

ESSEX MINOR HOCKEY ASSOCIATION INC.



CREATED
JANUARY 13, 2009

RULES OF OPERATIONS



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SECTION 1: GOVERNANCE

1.1 Essex Minor Hockey is incorporated under the Corporations Act of Ontario and operates under the governance of its By-Law Number One and Rules of Operation in conjunction with the Manual of Operations of the Ontario Minor Hockey Association.

SECTION 2: CODE OF CONDUCT AND ETHICS

- 2.1 Parent's Code
- 2.2 Players Code
- 2.3 Spectator's Code

SECTION 3: REGRISTRATION

- 3.1 Registration fees will be set by the Executive prior for the fiscal year end. The Registrar will provide a registration schedule and will advertise this schedule in the local newspapers and on the website.
- 3.2 No post-dated cheques will be accepted at the physical registration.
- 3.3 A 2-week limit will be put in place for any NSF cheques to be paid in cash and received by the Treasurer, in order to reserve the registrants spot on the registration list. NSF cheque situations are to be followed up with a letter, specifying dates when calls were placed, etc.
- 3.4 Registration Refunds will be designated, as in the chart below. Special situations will be reviewed by the Executive, as needed, after the January 1st deadline.

Oct. 1 st – Dec. 31 st	Prorated per month
January 1 st +	No Refund

SECTION 4: EQUIPMENT

4.1 All E.M.H.A. supplied equipment may only be worn during official E.M.H.A. activities.

SECTION 5: REPRESENTATIVE TEAM PLAY

- 5.1 The purpose of the Representative Program is to allow for the potential development of a hockey player at the highest level of competition and at a caliber most suited to the individual hockey player's needs, abilities and desires.
- 5.2 All registered players may try-out for a representative team and be granted a two(2) try-out minimum before a coach's decision may be made.



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- 5.3 Any player wishing to play at a higher level than that regulated by his/her age may, upon written request by the September Regular Meeting, be granted a try-out. (See "SECTION 7")
- 5.4 The 2nd Vice President will be the primary contact for any dealing with the OMHA or any league in which teams are competing. All questions or concerns must be directed through the 2nd Vice President.
- 5.5 Players must try-out and be released from the Representative team before trying out for the Additional Entry team.
- 5.6 All Representative Team players and coaching staffs must abide by the E.M.H.A. dress code.
- 5.7 The 2nd Vice President will provide all Representative Teams a copy of the Board approved Rules and Guidelines annually. Teams will be expected to follow all rules included.
- 5.8 All Representative Team players and coaching staffs must abide by the E.M.H.A. dress code.
- 5.9 In the event of Representative Teams trying to enter early tournaments, and do not have the funds available at the time to send application, may make a formal request to the Executive.
- A limit of 1 tournament per team, for tournaments before October 1st of any season, shall apply.
 - Cheques to be made payable to E.M.H.A., in the same year.
 - If the amount is not paid in full, the team's ice time shall be suspended, until full payment is received.
- 5.10 Any Overseas Hockey requests must be presented to the Executive in accordance with current OMHA rules and regulations. Upon request the EMHA Executive will form a committee to rule on and oversee the process.
- 5.11 Any outstanding team financial statements from the season, are to be contacted by the 2nd Vice President (via phone and email). If statements still haven't been received within 1 week from this contact, the issue will be deferred to the Discipline Committee.

SECTION 6: HOUSE LEAGUE PLAY

- 6.1 Each participant in House League play shall receive as close to equal playing time and opportunity as possible. Any coach failing to play every player, except goaltenders at least twice each period would, after a warning by the convenor, be sent before the Policy and Discipline Committee for review. Exceptions to this rule apply only to goaltenders who may be alternated on a game to game basis.
- 6.2 Players will be placed on teams by the Executive who shall endeavor to form balanced leagues and teams.



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SECTION 7: PLAYER MOVEMENT

7.1 Any player wishing to play at a higher level than that regulated by his/her age may, upon written request by the September Regular Meeting, be granted a try-out.

