

**OTTAWA DISTRICT MINOR  
HOCKEY  
ASSOCIATION  
DISTRICT 1  
CONSTITUTION**

**Revised: July 1996, April 1997, May 1998, May 1999, May 2000, May 2001, April 2002, May 2003, May 2004, May 2005, May 2006, May 2007, May 2008, May 2009, May 2010, May 2011**

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## **ARTICLE 1 – NAME AND PURPOSE**

### **Section 1 – Name**

**1. A) this organization shall be called Ottawa District Minor Hockey Association (hereinafter called ODMHA) District 1, Upper St. Lawrence Division.**

### **Section 2 - Purpose**

**2. A) to co-ordinate the activities of the nine Associations, within the boundaries of District 1.**

**B) To oversee the “AA” and “A” program within the boundaries of District 1 as outlined in the ODMHA handbook**

**C) To work toward the development and improvement of minor hockey within District 1.**

**D) To develop and encourage sportsmanship and good fellowship among all participants, officials, spectators and players alike, for the betterment of their social, physical and mental well-being.**

### **Section 3 – Governance**

**3. A) DISTRICT 1 WILL BE GOVERNED BY A BOARD OF DIRECTORS CONSISTING OF THE MEMBERS OF THE EXECUTIVE AS SET OUT IN ARTICLE 3 AND THE PRESIDENTS OR DESIGNATE OF EACH ASSOCIATION**

**B) Where Association executives become inoperative the District 1 Council may where necessary, operate the Association under a trusteeship until such time as reorganization takes place. The District 1 Council may appoint officers, as it deems necessary from within or outside the District for this purpose. The trusteeship remains in effect until the Association can demonstrate self-government. Written terms of reference for the Trustee shall be issued by the District 1 Council when a trustee has been appointed. These shall include, but not limited to:**

- 1) The Trustee shall be in attendance for all District Council meetings and any Association AGMs,**
- 2) The Trustee shall remain impartial, in all matters under consideration and**
- 3) The Trustee shall be the approving authority for all decisions taken by the Association Executive.**

**ARTICLE 2 – MEMBERSHIP/BOUNDARIES/VOTING PRIVILEGES/VOTING PROCEDURES/QUORUMS/MEETINGS/ATTENDANCE**

**Section 1 – Membership**

**1. A) Membership to District 1 shall be open to all Associations within the geographical boundaries of District 1. Executive Officers must reside within the geographical boundaries of District 1.**

**i) All Executive Officers must have served as an executive member of a District Association or currently be or have served as an Executive Officer.**

**ii) When no member is available because of the restriction above, the Executive Officers and District 1 Presidents shall solicit a candidate from the District to fill the vacant position.**

**B) Membership to District 1 shall be contingent on Associations providing nominees for election to District 1 Executive on a yearly basis.**

**C) All member Associations must abide by the Rules and Regulations of Hockey Canada, ODMHA/ODHA and District 1.**

**D) Only those Associations whose District fees/levies are paid in full and whose teams are registered with District 1 Registrar are entitled to membership.**

**E) The Associations within the boundaries of District 1 are as follows:**

**Athens and District Minor Hockey Association**

**Brockville and District Minor Hockey Association**

**Kemptville and District Minor Hockey Association**

**North Dundas Minor Hockey Association**

**North Leeds Minor Hockey Association**

**South Dundas Minor Hockey Association (formerly Morris burg)**

**Rideau St. Lawrence Kings (AA) Minor Hockey Association**

**South Grenville Minor Hockey Association**

**Smith Falls Minor Hockey Association**

**Section 2 – Boundaries**

**2. A) the territorial boundaries of District 1 are defined as follows:**

**Commencing at a focal point where the Townships of Winchester, Finch and Russell meet, proceed Westerly along the boundary line between Winchester and Russell Townships subsequently the boundary line between Mountain and Osgoode Townships to the extreme Northwest corner of Mountain Township at a focal point where Mountain, South Gower and Osgoode Townships meet; proceed Southerly following shoreline of river to the medium of New Highway 16; proceed**

