



# **HAMILTON DISTRICT SLEDGE HOCKEY ASSOCIATION**

## **CONSTITUTION**



## **ARTICLE I**

### **NAME**

#### **HAMILTON AND DISTRICT SLEDGE HOCKEY ASSOCIATION (HDSHA)**

- i. The name of this club shall be HAMILTON AND DISTRICT SLEDGE HOCKEY ASSOCIATION (HDSHA).

## **ARTICLE II**

### **PURPOSE OF HDSHA**

- i. The purpose of the club is to provide both recreational and competitive Sledge Hockey Programs in a safe and positive environment.

## **ARTICLE III**

### **MEMBERSHIP**

Membership is limited to Executive members, coaches, managers, trainers, volunteers and **HDSHA PLAYERS or their Legal Guardian** who are fully registered to play sledge hockey and/ if registration fees are paid and up to date.

## **ARTICLE IV**

### **THE EXECUTIVE SHALL CONSIST OF:**

PRESIDENT  
VICE-PRESIDENT  
TREASURER  
ADMINISTRATIVE ASSISTANT  
FUNDRAISING CHAIRPERSON  
VOLUNTEER CHAIRPERSON  
PUBLIC RELATIONS CHAIRPERSON  
REGISTRATION CHAIRPERSON  
HOCKEY OPERATIONS CHAIRPERSON

- i. The term of office for any person elected to the HDSHA Executive shall be two years with positions staggered to maintain continuity.
- ii. Should any member of the executive resign before the end of the two-year term, a replacement executive member will be chosen by majority vote by the remaining members of the executive.

## **ARTICLE V**

### **MISSION STATEMENT**

- i. To foster, promote and teach the game of sledge hockey, to provide a sport/recreation opportunity to disabled individuals in our catchment area defined by OSHA.
- ii. To develop and encourage sportsmanship, community spirit and playing ability by offering a level of opportunities in sledge from development, recreational and competitive.



- iii. To develop and build self-esteem and confidence among participants through social interaction and participation.
- iv. To promote the sport of sledge hockey within the community to raise awareness and participation in sledge hockey.
- v. To sponsor and promote athletic, social and other activities for the betterment and growth of the association.

## **ARTICLE VI**

### **DUTIES OF THE OFFICERS**

#### **Section 1. President**

- i. Preside over all meetings.
- ii. Call special meetings.
- iii. Carry out the provisions of the constitution.
- iv. Oversee all committee activities.
- v. Be one of three signing Officers of the Association
- vi. Exercise the powers of the Executive in an Emergency.

#### **Section 2. Vice President**

- i. Assume the duties of the president in his/her absence.
- ii. Perform any duties delegated by the president.
- iii. Attend all Sub Committee meetings as required.
- iv. Be one of Three Signing Officers of the Association.

#### **Section 3. Administrative Assistant**

- i. Record and keep accurate minutes of all meetings and distribute them in a timely manner.
- ii. Act as correspondence clerk.
- iii. Print and distribute agendas for all meetings.
- iv. Responsible for the collection of mail from the associations mailbox and keep correspondence recorded in a logbook.

#### **Section 4. Treasurer**

- i. Handle funds and finances for club.
- ii. Keep financial records.
- iii. Pay bills and release funds as voted by the general membership.
- iv. Make financial reports at least once a month at the meeting.
- v. Develop and an annual budget for the HDSHA Executive to Review and Approve.
- vi. Shall Hand over all Financial Property of the HDSHA President upon resignation.
- vii. Shall CO-ORDINATE the Investment of HDSHA funds based on the directives of the HDSHA Executive.
- viii. Be one of Three Signing Officers of the Association



## **Section 5. Fundraising Coordinator**

- i. Shall be responsible for the co-ordination of all the Fundraising Activities of the HDSHA.
- ii. Shall keep an accurate record of all Fundraising Activities.
- iii. Shall obtain the approval of the HDSHA executive for all fundraising activities.
- iv. Shall submit all monies from fundraising activities to the treasurer, who will deposit the same into the appropriate HDSHA account.
- v. Actively pursue any grants which are available to the HDSHA.
- vi. Shall Actively pursue sponsorship opportunities for the HDSHA.
- vii. Shall apply for any license that may be required for any fundraising project.
- viii. Shall ensure all fundraising cheques are issued to HDSHA.

## **Section 6 Public Relations Coordinator**

- i. Shall be primarily responsible for the public relations and communications/ advertising for the HDSHA.
- ii. Shall periodically produce a newsletter and/or maintain the HDSHA website with up-to-date content/events and information that may be relevant to our membership.
- iii. Shall provide expertise and assistance to other committee members in order to maximize media and news coverage for all member activities.

