

IROQUOIS FALLS MINOR HOCKEY ASSOCIATION

2016-2017 CONSTITUTION

1. As amended and revised at the annual meeting.
2. This Organization shall be called: IROQUOIS FALLS MINOR HOCKEY ASSOCIATION
3. **Revised April 2005** The I.F.M.H.A. through its affiliation with the Northern Ontario Hockey Association is a partner of the Ontario Hockey Federation which is a branch of Hockey Canada, the governing body of amateur hockey in Canada.
4. Its object is:

To foster and encourage the sport of amateur hockey within all categories within territory under its control
5. The Constitution of the I.F.M.H.A. shall not be altered except at the Annual meeting, and the notice of the proposed alteration shall be given to the Secretary in writing by an officer, at least 3 weeks before the date of the meeting, and shall be forthwith notify the Board of Directors of the proposed changes. An amendment of the Constitution shall be made only at the Annual Meeting and by two-thirds majority of the members voting there on.
6. **Revised April 2013** Team fundraising must be done through I.F.M.H.A.

No I.F.M.H.A. team will go out and solicit funds or donation of any type from our local Businesses unless okayed by the Executive of the day. IFMHA will provide a form for teams to go out and fundraise. If a form is not filled out and signed by the President of IFMHA, there will be NO FUNDRAISING. Once the fundraising event is over, there has to be a financial report handed back to the executive of the day, before another event can take place. Failure to do so will result in a fundraising ban to the team for the year. Fundraising may be done to raise funds for the following:

 - extra tournament fees
 - team travelling uniforms
 - buses
 - team rooms for tournaments/NOHA play downs
 - year end party
 - officials for exhibition games
 - etc....

Each team shall provide an expense report to the Treasurer by December 31st indicating fundraising dollars and expenses. A second report will be required by March 31st at end of season; to ensure proper handling of finances. All fundraising must abide by the above rules. Failure to comply with the rules will lead to the disbanding of the team.

7. At a General or Regular meeting, once a motion has been discussed and passed or discussed and defeated, this motion cannot be tabled again unless 75% of the Executive approved this change.
8. All parents will be given a copy of the constitution upon signing up their child/children with the I.F.M.H.A. during registrations.
9. All purchases done by I.F.M.H.A. will be done locally as long as the price is not more than 10% of the lowest price.
10. A player who registers with I.F.M.H.A. and decides at a later date that he does not want to play; he/she will not receive monies back if he/she quits the team.
11. All regular meetings will be held on a monthly basis and the meetings only last not more than 2.5 hours. All items are to be put on the agenda one week prior to the meeting and any emergency will be dealt with at a special meeting. The meeting will proceed as per articles on the agenda.
12. Coaches selection **Amended April 2004**
The procedure will be coaches to fill out application supplied by I.F.M.H.A. Interviews to be conducted by a select panel of 3 or 5 members hired by the I.F.M.H.A. on a volunteer basis. Upon completion of interviews, they will make their recommendations to I.F.M.H.A. on coaches for the upcoming season. The I.F.M.H.A. board has the final say on the coach selection. They will vote by secret ballot. Voting will apply to all members of the board excluding: Past President, applying coaches that sit on the board, and immediate family members of the board (immediate family being-Mothers, Fathers, Wives, Husbands, Sisters, Brothers of applying coach) The President will only vote if there is a tie. Coaches will be required to sign the rules and regulations of the I.F.M.H.A. and the Coaches Guidelines.
13. No transportation will be funded by I.F.M.H.A.
14. All coaching staff with I.F.M.H.A. must be certified.
15. I.F.M.H.A. can operate teams from Tykes to Midgets. (Amended 2000)
16. All parents will be advised of team affiliation once affiliations have been established.
17. **Revised April 2013** All I.F.M.H.A. hockey teams will have mandatory team participation but will not have to pay the tournament registration fee.
18. All bills to be paid by the Association are to be handed directly to the Treasurer or mailed to the Association.
19. Any vacancy within the executive during the year shall be posted immediately for three weeks. Anyone wishing to apply may do so in writing, and mail it to I.F.M.H.A. or given to the secretary.
20. All meetings of the I.F.M.H.A. shall be governed by Robert's Rules of Order.
21. Iroquois Falls Minor Hockey Association will not sign any "TRYOUT PERMISSION AND RELEASE FORMS" other than for a player to try out for a "AAA" club or if the following

conditions are met prior to tryouts. If the conditions below are not met, IFMHA will sign "TRYOUT PERMISSION AND RELEASE FORMS" for those who request one. The conditions below need to be calculated by April 1st of each year to allow any players interested in participating in any spring tryouts.

