



**BY-LAWS**

**AND**

**CONSTITUTION**

**OF THE**

**APPLEWOOD HOCKEY ASSOCIATION**



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**BY-LAW NUMBER ONE**

A By-law relating generally to the transaction of the affairs of the Applewood Hockey Association. Incorporated under Letters Patent with Ontario Corporation Number 659231.

BE IT ENACTED as a By-Law of the Applewood Hockey Association as follows:

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**1.1 HEAD OFFICE**

The Head Office of the Corporation shall be in the City of Mississauga, in the Province of Ontario, and at such place therein as the directors may from time to time determine.

**1.2 BOARD OF DIRECTORS**

The affairs of the Corporation shall be managed by a Board not to exceed fourteen (14) directors each of whom at the time of his or her election or within ten (10) days thereafter and throughout his or her term of office shall be a member of the Corporation. Each director shall be elected to hold office until the first annual meeting after he or she shall have been elected or until his or her successor shall have been duly elected and qualified. The whole board shall be retired at each annual meeting, but shall be eligible for re-election if otherwise qualified. The election may be by a show of hands unless a ballot is demanded by any member. The members of the Corporation may, by resolution passed by at least two-thirds of the votes cast at an annual meeting of which notice specifying the intention to pass such resolution has been given, remove any director before the expiration of his or her term of office, and may, by a majority of the votes cast at that meeting, elect any person in his or her stead for the remainder of his or her term.

**1.3 VACANCIES, BOARD OF DIRECTORS**

Vacancies on the board of directors, however caused, may so long as a quorum of directors remain in office, be filled by the directors from among the qualified members of the Corporation, if they shall see fit to do so, otherwise such vacancy shall be filled at the next annual meeting of the members at which the directors for the ensuing year are elected, but if there is not a quorum of directors, the remaining directors shall forthwith call a meeting of the members to fill the vacancy. If the number of directors is increased between the terms, a vacancy or vacancies, to the number of the authorized increase, shall thereby be deemed to have occurred, which may be filled in the manner above provided.

**1.4 QUORUM AND MEETINGS, BOARD OF DIRECTORS**

Two-fifths (2/5ths.) of the directors shall form a quorum for the transaction of business. Except as otherwise required by law, the board of directors may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the members are present, or if those absent have signified their consent to the meeting held in their absence. Directors' meetings may be formally called by the President or a Vice-President or by the Secretary on direction of the President or a Vice-President or by the Secretary on direction in writing of five (5) directors. Notice of such meetings shall be delivered, telephoned, or emailed to each director not less than seven (7) days before the meeting is to take place or shall be mailed to each director not less than ten (10) days before

the meeting is to take place. The statutory declaration of the Secretary or President that notice has been given pursuant to this By-Law shall be sufficient and conclusive evidence of the giving of such notice.

The board may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meeting no notice need be sent. A directors' meeting may also be held, without notice, immediately following the annual meeting of the Corporation. The directors may consider or transact any business either special or general at any meeting of the board.

### **1.5 ERRORS IN NOTICE, BOARD OF DIRECTORS**

No error or omission in giving notice of any meeting of directors shall invalidate such meeting or make void or invalidate any proceedings taken or had thereat and any director may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

### **1.6 VOTING, BOARD OF DIRECTORS**

Questions arising at any meeting of directors shall be decided by a majority of votes. In case of an equality of votes, the Chairman, in addition to his original vote, shall have a second or casting vote. All votes at any such meeting shall be taken by ballot if so demanded by any director present, but if no demand is made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairman that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as *prima facie* proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. In the absence of the President, his duties may be performed by a Vice-President or such other director as the board may from time to time appoint for the purpose.

### **1.7 POWERS**

The directors of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract or affiliation which the Corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Corporation is by its charter or otherwise authorized to exercise and do.

Without in any way derogating from the foregoing, the directors are expressly empowered, from time to time, to purchase, lease, or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options, and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned by the Corporation, for such consideration and upon such terms and conditions as they may deem advisable.

### **1.8 RENUMERATION OF DIRECTORS**

The directors shall receive no remuneration for acting as such.

**1.9 OFFICERS OF CORPORATION**

There shall be a President, one or two Vice-Presidents (i.e., in order of rank, a First Vice President and Second Vice President), a Secretary and a Treasurer or in lieu of a Secretary and Treasurer, a Secretary/Treasurer and such other officers as the board of directors may determine by By-Law from time to time. One person may hold more than one office except for the office of President. The offices of President and Vice-President shall be determined at the first meeting of the board after the annual meeting and shall be elected by the board of directors from among their number, provided that in default of such election the then incumbents, being members of the board, shall continue to hold office until their successors are elected. The other officers of the Corporation need not be members of the board and, in the absence of the written agreement to the contrary, the employment of all officers shall be settled from time to time by the board of directors.

**1.10 DUTIES OF PRESIDENT AND VICE-PRESIDENT**

The President shall, when present, preside at all meetings of the members of the Corporation and the board of directors. The President shall also be charged with the general management and supervision of the affairs and operations of the Corporation. During the absence or inability of the President, his or her duties and powers may be exercised by the First or Second Vice-President, and if a Vice-President, or such other director as the board may from time to time appoint for the purpose, exercises any such duty or power, the absence or inability of the President shall be presumed with reference thereto.

**1.11 DUTIES OF SECRETARY**

The Secretary shall be ex-officio clerk of the board of directors. He or she shall attend all meetings of the board of directors and record all facts and minutes of all proceedings in the books kept for the purpose. He or she shall give all notices required to be given to members and to directors. He or she shall be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which he or she shall deliver up only when authorized by a resolution of the board of directors to do so and to such person or persons as may be named in the resolution, and he or she shall perform such other duties as may from time to time be determined by the board of directors.

**1.12 DUTIES OF TREASURER**

The Treasurer, or person performing the usual duties of a treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all monies or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the board of directors. He or she shall disburse the funds of the Corporation under the directions of the board of directors, taking proper vouchers thereof and shall render to the board of directors at the regular meetings thereof or whenever required of him or her, an account of all his or her transactions as Treasurer, and of the financial position of the Corporation. He or she shall also perform such other duties as may from time to time be determined by the board of directors.

**1.13 DUTIES OF OTHER OFFICERS**

The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the board of directors requires of them.

**1.14 EXECUTION OF DOCUMENTS**

Deeds, transfers, licenses, contracts, affiliations and engagements on behalf of the Corporation shall be signed by either the President or the First or Second Vice-President and by the Secretary.

Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the Corporation by the President, First or Second Vice-President, Treasurer or by any person authorized by the board of directors.

The President, First or Second Vice-President, the directors, Secretary or Treasurer, or any two of them, or any person or persons from time to time designated by the board of directors may transfer any and all shares, bonds or other securities from time to time standing in the name of the Corporation in its individual or any other capacity or as trustee of otherwise and may accept in the name and on behalf of the Corporation transfers of shares, bonds or other securities from time to time transferred to the Corporation, and may make, execute and deliver any and all instruments in writing necessary or proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of shares, bonds or other securities on the books of any company or corporation.

Notwithstanding any provisions to the contrary in these By-Laws, the board of directors may at any time by resolution direct the manner in which, and the person or persons by who, any particular instrument, contract or obligations of the Corporation may or shall be executed.

**1.15 BOOKS AND RECORDS**

The directors shall see that all necessary books and records of the Corporation required by the By-Laws of the Corporation or by any applicable statute or law are regularly and properly kept.

**1.16 MEMBERSHIP**

The membership shall consist of the applicants for the incorporation of the Corporation and such other individuals and such corporations, partnerships and other legal entities as are admitted by the board of directors. Members of the Corporation shall be registered on the Hockey Canada Registry system.

Members may resign by resignation in writing, which shall be effective upon acceptance thereof by the board of directors.

In case of resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by him or her to the Corporation prior to acceptance of his or her resignation.

Each member in good standing shall be entitled to one vote on each question arising at any special or general meeting of the members. Corporations, partnerships and other legal entities may vote a duly authorized proxy.



**1.17 FEES AND DUES**

There shall be no dues or fees payable by members except such, if any, as shall from time to time be fixed by unanimous vote of the board of directors, which vote shall become effective only when confirmed by a vote of the members at an annual or other general meeting.

The Secretary shall notify the members of the dues or fees at any time payable by them and, if any are not paid within thirty (30) days of the date of such notice, the members in default shall thereupon automatically cease to be members of the Corporation, but any such members may on payment of all unpaid dues or fees be reinstated by unanimous vote of the board of directors.

**1.18 ANNUAL AND OTHER MEETINGS OF MEMBERS**

The annual or any other general meeting of the members shall be held at the Head Office of the Corporation or elsewhere in Ontario as the board of directors may determine and on such day as the said directors shall appoint.

A meeting of the members may be held by telephonic or electronic means and a member who, through these means, votes at the meeting or establishes a communications link to the meeting is deemed for the purposes of this Act to be present at the meeting.

At every annual meeting, in addition to any other business that may be transacted, the report of the directors, the financial statement and the report of the auditors shall be presented and a board of directors elected and auditors appointed for the ensuing year and the remuneration of the auditors shall be fixed. The members may consider and transact any business either special or general without any notice thereof at any meeting of the members. The board of directors or the President or Vice-President shall have power to call at any time a general meeting of the members of the Corporation. No public notice nor advertisement of members' meetings, annual or general, shall be required, but notice of the time and place of every such meeting shall be given to each member entitled to vote, in accordance with the By-laws, at least ten (10) days before the time fixed for the holding of such meeting.

