



— Wasaga Beach Minor Hockey Association

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BY-LAW NO. 1

A by-law relating to the conduct of the affairs of:

THE WASAGA BEACH MINOR HOCKEY ASSOCIATION

(the "Association")

ALL PREVIOUS BY-LAWS OF THE ASSOCIATION, AS AMENDED FROM TIME TO TIME, ARE HEREBY REPEALED; AND

BE IT ENACTED AND IT IS HEREBY ENACTED as the general by-law of the Association as follows:

**Article 1: Name**

- 1.1 The name of this Association is The Wasaga Beach Minor Hockey Association, WBMHA hereinafter referred to as the Association.
- 1.2 The Association is governed by the rules set out by the following governing bodies — Hockey Canada, Ontario Hockey Federation, Ontario Minor Hockey Association.
- 1.3 The Association will operate as a non-profit corporation under the [Ontario Not-For-Profit Corporations Act](#).

**Article 2: Mission**

The objective of the Wasaga Beach Minor Hockey Association shall be:

- 2.1 To promote, encourage, govern, organize, coordinate, and develop minor hockey programs in all age divisions for players residing in the area for which the WBMHA is responsible.
- 2.2 To serve the mutual interests of all its members by ensuring that all members are offered opportunities to participate within the program of WBMHA.
- 2.3 To arrange competition for teams where appropriate.
- 2.4 To establish the integrity of local teams in both recreational and competitive play and to encourage community pride and participation.
- 2.5 To represent the interest of its members at the appropriate levels of hockey to which the WBMHA is affiliated.

2.6 To work with the various governing bodies to promote the cooperative development of hockey programs.

2.7 To enhance the positive value of programs by providing leadership and initiatives to develop players, coaches, officials, and local volunteers.

2.8 Through the various programs set by the Association, in an attempt to provide an opportunity for all participants to play in the level where the caliber of play is equal to their ability and provides a wholesome environment and an experience for personal growth in team play.

### **Article 3: Affiliations**

3.1 The Association shall be a Member of the Ontario Minor Hockey Association and its successors and shall follow the published rules of the Ontario Minor Hockey Association. The Association is subject to the published rules in declining order of authority of the following bodies to which it is affiliated:

- ✓ Hockey Canada
- ✓ The Ontario Hockey Federation
- ✓ The Ontario Minor Hockey Association
- ✓ The Wasaga Beach Minor Hockey Association
- ✓ Georgian Bay Minor Hockey League and Region 5 (Representative League)

### **Article 4: Membership**

4.1 A Member of Wasaga Beach Minor Hockey Association is:

1. An individual (parent or guardian) who represents the interests of one or more minor age players registered with the Association.
2. A coach or team official.
3. A Director on the Board.
4. An appointed volunteer (with no child involvement, this requires a minimum of 20 hours of service with WBMHA before becoming a member or to become a member.)
5. A registered player with WBMHA who has reached the age of eighteen.

(a) Although an individual may qualify for more than one of the above categories, each individual holds only one Membership in the Association and is entitled to one vote at any meeting of the Members of the Association, provided that such Regular Member is in good

standing. For greater clarity, one membership shall be issued to a designated parent or guardian in each family regardless of the number of minor aged players registered in that family. "Registered means whoever paid the registration for the player."

- (b) A Parent/Guardian or Player shall become a Member after a player is registered with the Association and fees have been paid or arrangements are made to pay fees.
- (c) A Coach or team official shall become a Member upon acceptance by the Directors of the Association. A Coach is an individual on an OMHA approved team roster that is eligible to teach, instruct, train and guide players to play the game of hockey.

#### 4.2 A Member in Good Standing is:

1. An individual who has accepted a position, either by election or appointment, within the WBMHA during the current fiscal year, and who is not under suspension.
2. An individual (parent or guardian) who represents the interests of a player or players registered with the Association in the current year, who is not under suspension and has paid fees or has planned to pay such fees; or
3. A player who has reached the age of majority and is registered with the Association in the current year, who is not under suspension and has paid fees or has planned to pay such fees.

#### 4.3 Discipline of a Member

- a) A Member may be fined, censured, suspended, or expelled from Membership for cause and only in accordance with the Association's published rules regarding discipline (as provided for in the Association's Incident Resolution Process).
- b) An individual whose Membership is suspended loses all rights of Membership until the suspension has been terminated.
- c) Any Member who infringes upon the Association By-Laws or Policies, or brings the Association into disrepute, may be reprimanded, suspended, or expelled from the Association after a hearing by the Incident Resolution Committee at which time the Member is entitled to attend.

#### 4.4 Termination of Membership

Membership in the Association shall be terminated:

- a) If the Member submits a signed letter of resignation to the Association.
- b) If the Member is expelled by the Association's Board of Directors as a result of a hearing by the Incident Resolution Committee.
- c) If the Member is no longer registered with the Association.

Membership(s) in the Association are non-transferrable.

## **Article 5: BOARD OF DIRECTORS**

5.1 A Board of Directors, which shall consist of nineteen (19) individuals, such number not to be less than eight at any time, shall govern the Association.

