



# Constitution

Revised November 17 2019

## **ARTICLE I**

The Stanley Stick Hockey Association Inc. shall be known as the Organization. Stanley Stick Hockey Association Inc. is incorporated under the Corporation Act of Ontario and is bound by the rules of law in conjunction with our constitution.

## **ARTICLE II**

The objectives of the Organization shall be:

1. To deliver an organized hockey program for players and families that;
  - a. Promotes having fun and fair play
  - b. Encourages respect for others, good sportsmanship and team play
  - c. Develops skills that create an ongoing passion for the game
2. Keep time commitments for families as low as possible
3. Keep financial costs as low as possible
4. Build a stronger Guelph Community by;
  - a. Promoting physical fitness
  - b. Creating lasting friendships
  - c. Developing leadership skills amongst players and coaches
  - d. Share and celebrate our culture

## **ARTICLE III**

3.1 The members of the Organization shall be:

- A. Board of Directors
- B. Executive Committee
- C. Executive
- D. Coaches
- E. Referees
- F. Players
- G. Parents

3.2 The Board of Directors will be comprised of:

- A. Chair Person
- B. Secretary / Treasurer
- C. 3 Additional members as nominated by the Executive Committee and approved by Chair Person and the active Directors

3.3 The Executive Committee will be comprised of the Organization's:

- A. President
- B. Vice President
- C. Secretary / Treasurer

3.4 The Executive will be comprised of the Organization's:

- A. President
- B. Vice President
- C. Secretary / Treasurer
- D. Past President
- E. LTS Convenor
- F. Tyke Convenor
- G. Novice Convenor
- H. Atom Convenor
- I. Peewee Convenor
- J. Bantam Convenor
- K. Equipment Manager
- L. Development Coordinator
- M. Scheduling & Digital Content Coordinator
- N. Registrar & Volunteer Coordinator
- O. Referee in Chief
- P. Other Positions as required from time to time as implemented by the Executive Committee

3.5 The Referees will be comprised of the Organization's:

- A. Referee in Chief
- B. Referees

3.6 The Players will be comprised of the Organization's:

- A. Active and registered players in all divisions.

3.7 The Parents will be comprised of the Organization's:

- A. Parents and/or Guardians of all active and registered players as identified on the annual registration form.

#### **ARTICLE IV**

##### **The Board of Directors shall:**

- Be available as a resource to the entire Executive while providing guidance, strategic direction, and oversight for the Organization.
- Meet at a minimum twice per year where one of those meetings occurs in conjunction with the Organization's Annual General Meeting.

- Adjudicate any disputes or other issues brought forward in a timely manner.
- Have the authority to make changes to the Executive at any time, including during the season, if in the Boards view it is in the best interest of the Organization.

## **ARTICLE V**

### **The Executive Committee shall:**

- Select and nominate new Board members to fill vacancies on The Board of Directors as required for a term of 3 years (June to May).
- Select new Executive members upon term completion.
- Prepare and present a budget to the Board for approval in advance of the starting date of the new season.
- Advise the Board and Executive of any budgetary changes that may be required during the season.
- Communicate to the Board and Executive all information that is necessary for them to perform their duties.
- Prepare a season end statement of expenses and present it to the Board
- Prepare an agenda for all Executive meetings from items submitted prior to the meeting.
- Have the Board's authorization to work with the Executive to approve special events and trial programs or activities to be run, participated in, or facilitated by the organization.
- Ensure that the Organization hold its Annual General Meeting after the end of the fiscal year

## **ARTICLE VI**

### **The Executive**

The Executive Committee shall appoint the following volunteer executive positions for a minimum 2-year term. These positions have duties and collectively are responsible for the day to day operation of the Organization.

#### 1. President shall:

- Communicate to the Board and Executive all information that is necessary for them to perform their duties.
- Offer to coaching volunteers training courses as they come available so that they may receive and maintain certification.
- Ensure that the Executive meets monthly during the active season to comply with the requirements of the Ministry of Consumer and Commercial Relations and the Boards Insurance policy.

2. Vice President shall:

- Be called to act in the absence of the President. He or she shall serve in such special capacities as may be designated by the President.
- Adjudicate any Disciplinary Committee meetings as may be required during the season.
- Be the focal point for Rowan's Law awareness and league compliance
- Be responsible for coordination of any player gifts and/or awards the Executive approves for a given season.