**1.19 ERROR OR OMISSION IN NOTICE**

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Corporation shall invalidate such meeting or make void or invalidate any proceedings taken or had thereat and any member may at any time waive notice of any such meeting and may ratify, approve or confirm any or all proceedings taken or had thereat.

**1.20 ADJOURNMENTS**

Any meetings of the Corporation or of the directors may be adjourned to any time and from time to time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

**1.21 QUORUM OF MEMBERS**

A quorum for the transaction of business at any meeting of members shall consist of not less than three members present in person; provided that in no case can any meeting (e.g., Standing Committee meetings) be held unless there are two members present in person.

**1.22 VOTING OF MEMBERS**

Subject to the provisions, if any, contained in the Letters Patent of the Corporation, each member of the Corporation shall at all meetings of members be entitled to vote. No member shall be entitled to vote at meetings of the Corporation unless he or she has paid all dues or fees, if any, then payable by him or her.

At all meetings of members every question shall be decided by a majority of votes of the members present unless otherwise required by the By-Laws of the Corporation, or by law. Every question shall be decided in the first instance by a show of hands unless a poll be demanded by any member. Upon a show of hands, every member having voting rights shall have one vote, and unless a poll be demanded a declaration by the Chairman that a resolution had been carried or not carried and any entry to that effect in the minutes of the Corporation shall be admissible in evidence as *prima facie* proof of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolutions. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the members present, and such poll shall be taken in such manner as the Chairman shall direct and the result of such poll shall be deemed the decision of the Corporation in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or a poll, the Chairman shall be entitled to a second or casting vote.

**1.23 FINANCIAL YEAR**

Unless otherwise ordered by the board of directors, the fiscal year of the Corporation shall be terminated on the thirtieth of April in each year.

**1.24 CHEQUES, ETC.**

All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation, and in such manner as shall from time to time be determined by resolution of the board of directors and any one of such officers or agents may alone endorse notes and drafts for collection on account of the Corporation through its bankers, and endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Corporation by using the Corporation's rubber stamp for the purpose. Any one of such officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the Corporation and Corporation's bankers and may receive all paid cheques and vouchers and sign all bank forms or settlement of balances and release or verification slips.

**1.25 DEPOSIT OF SECURITIES FOR SAFEKEEPING**

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

**1.26 NOTICE**

Any notice, communication or other document to be given by the Corporation to a member, Director, Officer or auditor of the Corporation under any provision of the Letters Patent or By-laws of the Corporation or of the Act shall be sufficiently given if delivered personally to the person to whom it is to be given; or if delivered to his last address as recorded in the books of the Corporation; or if mailed by prepaid ordinary or air mail in a sealed envelope addresses to him at his last address as recorded in the books of the Corporation; or if sent to him at such address by any means of wire or wireless or any other form of transmitted or recorded communication; or if transmitted by electronic mail via an internet service provider to an electronic mail address provided by him to the Corporation; or if both faxed to him at a fax number provided by him to the Corporation and then confirmed by telephone directly with the recipient. A notice, communication or document so delivered shall be deemed to have been given when it is delivered personally or at the address aforesaid; and a notice, communication or document so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice sent by any means of wire or wireless or electronic or any other form of transmitted or recorded communication shall be deemed to have been given when delivered to the appropriate communication company or agency or its representative for dispatch; and a notice, communication or document so transmitted by electronic mail shall be deemed to have been given when sent; and a notice, communication or document so faxed shall be deemed to have been given when both faxed and then confirmed by telephone directly with the recipient.

**1.27 BORROWING**

The directors may from time to time

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

From time to time the directors may authorize any director, officer or employee of the Corporation or any other person to make arrangements with reference to the monies borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the securities to be given therefor, with power to vary or modify such arrangements, terms and conditions to give such additional

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**APPLEWOOD HOCKEY ASSOCIATION BY-LAWS AND CONSTITUTION**

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securities for any monies borrowed or remaining due by the Corporation as the directors may authorize, and generally to manage, transact and settle the borrowing of money by the Corporation.

**1.28 INTERPRETATION**

In these By-Laws and in all other By-Laws of the Corporation hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender or, as the case may be, *vice versa*, and references to persons shall include firms and corporations.

This By-law shall come into force when passed by the Board of Directors in accordance with the Act. Upon this By-law becoming effective, all existing By-laws and Articles of Constitution of the Corporation shall be repealed without prejudice to any action theretofore taken thereunder. The numbers designating the By-laws hereby repealed may be allocated to this By-law and any subsequent By-laws of the Corporation.

BY-LAW NUMBER ONE as passed by the Board of Directors on April 11<sup>th</sup> 1994 and confirmed at the Annual General Meeting of April 18<sup>th</sup>. 1994 and amended by resolution of the Board of Directors on March 26<sup>th</sup>. 1995 and confirmed at the Annual General Meeting on April 17<sup>th</sup>. 1995 and further amended by resolution of the Board of Directors on March 25<sup>th</sup>. 1996 and confirmed at the Annual General Meeting of April 22<sup>nd</sup>. 1996. and further amended by resolution of the Board of Directors on April 10<sup>th</sup>, 2000 and confirmed at the Annual General Meeting of April 17<sup>th</sup>, 2000. and further amended by resolution of the Board of Directors on April 10<sup>th</sup>, 2001 and confirmed at the Annual General Meeting on April 16<sup>th</sup>, 2001 and further amended by resolution of the Board of Directors on April 10<sup>th</sup>, 2002 and confirmed at the Annual General Meeting of April 10<sup>th</sup>, 2002 and further amended by resolution of the Board of Directors on April 10<sup>th</sup>, 2003 and confirmed at the Annual General Meeting of April 10<sup>th</sup>, 2003 and further amended by resolution of the Board of Directors on April 11<sup>th</sup>, 2005 and confirmed at the Annual General Meeting of April 11<sup>th</sup>, 2005 and further amended by resolution of the Board of Directors on April 12, 2006 and confirmed at the Annual General Meeting of April 12, 2006 and further amended by resolution of the Board of Directors on April 14, 2009 and confirmed at the Annual General Meeting of April 14, 2009 and confirmed at the Annual General Meeting of July 27, 2021 and confirmed at the Annual General Meeting of May 30, 2022.

WITNESS the seal of the Corporation

(Signed) Mark Zizek \_\_\_\_\_  
President

(Signed) Wendy Webster \_\_\_\_\_  
Secretary

**CONSTITUTION**

BE IT ENACTED that the Constitution of the Applewood Hockey Association, hereinafter referred to as the "A.H.A." or the "Association", be composed of the following Articles:

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**ARTICLE A**

**PROCEDURES**

**A.1 PURPOSES AND OBJECTIVES**

- a. To foster, promote and teach amateur hockey and to provide maximum opportunity for all eligible individuals on a team to participate as equitably as possible, both during the regular season and playoffs.
- b. To develop community spirit and encourage sportsmanship and good fellowship amongst all participants to the betterment of their physical, mental and social well-being.
- c. To sponsor and promote such athletic, social and other activity as may contribute to the financial resources of the Association.
- d. To conduct the affairs of the Association without pecuniary gain to or benefit of any of its members. To use all revenue solely for the promotion of these purposes and objectives.

**Applewood Hockey Association**

A proud heritage in Mississauga hockey since 1949.

- ~ Fostering pride, tradition and excellence
- ~ Creating a positive environment, mutual respect and teamwork
  - ~ Building character through competition
  - ~ Promoting fun, fitness and family involvement
- Courage. Community. Commitment

**A.2 AFFILIATION**

2.1 The A.H.A. shall function as an independent organization

2.2 The A.H.A is currently affiliated with the Mississauga Hockey League (the "M.H.L."). Through the M.H.L., the Association is affiliated with other hockey associations in the City of Mississauga, as follows:

Heartland Dragons  
Meadowvale  
Erindale  
Port Credit  
Lorne Park Clarkson

- 2.3 The Association is also affiliated with the Greater Toronto Hockey League (the "G.T.H.L."), Ontario Hockey Federation and Hockey Canada.

### **A.3 HOCKEY CANADA AND OTHER PROGRAMS**

1. The Association shall follow mandated Hockey Canada's programs (e.g. Pre-Novice, U9 (Novice), U11 Atom) and will ensure that all on ice personnel and/or individuals in leadership (e.g. Directors running the program) or support positions successfully complete required training and accreditations, as required.
2. The Association may from time to time run (or support) programs that facilitate entry of kids into hockey. These programs may or may not be sponsored by third parties (e.g., First Shift is partly sponsored by Bauer, providing equipment). If so, the Association will ensure that all on ice personnel and/or individuals in leadership (e.g., Directors running the program) or support positions successfully complete required training and accreditations, as required.

### **A.4 PLAYERS**

- a. By completing a Hockey Canada registration each player and each parent or guardian agrees to abide by the rules of the OHL/GTHL/MHL. Any false information provided will result in immediate cancellation of the registration and no refund will be given.
- b. The A.H.A. shall adhere to any non-resident rules stipulated by the OHL/GTHL/MHL
- c. Each new player registered for the first time must provide proof of birth (such proof will include a birth certificate, birth registration document, passport, immigration certificate, citizenship certificate).