These individuals shall hold the positions of:

1. President
  2. Past President (Non-voting)
  3. Vice-President
  4. Secretary
  5. Director of Registration
  6. Treasurer
  7. Director of Representative
  8. Director of Local League
  9. Director of Officiating (RIC) (Non-voting)
  10. Director of Coaches
  11. Director of Equipment Management
  12. Director at Large (Non-voting)
  13. Director of Social Media (Non-voting)
  14. Director of Risk Management/Trainers/ Diversity & Inclusiveness
  15. Director of Sponsorship and Fundraising
  16. Director of Parent Representation
  17. Director of Tournaments U9 and Below
  18. Director of U9 and Below
  19. Director of Silver Stick Regional Tournaments (Non-voting)
- (a) All Directors will be a one-year term commencing May 1<sup>st</sup> through April 30<sup>th</sup>. These terms are not meant to represent the maximum length of a term in a position. Those wishing to continue after their term may be re-elected at the Association's Annual General Meeting (AGM).
- (b) Each Director shall by means of election during the Association's AGM, hold office until the next AGM or until their successor is found and filled by election of a qualified individual.
- (c) A Director of the Association must:
1. Have reached the age of twenty-one.
  2. Not have an undischarged bankruptcy.
  3. Be a Member of the Association.

4. Have a valid, satisfactory Vulnerable Sector Check on file.
5. Attend all meetings of the Board.
6. Non-voting Directors are not required to attend all Board meetings but shall be asked to attend and/or can ask to have their motion or subject added to a scheduled meeting by contacting the Secretary.

## 5.2 Director Vacancy

Vacancies on the Board of Directors, however caused, may so long as a quorum of Directors remain in office, be filled by the Directors by means of appointment of willing and qualified Members of the Association, if the Board sees fit to do so. Otherwise, such vacancy shall be filled at the next annual meeting of the Members at which time the Directors for the ensuing year are to be elected. If there is not a quorum of Directors, the remaining Directors shall immediately call a meeting of the Members to fill the vacancy(ices) as required.

## 5.3 Removal of a Director

A Director shall be removed from office if the individual:

- a) Resigns by submitting a signed letter of resignation to the President of the Association.
- b) Upon notification of passing away.
- c) Is otherwise disqualified in accordance with the provisions of section 5.1(c).
- d) Is absent from three or more consecutive meetings of the Board of Directors without satisfactory reason.
- e) Compromised the integrity of the Association due to, but not limited to, any of the following reasons:
  - Has been found guilty of an offence under the Minor Hockey Code of Conduct.
  - Has been charged or found guilty of a criminal offence or any other violation of WBMHA's Vulnerable Sector Check Policy.
  - Failed to properly account for monies or other property belonging to the Association.
  - Has been deemed by Members of the Association, following Article 7.3 Special Meetings, of which notice, specifying the intention of a resolution passed by at least two-thirds of the votes cast to remove any Director before the expiration of their term. At this time, attendees may nominate and elect a member to replace such Director for the remainder of said removed Director's term.

## 5.4 Authority and Duties of Directors

WBMHA Board of Directors, shall be responsible for the appointment, renewal, and revocation of appointments of all positions within the Association, except for those positions

elected by the Membership of the Association. This shall include the appointment of volunteers, hiring of and termination of such appointments on behalf of the Association. Directors are expected to read and acknowledge having read the Association's by-laws and policies. Directors will prepare a report for presentation at the Association's AGM.

## **Article 6: Board of Director Descriptions**

### **6.1 The President shall:**

- a) Be obligated with the general management and supervision of all affairs of the Association.
- b) When present, preside and moderate all meetings of the Members of the Association and of the Board of Directors.
- c) Be a signing officer for the Association.
- d) Prepare a President's Report for presentation to the members at the Annual General Meeting.
- e) Sit on all Association Committees.
- f) Upon completion of their term of office, will be appointed as Past President.
- g) Serve as Chair of the Incident Resolution Committee; and
- h) Have the authority to temporarily suspend teams, team officials, players, or other persons associated with the Association and refer individual(s) to the Association's IRC process.
- i) Report regularly to the Board of Directors on matters of interest for the Association.
- j) Provide leadership, direction, and vision in consultation with input from the Board of Directors, committees, and members of the Association.
- k) Have the responsibility to request and call WBMHA meetings.
- l) Present financial reports to the members of the Association annually at the AGM or as required by law, along with their own report.
- m) Perform other duties as requested by the Board of Directors or Committees.

### **6.2 The Immediate Past President shall:**

- a) Function as an advisor to the Board of Directors in the interest of continuity.
- b) Conduct elections at the Annual General Meeting.
- c) Perform other duties as assigned by the Board of Directors, Committees, and the President.

### **6.3 The Vice-President shall:**

- a) In the absence of the President, assume the duties of the President.
- b) In conjunction with the President, oversee all areas of the Association.
- c) Serve on such Committees as required.

