

# G.P.M.H.A.

# Constitution



*Approved by Membership XXXXXX*

## **Articles**

### **Article 1: Name**

1.1 The organization shall be called, The Greater Petawawa Minor Hockey Association, hereafter referred to as the GPMHA.

1.2 It is declared one of the purposes of this constitution, by-laws and policies and procedures shall be to confer upon the GPMHA and its Executive committee all the powers of a fully self-governing organization, be it here after enacted:

### **Article 2: Purpose**

2.1 The GPMHA is a volunteer run, not for profit organization with the purpose of:

2.2 The establishment and promotion of hockey within its borders in full accordance with the standards set forth by Hockey Canada.

2.3 The instruction and development of all players under its jurisdiction regardless of skill and in adherence with the principles of fair play and sportsmanship.

### **Article 3: Authority**

3.1 The GPMHA is a recognized association of Hockey Eastern Ontario (HEO), District 5 and the Upper Ottawa Valley Minor Hockey League and as such is bound by all the rules and regulations of these higher authorities.

3.2 The GPMHA must submit any changes to their current Constitution, By-Laws and Regulations to HEO through District 5 prior to the commencement of the season for review to ensure continued conformity to Hockey Canada Rules and Regulations as well as the HEO Constitution, By-Laws and Regulations. Changes should be detailed in an attached letter.

### **Article 4: Boundaries**

4.1 The GPMHA shall have jurisdiction over all minor ice hockey of the various minor divisions as defined by Hockey Canada including, U21, U18, U15, U13, U11, U9 and U7. The area of this control is defined as part of Ontario north to Laurentian Valley (Orange Road), south to Pembroke (Golf Course Road/Achray Road, west to Farelli Trail and east to the Ottawa River. (See Annex A)

4.2 The GPMHA shall have jurisdiction over minor hockey in what is known as the Town of Petawawa and Garrison Petawawa.

### **Article 5: Membership**

5.1 Whenever used in the Constitution, By-Laws and Policies, the word member shall be deemed to include, any parent/legal guardian, player, Coach, Manager or rostered staff affiliated with or associated with the GPMHA and in good standing.

5.2 Membership in the GPMHA shall be open to anyone residing within the geographical boundaries of the Association. In conjunction with the HEO membership may be extended to persons or organizations not within the geographical boundaries.

5.3 All members as outlined in 5.1 shall conduct themselves in accordance with all the rules and policies of the GPMHA, UOVMHL, District 5, HEO and Hockey Canada. It is mandatory one parent per GPMHA family participate in Hockey Canada's "Respect in Sport" for parents training.

5.4 Membership in the GPMHA agrees to honour and be bound by all rulings and decisions of the Associations' Executive Committee. Any disagreements with the Executive Committee can be appealed following the process outlined in the By-Laws.

#### **Article 6: Leadership**

6.1 The day to day business of the Association will be conducted by the Executive Committee.

6.2 The Executive Committee shall consist of; President, Vice President, Secretary, Treasurer, House League Director, Rep Director, U7 & U9 Pathway Director, Ice Allocator, Risk and Safety, Registrar, Webmaster, Equipment Manager, Fundraising Chair, Development Coordinator, Coach Mentor and the House League Tournament Director.

6.3 The Referee-In-Chief and ACES representative will serve as an advisor to the Executive Committee.

6.4 For the purposes of attending to the day to day business of the Association, the Executive Committee will meet monthly during the hockey season. The Executive Committee shall meet at least once prior to the commencement of the hockey season and at least once after the Annual General Meeting (AGM) at the end of the season.

6.5 Special meetings may be called to deal with circumstances as they arise and decisions can be made in between meetings by polling Executive members by phone or e-mail.

#### **Article 7: Meetings**

7.1 All Executive meetings and the Annual General Meeting (AGM) shall be conducted in accordance with *Roberts Rules of Order*.

7.2 There shall be an Annual General Meeting of the Association's membership on or before May 31st of each year. The Executive Committee will decide the place, exact date and time of this meeting and notify the membership at least 30 days beforehand.

7.3 The Order of Business at the AGM shall be as follows:

7.3.1 Call to Order

7.3.2 Adoption of minutes from the previous AGM

7.3.3 Business arising from minutes

7.3.4 President's report

7.3.5 Executive Committee reports

7.3.6 Presentation of Financial Statements

7.3.7 Notices of Motions to amend the constitution, by-laws and policies.

7.3.8 Nominations and elections of GPMHA Executive Committee Members

7.3.9 New business

7.3.10 Adjournment

7.4 Items for new business and recommended constitution changes can be added to the agenda by submitting them to the Secretary at least 30 days prior to the AGM.

7.5 Special meetings of the Associations' membership can be called by the President or any Executive Member with the President's approval.

7.6 The Executive Committee's monthly meetings shall begin with an open business forum for the general membership. To be added to the meeting, members shall contact the Secretary the Friday before the scheduled meeting. After the open forum the meeting shall proceed as follows:

7.6.1 Call to Order

7.6.2 Referee-In-Chief's report

7.6.3 Approval of minutes

7.6.4 Business arising from previous minutes

7.6.5 Financial Statement

7.6.6 Executive reports

7.6.7 Correspondence

7.6.8 President's report

7.6.9 New business

7.6.10 Adjournment

### **Article 8: Voting**

8.1 At the AGM, every attendee (18 years and older) in good standing is entitled to one vote. A member in good standing is defined as someone who has no outstanding debts to the Association or any outstanding suspensions.

8.2 At Executive Committee meetings all executive members are entitled to one vote with the exception of the following:

8.2.1 An executive member can hold multiple positions, (elected or appointed) but are entitled to only one vote.

8.2.2 The President may vote only to break a tie.

8.2.3 In the case of time sensitive matters that cannot wait until a monthly executive meeting, voting by proxy will be permitted. Authorization for a proxy vote to proceed must be given by the President. Voting must be confidential.

