

# Parry Sound Hockey Club Inc.

Ontario Corporation # 000069693  
MCCR Ontario Business ID # 003095735

## BY-LAW #1

Approved and incorporating amendments at the  
PSHC-AGM dated Mar.20.07  
&  
Rules of Operation Oct.2007



# Parry Sound Hockey Club Inc.

BOX.13 · PARRY SOUND, ONTARIO · P2A 2X2

*"Bringing Hockey to the Youth of Parry Sound"*

Tyke

Novice

Atom

Peewee

Bantam

Midget

Juvenile

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## **RESPECT** **(OMHA CODE OF CONDUCT)**

1. This Code for Conduct identifies the standard of behaviour, which is expected of all OMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in OMHA activities and events.
  2. The OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the OMHA shall conduct themselves at all times in a manner consistent with the values of the OMHA, which include fairness, integrity and mutual respect.
  3. During the course of all OMHA activities and events, members shall avoid behaviour which brings the OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs, use of alcohol by minors and the use of profanity.
  4. OMHA members and all participants shall at all times adhere to OMHA operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the OMHA.
  5. Members and participants of the OMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.
  6. Members of the OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated, and will be dealt with under the OMHA Harassment policy.
  7. Failure to comply with the OMHA Code of Conduct may result in disciplinary action in accordance with the Disciplinary Policy of the OMHA. Such action may result in the member losing the privileges which come with membership in the OMHA, including the opportunity to participate in OMHA activities and events, both present and in the future.
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# PARRY SOUND HOCKEY CLUB

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# PARRY SOUND HOCKEY CLUB

## BY-LAW NO. 1

A by-law relating generally to the conduct of the affairs of the Parry Sound Minor Hockey Association.

BE IT ENACTED as a by-law of Parry Sound Minor Hockey Association as follows:

### 1. DEFINITIONS

- 1.1 In this By-law and all other By-laws and Resolutions of the Association, unless the context otherwise requires:
- a) "Association" means Parry Sound Minor Hockey Association (or such other name as the Association may in the future legally adopt);
  - b) "Board" means the Board of Directors of the Association;
  - c) "Corporations Act" means the Corporations Act R.S.O. 1990, Chapter 38, and any statute amending or enacted in substitution therefore, from time to time;
  - d) "Director" means an individual who has been elected to the Board of Directors of the Association;
  - e) "HC" means Hockey Canada (or such other name as HC may in the future legally adopt);
  - f) "Letters Patent" means the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent;
  - g) "Officers" means the individuals who hold the offices enumerated in Section 11;
  - h) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
  - i) "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
  - j) "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board of Directors of the Association.
  - k) "PSMHA" means Parry Sound Minor Hockey Association and may be interchangeable with "PSHC" (Parry Sound Hockey Club) or "The Club".
  - l) "Members" means all classes of membership in the Association as provided for in section 5.
  - m) "Member in Good Standing" shall mean a member as defined in Section 6 and:
    - i. Who has paid in full any costs (i.e. registration) that are associated with their class of membership.
    - ii. Who is not in breach of any of the Club's bylaws or Rules of Operation or under suspension.
    - iii. Who has no legal action pending against the PSHC.
    - iv. Who is not in unauthorized possession of PSHC property (equipment, computers, records, etc)
- 1.2 All terms defined in the Corporations Act have the same meaning in this By-law and all other By-laws and Resolutions of the Association.

## **2. REGISTERED OFFICE/BOUNDARIES AND SEAL**

- 2.1 The Corporate Seal of the Association shall be in the form as the Board may by resolution from time to time adopt, and shall be entrusted to the Secretary of the Association for its use and safekeeping.
- 2.2 The registered head office of the Association shall be in the Town of Parry Sound, in the Province of Ontario and thereafter as the Association may from time to time determine by special resolution of the members pursuant to the Corporations Act. The Association may establish such other offices within Canada, as the Board may deem expedient by resolution.
- 2.3 The Boundaries of the area of governance will be as follows: These boundaries are determined by the OMHA and an official map is registered with the OMHA.
- North – Henvey Inlet  
South – North side of Black Road  
West – Islands of Georgian Bay  
East – Dunchurch to South Orrville

## **3. MISSION OF THE ASSOCIATION**

- 3.1 The purpose of the Association is to organize, develop and promote minor ice hockey for the youth of the Town of Parry Sound and area as defined by the boundaries in Section 2.3 including:
- a) the opportunity for all eligible individuals to participate in recreational house league ice hockey, and to provide community based programs, which will allow a player to participate in an environment for fun, physical exercise and fair play;
  - b) the development of and participation in representative ice hockey and provide the opportunity to participate at the highest competitive level;
  - c) to instil in all players, coaches, managers and members associated with the PSHC good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play;
  - d) the Association shall be operated without the purpose of pecuniary gain to any of the Members and any surplus or accretions of the Association shall be used solely for the purposes of the Association and for the promotion of its objects.
  - e) The Club attempts to provide a balanced hockey program for simple recreation, and for challenging competition. The balance will shift from era to era depending on the general perspective of those interested in the hockey community, as reflected by the Board of Directors. The balance always recognizes both goals - goals that are not easily reconciled in the allocation of finances, and ice-time.

## **4. AFFILIATIONS**

- 4.1 The Association shall have the following affiliations:
- a) The Club belongs to the following organizations and is subject to the policies and rules of the following organizations; Muskoka-Parry Sound League (MPS), Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF) and Hockey Canada (HC) (formerly the Canadian Hockey Association/CHA).
  - b) The Club shall operate in cooperation with the Recreation and Parks Department of the Town of Parry Sound.

## 5. CLASSES OF MEMBERSHIP

- 5.1 There shall be three (3) classes of Membership in the Association:
- Active Membership;
  - Parent/Guardian Membership;
  - Honorary Membership.

## 6. TERMS OF MEMBERSHIP AND ELIGIBILITY

### 6.1 Terms and Eligibility

a) Active Membership:

Active Members shall include all elected or appointed Directors or officials, and all convenors, coaches, managers and trainers appointed for the current season, and all registered players who are at least 18 years of age.

**Members in this classification will be allowed one vote per person.**

b) Parent/Guardian Membership:

Parent/Guardian members shall include all parents and or legal guardians of registered players (as determined by registration address) in good standing where the registered player is under the age of eighteen (18) years. Each Parent/Guardian member of a registered player shall be entitled to vote and may attend membership meetings and, by invitation, meetings of the Board and Committees of the Association.

c) Honorary Membership:

Honorary Membership may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Honorary Members by any Member of the Association and the granting of Honorary Membership must be confirmed by a majority vote of the Board of Directors. Additional consideration may be given to any member who has provided 10 or more years of service to the Club.

**Honorary Members will have a vote and may attend members meetings and by invitation, meetings of the Board and Committees of the PSHC.**

d) One Person – One Class of Membership:

Although it is possible for a member to be qualified for more than one (1) class of membership in the Association, no person may hold more than one (1) class of membership. It is therefore mandatory that each member shall declare himself/herself prior to the start of any meeting of the membership and advise the chairperson of the membership class he/she wishes to represent. Once the meeting is called to order, the member must remain in that class of membership and may not change to another category or class of membership.

6.2 Membership List:

Subject to Section 6.7 herein, the Secretary of the Board shall prepare and maintain a list of current Active Members, Parent/Guardian Members, and Honorary Members. This list shall be kept at the head office and updated as necessary and made available to all Directors. Such list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership.

6.3 Membership Year

Unless otherwise determined by the Board, every Membership, other than Honorary Memberships shall commence on or after September 1 in each year, and shall lapse and terminate on the 31st day of August next following the date on which such Membership commenced.

6.4 Termination

- a) Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.
- b) Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the appropriate Board members.
- c) Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the Association. Members whose Membership fees are in arrears for a period of three (3) months shall be suspended from Membership and not permitted to vote, make nominations or hold office in the Association. The Secretary shall inform those concerned of this suspension in writing.
- c) Members whose conduct is considered by the Board to be contrary to the stated Code of Conduct and the purposes of the Association shall be asked by the Board to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Board to resign from the Association. If they do not resign, the Board shall give proper notice of motion, to be considered at the next Board meeting, requesting the expulsion of these Members. A copy of this motion shall be communicated to the Members concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the meeting. The Members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

6.5 Membership Fees

Registration fees shall be established annually by the Budget Committee and resolved by the Board. Fees for any unexpired term of membership will be as per the Registration/Refund request policy found in the Rules of Operation.

6.6 Right to Vote

All Active Members, Parent/Guardian Members and Honorary Members shall be entitled to notice of and to vote at all Meetings of Members of the Association.

6.7 Record Date

Individuals, who are Members of the Association at least 35 days in advance of any General Meeting of the Members of the Association, are entitled to notice of and to vote at such General Meeting of Members. Any individual who is not a Member at least 35 days in advance of a General Meeting is not entitled to notice of or to vote at such General Meeting for which the record date has been established.