- d) Be a signing officer of the Association.
- e) Organize annual Year End Banquet including procurement of awards for presentation at said event.
- f) Function as tournament chair in the absence of Director of Silver Stick Regional Tournament.
- g) Perform other duties as assigned by the Board of Directors, Committees, and the President.

6.4 The Secretary shall:

- a) Record or delegate the note taking of minutes at all meetings of the membership and Board of Directors. Upon approval of minutes, they will be posted on the WBMHA website in PDF form.
- b) Book meeting rooms as requested, by the Board of Directors or WBMHA committees.
- c) Be responsible for receiving and distributing all correspondence on behalf of WBMHA as required. File all WBMHA communications appropriately for the purpose of record keeping and in accordance with the Not-for-Profit Act.
- d) Upon assuming this Directors position, a letter signed by the Association's President, must be submitted to the Canada Post office to allow the secretary access to the post office box for the purpose of retrieving all mail addressed to:  
Wasaga Beach Minor Hockey Association  
P.O. Box 351, Wasaga Beach, Ontario L9Z 1A4
- e) Send all, Return/Notice of Change as required by an Ontario Not-for-Profit corporation to the Ministry of Government services. This must be accomplished immediately following the Associations' AGM. Each Director of the Association with a vote will require their own form, to inform this notice of change.
- f) Recommend policy to the Board of Directors regarding internal and external communications of the WBMHA.
- g) Ensure that all necessary and appropriate insurance has been purchased and a copy is given to the Town's Recreational Director.
- h) Collect and maintain records of all award winners and team achievements throughout the year. This is to be maintained as a permanent record of WBMHA accomplishments.
- i) Keep confidential and organized records of all In Camera sessions. Only to be shared with OMHA as required.
- j) Keep confidential and organized records of any correspondence between the Board of Directors and its members to be handed over to the OMHA as required.
- k) Maintain the Association's website **[www.wasagaminorhockey.com](http://www.wasagaminorhockey.com)**.
- l) Perform other duties as assigned by the Board of Directors, Committees, and the President.

**6.4** The Director of Registration shall:

- a) Prepare online player registration. Registration must be ready for April 1<sup>st</sup> for the following season. Fees will be determined after the AGM and before May 31<sup>st</sup>. Registration will include online waivers to be acknowledged and agreed to prior to acceptance of registration.
- b) Ensure all participants have required documentation uploaded and verified, before registering for the current hockey season. Payment in full, or an agreed upon payment plan needs to be recognized prior to participating in any WBMHA events or activities.
- c) Provide a Right of Choice form to eligible registrants prior to registering with WBMHA.
- d) Maintain direct contact with HCR administrators and OMHA to complete all requirements of verification of all members.
- e) Provide updates to the Board as to registration enrollment for discussion of team formations and foreshadowing further enrollment.
- f) Create and maintain a wait list, as needed, for divisions that are full or when the identity of a goalie is unknown prohibiting the ability to create a team or additional team(s).
- g) Establish and maintain an Association membership list.
- h) Provide the WBMHA Membership with the WBMHA Privacy Policy.
- i) Perform other duties as assigned by the Board of Directors, Committees, and the President.

**6.5** The Treasurer shall:

- a) Be a signing officer of the Association along with either the President and/or Vice-President.
- b) Review the finances of the Association and report on these to the Board of Directors at such meetings.
- c) Prepare financial reports as requested by the Board of Directors.
- d) Ensure adherence to all financial record keeping as per requirements set out by provincial governance (Not-For-Profit Corporations Act).
- e) Be responsible for ensuring the completion of the annual fiscal report from the Association's accountant for the President's address at the Associations AGM.
- f) Perform other duties as assigned by the Board of Directors, Committees, and the President.

**6.7** The Director of Representative shall:

- a) Oversee the operation of the Association's Representative Division.
- b) Have the authority to recommend to the Board of Directors the dismissal of team officials.

- c) Have the authority to temporarily suspend team officials, players, or parents, and refer the individual(s) to the next Incident Resolution Committee Meeting in accordance with the Association's By-Laws and Policies.
- d) Work in conjunction with the Director of Local League with regards to movement of players from Local League to Representative.
- e) Attend all Region 5 meetings, formally known as Georgian Bay Minor Hockey League, as a liaison and on behalf of the Association.
- f) Attend the annual AGM of the Ontario Minor Hockey Association.
- g) Process eligible NRP (Non-Residential Player Passport) and PTS (Permission to Skate) forms.
- h) Complete all tournament sanctions as requested by the Silver Stick Tournament Director or Association assigned Tournament Director.
- i) Attend the annual Representative scheduling meeting.
- j) Function as a liaison with the AAA Zone Governing Committee.
- k) Manage all Representative team rosters for approval by OMHA, including their Affiliated Players, ensuring required forms are completed and uploaded to the player profile.
- l) Function as a liaison between the Ice Scheduler and team officials.
- m) Perform other duties as assigned by the Board of Directors, Committees, and the President.