8.3 Voting shall be by ballot and confidential. If the vote is not unanimous it will be recorded.

8.4 Elections will be conducted by secret ballot if more than one person is nominated. In the event that three or more persons are nominated for an executive position. The successful candidate shall be required to poll more than 50% of the total votes cast. If necessary, this will be established by elimination voting whereby the nominee receiving the least votes shall be successively dropped until a nominee has the required votes. (Meaning if there are 100 votes, someone needs 51 to win. If it's 48-30-22 then a revote needs to happen. You drop the lowest # and vote again as more than 50% did not want the original candidate.)

## **9.0 Quorum**

9.1 At the AGM and Special General Meetings of the membership there must be at least four Executive Committee members present and at least 10% of the membership as defined by that year's total registration numbers.

9.2 For Executive Committee meetings, a quorum is defined as 50% plus one member.

## **10.0 Amendments**

10.1 The Constitution and By-Laws of the GPMHA may only be amended at the AGM or a Special General Meeting of the membership. Proposed amendments must be posted or made readily available to the membership no less than 30 days prior to the meeting.

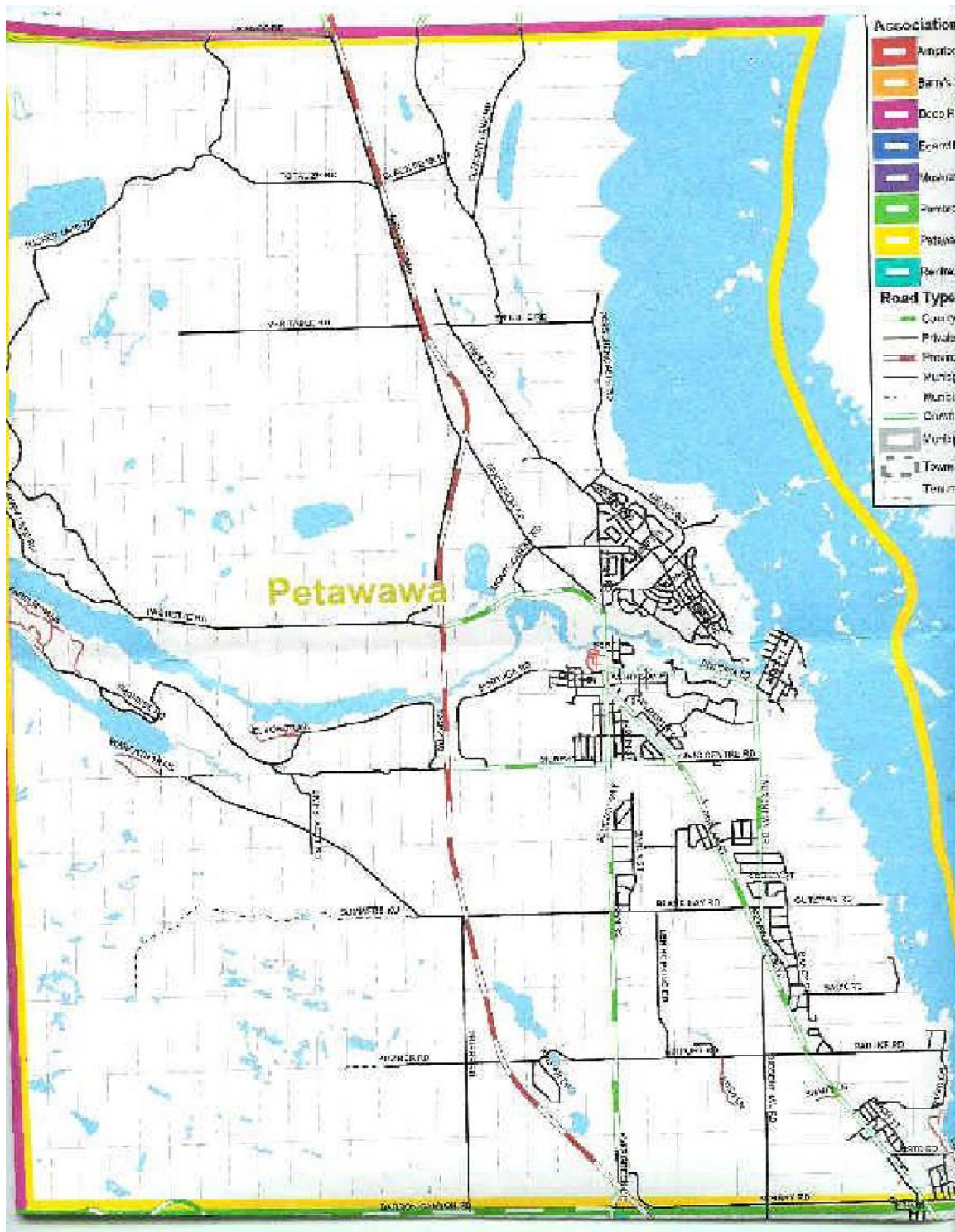
10.2 Amendments may only be passed by a majority vote of the membership present, a quorum having been attained.

10.3 The Executive Committee may make changes to the Policies and Procedures of the GPMHA at their regular meetings by a majority vote, a quorum being present. These amendments must be ratified at the next AGM. Any such amendments are to be included in the President's report.

## **11.0 Addendum to the Constitution**

11.1 This document is believed to be an accurate reproduction of the constitution of the GPMHA. It is reproduced and provided as a convenience to its members. It may not include all the amendments that have been passed since its reproduction and as a result should not be taken as the original Constitution filed at the offices of the GPMHA. Should any errors or omissions or discrepancies exist between this document and the original filed at the offices of the GPMHA, the original shall be final and binding.

Annex I



## **By-Laws**

### **1.0 Registration**

1.1 The GPMHA may only register and play those players on association teams who are bona fide residents of the zone over which the Association has jurisdiction. The only exception to this is players for whom District 5 has approved a transfer.

1.2 The GPMHA shall annually complete the HEO Registration of Association and Program Coordinator List forms. These forms will be forwarded to the District 5 Chairperson no later than September 1st of each year. If the executive structure of the Association changes, the affected Registration of Association or Program Coordinator List must be resubmitted.

