



Operating Policy of the Newmarket Minor Hockey Association

(Revised April 2024)

NEWMARKET MINOR HOCKEY ASSOCIATION

An Incorporated Association

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Newmarket Minor Hockey Association

Operating Policies

A policy relates to the general conduct of the affairs of the Newmarket Minor Hockey Association.

This policy document is enacted in addition to the Rules and Regulations as set forth in the Ontario Minor Hockey Association Manual of Operations.

This policy document may be updated and/or revised by a majority vote of the Board of Directors and will be available for members of the association.

1. DEFINITIONS

- 1.1 In this Operating Policy and all other policies of the Association, unless the context otherwise requires:
- (a) “AAA” means Triple A hockey.
 - (b) “Association” means Newmarket Minor Hockey Association (or such other name as the Association may in the future legally adopt);
 - (c) “Board / Executive” means the Board of Directors of the Association;
 - (d) “Boundaries (for membership)” area within the designated Newmarket town boundaries (north boundary: concession lot 5, south side of Green Lane, south boundary: 1 concession lot north of St. Johns Side Road, east boundary: west side of Hwy 404, west boundary: east side of Bathurst) or in the OMHA defined “choice-of-centre” areas;
 - (e) “Hockey Canada” means Hockey Canada (or such other name as Hockey Canada may in the future legally adopt);
 - (f) “HL” means House League, recreational hockey;
 - (g) “Minor Development” or MD Hockey means a recreational team in the U8 and U9 age category that participates at a level above House League, but lower than REP and comprised of players who are eligible for the NMHA by age and residence as per OMHA residency regulations 3.3. Minor Development players shall not be rostered to a House League team.
 - (h) “OHF” means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
 - (i) “OMHA” means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
 - (j) “Policies” means written statements governing issues affecting the affairs of the Association which have been considered and approved by the Board of Directors of the Association;

- (k) “REP” means representative hockey, competitive level, **which players must be eligible by age and residency;**
- (l) “Select” refers to a category of minor hockey in the divisions of U10 to U18 with a team comprised of players selected from affiliated House League teams of the NMHA. Players must be eligible by age, but are not required to abide by residential regulations, and may compete in exhibition and tournament games as per the regulation while continuing to play for their House League team.
- (m) “CPP” refers to the Competitive Pathways Program for U7, U8 and U9 and is a Select Program.

2. MISSION OF THE ASSOCIATION

- 2.1 The objective of the Association shall be to provide a fun, healthy, competitive experience in organized hockey for all talent levels of young people in Newmarket. The preceding shall be subject to the rules of the OMHA in this regard:
- (a) To provide for the development and growth of both personal and physical skills for all participants, and
 - (b) To maintain the highest degree of sportsmanship, and
 - (c) To provide volunteers with support, and training necessary to prepare them to carry out their roles, and
 - (d) To provide the fiscal responsibility to ensure the long-term financial viability, stability and future for the Association, and
 - (e) To provide for the physical and emotional safety of all individuals within the Association, and
 - (f) To provide a structure that can respond to and provide the necessary leadership to the Association to achieve its goals and relate to its supporters.

3. AFFILIATIONS

- 3.1 The Association shall have the following affiliations:
- (a) The Association shall be a member of the OMHA, and through the OMHA, shall be a member of Hockey Canada and OHF;
 - (b) The Association’s “AAA” zone affiliation shall be with the York Simcoe Express;
 - (c) The Association shall operate in cooperation with the **Recreation and Culture Department** of the Town of Newmarket.

4. BOARD OF DIRECTORS – EXECUTIVE

4.1 Composition

(a) Eligibility

An Executive Member:

- (i) to be eligible to run for President, it is preferred that the individual must have served **at least one full calendar year (12 month) consecutively** on the Executive in the immediate past **4-year (48 month) period**.
- (ii) other than the position of President, it is not necessary for any other elected position on the Executive to meet eligibility requirement as stated in Policy 4.1(a);

(b) **Executive Members:**

- (i) **It is preferred that at least 8 of the 13 members** of the Executive shall be a resident of the Town of Newmarket. Residency is deemed at the time a member joins the Executive and that residency does not change until that member is no longer a member of the Executive. The Board has the right to circumvent this policy should a need to fill a vacant Executive position arise during any operating year and subject to the requirements in the General Operating By-Law No. 2
- (ii) It is preferred that the Executive Committee **not have more than four members from their child's age group/division**. Occupancy within the board is deemed at the time a member joins the Executive and that does not change until that member is no longer a member of the Executive. The Board has the right to circumvent this policy should a need to fill a vacant Executive position arise during any operating year and subject to the requirements in the General Operating By-Law No. 2

(c) **Succession**

- (i) In the event the President is unable to perform his or her functions as outlined in the By-Law No. 2, the Past President shall succeed.
- (ii) In the event that the Past President is unable to fulfill the position of President the senior Vice-President shall succeed.
- (iii) In the event either Vice-President is unable to fulfill the position of President, the Executive shall appoint a President.