**6.8** The Director of Local League shall:

- a) Oversee the operation of the Local League Division.
- b) Have the authority to recommend to the Board of Directors the dismissal of team officials.
- c) Attend all Georgian Bay Triangle Local League Meetings as the representative of WBMHA.
- d) Manage all Local League team rosters for OMHA approval, including their Affiliated Players, ensuring required forms are completed, verified as true and uploaded to the player's profile.
- e) Attend Ontario Minor Hockey's Annual General Meeting.
- f) Attend the annual scheduling meeting for all Local League teams.
- g) Upon receiving a request for a player to play at a higher division than their age group, will evaluate said player and determine if such an accommodation is appropriate.
- h) Act as a liaison between the Ice Scheduler and team officials.
- i) Perform other duties as assigned by the Board of Directors, Committees, and the President.

**6.9** The Director of Officiating shall:

- a) Be responsible to implement an annual plan for recruitment and development training of persons interested in refereeing.
- b) Work cooperatively with the Ice Scheduler to ensure properly qualified Referees are available and assigned for each WBMHA game as scheduled. This includes exhibition, regular season, playoffs, and hosted tournaments.
- c) Investigate written reports of unsatisfactory referee performance and take appropriate action.
- d) Be an advisor to WBMHA on all matters pertaining to rules and regulations.
- e) Liaise with the area OMHA regional Referee in Chief.
- f) Perform other duties as assigned by the Board of Directors, Committees, and the President.

**6.10** The Director of Coaches shall:

- a) Be responsible to organize and coordinate all development clinics for coaches and players in the Association.
- b) Arrange clinics and ensure the Association has all appropriate tools needed and required to host such clinics.
- c) Arrange resources for all hired development staff.
- d) Organize and promote OMHA certification programs and clinics.
- e) Mediate between the WBMHA Board of Directors and the coaches.
- f) Work in harmony with the Ice Scheduler, Rep Director, and Local League Director.
- g) Ensure the WBMHA IP (Initiation Player Program) conforms to the current OMHA rules, regulations, and guidelines as provided by Hockey Canada by means of the Player Pathway.
- h) Chair and attend all player evaluations that require the grading of players.
- i) Instruct all team officials to read and adhere to the Association's by-laws and policies.
- j) Ensure the WBMHA Board of Directors are aware of any concerns or problems Coaches are incurring.
- k) Develop an ongoing program for Coaches evaluations and chair the Coach Selection Committee.
- l) Assist Coaches with team selection, team balancing and player evaluations, as well as facilitate meetings for support and feedback in an advisory capacity.
- m) Have the authority to suspend any coach or team staff as deemed necessary until a meeting of the Board of Directors has convened to discuss the matter of the suspension. The matter may be forwarded to the IRC for resolution.
- n) Upon the selection of teams, host a Coaches and Bench staff informational meeting to explain their responsibilities, and duties as team officials and as a representative of WBMHA. This meeting should include input from Local League Director, Rep Director, Fundraising Director, Parent Rep Director.

- o) Perform other duties as assigned by the Board of Directors, Committees, and the President.

**6.11** The Director of Equipment Management shall:

- a) Be responsible for the maintenance, acquisition (replenishment) and storage of the Association's inventory of equipment utilized to outfit the Association's teams.
- b) Appoint assistants to help with managing the equipment, including distribution and collection equipment.
- c) Develop a system for the distribution and collection of all Association owned equipment including rental fees, as applicable. (Collect deposit for team jerseys as set by the Board of Directors). Ensure that all equipment borrowed and/or loaned by/from WBMHA is recorded and signed out as required to ensure its return.
- d) Ensure that equipment that has not been returned, and for which has an impact on the status of a member in good standing be brought to the attention of the Board of Directors.
- e) Be responsible to order apparel, and equipment as deemed necessary with approval from the Board of Directors and have a budget for the upcoming hockey season.
- f) Perform other duties as assigned by the Board of Directors, Committees, and the President.

**6.12** The Director at Large shall:

- a) Assist other Directors with their portfolios throughout the year in areas where needed.
- b) Sit on Committees as requested by the Board of Directors.

**6.13** The Director of Social Media shall:

- a) Create social media campaigns, strategies, and content which meets our members needs and standards.
- b) Ensure brand consistency within social media messages.
- c) Stay current with social media trends and best practices.
- d) Provide training and guidance to the Board of Directors regarding best practices and strategies.
- e) Grow and expand the Association's media presence into new platforms, as necessary, while ensuring a consistent presence on existing platforms including, but not limited to Facebook, "X" and Instagram.
- f) Create and distribute engaging written or graphic content in the form of e-newsletter, web page, blog, and social media messages.
- g) Ensure WBMHA and OMHA Social Media Policies are followed and adhered to.
- h) Perform other duties as assigned by the Board of Directors, Committees, and the President.

- i) Notify the Board of Directors of any policy indiscretions pertaining to Social Media and Association members.