## 7. MEETINGS OF THE MEMBERSHIP

### 7.1 Annual General Meeting of Members

The Annual General Meeting shall be held each year within the last ten (10) days of April, at a time, place and day determined by the Board, for the transaction of at least the following business, to be set out in the agenda of such Annual General Meeting;

- a) approval of the agenda;
- b) approval of the minutes of the previous Meeting of the Membership;
- c) receiving reports of the activities of the Association during the preceding year;
- d) receiving information regarding the planned activities of the Association for the current year;
- e) receiving and approving the report of the Auditor of the Association from the previous year and a projected financial position for the current year;
- f) appointment of the Auditor for the ensuing year;
- g) consideration of any proposed amendments to the Letters Patent or By-laws of the Association;
- h) transaction of any business which relates to the business of the Meeting referred to above, and notice and particulars of which are received by the Secretary in writing on or before 6:00 p.m. on March 10th, immediately preceding the Annual General Meeting;
- i) election of the new Board.

### 7.2 Additional General Meetings of Members

In addition to the Annual General Meeting described in Article 7.1, a General Meeting of the Membership may be called at any time by a Resolution of the Board. The business to be transacted at a General Meeting shall be limited to that specified in the notice calling the General Meeting.

### 7.3 Notice

#### a) Annual General Meeting:

Notice of the Annual General Meeting to be held within the last ten (10) days of April in each year, shall set out the agenda, including particulars of any other business to come before the Meeting. The time and the place of the Meeting, and such notice shall be distributed to all Members. Such notice shall be posted in all Association Arenas at least thirty (30) days prior to the date of the Meeting.

#### b) Additional General Meetings of the Membership:

Notice of any Additional General Meetings of the Membership shall be distributed to all Members. Such notice shall be posted in all Association Arenas within at least fifteen (15) days prior to the date of the Meeting.

#### c) Error or Omission in Notice:

No inadvertent error or omission in giving notice of any Annual General Meeting or Additional General Meeting of Membership or any adjourned Meeting, whether Annual or General, shall invalidate such a Meeting or make void any proceedings taken at such Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.

### 7.4 Quorum

A quorum for an Annual General Meeting or General Meeting shall be the Members eligible to vote and present in person.

7.5 Voting Procedures:

- a) A majority of votes cast by Members entitled to vote, unless otherwise required by the Corporations Act or by the By-laws of the Association, shall decide every question proposed for consideration at Meetings of the Membership;
- b) The Chair presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote;
- c) At the Meetings of the Membership, every question shall be decided by a show of hands, unless a specific count or unless a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

7.6 No Proxies:

Proxies will not be permitted. Members must be present in person at Additional General Meetings and Annual General Meetings of the Membership in order to exercise their voting rights in relation to matters coming before an Additional General Meeting or an Annual General Meeting of the Membership.

7.7 Adjournments

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

7.8 Chair:

In the absence of the President and the Vice-President, the Members entitled to vote and present at any Meeting of the Membership shall choose another Director as Chair and, if no Director is present or if all the Directors present decline to act as Chair, the Members present shall choose any Member present to be Chair.

## 8. BOARD OF DIRECTORS

8.1 Composition

a) Eligibility

A Director:

- i) shall be eighteen (18) or more years of age;
- ii) shall not be an undischarged bankrupt or of unsound mind;
- iii) shall be a Member of the Association at the time of his or her election or appointment;
- iv) shall remain a Member of the Association throughout his or her term of office.

b) Number of Directors:

The affairs of the Association shall be managed by a Board, which consists of 13 elected Directors.

c) Term of Office:

- i) The Directors shall be eligible to be elected or appointed for four (4) consecutive terms of one year or (2) consecutive terms of (2) years and shall not be eligible for election or appointment to the same Director position for a fifth (5<sup>th</sup>) consecutive (1) year term or a ( third 3<sup>rd</sup>) consecutive (2) year term.
- ii) In order to establish a rotation of Directors on the Board, the election of Directors next following the implementation of this bylaw shall provide for the election of the Directors for (1) year terms and election of the Directors for (2) year terms as defined by Section 9.2. The remaining half of the Directors positions that are (2) year terms shall be elected the following year.

d) Change in Number of Directors:

The Association may by special resolution increase or decrease the number of its Directors. Any change in the number of Directors shall be in compliance with prevailing Ontario laws and regulations.

## 9. PROCEDURE FOR ELECTION OF DIRECTORS

### 9.1 Nominations:

The election of Directors shall take place at the Annual General Meeting of the Membership. No election or appointment of a Board Member is effective without consent given in writing prior to the election or appointment. Nomination Forms for the Board shall be available each year from the Secretary by January 31<sup>st</sup>. A Nomination Form must be completed by all nominees and one (1) nominator who are Members of the Association. Such completed form must be delivered to the Secretary prior to the election.

### 9.2 Board Positions:

The Board shall consist of the following;

- a) Past President - (immediate)
- b) President - Elected - two (2) year term beginning in an even numbered year.
- c) Vice President - Elected - two (2) year term beginning in an odd numbered year.
- d) Treasurer - Elected - two (2) year term beginning in an even numbered year.
- e) Secretary - Elected - two (2) year term beginning in an odd numbered year.
- f) Representative League Hockey Director - Elected - two (2) year term beginning in an even numbered year.
- g) Recreation League Hockey Director - Elected - two (2) year term beginning in an odd numbered year.
- h) Ice-Time Director - Elected - two (2) year term beginning in an even numbered year.
- i) OMHA Contact Director - Elected - two (2) year term beginning in an odd numbered year.
- j) Prevention Services and Risk Management Director - Elected - two (2) year term beginning in an even numbered year.
- k) Ways and Means Director - Elected - two (2) year term beginning in an odd numbered year.
- l) Sponsorships, Awards and Pictures Director - Elected - two (2) year term beginning in an even numbered year.
- m) ProShop and Equipment Director - Elected - two (2) year term beginning in an odd numbered year.
- n) Referee in Chief - Appointed - one (1) year term
- o) Coach Mentor - Appointed - one (1) year term
- p) Chief Timekeeper - Appointed - one (1) year term

9.3 Election Procedures:

The Chair of the Nominations and Elections Committee shall post in all Association arenas a listing of all individuals who have been nominated for election to the Board on or before the first (1st) day of April in each year. Such listing shall identify what position each nominee is seeking election for.

9.4 Vacancies:

Any vacancy occurring on the Board may be filled only for the remainder of the current year of the vacated term by Resolution of the Directors then in office provided there is a quorum of Directors then in office. The Board shall invite applications from the Membership for appointment to the vacancy on the Board. The Board shall appoint a replacement Director within thirty (30) days after the Board position was vacated.

9.5 Termination

a) Removal of Director by Membership

Provided that notice specifying the intention to pass such resolution has been given with the notice of meeting, eligible voting Members of the Association, by a resolution passed by at least 2/3 of the votes cast at a General Meeting of Members may remove any Director before the expiration of his or her term of office, and, by a majority of the votes cast at that Meeting, may elect any person in his or her stead for the remainder of his or her term.

b) Absenteeism

Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board Meetings or the absence of a Director from four (4) out of any eight (8) consecutive Board Meetings shall be deemed to be a resignation of the said Director from the Board.

c) Resignation

A Director of the Board may resign his or her Directorship by submitting a letter of resignation to the President of the Association.

## 10. BOARD RESPONSIBILITIES

10.1 Governance:

The Board of Directors shall govern the Association in compliance with the objects, powers, by-laws and Policies of the Association, Rules of Operation and all applicable laws and regulations.

10.2 Board Meetings

a) Regular Board Meetings

Except as otherwise required by law, the Board may hold Meetings at such place or places as the President or, in his or her absence, the Vice-President, may from time to time determine. The Board shall meet not less than twelve (12) times per year.

b) Special Board Meetings

Special Board Meetings may be called by the President or a Vice-President in the absence of the President or on petition in writing to the Secretary signed by any three Directors. Business transacted at a Special Board Meeting shall be limited to that specified in the notice calling the Meeting.

10.3 Notice of Board Meetings

- a) Notice shall be communicated to all Directors at least seven (7) days in advance of the Meeting, unless all Directors agree to the calling of a Meeting on shorter notice or the Board Meeting is held on a regular day or date each month or immediately following a Meeting of the Members of the Association;
- b) Notice shall include a tentative agenda in the case of a regular Board Meeting and shall specify the business to be conducted in the case of a Special Board Meeting.
- c) No formal notice of any Board Meeting shall be necessary if all the Directors are present or if those absent signify their consent to the Meeting being held in their absence.

10.4 Error in Notice

No error or omission in giving notice for a Board Meeting shall invalidate such Meeting or invalidate or make void any proceedings taken at such Meeting, and any Director may at any time waive notice of any such Meeting and may ratify and approve of any or all proceedings taken or had thereat.

10.5 Adjournment of Board Meetings

Any Board Meeting may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meetings as might have been transacted at the original Meeting from which such adjournment took place. No notice shall be required of any such adjournment.