3. Division Convenors shall:

- Appoint both Head and Assistant coaches for their divisional teams.
- Divide players equally in talent to all teams.
- Work with the leagues appointed Equipment Manager to ensure that the division's equipment is of satisfactory condition to protect players wishing to play the goalie position.
- Ensure that coaches uphold the unique philosophy of the Organization.
  - Report directly to the President all infractions that require immediate response to ensure the safety of league members is maintained.
  - Work with Registrar & Volunteer Coordinator to maintain an up-to-date database of all division coaches contact info and ensure any league required documentation (VSC, CODF, Rowans Law, etc.) is collected prior to any coach becoming active.
  - Be an information resource for the Divisional Coaches.
  - Ensure Player ratings are completed and sent to the Development Coordinator at the end of the season, no later than 2 week following final scheduled ice time.

4. Secretary / Treasurer shall:

- Take minutes of Organization's meetings, assist with agenda items and communicate information to members.
- Have direct access and control of the Organization's computer and mailbox.
- Account for the Organizations annual expenditures.
- Provide the Executive with an annual break down of expenses.
- Make payments for recognized budgetary expenses.
- Track expenses and notify the Executive when budgetary items have exceeded the allotted amount.

## **ARTICLE VII**

### **Referees**

The Referees are a volunteer group who donate their time and have recognized expertise to ensure the on ice games are officiated in a manner consistent to Hockey Canada rules.

The Referee in Chief shall:

- Coordinate the scheduling of volunteer referees for all Novice, Atom, Pee Wee, and Bantam games.
- Provide the President and Executive with immediate notification in writing of any player, coach or parents behavior that contravenes the City of Guelph R-Zone Policy.
- Report to the Executive as requested on player or team penalty statistics as maintained in the online tracking/scheduling system.

The Referees shall:

- Communicate with the coaches and players.
- Ensure that all penalties are explained to the offending player and his/her coach.
- Log/update any penalties called in the online tracking/scheduling system.
- Notify the Referee in Chief of all match penalties and of any player, coach, or parent behavior that contravenes the City of Guelph R-Zone Policy.

## **Article VIII**

### **Coaches**

Coaches shall:

- Communicate to the players and parents the unique philosophy of the organization.
- Attend the beginning of the year Coaches meeting and on ice training.
- Adhere to the City of Guelph R-Zone policy.
- Conduct himself/herself in a respectable manner on and off the ice while representing the organization, including respectful interactions with rink employees, referees, coaches, players, and parents.
- Ensure each player is dressed in complete and proper equipment before each on ice session.
- Have a practice plan prepared before going on the ice.
- Communicate with the opposing coach before the dual practice session starts.
- Have an opportunity to attend approved training.
- Ensure all players get equal ice time.
- Ensures that at least 50 minutes of the ice time is an organized game.

- Assist any professional coaches as required during scheduled on ice sessions, such as goaltender instruction or power skating. Ensure all players who wish to play goaltender have an equal opportunity throughout the season.
- Contact the Divisional Convenor for assistance when circumstances dictate.
- Complete player ratings as requested by the division convenor before the last scheduled on ice session.
- Collect and return all the Organizations equipment that was provided to the team.
- Coaches can be removed from their duties by The Executive when deemed necessary.

## **Article IX**

### **The Player Divisions**

The Player Divisions shall:

- Be divided by age into groups known as:
  - U17-Bantam (age 14 – 17)
  - U13-PeeWee (age 12 – 13)
  - U11-Atom (age 10-11)
  - U9-Novice (age 8-9)
  - U7-Tyke (age 6-7)
  - Learn to Skate (LTS) (age 4-6)
- Have the Bantam, PeeWee, Atom, and Novice games officiated by the Organization’s referees.

## **Article X**

### **Registration and Refund Policy**

Registration shall:

- Have 2 separate groups and dates for entry into the Organization and be known as “Closed Registration” and “Open Registration”.
- Closed Registration will take place before the final week’s schedule for those already registered with the organization.
  - All registrations for existing players must be received by the end of closed registration. Failure to register by closed registration will result in players being required to attend open registration to secure a spot in the league.
- Open Registration will take place before June of the upcoming season. The Divisions that have openings for players will be posted to the Organization’s website in advance.
- A waiting list will be kept to provide replacements when necessary.
- The registration of siblings of existing players will be accepted at closed registration, and be given priority for acceptance to the league over the general public.
- Each team will generally have an equal number of players, not to exceed 17, and a maximum of 4 coaches.



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The refund policy will be:

- Prior to September 1st – \$50 administration fee applied to all refunds
- September 1 to October 31st – 50% refund less \$50 administration fee
- After October 31st - no refund except in case of sickness or injury

The waitlist refund policy will be:

- If you cancel the registration and request a refund before SSHA offers you a spot then a \$25 administration charge will be deducted.
- If we offer a spot anytime between the date of registration and September 30th and you decline, a \$50 administration charge will be deducted from the provided refund.
- If we do not provide a spot by September 30th a full refund will be provided.