7.2 E.M.H.A will support the movement of a player who wishes to play in a higher division, provided the following conditions are met:

- a. Both the player and the player's parents must be in agreement.
- b. The player must have a spot on the team of their division, before being able to try out for the higher division.
- c. The President and the Executive shall select a panel of five (5) neutral persons (3 board members, 2 impartial parties), without an interest in either team involved, to evaluate the player.

7.3 For EMHA to allow a move, one of the following must be true:

- a. If player is a Forward, he/she must be deemed to be one of the top 3 forwards on the team.
- b. If player is a Defenseman, he/she must be deemed to be one of the top 2 defensemen on the team.
- c. If player is a Goaltender, he/she must be deemed to be the top goaltender on the team.

SECTION 8: CONDUCT AND DISCIPLINE

8.1 Player/Coach Suspension Policy

Any Coach or Player receiving a Match Penalty/Suspension or any 3 incidents involving game suspensions will be required to meet with the EMH A Policy and Discipline Committee to review these Suspensions. The Policy and Discipline Committee may, at their discretion, impose additional disciplinary action. Further incidents will be monitored by the EMHA and forwarded to the Policy and Discipline Committee for their review and possible further disciplinary action.

8.2 Conflict Resolution Procedure

The EMHA has adopted the following program for dealing with grievances from within the Association.

8.2.1 In any civilized society, most problems are best solved through discussion. This grievance procedure begins with a discussion between the parties involved. The



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Coaching Staff is to choose a neutral time and place; not during a game or team practice, or within earshot of the players. The Coaching Staff is to contact the 2nd Vice President, to advise him of the meeting.

- 8.2.2 If the two parties are unable to reach a resolution, the Complainant must submit a written complaint stating the time, place and as many specifics as possible regarding the incident, to the Risk Management Director (RMD). If the RMD is the subject of the grievance, the written complaint shall be submitted directly to the President of the Association.
- 8.2.3 As soon as possible, the RMD will inform the President that a complaint has been received. The RMD will talk with the involved parties, and conduct an investigation as necessary. If the RMD is unable to resolve the conflict within 72 hours, he must inform both parties (verbally, within 24 hours; in writing, within 5 days) that the complaint has been referred to the President. (The President, as his/her discretion, may bypass this step and directly take charge of the complaint and investigation.)
- 8.2.4 The President may attempt a resolution through discussion with the involved parties. If the complaint is not resolved within 72 hours, the President will verbally notify both parties and the Policy and Discipline Committee of the need for a meeting. (**See “Section 8, Subsection 8.3”**) The Policy and Discipline Committee will strive to meet at a mutually convenient time and place for both parties within 10 days. But, if this is not possible, the Chairman will set the time and location.
- 8.2.5 The Policy and Discipline Committee may invite two members at large, whom are not directly involved in the complaints as Coach, Administrator, or parent member of the team(s) involved. The two, at large members will be chosen by the Policy and Discipline Committee Chairperson. Any Committee Members that have a conflict in the issue will step aside. The Policy and Discipline Committee will discuss and decide the issue after the parties involved have been dismissed from the meeting. The President will notify both parties of the Committee’s decision verbally, within 24 hours, and by letter within 5 days. Copies of the letter will also be sent to all members of the Grievance Committee and to the RMD.

NOTE: *If either party retains legal representation during this process, the player(s) involved will be suspended until the issue is resolved.*



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8.3 Procedure for Meeting to Resolve Conflict