5. RESPONSIBILITIES OF OFFICERS & EXECUTIVE DUTIES

5.1 Officers of the Association

- (a) The Officers of the Association shall be the President, Treasurer, Secretary, and two (2) Vice Presidents.
- (b) The Officers of the Association shall be the only Executive members permitted to sign cheques. Contracts or any other legal documents must have the President's signature plus one other officer of the Association.
- (c) The President and the two Vice-Presidents of the Association may not act as an on-ice official, off-ice official or timekeeper for games within their home centre. The exception may be if a carded Executive member is required to fill-in on an emergency basis.

5.2 Assistants to Officers

The Board of Directors may appoint an assistant(s) to the Executive, as required, for their input, expertise or interest as the Board may determine by Resolution from time to time. The assistant may attend Executive meetings and participate in discussion but will not be eligible to vote.

5.3 Executive Members

- (a) Executive members are more directly responsible for the day-to-day operation and functions for the efficient management of the Association. Each Executive is responsible for the execution of their portfolio responsibilities as dictated in 'position requirements' document which is on file in the NMHA office. Each Executive's portfolio responsibilities may change from time to time or as required by the specific position and as decided by majority vote of the Board of Directors.
- (b) Conflict of Interest - Every director upon election or appointment to the NMHA Executive shall be required to sign the association's 'Conflict of Interest' agreement within 30 days. Signed agreements will be kept on file in the NMHA office. The 'Conflict of Interest' agreement is available to view upon request to the NMHA office administrator at nmha@nmha.ca

6. COMMITTEES OF THE EXECUTIVE

6.1 The following committees shall be Standing Committees of the Executive of the Association:

- (a) Risk Management Committee;
- (b) Appeals Committee;
- (c) Coaches Selection Committee;
- (d) Nominations and Elections Committee;
- (e) By-Law Amendments Committee;

6.2 Nothing in this Operating Policy shall be construed to limit the ability of the Executive and Membership of the Association from abolishing or creating Standing Committees and ad hoc committees by motion from the floor at an Annual General Meeting or any other such General Meeting of the Association, or from establishing such ad hoc committees or subcommittees by the Executive's Resolution as may be desired from time to time.

6.3 **Risk Management Committee**

Details of this Committee are available from the Association's office (updated Jan 2021).

6.4 **Appeals Committee**

Details of this Committee are available from the Association's office (updated Jan 2021).

6.5 **Coaches Selection Committees (Rep and Select)**

Details of this Committee are available from the Association's office (updated Jan 2021).

6.6 **Nominations and Elections Committee**

(a) The Chair of the Nominations and Elections Committee shall be chaired by the **Past President or designate** and will be appointed by the Executive at the May Executive meeting. It will consist of at least two other members of the Executive, but who are not nominees for election to the Board of Directors.

Duties and Responsibilities

- 1) Solicit nominations for each Board position that is to become vacant including nominations for each Annual General Election.
- 2) Draft a slate of Candidates for Election as Directors and shall present same to the Membership at the Annual General Meeting.
- 3) Be responsible for conducting the annual election of Directors in accordance with the provisions contained in the General Operating By-Law No. 2.

6.7 **By-Law Amendments Committee**

(a) The Chair of the By-Law Amendments Committee shall be chaired by an Executive member and will be appointed by the Executive at the May Executive meeting. It will consist of at least two other members of the Executive.

Duties and Responsibilities

- 1) Ensure proper notice procedure followed of any recommendation received to amend the General Operating By-Law No. 2.
- 2) Review all amendments received.
- 3) Recommend to the Executive approval or rejection of such By-Law amendments.
- 4) Present proposed changes to the membership at the Annual General Meeting.

6.8 **Triple A Liaison**

The person or persons who sit on the “Triple A” Executive representing Newmarket shall be appointed by the elected Executive by majority vote. Such person or persons may be appointed from within the elected members or from outside the Executive.

