



**Cochrane Minor  
Hockey  
Association  
Constitution 2024**

# COCHRANE (ONTARIO) MINOR HOCKEY ASSOCIATION CONSTITUTION 2024

## Executive

President

Vice-President

Directors elected appointed as required (minimum of 6 directors)

Secretary (elected)

Treasurer (appointed)

The maximum amount of members of the executive is 12.

Applications for new directors shall be submitted for consideration at least 1 week prior to the AGM for the board's consideration and voting. Submit letter of intent with confirmation of initiation of a Criminal record check and any courses deemed necessary by hockey Canada. The same process would apply should positions become available throughout the season.

## Duties of Officers

**President:** shall preside at all meetings of the Executive and General Meetings of the CMHA. They are a member ex-official of all Committees. Cell phone fees payable to the President will be determined at AGM. Only the President or designate will sign player releases.

**Vice-President:** Shall perform the duties as are assigned by the President and substitute for the President as required.

**Secretary:** Shall keep a record of the proceedings of the CMHA, keeping a record of the decisions of the latter. Shall issue all notices of all meetings.

**Treasurer:** The Executive of CMHA shall hire a Treasurer. The specific duties of the position shall be determined by the Executive, but shall include the following:

1. Position will run for 12 months each year.
2. Shall schedule, collect and properly record all CMHA Registration and Fundraising funds at the beginning of the new season as well as all other finances involving the CMHA throughout the season.
3. Shall pay all accounts upon the Executive's approval, by cheque or EMT, countersigned by the President and Vice-President.
4. Shall be responsible for having a draft audit of the CMHA financial transactions prior to the Annual General Meeting and present the draft report to the executive for approval at the AGM.
5. Shall provide update and tournament financial statements to the Executive in session on a monthly basis.
6. Attend all meetings of the Executive.
7. Fundraising as needed.

The position of the Treasurer shall be a paid position. The remuneration for such position shall be set by the Executive on an annual basis.

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The executive shall appoint auditors annually at the AGM.

**Administrator:** The Executive of CMHA shall hire an Administrator. The specific duties of the position shall be determined by the Executive, but shall include the following:

1. Position will run for 12 months each year.
2. Player Registration: work in collaboration with the HCR designate
3. Organization of Tournaments
4. Communications – NOHA, NEOHA, Town of Cochrane, other associations
5. Attend all meetings of the Executive
6. Fundraising as needed
7. Publicity

The position of the Administrator shall be a paid position. The remuneration for such position shall be set by the Executive on an annual basis.

**Directors/Convenors at large:** As arranged by the President, each shall accept individual assignments, serve on sub-committees and attend meetings involving all activities of CMHA.

Convenors shall be appointed by CMHA. The Ice Convenor will schedule games, cancel ice as necessary and provide coaches with schedules.

CMHA to appoint liaison from CMHA Executive as a representative to the North Eastern Ontario Hockey Association (NEOHA) who will be known as the NEOHA Convenor. All communications to the NEOHA from Rep Team Officials will be directed to the NEOHA Convenor. This Convenor will direct all communication to the NEOHA Administrator.

**Duties of the Convenor:** Convenor shall act as liaison in matters of communication between teams and Executive Committee. Convenor shall establish a committee to accomplish team balancing for each CMHA category. Convenor shall attend games (as required) in the first and second half of the season of each team to observe coaching staff, check ice time and use of legitimate affiliated players. Convenors shall meet with coaches, trainers, and managers of each team to review rules and regulations of the constitution. Any verbal decisions made by the Executive Committee or a member thereof concerning matters under the jurisdiction of a Convenor must be communicated by the Convenor.

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## CONSTITUTION

### ARTICLE 1-NAME:

This organization shall be known as the Cochrane (Ontario) Minor Hockey Association Incorporated.

### **Mission**

To foster, promote, and teach amateur hockey within the Town of Cochrane through the provision of a wholesome hockey experience for the players, parents/guardians, families, coaches, managers and league officials.

### **Vision**

To provide an inclusive environment where respect, fair play, friendly competition, fun, and full participation for all team members is of utmost importance. The CMHA will promote participation and engagement at all levels by dedicating efforts to the development of its player's physical, mental, and social wellbeing.

### **Values**

**Equity** – Dedicated to providing equal access and opportunity for all young athletes.

**Quality** – Committed to excellence in our achievements and the manner in which we strive to achieve them.

**Integrity** – Honest, transparent and accountable.

**Sustainability**- Committed to acting responsibly to ensure the success of the organization for future generations.

**Sportsmanship** – Dedicated to providing an enjoyable and respectful atmosphere for all.

### ARTICLE 3-AFFILIATION

1. The CMHA shall operate as an independent body.
2. Any proposed affiliation of the CMHA with other leagues or tournaments will be discussed by the Executive of the CMHA and a policy adopted.
3. The CMHA shall be affiliated with the Northern Ontario Hockey Association (NOHA).

