

# **MARIPOSA MINOR HOCKEY ASSOCIATION CONSTITUTION**



**Updated April 30, 2025**



# **MARIPOSA MINOR HOCKEY ASSOCIATION CONSTITUTION**

## **ARTICLE 1- NAME:**

This organization shall be known as the  
**MARIPOSA MINOR HOCKEY ASSOCIATION**  
and any reference to MMHA in this Constitution shall mean the  
MARIPOSA MINOR HOCKEY ASSOCIATION.

## **ARTICLE 2 - MISSION:**

To support the youth of our community in a positive hockey experience.

## **ARTICLE 3 - AIMS AND OBJECTIVES:**

1. To foster, promote and teach the skills of hockey.
2. To develop, encourage and model sportsmanship, honesty, integrity, community spirit and a feeling of responsibility within each player, towards their fellow team members and to the needs of the community.
3. To sponsor and promote such athletic, social, and fundraising activities as may contribute to the successful operation of the organization.

## **ARTICLE 4 – MEMBERSHIP AND RESPONSIBILITIES**

The general membership of the association shall include parents or legal guardians of all registered players, rostered coaching staff and administrative board members.

### **4.1 The players and membership of the MMHA have the right to:**

4. 1 a A positive, harassment-free environment while attending MMHA games, practices, meetings or activities.
4. 1 b Be informed of the financial state of MMHA.
4. 1 c Transparency in decisions made by the MMHA Administrative Board.

4. 1 d Make an inquiry, complaint, request or petition to the MMHA Administrative Board.

4. 1 e Vote in the Annual General Meeting (members only).

#### **4.2 The players and membership of the MMHA are responsible to:.**

4.2 a Understand and abide by the OMHA Code of Conduct.

4. 2 b Show respect and courtesy to the coaching staff, players, parents/guardians, volunteers and Administrative Board of the MMHA. This includes not criticizing or creating a negative atmosphere or impression of the MMHA.

4. 2 c Bring concerns or issues to the coaching staff in a timely manner and if the issue is not resolved, to bring it to the appropriate member of the Administrative Board for discussion.

4. 2 d Show positive support for their each other. Members are expected to cheer for their players while on the ice. Negative yelling, arguing or criticizing will not be tolerated and could result in the parent/guardian being asked to leave the arena.

4. 2 e Volunteer for at least one event/activity per family throughout the year on behalf of the MMHA. Example volunteer activities may include being a part of the coaching staff, assisting on a committee, donating prizes, sponsoring teams/tournaments or assisting at a fundraising event.

#### **ARTICLE 5 – GOVERNING AUTHORITY:**

The authority to govern the MMHA shall be invested in the Administrative Board. The Administrative Board shall be responsible for the formation and operation of the MMHA and representative teams of the Association.

#### **ARTICLE 6 – ADMINISTRATIVE BOARD:**

6.1 The Administrative Board must be composed of the following positions:

1. President - Elected
2. Vice-President - Elected
3. Registrar - Elected
4. Secretary - Elected

5. Treasurer – Elected

**And may include the following positions:**

6. Coaching Coordinator - Elected
7. Ice Scheduler - Elected
8. Referee Assignor - Elected
9. OMHA Representative - Elected
10. Three County Representative - Elected
11. Equipment Coordinator - Elected
12. Tournament Coordinator - Elected
13. Fundraising Coordinator - Elected
14. Communications Coordinator - Elected
15. Hockey Development Coordinator – Elected
16. Under U9 Coordinator – Elected
17. Head Trainer – Elected
18. Risk Management Coordinator - Elected
19. Social Media Coordinator - Elected

6.2 The Administrative Board of the MMHA shall be elected by the general membership at the Annual General Meeting.

6.2 a Each nominee for President shall have served on the Board 1 (one) of the last 2 (two) years.

6.3 Refer to Mariposa Minor Hockey Association Bylaws for descriptions and responsibilities of administrative board positions, committees, and related procedures of the board.

