

MARIPOSA

MINOR HOCKEY ASSOCIATION

— Home Of The Lightning —

BYLAWS



Effective April 30, 2025
Updated August 13, 2025

Mariposa Minor Hockey Association

Bylaws

These bylaws relate to the general conduct of the affairs of the Mariposa Minor Hockey Association and support the objective of the Mariposa Minor Hockey Association to organize, develop, and promote minor hockey in our community and provide a positive experience for all members.

Definitions

In this By-Law and all other By-Laws and Resolutions of Mariposa Minor Hockey Association, unless the context otherwise requires:

- a. "MMHA" means Mariposa Minor Hockey Association.
- b. "Association" means Mariposa Minor Hockey Association.
- c. "Board" means the Administrative Board of the Association.
- d. "Board members" means an individual who has been elected to a position on the Administrative Board of the Association.
- e. "HC" means Hockey Canada (or such name that Hockey Canada may in the future legally adopt).
- f. "OHF" means Ontario Hockey Federation (or such name as the OHF may in the future legally adopt).
- g. "OMHA" means Ontario Minor Hockey Association (or such name as the OMHA in the future legally adopt).
- h. "VD" or "Vic Durham" means Victoria Durham Minor Hockey League (or such name as the league may in the future legally adopt) and governs all OMHA representative teams in the league.
- i. "3C" or "TCHL" means Three County Hockey League (or such name as the league may in the future legally adopt) and governs all recreational teams in the league.
- j. "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Administrative Board of the Association.
- k. "Members" means all classes of membership in the Association.
- l. "A Member in Good Standing" means that the member has paid all membership fees, paid all other fees deemed necessary by the MMHA Administrative Board, complies with the OMHA and MMHA Code of Conduct, has no standing sanctions against them, and returns all borrowed MMHA equipment in suitable condition.
- m. "AGM" means Annual General Meeting.
- n. "AP" means Affiliated Player.

Administrative Board

- a. The Administrative Board is composed of the positions as outlined in the constitution: President, Vice-President, Registrar, Secretary, Treasurer, Coaching Coordinator, Ice Scheduler, Referee Assignor, OMHA Representative, Three County Representative, Equipment Coordinator, Tournament Coordinator, Fundraising Coordinator, Communications Coordinator, Hockey Development Coordinator, Under U9 Coordinator, Head Trainer, Risk Management Coordinator, and Social Media Coordinator.
- b. The Administrative Board of the MMHA shall be elected by the general membership at the AGM.
- c. Each nominee for President shall have served on the Board one of the last two years.
- d. The Past President will be an honorary member of the Administrative Board for one-year and will not hold voting privileges. They will act as an advisor to the Board.
- e. The Administrative Board positions shall be for a term of two years and will be renewed based on election at the AGM.
- f. It is desirable for the Board terms to be staggered so that approximately half the Board positions are up for re-election. This will help to ensure continuity from year to year.
- g. The Administrative Board Election Committee will post which positions are available and the order that they are to be elected in when they notify the General Membership of the AGM.
- h. The Administrative Board shall have the authority to appoint replacements to a position on the Administrative Board if a vacancy occurs for the remainder of the year until the next AGM.
- i. All Administrative Board members will be expected to fulfill the responsibilities of their position and keep proper records of activities and procedures pertinent to fulfilling their position. These records must be passed to the Administrative Board upon completion of their time on the Board.
- j. All Administrative Board members will attend monthly meetings, work collaboratively to uphold all Association policies and bylaws with the entire membership in mind, and provide input and assist in the development of the MMHA annual operating budget.
- k. Each position on the Administrative Board is a voting position. The President will only have a vote if it is necessary to cast a deciding vote.
- l. Each individual on the Administrative Board will get one vote. When an individual holds more than one position, they will only be entitled to one vote in all matters at Board meetings and the AGM.
- m. For a board member to vote they must be in attendance (in person or virtual depending on arrangements) at the board meeting.
- n. For a motion to be passed, it must be a majority vote. A majority is more than half of the votes cast by persons entitled to vote. Abstentions and votes cast by someone not entitled to vote are excluded in calculating a simple majority vote.
- o. Conflict of interest is where an administrative board member has a direct relation either personally or financially in a specific scenario where it could influence their decision making or influence the objective or their duties as a board or committee member.

