



DEEP RIVER & AREA MINOR HOCKEY ASSOCIATION

P.O. Box 1331, Deep River, ON KOJ 1P0

<http://www.dramha.com>

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# **DEEP RIVER & AREA MINOR HOCKEY ASSOCIATION**

## **CONSTITUTION & BYLAWS**

May 2014

Rev. 8

## **1. PURPOSE**

The purpose of this constitution is to establish and define the terms of reference for the operation of a minor hockey program in the Deep River Arena and any Arena or event that a Deep River & Area Minor Hockey team is participating.

## **2. NAME**

The official name for the organization shall be the "Deep River & Area Minor Hockey Association", hereafter referred to a D.R.A.M.H.A.

## **3. RESPONSIBILITY**

The D.R.A.M.H.A. is responsible for all aspects of the minor hockey program in Deep River, specifically to include the following:

- a) Organize, supervise and finance through registration fees, sponsors, grants, etc., minor hockey for boys, girls, young men and women.
- b) Teach the basic fundamentals of hockey, to help boys and girls, young men and women, develop their personal skills, to instil in them an attitude of sportsmanship and above all, to give them opportunities to have fun as they learn and as they play the game through organized programs, activities and
- c) competition.
- d) Ensure that the parents, team officials and players are made fully aware that hockey is to be considered only as a part of the individuals' role in recreation.
- e) Provide the opportunity for boys and girls, young men and women to participate in house league or competitive/representative hockey with other leagues, associations, etc.
- f) Assess and place players.
- g) Select coaches and other team officials as required.
- h) When necessary, discipline or suspend players or team officials.
- i) Where disputes arise as a result of disciplinary action or placement of players or similar items, the decision of the D.R.A.M.H.A. Executive will be final, specifically with respect to the transfer of players for the purpose of balancing teams or divisions.

## **4. ICE HOCKEY AUTHORITY**

The D.R.A.M.H.A. will operate in accordance with the latest revised rules of the Hockey Canada and shall be enrolled as a member of the duly authorized:

- Ottawa & District Minor Hockey Association - District 5 and
- Upper Ottawa Valley Minor Hockey League (UOVMHL).

The D.R.A.M.H.A. will be represented at the annual ODMHA meeting and regular UOVMHL meetings.

## **5. LOCAL BYLAW**

Where required, the executive may pass and cause to be implemented, supplementary regulations (in addition to Hockey Canada rules). The D.R.A.M.H.A. bylaws shall be considered an addendum to this constitution.

## **6. EXECUTIVE**

- a) The D.R.A.M.H.A. shall be operated by an executive consisting of the following:

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President	Past President	Vice-President (Director of Risk & Safety)
Treasurer	Registrar	Recording Secretary
Director of House League	Director of Competitive	Tournament Coordinator
Ice Allocator	Referee-in-Chief	Trophy Coordinator
Initiation Program Coordinator	Equipment Managerd	Fund Raising/Sponsors Chairperson

- b) An individual cannot be appointed to more than one executive position, except under unusual circumstances.
- c) Term of office is one year.
- d) Other than the Referee-in-Chief (who is appointed), the executive will be elected at the Spring Annual General Meeting.
- e) At the AGM, nominations will be called for from the floor for each position and seconded. If more than one person wishes to run for a position, then an election will be held. Each person present will have one vote. A written secret ballot will be provided. All ballots will be destroyed after each vote. Two scrutinizers will be appointed from the floor to tabulate votes.
- f) The executive may appoint additional support positions at any time. They shall not have voting privileges. Examples of such positions are:
  - Webmaster
  - Coach Development Coordinator

**7. REFEREE-IN-CHIEF**

The qualifications for this position are:

- (a) Must be currently registered with the O.D.M.H.A. as a Certified Referee to a minimum of level3.
- (b) Must have a minimum of three years refereeing experience in the D.R.A.M.H.A.
- (c) Attend all O.D.M.H.A., referee meetings that may be scheduled or may arise.
- (d) Where such a person is not available, the D.R.A.M.H.A. will appoint a suitable person.
- (e) The Referee-in-Chief has full voting privileges on the executive.

**8. QUORUM**

Five members of the D.R.A.M.H.A. executive shall be necessary to form a quorum.