### **A.5 UNIFORMS**

- 5.1 House League Teams  
A.H.A. house league teams will wear jerseys with a white body panel and approved Coyotes logo. A.H.A. uniform colours are white, blue and gold.
- 5.2 Coyotes "A" Teams  
For games where A.H.A. Coyotes "A" teams are the "home" team, they will use the same sweaters and socks as the House League teams. For games where they are the "away" team, they will use blue body paneled sweaters.
- 5.3 Conflict  
Should any uniform conflict arise at a scheduled "A" game, the A.H.A. team will wear its "whites". Coyotes players should therefore carry both home and away sweaters and socks at all times.
- 5.4 Location of Sponsor & Player Names

Sponsor and player names are always located on the back of the sweater. Sponsors names are under the jersey number and players names above the number.

**A.6 BOARD OF DIRECTORS**

- a. The Board of Directors shall consist of a maximum of fourteen (14) members, each of whom shall be elected at the Annual General Meeting.
- b. Each Director shall be elected at the Annual General Meeting and shall otherwise hold that position until the next Annual General Meeting.
- c. Any active member over the age of eighteen (18), who is in good standing, shall be eligible for election to the Board of Directors.
- d. No player in the M.H.L. may be a Director of the A.H.A.
- e. The Board of Directors may nominate a maximum of six Associate Directors to the Board if deemed necessary for the efficient functioning of the Association, subject to the Board's ratification. The Associate Directors shall not have a vote at any meeting of the Board or at any general meeting or special general meeting of members.
- f. Nominations for the position of Director must be received by the Secretary and the Chairman of the Nominating Committee not later than fifteen (15) days prior to the date of the Annual General Meeting.
- g. Nominations for the position of Director may be made from the floor at the Annual General Meeting.

**A.7 ELECTION, APPOINTMENT AND QUALIFICATION OF OFFICERS**

- 7.1 The Officers shall be between seven (7) and nine (9) in number and be comprised of the following:
  - a. President
  - b. First Vice-President
  - c. Second Vice-President, if required by vote
  - d. Secretary
  - e. Treasurer
  - f. Registrar
  - g. Head Coach 1
  - h. Head Coach 2, if required by vote
  - i. Head Convenor

in conjunction with their election as Directors in accordance with Article A.6.

- 7.2 Immediately following the Annual General Meeting, the Directors shall elect the seven to nine Officers from among their number.
- 7.3 Any Director standing for election as President must have been a Director of the Board of the A.H.A. for at least two (2) years and must also have held a position as an Officer of the A.H.A. for at least one (1) year. Years of service may have been served within the past 5 years, thereby not limiting candidates to only “immediate” past years.
- 7.4 Any Director standing for election as Vice-President must have been a Director of the Board of the A.H.A. for at least one (1) year. Years of service may have been served within the last five years, thereby not limiting candidates to only “immediate” past years.
- 7.5 Notwithstanding the provisions contained in Article A.13.4 (d), in the event of a tied vote for any of the positions of President or Vice-President a second and, if necessary, a third ballot may be conducted upon the consent of a majority of the Directors present. If the vote remains tied, the casting vote will be made by the Chairman of the Nominating Committee.
- 7.6 No Officer may hold another Officer position during the same year unless deemed necessary and approved by at least two-thirds of the votes cast by the Directors present at a meeting of the Directors.
- 7.7 The Officers duly elected shall form the Executive Committee of the Board.

**A.8 TENURE OF BOARD FUNCTIONS**

- a. Subject to the provisions of Articles A.6 and A.7, each Officer and Director may perform the Board function to which he or she is elected or appointed for a maximum of three (3) years after which time he or she must step down from that function unless otherwise approved by at least 75% of the members of the Board.
- b. In the case of any Director assuming a function during the course of any year, that year shall not be counted as one of the three (3) years set out in Article A.8.a.

**A.9 REMOVAL OF OFFICERS OR DIRECTORS**

- a. Any person or persons holding elective office, and any Director or Directors may at any time be removed from office by resolution passed by at least two-thirds of the votes cast by the Directors present at a meeting of the Directors.
- b. Cause for removal will include:
- (a) failure to fulfil the responsibilities and duties of office,
  - (b) conduct detrimental to the good name and welfare of the A.H.A. and its members, and
  - (c) failure to attend three (3) meetings of the Board of Directors without due cause being given.



**A.10 VACATION OF OFFICE**

10.1 A Director or Officer shall automatically be deemed to vacate his or her position if:

- (a) he or she shall resign by delivering a written resignation to the Secretary of the A.H.A.
- (b) he or she ceases to be qualified as an active member, Director or Officer.

**A.11 MEMBERSHIP**

11.1 Membership of the A.H.A. shall be constituted as follows:

- (a) any person who is the parent or guardian of a player up to the age of 17 and who is registered with the A.H.A. and any registered player 18 years of age or older, provided that only one vote per family unit is permitted,
- (b) any person assigned coaching, managing or training responsibilities by the A.H.A.,
- (c) any Officer or Director of the Board and
- (d) any person designated by the Board shall be an active member, provided that membership has not been terminated or forfeited pursuant to Article A.12.

**A.12 TERMINATION OF MEMBERSHIP**

- a. If the Board shall determine by an affirmative vote that any member has discontinued the activities which qualified him or her for membership, the membership thereupon shall be terminated.
- b. Members may be censured, suspended or expelled for breach of the Constitution or By-Laws of the A.H.A. or for any act, omission or conduct which the Board of Directors deems to be prejudicial to the welfare of the A.H.A.
- c. All matters respecting censure, suspension and expulsion of members and termination of membership shall be within the exclusive control and direction of the Board of Directors.
- d. Termination of membership, whether by resignation, expulsion or otherwise, shall forthwith terminate all the rights of the member concerned, but shall not be deemed to discharge any financial obligation of the member to the A.H.A. accrued prior to the date of such termination and not then fulfilled.
- e. Fidelity Bonds. The Board may require such Officers, employees or agents of the A.H.A. as the Board deems advisable to furnish Bonds for the faithful discharge of their duties, in such form and with such surety as the Board may from time to time prescribe.

**A.13 MEETINGS**

13.1 Board Meetings

Meetings of the Board of Directors will be held as often as is deemed necessary, usually monthly. A fixed monthly day shall be set for such meetings and accordingly notice of same need not be given.

A minimum of two-fifths (2/5ths.) of the Directors shall constitute a quorum for any meeting of the Board, except that if none of the President or Vice-President(s) are present a quorum shall only exist if one of the Directors present shall have been duly authorized by the President to act as Chairman of the meeting.

Special Meetings of the Board may be called by the President or Vice President or shall be called by the President upon the written request to the Secretary of not less than five (5) Directors.

13.2 Executive Meetings

Meetings of the Executive Committee of the Board will be held as often as deemed necessary.

A majority of the Executive Committee shall constitute a quorum. All decisions taken by the Executive Committee shall be referred to the full Board of Directors for confirmation at their next regularly scheduled meeting.

13.3 General Meetings

The Annual General Meeting of the A.H.A. shall be held in such place and on such date in each year as may be determined by the Board of Directors, but shall be as soon as possible after the thirty-first day of March and prior to the thirtieth day of April in each calendar year.

Special General Meetings of the A.H.A. shall be held as often as are deemed necessary by the Board of Directors for the proper conduct of the A.H.A.

Special General Meetings of the A.H.A. may be called by the President or a Vice President by him or her upon the written request to the Secretary of not less than five (5) Directors or ten (10) active members of the A.H.A.

Quorum shall constitute fifteen (15) active members in good standing on the books of the A.H.A. or one-third of the total active membership in good standing, whichever is the lesser, at any General Meeting.

13.4 Voting

(a) General Meetings

Each active member and each Director in good standing shall be entitled to vote at any General Meeting of the A.H.A. unless otherwise provided by the By-laws and Constitution. All questions arising shall be decided upon by a majority of votes. Voting shall be by a show of hands, or by ballot if so requested by a member entitled to vote.

(b) Board Meetings

Each Director shall be entitled to vote at any Board Meeting of the A.H.A. unless otherwise provided by the By-laws and Constitution. All questions arising shall be decided upon by a majority of votes. Voting shall be by a show of hands, or by ballot if so requested by a Director entitled to vote.

(c) Executive Meetings

Each Officer shall be entitled to vote at any Executive Committee Meeting of the A.H.A. unless otherwise provided by the By-laws and Constitution. All questions arising shall be decided upon by a majority of votes. Voting shall be by a show of hands, or by ballot if so requested by an Officer entitled to vote.

(d) Tied Votes

Except in the case of election for the position of President and/or Vice-President as provided for in Article A.7.5, in the event of a tied vote at any meeting of the A.H.A. or the Board of Directors or the Executive Committee, the President, or in his or her absence the First Vice-President, or in his or her absence, the Second Vice-President (if applicable), or lastly, the assigned Chairperson may cast a second and deciding vote to break the tie.

### 13.5 Rules

The following shall govern the conduct of all meetings of the A.H.A.

- (a) If there be no quorum within fifteen (15) minutes of the time fixed for the meeting to begin, the senior officer then present may declare the meeting postponed.
- (b) Any member who desires to speak must address the Chairman.
- (c) The Chairman shall have the right to require of any motion that it be submitted in writing.
- (d) A member shall have the right to speak only once to each motion. Should he or she desire to be again heard, he or she must obtain permission from the Chairman.
- (e) The Chairman may at any time announce that the subject is open for conversational discussion.
- (f) The Chairman shall decide all questions of order.
- (g) An appeal to the meeting may be made on any decision of the Chairman pertaining to questions of order, but a two-thirds vote shall be required to override such decisions.
- (h) Robert's Rule of Law (latest version) will apply.