- 8.3.1 The meeting must be scheduled at a neutral place and at a neutral time (not at a game or practice time). Suggestions are: at a coffee shop, or restaurant, as this preserves the emotional level of all parties. If can be held at the arena meeting room, but as a last resort.
- 8.3.2 Attendance by both of the parents, the head coach, manager, and the Risk Management Director, is mandatory. If the RMD cannot attend or is involved in the conflict, than the President will preside.
- 8.3.3 An agenda is to be created by the party requesting the meeting and provided to the other party 24 hours in advance of the meeting. Both parties should list items to be discussed.
- 8.3.4 The RMD is the Chairperson of the meeting and the team's Manager must take notes (minutes) of the meeting. In the absence of the RMD, the President will preside as Chairperson.
- 8.3.5 The Chairperson opens the meeting by introducing all parties in attendance, stating the reason for the meeting, review the agenda and states that E.M.H.A's mandate is to have all parties strive for consensus. (Note: It may not be possible to reach consensus)
- 8.3.6 Those whom call the meeting are to speak first. The Chairperson, acts as the mediator, and must be sure to try to keep peace amongst the parties.
- 8.3.7 The team Manager completes the minutes of the meeting, and forwards to the Chairperson, who then generates correspondence to all parties, with the following format:
 - a. A statement explaining the reason for the meeting,
 - b. Identify the place, date, time and all parties in attendance,
 - c. The discussion of the parties,
 - d. The resolution, including the result and outcome of the discussion, and all parties (including the President) receive the written correspondence.
- 8.3.8 If the solution is not followed, than the meeting minutes can be re-forwarded to all parties with a request to adhere to the resolution to prevent further action.
- 8.3.9 Finally, if the parents wish to take their issue to a higher level, they can request to meet with the Board, but they can only do so, once they they have followed Steps 1-8.



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SECTION 9: CLINICS AND TRAINING

9.2 Coach Clinics

9.2.1 Upon EMHA Executive approval, an EMHA Coach attending a coaching clinic, including D2Coaching Clinics, may be reimbursed, with a maximum limit of \$130. This reimbursement limit will be reviewed by the EMHA Executive, annually.

9.2.2 For the new 10-Point System for Coaching Clinics, all interested parties, must be pre-approved by the Executive, before attending.

9.3 Ref Clinics

9.3.1 For 1st-Year refs attending clinics, reimbursement will be as below, with proof of clinic certificate presented to Treasurer.

With Proof of Certificate	½ Clinic Fee Reimbursed
After 10 Games Refed	Remaining Clinic Fee Reimbursed

9.3.2 For refs attending refresher clinics, reimbursement will be as below, excluding tournaments:

Atom/Peewee Divisions	
12 Games	\$ 80
24 Games	\$ 120
Bantam/Midget Divisions	
18 Games	\$ 80
36 Games	\$ 120

SECTION 10: AMENDMENTS

10.2 Changes or amendments to the Rules of Operations of the Association may only be made by a two-thirds (2/3) majority vote of the Executive members present at any regular Executive meeting.



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APPENDIX 1: DUTIES OF THE EXECUTIVE

Section 1: **President**

- A. Preside at all meetings of the Association and Executive Committee with the usual privileges of the office.
- B. Will sign as a signing officer for the Association.
- C. Will sit on all committees as an ex-officio member.
- D. Will be advised and consulted in all disciplinary matters.
- E. Act as the official representative of the Association.
- F. Is one of four (4) signing authorities for financial disbursements.
- G. Meet with all Committee Chairpersons prior to the hockey season to establish a season plan, assure the Chairpersons have been given the necessary information pertaining to their respective committee and to establish a schedule of committee meetings for the season.
- H. Position is a 2 year term, elected in odd number years and renewable once for a total of 4 years.
- I. Must be a current member of the Executive Committee to stand for the position.

Section 2: **Immediate Past President**

- A. Act in an advisory capacity to EMHA but with no voting rights.
- B. Serve as Chair or Co-Chair of the Nominations Committee.

Section 3: **1st Vice President** (House League)

- A. Perform the duties of the President in his/her absence.
- B. Responsible for the operation and organization of the House League and Local League Teams.
- C. Ensure the Executive appoints division convenors for each division, Novice through Juvenile.
- D. Has the authority to enforce the Rules, Regulations and Guidelines established by the EMHA.
- E. Attend and report on all regular Local League Meetings as the EMHA representative.
- F. Serve on the Coaches Selection and Development Committee.
- G. Serve on the Policy and Discipline Committee.
- H. Assist the Registrar in the rostering of all House League Teams.
- I. Develop and maintain a list of board approved guidelines for all House League and Local League Teams.
- J. Position is a 2 year term, elected in odd number years, renewable once for a total of 4 years.
- K. Must be a current member of the Executive Committee to stand for the position.

Section 4: **2nd Vice President** (Representative Teams)

- A. Perform the duties of the President in the absence of both the President and 1st Vice President.
- B. Responsible for the operation and organization of the representative and select



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teams.