- i. Any person or administrative member that has knowledge of conflict of interest should disclose the conflict and/or remove themselves prior to any discussion or voting.
 - ii. When a conflict of interest exists the board member is to declare as such and will result in loss of voting rights on the matter. The board member is not included in the voting quorum.
 - iii. The meeting minutes will reflect that a conflict of interest was either disclosed or enforced and the board member was absent from voting.
 - iv. Conflict of interest does not include having a child that participates at the involved age level.
- p. All board members are to act in the best interest of the entire association in all matters.

q. Duties of the Administrative Board:

President shall conduct all meetings according to rules of order and have a vote, only if necessary, to cast a deciding vote. They shall perform the duties usual to the office, such as co-signing all cheques and preparing and distributing a written report of the year activities for the Annual General Meeting. The President along with the Administrative Board Election Committee will determine the agenda items and election order for the Annual General Meeting. The President shall oversee the Treasurer, Registrar, Secretary, Coaching Coordinator, Ice Scheduler, Referee Assignor, OMHA Representative, Three County Representative, Hockey Development Coordinator and Initiation Program Director.

Vice President shall act in the absence of the President and shall render such assistance to the President that may be required. The Vice-President shall have co-signing authority. The Vice-President shall oversee the Equipment Coordinator, Tournament Coordinator, Fundraising Coordinator, the Communications Coordinator, and Social Media Coordinator. They will be responsible for maintaining and updating constitution, bylaws, and policies as required. They will also sit on the Coaches Selection Committee.

Registrar shall be responsible for all activities associated with player registration in the Association including organizing registration sessions, remitting funds to the Treasurer, providing a summary to the Administrative Board and registering players throughout the season. The Registrar is to collect the parental/guardian volunteer information and provide this to the Tournament and Fundraising Coordinators as indicated on the registration forms.

Secretary shall prepare the agenda and keep minutes for all board meetings of the association and the AGM. Minutes shall be distributed to the Administrative Board after every meeting and the Secretary will ensure they are made available for the general membership. The Secretary shall provide sufficient notice of all meetings to the Administrative Board and to the membership as necessary.

Treasurer shall deposit and maintain all funds in the official MMHA account. The Treasurer shall record all finances and have co-signing authority. The Treasurer shall collaborate with other Administrative Board members to develop the MMHA annual operating budget. The Treasurer shall give a written financial report including a Balance

Sheet and a Profit & Loss Budget Performance report at each Administrative Board meeting for approval. The Treasurer shall prepare and distribute a written report summarizing the Profit & Loss Budget Performance for the year as well as a Balance Sheet for the AGM. The Treasurer shall have the books reviewed by an outside party every two years. The Treasurer shall work with the Fundraising Coordinator for obtaining association sponsorships.

Coaching Coordinator shall be responsible for the recruitment and training of Association coaches and managers. They shall design the job descriptions, goals and expectations, ensure that they have the proper forms and documents, help these coaches understand their positions, evaluate their effectiveness based on feedback from players, parents and coaching staff members, keep records of these evaluations and arrange for clinics or meetings as required. They are responsible for collecting and tracking Police Record Search certificates. The Coaching Coordinator shall facilitate communication between the membership and the coaching staff and the coaching staff and the Administrative Board. The Coaching Coordinator is responsible to ensure that MMHA goes above and beyond the OMHA minimum around training and providing a positive hockey experience. The Coaching Coordinator sits on the Coaches Selection Committee.

Ice Scheduler shall be in control of all ice time scheduling sanctioned by the MMHA and the fair re-distribution of available ice times. The Ice Scheduler is responsible for inputting all practice and game schedules into TheOneDB and/or the Mariposa Website. The Ice Scheduler shall provide the Administrative Board with proper tracking information of such ice times. The Ice Scheduler shall review any invoices issued by the City of The Kawartha Lakes for accuracy. The Ice Scheduler sits on the Coaches Selection Committee.

Referee Assignor is responsible for forwarding all game schedules to the Assignor of Officials. The Referee Assignor is responsible for all communication between MMHA and the Assignor/Supervisor of Officials. They are required to obtain all timekeepers and gatekeepers for all games, including MMHA tournaments and jamborees within our Association and maintain accurate records. All coaches and managers of teams that arrange exhibition games are responsible in notifying the Referee Assignor with sufficient time to enable them to obtain timekeepers and gatekeepers. The Referee Assignor is responsible for coordinating all referees' clinics and sits on the Coaches Selection Committee.