### 13.6 Order of Business

#### 6.1 General Meetings

The Order of Business at all General Meetings of the A.H.A. where applicable shall be as follows:

- (a) Credentials
- (b) Minutes of previous meeting(s)
- (c) Business arising out of minutes
- (d) Correspondence
- (e) Guests
- (f) Treasurer's Report
- (g) Reports of Standing Committees
- (h) Reports of Special Committees
- (i) President's Address
- (j) Amendments to Constitution & By-Laws
- (k) Unfinished Business
- (l) Election of Directors
- (m) Appointment of Auditors
- (n) New Business

This Order of Business may be varied at any meeting by a two-thirds vote of the members present.

6.2 Board Meetings

The Order of Business at all Board meetings of the A.H.A. shall be established by the Secretary, in consultation with the President or Vice President.

**A.14 AUDIT OF ACCOUNTS**

- a. One or more Auditors shall be appointed by the A.H.A. at the Annual General Meeting.
- b. If a vacancy in the office of Auditor occurs, it shall be filled by a new appointment by the Board of Directors.
- c. No Officer or Director of the A.H.A. may act as Auditor of the A.H.A.
- d. The Auditor's Financial Report shall be presented to the A.H.A. at a Board Meeting not later than six months following the end of the fiscal year.

**A.15 SUBMISSION OF ACCOUNTS TO THE M.H.L.**

- 15.1 In the course of being an affiliate of the M.H.L., the Association shall be required to submit to the Board of Directors of the M.H.L., in writing, a Year-End Financial Statement (Statement of Financial Position / Statement of Operations) within sixty (60) days of the Association's Annual General Meeting.

**A.16 AMENDMENTS TO THE CONSTITUTION**

- a. The By-laws and Constitution of the A.H.A. may be repealed, amended or amended by By-Laws enacted by a majority of the Directors at a meeting of the Board of Directors and sanctioned by an affirmative vote of at least two-thirds of the active members present at a Special General Meeting duly called for the purpose, or by majority vote at an Annual General Meeting of the A.H.A.
- b. Notwithstanding the provisions of Article A.16a, the By-laws and Constitution of the A.H.A. may be repealed or amended by a majority of Directors at a meeting of the Board of Directors provided however, such repeal or amendment shall only have force until the next Annual General Meeting or until a Special General Meeting duly called for considering the said repeal or amendment.
- c. Any proposed amendments to the By-laws and Constitution shall be first submitted in writing to the Board of Directors for consideration. In the case of proposed amendments to be considered by the Directors prior to:
  - (a) The Annual General Meeting  
Notice of the proposed amendments shall be given to the President and Rules Committee Chairperson of the A.H.A. by March 31st.
  - (b) A Special General Meeting  
Notice of proposed amendments shall be given to the President and the Rules Committee Chairperson of the A.H.A. fifteen (15) calendar days prior to the Special General Meeting at which such are to be discussed.
- d. The Job Descriptions contained in the Appendices are included herein for reference purposes only and, notwithstanding the provisions contained elsewhere in this Article 16, may be added

to, deleted or amended at any time and from time to time solely by a majority of the Directors at a meeting of the Board of Directors.

- e. In the course of being an affiliate of the M.H.L., a copy of all amendments to the By-laws and Constitution of the A.H.A. shall be submitted to the Mississauga Hockey League within 30 days of amendments being approved at a meeting at which such amendments were discussed.

**A.17 INDEMNITY**

17.1 Subject to the provisions of the Corporations Act, each Director and Officer of the Association and his or her heirs, executors and administrators and estates and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Association from and against:

- (a) all costs, charges and expenses whatsoever which the Director or Officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or her for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her in good faith in or about the execution of the duties of his or her office; and
- (b) all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except the costs, charges or expenses as are occasioned by his or her wilful neglect or wilful default.

**A.18 COURT ACTION**

- a. Any recourse to the Courts of any jurisdiction by any member, before all rights of appeal and all the rights and remedies of the Constitution and By Laws of the Applewood Hockey Association and its governing bodies have been exhausted, shall be deemed to be a violation and breach of the By-laws and Constitution of the Applewood Hockey Association. This violation and breach shall result in the automatic indefinite suspension of such member from the Applewood Hockey Association activities and games.
- b. Any player, parent or guardian, Association official, team official or employee of the Applewood Hockey Association who has sought Court Action before exhausting all proper procedures of appeal will be liable for all legal costs and disbursements incurred by the Applewood Hockey Association.
- c. Until full legal costs are paid, at the discretion of the Board of Directors, the right of membership of the said party will be suspended.
- d. Any player, parent or guardian, Association official, team official or employee of the Applewood Hockey Association who, having exhausted the appeal procedures, proceeds with Court Action will be liable for all legal costs and disbursements incurred by the Applewood Hockey Association, should the Courts rule in favour of the Applewood Hockey Association, prior to reinstatement of said party's membership with the Applewood Hockey Association.





**ARTICLE B**

**OFFICERS' AND DIRECTORS' FUNCTIONS, STANDING  
COMMITTEES AND M.H.L. REPRESENTATIVES**

**B.1 PRESIDENT**

- a. The President shall be responsible for the general management and supervision of the affairs of the A.H.A. He or she shall preside over all meetings at which he or she is present and of the Board of Directors and shall work with the Secretary in establishing meeting dates and in setting the agenda for each meeting. The President shall also be an *ex officio* member of all Standing Committees but shall not be a voting member thereof.
- b. The President shall be the official spokesman for the Association and responsible for ensuring the effecting of all orders and resolutions of the Board of Directors or of the Annual General Meeting or any Special General Meeting of the members.
- c. The President shall promote the Association, its Purposes and Objectives, for the betterment of its members.
- d. In cases requiring an immediate decision or action, the President may so decide or act with or without reference to the other Officers or the Directors but shall be responsible for any such decision or action to the Directors at the next Board meeting.
- e. In the course of being an affiliate of the M.H.L., the President is responsible for direct liaison with the M.H.L. on matters affecting the Association and is an *ex officio* voting member of the M.H.L. Board of Directors.
- f. The President shall be a signing officer of the Association.
- g. In consultation with the Registrar, the President may sign releases for players and coaching staffs, except that, in the case of coaching staffs, only where the prior approval of the Board of Directors has been granted in accordance with Article C.6.c
- h. The President may allocate to other Officers or Directors such duties as may be required, from time to time, to accomplish the Purposes and Objectives of the Association.
- i. The President shall have such other powers and duties as are elsewhere provided for in the By-laws and Constitution or as may be assigned from time to time by the Board of Directors.

**B.2 FIRST AND SECOND VICE-PRESIDENTS**

2.1 The board may elect one or two Vice Presidents, which shall be responsible for:

- a. The First Vice-President shall assist the President and in the absence of the President shall perform the duties and exercise the powers of the President. If both President and First President are in absence, the Second Vice President, if one exists, shall perform the duties and exercise the powers of the President.
- b. The two Vice Presidents may split their responsibilities as they see fit in the course of their term in office. If so, they shall have recorded their individual responsibilities in the minutes of a Board of Directors meeting. Notwithstanding, each Vice President shall maintain their title of 'First' or 'Second' Vice President (in order of rank), if a Second Vice President exists.
- c. The Vice-President(s) shall be signing officers of the Association.
- d. In the absence of the President and the Registrar, and in consultation with one (1) other Officer, a Vice-President may sign releases for players and coaching staffs, except that, in the case of coaching staffs, only where the prior approval of the Board of Directors has been granted in accordance with Article C.6.c
- e. The Vice-President(s) shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**B.3 SECRETARY**

3.1 The Secretary shall be responsible for:

- (a) recording, preparation and prompt distribution of minutes of all meetings of the Board of Directors, of the Executive Committee and of General Meetings of the members. Minutes to be distributed to Directors or Officers as the case may be, whether in attendance or not, within 15 days of the relevant meeting;
- (b) communicating via email or placing of all notices and/or advertisements in arenas and/or in the local media with respect to General Meetings of members and calling for nominations to the Board;
- (c) with assistance from the Registrar, may prepare the annual registration notification to be communicated via email or mailed to parents and players including fee structure, details of try outs, if known, Directors' profiles and other pertinent information;
- (d) booking facilities for meetings of members, the Board, coaches, convenors and standing committees. No meeting facilities to be booked by any Director without referral to the Secretary;

- (e) In the course of being an affiliate of the M.H.L., maintaining and distributing as required an up to date listing of all Directors' addresses and telephone numbers;
- (f) maintaining a record of Past Presidents, past Boards of Directors, members elected to the Hall of Fame, coaches, managers and trainers in order that annual nominations for Hall of Fame membership and other M.H.L. awards may be carried out expeditiously; and
- (g) serving as a member of the Nominating and Rules Committees.