Northwesterly along New Highway 16 to a point where it intersects with County Road 13; proceed Westerly along County Road 13 to a point on the dividing line between Concessions III and IV, also known as Old Highway 16 in the former Township of North Gower; proceed Northwesterly along the medium to a point where it intersects with Church Street in the village of North Gower; proceed Southerly along this street to the boundary line between the former Townships of North Gower and Marlborough also known as McCordick Road; proceed Southeasterly on this road to the dividing line between Concession V and VI in the former Township of Marlborough; proceed Westerly on this medium to a point on the boundary line between the Township of Rideau and Township of Montague; proceed Northwesterly on this boundary to the extreme North corner of the Township of Montague; proceed Southwesterly on the boundary line between the Townships of Montague and Beckwith ; then North Elmsley and Drummond to a point where the medium of Lots 10 & 11 in the Township of North Elmsley intersects; proceed Southwesterly on this medium to a point on the line dividing Concession VI and VII (North Elmsley); proceed Southwesterly on this Western shoreline of Rideau Lake; proceed Southwesterly on the Western shoreline of Rideau Ferry to a point where the Townships of North Elmsley, North Burgess, South Elmsley and South Burgess meet; proceed Southwesterly along the shore to a point where it intersects with the projected medium to a point from extended line between Lots 12 & 13 (North Burgess) proceed Northwesterly on a line to a point where Concessions IX and X (North Burgess) meet; proceed Southwesterly along medium to boundary line between North Elmsley and North Crosby; proceed southerly on the boundary line dividing the Counties of Leeds and Frontenac to a point where this boundary line intersects with the North side of Highway 15; proceed Northeasterly along north side of Highway 15, then easterly on the boundary line between Concessions VII and VIII in the Township of Rear of Leeds and Lansdowne to a point in the center of Lot 14; proceed Southerly to the boundary dividing Concessions VI and VIII, thence Easterly to a point on the medium of Lots 19 & 20; proceed southerly on this medium to the boundary line dividing Rear of Leeds and Lansdowne and Front of Leeds and Lansdowne Townships; proceed along the boundary line in an Easterly direction; then in a Northerly direction, then in an Easterly direction to a point on the boundary line between the Townships of Front of Leeds and Lansdowne and Front of Escott ; proceed South on this boundary line to the North Shore of the St. Lawrence River; proceed Easterly along the North Short of the St. Lawrence River to a point on the boundary line between Counties of Dundas and Stormont; proceed northerly along this boundary line to a point of origin. District 1 shall enjoy all the territory therein defined.

### Section 3 – Voting Privileges

3. A) All members of District 1 Executive and Presidents from each Association or his/her alternate shall be allowed to vote on matters involving Constitutional Amendments and motions.

**B) A designate appointed by an Association must be a member of that Association.**

**C) All executive members and Associations of District 1 shall be allowed to cast one vote with the exception of the Chairperson who may only vote in the event of a tie, in which case he/she may cast the deciding vote.**

**D) At the Annual General Meeting of District 1, (held in May) each Association in good standing having been a member for the previous year shall have a vote. This vote is to be allocated to the President or his/her delegate. Each Executive Member of District 1 shall have a vote at the Annual General Meeting.**

**E) The eight associations Presidents (Brockville, South Dundas, North Dundas, Kemptville, North Leeds, Athens, South Grenville, Smith Falls) or his/her alternate shall each have the right to sit and vote at the Rideau St. Lawrence Kings Executive table. This right to vote will not affect “quorum” status of the Rideau St. Lawrence Kings Constitution.**

#### **Section 4 – Voting Procedures**

**4. A) unless otherwise specified, a simple majority of votes cast will carry a motion.**

**B) Any Executive member of District 1, who also officially represents their Association as per Section 3 A), may cast a double vote, one per position.**

#### **Section 5 – Quorum**

**5. A) For the purpose of all Monthly meetings, the attendance of four (4) Executive Members and four (4) Association representatives shall constitute a “quorum”.**

**B) For the purpose of the Annual Meeting, the attendance of five (5) Executive members and five (5) Association representatives shall constitute a “quorum”.**

#### **Section 6 – Meetings**

**6. A) All business of District 1 shall be conducted at the regular monthly meetings, the annual general meeting and at special meetings as called from time to time.**

**B) Appeal hearings and Special meetings do not have to follow the Procedure Rules of Order format in Article 7, Section 4.**

**C) The Chairperson shall inform all members of the Board of Directors of all meetings forty-eight (48) hours in advance.**