**9. PROCEDURE**

Where a vote on a matter has resulted in a tie, the President or his delegate will cast the deciding vote.

**10. FILLING IN VACANCY**

Where a vacancy in an executive position has been created by resignation or other reasons mid-year, before elections are called, this position will be filled by a person appointed by the executive.

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## 11. TERMS OF REFERENCE

**President** - the President of the D.R.A.M.H.A. shall be responsible to the D.R.A.M.H.A. and is authorized to perform the following functions.

- a) Interpret the rules and regulations of Hockey Canada, ODMHA and UOVMHL in matters of dispute, discipline or as otherwise stated in the regulations or local bylaws.
- b) Be the presiding officer at all meetings of the D.R.A.M.H.A.
- c) Act as a liaison between the D.R.A.M.H.A. and the Referee-in-Chief on all matters.
- d) Act as the official liaison between the different divisions (Initiation Program, Novice, Atom, PeeWee, Bantam, Midget) on all matters.
- e) Summon special meetings of the executive as required.
- f) Be the official representative of the D.R.A.M.H.A. at the meetings of the UOVMHL, O.D.M.H.A. and Hockey Canada.
- g) Be an authorized cheque-signing officer.
- h) Perform other duties as required by the D.R.A.M.H.A.
- i) Review the monthly bank reconciliation and report to the executive at each meeting that the review is up to date.

**Past President** shall:

- a) Be the source of guidance to the Executive on all matters relating to the past conduct of business of the D.R.A.M.H.A.
- b) Be a full member of the Executive and shall enjoy full privileges in respect to motioning and voting.

**Vice-President & Director of Risk & Safety** - shall

- a) In the absence of the President, or through his delegation, have all the powers and perform all the duties of the President, as they relate to D.R.A.M.H.A.
- b) Be an authorized cheque-signing officer.
- c) Act as the Director of Risk and Safety Management.
- d) Be responsible for the application of the guidelines set out by the H. E.O. and the O.D.M.H.A. in the area of Risk and Safety Management, particularly, shall communicate to and ensure Team Officials specified by the D.R.A.M.H.A. Executive are clear of criminal records (Police Checks completed) and have attended Speak Out or related Risk and Safety sessions
- e) Be responsible for the identification of and a written report of any areas that may be a safety hazard.
- f) Attend any Risk and Safety Management meeting.

**Treasurer** - shall:

- a) Present the Treasurer's report at each D.R.A.M.H.A. meeting. In the event the Treasurer will not be able to provide a report, the President must be notified immediately. In the event the Treasurer's report has not been presented for 2 consecutive meetings, the Treasurer will be immediately relieved of their duties and the President will conduct an investigation.
- b) Maintain a bank account suitable for the purposes of the D.R.A.M.H.A.
- c) Prepare an annual financial report for presentation at the Annual General Meeting. (d) Keep records of receipts of all expenditure.
- d) For the protection of both outgoing and incoming Treasurer, an audit or review may be made.
- e) Be an authorized cheque-signing officer.

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**Recording Secretary** - will record and maintain the minutes at all meetings of the D.R.A.M.H.A. Be responsible for receiving and proper distribution of all D.R.A.M.H.A. correspondence.

**Equipment Manager** - shall be responsible for the D.R.A.M.H.A. hockey equipment; specifically, the purchase of equipment, maintaining an up-to-date inventory, repairs and cleaning as approved by the D.R.A.M.H.A. Executive, and shall provide to the executive a complete inventory of all equipment held as of the last day of each fiscal year.

Note: All equipment issued to an individual or team official shall be duly signed for with the person signing being responsible for the return of the equipment. Goalie equipment signed out to boys or girls under the age of 18 shall require the signature of the parent or guardian as the responsible person. Should this equipment be lost, stolen or damaged, then the individual accepting the responsibility shall be held accountable to the D.R.A.M.H.A. Executive and may be liable for replacement costs. All items of equipment lost or stolen shall be reported immediately to the Equipment Manager. Equipment not in use shall be stored in the Deep River Arena D.R.A.M.H.A. Equipment Room. The Equipment Manager will control access to the equipment storage room.