3.2 The Secretary shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

#### **B.4 TREASURER**

4.1 The Treasurer shall be responsible for:

- (a) the financial affairs of the A.H.A.;
- (b) arranging for banking facilities, including any changes to signing officers, ensuring that all cheques issued are signed by two authorized signing officers and reconciling bank accounts at least monthly;
- (c) following up on cheques returned marked "Insufficient Funds" or "Stopped Payment" etc. and, if necessary, requesting the support of the appropriate Officer or Director to ensure that funds owed to the Association are duly received;
- (d) maintaining proper books of account including a full and accurate set of receipt and disbursement records and an accounts receivable and payable ledger for the purpose of tracking revenue yet to be received and billings yet to be paid;
- (e) preparing monthly financial statements for presentation to the Board and an Annual Financial Statement (Statement of Financial Position / Statement of Operations), including a statement of income and expenditures and a balance sheet, as at the Association's fiscal year end of April 30th;
- (f) co-ordinating the Annual Budget Process as set out in Article C.2 and preparing the budget for the year;
- (g) liaising with the Registrar for control of receipts and disbursements related to the annual registration, transfers and releases of players, penalties etc.;
- (h) assisting the Finance Committee in the due performance of its functions; and
- (i) assisting the Auditor(s) as required in the due performance of the annual audit;

- 4.2 The Treasurer shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**B.5 REGISTRAR**

- 5.1 The Registrar is responsible for:
- (a) determining the annual registration dates and locations, and liaising with the Publicity Director with respect to the advertising of registration fees and dates;
  - (b) liaising with the other members of the Board, the Head Coach and the Head Convenor to ensure sufficient staffing for the registration dates;
  - (c) obtaining satisfactory proof of age of all players registered with the A.H.A., keeping an up to date file system on all players, coaching staffs and convenors and registering all players and coaching staffs with the M.H.L., G.T.H.L. and Hockey Canada. as may be required;
  - (d) in consultation with the President or in his or her absence the First Vice-President (or Second Vice President), signing releases for players and coaching staffs, except that, in the case of coaching staffs, only where the prior approval of the Board of Directors has been granted in accordance with Article C.6.c;
  - (e) liaising with the Head Coach and Head Convenor in order to prepare team rosters on a timely basis for submission to individual team coaches prior to the commencement of the season, keeping same up to date and submitting them to the M.H.L. Registrar as and when required;
  - (f) In the course of being an affiliate of the M.H.L., registering the Association's teams with the M.H.L.;
  - (g) collecting and forwarding registration fees to the Treasurer, where necessary, and assisting the Treasurer in obtaining collection of unpaid fees resulting from returned or stopped cheques and recommending to the Board the course of action to be taken if such fees prove to be uncollectable, including removal of the relevant player from the team [Note: Registrars need not provide receipts as the Hockey Canada Registry system can provide them];
  - (h) providing Board members from time to time with an up to date team listing including data by team number, designation, sponsor, convenor's and principal coach's names and telephone numbers;
  - (i) the care and custody of the Association's computer and printer(s); and
  - (j) soliciting the help of an assistant registrar, as necessary, in periods when the Registrar's workload is too heavy for a single director to handle
- 5.2 The Registrar shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.



**B.6 HEAD COACH(S) (HEAD COACH 1, HEAD COACH 2)**

- 6.1 The Board may elect one or two Head Coaches to fulfil the responsibilities of ‘Head Coach’ as mentioned below. For instance, the Board may elect a House League Head Coach and a separate ‘A’ and ‘Gold’ Head coach. They may then jointly perform or assign specific responsibilities mentioned below.
- 6.2 The Head Coach(s) shall be responsible for:
- (a) the ongoing evaluation of the Association's coaching staffs, including team managers and trainers, obtaining new coaching staffs as required and, as Chairman of the Coaching Committee, relaying the Committee's recommendations for the approval of the Board of Directors as to the appointment of the principal coach for each of the Association's teams;
  - (b) in conjunction with the Registrar, maintaining an up to date list of all coaches, managers and trainers including addresses, telephone numbers, and coaching and/or training certification details;
  - (c) developing a list of potential coaches, managers and trainers for future use and updating the list at least annually;
  - (d) contacting the members of each "A" team's coaching staff by January 15th. and each house league team's coaching staff by March 31st. to determine their intentions for the next season and distributing application forms as appropriate;
  - (e) ensuring that the Association's coaching staffs hold the relevant National Coaching Certification Program (N.C.C.P.) and Hockey Trainers Certification Program (H.T.C.P.) qualifications as set out in Article C.6.e and providing details of available N.C.C.P. and H.T.C.P. courses to enable coaches and trainers attain the appropriate qualifications;
  - (f) holding regular coaching meetings and setting the dates for same prior to the beginning of the season and advising each coaching staff accordingly in writing. Coaching meetings will deal with topics such as rule changes, discipline, tournaments and play-offs and may include invitees to speak to a particular topic;
  - (g) liaising with the Head Convenor with respect to the annual "A" and house league try outs to ensure sufficient staffing is provided by coaches; and
  - (h) liaising with other standing committees, as appropriate, to keep them abreast of any problems emanating from team members or coaching staffs.
- 6.3 The Head Coach(s) may perform the function of Tournament Director as set out in Appendix P.
- 6.4 The Head Coach(s) shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**B.7 HEAD CONVENOR**

- 7.1 The Head Convenor is responsible for:
- (a) seeking out and appointing convenors, by age level, for the Association's teams and ensuring that wherever possible a convenor, who is a coach, does not convene the age level he or she is coaching or, if a parent, that he or she does not convene an age level in which a son or daughter may be playing;
  - (b) developing written instructions for convenors and instructing them in their responsibilities;
  - (c) monitoring the performance of appointed convenors, including their attendance at arenas both before and after final Series Convening;
  - (d) In the course of being an affiliate of the M.H.L., working with the M.H.L. Series Convening Chairman and providing Series Convening representatives to assist in the M.H.L.'s activities in this regard;
  - (e) administering all aspects of both the "A" and house league try outs excluding ice allocation, scheduling and advertising thereof, but including the staffing required for on and off ice evaluation;
  - (f) In the course of being an affiliate of the M.H.L., promptly advising convenors and/or coaching staffs of any changes to the published M.H.L. game schedules as and when advised by the M.H.L. Director of Scheduling; and
  - (g) In the course of being an affiliate of the M.H.L., liaising as necessary with the M.H.L. Director of Scheduling and/or the A.H.A. Tournament Director on any schedule conflicts created by tournament play by A.H.A. teams.
- 7.2 The Head Convenor shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.



**B.8 OTHER DIRECTORS**

8.1 The other Directors of the A.H.A. shall perform functions as appointed by the Board of Directors, having regard to qualifications and expertise as to the function involved. Such functions shall include, but not be limited to, the following:

- (a) Convenor
- (b) Assistant Registrar
- (c) Discipline
- (d) Fund Raising
- (e) Equipment
- (f) Jackets and Sportswear
- (g) Goaltender Clinic and Power Skating Clinics
- (h) Ice Allocation
- (i) Hockey Canada Mandated Programs Coordinator(s)
- (j) Publicity
- (k) Social Functions
- (l) Rules
- (m) Sponsorship
- (n) Team Uniforms
- (o) Tournaments
- (p) Trophies and Awards
- (q) Team Pictures
- (r) 'Other Programs' Co-Ordinator
- (s) Safety/Representative

with responsibilities as set out in the Job Descriptions contained in the Appendices forming part of this Constitution & By-Laws.

8.2 The Directors shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**B.9 IMMEDIATE PAST PRESIDENT**

- a. The Immediate Past President of the A.H.A. shall be an *ex officio* member of the Board of Directors.
- b. The Immediate Past President shall act only in an advisory capacity to the President and/or his or her designate and to the Board of Directors.
- c. The Immediate Past President may choose not to act in that capacity, and shall be eligible to stand for election to the Board as a Director and may hold any position on the Board except that of Immediate Past President.

- d. The Immediate Past President shall be in addition to the Directors regularly elected and shall not be considered present at any meeting of the Board for the purposes of determining a quorum, voting on any motion or constituting a majority.

**B.10 STANDING COMMITTEES**

10.1 Finance Committee

The Finance Committee shall consist of three (3) Directors, one of whom shall be the Treasurer, who shall be appointed at the first Board Meeting following the Annual General Meeting. The Committee shall select a Chairman from among their number.

The responsibilities of the Committee are as set out in the Job Description contained in Appendix U.

10.2 Nominating Committee

A Nominating Committee for the ensuing year shall consist of the Secretary and three (3) Directors appointed by the Board of Directors of which at least one (1), if possible, should be a Director who is standing down from the Board. The Committee shall select a Chairman from among their number.

The responsibilities of the Committee are as set out in the Job Description contained in Appendix V.

10.3 Protest and Discipline Committee

The Protest and Discipline Committee shall consist of the Discipline Director as Chairman, and not less than three (3) other members, each of whom shall be appointed from the Board of Directors.

The responsibilities of the Committee are as set out in the Job Description contained in Appendix W.

10.4 Rules Committee

The Rules Committee shall consist of the Chairman of the Committee who shall be the Rules Director, the Secretary and up to three (3) other Directors appointed at the first Board Meeting following the Annual General Meeting.

The responsibilities of the Committee are as set out in the Job Description contained in Appendix X.

10.5 Other Committees

The Board of Directors may, by resolution, establish any other Committee which, in its opinion, it deems necessary or advisable.

10.6 Committees - Termination of Appointment

## **APPLEWOOD HOCKEY ASSOCIATION BY-LAWS AND CONSTITUTION**

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The appointment of the Chairman or any member of any Committee established pursuant to this Article B.10 may be revoked at any time by the Board of Directors if in the opinion of the Board, the act, omission or conduct of any such person is deemed to be prejudicial to the A.H.A.

**ARTICLE C**

**GENERAL**

**C.1 M.H.L. JURISDICTION**

- 1.1 In the course of being an affiliate of the M.H.L., the By-laws and Rules and Regulations of the Mississauga Hockey League, as such may be amended from time to time, including all playing rules, regulations and suspension procedures form part of the By-laws and Constitution of the A.H.A. and shall constitute the authority of the members, Directors and Officers of the A.H.A.