**D) Minutes will be kept of all meetings (excluding hearings) by the secretary and will be made available to any member of the Board of Directors upon request.**

**E) On the written request of any five (5) members of the Board of Directors, the Chair shall call a special meeting. Such meetings shall be held within seven (7) days of such notification.**

**F) A “special meeting” will be called in June of each year to hear applications from Associations outside the boundaries of District 1 (i.e.-American Associations – District 2 – District K) to play in the upcoming hockey season. Applications may be made via e-mail, fax, and letter or hand-delivered to District 1 Chairperson before May 31<sup>st</sup>. Applicants will be notified by the Secretary of District 1 when the June meeting will take place. Applications must be signed by the respective President of the Association requesting admittance to District 1 or by the respective District Chairperson. Applicants will be notified by registered letter before July 1<sup>st</sup> if acceptance by District 1 is approved.**

**G) *Issues/Decisions arising between meetings shall be made by the Chairperson and ratified at the next meeting of District.***

### **Section 7 – Attendance**

**7. A) If an Association or an executive member is not present for two (2) consecutive meetings, then that Association or Executive member will be notified by the Chairperson. The Board of Directors may motion to remove the member voting privileges. If an Association President or designate is unable to attend, then a letter must accompany an alternate person who is a member of that Association.**

**B) *Anyone not a member of the Executive, or President/Alternate of an association wishing to attend any District 1 meeting can do so by contacting the District Chairperson at least 24 hours prior to said meeting.***

**C) A fine of \$100.00 will be issued before an Associations voting privilege be re-instated.**

**ARTICLE 3 – EXECUTIVE OFFICERS/ELECTION/TERMS OF OFFICE/DUTIES OF THE EXECUTIVE/REMOVAL OF EXECUTIVE OFFICERS**

**Section 1 – Executive Officers**

**1. A) District 1 Executive and Association members in good standing shall elect the following Executive Officers to a one year term at the Annual General Meeting held in may. The Past Chairperson will be acknowledged as a voting Executive Officer.**

- Chairperson**
- Past Chairperson**
- 1<sup>st</sup> Vice**
- 2<sup>nd</sup> Vice**
- 3<sup>rd</sup> Vice**
- Secretary**
- Treasurer**
- Registrar**
- Referee-In-Chief**
- Development**
- Coach Mentor**
- Risk and Safety**
- Director At Large**

**Section 2 – Elections**

**2. A) District 1 shall appoint a two (2) member nominating committee at the February District 1 monthly meeting for the purpose of receiving the names of nominees and co-coordinating the nominating process.**

**B) All member Associations shall provide to the nominating committee with the name(s) of their nominee(s) no later than the District 1 March monthly meeting. The nominating committee will establish a preliminary list of nominees and the positions they aspire to. Additional nominations may be brought forward at the Annual General Meeting.**

**C) All candidates for Executive Office must be nominated and seconded. A person may be nominated for any number of positions and may seek election to offices to which he/she has been properly nominated. Defeat in election for any office does not disqualify candidates from seeking election to any other subsequent office to which they have been properly nominated. Once elected to a position, that person shall be ineligible to stand for further nomination and election.**

**D) Elections are to be by secret ballot. Only the successful candidate will be announced. All ballots will be destroyed after each vote. The Chairperson shall**

appoint three (3) election scrutinizers from the floor for the purpose of tabulating votes.

E) A neutral party shall be recommended by the Nominating Committee and ratified by the Board of Directors to preside over District 1 elections.

F) *There shall be no more than 4 District 1 members from the same Association area.*

### **Section 3 – Terms of Office**

3. A) Terms of office is for one (1) year from AGM to AGM. Positions that become vacant during a term of office shall be filled. Nominations will be held from the floor at any monthly meeting and a simple vote will carry a nomination. If the term of office is for less than six (6) months, an existing Executive Member may hold duplicate positions for the balance of the term. The Executive member will thus have (2) votes for the balance of the term.