1.3 The Registrar is to officiate all registration of players. Everyone must be registered and payment completed or have payment arranged prior to August 30th, prior to being allowed on the ice.

1.4 The GPMHA requires mandatory participation in the Hockey Canada Insurance Program.

1.5 The Registrar is responsible for ensuring HEO Team Lists are completed correctly with all required information. The HEO Team List is to be signed by the President or the Registrar. These team lists and accompanying documentation must be submitted by the GPMHA Registrar to the District 5 Registrar within 3 weeks of receiving the information.

1.6 All recreational teams within the GPMHA shall be given a rating of B in accordance with policies and procedures of the UOVMHL, District 5 and the HEO.

1.7 The GPMHA shall offer B competitive teams where the numbers warrant and where they are accepted by District 5 Council and the UOVMHL.

1.8 Teams in the GPMHA shall be organized into divisions based on the ages of the players and the number of registrations. The Executive reserves the right to set maximum player numbers or to close registration at any time.

### **2.0 Fees**

2.1 The GPMHA shall pay all annual fees and insurance for all executive members, players and coaching staff registered with the UOVMHL and the HEO, with such fees being determined annually by the respective organizations.

2.2 The HEO Insurance/Administration Registration form must be completed and forwarded to the HEO hockey office by October 15th with the appropriate assessment fee. After October 15th, any new additions are to be forwarded to the HEO with any additional fees. Failure to pay the assessment in full by October 15th can result in the Association being assessed a non-refundable fine of 2% per week up to a maximum of \$500.

2.3 Association registration fees for players are set by the Executive before the start of each season.

2.4 A \$50.00 administration fee will apply to all money that requires reimbursement to families who try out for Aces/Titans and did not inform the Treasurer at their time of registration.

### **3.0 Finances**

3.1 The fiscal year of the GPMHA is June 1st through May 31st.

3.2 There will be a yearly audit of all GPMHA accounts. Yearly audit completed by league hired accountant.

3.3 No purchases or expenditures will be incurred from budgetary funds without the authority of the Executive Committee. All expenditures over \$500 must be approved by the Executive Committee and supported by at least two quotes. Provide receipts to the executive committee prior to reimbursement.

3.4 All cheques issued from GPMHA accounts must have two signatures.

3.5 The practice of offering appreciation gifts to Executive Committee members is not permitted

3.6 The treasurer will address any questions concerning the Association's finance's and make recommendations to the Executive on issues concerning finances.

#### **4.0 Elections and Terms of Office**

4.1 Positions on the Executive Committee, with the exceptions of Treasurer, Coach Mentor and Referee-In-Chief are filled by election at the AGM and will become effective June 1st.

4.2 The term of all elected positions is two years unless otherwise specified. In an effort to maintain continuity, elections for the positions of President, Registrar, House League Director, Equipment Manager and Publicity Chair will be in odd years. Elections for the positions of Vice President, Secretary, Ice Allocator, Rep Director, Development Coordinator, Risk and Safety Manager, Fundraising Chair, Tournament Director and U7&U9 Pathways Director will be held in even years. Every executive member shall uphold the constitution and comply with the By-Laws and Constitution by signing an executive pledge.

4.3 The following Executive Committee Members are prohibited from holding positions of Head Coach and Manager on bench team staff due to conflict of interests; President, House League Director, Rep Director and U7&U9 Pathways Director.

4.4 Nominations for the position of Treasurer and Coach Mentor shall be submitted to the Executive Committee in writing for subsequent approval. Selections and appointments will be made by the Executive. The treasurer shall correspond with a chartered accountant regarding monthly statements clarity and submit to the Executive prior to the monthly meeting.

4.5 The position of Referee-In-Chief shall be filled through appointment by the Greater Petawawa Referee Association and shall be for a one-year term.

4.6 Only GPMHA members present at the AGM who are in good standing with the association can make nominations for the Executive Committee positions. Any member who resides within the boundaries of GPMHA shall be eligible for executive membership of the GPMHA. Floor nominations must be accepted by the nominee in person at the AGM or by a signed letter presented by the nominee representative and submitted to the GPMHA Secretary 10 days prior to the AGM.

4.7 In the event a nominated candidate is unsuccessful for the position for which they were originally nominated, they may be permitted to declare their intent to stand for election to another vacant position.

4.8 Executive Committee positions remaining vacant after the AGM can be filled in a manner deemed appropriate by the Executive Committee and ratified at the next AGM.

4.9 An Executive member may resign his or her position by submitting a letter of resignation to the President of GPMHA. If a member resigns from their position during their term of office, without due cause, they may not return to any position for the remainder of the term they vacated. Due cause includes employment, family, health, and time constraints. If an Executive member holds two positions on the Executive, they may resign from one position without affecting the other but may not be returned to the position that they vacated that term.



4.10 An Executive member may be expelled by a special resolution by the membership passed at a general meeting, by 2/3 of the votes cast at the general meeting. The special resolution for expulsion shall be accompanied by a brief statement of the reason(s) for the proposed expulsion. The person who is the subject of the proposed special resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote. An Executive member or general member may be suspended or expelled for willful violation of the Constitution, By-Laws or for any other serious breach of policies and procedures of the GPMHA

## **5.0 Executive Committee Duties**

5.1 The Executive Committee is responsible for the day to day administration of the Association.

5.2 The Committee shall continually examine the overall hockey program of the Association to ensure the program is being developed and maintained in accordance with Hockey Canada Rules and Regulations and in a manner that best serves our membership considering numbers of players and teams participating.

5.3 To settle all disputes arising among the membership by following the proper processes.

5.4 Any member of the Committee who absents themselves from 3 consecutive meetings without notice or cause or who is being remiss or neglectful of duty or is engaging in conduct tending to impair their usefulness as a member of the executive, may by a majority vote, a quorum being present, be removed from office.

5.5 Provide support to our Division Conveners, Coaches, Trainers, Managers and General Membership as may be required.

5.6 To ensure compliance of all our membership with the tenets of Fair Play and Respect in Sport, and to intervene as required.