- C. Represent the EMHA at all Ontario Minor Hockey Association and Representative League meetings and report on same.
- D. Has the authority to enforce the Rules, Regulations and Guidelines established by the EMHA. Serve as EMHA representative to local AAA Zone organization and any local Junior Hockey clubs.
- E. Serve on the Coaches Selection and Development Committee.
- F. Serve on the Policy and Discipline Committee.
- G. *Serve on the Tournament Committee.*
- H. Appoint a board approved assistant if necessary to assist in the completion of his/her duties.
- I. Assist the Registrar in the rostering of all Rep. Teams.
- J. Develop and maintain a list of board-approved guidelines for all Rep. Teams, to be presented to the Executive no later than the July meeting of each season.
- K. Position is a 2 year term, elected in even number years, renewable once for a total of 4 years.
- L. Must be a current member of the Executive Committee to stand for the position.

Section 5: **Director of Player Development**

- A. Responsible for the overall skill development of participants in EMHA.
- B. Maintain all details regarding the Select 7 Team program.
- C. *Assign duties as necessary to Timbit Convenor.*
- D. Serve as Chairperson of the Player Development Committee.
- E. With the assistance of the Executive, appoint members annually to the Player Development Committee to a minimum of 5 and a maximum of 7 members, *with one member being the Player Development Assistant.*
- F. Position shall be a 2 year term elected in odd number years.

Section 6: **Director of Coach Development**

- A. Responsible for the overall development of coaches in EMHA.
- B. Serve as Chairperson of the Coaches Selection and Development Committee.
- C. With the assistance of the Executive, appoint members annually to the Coaches Selection and Development Committee to a minimum of 5 and a maximum of 7 members, two of which will be the 1st Vice President and 2nd Vice President.
- D. Position shall be a 2 year term elected in even number years.

Section 7: **Secretary**

- A. Keep complete and accurate records of the proceedings of the Association.
- B. Act as custodian of all books, records and documents of the Association.
- C. Make all necessary arrangements for meetings of the Executive and notify the Executive and any other persons deemed necessary of the location, time and date of the meeting.
- D. Supply all Executive Members a copy of the minutes of the previous meeting 48 hours prior to the next regular meeting.
- E. Serve as signing officer with the President in all of the Associations legal matters.



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- F. *Forward all approved meeting minutes to the Member Relations Director to be posted on the EMHA website.*
- G. Have at meetings a copy of the updated Constitution and Bylaws *as well as the Rules of Operation.*
- H. Present to the Executive at the January regular meeting any proposed amendments to the Constitution brought forward throughout the year.
- I. Submit all correspondence and phone messages to the President.
- J. Be available to the Policy and Discipline Committee, as needed, more so in areas concerning revision/creation of policies, etc.
- K. *Serve on the Election/Nomination Committee, as Co-Chair or Chair.*
- L. Position shall be a 2 year term elected in odd number years.

Section 8: **Treasurer**

- A. Keep an accurate record of all monies received and disbursed, deposit all monies in the bank, invest surplus funds and ensure all disbursements are made by cheque.
- B. Present at each Annual General Meeting a report of the year's operation.
- C. Arrange for an annual Audit of the Associations operation and be the primary liaison with external auditors to ensure the annual audit is performed in an efficient and timely manner.
- D. Have an up to date financial report at each Executive meeting.
- E. Advise the Executive on all financial matters and shall make recommendations for actions to maintain the internal control, financial stability and strength of the Association.
- F. Responsible to oversee the disbursement of all payments.
- G. Act as one of four signing authorities for financial disbursements.
- H. The year end shall be April 30th, annually.
- I. Responsible for the payment of clock-persons and referees for House League on a weekly basis or as otherwise required.
- J. Responsible for the review and reconciliation of Rep. Teams gate-keeping and payment of clock-persons and referees to ensure adequate performance by head gatekeeper.
- K. Responsible for the oversight of all Rep.Teams financial positions to ensure and promote adequate team financial processes and reporting by the manager, review of semi-annual travel team financial statements as submitted by each team manager, and acts as primary liaison for team managers from a financial perspective.
- L. *Responsible for financial reports as related to both the Tournament Committee and the Fundraising Committee.*
- M. Position shall be a 2 year term elected in odd number years.
- N. *Must provide proof to Executive of accounting knowledge and/or experience.*