10.6 Quorum

A quorum for a Board Meeting shall be **50%+1** Directors.  
No business of the Board shall be transacted in the absence of a quorum.

10.7 Voting Rights

Each Director, present at a Board Meeting, including the Chair, shall be entitled to one vote. The Chair shall have a second vote in the event of a tie vote.

10.8 Voting Procedures

A majority of votes of the Directors present at a Board Meeting shall decide every question. Every question shall be decided in the first instance by a show of hands and, unless a secret ballot is demanded by a Director present, a declaration by the Chair that the motion has been carried or not carried and an entry to that effect in the minutes of the Meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion.

10.9 Remuneration

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

10.10 Conflict of Interest

- a) Every Director who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at a Board Meeting.

- b) The declaration of a conflict of interest shall be made at the Board Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the Director is not at the date of that Board Meeting interested in the proposed contract or transaction or other matter, at the next Board Meeting held after the Director assumes the office.
- c) After making such a declaration, no Director shall vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.
- d) If a Director has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, the Director is not accountable to the Association for any profit realized from the contract or transaction or other matter.
- e) If a Director fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the Director shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract or transaction or other matter.

#### 10.11 Indemnification of Directors

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

- a) all costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office; and
- b) all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own wilful neglect or default; provided that, no Director of the Association shall be indemnified by the Association in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of statute unless, in an action brought against him or her in his or her capacity as a Director, he or she has achieved complete or substantial success as a defendant.
- c) the Association may purchase and maintain such insurance for the benefit of its Directors as the Board may from time to time determine.

#### 10.12 Confidentiality

Every Director and Officer of the Association shall respect the confidentiality of matters brought before the Board for consideration in camera.

#### 10.13 Rules of Operation

Notwithstanding any other provision contained in this By-law, the Board shall have the power to pass without any confirmation or ratification by the members of the Corporation all necessary rules and regulations as they deem expedient related in any way to the operations of the Corporation, including, without limitation, the conduct of its members, member teams and guests, provided such rules and regulations are not otherwise inconsistent with the Letters Patent of the Corporation or this By-law. Such prescribed rules and regulations shall have force and effect until the next AGM when they shall be confirmed. In the event of default of confirmation at such AGM the regulations shall, at and from that time, cease to have force and effect.

## 11. OFFICERS & RESPONSIBILITIES OF OFFICERS

### 11.1 Elected/Appointed Board Members:

- a) Refer to Section 9.2 for the list of Elected Board Members.
- b) Refer to Section 9.2 for the list of Appointed Board Members and they shall be appointed following the Annual General Meeting.
- (c) A Director shall not hold more than one Office, nor hold the same Office for more than four (4) consecutive years excepting for circumstances as per Section 11.6

### 11.2 Assistants to Officers

The Board of Directors may appoint such assistant(s) to Officers of the Association as the Board may determine by Resolution from time to time.

### 11.3 Eligibility for Office:

- a) The President and Vice President must have served on the Board for at least two (2) years prior to election to either of these positions.
- b) The Association shall endeavour to nominate as Treasurer an individual who has employment experience and skills in accounting procedures.

### 11.4 Term of Office

The elected Officers shall hold Office until the Annual General Meeting held in the year that their term is completed as defined in Section 9 – Procedures for Election of Directors.

### 11.5 Termination of Officers

#### a) Removal for Cause

The Board, by resolution approved by two-thirds (2/3) of the Directors present, may remove any Officer for cause before the expiration of his or her term of Office.

#### b) Resignation

An Officer of the Association may resign his or her Office by submitting a letter of resignation to the President of the Association.

### 11.6 Vacancies in Office

If a vacancy occurs in any Office, or if for any reason an Officer is unable or unwilling to act in that capacity, a Board Meeting shall be held within thirty (30) days for the purpose of selecting a replacement Officer from among the current Board of Directors on an interim basis until the position can be filled by another Club member by an election among the current Board of Directors.

- a) The Board shall fill vacancies in other Offices for the balance of the unexpired terms from among those eligible to serve.

### 11.7 Responsibilities of Directors

#### a) Past President;

The Past President shall:

- i) chair the Nominations and Elections Committee;
- ii) be available to assist any Director requiring assistance in the completion of his or her functions;
- iii) carry out other duties as assigned by the Board, Executive Committee, or the President.

b) President:

The President shall:

- i) represent the Association in the Community;
- ii) act as Chair of the Board, the Executive Committee, and at all Meetings of the Membership;
- iii) exercise general supervision of the Association in accordance with Policies determined by the Board;
- iv) be a non-voting Member of all committees and sub-committees of the Association;
- v) report regularly to the Board on matters of interest;
- vi) delegate tasks as necessary.

c) Vice President:

The Vice-President shall:

- i) assume the duties of the President in the absence for any reason of the President;
- ii) monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
- iii) be available to assist any Director requiring assistance in the completion of his or her functions;
- iv) ensure that each convenor receives a copy of the Referees rule book and OMHA Manual of Operations.
- v) carry out duties as assigned by the Board, the Executive Committee or the President;

d) Treasurer:

The Treasurer shall:

- i) ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- ii) ensure the submission of the books of account to the Auditor of the Association at the end of the financial year;
- iii) present a Report of the Auditor from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
- iv) evaluate, review and recommend financial policy to the Executive Committee and to the Board;
- v) chair the Budget Committee;
- vi) chair the Sponsorship Committee;
- vii) carry out duties assigned by the Board, the Executive Committee or the President.

e) Secretary:

The Secretary shall:

- i) record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and Executive Committee Meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the Policies and procedures established by the Board or by the Membership;
- ii) ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents;
- iii) be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association;

- iv) recommend policy to the Board regarding internal and external communications of the Association;
  - v) chair the Registration Committee;
  - vi) maintain the membership list referred to in Section 6.2;
  - vii) carry out duties as assigned by the Board, the Executive Committee or the President.
- f) Representative League Director:  
The Representative Hockey Director shall:
- i) prepare and report to the Board Representative hockey league operations;
  - ii) appoint the members of the representative hockey operations committees;
  - iii) operate the Representative Hockey Program pursuant to the Policies of the Association;
  - iv) establish and monitor Policies relating to Representative Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approved by the Board;
  - v) recruit and train volunteers to perform the functions required to operate the Representative Hockey Operations;
  - vi) represent and promote the interests of the Association in relation to any Representative Hockey involvement of the Association with any other local minor hockey associations or leagues;
  - vii) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Representative Hockey League for the next fiscal year of the Association;
  - viii) present a report regarding Representative Hockey Operations to the Board;
  - ix) select Ad-Hoc committees as required;
  - x) recommend policy to the Board regarding Representative Hockey Operations.
  - xi) carry out other duties as assigned by the Board, Executive Committee, or the President.
- g) Recreational League Director:  
The Recreational League Director shall:
- i) prepare reports as required for presentation to the Board concerning Recreational League operations;
  - ii) appoint the members of any Recreational League hockey operations committees;
  - iii) appoint all Recreational League hockey convenors;
  - iv) operate the Recreational League Hockey Programs pursuant to the Policies of the Association;
  - v) establish and monitor Policies relating to Recreational League Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approval by the Board;
  - vi) recruit and train volunteers to perform the functions required to operate the Recreational League Hockey Operations;
  - vii) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Recreational League Hockey Operations Committee for the next fiscal year of the Association;
  - viii) select Ad-Hoc committees as required;
  - ix) recommend policy to the Board regarding Recreational League Operations.
  - x) carry out other duties as assigned by the Board, Executive Committee, or the President.

h) Ice-Time Director:

The Ice-Time Director shall:

- i) assess the ice requirements for the Association and shall enter negotiation with the city to meet these needs;
- ii) apportion the ice and times in a fair and equitable manner;
- iii) work with the Director of Recreational League Hockey Operations and the Director of Representative Hockey Operations in determining the ice budget;
- iv) present a report regarding Ice Scheduling to the Board;
- v) recommend policy to the Board regarding Ice Scheduling.
- vi) carry out other duties as assigned by the Board, Executive Committee, or the President.

i) OMHA Contact Director:

The OMHA Contact Director shall:

- i) be present and represent or ensure another PSHC Director is present and represents the PSHC at all required meetings, i.e. MPS, regional OMHA and OMHA AGM.
- ii) prepare reports as required for presentation to the Board concerning any meetings attended, changes to rules or procedures of all parent organizations i.e. MPS, OMHA, OHF, HC.
- iii) coordinate and run any clinics required by the PSHC.
- iv) submit to the Budget Committee in each year an estimate of revenues and expenditures of all activities under the purview of the OMHA Contact Director.
- v) carry out other duties as assigned by the Board, Executive Committee, or the President.

j) Prevention Services-Risk Management Director:

The Prevention Services-Risk Management Director shall:

- i) implement and enforce all OMHA Risk Management Programs;
- ii) establish and maintain procedures with respect to clearance of all volunteers required to complete a police report;
- iii) carry out volunteer screening as per policy and guidelines;
- iv) assist as requested with implementation of Risk Management Programs;
- v) ensure that all necessary and appropriate insurance has been purchased;
- vi) carry out other duties as assigned by the Board, Executive Committee, or the President.

k) Ways and Means Director:

The Ways and Means Director shall:

- i) assist the Treasurer and Budget committee on matters regarding budget preparation, short and long term finance planning, revenue generation and development of policies pertaining thereto.
- ii) be responsible for the financial and administrative compliance of all fundraising activities governed municipally, provincially and/or federally.
- iii) chair special committees as directed by the Board, Executive Committee, or President.
- iv) carry out other duties as assigned by the Board, Executive Committee, or President such as reviewing and making recommendations regarding governance through the constitution and jurisprudence.