## **Section 7 Registration Coordinator**

- i. Shall compile and distribute Pre-Registration packages for the previous year's players.
- ii. Shall Co-ordinate all necessary steps with respect to registration dates. Two dates or more will be set aside for the registration of new players, Advance notice of these registration dates will be communicated in co-ordination with the Public Relations Chairperson.
- iii. Shall ensure that registration documents for all players are complete and on file prior to any player participating in on-ice activities.
- iv. Shall co-ordinate with Hockey Operations to ensure hockey sweaters/pants and association provided equipment is available.
- v. Shall assist Hockey Operations with Coordination of Uniforms and distribution of same to Team Managers prior to season start.
- vi. Shall keep any relevant participant data such as medical issues that team managers/coaches and trainers should be aware of.

## **Section 8 Volunteer Coordinator**

- i. Shall explore all avenues of potential volunteer recruitment.
- ii. Shall work with the executive regarding the development of a volunteer application forms and a formalized screening process.
- iii. Shall keep a complete and regularly updated record of all volunteers. This will include phone numbers and addresses.
- iv. Shall assist student volunteers with logging of hours and tasks for School requirements.



## **Section 9 Hockey Operations Coordinator**

- i. Evaluate operational performance and provide strategic plan for improvements.
- ii. Chair a committee of representatives from each team to ensure communication is maintained.
- iii. Provide direction and guidance to teams to achieve performance or association targets for success.
- iv. Identify problems in operations process and resolve them in a quickly and timely manner with assistance as required from the President and Vice President.
- v. Coordinate referee assignments for home games.
- vi. Liaison with city and facility managers to ensure arenas are accessible and meet the minimum provincial standards for public places.
- vii. Coordinate equipment (sledge) requirements and facilitate repairs as needed to equipment.
- viii. Works closely with Vice President to implement the programs as directed.

## **ARTICLE VII**

### **ELECTION OF OFFICERS**

- i. Elections will be held every two years at the AGM WHICH IS CONDUCTED in the month of May. On the even year, the elections shall be for the positions of President, Treasurer, Administrative Assistant and Fundraising Coordinator. On the odd year, elections shall be for the positions of Vice President, Volunteer Coordinator, Public Relations Coordinator, Registration Coordinator and Hockey Operations Coordinator.
- ii. The Executive will appoint an independent Election Chairperson prior to the Election Meeting.
- iii. The Election shall be conducted in a recognized manner and voting will be by secret ballot. All ballots will be distributed, collected, counted, and recorded by the Chairperson.
- iv. A majority vote will carry.
- v. In the event of a tie, there will be a second or third ballot if required.
- vi. All nominations must be confirmed by the nominee.
- vii. All nominees must be present at the election meeting or must send a letter to the election chairperson which declares the nominees' intention to stand for election for a specific position.

## **ARTICLE VIII**

### **ELIGIBILITY OF VOTERS**

- i. All Registered Players from the current Season shall have one vote each.
- ii. A player's vote may be designated to a parent or guardian.
- iii. Votes by Proxy will not be allowed.
- iv. One vote per registration will be allowed.
- v. Members who are on the executive shall not get an extra vote.



## **ARTICLE IX**

### **ANNUAL MEETING**

- i. The Annual General Meeting shall be held during the Month of May each year.
- ii. Any proposed changes to the Constitution shall be submitted to the executive committee 14 days prior to the annual meeting.
- iii. Any proposed changes to the Constitution shall be accepted by a majority vote of those eligible voters at the meeting. Votes will be declared by a show of hands.
- iv. A report of the past season activities shall be given by each executive member respective of their position and role on the executive.
- v. The membership shall have an opportunity to ask questions of each executive member relating to their portfolio within the association.
- vi. Elections for positions at term to be held for each eligible position and voted on by the membership by written ballot.

## **ARTICLE X**

### **FINANCIAL RESPONSIBILITY**

- i. The Treasurer in conjunction with the executive will prepare and present a yearly operating budget for the Fiscal Period from June 1, xxxx to May 31<sup>st</sup>, xxxx that must be approved by the executive and reflected in the minutes.
- ii. HDSHA funds shall be used for the purpose of providing Sledge Hockey to registrants and meeting the mandate described in **ARTICLE II and ARTICLE V**
- iii. A financial statement must be presented at each executive meeting providing updates on debits/credits for the period.
- iv. Signing authority for HDSHA accounts shall be the President, Vice President, Treasurer. At least two signatures must be present on all HDSHA cheques issued.
- v. All HDSHA accounts shall be held in a recognized financial institution in the Province of Ontario.
- vi. The executive can designate funds to be held in bonds or GIC's that do not threaten capital and that have been approved by the executive.
- vii. The HDSHA can maintain a positive bank account balance equal to two years' operating expenses based on the previous years' budget to cover shortfalls and exceptional circumstances regarding operations.
- viii. Upon application and approval by the Executive, the HDSHA may support financially challenged individuals who have exhausted previous funding alternatives.
- ix. Should the HDSHA cease operations and fold as an association, excess funds shall be distributed firstly to outstanding Invoices and obligations and secondly to a charitable association supporting disabled sports.