6.14 The Director of Risk Management/Trainers/Diversity & Inclusiveness shall:

- a) Implement and enforce all WBMHA and OMHA Risk Management Programs and Policies.
- b) Establish and maintain procedures with respect to satisfactory compliance of all team officials and volunteers required to complete a Vulnerable Sector Check.
- c) Promote and maintain the Hockey Trainer Certification Program for all WBMHA Trainers.
- d) Provide leadership for all Trainers and educate them on WBMHA policies and procedures.
- e) Host a meeting(s) for all team Trainers as soon as possible, once bench staff has been chosen and approved. Educate and remind all Trainers of their duties and the expectations that come with being a team official.
- f) Ensure all injury reports are completed properly and promptly, obtain, and direct such reports as required and follow up as required.
- g) Be responsible for procurement of first aid kits and the supplies needed for replacement. Ensure each team Trainer has a first aid kit prior to the start of the season.
- h) Establish an EAP (Emergency Action Plan) for the Association to be distributed to all teams and posted in the Arena.
- i) Assist as requested with implementation of Risk Management Programs.
- j) Prepare and report to the Board of Directors any risk management and disciplinary issues.
- k) Perform other duties as assigned by the Board of Directors, Committees, and the President.

6.15 The Director of Sponsorship & Fundraising shall:

- a) Work to secure WBMHA sponsorships for all teams.
- b) Develop corporate and local business, long-term, sponsorship relationships.
- c) Coordinate a committee to aid with execution of fundraising initiatives on behalf of the Association.
- d) Revise sponsorship program as required.
- e) Ensure that adequate records identifying teams, sponsor contact information and commitment details are maintained and updated yearly.
- f) Ensure all funds received are directed to WBMHA.
- g) Determine which sponsorship will belong to which team.
- h) Coordinate the sponsorship appreciation program (i.e. plaques or other recognition items).
- i) Attend the WBMHA AGM and Board of Directors meetings.

- j) Attend meetings for Coaches and bench staff to present the Association's fundraising initiatives and procedures for the approval of team fundraising activities.
- k) Shall enforce the following:
  - i. Proper usage of association registered logo on sponsorship material.
  - ii. Ensure team sponsorship does not conflict with association sponsors.
  - iii. Ensure team sponsors are acknowledged at the highest level.
  - iv. All policies regarding sponsorship and fundraising.
- l) Revise and present to the Board, all team fundraising applications to be reviewed for their acceptance or denial.
- m) Work closely with the Association's approved vendor to establish the needs and wants of WBMHA with regards to branded merchandise/apparel.
- n) Submit fundraising initiatives to the Board for approval.
- o) Perform other duties as assigned by the Board of Directors, Committees, and the President.

6.16 The Director of Parent Representation shall:

- a) In collaboration with the Tournament Director and Silver Stick Director, assess the estimated total number of hours needed for parent involvement to ensure proper coverage for the activities hosted or managed by WBMHA. Present this information to the Board of Directors to determine the total number of hours members will be required to fulfill for their bond hour commitment.
- b) Attend both the Coach and Manager Meetings, provide Managers with a season breakdown, duties and responsibilities of the Manager position, information on time keeper training, bond hours, etc
- c) They will be a member of the Tournament Committee
- d) Collect and record all bond cheques upon receipt. Post-dated cheques provided for bond hours will be destroyed once the required bond hours are completed.
- e) Keep track of all time box bond hours worked during the season, via the teams' managers.
- f) Arrange all staffing requirements needed in facilitating tournaments hosted by WBMHA (for example: time box officials, concessions).
- g) Advise the Treasurer of the number of bond hours worked by each parent/guardian. Members not completing their total number of hours required will have their cheque deposited.
- h) Responsible for arranging and facilitating the photographer for team and individual photos.
- i) Maintain the game iPads and ensure that all teams have designated individuals trained on their proper use and requirements, whether for league or tournament purposes.
- j) Perform other duties as assigned by the Board of Directors, Committee, or the President.

6.17 Director of Tournaments: U9 and Below:

- a) Attend all the Association regular board meetings;
- b) Prepare and report to the Board on the status of all tournaments;
- c) The Director of Tournaments will chair the tournament committee; The tournament committee will be comprised of the Director of Tournaments, the Director of Parent Representation, the Director of U9 and Below, the Director of Sponsorship and Fundraising, and 3 parent volunteers.
- d) Tournament director will be the Association contact listed on the OMHA website of tournaments.
- e) Ensure that all in house & OMHA rules and policies and procedures are adhered to with respect to tournaments. Assess discipline to those players/coaches or parents who do not follow the rules.
- f) Attempt to make rules and game scheduling consistent between Association tournaments.
- g) Approach the Board of Directors before cancelling a tournament or to get preauthorization to cancel if minimum conditions are not met.
- h) Ensure that tournament sanction forms are posted for every tournament. Be available or appoint a designate during the tournament and if possible, attend all or a portion of the tournament.
- i) Complete the tournament reconciliation forms and return them with the game sheets to the OMHA.
- j) Ensure that adequate tournament files from year to year are kept
- k) Prepare and present to the board and treasurer a financial statement for every tournament.

