

Constitution

Howick Athletic Association

Amended May 11, 2016

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Section 1 – Name

This Organization will be known as the Howick Athletic Association (further known as the H.A.A. for this constitution.)

Sections 2 – Aims and Objectives

1. To foster the maximum opportunity for youth to participate in amateur sport within the boundaries set down by this constitution.
2. To promote good sportsmanship & teamwork between all participants representing our centre in any hockey related activities with the aim to develop and improve one's standards of physical, mental & social well-being.
3. To sponsor and promote such athletic, social and other activities as may contribute to the moral and financial welfare of the association.
4. To provide programs at the initiation level (IP), the competitive level (Rep Level), and at the recreation level (Local Level).
5. To provide all members access to a resource that will enhance their understanding and knowledge of the sport of hockey.

Section 3 – Affiliation

The Howick Athletic Association shall annually affiliate with the Western Ontario Athletic Association (W.O.A.A), Ontario Minor Hockey Association (O.M.H.A), Ontario Women's Hockey Association (O.W.H.A), Ontario Hockey Federation (O.H.F), and Canadian Hockey Association (C.H.A.)

Section 4 – Membership

Membership in the Howick Athletic Association shall be limited to persons as set forth in this constitution and shall consist of:

1. **Players**
All the boys and girls registered for play during the current season in the various age groups as specified in the C.H.F Manual of Operations
2. **Voting Members**
All adults 18 years and over whom have paid an annual \$1.00 membership. This fee must be paid at least two weeks prior to the Annual General Meeting.
3. **Board of Directors**
The Board of Directors shall consist of a minimum 8 directors and a maximum of 16 directors. A quorum of the Board of Directors shall be $\frac{1}{2}$ the total number of Directors + 1 (e.g. 14 members = 7 +1 for a quorum or 8 for a quorum)

Section 5 – Board of Directors

The Board of Directors will be required to fill the following positions, which will make up the Executive Committee of the Board of Directors for the H.A.A:

President
Vice-President
Secretary
Treasurer
Centre Contact
Past President

The Board of Directors must also fill the following director positions, as need, to efficiently operate:

Head Trainer
Ice Scheduler
Communications
Website
Equipment manager
Fundraising
Tournament(s)
Hockey Day in Howick
Banquet
IP Development
Player Development
Referee

The management and administration of the H.A.A shall be vested in the Board of Directors with full power to take action within the scope of the constitution. Without limiting the foregoing, the Board of Directors shall more particularly:

- Appoint such committees or other voluntary or paid personnel, as it shall consider necessary for the efficient operation of the H.A.A
- Shall consider all reports and recommendations of standing committees and such other committees as may be appointed from time to time.
- Be authorized to pay the accounts of the H.A.A
- Have power to decide on any matters not covered in the constitution of the H.A.A
- Have the power to fill any vacancy, which may occur during the year with the exception of the office of President, who shall be succeeded by the Vice-President in the event that there is a vacancy in the office of President.
- Executive committee shall sit for terms of two years.

Section 6 – Duties of the Board of Directors

1. President

1. Shall preside at all meetings of the H.A.A
2. Shall call all meetings of the Board of Directors provided that there shall be a minimum of one meeting per month and shall call such other meetings as she/he shall determine to be necessary or shall call a meeting at the request of three or more of the Board of Directors.
3. Shall be an ex-officio member of all standing committees

4. Shall have the power to authorize individual expenditures up to a maximum of \$100.00, which expenditures shall be confirmed at the next regular meeting of the Board of Directors.
5. Shall prepare and bring an agenda to all meetings of the H.A.A.
6. Shall represent the H.A.A at the W.O.A.A meetings and such meetings as may be determined to be in the best interest of the H.A.A.
7. Shall not be able to vote at any meetings of the H.A.A. unless there is a tie on a vote.
8. Shall ensure that the Annual General Meeting is advertised at least two weeks prior to the meeting.
9. Shall sign all approved minutes of the H.A.A that are presented by the secretary.
10. Shall preform all duties as naturally fit within the bounds of his/her office.

2. Vice-President

1. Shall perform the duties of the president in his/her absence.
2. Must be on the Rules and Protest committee.
3. Shall perform such other duties as may be assigned by the President and/or Board of Directors of the H.A.A.
4. The Vice-President shall be the natural successor to the President, if they decline the floor will be open to nominations to fill the position of President. The nominee shall have at least two years previous on the Board.