- l) Sponsorship, Awards and Pictures Director:  
The Sponsorship, Awards and Pictures Director shall
- i) solicit bids and arrange the purchase of awards;
  - ii) recruit and train volunteers to perform the functions required for sponsorship for the Association;
  - iii) set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer;
  - iv) actively pursue new sponsorship projects;
  - v) manage and supervise current sponsorship endeavours;
  - vi) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Sponsorship, Awards and Pictures requirements for the next fiscal year of the Association;
  - vii) coordinate the annual team, player and Board pictures by a professional photographer.
  - viii) present a report regarding sponsorship to the Board;
  - ix) recommend policy to the Board regarding sponsorship.
  - x) carry out other duties as assigned by the Board, Executive Committee, or the President.
- m) Pro-Shop and Equipment Director:  
The Pro-Shop and Equipment Director shall:
- i) recruit and train volunteers to perform the functions required for purchasing and maintaining of equipment;
  - ii) maintain an inventory of all equipment owned by the Association;
  - iii) collect rental fees and security deposits for all goalie equipment leased;
  - iv) solicit bids and purchase hockey equipment, as required;
  - v) maintain and repair all equipment owned by the Association;
  - vi) act as the Purchasing Agent for the Association with respect to all Association equipment purchases;
  - vii) submit to the Budget Committee in each year an estimate of revenues and expenditures of the ProShop for the next fiscal year of the Association;
  - viii) present a report regarding purchasing and equipment to the Board;
  - ix) recommend policy to the Board regarding purchasing and equipment.
  - x) carry out other duties as assigned by the Board, Executive Committee, or the President.
- n) Referee In Chief:  
The Referee In Chief shall:
- i) ensure there are enough referees in place to officiate all games;
  - ii) liaison with the Ice-Time Director and Treasurer to estimate fees for the upcoming year;
  - iii) ensure refereeing complaints are addressed and solved in a timely fashion;
  - iv) recruit, train, monitor and evaluate performance of referees;
  - v) schedule referees maintaining accurate records for payment;
  - vi) supervise the Chief Timekeeper in the carrying out of the positions' duties.
  - vii) carry out other duties as assigned by the Board, Executive Committee, or the President.
- o) Coach Mentor:  
The Coach Mentor shall:
- i) for purposes of establishing, implementing and evaluating on ice and off ice technical development programs liaise with the Recreational League Hockey Director and the Representative Hockey Director;

p) Chief Timekeeper:

The Chief Timekeeper shall:

- i) recruit and train timekeepers as required annually.
- ii) set up an accurate recording system covering disbursements relating to timekeepers for delivery to the Treasurer.
- iii) schedule all timekeeping requirements for the Club.
- iv) supervise and keep records on an ongoing basis of the performance of all timekeepers.
- v) liaise with the Ice-Time Director to ensure all timekeeping requirements are met.
- vi) report to the Chief referee concerning timekeeping procedures and performance.
- vii) present annually or as requested a report concerning performance of all timekeepers with recommendations for retention or removal of timekeepers to the Board.
- viii) carry out other duties as assigned by the Board, Executive Committee, or the President.

## 12. COMMITTEES OF THE BOARD

### 12.1 Standing Committees:

The following committees shall be Standing Committees of the Board:

- a) Executive Committee;
- b) Finance Committee;
- c) Nominations and Elections Committee;
- d) Registration Committee;

12.2 Nothing in this by-law shall be construed to limit the ability of the Directors and Membership of the Association from abolishing or creating Standing Committees by by-law or from establishing such adhoc committees or subcommittees by Directors' Resolution as may be desired or required from time to time.

### 12.3 Executive Committee:

- a) The Executive Committee shall be chaired by the President, and shall consist of the Vice-President, the Secretary, the Treasurer, the Past President and the Prevention Services - Risk Management Director and shall be responsible for the day to day management of the affairs of the Association, including monitoring of all Committees to ensure all Policies of the Association are being complied with.
- b) The Executive Committee shall:
  - i) during the intervals between the Board Meetings, take action in relation to any matter of any nature within the power and the authority of the Board, which requires immediate attention before the date of the next Board Meeting. Such action shall not involve any change of policy or the authorization of unbudgeted expenditures, and any action taken shall be submitted to the Board for ratification at the next Board Meeting;
  - ii) review recommendations and proposals prior to such recommendations or proposals being submitted to the Board for Resolution;
  - iii) present a report regarding the activities of the Executive Committee to the Board;
  - iv) submit to the Budget Committee an estimate of revenues and expenditures of the Executive Committee for the next fiscal year of the Association;
  - v) recommend policy to the Board regarding management and administrative issues related to the Association;

vi) deal with any other matters assigned to it by the Board or by the President.

12.4 Finance Committee:

- a) The Finance Committee shall be chaired by the Treasurer and shall consist of a minimum of two more Directors.
- b) The Finance Committee shall:
  - i) prepare a budget for the Association for the next fiscal year for submission to the Board for approval;
  - ii) liaise with all Committees of the Board to receive estimates of revenues and expenditures for the next fiscal year of the Association for purposes of preparing the Budget;
  - iii) finalize schedule of budget submissions from all committees on an annual basis;
  - iv) recommend policy to the Board regarding financial budgeting and planning.

12.5 Nominations and Elections Committee

- a) The Nominations and Elections Committee shall be chaired by the Past President and shall consist of a minimum of two more Directors.
- b) The Nominations and Elections Committee shall:
  - i) solicit nominations for each Board position, which is to become vacant including nominations for each Annual General Meeting;
  - ii) be responsible for conducting the annual election of Directors in accordance with the provisions contained in this By-Law;
  - iii) submit to the Budget Committee each year an estimate of revenues and expenditures of the Nominations and Elections Committee for the next fiscal year of the Association;
  - iv) present a report regarding Nominations and Elections to the Board;
  - v) recommend policy to the Board regarding Nominations and Elections.

12.6 Registration Committee

- a) The Registration Committee shall be chaired by the Secretary and shall consist of a minimum of two more Directors.
- b) The Registration Committee shall:
  - i) recruit and train volunteers to perform the functions required for registration;
  - ii) establish registration forms and procedures;
  - iii) conduct registration for all applicants eligible to participate in Association Ice Hockey Programs;
  - iv) maintain a register of receipts regarding all registration fees received by the Association and forward all monies promptly to the Treasurer for deposit to the credit of the Association;
  - v) maintain a current registration list of all players including mailing addresses, telephone numbers and Parent/Guardian name(s);
  - vi) supply to the Directors of Representative Hockey Operations and Recreational League Hockey Operations current registration information in a timely fashion;
  - vii) ensure that all players are registered with the OMHA;
  - viii) communicate any changes in registration immediately to Directors or other individuals who are affected by such change;

- ix) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Registration Committee for the next fiscal year of the Association;
- x) present a report regarding Registration Operations to the Board;
- xi) recommend policy to the Board regarding registration;

#### 12.7 Standing Committee Procedure

- a) All Standing Committees shall comply with all bylaws, guidelines, Policies and procedures of the Association as determined by the Board of Directors or the Membership of the Association, from time to time, and also shall comply with all requirements of the MPS, OMHA, OHF, HC, and, if applicable, any other hockey organizations with which Association teams are participating.
- b) Meetings:  
Each Standing Committee shall meet at the call of the Chair but shall meet not less than four times per year.
- c) Notice:  
Notice of all Meetings of Standing Committees shall be communicated to all Members of the standing committee at least seven (7) days prior to the Meeting, except that such notice may be waived by consent of all Members of the Standing Committee.
- d) Quorum:  
A quorum for a Standing Committee shall be a majority of the Members of the Standing Committee.
- e) Voting Rights:  
Each Member of a standing committee present at a Meeting shall be entitled to one vote; In the case of an equality of votes, the Chair shall have a second or casting vote.
- f) Minutes:  
Standing Committees shall maintain and keep minutes of their Meetings and shall report to the Board at regular intervals and at any other time upon request by the Board.
- g) Annual Report:  
Each Standing Committee shall prepare an Annual Report of the matters for which it is responsible to be presented to the Membership at the Annual General Meeting of the Association.