**ARTICLE 7 - ADMINISTRATIVE BOARD MEETINGS:**

7. 1 The Administrative Board shall meet monthly or as needed, on a day of the week agreeable to the Administration.

7. 2 Sufficient notice of a pending meeting must be given to the Administrative Board members by the Secretary.

7. 3 Administrative Board members must let the Secretary know if they are unable to attend a meeting.

7. 4 Any Administrative Board member missing three meetings without valid reasons will be under review by the Administrative Board.

7. 5 Meetings must have a quorum of 50% of the Administrative Board members present if an issue requires a voting decision.

7. 6 Meetings will be presided over by the President and held in accordance to rules of order including the proper handling of motions. All motions must be seconded before they can be discussed. If there is not seconder then the motion will not be considered. If seconded, the discussion may occur before the vote.
7. 7 Whenever there is a conflict of interest and a vote is required, the Administrative Board member must excuse themselves from the vote.
7. 8 The Administration President must call a meeting at the request of five members of the Administrative Board or 50%, whichever ever.
7. 9 The General Membership may attend an Administrative Board meeting with prior notification submitted to the President.

#### **ARTICLE 8 – ANNUAL GENERAL MEETING:**

- 8.1 The Annual General Meeting shall be held on a convenient date in March or April.
- 8.2 General Membership meetings may be called by the President as deemed necessary throughout the year.
- 8.3 Sufficient notice of a pending Annual General Meeting along with the proposed agenda must be given to the General Membership prior to the Annual General Meeting. 30 days is the recommended notice period. The President along with the Administrative Board Election Committee will determine the agenda items and election order for this meeting.
- 8.4 The President shall provide a written report to the General Membership on MMHA activities and achievements from the previous year.
- 8.5 The current Administrative Board shall establish the registration fees for the upcoming year prior to the AGM. These proposed fees will be presented at the Annual General Meeting to the membership. Proposed registration fees will be voted upon before the election of the new Administrative Board.

#### **ARTICLE 9 – ELECTION OF ADMINISTRATIVE BOARD AT THE ANNUAL GENERAL MEETING:**

9. 1 The Administrative Board of the MMHA shall be elected by the General Membership at the Annual General Meeting.
9. 2 **NOMINATION OF OFFICERS:**

9. 2 a A Chairperson along with two scrutineers shall be appointed by the

Administrative Board President.

- 9. 2 b Nomination forms are to be available on-line, through the Administrative Board Nominating Committee and at the Annual General Meeting. These Forms must contain the Nominator and Seconder's signature, Nominee's name and signature along with the available position that they are nominated for.
- 9. 2 c The Chairperson is to read the nominating ballots first before calling for further Nominations from the floor. After nominations for each available position have been closed, the Chairperson is to read the Nominees' names back in the reverse order.
- 9. 2 d All voting is to be done by ballot by the General Membership present at the meeting.

#### **ARTICLE 10 – FINANCIAL POLICY:**

- 10. 1 The Administrative Board shall decide all matters pertaining to the finances of the Association.
- 10. 2 The Administrative Board shall direct all expenditures in such a manner that no team or individual will have an advantage over other teams or individuals in the Association.
- 10. 3 MMHA Fundraising fees are to be determined by the Administrative Board and the Fundraising Coordinator must provide financial records and statements for each fundraising activity to the Treasurer, Administrative Board and the membership.
- 10. 4 Individual MMHA teams are able to raise funds for their perspective team as long as such fundraising does not interfere with the fundraising of another MMHA team or the Association as a whole and is done to support the entry into tournaments or for the purchase of year-end trophies, clothing, gifts or year-end party. Examples of non-appropriate individual team fundraisers would be community dances. All individual team fundraising activities must be approved by the Administrative Board.
- 10. 5 All individual team fundraising is to be accurately documented, available for review on request and reported back to the Fundraising Coordinator and Administrative Board at the end of the year.
- 10. 6 Sponsorship fees are to be determined annually by the Administrative Board and coordinated by the Communications Coordinator.
- 10. 7 It shall be the responsibility of the elected Administration and Membership not to

encumber the incoming Administration financially.