6.18 The Director of U9 and Below shall:

- a) Be responsible for all U9 and Below Programming
- b) Sit on the Coaching Selection Committee for Local League U9 and below Coach Selections
- c) Sit on the Tournament Committee
- d) Be familiar with and implement the Player Pathways at U7, U8 and U9, as provided by Hockey Canada.
- e) Ensure practices and programming is appropriate for player development.
- f) Work with coaches during player evaluations to determine player placement or player movement to appropriate level team as per By-Laws, Rules of Operation, Player pathways and OMHA guidelines.
- g) Work with the Director of Coaching, in implementing programs to address needs of WBMHA players U9 and below

6.19 The Director of Silver Stick Regional Tournaments shall:

On behalf of the Association, coordinate and facilitate the successful execution of the Silver Stick International Regional Tournament hosted by WBMHA. This includes but is not limited to, setting dates, team registrations, and awards.

- a) Select members to form a committee to aid in the hosting and facilitation of such tournaments.
- b) Prepare a budget for the tournaments to be approved by the Board of Directors.
- c) Adhere to the Silver Stick International policies, rules, regulations, procedures, and duties.
- d) Collaborate with the Ice Scheduler, and any other Director that may be of assistance in orchestrating the success of said tournaments.
- e) Be a representative on behalf of WBMHA at the annual Silver Stick International AGM.

#### 6.20 Ice Scheduler

- a) The position of Ice Scheduler is a non-voting member on the Board of Directors; and as such, will be required to attend Board of Directors meetings at the request of the President.
- b) This is a paid position ( $\frac{1}{4}$  October 1<sup>st</sup>,  $\frac{1}{4}$  January 15<sup>th</sup>,  $\frac{1}{2}$  remaining April 1<sup>st</sup>.) The value in Canadian dollars of this contract (May 1<sup>st</sup> -April 30<sup>th</sup>) will be determined each year by the Board of Directors.
- c) Ice Scheduler is responsible for the fair distribution, organization, and scheduling of ice for WBMHA. This includes but is not limited to practices, evaluations, clinics, games, tournaments.
- d) The current Ice Scheduler may have their contract extended April 1<sup>st</sup> pending an exemplary review of their performance during the past year. If the contract of Ice Scheduler is not renewed, applications can be submitted to the Secretary prior to April 15<sup>th</sup>. Notice of the vacant position will be posted on WBMHA website within 14 days.

Responsibilities shall consist of:

- a) Reviewing past season ice requirements to forecast next season's ice requirements.
- b) Compose a forecast of ice requirements and present this to the Board of Directors for approval.
- c) Function as a liaison for WBMHA and the Town of Wasaga Beach Facility Booking Coordinator to establish ice requirements for each season.
- d) Communicate with the Town of Wasaga Beach Facility Booking Coordinator for scheduling and cancellation of all WBMHA ice rentals and ensure the accuracy of ice rental invoices prior to payment by the WBMHA Treasurer.
- e) Set Evaluation Schedules with the approval of the Board of Directors.
- f) Attend Region 5 (GBMHL) and GBTLL scheduling meetings.
- g) The Ice Scheduler will schedule games considering the period length and flooding requirements for each division. Decisions will be based on OMHA, the leagues the teams are associated with and the Board of Directors. The Director of Coaches will communicate such information to the coaches prior to the season starting.

- h) Work with the Tournament Director and Secretary to establish dates, and times for ice usage and arena room bookings.
- i) Work with the WBMHA Director of Officiating to ensure referees are scheduled for WBMHA home games, during regular season, play-offs and tournaments.
- j) Coordinate with the Director of Rep and LL about all teams' schedule interruptions or planned tournament participation.
- k) Be responsible for rescheduling games cancelled due to extreme weather or extenuating circumstances.
- l) Post all practice times, games, and tournaments to the WBMHA website via OneDb.
- m) Schedule play-off games as required. This may alter already scheduled ice times and they will use their discretion to make sure that the Associations' play-off priorities are met.
- n) Coordinate and sign off on all playoff contracts on behalf of WBMHA.
- o) Other duties as required by the Board of Directors, Committees, and the President.

**Note:** Coaches and all other team officials will not be permitted to contact the Ice Scheduler directly. Team officials will contact the Director of Coaches, Representative Director, or Local League Director with their questions, concerns, and requests who will then communicate with the Ice Scheduler on their behalf.

#### 6.21 Nominations and Elections

- a) Directors shall be elected at the Annual General Meeting for WBMHA.
- b) Elections shall be facilitated under the guidance of the Past President who may designate assistants, as required. The Immediate Past-President will cast the deciding vote in the event of a tie. The order of elections shall be at the discretion of the Immediate Past President.
- c) The voting process shall begin with the presentation of written nominations, if any, followed by nominations from the floor. All nominations will be accepted in-person or in writing.
- d) Counting of raised hands shall be a means of determining the outcome of a vote between nominated individuals. If requested by a member, the ballot system may be used to determine the winner of those nominated. Members will print the name of the individual on the paper provided, of their choice of representation for themselves and the Association. Scrutineers should be arranged prior to the AGM, should they not, members will be chosen and agreed upon by those in attendance, to count the ballots and present their findings. In the event only one candidate has accepted the nomination or volunteers, voting is not required, and the nominated/volunteering candidate can assume the position being offered by means of acclamation.
- e) The Secretary will announce the results of WBMHA elections by posting them on the Association's website within two weeks of the Annual General Meeting.
- f) A nomination for President or Vice-President shall not be accepted unless the nominee has held a position on the Board of Directors for a minimum of two years.