#### 12.8 Sub-Committees and Ad Hoc Committees

The Standing Committee procedure also shall govern the procedure of all sub-committees and adhoc committees of the Association.

### 13. EXECUTION OF DOCUMENTS

#### 13.1 Execution of Documents:

The Board may from time to time appoint any Officer or Officers or any person or persons on behalf of the Association, either to sign documents generally or to sign specific documents. The corporate seal of the Association, when required, shall be affixed to documents executed in accordance with the foregoing.

#### 13.2 Books and Records:

The Board shall ensure that all necessary books and records of the Association required by the By-laws of the Association or by any applicable statute are regularly and properly maintained and any contracts or agreements are filed for safekeeping.

### 14. FINANCIAL YEAR

14.1 The financial year of the Association shall terminate on the 30th day of June in each year.

### 15. BANKING ARRANGEMENTS

#### 15.1 Banking Resolution:

The Board shall designate, by resolution, the officers and other persons authorized to transact the banking business of the Association, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the banker of the Association, to have the authority to set out in the resolution, including, unless otherwise restricted, the power to:

- a) operate the accounts of the Association with a bank or a trust company;
- b) make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- c) issue receipts for and orders relating to any property of the Association;
- d) authorize any officer of the bank or trust company to do any act or thing on behalf of the Association to facilitate the business of the Association.

#### 15.2 Deposit of Securities

The securities of the Association shall be deposited for safekeeping with one or more banks, trust companies or other place or places of safekeeping to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Association signed by such officer or officers, agent or agents of the Association, and in such manner as shall be determined from time to time by resolution of the Board, and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the Board shall be fully protected in acting in accordance with the directions of the Board and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

15.3 Cheque Signing

All Cheques must be signed by the Club Treasurer and/or President and/or Secretary.

15.4 Team Accounts

Team accounts shall be managed by the Club Treasurer as per Policy 3 of the PSHC Rules of Operations.

## 16. BORROWING BY THE ASSOCIATION

16.1 Borrowing Power:

Subject to the limitations set out in the Letters Patent, Supplementary Letters Patent, By-laws or Policies of the Association, the Board may by Resolution authorize the Association to:

- a) borrow money on the credit of the Association;
- b) issue, sell or pledge securities of the Association; or
- c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Association, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Association.

16.2 Borrowing Resolution:

From time to time, the Board may authorize any Director or Officer of the Association or any other person to make arrangements with reference to the monies so borrowed or to be borrowed and as to the terms and conditions of any loan, and as to the security to be given therefore, with power to vary or modify such arrangements, terms and conditions, and to give such additional security as the Board may authorize, and generally to manage, transact and settle the borrowing of money by the Association.

## 17. NOTICE

17.1 Computation of Time:

In computing the date when notice must be given under any provision of this By-law requiring a specified number of days' notice of any Meeting or other event, the date of giving the notice is included, unless otherwise provided.

17.2 Omissions and Errors:

The accidental omission to give notice of any Meeting of the Board or Members or the non-receipt of any notice by any Director or Member or by the auditor of the Association or any error in any notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the Meeting. Any Director, Member or the Auditor of the Association may at any time waive notice of any Meeting and may ratify and approve any or all proceedings taken thereat.

17.3 Method of Giving Notice:

Whenever under the provisions of this By-law of the Association, notice is required to be given, such notice may be given either personally or by telephone or by depositing same in a post office or a public letter box, in a postage paid sealed envelope addressed to the Director, Officer or Member at his or her address as the same appears in the records of the Association. Any notice or other documents so sent by mail shall be deemed to be sent at the time when the same was deposited in a post office or public letter box as aforesaid. For the purposes of sending any notice, the address of any Member, Director or Officer shall be his or her last address in the records of the Association.

## 18. PASSING AND AMENDING BY-LAWS

- 18.1 The Board **and a member in good standing** may recommend amendments to the By-laws of the Association from time to time, to the Membership.
- 18.2 If the Board intends to discuss amendment of the By-laws of the Association at a Board Meeting, written notice of such intention shall be sent by the Secretary to each Director not less than ten (10) days before such Meeting. Where such notice is not provided, any recommendation to amend the By-laws may nevertheless be moved at the Meeting and discussion and voting thereon adjourned to the next Meeting for which written notice of intention to pass or amend such By-laws shall be given.
- 18.3
- a) A By-law or an amendment to a By-law recommended by the Board shall be presented for adoption at the next Annual General Meeting of the Members of the Association. The notice of such Annual General Meeting shall refer to, describe and explain the By-law or amendment(s) to the By-law to be presented at the Meeting of the Members.
  - b) A motion to amend the By-laws recommended by the Board or proposed by a Member at a General Meeting of Members called for that purpose must be approved by a two-thirds vote of the Members present at such General Meeting.
  - c) The Members at the General Meeting of Members may confirm the proposed By-law or amended By-law as presented or amend or reject the proposed By-law or amended By-Law.
  - (d) Any Amendment to the By-laws by a member must be in writing, signed by a member in good standing and received by the Secretary of the Association 30 days prior to the Annual General Meeting.**
  - (e) All members in good standing shall have access to any proposed amendments to the By-laws, seven (7) days prior to the Annual General Meeting at a place as stated in the original meeting notice.

## 19. REPEAL OF PRIOR BY-LAWS

19.1 Repeal:

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

19.2 Proviso:

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

## 20 RULES OF PROCEDURE

- 20.1 The Rules contained in the most current edition of "Procedures for Meetings and Organizations" by M.K. Kerr and Hubert W. King shall govern the rules and procedures to be used in conducting the Meetings and affairs of the Association in all cases to which they are applicable, and in which they are not inconsistent with the By-laws or other governing documents or laws affecting the Association.

## 21. EFFECTIVE DATE

- 21.1 This By-law shall come into force without further formality upon its enactment after approval by the Members of the Association as hereinbefore set out.

The foregoing By-law No.1 is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at a General Meeting of the Members of the Association duly called and held at the Bobby Orr Community Center in the Town of Parry Sound, Ontario, and at which a quorum was present on the 20<sup>th</sup> day of March, 2007.

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Chair

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Secretary

# Parry Sound Hockey Club

## RULES OF OPERATIONS

October 2007



# **Rules of Operation**

Adopted by the Board of Directors

October 2007

FIRST REVISION: July 16, 2007

SECOND REVISION: August 7, 2007

THIRD REVISION: September 16, 2007

FOURTH REVISION: October 31, 2007

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## 1. GOVERNANCE

- 1.1 The Parry Sound Hockey Club is incorporated under the Corporation Act of Ontario and operates under the governance of its By-Law #1 2007 and Rules of Operation in conjunction with the Manual of Operations of the Ontario Minor Hockey Association. Henceforth Parry Sound Hockey Club shall be referred to as "the Club" or PSHC, and the Board of Directors shall be referred to as "the Board".  
(Refer to By-Law #1 2007, Section 1.0 for additional definitions.)

## 2. CODE OF CONDUCT AND ETHICS

- 2.1 Coaches and Team Officials Code:  
The Club reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of the Club has been evident.
- All PSHC volunteers must attend the OMHA Speak Out seminar and attain a PRS number. All PSHC volunteers and paid employees must have a "criminal records check" (CPIC) at least once every 3 years at the expense of the Club.
- Membership, as defined in By-Law #1 2007, may be revoked at any time to an individual who has been deemed by the Board to be in contravention of the Rules of Operation. Such action shall only result after a fair hearing, recommendation of the Disciplinary Committee, and a majority vote of the Board.
- 2.2 Parent's Code: As per the OMHA Code of Conduct, it is understood that at Registration you and your child will be required to read and sign and/or "click" on the button if registering on line, the OMHA Code of Conduct. This document is self-explanatory and deals with maintaining proper respect for others both on and off of the ice. It is also understood that when a parent signs this document they will also ensure that the rest of the family members are informed about the Code of Conduct.
- 2.3 Players Code: As per the OMHA Code of Conduct and this document.
- 2.4 Spectator's Code: as per the OMHA Code of Conduct, The Club, by renting the ice surface, has the authority to have any abusive individual removed from the premises. The Club can and may sanction an abusive individual from any and/or all events.
- 2.5 Conflict of Interest  
Members of the Club are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit - financially or otherwise. Members shall not vote in such instances. The Board will make a ruling where the question of a conflict of interest arises. (see By-Law # 1 2007 section 10.10)

## 3.0 ELIGIBILITY /INSURANCE AND REGISTRATION

- 3.1 Residency  
a) Club players must reside within the area described by OMHA Residency Rule #18.  
(See also By-Law #1 2007 section 2.3)

- b) The Board shall set the date by which the selection of players must be completed in September.
- c) Players must sign a Club Roster Sheet or click on the appropriate button if registering on line, before participating in any game of the team's regular playing schedule. No player shall be signed after December 1st as per OMHA Regulation 3.2
- d) Any player wishing to try out for a team above his/her proper age group is eligible to try out for the first entry team only. If he/she fails to make that team, he/she must return to his/her proper age grouping. (As per OMHA Regulation 3.6)

### 3.2 Registration of Players

- a) Subject to registration numbers, the following series of player groupings will be operated by the Club in accordance with OMHA Regulation 3.0.