5.7 Members of the Executive may be required to sit on the following committees as the need arises: The Disciplinary Committee, The Appeals and Protest Committee, The Coaches Selection Committee and The Audit Committee.

5.8 All members of the Executive are required to disclose any possible conflicts of interest and must have a Vulnerable Sector Screening completed and submitted to the Registrar by September 30<sup>th</sup>.

5.9 All approved minutes will be available through the Secretary. The Secretary will confirm the requestor is a member and remove any information deemed private/confidential. GPMHA Executive meeting minutes shall be published on the GPMHA website so members can remain informed. Information that would breach a member's privacy will be excluded.

## **6.0 Complaints**

6.1 All complaints must follow the Fair Play 24hr cool down period, be submitted in writing and signed following the proper chain of command in accordance with the GPMHA Discipline and Appeals Process. Complaints will be actioned at the lowest point possible in the chain, only progressing upwards if a solution is not found. Complaints must start at the team level going through the team Manager unless a conflict of interest is presented, which will allow the complaint to be presented to the House League Director. Problems that cannot be solved at this level will progress up to the GPMHA Convener, then the appropriate GPMHA Director. If a Director is unable to achieve a solution the problem will be presented to the President, Vice-President or Risk and Safety and a hearing will be arranged if necessary.

6.2 Members that fail to follow this process and the proper Chain of Command, could result in parent/player sanctions as determined by the GPMHA Executive.

## **7.0 Suspension and Expulsion of Membership**

7.1 Suspensions, expulsion and disciplinary measures may be assessed for actions such as; infringement of playing rules, conduct unbecoming to hockey, refusing to accept and obey rulings of the GPMHA Disciplinary Committees, the Executive committee or the rulings of HEO, the District 5 Council or the UOVMHL, for disreputable and continued foul play, unsportsmanlike conduct (individually or collectively), on the ice or in any rink where a hockey match is being played or at any meeting or gathering in the interests of the game.

7.2 Any suspensions or expulsions are subject to the usual appeal routes (see Discipline and Appeals Policy) Appeals will not be heard if the suspension or disciplinary action are disregarded. In these circumstances it will be judged that the individual has forfeited their right to appeal and will be dealt with at a higher level.

7.3 The GPMHA President and the Executive Committee have the power, with proper justification to suspend, expel or discipline any coach, manager, player, trainer or member of the Association connected with any team under GPMHA jurisdiction.

## **8.0 Privacy**

8.1 The GPMHA respects everyone's right to privacy and confidentiality.

The GPMHA collects personal information from prospective members, members, coaches, referees, managers and volunteers for the purposes of conducting Hockey Programming.

Information specific to a player such as a player's name, address and date of birth are collected to determine that the player's geographical location, division of play and level of play information are consistent with Hockey Canada/Branch regulations. Historical information concerning past teams played for is collected to determine if any GPMHA transfer regulations may apply.

At no time are lists generated by the GPMHA for the purpose of marketing, or the sale of information.

Team Officials must comply with the GPMHA Privacy Policy. Team lists and phone numbers are not to be shared with anyone outside of GPMHA and specifically may not be distributed to outside agencies, companies, associations or individuals.

Use of photos on this site are provided by coaches/managers and GPMHA Executive. If you do not wish to have your child's photo displayed on the GPMHA web site and related marketing, please contact your GPMHA Division Convenor.

## **GPMHA Policies and Procedures**

### **1.0 General Compliance**

1.1 All GPMHA team officials, players and parents and any other Association members agree, by virtue of their membership, to abide by all the Hockey Canada, HEO and UOVMHL Rules and Regulations governing hockey.

1.2 All GPMHA members agree to comply with all GPMHA Policies and Procedures and respect and uphold rulings made by the Association. Where differences of opinion occur the GPMHA ruling will stand until such a time as proper appeal through the correct channels overrules the original decision.

## **2.0 Association Registration**

2.1 The GPMHA requires evidence of residency at the time of registration in accordance with HEO policies.

2.2 A player shall have vested rights when District 5 approves changes to the GPMHA boundaries so long as the player continues to register with the GPMHA (grandfather clause). A player forfeits their vested rights once they register with another association or sit out a season.

2.3 Transfers are only allowed in accordance with District 5 transfer rules.

2.4 All players must register at their proper age level.

2.5 There will be a late fee of \$50.00 assessed for registrations received after August 30th for returning players. Cut off for registration will be August 30th, extenuating circumstances will be dealt with on a case by case basis and based on need. The Executive Committee reserves the right to waitlist registration.

2.6 Financial assistance may be available and written requests should be made at the time of registration and will be assessed on a case by case basis.

2.7 Fees paid for Rep team tryouts are non-refundable.

2.8 If a player leaves the Association for any reason, written notification must be provided to the Registrar. Reimbursement will be paid as follows; notification prior to October 31 will receive 2/3 registration reimbursement and notification prior to November 30 will receive 1/3 registration reimbursement. There will be no registration reimbursements (refunds) after November 30th. All registration reimbursements (refunds) will be less the mandatory player fee paid to the HEO. The GPMHA Executive will consider exceptions for any injury sustained during a sanctioned event on a case-by-case basis. The Member must submit the request for exception to the GPMHA Registrar and provide a doctor's note indicating the injury and date it was sustained.

2.9 Registration can be paid by post dated cheques dated for the 15th and 30th for the months of June, July, August and September. All registration fees must be paid in full by September 30th. Players successful in playing on a Rep Team must pay the Rep Fee by October 31st. Players that do not have their fees paid by these dates will not be allowed to participate in any team activities until fees are paid in full. A service charge will be applied to all NSF cheques.

## **3.0 Fair Play Policy**

3.1 The safety and enjoyment of participants in the hockey game is more important than the final score.

3.1.2 Members of the GPMHA will value the contribution of the coach in developing the player's talents, even though they may not always agree with their methods.