OMHA Representative shall be responsible for all contact with the OMHA on behalf of the Association and for reporting all pertinent OMHA information to the Administrative Board and coaching staff of MMHA teams. The OMHA Representative shall be responsible for attending all OMHA meetings and for assisting in drawing up of season schedules and playoffs. They shall be responsible for obtaining OMHA rosters, Affiliated Player lists, and other OMHA documentation as required for all OMHA teams. The OMHA Representative will monitor game sheets, liaise with the OMHA for insurance coverage, and deal with other issues as they arise. The OMHA Representative sits on the Coaches Selection Committee.

Three County Representative shall be responsible for all contact with the Three County Hockey League on behalf of the Association and for reporting all pertinent Three County Hockey League information to the Administrative Board and coaching staff of 3C teams. The Three County Representative shall be responsible for attending all Three County Meetings and for assisting in drawing up of season schedules and playoffs. They shall be responsible for obtaining OMHA rosters, Affiliated Player lists, monitor game sheets, and other OMHA documentation as required for all Three County teams. The Three County Representative sits on the Coaches Selection Committee.

Equipment Coordinator is responsible for purchasing, maintaining and disposing of all equipment that is the property of the Association. They will be responsible for allocating the respective equipment to each team in the Association and obtaining it at the end of the season. Any purchase of equipment will have to be brought to the Board for final approval. The Equipment Coordinator is responsible to ensure that MMHA teams follow the official team colours, use the approved vendor, and utilize equipment as intended.

Tournament Coordinator shall be responsible for setting up rules and regulations and duties in relation to all tournaments operated by Mariposa Minor Hockey Association and shall work with the cooperation of all coaches and managers of the teams concerned.

Fundraising Coordinator is responsible for coordinating all fundraising activities sanctioned by the MMHA. Fundraising must provide financial records and statements for each fundraising activity. The Fundraising Coordinator shall work with the Treasurer for obtaining association sponsorships. The Fundraising Coordinator is to be an informational support to the individual team managers regarding their fundraising initiatives and documentation. The Fundraising Coordinator shall organize a photographer for all Association teams and individual pictures.

Communications Coordinator is responsible for updating and maintaining the website, ~~posting on social media on behalf of MMHA~~, posting print messages in arenas when necessary, communicating with the media on behalf of the MMHA, and communicating with the membership as required. The Communications Coordinator is responsible for setting up the required teams at the start of the season on the website, organization of the board's electronic communication, supporting Managers throughout the season, and provide necessary training to all managers to use the Website portal for their team.

Hockey Development Coordinator is responsible for coordinating player development clinics for the Association. This person sits on the Central Ontario Wolves AAA Hockey Association as a representative of MMHA and reports their decisions and information back to the Board. The Hockey Development Coordinator sits on the Coaches Selection Committee.

Under U9 Coordinator will organize all U9 programming according to OMHA guidelines. They shall be responsible for coordinating all programs and facilitation of teams U9 and below (ie. programming, ensuring coaching staff in place, parent inquiries, etc.). The Under U9 Coordinator shall be responsible for communicating with the League's U9 Convener, attending all U9 meetings hosted by the league and reporting all pertinent information to the Board and coaching staff. They shall be responsible for obtaining OMHA rosters and other documentation as required. The Under U9 Coordinator sits on the Coaches Selection Committee.

Head Trainer will be responsible for corresponding with OMHA and Association Trainers to ensure they have current training and adhere to the principles and practices of the HTCP. It is the Head Trainers duty to make sure that all Trainers have and complete the proper documentation for on-ice injuries. The Head Trainer is required to be rostered and have been a trainer for a minimum of two years.

Risk Management Coordinator will be responsible to implement and uphold all OMHA risk management programs as outlined by the OMHA. The Risk Management Coordinator is responsible for tracking complete Vulnerable Sector Checks and assisting any team official in completing the process. Additionally, this person will facilitate conflict resolution with any member(s), review disciplinary measures given to any member(s), assist as requested with clearance of any volunteers submitting vulnerable sector check, and carry out other duties as determined by the executive to ensure the safety of all members.