### **Section 4 – Duties of the Executive**

4. A) The Chairperson shall:

- (i) preside at all District 1 meetings.
- (ii) call all Special Meetings
- (iii) attend ODMHA Minor Council meetings
- (iv) Distribute literature to the executive members and Associations provided by the ODMHA/ODHA/Hockey Canada
- (v) be a member of all “Ad-Hoc” Committees of District 1
- (vi) perform all duties of the 1<sup>st</sup> Vice when absent
- (vii) make emergency decisions between meetings of District 1 Council – such decisions to be ratified at next monthly meeting
- (viii) be one of the signing officers of District 1
- (ix) be the Chair of all hearings, appeals,
- (x) assign duties to other executive members when existing executive member is temporarily absent
- (xi) be present or be represented at all Upper Canada meetings
- (xii) perform all the Rules and Discipline for the Upper Canada Minor Hockey League (UCMHL) unless Chair designates his/her alternate for this duty (1<sup>st</sup> Vice)

B) The 1<sup>st</sup> Vice shall:

(i) In the absence of the Chairperson, or through delegation by the Chairperson, have all the powers and perform all the duties of the Chairperson. While assuming the Chairperson’s position, he/she may only cast a vote in the event of a tie.

(ii) Shall conduct hearings and appeals in accordance with ODMHA Rules and Regulations.

(iii) Shall assist and advise Association Rules and Discipline executive members in the performance of their duties as requested.

(iv) Shall be the Chairperson's alternate for ODMHA Minor Council Meetings.

(v) Shall perform such duties as assigned by the Chairperson

(vi) Shall be a member of all standing committees appointed by District 1.

(vii) Shall be one of the signing officers for District 1.

C) The 2<sup>nd</sup> Vice shall:

(i) become the Chairperson of the Upper Canada Minor Hockey League

(ii) Preside over all and call all meetings of the Upper Canada Minor Hockey League

(iii) Deal with all matters pertaining to the Upper Canada Minor Hockey League

(iv) Report at District 1 monthly meetings

(v) Perform all duties assigned by the District 1 Chairperson

(vi) Be one of the signing officers of District 1

D) The 3<sup>rd</sup> Vice shall be elected at the District AGM the 3<sup>rd</sup> Vice and will be the President of the District "AA" and "A" programs known as the Rideau St. Lawrence Kings

(i) report all "AA" and "A" happenings to the District table

(ii) Report all District happenings to the "AA" and "A" board

(iii) Attend or their delegate attend all District meetings and all "AA" and "A" meetings

E) The Secretary shall:

(i) maintain accurate minutes, records and file all motions of all proceedings or meetings of District 1.

(ii) ensure the distribution of minutes and motions to all the Executive members and all Associations, as well as other parties as deemed necessary by District 1, no later than fifteen (15) days following the previous meeting.

(iii) Distribute all correspondence on behalf of District 1 as instructed by the Executive

F) The Treasurer shall:

(i) *ensure proper maintenance of all books, accounts and assets for District 1 as well as a signing officer for the District 1 Referee fund.*

(ii) Be responsible for all receipts and disbursements for District 1

(iii) Have a financial statement of accounts for each monthly meeting and year-end consolidated financial statement for the Annual General Meeting

(iv) Sign all cheques along with one of the signing officers  
(v) Make recommendations regarding all fees/levies which are received and disbursed by District 1. Present the proposed annual budget including recommendations at the AGM for approval

(vi) Report at the monthly meetings any Associations which have not kept its account in good standing with District 1.

**G) The Registrar shall:**

(i) register all players, coaches, managers and trainers for each team competing in District 1

(ii) Ensure that all necessary procedures comply with Hockey Canada, ODMHA and ODHA regarding team registrations are followed by the Associations

(iii) Provide reports at the monthly meetings as required

(iv) Make recommendations to the District regarding all matters pertaining to team and player registration.

**H) The Referee-In-Chief shall:**

(i) be responsible for all matters relating to officiating within District 1 as well as the Upper Canada Minor Hockey League and shall advise UCMHL on a monthly basis with regard to issues regarding officiating.

(ii) Be the liaison with ODMHA. Keep all Association Referee-in-Chiefs apprised of all rule changes and matters requiring their attention

(iii) Co-ordinate the “referee supervision program” and report all supervisions at each meeting of District 1. All Associations should receive a copy of their referee supervisions

(iv) Provide a report at each monthly meeting

(v) Attend all ODMHA referee meetings that arise

**I) the Development Co-Coordinator shall:**

(i) *Liase with all Association Coach/Player Development Coordinators upon request and provide assistance where needed*

(ii) *Be the Initiation Program Coordinator*

**J) The Risk and Safety Co-Coordinator shall:**

(i) co-ordinate all Risk and Safety within District 1.

