**G.P.M.H.A.I.**

**Constitution**



*Approved by Membership August 25th, 2020*

**Articles**

**Article 1: Name**

1.1 The organization shall be called, The Greater Petawawa Minor Hockey Association Incorporated, here after referred to as the GPMHAI or the Association.

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

**Article 2: Purpose**

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

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

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

**Article 3: Authority**

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

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

**Article 4: Boundaries**

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

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

**Article 5: Membership**

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

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

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

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

**Article 6: Leadership**

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

6.2 The Executive Committee shall consist of; the President, the Past President, the Vice President, the Secretary, the Treasurer, the House League Director, the Rep Director, the Ice Allocator, the Risk Management and Fair Play Officer, the Registrar, the Publicity Director/Webmaster, the Equipment Manager, the Fundraising Chair, the Development Coordinator, the Bingo Chair, the Coach Mentor and the House League Tournament Director.

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

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

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

**Article 7: Meetings**

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

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

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

7.3.1 Call to Order

7.3.2 Adoption of minutes from the previous AGM

7.3.3 Business arising from minutes

7.3.4 President’s report

7.3.5 Executive Committee reports

7.3.6 Presentation of Financial Statements

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

7.3.8 Nominations and elections of GPMHAI Executive Committee Members

7.3.9 New business

7.3.10 Adjournment

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

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

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

7.6.1 Call to Order

7.6.2 Referee-In-Chief’s report

7.6.3 Approval of minutes

7.6.4 Business arising from previous minutes

7.6.5 Financial Statement

7.6.6 Executive reports

7.6.7 Correspondence

7.6.8 President’s report

7.6.9 New business

7.6.10 Adjournment

**Article 8: Voting**

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

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

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

8.2.2 The President may vote only to break a tie.

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

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

**9.0 Quorum**

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

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

**10.0 Amendments**

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

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

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

**11.0 Addendum to the Constitution**

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

 *Annex I*



**By-Laws**

**1.0 League Registration**

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

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

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

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

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

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

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

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

**2.0 Fees**

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

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

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

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

**3.0 Finances**

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

3.2 There will be a yearly audit of all GPMHAI accounts. This will be arranged by the President/Vice President and the Treasurer and will be presented at the AGM.

3.3 No purchases or expenditures will be incurred from budgetary funds without the authority of the Executive Committee. All expenditures over $1000 must be approved by the Executive Committee and supported by at least two quotes.

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

3.5 Members of the executive, or a designate, travelling to approved meetings will be reimbursed for mileage at $0.50/km.

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

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

3.8 All exhibition games must be completed prior to the start of regular season games.

3.9 Expenses incurred by an executive member must be submitted to the treasurer with receipt at a monthly executive meeting and approved by the executive membership prior to payment.

**4.0 Elections and Terms of Office**

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

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

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

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

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

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

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

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

* 1. Detailed Terms of Reference for the Executive Committee positions are available.

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

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

**5.0 Executive Committee Duties**

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

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

5.3 Ensure there is sufficient registration to allow the participation of the GPMHAI in all age divisions from U7 to U18.

5.4 Provide coaches for all levels of hockey in our Association.

5.5 To settle all disputes that arises among the membership by following the proper processes.

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

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

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

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

5.10 All members of the Executive are required to disclose any possible conflicts of interest and must have a Vulnerable Sector Screening completed and submitted to the Risk and Fair Play by September 30th.

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

**6.0 Complaints**

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

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

**7.0 Suspension and Expulsion of Membership**

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

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

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

**8.0 Privacy**

8.1 The GPMHAI respects everyone’s right to privacy and confidentiality.

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

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

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

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

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

If you have any questions or concerns regarding the GPMHAI Privacy Policy or the use and distribution of personal information, please contact the Secretary of the GPMHAI.

**GPMHAI Policies and Procedures**

**1.0 General Compliance**

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

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

**2.0 Association Registration**

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

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

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

2.4 All players must register at their proper age level.

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

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

2.7 Fees paid for Rep team try outs are non-refundable.

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

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

2.10 There will be 2x walk-in registration clinics provided, dates will be determined by executive.

**3.0 Fair Play Policy**

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

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

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

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

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

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

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

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

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

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

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

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

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

**4.0 Code of Conduct**

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

 Respect the game.

 Respect the rules.

 Respect the opponents.

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

 Respect the facility

 Respect yourself by maintaining self-control at all times.

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

**5.0 Coach and Bench Staff Selections**

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

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

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

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

5.5 Head Coaches shall choose their bench staff based on the qualified persons on their teams. Where there are no qualified assistants or trainers the GPMHAI will reimburse volunteers for the cost of the certification course. Volunteers will be reimbursed the cost of the course at the end of the season.

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

5.7 The GPMHAI will not reimburse the certification of a trainer or assistant when a qualified and willing person was not selected. To ensure reimbursement, verify eligibility with the GPMHAI Registrar and appropriate Convenor.