Social Media Coordinator will be responsible for managing the Association's social media presence on approved platforms and developing effective communication strategies to increase engagement, followership, and brand awareness by creating content to showcase the Association's activities, events, achievements, and community involvement. They will monitor media post requests submitted on the website, online conversations, respond to inquiries promptly, and foster positive relationships with the audience. They will coordinate event communications, including promotions and invitations, across platforms to increase awareness, attendance, and participation in our events and programs.

r. Administrative Board Committees

i. Appointments to the standing committees are subject to the approval of the Administrative Board.

ii. Duties of standing committees:

Administrative Board Election Committee: The Administrative Board of MMHA shall select the election committee. This committee, consisting of 3 people, shall select and post nominations for each available Administrative position that will then be voted on at the AGM. Anyone wishing to nominate a person can approach the nominating committee with their nominations. Nominations are available on-line or from the committee members and may also be received from the floor during the AGM. The committee will determine the agenda items and election order for the Annual General Meeting.

Coaches Selection Committee: Coaches will be selected by a committee made up of the Coaching Coordinator, OMHA Representative, Three County Representative, Hockey Development Coordinator, Ice Scheduler, Referee Assignor, Under U9 Coordinator, and the Vice-President. If a member of the Coaches Selection Committee has applied for a coaching position, they must declare a conflict of interest and cannot participate in discussions or vote for the position that they applied for. This committee shall be presided over by the President who will only have a vote in the selection of coaches in the result of a tied vote. The suitability of coaches applying for teams who have coached in the

past for the organization will be reviewed as per coaching surveys and evaluations from past Coaching Coordinators. If there is only one person who applies to coach a team, that coach does not automatically get the team, but must be voted by the Administrative Board whether he/she is granted the team or not. The Administrative Board shall have final approval of all coaches and managers.

- iii. The Administrative Board may appoint standing committee and ad hoc committees as needed.

- iv. Duties of ad hoc committees:

The Budget Committee is composed of the Treasurer, President, Ice Scheduler, Fundraising Coordinator, and Equipment Coordinator. The Treasurer will chair the committee and schedule meetings as required. The committee will work to establish the operating budget of the association, association sponsorship, and equipment allocation.

The Events Committee is composed of the Tournament Coordinator, Fundraising Coordinator, Treasurer, Communications Coordinator, and Under U9 Coordinator. The Fundraising Coordinator will chair the committee and schedule meetings as required. The committee will work together to plan and executive large association fundraising initiatives, tournaments, jamborees, and other events.

The Discipline Committee is composed of the Risk Management Coordinator, Coaching Coordinator, Present, Vice President, OMHA Representative, Three County Representative, and Hockey Development Coordinator. The Risk Management Coordinator will chair the committee and schedule meetings as required. The committee will receive and review all formal complaints, review all bench staff and player suspensions and repeated offences, and follow OHF and/or OMHA guidelines for discipline procedures.

Equipment and Uniforms

- a. MMHA will supply game sweaters to all OMHA and 3C teams, excluding U16 OMHA and U18 OMHA.
- b. All OMHA and 3C teams will wear only the team sweaters as prescribed and provided by the Administrative Board.
- c. U16 OMHA and U18 OMHA will purchase their own jerseys (customized with their last name) using only the MMHA logo and approved design by the Board, ordered directly from the MMHA approved vendor for the upcoming season. The Equipment Coordinator will work with the U16 OMHA and U18 OMHA team manager and the approved vendor on the jersey order.
- d. The colours of the jerseys of the Association will be predominantly royal blue away jerseys and white home jerseys.
- e. All players rostered on OMHA and 3C teams will be provided with 1 set of game socks.