**6.22** Any Director of the Board that has been removed for any reasons, as listed in 5.3 Removal of a Director, will not be eligible for a Director position on WBMHA Board for a minimum of 3 years.

**6.23** Conflict of Interest

- 1) A Director or Officer of the Association shall be in conflict when the individual:
  - a) is a party to a contract, transaction, proposed contract transaction, with the Association; or
  - b) is a Director of, an Officer of, or person who is or may be a part of an entity for a proposed contract or transaction with the Association, private interests can take on many forms, including financial, social, or political.
  - c) shall not act in any way to further his or her private interests or those of a member and their family, or to improperly further another person's entity or private interests.
- 2) A Director shall disclose in writing the nature and extent of his or her interest to the Board and have their request to be recused from such discussions, and vote if required.
- 3) When a Director has declared themselves to have a conflict of interest prior to discussions they shall not vote and recuse themselves on any resolution to approve, disapprove, or determine outcome offering.
- 4) If a contract provides any direct or indirect profit or remuneration to such Director and they have not declared themselves to have a conflict-of-interest prior the awarding of such contracts or transactions, shall resign forthwith.
- 5) The resignation of a Director will; hereinbefore shall be made, in the case of a Director that relay in any form, documented information prior to the completion of any RFP (Request for Proposals) process.

## **Article 7: MEETINGS**

**7.1** The Members may consider and transact any business at either special or general meeting of the Members. The Board of Directors or the President shall have power to call, at any time, a general meeting of the Members of the Association.

**7.2** Annual General Meetings:

- a) The Association shall hold its Annual General Meeting no later than April 30th of each year.

- b) Notice of the Annual General Meeting shall be announced through social media and WBMHA website and to the general membership at least four (4) weeks prior to the date.
- c) A quorum for the transaction of business at any meeting of Members shall consist of not less than 10% of the membership in good standing, present in person.

### 7.3 Special Meetings

- a) Not less than one-tenth of the Members of the Association entitled to vote, may request the Directors to call a general meeting of the Members for any purpose connected with the affairs of the Association.
- b) The requisition shall state the general nature of the business to be presented at the meeting. The requisition shall be signed by Members of WBMHA, and forwarded to the Secretary and shall consist of document(s) in like form signed by one or more Members.
- c) Upon receipt of the requisition, the Directors shall call forthwith a general meeting of the Members for the transaction of the business stated in the requisition.
- d) If the Directors do not, within twenty-one days from the date of the receipt of the requisition, call and hold such a meeting, any of the requisitioning Members may call such a meeting which is to be held within sixty days after the original twenty-one days have expired.

### 7.4 Voting at Members Meetings

- a) Each member in good standing of the Association, shall at all meetings of Members, be entitled to one vote. For greater certainty, any member of the Association's Board of Directors may vote as a member at all meetings of the Association provided that such Director is also a member in good standing of the Association.
- a) No Member shall have the ability to vote in person if said member(s) have outstanding fees or dues. Anything outstanding must be settled prior to any such meeting.
- b) At all meetings of Members, motions shall be decided by a majority of the votes by show of hands of eligible voting Members present.
- c) All motions once presented shall be decided in the first instance by a show of hands, unless a balloting request has been asked for by any eligible Member. A declaration by the meetings chairperson that a resolution has been carried or not carried and an entry to that effect in the minutes of the meeting shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution.
- d) The demand for a vote may be withdrawn, but if a vote is demanded and not withdrawn the motion shall be decided by a majority of votes cast by the Members present and such vote shall be taken as such and the meeting's Chairperson shall

direct, and such results of vote shall furthermore; be deemed the decision of the Association.

- e) In case of an equality of votes at any general meeting, whether upon a show of hands or ballot, the President, if not present, the Chairperson of said meeting shall be entitled to a second or casting vote.

## 7.5 Board of Directors Meetings

- a) The Board of Directors will meet at least once per month. During the year it may be determined that meetings may be required other than the scheduled monthly meetings.
- b) A quorum shall be formed with a majority of the Board of Directors in attendance.
- c) Motions or concerns, requiring a vote at any meeting shall be decided by a majority of votes where each Director is entitled to cast one vote. In the event of a tie the President will cast the deciding vote.
- d) All motions require a vote and shall be counted by show of hands unless a ballot vote is requested or deemed necessary. The vote count shall be recorded and noted in meeting minutes along with motion carried or not.
- e) A declaration by the President that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- f) The Board of Directors may meet by such telephone, electronic or by other communications that permits all persons participating in a meeting to communicate with each other simultaneously and instantaneously. A Director participating in such a meeting by these means shall be deemed present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and need not be in writing. Such meetings shall be documented as by requirements of all meetings.
- g) A Director who was not present at a meeting at which a resolution was passed or action taken is deemed to have consented to the resolution or action unless within seven days after becoming aware of the resolution, the Director 1)causes their dissent to be placed within the minutes of the meeting; or 2)submits his or her dissent to the corporation. 2010, c. 15, s. 45 (3).