5.8 All coaches within the Association will be required to participate in Association sanctioned development with the Coach Mentor. At least one development session will be held prior to the beginning of try-outs for the Rep Coaches and the beginning of the season for House coaches.

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

5.10 All on–ice helpers must be at least 12 – 18 years of age and be at least one age group higher than the team they are assisting. On-ice helpers must either be on a GPMHAI team list as a player (no Respect in Sport required) and wear full hockey gear while with the team, or have the required certification and be placed on the official team roster for the team they are assisting. Any player assisting with a team that will not be listed on the official roster must obtain approval from the Registrar. Players/Guardians and Coaches will be required to sign the GPMHAI On-Ice Helper Rules and Regulations document prior to being allowed on the ice to help. A copy will be maintained by the appropriate Director, the Registrar and at the Team level. Any Coach in violation will be suspended until a hearing with the GPMHAI Discipline Committee is complete.

**6.0 Team Selection**

**6.1 House League Teams**

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

6.1.2 The House League Director, the Division Convenors, selected Head Coaches as well as executive members with no conflict of interest, will be included in team selection, with the goal to distribute players evenly and to create a balance of player talent.

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

6.1.4 House League Director and the House League coaches go over and agree to evaluations. They meet for a draft of players. The top 3 forwards and top 2 defense as well as bottom six for each team will be determined by a snake style draft of each level. (For instance, if evaluations were 30 points and 48 players. Have the top 15, middle 21 and bottom 12 according to agreed evaluations. Disperse Forwards and defence as evenly as possible. Rate the goalies and decide which team they go on by draw or agreed on by coaches. Top goalie team gets last pick. Draft defence first and then forwards.

**6.2 Representative Teams**

6.2.1 Rep team try-outs will be held and the selected Head Coaches for each age group will make their selections in consultation with the Rep Director.

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

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

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

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

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

6.2.3 All player cuts must be made in person, in the presence of the child’s parents if the child is under the age of 15. It is expected that the Coach making the cuts will use the opportunity to provide the player with constructive feedback regarding their try–out results.

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

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

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

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

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

6.2.9 Any player wishing to tryout for a GPMHAI Rep team from outside GPMHAI requires permission from the GMPHAI President in consultation with the Executive Committee and can only do so if their home association does not have a Rep team to play for. Consideration will be made based on the number players at the GPMHAI tryout and the need for players in neighbouring associations. In the event the import player is granted permission to tryout, they will be assessed by an outside party arranged by the Rep Director in consultation with the Executive Committee and be deemed in the top three candidates in order to successfully make the team.

**7.0 Affiliation Policy**

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

**7.2 Rep Teams**

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

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

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

**7.3 House Teams**

7.3.1 House teams may affiliate players from the House Division one level below them. Second year U9 players can AP to U11 house teams after January 15th.

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

**7.4 All Teams**

7.4.1 Coaches who wish to affiliate players must inform the lower coach before approaching the player and his parents.

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

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

7.4.4 Affiliate players may only play a total of 10 games with their affiliated team. If an Affiliate Player plays an 11th game, they will then belong to that team and no longer be eligible to play with their lower team. Coaches that allow an 11th game to be played by an affiliate without approval from the Executive will be suspended.

**8.0 Discipline and Appeals Processes**

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

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

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

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

8.4.1 Complaints must begin at the team level, through one of their team officials. All complaints must be submitted in writing and must be signed. If there is no resolution it should proceed up the chain to the GPMHAI Division Convener and if there is still no resolution it should move up to one of the following; the GPMHAI House League Director, the GPMHAI Rep Director. The Director will determine if involvement of the Vice President and/or Fair Play/Risk Management Chair is required

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

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

8.5.1 Within four days of receiving the complaint, the Vice President will convene a Disciplinary Committee with a minimum that will include three executive members without conflict of interest. The Vice President will chair the meeting but will not vote. The Secretary, or a replacement, will be present to take minutes.

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

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

8.5.4 After all testimony has been given the Chair will release the witnesses and the Committee will deliberate. The Chair will notify the parties of the Committee’s decision within 24 hours. The Committee’s decision will be considered final.

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

**8.6 Appeals**

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

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

8.6.3 Appeals of suspensions arising from the UOVMHL or HEO MINOR Codes of Discipline (handed out by referees) must be made in writing within 72-hours of the infraction and be submitted to the GPMHAI Secretary to be forwarded to the Valley or the District.

**9.0 Risk Management and Safety**

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

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

9.3 Goaltenders are required to wear neck and throat protectors at all levels in the HEO MINOR at all times on the ice or on the bench.