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Section 9: **Ice Time Coordinator**

- A. Responsible for the acquisition and scheduling of ice time as it relates to try-outs, games, practices and clinics. A draft of the yearly schedule must be available for Executive approval at the July meeting each season
- B. When Representative teams have been registered, will organize a season long schedule for their respective leagues assuring balance of ice allotment team to team.
- C. When House League teams have been registered, will organize a season long schedule meeting the needs of their respective leagues assuring balance of ice allotment team to team.
- D. Prepare individual season long calendars for each team for distribution at the pre-season coaches meeting.
- E. Attend any league scheduling meetings to assist coaching staffs in the scheduling of games.
- F. Update the master schedule following any scheduling meeting reallocating ice time around scheduled team tournaments and league games assuring balance among teams.
- G. Work closely with the 2nd Vice President during OMHA playdowns to ensure the fulfillment of contracted games while maintaining each teams practice schedule.
- H. Assist the 1st Vice President and 2nd Vice President in an advisory capacity as needed.
- I. Responsible for the daily maintenance and communication of official schedules with all convenors, teams, the head gate keeper, head clock person, referee association and referee in chief.
- J. Ensure a schedule of games and practices is posted at the Essex Arena for Officials and other personnel a minimum of one week in advance.
- K. Provide a monthly report to the Executive on ice usage as well as an annual report to be presented at the Annual General Meeting.
- L. Position shall be a 2 year term elected in even number years.

Section 10: **Risk Management Director**

- A. Serve as Chairperson of the Policy and Discipline Committee, and as a member of the Coaches Selection and Development Committee.
- B. With the assistance of the Executive appoint members annually to the Policy and Discipline Committee to a minimum of 5 and a maximum of 7 members two of which will be the 1st Vice President and the 2nd Vice President.
- C. Act as the Associations Privacy Officer.
- D. Position shall be a 2 year term elected in odd number years.



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Section 11: **Registrar**

- A. Responsible for the registration of players and ensuring the on-line registration system is kept up to date and fees are implemented as approved by the Executive.
- B. Work with the Treasurer providing regular reconciliation of registration to ensure all registration receipts are properly recorded in the Associations books.
- C. Assist the Treasurer in preparing adequate working papers for the external auditors with respect to registration revenues.
- D. Hand over all monies collected to the Treasurer.
- E. Report monthly the current registration numbers.
- F. With the assistance of the 1st Vice President and 2nd Vice President roster all registered players as per OMHA guidelines.
- G. Establish and maintain a convenient registration system and schedule for all E.M.H.A. members.
- H. Work to grow registration in E.M.H.A.
- I. Position shall be a 2 year term elected in even number years.

Section 12: **Member Relations Director**

- A. Work to promote, grow and better the E.M.H.A. program, making the experience more enjoyable for all members.
- B. With assistance from the executive maintain and grow the E.M.H.A. website.
- C. Communicate the Associations programs and events to the EMHA members. (Eg. Picture Day, Raffle, Day of Champions, etc.)
- D. Keep a list of EMHA life members.
- E. Responsible for all publicity releases and EMHA advertising.
- F. Serve on the Fund-Raising and Sponsorship Committee.
- G. Carry out any other tasks deemed necessary by the President.
- H. Position shall be a 2 year term elected in even number years.

Section 13: Fundraising Director

- A. Oversee team sponsorships, with the assistance of the Treasurer as required, as well as any other requirements for sponsorships during the season (ex. Tournament book ads, etc.).
- B. Oversee and establish general EMHA fundraising ideas and events, as required and approved by the board.
- C. Hand over all monies collected to the Treasurer.
- D. Serve as Executive representative in matters concerning the Fundraising Committee.
- E. Serve as Chairperson of the Sponsorship and Fundraising Committee.
- F. Set yearly fundraising goals with assistance of Committee, etc. and all financial information will be reported to the Treasurer, for reporting to the Executive.