Exceptions to any of the above must be approved by the executive committee.

## **Article XI**

### **The Fiscal Year and Annual Budget**

The Organization’s fiscal year will run June 1<sup>st</sup> to May 31<sup>st</sup>. The annual budget shall contain these items as a minimum:

<b>Income</b>	<b>Expense</b>
Registration	Administration
Sponsorship	Coach Related
Investment Income	Donations
Fundraising	Equipment
	Ice Rental
	Insurance
	Team
	Referee
	Professional Services





## 1 **General Statement of Purpose**

- Provide organized hockey league for children from ages 4 through 17.
- All ages are non-contact rules.
- Priority to encourage fun, sportsmanship, and camaraderie.
- Focus on skills development (particularly at the younger age groups) rather than on competition and winning.
- Win with humility. Lose with dignity. Act with integrity.

## 2 **Scoring, League Standings, and Statistics**

- No league standings will be kept for teams or divisions
- The score will not be displayed during Tyke or Novice games at any time.
- The score will be displayed during Atom, Peewee, and Bantam games each season, starting with the first weekend in December and the continuing until season end.
  - There will be a maximum 3 goal differential displayed on the scoreboard at any time.
- Player statistics will not be maintained or tracked by the league with the exception of penalties which will be tracked by the referees for disciplinary purposes.

## 3. **Coaching Development**

- The Organization will maintain a coach development program, lead by the Development Coordinator providing workshops and other opportunities for all coaches to take training
  - Includes coaches skate pre-season and other resources as appropriate such as practice plans.
- The Organization will support all coaches who choose to advance their formal coaching training by paying for approved training courses
  - Reimbursement will happen over two seasons, and the Coach must be active on the second year in order to be reimbursed.

## 4. **Coaching Requirements**

- All coach volunteers and any other on-ice helpers will wear a properly fastened helmet at ALL times while on the ice and this must be rigorously enforced.
- All coaches must complete a coaching application.
- All coaches must have a successful Vulnerable Sector Check (VSC) on file with the organization.

## 5. **Successful Police Record Check**

- For certain positions in The Organization, including The Board of Directors and the Executive, Coaches and Referees must complete a PRC prior to beginning their duties.
- The Executive will designate a qualified volunteer to review all volunteer applications and PRC results. This person will have the latitude to ask any questions determined relevant in order to approve any volunteer request. This person will have the ability to approve or disapprove any candidate based on information obtained.
- A volunteer has the right to appeal this decision to the Executive Committee within 10 days of notification.

- Individuals with past criminal code convictions, within the past 10 years will not be accepted by the Organization. The offences include, but are not limited to the following:
  - 1) Individuals with past convictions or charges pending for criminal driving offences, including but not limited to impaired driving;
  - 2) Individuals with past convictions or charges pending for Drug offences under the CDSA or its processor;
  - 3) Individuals with past convictions or charges pending for any violent offence, whether or not it involved weapons;
- Individuals with past criminal code convictions, charges pending or pending pardons for the following offences will not be considered regardless of when they occurred;
  1. Sexual assault, sexual exploitation, sexual interference, invitation to sexual touching;
  2. Current prohibitions or probation orders forbidding the individual to have contact with children;
  3. Indictable criminal offences for child abuse.

#### **6. Team Selections and Transfers**

- Each team will have a roster selected each year from the list of available players.
- Players may select to be paired with one other player, this request must be reciprocal.
- In general, team rosters will NOT be maintained from year to year.
- All teams within a division will be balanced as equally as possible for average age, number of players, and skill level.
- Players may be transferred at the discretion of the division convener for balancing purposes at any time during the season
- Balancing of teams will be the highest priority and take precedence over request of coaches and/or players and/or parents to be together.

#### **7. League Capture Area and Player Restrictions**

- The Organization will accept applications from persons living within the city of Guelph, 10% of the league may come from adjacent regions.
- League numbers can be restricted at the sole discretion of the league Executive, and SSHA is not required to accept an unlimited number of applications.
- No player will be accepted if they are active in another similar organized Hockey or Ringette leagues. If a player is found to be in another similar organized league they will be given one week to decide which league they will remain in.