9.4 Only CSA approved stickers can be affixed to helmets.

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

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

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

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

9.10 Use of cameras and cell phones are prohibited in all dressing rooms.

**10.0 Modified Programs**

10.1 For the U7 please refer to the HEO MINOR constitution, Appendix E.

**11.0 Equipment Loans**

11.1 GPMHAI jerseys are to be used only for Association games unless special permission has been given by the equipment manager. (i.e. “Future Sens” games, try outs or team parties, etc.)

11.2 No players with the exception of the U7, U9 house league, and Rep teams will be permitted to take GPMHAI sweaters home. The sweaters will be the charge of the team officials.

11.3 The GPMHAI reserves the right to seek compensation for any sweaters that are damaged as the result of misuse or neglect.

11.4 Teams in U7 will be issued TimBits jerseys/socks. Teams in U11 will be issued ATOMc jerseys/socks and one set of GPMHA home jerseys. Players using ATOMc jerseys can sew name bars to the ATOMc jerseys only. All other house league teams will be issued 1 set of GPMHA home and 1 set of GPMHA away jerseys. No name bars are to be attached to any GPMHA jersey. Captain and alternate letters can be sewn on GPMHA jerseys at the direction of the equipment manager. Rep teams purchase their own jerseys and have names sublimated on their jerseys and can choose who sews the C’s and A’s.

11.5 The Association has some equipment for loan including goalie gear. All equipment loans are subject to a $100.00 deposit. The equipment will be loaned to players of legal age or to minor aged players’ parents. The person signing for the equipment will sign a loan card and remit the fee to the equipment manager. If the equipment is returned at the end of the season clean and in satisfactory condition the deposit will be returned.

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

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

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

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

**12.1 Home Tournaments**

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

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

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

12.1.4 All application forms must be signed by the GPMHA President as well as the District 5 Chairperson.

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

12.1.6 The GPMHAI House League Tournament Director shall verify all team lists, and Affiliated Lists. A team that has left its team lists at home will have to arrange that verification of the players from their District Chairperson or his delegate is given to the GPMHAI House League Tournament Director before that team is to be allowed to participate.

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

12.1.8 The GPMHAI Tournament Chairperson or designate shall submit to the District 5 Chairperson all game sheets and Game Incident Reports at the conclusion of the Tournament. The District 5 Chairperson retains these for a period of one year.

12.1.9 All scorekeepers and timekeepers shall be at least sixteen (16) years of age or at least 14 and have completed the time keeper course.

12.1.11 The HEO MINOR Code of Discipline shall be applied.

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

**12.2 Travel Tournaments**

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

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

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

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

12.3.1 A travel permit is required when:

 i) A GPMHAI team wishes to enter a tournament to be held outside HEO MINOR boundaries;

 ii) A GPMHAI team wishes to play an exhibition game and the game will take place outside the HEO MINOR boundaries, that is, the USA, Quebec or another Hockey Canada Branch; and

 iii) No travel permits are necessary when playing a team within the HEO MINOR.

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

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

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

12.3.5 No GPMHAI team may play in more than six (6) Out-of-Branch Tournaments. This does not include Provincial, Regional or National Championships.

**13.0 Team Funds and Fundraising Policy**

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

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

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

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

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

13.6 Teams wishing to undertake other fundraising efforts must apply in writing to the Fundraising Chair. The applications must include specifics of when, where and how and must include what the monies raised will be used for. Permission will not be granted for any other reason than to cover the costs of tournament fees. These funds cannot be used to fund such activities as banquets, parties, gifts, meals and clothing and can only be used for tournament entry fees.

13.7 Monies raised directly from parents or 50/50 draws can be used at the discretion of the team with the parents’ approval. (i.e. team parties or gifts for the kids and coaches) Team officials will not be permitted to receive any form of financial remuneration (i.e. meal allowance, travel expenses, etc.) from team monies.

13.8 All corporate grants, including but not limited to; Dodge Caravan, Pizza Pizza and Scotia Bank, will be applied for and coordinated by the Fundraising Chairperson. All monies resulting from corporate grants/donations will be held and administered by the GPMHAI as they see fit.

**14.0 Dress Code and Clothing Policy**

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

14.2 All players on Rep teams must wear GPMHAI approved pant shells, black helmets and black gloves.

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

14.4 All players on Rep or House League teams are only authorized to use CSA approved stickers on their helmets. There will be no exception.

14.5 The Greater Petawawa Minor Hockey Association Logos may NOT be used without the express written consent of the Association. This policy will be governed by the GPMHAI and adhere to the following limitations and rules:

1) Only GPMHAI approved apparel is considered acceptable.

2) Members MUST use the approved suppliers if the items being purchased include any GPMHAI branding (logos). Approval from the Publicity Chair to use non approved suppliers must be obtained.

3) Any apparel purchased within the GPMHAI Policy must NOT contain any graphics or verbiage without the written consent of the Association.

4) The GPMHAI reserves the right to decline business with any supplier.

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

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

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