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- G. With the assistance of the Executive, shall appoint members annually to the Sponsorship and Fundraising Committee to a minimum of 5 and a maximum of 7, preferably from the general members.
- H. Serve as a member on the Tournament Committee.
- I. Position is a 2 year term elected in even years. (for 2009 AGM- will be elected as 1 yr term)

Section 14: Timbit Convenor (Player Development Assistant)

- A. Oversee team sponsorships, with the assistance of the Treasurer as r
- B. Serve as convenor for the Timbit division with duties including but are not limited to maintaining communication between coaches, Player Development Director and Executive, general supervisory of activities, organize player evaluation.
- C. Carry out and assist with other tasks as necessary by the Player Development Director.
- D. Serve as a member of the Player Development Committee.
- E. Position is a 2 year term elected in even years. (for 2009 AGM- will be elected as 1 yr term)

Section 15: Equipment and Assets Manager

- A. Responsible for the storage, maintenance and distribution of all E.M.H.A. equipment, jerseys and kits.
- B. Authorized to purchase needed equipment upon Executive approval.
- C. Maintain an accurate inventory of all E.M.H.A. Equipment and Assets.
- D. Develop and maintain an effective storage system to assure neatness and ease of use of all E.M.H.A. equipment.
- E. Develop and maintain a board approved aGoaltender Equipment Supply@ program.
- F. Work with the Town of Essex employees annually to update Banner placement within the arena.
- G. Maintain E.M.H.A. trophies and trophy cases.
- H. Responsible for the maintenance of E.M.H.A. office equipment. Eg. Photocopier, Telephone etc.
- I. Position shall be a 2 year term elected in even number years.

Section 16: Directors (5)

- A. Serve as convenor for one of 6 Divisions. (Novice to Juvenile) Convenor duties include but are not limited to the completion of game sheets, the payment of game officials, communication between coaches and executive, general supervisory of activities, organize pre-season player evaluation and draft and to assist with Day of Champions.
- B. Carry out any other tasks deemed necessary by the President.
- C. Position shall be a 2 year term with three(3) directors elected in odd number years and two(2) directors elected in even number years.



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APPENDIX 2: APPOINTED EXECUTIVE POSITIONS

Section 15: Referee in Chief

- A. Appointed annually by the President with assistance from the Executive Committee.
- B. Responsible for the assigning of referees as required.
- C. Post a schedule of referees assigned by Friday of each week.
- D. Responsible for the development and retention of referees within E.M.H.A.
- E. Has no voting rights.

Section 16: Head Gate Keeper

- A. Appointed annually by the President with assistance from the Executive Committee.
- B. Responsible for the scheduling of gate keepers for all required games.
- C. Work regularly with the treasurer regarding transfer of monies.
- D. Has no voting rights.

Section 17: Head Clock Person

- A. Appointed annually by the President with assistance from the Executive Committee.
- B. Responsible for the scheduling of clock persons as required.
- C. Ensure all clock persons are qualified to perform the duties of the position.
- D. Has no voting rights.



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APPENDIX 3: COMMITTEE RESPONSIBILITIES

Section 1: Policy and Discipline Committee

- A. Comprised of 5-7 members, three of which will be the Risk Management Director (Chairperson), 1st Vice President and 2nd Vice President. *(Secretary to be involved when revising/creating policies, etc.)*
- B. Develop and maintain the E.M.H.A. Code of Conduct and the rules for their implementation.
- C. Develop, maintain and abide by a Conflict Resolution policy to deal with issues of abuse, harassment, discipline, rules and any other matter relevant.
- D. Provide as part of the policy an appeals procedure for any such matter.
- E. Responsible to assure that all required E.M.H.A. volunteers have acquired a police record check, not more than 3 years old and their required Prevention Services Certification.
- F. Develop and maintain a database of this information to assure accurate records and ease of use of the information.