3.1.3 Members of the GPMHA understand officials do not make the hockey rules, they only apply them.

3.1.4 Members of the GPMHA understand children learn from adults, and our behaviour will reflect what we want children to learn.

3.1.5 Members of the GPMHA understand officials are responsible to ensure the game is played in a safe and fair manner for all participants.

3.1.6 Members of the GPMHA understand players, coaches and officials are learning the game, and mistakes will be made in the learning process.

3.1.7 Members of the GPMHA will not cheer against or verbally abuse the opposing team.

3.2 Integrity, fairness and respect—these are the principles of fair play. Since children learn best by seeing and doing, hockey offers an excellent opportunity to teach fair play in an effective and fun way. If children see all the members of the team being given a turn, they will learn to treat people equally and fairly. If children learn the importance of rules in a game, they will learn to respect and value the rules in society. If children are rewarded for playing fairly, they will learn the value of honesty and integrity.

3.3 Fair Play does not change any of the rules of the game. Fair Play encourages all players on all teams to be as competitive as possible playing within the rules and including everyone.

3.4 The GPMHA with the principles of fair play in mind is committed to the development of all players.

3.5 The policy of the GPMHA in House League is to ensure fair and equitable ice for all but it is recognized children may miss shifts or sit for a variety of reasons, disciplinary issues, equipment malfunctions or illness.

3.6 The GPMHA recognizes coaches of Representative teams need more flexibility to develop their team's situational play (penalty kills, power plays, important face-offs, player matching etc.) Rep coaches will be allowed to coach their teams at their discretion, determining how each player will be played on a game by game basis. The role of each player on a team will be determined by the coach weighing issues such as assigned position, player commitment, work ethic, skill level, team play and discipline. The GPMHA asks parents and players participating in the Rep program to realize fair ice is not necessarily equal ice, anyone uncomfortable with this philosophy may wish to reconsider participation in the Rep program. However, none of the above provisions shall be interpreted or applied in such a manner that would deprive a player of receiving playing time in a regular rotation with other players over the course of a season. For greater certainty, when applying the above provisions, the coaching staff should ensure the development of all players, and promote the participation of all players in games.

3.7 All coaches, players and parents will be required to sign the Fair Play Pledges provided by GPMHA from Hockey Canada.

#### **4.0 Code of Conduct**

4.1 Playing hockey in GPMHA is a privilege not a right. The GPMHA Code of Conduct is an expectation of behaviour for all members of the GPMHA which is founded on 6 principles of respect:

Respect the game.

Respect the rules.

Respect the opponents.

Respect the Coaches, Officials, Parents, Executive members, Players and Spectators.

Respect the facility

Respect yourself by maintaining self-control at all times.

4.2 Any behaviour found to contravene these principles will result in disciplinary action. Examples of such actions can include but are not limited to: excessive foul language, verbal or physical abuse, vandalism, uttering threats or fighting.

#### **5.0 Coach and Bench Staff Selections**

5.1 All Coaches must submit an application and resume to GPMHA. Rep team applications must be submitted before May 31st. Any positions not filled at this time will be reposted. Applications to coach House teams should be submitted prior August 31st.

5.2 The Rep Director shall form a selection committee of not less than 3 Executive Members. This committee shall interview all qualified, potential coaches and make their coach selections within 24 hours of the last interview. Rep coach selections will be announced by June 30th where possible. Coach selections may be postponed if there is only one applicant and/or the applicant(s) that applied do not fit the requirements of the coaching position. The Rep Director shall be present for tryouts and another unbiased, non-player parent to help ensure the player selection is fair. Rep coaches are to consult the Rep Director prior to any cuts. Any coach wishing to be selected as a Rep coach and has a player trying out for the team may be evaluated further in the coaching selection process. This may delay the coaching selection until after the tryouts depending on evaluation of the player by the Rep director and his selected committee.

5.3 The House League Director shall meet with two executive members to review the coaching applications and make the selections.

5.4 All Coaches, Assistant Coaches, Managers, Trainers and Team Volunteers must comply with the position's certification requirement as set by HEO, District 5 and the UOVMHL.

5.5 Head Coaches shall choose their bench staff based on the qualified persons on their teams. Where there are no qualified assistants or trainers the GPMHA will reimburse volunteers for the cost of the certification course. Volunteers will be reimbursed for the cost of the course at the end of the season; however, at the discretion of the GPMHA executive, reimbursement for the certification of a trainer or assistant coach will not be provided when a qualified and willing person is not selected. To ensure reimbursement, verify eligibility with the GPMHA Registrar and appropriate Convenor.

5.6 All Rep team officials shall have completed their Respect in Sport for Activity Leaders certification prior to the start of the regular season. House League team officials have up until September 30 (or by any other date established at the district level) to obtain their Respect in Sport for Activity Leaders certification.

5.7 U7 & U9 coaches within GPMHA will be required to participate in Association sanctioned development with the U7 & U9 Pathways Director.

5.8 All team officials must have a previously completed Vulnerable Sector Screening (VSS) not more than 3 years old or have submitted a new application for a VSS by October 30<sup>th</sup>.

5.9 All on-ice helpers must be at least 12 – 20 years of age and be at least one age group higher than the team they are assisting. On-ice helpers must either be on a GPMHA team list as a player (no Respect in Sport required) and wear full hockey gear while with the team or have the required certification and be placed on the official team roster for the team they are assisting. Any player assisting with a team that will not be listed on the official roster must obtain approval from the Registrar. Players/Guardians and Coaches will be required to sign the GPMHA On-Ice Helper Rules and Regulations document prior to being allowed on the ice to help. A copy will be maintained by the appropriate Director, the Registrar and at the Team level. Any Coach in violation will be suspended until a hearing with the GPMHA Discipline Committee is complete.

## **6.0 Team Selection**

### **6.1 House League Teams**

6.1.1 House League teams will not be formed until the conclusion of the evaluation process as determined by the GPMHA Executive annually.