**C.2 ANNUAL BUDGET PROCESS AND APPROVED EXPENDITURES**

- a. At the first Board meeting following the Annual General Meeting, the Board shall approve the budget for the ensuing year, based upon a draft prepared by the Treasurer.
- b. To enable the Treasurer to prepare a draft budget, as soon as possible after the Annual General Meeting but not later than 14 days prior to the first Board meeting following the Annual General Meeting, each Officer and Director shall provide the Treasurer with a statement showing the anticipated revenues and/or expenditures which are attributable to his or her Board function.
- c. Once the Board has approved the budget, any expenditures may be undertaken within the limits and for the purposes so approved. No other expenditures may be entered into without prior Board approval.
- d. No major expenditures (e.g. sweaters and socks or equipment) may be approved and/or undertaken without first obtaining at least two competitive quotations from prospective suppliers.
- e. Receipts/invoices must be submitted at all times before payment for approved expenditures will be made by the Treasurer.
- f. Re-imburement of sundry out-of-pocket expenses will only be made for purposes as approved by the Board from time to time and the appropriate receipts must accompany all claims for re-imburement. All such expenditures over \$1000 must have the prior approval of the President and Treasurer

**C.3 REGISTRATION FEES**

- a. Player Registration Fees for both House League and Coyotes "A" teams will be set annually by the Board and are payable upon registration and may not be waived, reduced or altered without the consent of the Board. Notwithstanding, for players registering after the commencement of the playing season, the Registration Fee payable may be adjusted to take account of practices already past.
- b. No registrations will be accepted after January 15th.

- c. No player will be permitted to go on the ice unless the Registration Fee has first been paid.
- d. In those circumstances where a registration fee cheque has been returned marked, for example, "Insufficient Funds", such unpaid fee shall be immediately payable either by cash or money order. Failure to do so could result in the player being removed from the team of which he or she is a member until such time as the fee is paid. Upon removal from a team, the player concerned must return the sweater and socks that he or she has been allocated.
- e. Within a predetermined limit set annually by the Board at the time of establishment of the annual Registration Fees, for cases of known or proven hardship, the Board may agree to reduce or waive the Registration Fee payable but beneficiaries of this Article C.3.e will nevertheless be expected to reimburse the Association for the cost of player insurance and sweater and socks. In addition the beneficiaries will be expected to provide voluntary assistance to the Association at any of its events or fund raising efforts.
- f. Refunds of annual Registration Fees paid will be made only after return of any property and equipment belonging to the Association. An administration fee will be deducted from refunded fees for any registration withdrawn or cancelled.  
*No refunds given where a false statement is made on the registration form, e.g. (false address submitted by a NON-RESIDENT of Mississauga)*

#### **C.4 SPONSORS**

- a. Sponsorship policy and fees will be set annually by the Board of Directors.
- b. In recognition of the contribution made by sponsors to the Purposes and Objectives of the Association, each sponsor will receive an appreciation plaque.

#### **C.5 EQUIPMENT**

- a. The Association may make goaltender equipment available to any player registered with the Association who is a recognized goaltender on one of the Association's teams. The equipment will be made available commencing with the first annual try-out and must be returned immediately upon the end of the season or when the team concerned has been eliminated from the play-offs.
- b. As security for the equipment, a deposit may be payable prior to the equipment being made available. Upon return of the equipment, the deposit will be refunded although a balance may be retained to defray the costs of annual servicing of the equipment.
- c. All equipment must be returned upon request. Failure to do so will result in indefinite suspension of the player concerned, disciplinary action by the Association and by the M.H.L., if applicable, in accordance with the M.H.L. Rules and Regulations. This section will also apply to any team coaching staff that fails to return equipment upon request.

- d. Monitoring the placement and performance of any computer equipment owned by Applewood Hockey Association.

### **C.6 TEAM OFFICIALS**

- a. All team officials, i.e. coach, assistant coach, manager or trainer must be registered on the Hockey Canada Registration system and registered with the M.H.L., if applicable, in order to obtain an official arena entry pass.
- b. No team official under the age of sixteen (16) shall be registered with any team nor shall any team official be registered where the official's age is less than two (2) years greater than the team registered for.
- c. In the course of being an affiliate of the M.H.L., no team official may leave the A.H.A. to go to another M.H.L. Association or another league in order to coach, manage or train a team of the next higher age group than he or she was with the previous season without the prior consent of the Board of Directors. This rule corresponds to and is enforced with that of the G.T.H.L.
- d. A maximum of five (5) team officials will be registered per team and only if one (1) of the officials is a registered trainer with a current qualification issued under the Hockey Trainers Certification Program. Any member of a team's coaching staff wishing to be registered as the team's trainer must produce a valid H.T.C.P. certification to the A.H.A. Registrar.
- e. The principal coach of each team must be certified under the National Coaches Certification Program ("N.C.C.P."). as required by Hockey Canada/OHF/GTHL standards. All courses must be completed by December 15<sup>th</sup> of the current season.

All "A", Red and Gold teams must have as a member of its staff a trainer carrying a current Hockey Trainers Certification Program (H.T.C.P.) certification.

- f. Team officials are expected to assist the Head Coach and Head Convenor as required at the annual "A", "Gold" and house league try-outs each May and September by helping out on or off the ice and/or in the evaluation of individual players.
- g. At least one official from each team is expected to attend the regular coaches' meetings and report back to the other team officials and parents and players as required.
- h. Similarly, each coaching staff is expected to support the Association's events such as any fund raising efforts, team picture day, and annual dances.
- i. Each team official must produce a completed Police Check as well as a Speak Out (Abuse and Harassment Certificate) and Gender Identity and Expression training.
- j. Team official (e.g. Coach, Trainer) qualification requirements (e.g. certifications, Police checks, other training courses) are recorded and tracked on the Hockey Canada Registry system.

### **C.7 VOLUNTEERS**

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## **APPLEWOOD HOCKEY ASSOCIATION BY-LAWS AND CONSTITUTION**

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- a. All on-ice and off-ice volunteers, including non-coaching members of the Board of Directors, must be registered on the Hockey Canada Registration system.
- b. No volunteer will be allowed on a team bench at a game for more than four (4) games per season if they have not been registered. Failure to comply may result in ruling the game forfeited.

### **C.8 CRESTS, COLOURS, REGALIA ETC.**

- a. The Association's crests, logos, colours, and any regalia used in connection with team uniforms, including the design thereof, jackets and sportswear must be as approved by the Board of Directors from time to time and, where applicable, as stipulated in the M.H.L. Rules and Regulations.
- b. Jacket and sportswear styles and colours and jacket and sportswear supplier(s) are as approved by the Board from time to time and as advised to parents and coaches by the Jackets and Sportswear Director. No jacket or sportswear styles and colours may be ordered from any other supplier by any Board member, any team, any parent, any coach or any player except as approved by the Board.

### **C.9 TOURNAMENTS AND EXHIBITION GAMES**

In the course of being an affiliate of the M.H.L.,

- a. No A.H.A. team playing in the M.H.L. may enter a tournament or exhibition game (within Canada or outside Canada) without first receiving the consent of the M.H.L.
- b. Tournament entry forms must be submitted to the M.H.L. at least six (6) weeks prior to the tournament being entered in order that an exemption from any affected league game(s) may be obtained and such game(s) rescheduled. Only two (2) such exemptions will be permitted per team per season by the M.H.L. and no tournament entry will be considered by the M.H.L. if it would result in any play-off game being affected. Any team arranging an exhibition game against a team from another M.H.L. Association or another league must first obtain a permit from the MHL.
- c. Copies of official game sheets from tournaments and exhibition games must be submitted as soon as possible to the M.H.L. in order that any player infractions may be properly dealt with by the M.H.L. disciplinary procedures.

### **C.10 TEAM FUND RAISING**

- a. Yearly fund raising activities (e.g. actual fundraising or direct contributions) by individual teams, i.e. for a total amount in excess of \$500 per player and/or the opening of a bank account in the name of the team concerned regardless of amount, must receive the prior approval of the Board of Directors.
- b. All team bank account facilities can only be operated under two signatures one of which must be the team's treasurer. Both signatories must be team parents but cannot be from the same family or any member of the coaching staff or any relative thereof.





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## APPLEWOOD HOCKEY ASSOCIATION BY-LAWS AND CONSTITUTION

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- c. Monies collected by a team by way of additional sponsorships, fund raising etc. belong to the entire team and are not to be attributable to any individual member or members of the team and any team funds remaining unused at the end of the season for which approval was given as per Article C.10.a above must be distributed on a *pro rata* basis first to
- i. any sponsors that may have contributed to the teams finances
  - ii. the team members
- at the end of that season and must not be carried forward to the next season (unless having received prior approval from the Board of Directors of the Association, and it being recorded in the minutes of a Board of Directors meeting).
- d. Where the Board has provided its approval in accordance with Article C.10.a, the team must submit a bi-monthly statement of revenues and expenditures to the A.H.A. Treasurer. In addition, all books of account and bank records may be required to be submitted to the Audit Committee for review.
- e. In its fund raising efforts, no team may approach any of the Association's sponsors for funds.
- f. The team officials of any team which fails to observe any of the provisions of this Section C.10 will be subject to disciplinary action.