(ii) Attend all ODMHA meetings pertaining to Risk and Safety

(iii) Make recommendations relating to Arena safety

(iv) Be informed by ALL associations within District 1 of Risk and Safety issues. District 1 Risk and Safety Coordinator will advise each Association not having a Risk and Safety Director on their executive will automatically send all R&S issues to District 1.

(v) Ensure that racial slurs are not tolerated in District 1.

**Note: Racial Slurs are covered in the ODMHA Abuse and Harassment Policy Section 8.**

**8.1 of the ODHA policy reads, “Harassment is defined as conduct/behaviour, by one person towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative and uncomfortable feelings for the person, or group of persons, to whom it is directed. Any of the different forms of harassment may be based on grounds prohibited by human rights legislation such as race, ethnicity, sex, sexual orientation or religion. It may be between peers (eg player to player of the same age group, parent to official, coach to coach), or between someone in a position of power or authority and an adult in a subordinate position (eg coach to player, sports administrator to employee). Harassment covers a wide spectrum of behaviours; subsequently the response must be an appropriate and fair one, allowing adequate opportunity for all involved parties to collect all relevant information.**

**Examples of behaviour which constitute harassment include, but are not limited to:**

**-unwelcome jokes, innuendo or teasing about a person’s looks, body, attire, age, race, religion, sex or sexual orientation.**

**-condescending, patronizing, threatening or punishing actions which undermine self esteem or diminish performance**

**-practical jokes that cause awkwardness or embarrassment, endangering a person’s safety or negatively affecting performance**

**-unwanted or unnecessary physical contact including touching, petting or pinching**  
**-any form of hazing**

**K) The Director at Large shall:**

- (i) preside at all District 1 meetings**
- (ii) Be a member of “ad-hoc” committees of District 1**
- (iii) Aid District 1 Chair in hearings when available**
- (iv) Help any member of District that needs issues resolved**

**L) The Coach Mentor shall:**

- (i) liase with ODHA Coach Mentor Program**
- (ii) Organize Mentorship Committee Meetings**
- (iii) Develop District 1 Coach Mentor Annual plan**
- (iv) Submit all clinic and educational statistics to ODHA**

**Chief Mentor**

- (v) Annual evaluation of the Coach Mentor program and**

**its members**

- (vi) Run Hockey Canada specialty clinics**
- (vii) Consult with Association Presidents to promote Coach**

**Mentorship at the grass roots levels**

- (viii) Consult with District 1 Chair on the needs of District 1**

**issues and education**

- (ix) Promote new innovative coach development strategies**

(x) *The Coach Mentor in the absence of the Development Coordinator shall perform all duties associated with Development.*

(xi) *The Coach Mentor will only vote in the absence of the Development Coordinator.*

#### **Section 5 – Removal of Executive from Office**

5. A) All persons sitting on the District 1 Executive may at any time be removed from office with just cause, such clause to include but not limited to, (absenteeism, conflict of interest, unruly behavior, neglecting duties, deliberately misleading the executive). A two-thirds (2/3) majority vote of the Board of Directors would constitute removal.

#### **ARTICLE 4 – COMMITTEES**

1. A) District 1 may appoint “Ad-hoc” committees as deemed necessary for the purpose of making recommendations.

B) Committees appointed by the Executive of District 1 may include members who do not sit on the District 1 Executive.

#### **ARTICLE 5 – CONFLICT OF INTEREST GUIDELINE/COMMITTEES/EXECUTIVE MEMBERS**

#### **Section 1 – Committees**

A) Members of an Appeal Hearing Committee shall not have any connection with the Association lodging and/or defending an appeal/hearing.

B) If at all possible, only one member from an Association shall sit on an Appeal Committee.

C) The Executive is empowered to seek appeal/hearing panel members from outside of District 1 who are members in good standing within ODMHA.

#### **Section 2 – Conflict of Interest**

A) A conflict of interest occurs when input is obtained or given by an individual that has put himself/herself in a situation where his/her opinion can change the outcome of an issue which will directly benefit this persons personal beliefs.

Example: A conflict of interest occurs when a vote is cast by an individual that influences a motion benefitting that individual.