<u>Series</u>	<u>Age as of December 31st</u>
Tyke	4 – 7 years old
Novice	7 & 8
Atom	9 & 10
Pee Wee	11 & 12
Bantam	13 & 14
Minor Midget	15 & 16
Major Midget	17 & 18

- a) The registration fee for each player grouping shall be based upon the budget and shall be set by the Board.
- b) Players must be registered in their proper age group and program. Transferring after registration from one program to another will be subject to Board approval. The request must be made in writing to the Board outlining the reason for the request.

### 3.2 Birth Certificates

Satisfactory proof of birth will be submitted with every initial registration of players. Players must be registered and fees paid in full before participating in any game, practice or try-out.

### 3.3 Registration Dates

The Board shall set registration dates and fees in April for the following hockey season. Registration procedures will be organized and co-ordinated by the Registration Committee.

### 3.4 Registration Fee and Refunds

- a) Registrations received after a date predetermined by the Board, shall be subject to an administration fee. If a player, due to late registration, has missed part of the playing season, a reduced registration fee may be charged, at the discretion of the Board, based upon the portion of the season remaining. However, a reduced fee shall only be allowed if the lateness in registration is justified (e.g., player just moved to area, had been injured or ill, or had been trying out for a Junior Hockey Club).
- b) Refunds will be granted according to the date the written application is received by the Club as follows: – Recreation League: Refund is calculated on a "Pro-Rated" amount based upon the number of games and practices scheduled to that player's assigned team plus the administration fee. – Representative League: Refund is based on a "Pro-Rated" amount based upon the number of games and practices

scheduled to that player's assigned team plus the administration fee up until Christmas. No refund requests received after Christmas for Representative League players will be accommodated.

- c) No late fees nor "insufficient funds" or returned cheque penalties shall be refunded.
- d) Any player ejected for discipline reasons shall not be entitled to a refund at any time.

### 3.5 Insurance

- a) The Town of Parry Sound, the OMHA, the Parry Sound Hockey Club and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever.
- b) The insurance program described by the OMHA Manual of Operations shall cover all players, officials and volunteers of the Club.

## 4.0 EQUIPMENT AND UNIFORM AND COLOURS

### 4.1 Equipment

- a) All players are required to provide and wear full hockey equipment which will be current CSA approved and per current OMHA regulations. Directors, conveners, coaches and trainers must advise players and/or parents of players of improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice.
- b) Hockey gloves, pants and helmets worn by PSHC Rep. Team players will be black in colour.
- c) Mouth guards are mandatory anytime a player is on the ice. Before purchasing a mouth guard, please ensure it conforms to minor hockey standards.

### 4.2 Official Colors

- a) The official colors of PSHC shall be: blue, white, green and gray.

### 4.3 Team Apparel

- a) The Board must approve all team apparel.

### 4.4 Equipment

- a) Representative players are responsible for all of their own equipment. The Club provides home and away jerseys that must be gathered after every game. Home and away socks are provided by the Club as part of the Rep. fee and are the player's to keep. Each team will have one individual responsible for the jerseys. If interested in helping out in this manner, please speak to the Coach or Manager of the team.
- b) Recreational League players will be provided with white socks from the Club; the socks are the player's to keep. The jerseys are provided by the Club and must be returned after each game. The Club also has goalie equipment available for Recreational League goalies. Pads, chest protectors, blockers, and catchers are available on loan for each team but must be returned after each game.  
(Note: some teams may have a player who wishes to play goal all the time, but for those teams who do not have a regular goalie, all players will have to take turns.

#### 4.5 Uniforms

- a) The Manager will be responsible for ordering team socks from the PSHC Equipment Convenor.
- b) All team officials will wear shirts and ties (or other outerwear approved by the PSHC) to games and team functions. (see below)
- c) All outerwear will have the approved Club logo and be approved by the PSHC Equipment Director.
- d) The Manager shall ensure that appropriate jerseys and socks are worn for Home & Away games. Inappropriate uniforms i.e. mismatched socks can result in suspensions.
- e) The Manager will ensure that the Team jerseys are cared for and laundered regularly.
- f) The Manager will ensure all jerseys are returned to the PSHC Equipment Convenor clean and "Player's name, C or A free" by the AGM, or 1 week after the team ceases seasonal play.
- g) At seasons end all remaining pucks, pylons and any other equipment is returned to the team's cage.
- h) Representative teams may purchase approved outerwear funded from tournament receipts. AP players may purchase the same approved outerwear at their own cost.
- i) If the team Trainer wishes to wear approved outerwear it will also be purchased from tournament receipts. If remaining coaching staff wish to wear approved outer wear, it shall be at their own expense.

### 5.0 PLAYER MOVEMENT

#### 5.1 Representative/Recreational League Player Movement

- a) Player's movement requires Director/Parent/Player/Coach consultation and is given final approval by both the Representative League Hockey Director and Recreational League Hockey Director.
- b) No movement will take place after the Recreational League balancing deadline of October 31st of the current year without approval of both Representative League Hockey Director and Recreational League Hockey Director.
- c) Prior to the start of each season, the Board will approve movement vertically or horizontal for each team.

5.2 All players should be encouraged to play at a level of their ability but no player may be forced to play at a higher level against his wishes. Any coach or manager who persuades, coerces or compels any player to play for his team may be disciplined as per these Rules of Operation, Section 6.4.

5.3 All Players wishing to play for any Representative or AE team must attend all scheduled tryouts for that team. Exceptions may be made for situations that conflict with tryouts but the player must submit a written explanation to the Coach and Representative League Hockey Director for approval.

5.4 Representative and AE teams shall declare a roster of no less than 15 players (13 skaters, 2 Goalies) and no more than 19 players. Teams wishing to roster less than 15 Players must have written approval of the Board of Directors. It is recommended that Bantam & Midget Teams carry 14-16 skaters to help alleviate the problem of player absence due to injury, disciplinary action, school commitments, jobs, etc.

- 5.5 All Representative and AE teams will have a completed roster submitted to the Representative League Director no later than 48 hrs from the end of their last scheduled tryout.
- 5.6 Any player requesting the opportunity to tryout as an underage player for a Representative team must concurrently tryout in his own age group. Representative and AE coaches must apply in writing to the Board for approval of an underage player selection.
- a) To qualify as an underage player the player must possess the following:
- Exceptional skills (top five)
  - Must excel at his position (meaning superior skills)
  - Must be requesting to move from Peewee to Bantam or Bantam to Midget (younger players could apply if they compile an exceptional number of personal statistics in their own age group).
- 5.7 If a new player moves into the area after Representative team selections, he/she may be granted a ten-day try-out in his/her designated age classification up until December 1st of the current hockey season, subject to Regulations of the CHA, OMHA and OHF.
- 5.8 When making the final selection of players for Representative and AE teams at the end of tryouts, **a coach or designated team official must approach each player face to face in a discreet manner to inform each player of their selection in order to protect each player's dignity and self esteem.**
- 5.9 If the head coach of a Representative or AE team has an injured player that will not be on the ice during tryouts but who has made the team, the coaching staff must inform all players and parents of this fact, either verbally or in writing at the start of tryouts.
- 5.10 Affiliated Players:
- may be used at any or all practices at the discretion of the head coach
  - that the status quo be maintained for the use of Affiliated Players throughout the regular season for games for Bantam and younger divisions ie a rostered player must be absent to allow for the use of an Affiliated Player.
  - that all Representative teams be allowed to maximize their game rosters for all playoff and playdown games at the Head Coach's discretion.
  - that the PSHC Board administer the seasonal Representative fee regarding Affiliated Players.
  - that goalies be considered an exception to these rules and be allowed to be chosen by the Head Coach with due consideration.
  - that the Midget Division be considered as one division for the purpose of team selection and that the Midget Head Coach be able to select any Midget aged players.
  - that the Bantam and younger age divisions maintain the status quo in that a player is to be deemed within the first (or top) line.
  - the "releasing coach" has right of refusal to release a player from his/her team.
  - in Rep. Hockey the Manager of the higher team must approach the lower manager
  - in Rec. Hockey the Manager of the higher team must approach the lower coach

## 6.0 CONDUCT AND DISCIPLINE

### 6.1 Complaints and Sanctions

- a) Complaints or questions regarding the operation of the Association must be submitted, in writing, to the President or Secretary.
- b) Written complaints and questions received shall be included in the agenda of the next meeting of the Board.
- c) Complaints/questions should be submitted at least one week prior to the Board Meeting to allow sufficient time for a full investigation before the meeting.
- d) Upon receipt of a complaint, the President may appoint a Fact Finding Committee to investigate the complaint and present recommendations to the Board. For issues of a serious nature, the President may call a Special Meeting of the Board to ensure prompt resolution.
- e) Discussions of complaints of a sensitive or personal nature at a Board Meeting will not be open to the general membership and shall be kept confidential.
- f) All written complaints shall receive a written reply.