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## BY-LAWS

1.
  - a) The Annual General Meeting of the CMHA will be held in the spring.
  - b) The public is to be informed through the new media at least 14 days in advance of the Annual Meeting.
2.
  - a) The Constitution, By-Laws, Rules and Regulations of the Association shall not be altered except at the Annual Meeting.
  - b) The Constitution and By-Laws of the CMHA shall not be altered unless two-thirds of the members with voting privileges in attendance at the Annual Meeting vote to do so. Any proposed amendments to the Constitution or By-Laws of the CMHA shall be presented, in writing, to the Secretary of the CMHA no later than one week prior to the Annual Meeting. Notice of proposed amendments shall be made available to the executive of the CMHA at least one week prior to the Annual Meeting.
3. Unless otherwise required by the provisions of any legislation, or the by-laws of the corporation, all questions proposed for consideration at a meeting of members shall be determined by a majority of the votes cast by members entitled to vote. In the case of an equality of votes, the chair presiding at the meeting shall be entitled to cast a second or casting vote.
4. All directors shall be elected and rotated as provided for in this section:
  - i. Individuals interested in participating on the Board of Directors shall submit a written application to the Board of Directors explaining their interest and intent as well as availability. New members will be appointed to the Board of Directors at the next AGM.
  - ii. Re-election: A director, if otherwise qualified, is eligible for re-election after the completion of each two year term and thereafter is not eligible for re-election until a period of twenty-four (24) months have elapsed from the date of his or her resignation.
  - iii. The directors of the Corporation shall be elected to hold office for a term of two (2) years from the date of their election or will the second annual meeting after such date, whichever shall first occur.
  - iv. Candidates for the office of director shall include the slate of candidates for office proposed by the Nominating Committee.

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A board member of the CMHA will serve on any number of committees on a voluntary basis as required.

- a) The executive shall meet a minimum of 12 times per season. Meeting times and dates will be added as needs arise.
  - b) The Executive may increase the Directors/Convenors by appointment during the season to a maximum of 12 Executive members.
  - c) A quorum of the Executive shall consist of the lesser of  $\frac{1}{2}$  of the Executive or 6 members.
  - d) Each member of the Corporation shall be entitled to one vote per member at all meetings of members of the Corporation.
  - e) In the absence of the Chair or Vice-Chair, the members entitled to vote present at any meeting of members shall choose another director as chair.
  - f) The Executive shall have authority to decide on any matters not covered in the Constitution, By-Laws, or Rules and Regulations of the CMHA.
  - g) At the AGM the CMHA Executive shall appoint professional auditors to Audit the books for the following fiscal year.
  - h) A director who misses greater than 50 % of scheduled meetings and/or does not make themselves available to assist with membership duties throughout the season will be asked to resign their position for a period of at least one year. Attendance will be reviewed at the end of each season.
5. Special meetings may be called at the discretion of the President.
  6. To deter the possible stagnation of the CMHA and to provide the means for keeping the organization alive, Directors/Convenors will be elected yearly.
  7. Members shall not, be held accountable or responsible for any act, default, obligation or liability of the Corporation or for any engagement, claim, payment, loss, injury, transaction, matter or thing relating to or connected with the Corporation.
  8. Each House League Team will be limited to one CMHA sponsored tournament per season when the financial situation allows. The decision to offer this will be at the beginning of each season based on the previous year's success at fundraising.
  9. a) The CMHA Executive or Committee appointed by the CMHA Executive shall appoint the timekeepers and scorekeepers for all CMHA games including playoffs.

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- b) Fees to be paid for House League, NOHA and Exhibition games for Referees and Linesmen will be as established by the CMHA Executive.
- c) Payment for Referees, Linesmen, Timekeepers and Scorekeepers will be paid after the end of each month for that month's services.
10. Referee in chief, Coaches, Managers and CMHA Executive shall be supplied with a copy of the Constitution, By-Laws and Rules and Regulations for their own general information.
11. a) Registration fees will be reviewed prior to the hockey season and will be set by the CMHA Executive. Late registration fee to be determined as required after November 1. Penalty for NSF cheques is \$45.00 administrative fee per cheque.
- b) When cheques are returned for NSF, players will not be eligible to play until funds are paid, or arrangements are made with approval of the CMHA Executive. The Treasurer will inform the appropriate convenor to inform the parents that their child will be ineligible to play until payment is received.
- c) Full refund will not be issued if player is already entered into the Hockey Canada Registry. Refund amount to be determined by the CMHA Executive.
- d) Registration-the CMHA shall be composed of the following leagues, ages as designated by: U7, U9, U11, U13, U15, and U18.
- e) Satisfactory proof of age will be submitted with registration. No player will be registered nor their registration fee accepted until such "Proof of Age" is provided.
- f) Completed registration shall constitute: proof of age, properly completed player certificate and payment of registration fee. All registration documents will remain in the possession of the Administrator of the CMHA.
- g) No registration will be accepted after January 15, except at the discretion of the CMHA Executive.
12. Ice time shall be allotted by the CMHA Executive.
13. All CMHA equipment must remain in the locked locker provided except when used in games, only exception is for goalie equipment. House League and Rep team managers will provide CMHA the key to their locker within 2 weeks of their last game and must provide a written inventory to CMHA Equipment convenor.
14. a) House League, and Rep Team Coaches and Managers shall be appointed by the Executive of the CMHA each season and can be subject to dismissal by the Executive during the season for not complying with the Constitution, By-Laws or Rules and

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Regulations or for conduct detrimental to the CMHA, its Executive or any teams with which is associated.

b) Individuals interested in becoming a head coach for an NOHA Rep Team must apply in writing each calendar year stating their qualifications. Applicants must supply names of support staff and qualifications.