### **Section 3 – Executive Members**

A) The Chairperson and the 1<sup>st</sup> Vice shall not be an executive member of the ODMHA, ODHA or Hockey Canada.

B) Any member of the Board of Directors who is in a Conflict of Interest must declare such conflict and not participate in any vote on the matter.

C) *Any member who sits as President, 1<sup>st</sup> Vice, or 2<sup>nd</sup> Vice of “AAA” shall not sit as President or 1<sup>st</sup> Vice of the RSL Kings unless specific permission is requested of and granted by the District 1 Executive.*

## **ARTICLE 6 – CONSTITUTIONAL AMENDING FORMULA**

### **Section 1 – Constitutional Amending Formula**

1. A) Amendments to District 1 constitution must be submitted in writing and seconded by a least one voting member of District 1.

B) Amendments to District 1 Constitution must be submitted to the Chairperson or Secretary of District 1 at least one monthly meeting prior to the Annual General Meeting.

C) All motions for constitutional amendments to District 1 Constitution must be circulated by the Secretary to all Associations and Executive members no later than fifteen (15) days following the previous meeting before the Annual General Meeting.

D) One vote per Association President (or designate) and one vote per Executive member. The Chairperson can only vote to break a tie. A two-thirds (2/3) majority vote will carry the constitutional amendment.

E) *All accepted amendments will be effective immediately.*

## **ARTICLE 7 – BANKING/SIGNING AUTHORITY/REIMBURSEMENT FOR EXPENSES/DISTRICT FEES/PROCEDURE RULES OF ORDER**

### **Section 1 – Banking/Signing Authority**

A) *For financial transactions, the Chairperson, 1<sup>st</sup> Vice, 2<sup>nd</sup> Vice and Treasurer shall be the signing officers for District 1. The Treasurer shall sign all documents relative to disbursements/debts for District 1.*

**B) The Treasurer and any one of the Executive members listed in Article 7, Section 1, shall be required as signing officers.**

***C) For any non-financial matters, the Chairperson, 1<sup>st</sup> Vice, 2<sup>nd</sup> Vice and Treasurer, shall be empowered to sign on behalf of District 1 as directed by the Executive.***

### **Section 2 – Reimbursement for Expenses**

**2. A) the Secretary for District 1 shall recover all reasonable expenses such as postage, telephone, photocopies, and secretarial materials.**

**B) The Referee-In-Chief for District 1 shall recover all reasonable expenses such as postage, telephone, photocopies and mileage at the rate approved by ODMHA for all travelling related to the duties of his/her office.**

**C) The members of an Appeal Hearing Committee and one Referee/Game Official required to appear at a hearing shall be paid mileage at the rate approved by ODMHA.**

**D) Any executive member appointed by District 1 to represent it at Hockey Canada or ODMHA meetings shall be paid mileage as approved by ODMHA.**

**E) Any executive member for District 1 shall be reimbursed for all reasonable expenses such as postage, telephone, photocopies and supplies.**

**F) All claims for expenses must be directed to the Treasurer of District 1 in writing inclusive of all invoices, receipts, bills and other relevant documentation.**

### **Section 3 – District Fees**

**3. A) District Fees will be set annually at the August meeting.**

**B) All District Fees must be received by District 1 Treasurer at the October monthly meeting.**

**C) Failure to submit fees by the October meeting will result in the Association receiving written notification of the delinquent payment with a fifteen (15) day demand for payment. Failure to pay within fifteen (15) days will result in a loss of voting privileges until payment is received in full.**

**D) All fees or levies are payable to ODMHA District 1, directly to the District Treasurer.**

**E) Any financial deficit in the operating budget of District 1 shall be divided equally among all registered Associations. Any financial deficit with regard to District “A” team(s) shall be borne by the team(s) in question.**

***F) Associations will be responsible to reimburse District 1 for any expenses incurred if they request District representatives to visit their rink or create other circumstances that require District 1 representatives to travel. The decision to request payment will be made by the District 1 Executive and is binding with a simple majority vote.***