### 6.2 Discipline policy for the Board.

- a) All members of the Club are subject to its Rules and Policies. If necessary a member can be disciplined for non-compliance.
- b) For disciplinary matters outside of the policy for Coaching staff (see 6.3 below), a Disciplinary Committee will be created by the President, which will exist for at least half of the current season. This committee will be comprised of 5 members of the Board and may include the Vice-President, Recreation League Director, Representative League director and two other members of the Board.
- c) The discipline committee without appeal may suspend players and or team officials for 2 to 5 games. A discipline meeting will be held for such suspension of no less than 3 committee members and within 7 days of notice of offence.
- d) Suspensions of 6 games or more may be appealed through the President or his designate; and no less than 5 different Board members (members other than those serving on the discipline committee) must be present to hear the appeal which has to be provided in written form within 15 days of the offence.
- e) The President, League Director and or the OMHA Director may suspend a player or team Official for one game without appeal. The discipline form must be filled out for all disciplinary actions.

### 6.3 Discipline policy for Coaching Staff

- a) A manager and or coach may suspend a player on his team for one (1) game without appeal. The Club's current player discipline form must be filled out for all discipline situations.
- b) The Coach and Manager along with the appropriate League Director shall interview players receiving two (2) Major penalties in any four (4) week period or a match penalty at any time. The outcome of this meeting will determine if the player should stand before the Board Disciplinary Committee as recommended by the League Director.
- c) Coaches and /or Coaching staff not following rules, regulations, policies and direction of the Parry Sound Hockey Club Inc., OMHA, CHA, OHF and MPS League may be suspended and a note will be placed in a permanent file which may lead to removal of the offending coach or coaching staff.

6.4 Discipline for Coercion of Players.

All players should be encouraged to play at a level of their ability but no player may be forced to play at a higher level against his wishes. Any coach or manager, who persuades, coerces or compels any player to play for his team, shall:

- a) On first offence, receive verbal and writing warning with the possibility of suspension.
- b) On the second offence, will be suspended for the balance of the season.

6.5 Alcohol Policy

The Club has adopted the OMHA's policy on alcohol and substance abuse. Refer to the current year copy of the OMHA's Rules of Operation for details.

6.6 "24 hour cool down" Policy

Any general issues of complaint that arise on the behalf of any member will be withheld for 24 hours before bringing the complaint forward. This is to give all parties the opportunity to re-evaluate their perspective and to release unproductive emotions before dealing with the issue. The complainant must ensure that they have read all pertinent documentation, this to eliminate any complaints that are unfounded. This policy is not meant to stop any complaints from coming forward immediately that are identifying a criminal act or some other such issue.

6.7 Female Player Dressing Room Policy and Shower Room Policy as per the OMHA

### 7.0 COACH/MANAGERS/TRAINERS

7.1 Selection of Team Coaches

- a) Application for coaching positions will be advertised for the up coming season.
- b) The committee will consist of a quorum of the Board of Directors
- c) The PSHC Board shall:
  - i) set coaching selection criteria
  - ii) convene meetings to select coaches for the respective teams
  - iii) The Head Coach will recommend the Manager, Trainer, Assistant Coaches and all other assistant's names to the club for approval. No unapproved on-ice helpers are allowed. The use of other players from the PSHC as on-ice helpers is allowed but they must have a specific role. Players used in this capacity will not be allowed if they create discipline problems with the PSHC. All OMHA players used in this capacity must wear full equipment unless they hold a current OMHA Coaching Certificate. Players used in this capacity must be approved by the Representative League Director
  - iv) Appointments are to be made as early as possible.
  - v) All PSHC team coaches and assistant coaches must be certified in accordance with the OMHA Manual of Operations.
  - vi) All Coaching staff will be accountable to the Board for their conduct and that of the players before, during and after games. They are expected to set a good example in conduct, language, dress and sportsmanship.
  - vii) All team officials shall become familiar with and enforce all rules, regulations and procedures of the OMHA and the PSHC

## 7.2 Selection of Trainers

- a) Shall be approved by the PSHC Board.
- b) Trainers shall hold a valid HTCP certificate.
- c) Trainers shall be responsible for and ready use of the Emergency Action Plan (EAP)
- d) Trainers will be provided with a stocked first aid kit at the start of each season that will be replenished by the club throughout the year and restocked at the end of each season.

## 7.3 Selection of Managers

- a) Shall be approved by the PSHC Board
- b) Shall hold valid OMHA Certification
- c) The Manager, as with any other team official, may not be the spouse of the Head Coach  
The Manager works with the Coach in conducting the affairs of the team and is directly responsible to the PSHC Board.
- d) The Manager shall ensure all team officials are properly carded with the OMHA.  
The Manager will obtain a copy of each team official's certification card for his/her records and an additional copy for the Club. The Manager will ensure that all requested information about staff and players is forwarded to the appropriate Board member in a timely fashion.
- e) The Manager will procure the required team and affiliated players roster forms from the Club's OMHA Director. It is the Manager's responsibility to have all team officials' cards, team rosters and any other requested forms filed with the Club's OMHA Director within 48 hours after receiving the said paperwork.
- f) It is the Manager's responsibility to have the affiliate roster forms completed and submitted to the OMHA Contact by Dec 15th of each season.
- g) team Manager will carry all roster forms, affiliate player roster and applicable cards to all games and maintain these documents in good order.
- h) The Manager will place copies of all away-game-sheets including tournament and exhibition games, in the Representative League Director's mailbox at the Pro shop NO LATER than the team's next practice.
- i) The team Manager will ensure the team Trainer has all required documentation and will assist the Trainer with the Emergency Action Plan (EAP).

## 7.4 Responsibilities of Team Officials

All team officials will be responsible to the board for the conduct and behaviour of the team, staff and players before, during and after all games and practices. They are to set a good example with their language, behaviour, dress and sportsmanship and abide by the "two deep rule".

All team officials are to become familiar with all club governing documentation including the Rules of Operation and By-Law #1.

- a) Coaches will:
  - possess valid NCCP Coach Level Certificates as per the OMHA.
  - All team officials will hold valid Prevention Services certificates.
  - Read, sign and return to the Coaching Committee, the coaching commitment form;
  - Conduct themselves in an appropriate manner on and off the ice and abide by the directives of the PSHC at all times;
  - Attend their team's games and practices and be present ONE hour before game time and remain for a reasonable time after each game.

- Foster inclusion and acceptance of all players on the team;
- Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency as well as self esteem;
- Actively instil concepts of sportsman ship and fair play to all players;
- Recognize individual differences in athletes and always think of the athlete's long-term best interests. Aim for excellence based upon realistic Goals. The activity undertaken should be suitable for all players.
- Set individual, achievable goals for each player and encourage co-operation towards team goals.
- Lead by example, teach and practice co-operation and self-discipline, respect officials and opponents with proper attitude, language, dress and deportment. Rules are mutual agreements to abide.
- Arrange for team meetings with players and parents prior to the start of the season to discuss the team's philosophy, team rules and expectations of the season. The team rules are subject to the approval of the PSHC Executive.
- Be accountable to the PSHC Board for their actions as well as the actions of other team members including players, assistant coaches, managers, and trainers.
- Treat all players as equally as possible, including the giving of ice time as equal as possible to all players;
- Be honest and consistent with athletes. *(They appreciate knowing where they stand)*
- Actively follow, and support the Bylaws, rules and policies of the PSHC;
- Attend coaches meetings as required

#### 7.5 Team Rosters and Required Paperwork. -

Each Representative League team will submit the final roster of selected players to the Representative League Director 48 hours after their last tryout hour.

### 8.0 Officials

#### 8.1 Time Keepers

- i) all Timekeepers will be board appointed members in good standing.
- ii) the Board will appoint a Chief Timekeeper annually
- iii) the Chief Timekeeper must be a minimum of 15 years of age, have a minimum of 2 (two) years timekeeping experience, will be responsible for the scheduling of the timekeepers and may be removed from the position by the Board for dereliction of his/her duties.
- iv) the Chief Timekeeper reports to the Board in all matters of administration and to the PSHC appointed Referee in Chief in all matters pertaining to games.
- v) the Chief Timekeeper will be responsible for all timekeepers and will notify the Board Vice-President of all problems related to timekeepers and their duties. Timekeepers may be removed from the timekeeper's roster for dereliction of duty. Timekeepers who are under suspension as players may be removed from the timekeeper's roster by the PSHC.
- vi) Problems that arise from game activity will be reported to the Chief Timekeeper and the Referee in Chief
- vii) the Chief Timekeeper will ensure that all timekeepers are properly trained.