## **ARTICLE XI**

### **SOURCE OF FUNDS**

- i. The principal source of funds for the HDSHA will be registration fees charge to participants.
- ii. Registration fees can be increased annually but not exceeding 5% each year.



- iii. Fundraising, Grants, Corporate and all other donations will be accepted and directed first as wished by donor, then to operations as deemed necessary by executive.
- iv. Fees may be charged for tournaments at the discretion of the HDSHA executive.

## **ARTICLE XII**

### **FISCAL PERIOD**

- i. The fiscal period of the HDSHA will be from June 1, xxxx to May 31, xxxx
- ii. All financial activity for the period shall be presented in a year-end account statement prepared by the treasurer.

## **ARTICLE XIII**

### **EXECUTIVE MEETINGS**

- i. Executive Meetings should be held once per month or at the discretion of the executive Committee.
- ii. Each Executive Member will have a single vote. The president will only vote in the event of a tie.
- iii. Each executive member must vote unless there is a conflict of interest.
- iv. A Quorum is declared for executive meeting at 5 executive members present.
- v. Any motion voted on must be carried/denied by a majority vote.
- vi. Decisions made by the executive shall be reflected in the minutes.
- vii. Minutes from each meeting to be completed in a timely manner and distributed to the executive.
- viii. Minutes from executive meetings are confidential and are only distributed to executive members.
- ix. Guests can request attendance and /or to be placed on the agenda at an executive meeting if request is provided in a timely manner. Guests may be asked to be excused by the executive for any part of the executive meeting.

## **ARTICLE XIV**

### **IMPEACHMENT AND REPLACEMENT OF OFFICERS**

#### **Section 1.**

- i. All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.

#### **Section 2.**

- i. Grounds for impeachment are negligence and any form of misconduct, which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal there must be one week's notice of intent publicized.

#### **Section 3.**

Replacement of officer(s) shall be filled in the following manner



**Option A** The vacancy of the (Co) President(s) shall be filled by the Vice President or the different officer titles. In the vacancy of the Vice President then the position will be filled by the Hockey Operations Coordinator. In the vacancy of the Hockey Operations Coordinator then there will be an election within two weeks.

## **ARTICLE XV**

### **COMMITTEES**

- i. The standing committees of this club shall be appointed as necessary:
- ii. A permanent committee consisting of an executive member and 1(one) representative from each team shall be formed at the AGM for organization of the Year End Gala and the Annual Christmas Party

## **ARTICLE XVI**

### **ADVISOR**

The executive may at times wish to invite an advisor or outside opinion to HDSHA business. This role of the adviser is

- i. Serve as the official staff representative of the HDSHA.
- ii. Work closely with the club to ensure a cooperative relationship between the advisor and the club membership.
- iii. Assist each officer of the club in understanding their duties.
- iv. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
- v. Be familiar with the club's financial process.
- vi. Ensure that all reasonable steps are taken to ensure the safety and welfare of club members.
- vii. Adhere to HDSHA Governance and Constitution when conducting duties.

## **ARTICLE XVII**

### **RESPONSIBILITIES**

- i. Accepts full financial responsibility for all activities that bear its name as an official sponsor.
- ii. Adhere to OSHA regulations.
- iii. Adhere to the Governance and Rules as set out in its constitution.
- iv. Adhere to the rules and regulations as outlined as a member in OSHA except where those rules and regulations contravene its own Governance and Constitution.
- v. Be represented at all OSHA meetings.

## **ARTICLE XVIII**

### **RIGHT TO ACT**

- i. Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by HDSHA executive.
- ii. All activities relating to media coverage, special events, fundraising etc. must be directed through the appropriate executive member.





## **ARTICLE XIX**

### **AMENDMENTS TO CONSTITUTION**

- i. Any amendment change requires a two-thirds vote at an Executive meeting and must then be approved at the AGM.