- f. The Board approved vendor for equipment, clothing, and apparel will be shared with coaches and/or managers along with contact information for ordering. All orders for MMHA spirit wear and jerseys will be coordinated through the approved vendor.
- g. Any team wishing to order team practice jerseys using the MMHA logo must order from the approved vendor.
 - i. The practice jerseys must comply with the options provided by the vendor and have been approved by the board.
 - ii. Practice jerseys cannot be worn in games.
- h. Sweaters and equipment, when issued to the team, will be the responsibility of a team official as agreed to by the coach and the team official. No player or team official may wear or allow the wearing of any MMHA game jersey in a non-sanctioned MMHA event. OMHA and 3C teams may not use game sweaters for practices. No player may take a sweater to be used for a non-sanctioned event without requesting permission in writing of the Administrative Board.
- i. No sweater or equipment that is the property of MMHA may be altered without the express written permission of the Board.
- j. The application of the letters C and A to the jerseys worn by the team captains and assistant captains will be permitted. This application must be done in accordance with the procedure described by the Equipment Coordinator.
- k. The application of name bars to the jerseys is permitted. This application must be done in accordance with the procedure described by the Equipment Coordinator.
- l. Team staff must ensure jersey uniformity between all the players and that all jerseys are to standard. Previous year name/sponsor bars which do not adhere to these standards may not be used.
- m. All teams have the option of purchasing a third jersey, or alternate jersey, from the approved vendor. The third jersey is entirely at the expense of the team.
 - i. Teams wanting to purchase a third jersey must email the Equipment Coordinator.
 - ii. Teams cannot require that players purchase a third jersey. Any team wishing to purchase a third jersey, will require the signed approval of all parents/guardians on the team as they will be responsible for covering the cost, unless the team has arranged a jersey sponsor.
 - iii. The third jersey can be customized with the player last name and number.
 - iv. There are no individual sponsors for the third jersey. The third set can have one team sponsor bar applied at the time of ordering.
 - v. The third jersey design has been selected and approved by the Board and will be consistent through the entire association with no modifications.
 - vi. If the team has AP players this must be taken into consideration upon ordering and a jersey provided for the player.
 - vii. The third jersey can only be worn in certain locations and situations and it will be the responsibility of the head coach to ensure this is followed.
 - 1. Cannot be worn in the following arenas: Oakwood, Little Britain, Lindsay, Omemee, Fenelon Falls, Bobcaygeon, Cannington, Beaverton, Sunderland, or Woodville.

2. Can be worn during the regular season, playoffs, and tournaments as permitted.
3. Cannot be worn during any tournament championship game (includes VDHL, TCHL, and OMHA Red Hats).
4. As the visiting team you must take all jerseys as the home center will select their jersey colour first.

Playing Rules and Ice Usage

- a. All playing rules of the OMHA will be enforced by the association and followed by teams playing in the Victoria Durham Hockey League and Three County Hockey League.
- b. Mandatory equipment must be worn as per the OMHA rules for practices and games on ice contracted by MMHA.
- c. Ice schedules during playoffs will be at the discretion of the Ice Scheduler.
- d. For insurance purposes, only individuals that are rostered on MMHA teams (i.e. players, coaching staff) shall be allowed on ice time contracted by MMHA.
- e. MMHA on ice volunteers must follow OMHA rules for volunteer requirements and wear age appropriate equipment.
- f. Players of other MMHA teams cannot utilize or occupy any ice time of another MMHA team on a practice session unless the coach of such team using the ice has requested the player to assist with the practice, provided they wear the required equipment.

Evaluations

- a. Evaluation dates will be set by the OHF seasonal calendar.
- b. MMHA will post information and dates to the website and share with the general membership when confirmed.
- c. Refer to MMHA Evaluation Policy (Representative Hockey) for details.

Team Selection

- a. Team selection of Representative teams and Three County teams will be made in accordance with the OHF seasonal calendar and all OHF and / or OMHA guidelines.
- b. The roster sizes of Representative teams and Three County teams will be determined by the administrative board through discussions with the head coach and when necessary, the evaluation age division coordinator and will be decided on the following basis:
 - i. Number of players registered for that age division at the time of team selection

- ii. Potential for number of teams being offered at a particular age division (representative, second entry, and/or local league)
- c. Players of a younger age group wishing to play up at a higher age division must follow the MMHA Player Movement Policy.
- d. Parents / guardians of players may turn down the offer of registration for a representative team.
- e. MMHA reserves the right to refuse registration when necessary.

Compliance

- a. The entire membership is responsible for awareness and an understanding of the operational procedures of MMHA to ensure a positive, respectful, and fair playing experience for all members.
- b. All members and supporters who enter a facility are expected to abide by all federal, provincial, and municipal laws as well as OHF and OMHA codes of conduct.
- c. All members are invited to ask questions or address concerns to the team staff or Board.
- d. By not complying with the MMHA constitution, bylaws, and policies, it could result in, but not limited to:
 - i. Meeting with the Risk Management Director and/or Discipline Committee.
 - ii. Selected player suspended from his/her team within MMHA.
 - iii. Suspension of the Head Coach and/or other team staff.