6.9 **Standing Committee Procedure**

(a) All Standing Committees shall comply with the General Operating By-Law No. 2, guidelines and the Operating Policies of the Association as determined by the Executive or the Membership of the Association, from time to time, and also comply with all requirements of the OMHA, OHF, Hockey Canada and, if applicable, any other hockey organizations with which Association teams are participating.

(b) **Meetings:**

Each Standing Committee shall meet at the call of the Chair.

(c) **Notice:**

Notice of all Meetings of Standing Committees shall be communicated to all Members of the Standing Committee at least seven (7) days prior to the Meeting, except that such notice may be waived by consent of all Members of the Standing Committee. There shall be a monthly meeting scheduled no later than September 1st.

(d) **Quorum:**

A quorum for a Standing Committee shall be a majority of the Members of the Standing Committee.

(e) **Sub-Committees and Ad Hoc Committees**

The Standing Committee procedure also shall govern the procedure of all sub-committees and ad hoc committees of the Association.

7. LIFETIME MEMBERSHIP

7.1 Lifetime Membership (non-voting): “Lifetime Membership” shall be deemed to be the highest honour bestowed upon a member of the Association, as follows:

- (i) To be eligible, a member must have served six (6) or more years (does not have to be consecutively) on the Executive of the Association, or, who has completed twelve (12) years of continued official service, in good standing, with the Association;
- (ii) To be considered for “Lifetime Membership,” the member must have been deemed to have made significant contributions and a positive long-term impact on the Association as a whole;
- (iii) Official service shall be defined as service including, but not limited to, Convenor, Coach, Assistant Coach, Manager, Trainer or any non-voting member of the Executive such as Statistician, Coach Mentor or Referee-in-Chief;

- (iv) Nominations can be made by any Member of the Association and any annual appointment of “Lifetime Membership” shall be voted on by the Executive prior to the AGM and announced at the AGM;

8. EXECUTION OF DOCUMENTS

8.1 Execution of Documents:

- (a) The Treasurer shall keep all the Association financial records.
- (b) The Executive may from time-to-time grant authority to any other Executive member, outside of policy 5.1(b), on behalf of the Association, either to sign documents generally or to sign specific documents. The corporate seal of the Association, when required, shall be affixed to documents executed in accordance with the foregoing.
- (c) An external public accounting firm will be appointed for the coming fiscal year at the Annual General Meeting. The firm will be responsible for providing a Review Engagement Report on the Association’s Interim Financial Statements, prior to their presentation at the AGM, and on the Association’s fiscal year end financial statements. Nominations for this role can be made to the Executive prior to March 15 and will be voted on by the members of the Association at the AGM.
- (d) The Executive, through the Treasurer, will be responsible for presenting the Association’s Financial Statements along with the Association’s Public Accountants Interim Review Engagement Report at the AGM. In addition, a Preliminary Forecast of Anticipated Revenues and Expenditures for the coming year is required to be presented at the AGM.
- (e) The Executive shall be responsible for maintaining the accounts of all monies due and received by the Association and make them available for inspection and scrutiny as required by the Auditor of the Association as may be appointed from time to time.
- (f) The NMHA office shall keep accurate yearly records of player registration and the fees paid on their behalf.
- (g) All NMHA players, coaches, trainers, assistant coaches, managers and referees shall be registered yearly in the manner specified by the OMHA Manual of Operations.
- (h) The Executive shall grant, or revoke, all player or participant registrations and provide and define qualification of all participants herein.
- (i) The Association shall keep minutes of all Executive Meetings, AGM and any other meetings of the Executive or Membership.

8.2 Books and Records:

The Executive shall ensure that all necessary books and records of the Association required by the By-Laws of the Association or by any applicable statute is regularly and properly maintained and any contracts or agreements are filed for safekeeping.

9. FINANCIAL YEAR

9.1 The financial year end of the Association shall be May 31st, of each year.

10. BANKING ARRANGEMENTS

10.1 Banking Resolution:

The Executive shall be empowered to authorize any other person (excluding the Officers already defined) to transact the banking business of the Association, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Executive has designated as the banker of the Association.