CONSTITUTION as passed by the members at the Annual General Meeting on April 18<sup>th</sup>. 1994 and amended and passed by the members at the Annual General Meeting on April 17<sup>th</sup>. 1995 and further amended and passed by the members at the Annual General Meeting on April 22<sup>nd</sup>. 1996 and further amended and passed by the members at the Annual General Meeting on April 21<sup>st</sup>. 1997 and further amended and passed by the members at the Annual General Meeting on April 20<sup>th</sup>. 1998 and further amended and passed by the members at the Annual General Meeting on April 19<sup>th</sup>. 1999. and further amended and passed by the members at the Annual General Meeting on April 17<sup>th</sup>. 2000. and further amended and passed by the members at the Annual General Meeting on April 17<sup>th</sup>. 2001. and further amended and passed by the members at the Annual General Meeting on April 10<sup>th</sup>. 2002. and further amended and passed by the members at the Annual General Meeting on April 10<sup>th</sup>. 2003 and further amended and passed by the members at the Annual General Meeting on April 11, 2005 and further amended and passed by the members at the Annual General Meeting on April 12, 2006 and further amended and passed by the members at the Annual General Meeting on April 14, 2009 and further amended and passed by the members at the Annual General Meeting on July 27, 2021 and further amended and passed by the members at the Annual General Meeting on May 30, 2022

**APPENDICES**

**BOARD JOB FUNCTIONS**

**A. CONVENOR**

1. This is one of several positions that may be filled either by Directors or by qualified coaches, each of which is responsible for:
  - (a) within the assigned age level, co-ordinating "A" and house league try outs and placement of players on teams according to their level of experience and ability;
  - (b) conveying relevant information as required from the Board to assigned coaching staffs;
  - (c) liaising with the Registrar to ensure prompt and up to date team rosters are made available to the Board, coaches and the M.H.L. as required;
  - (d) In the course of being an affiliate of the M.H.L., assisting the M.H.L. Series Convenor for the assigned age level as required;
  - (e) In the course of being an affiliate of the M.H.L., promptly advising assigned coaching staffs of any changes to the published M.H.L. game schedules as and when advised by the Head Convenor and/or the M.H.L. Director of Scheduling; and
  - (f) assisting the Head Coach by contacting each coaching staff within the assigned age level as to their intentions for the following season.
2. Convenors shall also perform such other duties and exercise such other powers as may be assigned by the Head Convenor or the Board of Directors.

**B. DISCIPLINE**

1. This position is responsible for:
  - (a) acting as Chairman of the Protest and Discipline Committee;
  - (b) attending the regular coaches' meetings to keep coaching staffs abreast of discipline matters, rule changes and interpretation etc.;
  - (c) reporting on all aspects of discipline to the Board of Directors at monthly meetings; and

(d) In collaboration with the Rules Director, developing and maintaining procedures for Protest and Discipline.

2. The Discipline Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**C. EQUIPMENT**

1. This position is responsible for:

(a) distributing goaltender equipment to the parent of any Applewood player, upon their signature and payment of the security deposit, if any, for use by their team;

(b) remitting any security deposits collected to the Treasurer;

(c) maintaining accurate records of all equipment distributed;

(d) maintaining custody of all equipment, whether on hand or disbursed;

(e) contacting coaches at the end of the season to ensure return of all equipment and reporting any non-return to the Discipline Director;

(f) annually inspecting and having serviced all equipment requiring repair;

(g) segregating used equipment and arranging for its sale at the annual banquet or its disposal;

(h) liaising with the Head Coach and Head Convenor to determine new equipment needs for the following season; and

(i) presenting a budget to the Board as to cost of new equipment and repairs to existing equipment.

2. The Equipment Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**D. FUND RAISING**

1. This position is responsible for:

(a) running at least one major fund raising event each season, e.g. skate-a-thon, organizing same including printing of advertising materials, and arranging staffing to ensure smooth functioning as necessary;

(b) contacting fund raising organizations, as appropriate, to keep abreast of fund raising opportunities, evaluating same and submitting recommendations to the Board; and

- (c) ensuring efficient collection of funds raised, remitting same to the Treasurer and maintaining proper books of account.
2. The Fund Raising Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**E. GOALTENDER CLINIC**

1. This position is responsible for:
  - (a) promoting and running regular goaltender skills clinics;
  - (b) In the course of being an affiliate of the M.H.L., ensuring all participants are registered with the M.H.L.;
  - (c) ensuring clinics are sufficiently staffed with experienced coaches to properly instruct the participants; and
  - (d) collecting clinic fees and remitting same to the Treasurer.
2. The Goaltender Clinic Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**F. ICE ALLOCATION**

1. This position is responsible for:
  - (a) obtaining the Association's required practice ice allocation from the City of Mississauga's Recreation and Parks Department, having regard to the allocations offered to competing associations to ensure the A.H.A. is allocated its fair share based on the number of teams to be registered.;
  - (b) allocating assigned ice to the Association's teams and liaising with coaches to ensure any practice time conflicts are resolved;
  - (c) obtaining required ice for "A" and house league try outs, arranging try out schedules and preparing advertising materials to publicize try out times for each age level; and
  - (d) liaising with the Head Convenor to ensure smooth functioning of the "A" and house league try outs.
2. The Ice Allocation Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**G. JACKETS AND SPORTSWEAR**

1. This position is responsible for:
  - (a) obtaining at least two (2) competitive quotes from potential suppliers of Board and player jackets, submitting selected styles to Board for approval, recommending supplier;
  - (b) publicizing name and location of Board approved supplier to coaches and parents and advising them that all matters concerning jackets must be dealt with directly with the supplier. **The Jacket and Sportswear Director is not responsible for collecting any monies related to jacket sales, paying supplier or distributing jackets;**
  - (c) if applicable, selling sportswear (e.g. sweat shirts and pants, T-shirts, caps etc.) all in approved A.H.A. colours and with the authorized logos and crests;
  - (d) if applicable, liaising closely with the Treasurer, maintaining accurate books of account of all receipts and disbursements for any sportswear ordered and sold.
2. The Jackets and Sportswear Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**H. POWER SKATING CLINICS**

1. This position is responsible for:
  - (a) promoting and running regular power skating and other hockey skills clinics;
  - (b) In the course of being an affiliate of the M.H.L., ensuring all participants are registered with the M.H.L.;
  - (c) ensuring clinics are sufficiently staffed with experienced coaches to properly instruct the participants; and
  - (d) collecting clinic fees and remitting same to the Treasurer.
2. The Power Skating Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**I. HOCKEY CANADA MANDATED PROGRAM COORDINATORS**

The Association is mandated to follow certain Hockey Canada player programs. The Association may assign coordinators for such programs to ensure their proper functioning.

1. The position of Pre-Novice coordinator is responsible for:
  - (a) organizing and running the Pre-Novice Hockey Program;
  - (b) liaising with the Ice Allocation Director to obtain the necessary ice time for practices and games and the Team Uniform Director to obtain sweaters and socks;
  - (c) developing a budget for running the program
  - (d) obtaining an assistant coordinator; liaising with the Head Coach as to selection of coaching staffs; and maintaining and revising as necessary, the game rules following direction from Hockey Canada/OHF/GTHL/MHL
2. The position of Pathway coordinator(s) (e.g. U9 (Novice), U11 (Atom)) is responsible for ensuring the mandated Pathway Player Programs are properly adhered to within Applewood (e.g. structure, coach requirements, program recommendations). The Association Head Coach(s) may or may not decide to oversee these programs as part of their duties.
3. The Pre-Novice Hockey Coordinator and Pathway Player Program Coordinator(s) shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors

**J. PUBLICITY**

1. This position is responsible for:
  - (a) liaising with other Board members to develop and place advertising material promoting the Association's events such as try outs, registration, power skating etc. in Burnhamthorpe and Tomken Arenas and the local media where required; plus provide a copy to the webmaster for the website.
  - (b) gathering newsworthy information from the Board, coaches, parents and players for the purpose of producing a newsletter (minimum two per year) and/or preparing and maintaining the AHA website
  - (c) developing a budget for the website and/or newsletter;
  - (d) editing and preparing information and making arrangements for the printing and publication of the newsletter; and/or updates to the AHA website and social media

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## APPLEWOOD HOCKEY ASSOCIATION BY-LAWS AND CONSTITUTION

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2. The Publicity Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

### **K. RULES**

1. This position is responsible for:
  - (a) maintaining the Association's approved By-laws and Constitution up to date and suggesting amendments where necessary;
  - (b) in conjunction with the other Board members, developing and maintaining a set of written job descriptions and procedures to assist new Board members and existing members who change functions;
  - (c) in conjunction with the Head Coach, developing and maintaining a Coach's Manual;
  - (d) In the course of being an affiliate of the M.H.L., identifying required changes to the M.H.L. By-laws and Rules and Regulations and, if approved by the Board of the A.H.A., ensuring same are proposed to the M.H.L. Annual General Meeting for consideration; and
  - (e) acting as Chairman of the Rules Committee.
2. The Rules Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

### **L. SOCIAL FUNCTIONS**

1. In conjunction with other members of the Board as delegated from time to time, the Social Functions Director is responsible for:
  - (a) planning and running at least one (1) annual Association dance per season ensuring at least two quotes are collected.
  - (b) making all necessary arrangements concerning the annual banquet, including booking space, ordering meals, staffing, presenters, master of ceremonies etc.;
  - (c) liaising closely with the Treasurer, maintaining accurate books of account of all receipts and disbursements for all social functions organized; and
  - (d) where required, assisting with other Officers' and Directors' activities such as registration, major fund raising, try outs etc.
2. The Social Functions Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.