#### **8. Disciplinary Action**

- The Organization will have a 'Disciplinary Committee' to adjudicate all 'Match Penalties' and all other disciplinary matters for players, coaches and parents formally brought to the Executive.
- Disciplinary Committee shall be comprised of the following members:
  - Vice President
  - 2 Convenors, with at least 1 being from a division other than where the disciplinary matter occurred.
  - Referee-in-Chief
  - Other persons as appointed by the President
- Where the disciplinary matter involves one or more coaches, the coach or coaches will be invited to meet with the Disciplinary Committee to provide their version of the



facts and answer any questions the Disciplinary Committee may have prior to the committee deliberating and making a decision.

- Every effort will be made by the league to have this meeting prior to the coach or coaches next scheduled game as the coach or coaches will be ineligible to resume coaching duties until the disciplinary matter is finalized.
- The Disciplinary Committee members must recuse themselves if a conflict of interest is or could be perceived on an individual decision.
- All decisions of the Disciplinary Committee are final, and there will be NO appeals of these decisions allowed.
- All Match Penalties and behavior that contravenes the City of Guelph and The Organization Rules will be directed in writing to the President immediately.

### **9. Bank Account and Mailing Address**

- Bank Account will be maintained with a local branch of a Canadian chartered bank have a credit rating of at least A from Standard & Poor's Corporation, or A2 from Moody's Investors Services Inc. and assets of at least CAD \$10 Billion.
- Mailing Address is Suite 510, 3-304 Stone Rd West, Guelph, Ont. N1G 4W4.

### **10. Schedule, Tournaments, Non-Scheduled Activities**

The league Scheduler or members of the Executive Committee shall:

- Communicate with the City of Guelph Recreation Department for Seasonal ice times.
- Develop equal ice time schedules for all Divisions.
- Communicate schedules and all changes to the treasurer and web site coordinator.
- Notify the appropriate Convenors of last minute schedule changes.
- No SSHA team at any level will be allowed to enter tournaments or be permitted to play in any other games than those that are designated on the master schedule, unless prior approval is given by the Executive Committee.
- Where a coach wishes to organize additional ice-time for team practices, this may be allowed, but permission from one of the President or Vice President must be obtained in advance of the scheduled time.

### **11. On-Ice Sessions**

- Generally, ice-time sessions will be organized as 2 hour time blocks, with the first half being for practice or instructional time and the balance being for games.
- At the discretion of the Executive, ice-time may be utilized for special training such as power-skating or goaltending clinics.
- The City of Guelph will provide Ice Surface cleaning between the practice and game time for all Pee wee and Bantam sessions.

### **12. Uniforms and Equipment**

- Team jerseys and socks are provided annually by SSHA and all players must wear the jersey for each scheduled practice and game.
- Each player must properly wear full hockey equipment, which includes full-face mask and neck guard. Any equipment deemed unsafe by the coaches or officials will disqualify the player from participating in any practices or games until the equipment is repaired or replaced.

### **13. Use of Players for Goalies and Position Assignments**

- All players are to receive equal ice-time.
- Coaches will rotate goalies in Tyke, Novice, and Atom divisions.
  - A designated goalie or set rotation of goalies is permitted in the Novice and Atom divisions where a player or players have expressed a desire to play the position on a regular or full time basis.
- Pee wee and Bantam Divisions Teams will have a designated goalie.

### **14. Game Rules**

- No slap shots are allowed.
- CHA rules will be applied by the officials.
- All penalty minutes are 'straight' time.
- Minor penalties are three (3) minutes.
  - Any player receiving three (3) penalties in a game will be ejected from the game and may be assessed a one (1) game suspension.
- Fighting and any other major penalty will result in automatic ejection from the game and player will not be eligible to play again until Disciplinary Committee has provided a ruling on the specific matter.
- Any player receiving two (2) game ejections in a season will be reviewed by the Disciplinary Committee and may be suspended for the remainder of the season with no monetary refund.

### **15. Dispute Resolution**

- The President will notify the Board.
- The Board will deliberate with all information provided and make a decision expediently.

### **16. Confidentiality**

- All personal information on our members is to be held in confidence by the organization. The following guiding principles will be adhered to:
  - Detailed player information may not be shared with Team Members
  - When emails are sent the BCC option will be used to protect email contact information, unless written consent is received from all parties to disclose email address information.
  - All files with Player information are to be password protected.
  - At the end of each season Coaches and others are to delete any files containing player information and destroy any hard copies.
  - Information that is required to be retained will be kept in a secure location.

### **17. Amendments to the Constitution**

- Amendment proposals must be written and circulated to the Executive at least 2 weeks prior to the meeting/vote. If supported by the Executive then the amendment proposal is advanced to the Board of Directors.
- Amendments to the constitution must be approved by Board of Directors vote at an Annual General Meeting or scheduled Board Meeting.