- viii) He/she will supervise each new timekeeper for a minimum of one Recreational League game to a maximum of two Recreational League games. Each timekeeper graduating to Representative League games will receive supervision for one Representative League game. The timekeeper and the Chief will both receive payment for any training periods. First year timekeepers will only do Recreational League games until the Chief Timekeeper decides they are experienced enough to move to the Representative League.
- ix) timekeepers fees will be set by the PSHC.
  - x) payment for all Recreational League games will be provided by the Pro Shop after completion of the games.
  - xi) Payment for all Representative games will be provided by the Manager of the Representative team prior to game commencement.
  - xii) Timekeepers scheduled for games will receive payment for cancelled games if not notified 48 hours before game time.
  - xiii) If a timekeeper cannot attend a game scheduled for them, it is the timekeeper's responsibility to find a replacement.
  - xiv) Timekeepers will check in with the Pro-shop at least 15 minutes before each game to confirm scheduling of games.
  - xv) all timekeepers shall carry with them at all times the time clock operations instructions, pens, paper and a watch.
  - xvi) The timekeeper shall deposit with the Pro-shop at the end of each game the white and green copies of the game sheet for Recreational League, and the green copies of the game sheet for the Representative League.
  - xii) All timekeepers are not to leave following their scheduled games until the timekeepers scheduled for the following game have arrived. If no replacement timekeeper(s) arrive, the original timekeepers will work the following game.

## **9.0 Subsidiization**

### **9.1 Courses:**

The PSHC will pay for any certifications required by the Volunteers of the club.

## **10. Fund Raising**

### **10.1 Team.**

Teams wishing to operate various fundraising events at tournaments or as separate fundraising ventures must:

- a) Submit written request to the Board for approval
- b) Operate according to the OMHA Rules and Regulations regarding fundraising as well as the Alcohol and Gaming Commission of Ontario Regulations and the Club rules of operation, and will procure, through the Club, the appropriate Gaming and/or Lottery Licence.
- c) Remit to the Club 10% of the net proceeds derived from any and all fundraising activities.
- d) Not approach current sponsors of the Club.

- e) Prominently display, at the event, a list of all businesses and individuals supporting the event and provide each supporter of the event with a written 'thank you' and acknowledgement detailing the outcome of the fundraiser.
  - f) It is further understood that the Representative Teams shall host only one tournament per season as a fundraiser for the Club-approved expenses of those teams.
- 10.2 Club.  
The Club may, by majority vote of the Board, from time to time, operate a fundraising event or events and will also operate according to the AGCO and OMHA guidelines regarding fundraising.

### **Section 11. Sponsorship**

- 11.1 Wineries, Brewers, and Tobacco sponsorship of any Club team, function or event shall be prohibited.
- 11.2 Dollar guidelines for sponsorship shall be set by the Board from time to time.
- 11.3 One sponsor per team per season shall be permitted but this may, by majority vote of the Board, be adjusted from time to time.
- 11.4 All sponsorship activity, requests, and solicitations shall be referred to the Sponsorship, Awards and Pictures Director, who will forward to the board for approval.

### **Section 12. Games, Playoffs, Tournaments, Exhibitions Guidelines**

- 12.1 Games.  
All games to be played are subject to OMHA and Muskoka Parry Sound rules of the game as per Hockey Canada rules and regulations.  
Recreational League games will have a 5-minute warm-up followed by 3-15 minute run-time periods. Recreational League minor penalties are 3 minutes in length. Recreational League games may and will be "curfewed" if time does not permit their completion. The season will begin in October and will run to the year-end Ted Gignac Memorial Tournament usually held in late March.  
Representative League game lengths vary with the division and will be subject to the OMHA Rules and Regulations. Representative League teams have a regular season, beginning in late September, of 18 games; 9 at home and 9 away. The season will begin late September or early October and will run until approximately mid to late January.
- 12.2 Playoffs.  
Only Representative League teams will participate in the OMHA Playdowns, if qualified to do so. Representative teams – Novice to Bantam – will also participate in the Muskoka Parry Sound Playoffs. All play-down games will be completed by March 31st of each year in accordance with OMHA policy.
- 12.3 Tournaments.  
Recreational League teams will participate in three tournaments a year, namely the Evaluation Tournament, the mid season Christmas Tournament and the year end Ted Gignac Memorial Tournament.  
Representative League teams will host one tournament a year and may participate in tournaments held in other centers throughout the year upon board approval. Representative

League teams will be limited to participating in a maximum of 1 tournament per month including their own.

Representative League teams hosting tournaments will operate under the Club Tournament Rules of Operation and any pertinent OMHA rules and regulations. It will be the responsibility of the respective team managers to operate under the rules. The board will determine dates and times of the hosted tournaments. The board will levy 10% of all tournament net proceeds to be directed towards the "Equipment and Training" fund. Teams may use the non-Lottery monies on Club approved expenses. Teams may use Lottery monies in accordance with the Alcohol and Gaming Commission of Ontario (AGCO) rules and regulations. The OMHA Director, the Representative League Director and the respective team managers will operate the hosted tournaments and will appoint a tournament convener and coordinator. Team managers will be responsible for organizing fundraising activities, scheduling volunteers, submitting all reports and monies to the board in a timely fashion, and working alongside the OMHA Director and Representative League Director regarding scheduling of referees, timekeepers, and ice time. Team sponsors will be invited to participate in the "puck drop" in the first game of each tournament. All sponsors of each tournament are to be duly recognized within the lobby of the Bobby Orr Community Centre as well as in the tournament programs and "thank you" letters sent following the tournament. The tournament convener will be responsible for all game sheets, rosters, scheduling etc. and will report all suspensions in accordance with OMHA rules and regulations to the OMHA Regional Executive Member. All financial transactions relating to the operation of the tournament are to be completed within 10 days following the commencement of the tournament. The respective hosting team managers will submit, to the board, no later than 30 days after the commencement of each tournament, their final report including a detailed accounting of all funds, a cheque representing the 10% club levy, list of prize winners, and all other relative and pertinent documentation at the board's direction. The board may request further documentation such as receipts, at its discretion.

#### 12.4 Exhibitions Games.

All exhibition games can only be scheduled with approval of the OMHA Director, the Representative League Director and the Ice Time Director. No exhibition or league game may be played until a completed roster has been submitted to the Representative League Director

### **Section 13. Insurance**

#### 13.1 Insurance

The club may purchase Directors and Officers Liability insurance as per By-Law #1

#### 13.2 PSHC is covered by the Hockey Canada Insurance Program.

### **Section 14 "CHIP" Program**

The Hockey Canada Initiation Program Coordinator will report to the Representative and Recreational Hockey Directors jointly.

### **Section 15 Appendix**

OMHA Code of Conduct (*inside front cover*)

Midget / Juvenile Driving Policy (*inside back cover*)

# Parry Sound Hockey Club Inc.

BOX.13 · PARRY SOUND, ONTARIO · P2A 2X2

"Bringing Hockey to the Youth of Parry Sound"

Date:	Policy Name:	Policy #	Motion #
Oct.24.2006	Midget/Juvenile Player Driving Policy	P2003/75	2003/75

**MOTION:** Nov.18.2003, #2003/75

That any players licensed to drive be only permitted to drive themselves to practices or games and no other Parry Sound Hockey Club players are permitted in the vehicle, unless that player is a family member and unless a parent or guardian is present in the vehicle.

**INTENT:** It is the responsibility of the P.S.H.C. to attempt to the best of their ability to ensure the safety and well being of all our members, especially our players – our children. The Club fully understands the fact that players who are licensed drivers are within the confines of the law and the Highway Traffic Act to offer rides to teammates to games, practices, and other team functions. However, it is the opinion of the Club that it is in the best interests of all that alternative arrangements are made if at all possible. The Club does not view this as an invasion of personal rights and privileges, but rather as a preventative step towards avoiding a potentially tragic outcome to what should be a memorable experience for P.S.H.C. members. The only players of legal age to drive are in the Midget or Juvenile age group. Given the young age, inclement weather, the late times of games, distances to other communities and the emotionally charged nature of these games, having additional players would be a distraction in a difficult driving environment. The Club asks all Staff members involved with teams that have licensed drivers on their rosters to exercise due diligence in seeing that this policy is upheld. It is with this commitment in mind that the P.S.H.C. has instated the following policy concerning players who are also licensed drivers:

**POLICY:** Any Parry Sound Hockey Club player licensed to drive shall only drive themselves to practices, games, and team functions, no other P.S.H.C. players are permitted in the vehicle unless that player is a sibling.

**PROCEDURES:** Failure to comply with this policy will result in the player being suspended from all team operations until a disciplinary hearing is held.

**EXCEPTIONS:** If a parent or guardian of the driver is present in the vehicle and permission is granted to them by the parent(s) or guardian(s) of other PSHC players then those players may be transported in the vehicle.

In the event of a situation unforeseen by the intent of this policy the licensed driving player and his/her parents may request special permission from the PSHC Executive in writing, to transport other PSHC players.

**APPLICABLE FORMS:**