6.1.2 The House League Director, the Division Convenors, and at least 1 executive member with no conflict of interest, will do team selection, with the goal to distribute players evenly and to create a

balance of player talent. On completion coaches will be presented the teams to make any final adjustments

6.1.3 Exhibition games between the teams will be used to ensure a balance exists. If an obvious imbalance does exist the House League Director may relocate players as necessary to create a balance. This balancing will be done in close consultation with the Division Convener, the Division Head Coaches.

## **6.2 Representative Teams**

6.2.1 Rep team try-outs will be held and the Rep Director must be provided evaluator names from the coach to ensure no conflict of interest is present prior to tryouts.

6.2.2 Players wanting to play on/for any GPMHA Competitive Team MUST attend one of the first 2 tryout sessions. The only exceptions will be:

1) For persons that are physically unable to be on the ice due to an injury/illness. This request must be submitted at the first scheduled tryout, be supported by a doctor's note and approved and recorded by the GPMHA Executive Committee.

2) For players which transfer into the GPMHA from out of the Association boundaries, must have played at a competitive level prior to the current season. This request must be made within five days of the player registration and be approved and recorded by the GPMHA Executive Committee.

3) For players released from an "AA" or "AAA" or a "Junior B" league. This request must be approved and recorded by the GPMHA Executive Committee.

All exceptions do not guarantee a position with the competitive team, but the player will be evaluated by the Coach AND the Rep League Director during house evaluations. If House Team selection has been completed, an evaluation will be conducted by the Rep Director at the first available date of the player with the Competitive Team.

6.2.3 All player cuts should be made via electronic mail, to the child's parents, if the child is under the age of 15. It is expected the Coach making the cuts will use the opportunity to provide the player with constructive feedback regarding their try-out results.

6.2.4 A balance of minor and major aged players for each division is encouraged.

6.2.5 By selecting players to their teams, Rep coaches are committing to the development of those players.

6.2.6 After the start of the regular season any cuts must be approved by the Rep Director. No cuts will be allowed after December 1 without the mutual agreement of the Rep Director and the House League Director and approval of the Executive Committee.

6.2.7 Any player who leaves the Rep team before Jan 5 will be allowed to move down to the House League if there is room. Their placement will be made by the House League Director in consultation with the Division Convener. The season will be considered complete for anyone who leaves after January 5.

6.2.8 Any player wishing to tryout for a GPMHA Rep team at an age group above their designated age group shall be assessed during tryouts by an outside party arranged by the Rep Director in consultation with the Executive Committee and be deemed in the top three candidates to successfully make the team.

6.2.9 Any player wishing to tryout for a GPMHA Rep team from outside GPMHA requires permission from the GPMHA President in consultation with the Executive Committee and can only do so if their home association does not have a Rep team. Consideration will be made based on the number of players at the GPMHA tryout and the need for players in neighbouring associations. In the event the import player

is granted permission to tryout, they will be assessed by an outside party arranged by the Rep Director in consultation with the Executive Committee and be deemed in the top three candidates in order to successfully make the team.

## **7.0 Affiliation Policy**

7.1 It is the policy of the GPMHA to affiliate players to higher teams to allow the development of players, NOT to strengthen teams.

7.2 Affiliates may be used in league games only to replace sick, injured, suspended or missing players. Use of an affiliated player outside these parameters requires prior approval of the Executive Committee, failure to follow this policy will result in discipline of the higher-level coach.

7.3 Coaches who wish to affiliate players must inform the lower coach before approaching the player and their parents. If there is no conflict with the lower team, a player/goaltender can not be denied the opportunity to affiliate, unless it is due to disciplinary issues that then need to be reported to the Vice-President.

7.4 Affiliated players will put their lower team first. They will not miss practices or games with their lower team to practice or play with their affiliated team. The only exception to this is missing a practice with their lower team to play a game with the affiliated team with their lower coaches' knowledge and consent. Failure to honour this obligation to their lower team could result in the withdrawal of their affiliation.

7.5 Coaches and/or managers wishing to use an affiliate in a game or tournament must de-conflict with the players' lower coach first. Failure to do so will result in discipline.

7.6 Affiliate players may only play a total of 15 league games with their affiliated team. If an Affiliate Player plays an 16th game, they will then belong to that team and no longer be eligible to play with their lower team. Coaches that allow an 16th game to be played by an affiliate without approval from the Executive will be sanctioned.

## **7.7 Rep Teams**

7.3.1 Rep teams may affiliate players from their Divisions' House teams or from the Rep team one division below them.

7.3.2 Affiliate positions/players to any Rep team must be offered to those players attending the Division Rep Tryouts and were released after the 3rd scheduled tryout by the Division seeking to affiliate the player. This must be done prior to the affiliation of any other players.

## **7.4 House Teams**

7.4.1 House teams may affiliate players from the House Division one level below their division. Second year U9 players can AP to U11 house teams after January 15<sup>th</sup>.

## **8.0 Discipline and Appeals Processes**

8.1 All members of the association are subject to disciplinary action arising from any contravention of GPMHA policies or UOVMHL and HEO Codes of Discipline. The GPMHA also reserves the right to strengthen any disciplines outlined in the UOVMHL or HEO Codes of Discipline based on extenuating circumstances.

8.2 The UOVMHL Convener or their delegate(s) administers the Code of Discipline and advises the appropriate Valley or District Chairperson for incidents resulting from tournaments or games.

8.3 The GPMHA President or their delegated authority shall have the power to suspend or discipline any member of the Association to include coaches, players, parents, and rostered staff.

8.4 It is the intention of the GPMHA that all issues of conflict and discipline be handled at the lowest level possible. It is mandatory for the complainant to wait 24-hours before initiating the complaint.

8.4.1 Complaints must begin at the team level, through one of their team officials. All complaints must be submitted by electronic mail with complainants full name and contact information. If there is no resolution it should proceed up the chain to the GPMHA Division Convener and if there is still no resolution it should move up to one of the following: the GPMHA House League Director, the GPMHA Rep Director. The Director will determine if involvement of the Vice President and/or Risk and Safety Chair is required.

8.4.2 Members who fail to follow this process and the proper Chain of Command, will result in parent/player sanctions as determined by the GPMHA Executive.