- For Novice, Atom & Peewee teams, the executive of the day must be able to account for 8 skaters and 1 goalie for each level by April 1st of that year. These numbers will come from players remaining in its division, major aged players from the division below moving up and potential minor aged players from level below that would be capable/willing to play up a level (minor aged players moving up will only be allowed to move up if the parents have been approached and they have approved and if the level below is fully accounted for (fully accounted for means 10 Skaters and 1 goalie for Novice, Atom and Peewee. 12 skaters and a goalie for Bantam)
- For Bantam teams, the executive of the day must be able to account for 9 skaters and 1 goalie by April 1st of that year. These numbers will come from players remaining in its division, major aged players from the division below moving up and potential minor aged players from level below that would be capable/willing to play up a level (minor aged players moving up will only be allowed to move up if the parents have been approached and they have approved and if the level below is fully accounted for (fully accounted for means 10 Skaters and 1 goalie for Novice, Atom and Peewee. 12 skaters and a goalie for Bantam)
- Midget aged players will only be given signed "TRYOUT PERMISSION AND RELEASE FORMS" for AAA teams or if there is no team available in IFMHA to play for or if a player has been cut from the team after trying out.
- Releases will not be given to players that do not tryout or quit a team or are dismissed from the team for inappropriate behaviour. **Added April 2013 and revised April 2016**

22. A person shall become a member of the I.F.M.H.A. by making an application to the secretary of the I.F.M.H.A. for a MEMBERSHIP for the current hockey season as a player/parent or coach/trainer. Any person regardless of being a hockey player/parent can be part of the I.H.M.H.A. Memberships shall be renewed annually by the payment of membership dues (the amount to be decided by the executive of that hockey year), or by registering yourself, or child for the current playing season. Membership in the I.F.M.H.A. shall imply acceptance by the members of the rules and regulations of the I.F.M.H.A. constitution, By-Laws or decisions of the Board of directors by any member of the I.F.M.H.A. shall render such member liable to suspension by the Board of Directors.

23. OFFICERS AND THEIR DUTIES

The Board of Directors will consist of 13 officers: President, Vice-President, Secretary, Treasurer and 9 directors. All are to be elected annually by ballot. If after being elected to the board, a member misses more than **2 consecutive meetings** without a valid reason, his term of office will be terminated and the remaining Board members will name a replacement. To be eligible for the position of President or Vice President, a person must have served at least one year on the board of Directors. All required board members must be present at least 50% of the meetings throughout the year excluding the AGM or will not be re-elected at the following AGM.

Duties

PRESIDENT

- To preside over all meetings

VICE PRESIDENT

- To act on behalf of the President when he is not available

RECORDING SECRETARY

- To record the minutes of the meetings
- To type all minutes of previous meetings and distribute them
- To take roll call and absentees at meetings and distribute them
- To take charge of all documents belonging to the organization
- To file all documents away for future references
- To conduct correspondence as directed
- To read important correspondence or the gist of it at meetings
- To answer correspondence and to send out correspondence

TREASURER

- To maintain a record of all financial transactions made on behalf of the Association.
- To maintain such bank accounts as are deemed necessary for the efficient operation of the association.
- To prepare financial reports for each meeting
- To pay bills tendered
- To present a financial statement at all annual meetings and to have books audited annually

REFEREE IN CHIEF

- To ensure that officials are present for each game played
- To ensure that all games are officiated in a professional manner
- Is answerable to the Board of Directors for the conduct of his officials

ICE SCHEDULER/STATISTICIAN

- To prepare a schedule for regular, tournament, playoff season
- Game sheets must be ready and in cafeteria mailbox before each game
- To keep all records of games played
- Schedule must be approved by the board of Directors before circulation

EQUIPMENT DIRECTOR

- To take inventory of all equipment pre and post season
- To notify executive if new equipment needs to be purchased or equipment needs to be repaired.

REP TEAM DIRECTOR

- To be liaison between all rep teams and the executive i.e. to be in charge of all rep team affairs; coaches guidelines; card signing; payment of fees, accept all requests for fundraising, bills, and to make sure that each team puts in their team stories in the local media.

HOUSE LEAGUE DIRECTOR

- To be liaison between all house league teams and the executive i.e. to be in charge of all house league affairs; coaches guidelines, card signing, payment fees, accept all requests for fundraising, bills, and to make sure that each team puts in their team stories in the local media.

TOURNAMENT CHAIRPERSON – **new April 2005**

- To sanction tournaments
- To send out invitations for the tournaments
- To meet with the home team and their parents
- To order trophies/medals. Game stars for the tournament
- To accept registrations from out of town teams
- To ensure that the tournament is run efficiently (door schedule/music/prizes)

- The tournament chairperson is not expected to attend regular meetings. He/She will report to the board of Directors prior to the tournament, will get a budget from the board of Directors, and will report with a financial statement at the end of the tournament.