**M. SPONSORSHIP**

1. This position is responsible for:
  - (a) contacting all sponsors as soon as possible after the end of the playing season, to determine whether or not they will sponsor a team the following season;
  - (b) seeking out and obtaining new sponsors to ensure that wherever possible each of the Association's teams has a sponsor;
  - (c) liaising with the Registrar to keep abreast of the number of teams for which a sponsor will be needed;
  - (d) ensuring that sponsorship agreements are completed and sponsorship fees collected and submitted to the Treasurer;
  - (e) ensuring that all sponsors are given appropriate recognition and advertising on the Association website/jerseys; and
  - (f) liaising with the Trophy Director and Picture Director to ensure sponsor recognition plaques are distributed.
2. The Sponsorship Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**N. TEAM PICTURES**

1. This position is responsible for:
  - a) arranging for the photographer, dates, times and schedule for taking team pictures;
  - b) developing a budget for team pictures and obtaining at least two (2) competitive quotations for a photographer;
  - c) arranging for the team and individual photographs and ensuring that the photographer carries the appropriate level of liability insurance;
  - d) ensuring prompt distribution of pictures once received from the photographer; and
  - e) obtaining official team pictures for use by the Sponsorship Director and Trophies Director
2. The Team Picture Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**O. TEAM UNIFORMS**

1. This position is responsible for:
  - (a) determining sweater and sock needs for each season and ordering same;
  - (b) obtaining at least two (2) competitive quotations from potential suppliers and submitting same to the Board together with a recommendation as to the best supplier having in mind reputation and ability to deliver sweaters and socks on a timely basis;
  - (c) receiving custody of all sweaters and socks and distributing same to teams prior to the first league game. In this regard, "A" team sweaters and socks should be available at least prior to the end of August to facilitate participation in tournaments entered by these teams prior to the commencement of the regular playing season;
  - (d) maintaining accurate records of all sweaters and socks distributed to teams;
  - (e) liaising with the Head Coach and Head Convenor to determine needs for the following season;
  - (f) liaising with the Treasurer to ensure payment of the supplier on a timely basis;
  - (g) storing cover-ups and distributing, when requested by coaches, for games against other A.H.A. teams. The home team to be responsible for picking up and returning the cover ups; and
  - (h) maintaining an inventory record of surplus sweaters and socks.
2. The Team Uniform Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**P. TOURNAMENTS**

1. This position is responsible for:
  - (a) keeping an accurate record of all A.H.A. teams involved in tournament play, exhibitions, including normal "goodwill" type visits (home and away);
  - (b) if required, keeping abreast of all sanctioned tournament activity in Ontario and elsewhere that could be of interest to coaching staffs, collecting and distributing data on same to coaches;
  - (c) if required, keeping abreast of tournament registration procedures, insurance requirements, forms etc.; and
  - (d) where necessary, arranging for ice needs and practice reallocations in conjunction with the Ice Allocation Director of home "goodwill" type games.

2. The Tournament Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**O. TROPHIES AND AWARDS**

1. This position is responsible for:
  1. obtaining quotations for and samples of end of season participation trophies, Pre-Novice play-off trophies and medallions and sponsor appreciation plaques for the approval of the Board;
  2. purchasing the approved trophies and plaques;
  3. ensuring that the trophy case at Burnhamthorpe Arena contains a representative sample of prior years' series winners crests, Championship winners' and Finalists' trophies, tournament trophies or medals etc., and that the case is kept clean, presentable and maintained regularly; and
  4. Organizing the annual banquet (in collaboration with the Social Function Director) for the players of the Association.
2. The Trophies and Awards Director shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**R. 'OTHER PROGRAMS' COORDINATOR**

1. The Association may from time to time run (or support) programs that facilitate entry of kids into hockey. These programs may or may not be sponsored by third parties (e.g. First Shift is partly sponsored by Bauer, providing equipment). The position of program coordinator is responsible for ensuring that these Programs are properly adhered to within Applewood (e.g. structure, program recommendations). An example is the First Shift and Second Shift programs. The program begins with a Welcome Event offering information and activities to help build kids' confidence to make them and their parents more comfortable in the hockey environment. There are 6 sessions – one per week on the same day, at the same time to make it convenient for parents to schedule. The focus of the on-ice sessions is fun, teaching kids basic skating and fundamental hockey skills through play. It is the hope that the kids that go through these programs eventually continue to play hockey and continue to register with the Applewood Hockey Association.

**S. ASSISTANT REGISTRAR**

1. The position of Assistant Registrar is responsible for helping the registrar manage membership files within the Hockey Canada Registry system. The Assistant Registrar may be asked to collect and record membership information, create reports, as well as oversee the proper management of memberships files.



**T. SAFETY REPRESENTATIVE**

1. The position of Safety Representative is responsible for ensuring that mandated (or un-mandated) Safety Programs are properly adhered to within Applewood (e.g. program requirements & recommendations, structure, record keeping, reporting requirements). An example of such a Safety Program was that of the safety protocols imposed by various governmental health departments and the Ontario Hockey Federation's "Return to Hockey Framework" in the period of Covid 19.

**U. FINANCE COMMITTEE**

The Finance Committee is responsible for:

- (a) assisting the Treasurer in the preparation of the annual budget;
- (b) recommending to the Board ways and means of raising, collecting, disbursing and controlling all funds of the A.H.A.;
- (c) administration of financial matters as directed by the Board of Directors;
- (d) performing periodic internal audits of the books of account of the A.H.A. as directed by the Board of directors; and
- (e) as directed by the Board of Directors, auditing any books of account of teams where the Board has granted fund raising approval.

**V. NOMINATING COMMITTEE**

The Nominating Committee is responsible for:

- (a) developing advertising material calling for nominations for election to the Board of Directors for arena placement by the Secretary prior to the Annual General Meeting;
- (b) ensuring that all nominations contain data concerning the nominee's name, address and telephone number and contacting all nominees to determine qualifications and willingness to stand for election;
- (c) conducting all elections of the Board, and the Officers at the Annual General Meeting including preparation of the slate of candidates, appointment of scrutineers and declaration of results; and
- (d) In the course of being an affiliate of the M.H.L., assisting the Secretary in identifying candidates for election to the M.H.L. Hall of Fame.

**W. PROTEST AND DISCIPLINE COMMITTEE**

The Protest and Discipline Committee shall have the following powers and duties:

- (a) the Chairman or his designated representative and any three (3) members of the Committee shall have the power to hear and decide all protests, complaints or other matters which pertain to the alleged violation of any of the rules or regulations of the A.H.A. or which pertain to the conduct or action of any player, manager, coach, trainer, parent, Pre-Novice referee or Board member while acting in the capacity as such or which pertains to the act, omission or conduct of any of the above persons which is alleged to be prejudicial to the A.H.A.;
- (b) the Committee may make rules for the regulation of its proceedings and the performance of its duties and functions;
- (c) all persons appearing before this Committee shall be given full opportunity to be heard;
- (d) the Committee shall as soon as possible after the conclusion of proceedings make a report in writing and without delay transmit it to the Board of Directors of the A.H.A. as well as to other persons directly involved in the matter;
- (e) the Committee shall also conduct any investigation or hearing as directed by the Board of Directors and make a report in writing of such investigation or hearing and without delay transmit it to the Board of Directors;
- (f) appeals against a decision of the Discipline Committee shall be filed with the Chairman of the Committee within seven (7) days of receipt of notice of such decision. Appeals may be heard by the Board of Directors or its designated "Appeals Committee";
- (g) for the purposes of this committee, three (3) Directors shall be considered a quorum;
- (h) a member of the Protest and Discipline Committee must declare any conflict of interest and shall not participate in any hearing where a relative is involved; and
- (i) if a member of the Protest and Discipline Committee is absent or is unable to perform his or her duties for any reason whatsoever, the Chairman may appoint a new member to fill such vacancy.

**X. RULES COMMITTEE**

The Rules Committee is responsible for:

- (a) ensuring that the Association's By-laws and Constitution remains valid and up-to-date and where necessary preparing amendments for Board and member approval;

- (b) reviewing job descriptions from time to time and recommending additions, deletions or amendments as required;
- (c) in conjunction with other Board members, preparing and maintaining a set of job procedures; and
- (d) In the course of being an affiliate of the M.H.L., reviewing the M.H.L. By-laws and Rules and Regulations and recommending suggested amendments which, if approved by the Board of the A.H.A., would be submitted to the M.H.L. for its consideration.

**Y. COACHES COMMITTEE**

1. This position is responsible for:
  - (a) Developing and maintaining the AHA's Coaches Manual and having it ready for the first coaching meeting prior to the start of each season;
  - (b) Planning for and conducting regular Coaches meetings; and
  - (c) As applicable, ensuring that house league and Coyotes "A" team coach staffs properly distribute the coaching surveys to the membership, retrieve them and forward them to the Coaches Committee
2. The Head Coach shall also perform such other duties and exercise such other powers as may be assigned by the Board of Directors.

**Z IMMEDIATE PAST PRESIDENT**

1. The Immediate Past President guides and supports the Board of Directors and its Executive Team. The primary responsibilities of this role involve serving as a resource for new officers and ensuring continuity with past terms.
2. A natural progression of the **President** to the position of **Past President** occurs after a one-year term.
3. The term of **Past President** is one year.
4. This position is responsible for:
  - a) an orderly transition of directors from one term to the next.
  - b) participating in meetings of the Board of Directors and Executive Committee
  - c) assisting the President as required (as a resource of experience)
  - d) providing a historical perspective on activities
  - e) heading special projects assigned by the President