8.5 In the event a complaint or issue is serious enough a resolution could not be reached or negotiated a disciplinary Committee will be convened. The purpose of the discipline Committee is to investigate, preside and render any disciplinary action in response to any written complaints by the general membership. A discipline Committee shall be comprised of the Vice President, Risk and Safety Officer and 1 other executive director. In the event of a conflict of interest any member of the discipline Committee member shall not take part in the process. All business of the disciplinary Committee shall be documented by the Secretary and retained for a minimum period of 5 years. At the beginning of each year, the Executive Committee will review all files greater than 5 years and vote on those to be destroyed.

8.5.1 Within four days of receiving the complaint, the Vice-President will convene with Risk & Safety and the President to determine if a Disciplinary Hearing is required. The Vice President will chair the meeting but will not vote. The Secretary, or a replacement, will be present to take minutes.

8.5.2 The two parties involved in the dispute will each be allowed to bring up to two witnesses or support persons with them. Letters from other witnesses will be accepted by the committee.

8.5.3 The Committee Chair will ensure that everyone is given the opportunity to address the Committee and will give the Committee members an opportunity to question the witnesses. The Chair will ask both parties what they think an acceptable solution might be.

8.5.4 After all testimony has been given the Chair will release the witnesses and the Committee will deliberate. The chair will notify the President who will receive the recommendations of the committee. The President will notify all parties of the decision within 24hrs by letter

8.5.5 The discipline options open to the committee include but are not limited to; letters of apology, suspensions from one day/game to a season and participation in courses.

## **8.6 Appeals**

8.6.1 Appeals of Disciplinary hearings may be made on the following grounds, new evidence not heard in the original hearing, irregularities in the original hearing, the original decision was either too harsh or too lenient, or there is proof to establish the original decision was reached in an unjust manner.

8.6.2 Appeals of GPMHA Discipline Committee decisions must be submitted to the President within 72-hours of the original decision. The President will make a ruling to support the original decision or reopen the issue and convene a new committee composed of different Executive members. This decision will be made within 24 hours. If the Committee's decision is upheld by the President the appealing party has 48-hours to appeal to the District 5 Chairperson in writing.

8.6.3 Appeals of suspensions arising from the UOVMHL or HEO Codes of Discipline (handed out by referees) must be made in writing within 72-hours of the infraction and be submitted to the GPMHA Secretary to be recorded and forwarded to the President to be presented to District 5 Chair.



## **9.0 Risk Management and Safety**

9.1 All players registered with the GPMHA must be in full equipment to participate in a GPMHA on-ice sanctioned event.

9.2 All GPMHA coaches, assistants, trainers or on ice volunteers must wear helmets with ear protection at all practices.

9.3 No Coaching staff will cross the ice before or after a game.

9.4 At least two adults shall be present in every dressing room at all times. Violation of this policy will result in disciplinary measures.

9.5 There must be a qualified Trainer present at all practices and games.

9.6 There will be no smoking, vaping, chewing tobacco, drinking of alcoholic beverages or illegal substances allowed during any GPMHA on ice activities or in the dressing rooms. All municipal, provincial and federal laws in regards to the consumption of tobacco, cannabis and alcohol will be adhered to.

9.7 Use of cameras is prohibited in all dressing rooms. Failure to follow will result in sanctions.

9.8 All players and goaltenders must wear an identified BMQ certified neck guard. failure to follow will result in the inability to play in them game/practice.

## **10.0 Modified Programs**

10.1 For the U7 & U9 pathways please refer to the HC pathways.

## **11.0 Equipment Loans**

11.1 GPMHA jerseys are to be used only for Association games unless special permission has been given by the equipment manager. (i.e. "Future Sens" games, tryouts for team parties, etc.)

11.2 No players except for the U7, U11 house league, and Rep teams will be permitted to take GPMHA sweaters home. The sweaters will be the responsibility of the team officials. The GPMHA reserves the right to seek compensation for any sweaters that are damaged as the result of misuse or neglect.

11.3 Teams in U7 will be issued TimBits jerseys/socks. Teams in U11 will be issued colored ATOMIC jerseys/socks and one set of GPMHA white ATOMIC home jerseys. Players using ATOMIC jerseys can sew name bars or heat transfer to the ATOMIC colored jerseys only. All other Rep/house league teams will be issued 1 set of GPMHA home and 1 set of GPMHA away jerseys. Name bars, Captain and alternate captain letters are to be attached to any GPMHA jersey by way of Velcro.

11.4 The Executive will determine the destination of any donated equipment.

11.5 The Association undertakes to maintain all equipment in a proper state of repair and cleanliness.

11.6 All team coaches and/or managers are responsible for team jerseys and equipment issued. Teams will sign a loan card when jerseys/equipment are issued. Loan cards will be returned when jerseys/equipment are returned in satisfactory condition to the Equipment Manager. There may be exceptional cases of damage to jerseys and these must be documented by the Team Coach/Manager who must report the damage to the Division Convenor. The GPMHA Equipment Manager must clear all equipment returns before any banquet money is issued to the Team.

## **12.0 Tournament Rules and Inter-Branch Travel**

### **12.1 Home Tournaments**

17 – *PROPERTY OF GPMHA*

---

12.1.1 The GPMHA will apply for an HEO Tournament Sanction for all tournaments and shall ensure the HEO Regulations are enforced.

12.1.2 Tournament dates will be decided upon before the start of the season.

12.1.3 Applications for Tournament Sanction properly completed and accompanied by a cheque payable to the HEO must be submitted to the HEO Office, c/o HEO.

12.1.4 The fees for GPMHA Tournaments will be set yearly by the Executive Committee. Tournament refunds will only be issued if a team pulls out of the tournament with a valid reason 30 days prior to the date of the tournament.

12.1.5 The GPMHA House League Tournament Director shall verify all team lists, and Affiliated Lists by way of digital submission. A team who has left its team lists at home will have to arrange for verification of the players from their District Chairperson or his delegate is given to the GPMHA House League Tournament Director before the team is to be allowed to participate.