Section 2: Fund-Raising and Sponsorship Committee

- A. Comprised of 5-7 members, two of which will be the *Fundraising Director (Chairperson)* and the Member Relations Director.
- B. Secure a complete roster of sponsors for all E.M.H.A. teams.
- C. Collect all sponsor monies by the December regular meeting or as soon thereafter as possible and turn them over to the Treasurer.
- D. Update and maintain sponsor display boards at the arena and on the website.
- E. Ensure all sponsors receive two(2) passes for the season.
- F. Ensure all sponsors are aware of E.M.H.A. tournament dates and are provided two (2) passes.
- G. In seeking sponsors must ensure that past sponsors are contacted first.
- H. *Ensure sponsors are booked for tournament books, etc. and any other details necessary to ensure completion.*
- I. Provide a plaque to all sponsors at the conclusion of the season.
- J. Ensure all sponsors are recognized by teams at tournaments, Day of Champions, newspaper write-ups, advertisements, jerseys or any other team correspondence.
- K. Develop, plan, organize and oversee Fund-Raising events for E.M.H.A.
- L. Develop and maintain the E.M.H.A. Team Fund-Raising Restrictions policy and ensure all teams abide by the guidelines established.

Section 3: Coaches Selection and Development Committee

- A. Comprised of 5-8 members, four of which will be the Director of Coach Development (Chairperson), 1st Vice President, 2nd Vice President, and Risk Management Director.
- B. Develop and maintain a description of what qualities E.M.H.A. seeks to find in a coaching staff for both Representative and House League teams at all levels.



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- C. Develop and distribute coaching applications beginning in February of each year.
- D. Contact and interview all applicants and prepare a slate of candidates for approval at the June regular meeting. The Chairperson will contact all applicants to inform them of the Boards decision.
- E. Responsible for scheduling and organizing all coaches clinics and refresher courses. (Eg. Coaches Clinics, CHIP Clinics, PRS Clinics, Trainers Clinics etc) Provide to the Executive and End of Season Report of the coaches of the Association.
- F. Implement the Ontario Minor Hockey Associations Coach Mentorship Program to better the coaches experience in E.M.H.A. and assist in retention of volunteers.
- G. Plan and oversee monthly coaches roundtable sessions.

Section 4: **Player Development Committee**

- A. *Comprised of 5-7 members, two of which will be the Director of Player Development (Chairperson) and the Timbit Convenor.*
- B. Implement and oversee the operation of the Ontario Minor Hockey Associations Hockey Canada Initiation Program. (CHIP Program)
- C. Use other programs to supplement the CHIP Program.
- D. Communicate regularly with all volunteers and coaches assuring that the program is followed and operating smoothly.
- E. Plan Development Clinics for all participants in E.M.H.A. (Eg. Checking, Power Skating, Goalie Clinics).
- F. Assist the Coaches Selection and Development Committee in the planning of any required CHIP Clinics.
- G. Evaluate and select players for the Under17 Program, including the selection of players for the Under16 All Star Game.
- H. Seek out and place coaches and volunteers to assist in the operation of the CHIP Program.
- I. Provide to the Executive and End of Season report on the years activities.

Section 5: **Nominations and Elections Committee**

- A. *Comprised of 3-5 members, two of which will be the Immediate Past President and the Secretary (Chairperson or Co-Chair).*
- B. The Chairperson will Chair the elections at the Annual General Meeting of the Association.
- C. Present a slate of nominees at the Annual General Meeting for elected positions.
- D. Develop and maintain an official ballot for distribution at the Annual General Meeting.
- E. Develop and maintain a nomination form that members may submit prior to the Annual Meeting whether they will be in attendance or not.
- F. Attempt to foster and grow new volunteers for the Association.



ESSEX MINOR HOCKEY ASSOCIATION INC.

RULES OF OPERATIONS

CREATED JANUARY 13, 2009

Section 6: **Tournament Committee**

- A. *Comprised of 5-7 members, two of which will be the Fundraising Director and 2nd Vice President.*
- B. The Chairperson shall be elected by the Tournament Committee.
- C. Responsible for the planning, organizing, scheduling and operation of all E.M.H.A. Tournaments with a goal of meeting financial objectives as set by the Association.
- D. Operate all tournaments abiding by OMHA rules and regulations.
- E. Develop and maintain a list of Board approved Tournament Rules and abide by such.
- F. Develop new ways to grow E.M.H.A. Tournaments providing more enjoyment for all participants.