#### **Section 4 – Procedure Rules of Order**

**4. A) Each District 1 meeting shall be governed by “Roberts Rules of Order”**

**B) Each District 1 monthly meeting shall follow a standard agenda**

**(i) Call to Order by Chairperson or designate**

**(ii) Roll Call**

**(iii) Minutes**

**(a) Errors or omissions**

**(b) Motion to adopt circulated minutes or corrected**

**minutes**

**(iv) Business arising from the minutes**

**(v) Correspondence**

**(vi) Delegations**

**(vii) Executive Reports**

**(viii) New Reports**

**(ix) Queries from the Membership**

**(x) Next meeting- date, time and location**

**(xi) Adjournment**

**C) The agenda for the Annual General Meeting shall include under Section 4, B) viii) New Business, a subsection for amendments to the Constitution.**

**D) The last item of business for the Annual General Meeting shall be the election of new Executive Officers and turning over the meeting to the new Executive.**

**E) The monthly meeting of District 1 will be held each month from August to May. Other meetings may be scheduled as required.**

**F) No proxy votes or votes in abstention shall be allowed on any motion tabled at any District 1 meeting.**

## **ARTICLE 8 – PLAYER/TEAM REGULATIONS/PLAYER TRANSFERS/LINES OF AFFILIATION**

### **Section 1 – Player/Team Regulations**

**1. A) All players must register to play for the Association in whose zone the player resides.**

**(i) All players competing in the Upper Canada Minor Hockey League(UCMHL) shall be registered in accordance with the standards and requirements of the ODMHA, ODHA and Hockey Canada.**

**(ii) Overage players wishing to compete at a lower level shall, after receiving permission from the Upper Canada Minor Hockey League, apply in writing to District 1. Only applications from Peewee and Atom Players will be considered. Applicants must provide a complete player history and reasons for the request. Voting on such requests will be held at the October meeting of District 1.**

**B) No Association shall knowingly register a player from another zone.**

**C) All competitive rep teams playing within the boundaries of District 1 must have their players and teams officials registered and in the hands of the District 1 registrar prior to their first league game.**

**D) All house league teams playing within the boundaries of District 1 must have their players and teams officials registered and in the hands of the District 1 Registrar prior to their first league game.**

## **Section 2 – Player Transfers**

**1. ALL TRANSFERS ARE FOR ONE YEAR ONLY. MUST RE-APPLY EACH YEAR.**

**2. District to District Transfers**

**A) No player may attend a try-out or any other on-ice activity, with another District unless a transfer of that player to such District has been approved.**

**B) No player may attend a try-out or any other on-ice activity, with another Association in the same District unless a transfer of that player has been approved.**

**C) All transfers must be initiated by the person requesting the transfer.**

**(i) Transfer forms can be found on ODMHA website.**

**(ii) The Association President and District Chair where the player wishes to be transferred to must sign the Transfer form first.**

**(iii) Association President and District Chair where player is asking to be released signs last.**

**D) Any transfer between Districts for competitive levels must go to ODMHA Discipline and Appeals Committee where a decision will be rendered. Cost of such request is \$250.00 payable to ODMHA.**

**E) Transfers are allowed between Districts for House League if all parties agree and as long as there is no waiting list for house league. All parties meaning the two Presidents and two District Chairs must agree or else the transfer will go to the ODMHA Discipline and Appeals Committee at a cost of \$250.00.**

**3. within District Transfers**

**A) Transfers are allowed within a District at the competitive levels if the following criteria are met:**

**(i) there is more than one association within the District**

**(ii) The home association does not offer a higher competitive level.**

**B) Before tryouts for the higher level team, the following criteria must be met:**

**(i) the player must be registered in their home association.**

**(ii) Transfers must be signed by both Association Presidents and their delegates.**

**(iii) Upon acceptance to the team, the District Chairperson must sign the transfer before the player if official.**

C) If the player is cut from the higher level team, the player must return to his/her home association. The player is allowed to try out for the next level team within his/her District.

D) No player may attend a try out, or any other on-ice activity, with another District or Association, unless a transfer of that player to such District or Association has been approved.

#### **4. TRANSFER FEES WITHIN A DISTRICT**

A) No charge for the following transfers

(i) Players requesting a transfer to make a team viable in another Association as long as both Presidents agree as well as District Chair.

(ii) Players residing on border lines and both Presidents agree as well as District Chair.

(iii) Players wishing to move to an Association in which to play at a higher level of hockey and both Presidents agree as well as District Chair.