## Article 8: AMENDMENTS

8.1 This By-Law shall not be amended, added to, or changed in any way except in accordance with the provisions provided in this by-law and in accordance with the Ontario Not-for-Profit Act.

8.2 Notwithstanding any other provision contained in this By-Law, the Board of Directors shall have the power to pass without any immediate confirmation or ratification by the Members of the Association, any necessary policies, rules and or regulations as they deem expedient related in any way to the operations of the Association. This shall include without limitation, the conduct of members, member teams and guests, provided such rules or policies are not otherwise inconsistent with the letters patent of the Association or this By-Law.

8.3 Any member in good standing may propose an amendment to WBMHA By-Law at any time. Proposals can be converted into motions to be reviewed by the Board of Directors and potentially have a vote of acceptance or not. If said motion is not considered for review a follow up will be provided as to why it was not accepted. If the motion is carried and approved by the Board of Directors, of said change or amendment, it shall be incorporated into the By-laws of the Association.

Such prescribed By-Law change shall be incorporated into the By-Law as an amendment and have force and effect until the next AGM when it shall be confirmed by vote or in default of confirmation at such AGM. Once the amendment is deemed confirmed it will be added and dated as of taking effect within the By-Law. If said amendment is found in default it will as a result, cease to have force and effect.

## **Article 9: COMMITTEES**

9.1 The Board of Directors may establish a committee or appoint individuals to conduct specific business or programs on behalf of the Association. These Committees/individuals will report to the Board of Directors and do not have a vote at Board of Directors Meetings. Committee members will have their time counted towards their bond hours.

9.2 Incident Resolution Committee will take the form of Board Members and will include:

The President

Director of the applicable division (Local league or Rep)

A Board of Director member appointed by the Board of Directors

Should the committee not be fulfilled as noted above due to conflict or unavailability, an alternate Board member will be selected by the President and shall then form a committee for resolution of an incident.

## **Article 10: INDEMNITY**

10.1 Members of the Board of Directors or other servants to the Association, their heirs, executors, administrators and estate and effects respectively shall be always indemnified and saved harmless by the Association against all cost, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except when such happens from their own respective willful neglect or default.

## **Article 11: FINANCE**

11.1 The fiscal year of the Association shall terminate on the 31<sup>st</sup> day of December each calendar year.

11.2 The operating year is the period which represents the Association's natural operating cycle. The operating year for WBMHA Begins May 1<sup>st</sup> and ends April 30th each calendar year.

## **Article 12: ABUSE & HARASSMENT**

The Association shall adhere to the Abuse & Harassment Policy as published in the Ontario Minor Hockey Code of Conduct and Procedures.

## **Article 13: SOCIAL MEDIA:**

The Association shall adhere to the Social Media Policy as published in the Ontario Minor Hockey Code Manual of Operations and with respect to their Code of Conduct and Procedures.

## **Article 14: DISSOLUTION**

In the event of dissolution of the Association, and after payment of all debts and liabilities, its remaining property shall be distributed to one or more not-for-profit, hockey-related associations, or any not-for-profit athletic community which operate solely in Ontario. If deemed as such will be disposed of by the Board of Directors.

## **Article 15: LOTTERY REGULATIONS**

15.1 Should the WBMHA dissolve, funds contained in the lottery trust account shall be distributed according to the aims and objectives of WBMHA when approved by the Licensing Authority (provincial or municipal authorities).

15.2 Proceeds raised through any lottery event approved by the province, or the Town of Wasaga Beach Municipal Office shall not be for the promotion of one team or one player. Lottery proceeds are to benefit all active participants of the association and shall be disbursed with the approval granted by the licensing authority only.

## **Article 16: Association Colours:**

The Associations Pantone will be the colours of Wasaga Beach Minor Hockey. Players are encouraged to wear black pants, association socks and black gloves.

Enacted as By-Law No. 1 by the Directors of the Association at a meeting duly called and at which quorum was present on the \_\_\_\_ day of April 2024.

The forgoing By-Law No. 1 as enacted by the Directors of the Association is hereby ratified,  
sanctioned, confirmed, and approved without variation by the affirmative vote of majority of the members entitled to vote at a meeting of members duly called and regularly held in the Town of Wasaga Beach • in the County of Simcoe, at which a quorum was present on the \_28<sup>th</sup>\_ day of April 2024.

Signed By:

X

Erin Pozzebon  
President WBMHA

President WBMHA

Secretary WBMHA