3. Secretary

1. Shall keep an accurate record and distribute the minutes of all Board meetings, Executive Committee meetings, and the Annual General Meeting, to all Board members.
2. Shall notify the Board of Directors of the time, place and date of meetings.
3. Post minutes of all meetings on the H/A/A/ bulletin board that is located in the lobby of the Howick Community Centre.
4. Post meeting date of the next meeting in the lobby of the community centre.
5. Shall perform such other duties as may be assigned by the President and/or Board of Directors of the H.A.A.

4. Treasurer

1. Shall pay all accounts authorized by the Board of Directors, by cheque signed by the Treasurer and the President or the Vice-President.
2. Shall keep an accurate record of all money received and disbursed and report the same at each general meeting. One copy to be attached to the secretary's minutes.
3. Shall maintain bank accounts. (Also having signing authority on cheques)
4. All cheques must be signed by any two of the following three positions, President, Vice-President, and Treasurer.
5. Shall be responsible for the registration of all players in the H.A.A and shall issue complete player lies in the various age groups defined in the by-laws to all Coaches. (This is with the help of the President and Board of Directors.)
6. Shall ensure that there is an appropriate amount of money in the cash box.
7. Shall present an audited financial statement at the Annual General Meeting.
8. The audit must be completed by someone outside of the H.A.A Board of Directors.
9. Shall perform such other duties as may be assigned by the President and/or Board of Directors of the H.A.A.

5. Centre Contact

1. Shall notify WOAA/OMHA of contact information for all executive positions.
2. Shall register all Rep and Local League teams for the season before WOAA deadline.
3. Shall oversee registration of all players.
4. Shall add all players via Hockey Canada Registry to the appropriate team roster.
5. Shall submit all team rosters for approval before WOAA deadlines.
6. Shall verify birth certificates and right of choice distances for all new players.
7. Shall attend WOAA center contact and playoff meetings
8. Shall present all WOAA/ OMHA correspondents to H.A.A. Board

6. Past President

1. Shall act as an advisor to the President and the Board of Directors.
2. Shall perform such duties as may be assigned by the President and/or the Board of Directors or the H.A.A.

Section 7 – Standing Committees

1. Finance Committee

1. The Finance Committee shall consist of the President (as chairperson), Vice-President, Treasurer, and Secretary.
2. This committee shall consider all matters concerning the financing of the H.A.A and shall prepare the annual budget of the Association.

2. Rules and Protests Committee

1. The Rules and Protests Committee shall consist of the Vice-President and two such other members of the Board of Directors.
2. The function and responsibility of the Rules and Protests Committee shall be to maintain and recommend to the H.A.A rules which apply to all referees, managers, coaches and players and which will foster and promote the aims and objectives of the H.A.A as well as the safety and welfare of the players.
3. Any proposed rules or amendments there to shall be submitted to the Board of Directors in writing by the Chairperson of the Rules and Protest Committee for consideration.
4. Any proposed rules or amendments are to be approved by a majority of the Board of Directors at a meeting of the H.A.A shall only have force from the effective date as determined by the Board members
5. The committee shall have the power to hear and recommend to the H.A.A all written protests, complaints or other matters which pertain to the alleged violation or any rules or regulations of the H.A.A or which pertain to the conduct or action of any player, manager, coach or referee 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 H.A.A and any team or players within the jurisdiction of the H.A.A.
6. All persons appearing before the committee shall be given full opportunity to be heard.
7. The committee shall conduct any investigations or hearings and without delay transmit it to the President.
8. The committee shall as soon as possible after the conclusion of proceedings make a report in

writing and without delay transmit it to the President as well as to other persons directly involved in the matter.

9. The President and such other appropriate members shall attend any protests concerning the H.A.A at or above the W.O.A.A. level.

3. Coaches committee

1. The coaches committee shall consist of the President and two such other members of the Board of Directors.
2. The coaches committee shall be responsible for advertising the positions of coaches, assistant coaches, managers and trainers. The deadline for applications is the last day in July.
3. Coaches committee shall be responsible for recommending the appointment of all H.A.A coaches. They then will bring their recommendations to the Board of Directors for approval.
4. The coaches committee shall bring the Board of Directors the recommendation for approval of the appointment of all assistant coaches, trainers and managers recommended by appointed coaches.
5. The coaches committee shall be responsible for ensuring all coaching staff are informed of courses and receive certification and shall prepare guidelines of the duties and responsibilities of coaches, managers and trainers.
6. The coaches committee shall be responsible for the recommending of the suspension of coaches and/or managers or trainers, for such reason as follows:
7. Repeated absence and failure to inform the committee.
8. Not playing all players a reasonable amount of time.
9. Conduct detrimental to the aims and objectives of the H.A.A.
10. The Coaches committee will deal with any coach's complaints and complaints against coaches that come in writing.