## **ARTICLE XX**

### **OPERATIONS**

#### **Section 1 TEAM STRUCTURE**

- i. HDSHA will participate in the OSHA league programs in Development and Intermediate competitive sledge.
- ii. HDSHA will offer a Junior Development program for players age 5 years to 15 years (as of December 31, xxxx) of that registration year.
- iii. HDSHA will offer a Senior Development program for players 16 years and over as of that registration year.
- iv. HDSHA will offer a competitive sledge program open to all players regardless of age if they meet the minimum skill requirements established by the coaching staff and approved by the executive.
- v. Teams will be limited to 15 players and 2 goalies.
- vi. Openings will be filled first by eligible players who have a physical and/or development challenge on a first come first basis with registration close date of October 31, xxxx
- vii. Remaining openings will be allocated to able bodied players who are registered members. An able bodied player assigned a position on a team cannot be displaced by a disabled player after November 1,xxx of that year
- viii. Positions on the competitive team will be filled on a try-out basis with priority given first to disabled players and second able bodied players if positions are available. The competitive team is not obligated to fill all available positions.
- ix. All players and coaches involved in the competitive sledge program will be obligated and must be eligible to have a current passport as travel to the U.S is possible.
- x. Should membership exceed available positions players will be placed on a waiting list. The executive will then examine expanding the program as necessary.

#### **Section 2 ELIGIBLE PLAYERS**

- i. Minimum age requirement shall be 5 years as of December 31<sup>st</sup> of the registration year. Exceptions to the minimum age limit may be granted on request.
- ii. Able bodied players are limited to 3 (three) per team. Exceptions may be granted under special circumstances where a position on a team is available, and the player is eligible.
- iii. Players will be assigned by age to the appropriate program at time of registration. An overage player can seek an exception under special circumstances and be granted eligibility for the Junior program.
- iv. A player may not be eligible for a position on the executive.
- v. All players are expected to adhere to the **Players Code of Conduct** published by OSHA (Appendix C)

### **Section 3 COACHES (includes assistants and trainers)**

- i. Coaches will be selected and approved by the HDSHA executive. Coaches can apply for a coaching position from May 1, xxx to August 31, xxxx
- ii. A Coach can select their own assistant coaches and trainers.
- iii. HDSHA executive will evaluate each application and inform a coach of their acceptance or denial by September 31. xxxx of that year
- iv. All coach positions will be assigned on a two-year basis. At which time the coach must re-apply for the position.
- v. The HDSHA executive reserves the right to remove or discipline any coach, assistant coach or trainer if deemed necessary for failure to carry out HDSHA procedures or policies.
- vi. Coaches must take a leadership role in all areas of coaching which may include but is not limited to; 1. Enforcement of HDSHA rules and regulation 2. Guidance and control with respect to the behavior of your team. 3. Exhibiting fairness and equality to all team members.
- vii. Coaches will keep their team informed of expectations relating to game play.
- viii.** All coaches are expected to adhere to the **Coaches Code of Conduct** published by OSHA (Appendix D).
- ix. Trainers must have a valid first aid certificate or a valid Hockey Canada or equivalent trainer certification.

### **Section 4 TEAM MANAGER**

- i. Team Managers will be selected and approved by the HDSHA executive. Managers can apply for the position from May 1, xxxx to August 31, xxxx
- ii. The HDSHA executive reserves the right to remove or discipline a manager if deemed necessary for failure to carry out HDSHA procedures or policies.
- iii. Managers are expected to attend OSHA meetings.
- iv. Maintain roster information, registering where necessary, team and players for tournaments and play in OSHA league games.
- v. Keeping team informed through email or website updates on game times, practice schedule, tournament times etc.
- vi. Collection of team funds for tournaments if required.
- vii. Maintain a contact list of team members
- viii. Act as a liaison between team and HDSHA executive.
- ix. Ensure team commitments are meant regarding game scheduling per OSHA format.
- x. Act in the best interest of the HDSHA and its players at all times.
- xi. Ensure game sheets are completed correctly and the submitted per OSHA direction to the appropriate OSHA official as required.
- xii. Responsible for ensuring payment of referees.

### **Section 5 VOLUNTEERS**

- i. All volunteers must be approved by the volunteer coordinator prior to involvement in any HDSHA program or team.
- ii. All volunteers are subject to the policies and procedures established by the Volunteer policy document.

## **Section 6 TEAM FUNDRAISING**

- i. Any team fundraising event must be approved by HDSHA executive prior to being executed.
- ii. A written outline of the event must be submitted to the HDSHA executive member in charge of fundraising including scope of event, date of event, dollars expected to be raised and how the funds will be used and benefit the team at least 15 days prior to event.
- iii. Approval / Denial of the event or activity will be provided by the HDSHA executive within 5 days of the written request.
- iv. Any funds raised by an individual team must be used in that registration year. Any surplus funds not used will be deposited to the HDSHA general account by the AGM in May.
- v. Submission of a detailed financial statement at the conclusion of the event.