15. All CMHA rep teams must provide CMHA with a proposed budget for the upcoming season by November 1<sup>st</sup> and shall submit a financial statement when requested by the Executive and at the end of the season, May 1<sup>st</sup>.
16. Any cheques issued by the Treasurer of the CMHA must be pre-approved by the President or designate and 1 other member of CMHA.
17. Every director is under an obligation to act in the utmost good faith towards the Corporation in their dealings with it or on its behalf. No director shall place themselves in a position where there is a conflict between their duties as Director and their other interests.

Every Director who is in any way directly or indirectly interested in an existing or proposed contract, transaction or arrangement with the Corporation or who otherwise has a conflict of interest shall declare his interest fully at a meeting of the Directors and shall refrain from discussion and voting in respect of the matter on which they have declared a conflict.

Every disclosure of conflict of interest shall be recorded in the minutes of the meeting.

18. Every Director, officer and employee of the Corporation shall respect the confidentiality of matters brought before the Board, keeping in mind that unauthorized statements could adversely affect the interests of the Corporation.
19. The CMHA Executive shall give authority to one or more Directors, officers or employees of the Corporation to make statements to the news media or public about matters brought before the Board.



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## RULES AND REGULATIONS

1. All players, coaches, managers and others involved in the administration of the hockey program, by virtue of their participation in the CMHA are automatically bound to comply with all provisions of the Constitution, By-Laws and Rules, and to accept decisions of the CMHA officials either elected or appointed.
2.
  - a) The number of players on each House League team will be at the discretion of the Executive depending on total registration and also on available ice time. Teams will not be allowed to pick up extra players for Play-offs (except in the case of goaltender injury).
  - b) Provision will be made to "Balance in Strength" all teams competing in the CMHA House League, if deemed necessary by the League Convenor and/or Executive.
  - c) At the discretion of the CMHA Executive, U11, U13 and/or U15 rep teams will be allowed to compete in the next higher House League category and in their organized league, but will not be allowed to compete in House League Play-Offs.
  - d) Play-offs format and tie breaking rules will be determined according to the number of teams in each division on an annual basis as determined by the CMHA executive.
  - e) Players playing regularly for an NOHA team (except a spare goaltender) will not be allowed to play on any other team. Any player dropped from an NOHA team up to the NOHA deadline will be assigned to a House League team by the CMHA Executive or committee thereof.
  - f) NOHA Representative Coaches can select players until December 15<sup>th</sup> to ice a team for Inter-Town play, tournaments and NOHA playoffs. After this date, a carded player will not be allowed to play in the House League and any House League player who is picked up by a Rep team will not be allowed to revert back to House League play, unless authorized by CMHA.
  - g) Regular House League practices to be scheduled with two teams sharing the ice surface.
  - h) House League coaches will not use a player or players from another team or teams for practices, exhibitions, tournaments or any games without first obtaining permission from the player's coach. Rep team Coaches shall advise House League coaches when they are going to use that coach's player or players.
  - i) Any player wishing to move up in a division, must start tryouts in their age category and must submit a letter so the CMHA Executive at the time of registration indicating their wishes to tryout at a higher division. The player will be evaluated by a designated committee to approve or deny the request. The coach of the higher division

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has the final decision. If the player is cut, they will return to their proper age group. This committee must consist of a minimum of two personal who are approved by CMHA. CMHA board has the final approval based on recommendation.

- j) Subsection H does not supersede any NOHA or hockey Canada regulations
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- 3. No member of the Executive of the CMHA will be prohibited from coaching or managing any House League or Rep team by reason of their being an officer of the CMHA.
  - 4. Unless otherwise specified, Hockey Canada rules for the current season shall govern all CMHA games. CMHA may impose further penalty to any player, coach or team official on top of any imposed by NOHA or HC.
  - 5. Complaints by parents concerning team officials
    - a) Exercise the 24 hours rule.
    - b) The complainant is to speak to a team official, either the coach, manager, division convener or parent representative. With intent to resolve the issue.
    - c) If the complainant is not satisfied, they may contact a member of the CMHA executive committee. The complaint must be presented in writing.
    - d) The conveners will investigate the complaint. They will speak to team officials and the complainant to reach a resolution.
    - e) The conveners will then bring the complaint to the CMHA Executive at which time a decision/ruling will be made. If warranted, the parties may be invited to attend an executive meeting.
    - f) This decision will then be communicated to the complainant and team officials by the convener and brought back to the CMHA executive.