12.1.6 All players shall sign a Player Eligibility form prior to the first game of the tournament and may be requested to sign in prior to each game as required by the GPMHA House League Tournament Director.

12.1.7 All scorekeepers and timekeepers shall be at least sixteen (16) years of age and have completed the time keeper course.

12.1.8 The HEO Code of Discipline shall be applied.

12.1.9 The GPMHA House League Tournament Director is required to provide a financial statement for each GPMHA house league tournament to the Executive Committee within 30 days of completion of the tournament.

## **12.2 Travel Tournaments**

12.2.1 The Coach of a team that enters any Tournament and fails to appear will be suspended until a formal hearing is conducted by the HEO Discipline and Appeals Committee.

12.2.2 The Coach of any team, which enters any Tournament and fails to continue playing in any Tournament games, will be required to attend a formal hearing conducted by the HEO Discipline and Appeals Committee. Such incidents shall be reported within 24 hours by the House League Tournament Director to the GPMHA President who will then report to the district 5 Chairperson.

12.2.3 No GPMHA teams are permitted to allow players on the ice for any activity (exhibition, tournament, league or playoff game) if they are not on their official team list.

## **12.3 Inter-branch Travel and Travel Permits**

12.3.1 A travel permit is required when:

- i) A GPMHA team wishes to enter a tournament to be held outside HEO boundaries.
- ii) A GPMHA team wishes to play an exhibition game and the game will take place outside the HEO boundaries, that is, the USA, Quebec or another Hockey Canada Branch; and
- iii) No travel permits are necessary when playing a team within the HEO.

12.3.2 The coaching staff will complete the travel permit and forward it to the GPMHA President a minimum of seven days prior to travel. The GPMHA President will then pass it on to the district 5 Chair.

12.3.3 All such trips must be approved by the District 5 Chairperson or his delegate. Failure to comply with this regulation will result in a suspension of team officials.

12.3.4 The GPMHA coach is responsible to inform the GPMHA President of any changes to the team or officials' roster that was in the approved Travel Permit at least 48 hours prior to travel. Failure to do so shall result in appropriate disciplinary action.

12.3.5 No GPMHA team may play in more than five (5) Out-of-Branch Tournaments. This does not include Provincial, Regional or National Championships.

### **13.0 Team Funds and Fundraising Policy**

13.1 All Teams will be subject to charges for any unused ice or Officials' fees generated by the team without cause. The Treasurer will withhold banquet funds until any such balances are paid in full, all equipment is returned and financial statements submitted.

13.2 The GPMHA will annually review Association Fundraising to determine amounts (if any) to be provided to Teams to cover tournament fees.

13.3 If amounts can be provided to teams for Tournament Fees, these funds can only be used to cover the cost of Tournament Entry Fees.

13.4 Each team will place the control of funds in the hands of either the manager or a designated team treasurer. This person will provide quarterly financial statements to the parents of the team and the association Treasurer by the following dates: Oct 30<sup>th</sup>, Dec 15<sup>th</sup>, Jan 30<sup>th</sup> and year end. Failure to submit a Team Financial Statement to the Treasurer quarterly will result in suspension of the Head Coach. The team may apply to the parents for money to cover costs or they may fundraise. Teams that choose a "parent collection" will set a due date for the fee to be paid. Players/members that fail to pay by the due date will not be allowed to participate in any team funded activities until fees are paid in full.

13.5 Divisions can raise money at their Home Tournaments by running prize tables (please refer to the Coach's manual for division of such funds). Any other fundraising efforts must be approved by the Fundraising Chair before they are undertaken.

13.6 Fundraising funds administered by GPMHA Executive must be utilized for team activities, i.e., tournaments. Teams wishing to undertake other fundraising efforts must apply to the Fundraising Chair. The applications must include specifics of when, where, and how, and they must also include what the funds raised will be used for. Monies raised directly from parents or 50/50 draws can be used at the discretion of the team with the parents' approval. (i.e., team parties or gifts for the kids and coaches) Team officials will not be permitted to receive any form of financial remuneration (i.e., meal allowance, travel expenses, etc.) from team funds.

13.7 All corporate grants, including but not limited to; Dodge Caravan, Pizza Pizza and ScotiaBank, will be applied for and coordinated by the Fundraising Chairperson. All monies resulting from corporate grants/donations will be held and administered by the GPMHA for additional team development.

### **14.0 Dress Code and Clothing Policy**

14.1 All teams U9 and above (excluding U7 and U11) are required to wear GPMHA jerseys and GPMHA socks for all exhibition, league and tournament games. All U7 teams must wear the provided Tim Horton's jerseys and matching socks for all practices and exhibition/fun days. All U11 teams must wear the provided ATOMIC jerseys and matching socks for all games. The provided ATOMIC dark jerseys are for the players to keep and the white ATOMIC jerseys will be signed for and returned after each season.

14.2 All players participating in the Rep League program must represent the GPMHA in a positive manner. Teams must dress in a uniform manner which may include GPMHA approved apparel. Jeans are not included in the GPMHA approved dress code for players and/or coaches.

14.3 The GPMHA Logos may NOT be used without the express written consent of the Association. This policy will be governed by the GPMHA and adhere to the following limitations and rules:

- 1) Only GPMHA approved apparel is considered acceptable.
- 2) Members MUST use the approved suppliers if the items being purchased include any GPMHA branding (logos). Approval from the Publicity Chair to use non approved suppliers must be obtained.
- 3) Any apparel purchased within the GPMHA Policy must NOT contain any graphics or verbiage without the written consent of the Association.
- 4) The GPMHA reserves the right to decline business with any supplier.

Coaches/Bench Staff in violation of this policy will result in a suspension until correction of the apparel is complete.

Association Members in violation of this policy will result in a fine, set by the GPMHA Executive, and the apparel in violation will NOT be allowed to be worn during any sanctioned events.

Suppliers in violation of this policy will result in immediate suspension of business with the GPMHA and could result in legal action.