10. 8 The Treasurer shall record all finances and have co-signing authority.
10. 9 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. This report shall be posted for the Membership to access. 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 Annual General Meeting.
10. 10 The Treasurer shall have the books reviewed by an outside party every two years.
10. 11 The current Administrative Board shall establish all registration fees for the upcoming year prior to the AGM. These proposed fees will be presented at the Annual General Meeting to the membership. Proposed registration fees will be voted upon before the election of the new Administrative Board.
10. 12 All registration fees will be paid in full by the end of September. Any unpaid registration fees will result in that player not being allowed to play for any Mariposa Team until payment has been made in full.
10. 13 Gate admissions shall be established yearly by the Administrative Board based on the recommendation of the Victoria Durham and Three County Hockey Leagues.
10. 14 All members of the Administrative Board shall receive 2 Executive Passes for any MMHA game including play-offs in our arenas.
10. 15 Coaching staff including trainers and managers of a MMHA team shall receive an Executive Pass for any MMHA game including play-offs in our arenas. There will be a maximum of 5 passes issued per team.

#### **ARTICLE 11 – TEAM SELECTION:**

- 11.1 OHF and/or OMHA policies will be followed for seasonal calendar dates and player policies.
11. 2 Refer to Mariposa Minor Hockey Association Bylaws for operational procedures.



## **ARTICLE 12 - PLAYING RULES:**

12.1 All playing rules of the OMHA will be enforced by the association and followed by all teams playing in the Victoria Durham Hockey League and Three County Hockey League.

12.2 For operational procedures refer to Mariposa Minor Hockey Association Bylaws.

## **ARTICLE 13 – DISPUTES AND MISCONDUCTS:**

13. 1 The MMHA supports a self-directed conflict resolution process, which places the focus on positive strategies and outcomes to any issues or concerns.

13. 2 The Administrative Board shall have the authority to reprimand any player, coach, or member of the Association whose conduct is deemed detrimental to the best interest of the Association. This can include apologizing to the offended party, a verbal or written warning, a reassignment of duties, probation, up to and including termination.

13. 3 A coach or manager can reprimand a player for misconduct up to and including a suspension.

13. 3 a A player can be temporarily suspended pending a hearing with the Administrative Board.

13. 3 b Upon evidence of misconduct, the President shall convene a hearing for the offending party or parties no later than three days after he/she is notified that they have been recommended for suspension. The Administrative Board will discuss the best course of action and inform all involved parties of their decision.

13. 4 Should a dispute arise between the players or parents/guardians and the coaching staff, they are encouraged to problem solve the issue in a respectful manner.

13. 4 a Should the problem or issue remain unresolved, the information is to be forwarded to the Coaching Coordinator for resolution. The Coaching Coordinator may act as an unbiased third party intervener. Should the issue remain unresolved the Coaching Coordinator will inform the Administrative Board, who will discuss the best course of action and inform all involved parties of their decision.

13. 5 Should a dispute or issue arise amongst the coaching staff, they are encouraged

to problem solve the issue in a respectful manner.

13. 5 a Should the problem or issue remain unresolved, the information is to be forwarded to the Coaching Coordinator. The Coaching Coordinator may act as an unbiased third party intervener. Should the issue remain unresolved the Coaching Co-ordinator will inform the Administrative Board, who will discuss the best course of action and inform all involved parties of their decision.

#### **ARTICLE 14 – SOCIAL MEDIA AND NETWORKING:**

- 14.1 Refer to MMHA Social Media and Networking Policy that applies to all public forums of communications by all memberships of the association.

#### **ARTICLE 15 – CONSTITUTION AMENDMENTS:**

The Constitution may be amended at the Annual General Meeting or at a special Membership Meeting provided that notice of such amendments has been provided to the membership. The amendment will then become part of the Constitution, if passed by a two-thirds majority vote.

Passed on this day,

April 30, 2025

Mike Van Steendelaar, President