B) Transfer fees will be \$150.00. If there are extenuating circumstances, the panel hearing the transfer will have the authority to change amount of transfer fee.

5. No refunds will be issued.

### **Section 3 – Lines of Affiliation**

3. A) Within District 1, lines of affiliation shall be regulated by Hockey Canada, ODHA and ODMHA.

## **ARTICLE 9 – GAME OFFICIALS**

### **Section 1 – Game Officials**

1. A) All games within the boundaries of District 1 must be officiated by ODMHA crested officials who are in good standing, have been certified for the current hockey season, and are not under suspension by the UCMHL and/or District 1 Referee-In-Chief(s) or by the Code of Discipline.

B) Game officials shall authorize all game sheets by printing their names, certification number and signing the game sheet.

C) The following system shall be used for all games played within the boundaries of District 1.

- (i) Novice: Two or three man system
- (ii) Atom: Two or three man system
- (iii) PeeWee: Two or three man system
- (iv) Bantam: Three man system
- (v) Midget: Three man system
- (vi) Juvenile: Three man system

D) It is recommended that Level III referees be used in Bantam, Midget and Juvenile divisions.

## **ARTICLE 10 – AWARDS**

### **Section 1 – The Clara Thompson Memorial Award**

1. A) This award is presented to honor the memory of a great lady, a great minor hockey volunteer and supporter, who served with integrity, honesty, dedication and Sportsmanship, our hockey community, the ODMHA District 1, the Upper Canada Minor Hockey League. Our players, members and supporters for over 30 continuous years.

B) This award is to be presented annually to an Executive member of any Hockey Association, the League or the District, residing within the geographical boundaries of the ODMHA District 1.

C) To be nominated, this member must have presented and proven honest integrity and sportsmanship in dealing with the hockey community, its player's members and supporters. This member has served the hockey community of the ODMHA District 1 for five or more years and proven dedication through longevity of service to the hockey community. This member must be actively involved in Hockey in the ODMHA District 1. Should there be no nominees that meet the criteria in a given season this award will not be presented.

D) A record of recipients for this award will be kept in the ODMHA District 1 Constitution, Awards, Section 1.i).

E) Nominations for this award will be forwarded to the ODMHA District 1 Executive Nominating in March of every year. Should there be more than one nominee the Nominating Committee and the District Chair will select the recipient based on the criteria presented in support of the candidates.

F) This award will be presented annually at the ODMHA District 1 Annual General Meeting by the District Chair or Delegate.

**G) This award must be returned in April of each year to the Nomination Committee of ODMHA District 1. The Nominating Committee will have the engraving completed in time for presentation at the AGM.**

**H) This award should be displayed in a place of prominence in a local arena during regular Hockey Season.**

<b>I) Recipient(s)</b>	<b>2007</b>	<b>Dave VanStralen (RIC of District 1)</b>
<b>Recipient(s)</b>	<b>2008</b>	<b>Barb Levere (District 1 Chair)</b>
<b>Recipient(s)</b>	<b>2009</b>	<b>John Hanson (District 1 Hockey Dev)</b>
<b>Recipient(s)</b>	<b>2010</b>	<b>Rose Williams (District 1 Secretary)</b>
<b>Recipient(s)</b>	<b>2011</b>	<b>Mike Horsburgh (District 1 Risk&amp;Safety) Peter Hickling (President of Athens)</b>

**J) A keeper award will be presented to the recipient.**

#### **ARTICLE 11 – SECTION 1- DISCIPLINE COMMITTEE**

**A) If any association or any members of an Association as covered in (B) owe money, or display behavior or any actions contradictory to decisions made by an upper governing body, they can be designated as “not in good standing”. A motion and a vote of the executive of District 1 would determine if this action is warranted. A simple majority vote would be required to approve the motion.**

**B) All Associations and members as outlined in (B), will follow the “chain of command” when dealing with all MinorHockey business requiring answers, decisions, or complaints. The order of authority begins with step number one (1) and proceeds in order to step number six (6). Each step to be taken only when both sides have exhausted all avenues at that level.**

- 1. Association member - To The**
- 2. Association President – To**
- 3 District 1 – District 1 Chairperson To The**
- 4. ODMHA (Ottawa District Minor Hockey Association) – To The**
- 5. ODHA (Ottawa District Hockey Association) – To**

## **6. Hockey Canada**

