contentious issues. Any individual who forwards a letter of complaint to

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the District without first being addressed by the M.M.H.A shall be called before the Disciplinary Committee and dealt with accordingly. This executive shall have control over the affairs over all M.M.H.A 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 HOCKEY EASTERN ONTARIO handbook where failure to do so would bring Hockey Canada, the HOCKEY EASTERN ONTARIO, or 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
 - c. Expulsion as a participant, bench staff or executive member or in the case of a parent to 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.
- E. MMHA will follow Hockey Canada and HEO Policies with respect to Transgender players.
- F. Each team must comply with regulations outlined by the HOCKEY EASTERN ONTARIO.
- G. Coaches - The head coach for competitive teams will be chosen by a committee appointed by the executive. 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. Before a coach is selected for any Muskrat team if he/she has coached (or is coaching) for another association they will get a character reference from the other association. This is for any other minor sport, to make sure they are a coach in good standing.
 - b. The head coach is the person primarily responsible for directing and guiding the actions and efforts of his or her team and is responsible for impressing good conduct and sportsmanship on his or her players
- H. Team Official/Bench Staff are defined as all persons on an approved team list. They must conduct themselves properly so as to prevent disrespect to the M.M.H.A. They may be connected with more than one (1) team with the approval of the M.M.H.A.
- I. Players are members of a team physically participating in a game of hockey in accordance with the rules. Players found drinking, under the influence or in possession of alcohol or

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drugs before, during or after a game will be immediately suspended by his or her coach from the team. Further discipline may be imposed by the disciplinary committee before he/she participates in any future games.

- J. Any member of the executive may hold a position with any M.M.H.A team. In the event of a dispute involving the team of which he or she is connected forfeits his or her rights to sit on the executive during the proceedings.
- K. Where teams have insufficient players to form a team, Muskrat Minor Hockey Association reserves the right to equalize by (a) volunteerism, (b) proximity, (c) name draw, in that order; (d) consideration will be given to goalies and the head coach's children. Failure to abide by this decision may result in the player forfeiting their right to play in the MMHA. The administrative fee paid to MMHA is non-refundable.

ARTICLE #11 - GENERAL RULES

- A. The M.M.H.A will follow all HOCKEY EASTERN ONTARIO, Hockey Canada and UOVMHL rules.
- B. The code of discipline of the HOCKEY EASTERN ONTARIO shall be the factor pertaining to the assessment of major penalties.
- C. The executive has the right to select or release any team officials or bench staff members at all times.
- D. The executive has the right to judge and rule on all or anything that comes to the executive. All items brought to the executive will be kept confidential.
- E. The head coach and manager positions cannot be held by individuals in the same residence accept with the approval of the executive.
- F. 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 HOCKEY EASTERN ONTARIO and District 5.
- G. 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 M.M.H.A. meeting.

ARTICLE #12 -- EQUIPMENT

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- A. House league division teams will abide by the M.M.H.A Policies and Procedures in regards to equipment and sweaters. Under no circumstances can a team change or modify colours or jerseys without the written approval of Muskrat Minor Hockey. A Muskrat Minor Hockey Association badge will be attached to the upper right front shoulder of all sweaters of registered players.
- B. MMHA Policies and Procedures will set the colour and style for playing house league and competitive league, playoff and tournament games (black helmets, Muskrat shirts, black hockey pants, black gloves and Muskrat socks; goaltenders exempt).
- C. All equipment belonging to M.M.H.A Teams will be collected by the equipment manager at the end of the season.
- D. All hockey players in both divisions must wear CSA approved equipment as outlined by District 5 and HOCKEY EASTERN ONTARIO..
- E. Name bars or any other non M.M.H.A logos will not be sewn onto any M.M.H.A jerseys unless given special permission by the M.M.H.A executive.
- F. All Jerseys belonging to the Muskrat Minor Hockey Association must be collected after every team event by the manager or his or her delegate and be returned to the Equipment Manager for inventory, at the end of every season

ARTICLE #13 - FINANCIAL MATTERS AND FUNDRAISING

- A. All Fundraising shall not be carried out without approval of the association executive.
- B. No person or persons, team officials, player or players shall solicit money without direct consent of the executive.
- C. The Muskrat executive must approve all expenditures in the form of a motion.
- D. 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 (1) member from each 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 and the committee will oversee that this is done. Excess money raised will go back to the M.M.H.A treasurer to be used for future teams going to the International Silver Stick Tournament for the payment of registration only 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 M.M.H.A Treasurer
- E. All house 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 May 1st. 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

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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 M.M.H.A. executive.

- F. Any M.M.H.A team is permitted to fundraise in the form of 50/50 draws during games for the express purpose of paying the referees’ game fees.

ARTICLE #14 - PROTESTS AND APPEALS

- A. All protests and appeals on executive or association decisions must be forwarded to the president of the Upper Ottawa Valley Minor Hockey League. The guidelines of these protests and appeals are predetermined by District 5.
- B. Player, parent and team complaints or appeals must be addressed in writing to MMHA as per MMHA Conflict Resolution Policy.

ARTICLE #15 - CONSTITUTION

- A. This constitution shall be amended only at the annual general meeting 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 M.M.H.A over the age of majority and has no outstanding suspensions with HEO, HEO Minor or M.M.H.A.
- B. All motions by executive member or members of the association shall be forwarded to the secretary 3 weeks prior to the AGM. The motions will then be reviewed at an executive meeting 3 weeks prior to the AGM. All motions will then be posted on the M.M.H.A website 2 weeks prior to the AGM for members to review.
- C. Motions should be forwarded to the secretary using the Notice of Motion form found on M.M.H.A website.
- D. 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 annual general meeting.

ARTICLE #16 – M.M.H.A POLICIES AND PROCEDURES

- A. M.M.H.A’s daily operations will be governed by the M.M.H.A Policies and Procedures.
- B. Temporary changes can be made to Policies and Procedures mid season as required to meet special circumstances, and can be motioned in during the season and carried by a two-thirds majority vote of the executive. *ie: formation of teams for player safety*

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- C. Official permanent changes to the Policies and Procedures can only be made at the AGM and shall follow the same procedure as a Constitutional Change.
- D. M.M.H.A will create a file folder each containing any pertinent info about the previous year the M.M.H.A executive feels needs to be kept. Information could include M.M.H.A meeting minutes, committee minutes, player appeals or complaints, info about bench staffs, yearly financial reports
- E. Files will be kept in a locked file cabinet, keys should be kept by the president, VP, treasurer. Location of the file cabinet to be determined