4. Referee Committee

1. The referee committee shall consist of the Referee in chief and one or two members of the Board of Directors.
2. The referee committee shall observe the referees and offer compliments and constructive criticism.
3. The Referee in chief is responsible for getting the referees for the hockey season and playoff games.
4. The referee in Chief is responsible for submitting all game sheets to the WOAA.
5. The referee committee shall deal with any complaints against referees that come in writing
6. The referee committee shall have a good understanding of ALL the rules.
7. The Referee in Chief shall receive a negotiated amount approved by the Board of Directors yearly.

5. Abuse and Harassment Committee

1. The abuse and harassment committee will consist of one of the Board of Directors and two or three members from the community. (Community members could be Public Health Nurses, Minister etc.)
2. This committee shall follow the procedures in the Speak Out Manual.

Section 8 – Meetings and Elections

1. Annual Meeting

1. The Annual Meeting of the H.A.A. shall be held no later than May 31st each year.
2. The time, date and place of the annual meeting shall be made public at least two weeks in advance by posting on the H.A.A. website and at the community centre.
3. All voting members of the H.A.A. shall be eligible to vote at the Annual General Meeting.
4. The election of the Board of Directors will take place in conjunction with the Annual General Meeting.
5. The Board of Directors will appoint a nominating committee of three voting members of the H.A.A. who will bring before the Annual Meeting a slate of the names of persons eligible for office and who have signified their willingness to hold office if elected.
6. Following the opportunity for nominations to be received from the floor, a vote will be held by secret ballot for the election of the elected membership of the Board of Directors.
7. Nothing in this Constitution can be changed or altered, rescinded or a new one made, except by a 2/3 majority of eligible voting members that are present.

2. Board of Director Meetings

1. Hold a business meeting as required, but no less frequently than once a month.
2. All meetings are to be open to the general public to attend.
3. If a member fails to show up to three consecutive meetings the Board of Directors holds the right to dismiss them from the Board.
4. Conflict of interest shall be declared with immediate family members, a Director or another member of the H.A.A. has grounds for another Director to leave the meeting.

Section 9 – Registration Regulation

1. Any boy or girl requesting to play a sport with the H.A.A. for the first time in the H.A.A. must produce adequate proof of age.
2. Registration for the H.A.A. shall take place annually one week night and Saturday morning in May or June and additional registrations after these dates shall only be accepted provided there are openings in the various classifications.
3. All boys or girls registering to play in the H.A.A. must pay the specified registration fee at the time of registrations or a suitable payment plan will be determined, otherwise a late fee shall apply.
4. No registration fee refunds shall be given without a written request and the approval of the Board of Directors of the H.A.A.
5. No players on the H.A.A. team shall play outside his/her classification without the consent of the Board of Directors.

Section 10 – Competition Regulations

1. Playing rules as set down by the OMHA and WAAA shall govern play in regular, exhibition, tournament and play-off except rules, which are covered by the Howick Athletic Association policies.
2. All teams in every group shall participate in their respective play-offs.

Section 11 – Player Conduct and Expectations

1. All players should show respect and behave in an appropriate manner at all times and places.
2. Every player should read, sign and follow the “FAIR PLAY CODE” for players
3. All players should be committed to the team by showing up to all practice, games etc. if at all possible.
4. Any problems regarding the PLAYER CONDUCT AND EXPECTATIONS will result in a review by the coaches and if the problems persist it will be reviewed by the Rules and Protest Committee.

Section 12 – Player Affiliation

1. Must follow all OMHA and WOAA guidelines.
2. No coach shall ask a player to affiliate **without first** obtaining permission from (IN ORDER LISTED)
 - Coach of team player is rostered
 - Parent of the affected player
 - Affected player
3. Any player affiliation must be agreed upon by the coaching staff and parents of any affected players.
4. An affiliate player must fulfill all obligations in regards to games, practices and power skating to the team which they are rostered to unless an agreement has been arranged between all affected coaches, parents and the player.
5. No affiliate player, their parent(s)/guardian or coach shall expect equal playing time on the team to which they are affiliated to.
6. Any affiliate player may be denied any affiliate rights if the performance and/or conduct to the team to which they are rostered to is in doubt.
7. Any decision on player affiliation must be made in an impartial manner by the affected coaches and parent(s)/guardian of affected player.
8. The H.A.A. reserves the right to deny any player affiliation that is deemed not in the best interest of the affected player or affected team(s)