## **Section 7 ICE TIME**

- i. Allocation of ice time is based on best fair practice.
- ii. UNDER NO CIRCUMSTANCES ARE TEAM PERMITTED TO SELL ICE TIME TO OTHER USERS WITHOUT WRITTEN CONSENT FROM THE HDSHA EXECUTIVE.
- iii. Ice time is 1 hr (50 min + 10 min flood) for practices.
- iv. Ice time is 1hr30min for games (80 min + 10mins flood).

## **Section 8 TOURNAMENTS**

- i. Teams may enter a OSHA sanctioned tournament with the written permission of the HDSHA Hockey Operations Coordinator co-signed by the HDSHA president.
- ii. Tournament costs shall be the responsibility of the team. Teams can request funding support from the HDSHA which may or may not be granted.
- iii. Only eligible players from HDSHA can participate on HDSHA teams.
- iv. Written requests to the Hockey Operations Coordinator and cosigned by the President for released players from other OSHA clubs to participate with a HDSHA team in tournament games will be considered on a case-by-case scenario.

## **Section 9 GAME OFFICIALS**

- i. All league games shall be refereed by carded officials who are current in their certifications.
- ii. Referees' assignments will be coordinated by the Hockey Operations Coordinator or the President
- iii. The minimum qualifications for Intermediate games shall be Level II certification.
- iv. Teams are responsible for providing a qualified timekeeper and official scorer for each home game.
- v. Game officials will follow Hockey Canada rules in conjunction with OSHA rules specific to sledge hockey.
- vi. Major penalties and suspensions will follow OSHA guidelines and be governed by OSHA.
- vii. Rates of pay for referees shall be set each year and are paid by team managers.



## **Section 10 INSURANCE**

- i. All members of executive, players, coaches, trainer and managers will be covered under the HDSHA insurance agreement as provided by fees paid to OSHA.
- ii. Any on ice volunteer will shall be covered and listed on HDSHA/OSHA insurance coverage.
- iii. No uninsured player /volunteer etc shall be permitted on the ice surface.

## **Section 11 FIRST AID**

- i. Team trainers shall be responsible for basic first aid in the care of participants.
- ii. Trainers shall have a valid trainer certificate or equivalent first aid certification that is current.
- iii. The cost of basic first aid kits will be reimbursed by the HDSHA.
- iv. Staff are not responsible for the personal care of participants relating to hygiene, toileting etc.

## **Section 12 INJURIES**

- i. Any player requiring medical attention beyond basic first aid care provided by the Trainer shall be treated under the emergency protocol plan.
- ii. The trainer shall act as the leader in a emergency situation until care is transferred to more qualified medical or emergency personnel.
- iii. Any Injury that results in missed games or practices will require a clearance note from a doctor before the player is permitted to return to the ice.
- iv. Injuries not occurring at HDSHA games or practices that result in missed games or practices shall require the participant to produce a Doctors clearance note before returning to play.
- v. Pre-existing non-injury related medical conditions that result in missed game or practices require a clearance note or signed by the individuals care giver or guardian indicating clearance to play.
- vi. Any Injury requiring outside medical attention or deemed serious shall require the team trainer to complete the HDSHA accident/injury report form (Hockey Canada Report Form).
- vii. The HDSHA accident/injury report form shall be copied to the Hockey Operations Coordinator / President in a timely manner.

## **Section 13 UNIFORMS**

- i. The HDSHA will provide each player with a set of Home and Away game jerseys. These Jersey's remain the property of the HDSHA.
- ii. Players will be responsible for the care and maintenance of their Jerseys during each season.
- iii. Team colors, logos and design of uniforms will be at the discretion of the HDSHA executive.
- iv. All on ice personnel (pushers) must wear appropriate team colors (Jersey) per OSHA rules during games.



#### **Section 14    PLAYER'S RELEASE (season and tournament)**

- i. A written request from the player (or a family member) stating the reason for a demand of a release needs to be submitted to the President and the Hockey Operations Coordinator. Once received, a special meeting with the Executive will be held to discuss the release in which if granted, two Executive members will sign the release form. If not granted, the President will notify the player of the decision.
- ii. A player of our Association can play with other OSHA clubs in tournament play only if the player's HDSHA team is not playing in that tournament or has a scheduled game during tournament play. A written request to the Hockey Operations Coordinator and cosigned by the President is needed for the release of the player for the tournament.