10.2 Deposit of Securities

- (a) All accounts shall be domiciled in the same branch to enable a smooth transition in signing officers on various accounts from year to year.
- (b) All bank accounts, general account and subsidiaries (fundraising account, bingo account, referee account, hockey development account, and scholarship account) shall have multiple signing officers. Signing officers shall have an understanding of the use of the funds.
- (c) Monies dispersed by the Association must have approval of the Executive and the signature of any two Officers of the Association for amounts less than or equal to \$5,000.00. Amounts greater than \$5,000.00 must have majority approval of the Executive plus signatures of the President and two (2) other Officers of the Association.
- (d) All expenditures should be disclosed to the entire Executive on a timely basis. All expenditures must be supported with receipts.
- (e) Adequate amounts of cash are to be available to honour the Association's financial commitments. Timing of payment for major expenditures should always be known well in advance. All bills should be paid promptly as possible irrespective of any credit terms that may be extended.
- (f) Excess cash should be invested without exposing the Association to any risk. Funds should be invested where the Association accounts are held. The maturity date of investments should be such that funds are available when needed.

11. FISCAL RESPONSIBILITY

11.1 Responsibilities:

- (a) All monies derived through the efforts of the Association shall revert to the Association's treasury and dispersed in a manner determined by the Executive, subject to conditions set in the General Operating By-Law No. 2.

- (b) The Association is required to maintain a minimum Accumulated Surplus of 10% of total revenue, not including revenue from special events, as defined in the financial statements presented at the AGM. In the event that the Accumulated Surplus should fall below this “floor” the Executive will be required to present a plan for recovery of this account in the Preliminary Forecast.
- (c) If the Accumulated Surplus account should exceed 12.5% of Total Revenue, not including Special Events revenue, an allocation must be made in the following year’s Budget, and shown on the Preliminary Forecast, of an amount sufficient to reduce the Accumulated Surplus account to 10% of Total Revenue, not including Special Events revenue.
- (d) The Executive is required to make deposits under the terms of the existing “Custodial Agreement” with the Town of Newmarket totaling 90% of the estimated Town of Newmarket ice bills for the coming season by September 1st.
- (e) Quotes from different suppliers should be obtained on large expenditures.

12. BORROWING BY THE ASSOCIATION

- 12.1 The Executive will not authorize any Director or Officer of the Association or any person to make arrangements to borrow money on the credit of the Association.

13. RULES OF PROCEDURE

13.1 Rules:

- (a) The rules of the Association shall be in accordance with the official rules of Hockey Canada and the OHF and the OMHA which may be amended and modified annually.
- (b) The Association shall have as additional rules, ones which fit the requirements of the Association.
- (c) The Association’s rules/**discipline** will be developed, changed, or rescinded based on the recommendations by the **Risk Management** Committee to the Executive and ratified by the Executive.
- (d) The Association’s rule changes made during the playing season will be distributed to each team coach and posted in all arenas “Change in Playing Rules”.
- (e) The Rules contained in the most current edition of “Robert’s Rules of Order” by Mary A. Vries shall govern the rules and procedures to be used in conducting the meetings and affairs of the Association in all cases to which they are applicable, and in which they are not inconsistent with the By-laws or other governing documents or laws affecting the Association.

14. ABUSE & HARASSMENT

- 14.1 The Association will not tolerate any interference with referees, game officials, or team officials by spectators. Any person engaging in physical or verbal abuse of an official on or off the ice may be subject to:
- (a) removal from the arena;
 - (b) be refused admission to any Association sponsored game, House League or Rep or MD or Select game for a period of time set by the Executive.

15. OMHA CODE OF CONDUCT

- 15.1 This Code of Conduct identifies the standard of behaviour which is expected of all OMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in OMHA activities and events.

OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of OMHA shall conduct themselves at all times in a manner consistent with the values of OMHA which include fairness, integrity and mutual respect.

During the course of all OMHA activities and events, members shall avoid behaviour which brings OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

OMHA members and participants shall at all times adhere to OMHA's operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of OMHA.

Members and participants of OMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of OMHA shall refrain from comments or behaviour which are disrespectful, offensive, abusive, racist or sexist. In particular which constitutes harassment or abuse will not be tolerated and will be dealt with under OMHA's Harassment policy.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of OMHA. Such action may result in the member losing the privileges, which come with membership in OMHA, including the opportunity to participate in OMHA activities and events, both present and future.

16. OMHA MANDATED POLICIES AND PROCEDURES

Newmarket Minor Hockey Association will follow all present and future OMHA mandated policies and procedures regarding the OMHA Initiation Program. Refer to OMHA Manual of Operations for specific policies and regulations.

Lynda Carusi

Chair/President

Victoria Amor Steinberg

Secretary