**Director Competitive League** - this Director will be responsible for the operations of the competitive Rep teams in all divisions of the D.R.A.M.H.A. and will:

- a) Oversee the operation of all competitive rep teams and ensure that all the rules of Hockey Canada, H.E.O., O.D.M.H.A., U.O.V.M.H.L. and D.R.A.M.H.A. Constitutions are strictly followed.
- b) Represent all competitive rep teams at the D.R.A.M.H.A. Executive meetings and ensure the interests of competitive hockey are represented.
- c) Assist in the selection of coaches, managers and trainers for all the teams in the competitive division. Act as a liaison between the D.R.A.M.H.A. Executive and Competitive League teams; communicate information about procedures regarding game rescheduling, tournaments and training opportunities.
- d) Provide all Competitive League teams with their league schedule and assist with any conflicts.

**Director House League** - this Director will be responsible for the operations of the House League teams in all divisions of the D.R.A.M.H.A. and will:

- a) Oversee the operation of all House League teams and ensure that all the rules of Hockey Canada, H.E.O., O.D.M.H.A., U.O.V.M.H.L. and D.R.A.M.H.A. Constitution are strictly followed.
- b) Represent all House League teams at the D.R.A.M.H.A. Executive meetings and ensure the interests of House League hockey are represented.
- c) Assist in the selection of coaches, managers and trainers for all the teams in the House League division
- d) Act as a liaison between the D.R.A.M.H.A. Executive and House League teams; communicate information about procedures regarding game rescheduling, tournaments and training opportunities.
- e) Provide all House League teams with their league schedule and assist with any conflicts.

**Ice Allocator**

- a) Attend the annual Town meeting regarding ice time allocation with an Executive member, (b) Work with the executive to allocate ice times to all teams,
- b) Monitor and document ice allocation throughout the season to ensure all teams benefit on an equitable basis,
- c) Liaise with team/league officials for rescheduling of games, and
- d) Keep a record of ice times not used and given back to the town. Provide this information to the treasurer for comparison to the town bill.

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**Registrar** - shall be responsible for the preparation, administration and supplies for the registration of D.R.A.M.H.A. hockey players:

- a) Shall ensure that all those registered qualify for play in the D.R.A.M.H.A. and that the required documentation is presented at the time of registration.
- b) Shall ensure the required fees have been paid or arrange to be paid, collect any deferred fees and administrative fees (recovery of NSF charges, late registration fees, cancellation fees, etc.) associated with registration, should post-dated cheques or agreed late payments not be honoured.
- c) Shall provide the Treasurer with reconciliation of player names and fees paid; from the registration system.
- d) Shall inform the D.R.A.M.H.A. Executive of any irregularities with regard to registered players; and shall provide teams with copies of the necessary team information and documentation.
- e) Register all players, coaches, managers and trainers for each team competing in D.R.A.M.H.A.
- f) Ensure that all necessary procedures comply with Hockey Canada., H.E.O. and O.D.M.H.A. Rules and regulations regarding team registrations and that they are followed by the D.R.A.M.H.A.
- g) Ensure that residential regulations are adhered to by the D.R.A.M.H.A.
- h) Ensure that the proper paper work (transfer forms, coach/trainer certificates, birth certificates, declaration of residence, etc.) is submitted by each team registered in the D.R.A.M.H.A to the District Registrar.

**Fund Raising Chairperson** - shall

- a) Oversee all fund raising conducted by any member of the D.R.A.M.H.A.
- b) Be responsible for administering and recommending changes to the D.R.A.M.H.A. sponsorship policies, and
- c) Be responsible for soliciting sponsors for the Association.

**Trophy Co-ordinator**

- a) Shall be responsible for the inventory, purchase and safe storage of trophies, awards, medals and other prizes for awarding at D.R.A.M.H.A. tournaments, year-end banquet, and other events as approved by the D.R.A.M.H.A. Executive, and shall provide and maintain a record of purchases and report on the inventory at fiscal year end.
- b) As part of the tournament planning process, liaises with team managers/tournament co-ordinators to determine requirements, and ensures the trophies/awards are made available on the day of the tournament.

**Initiation Program Co-ordinator**

- a) Shall be responsible for planning and co-ordinating the Initiation Program within D.R.A.M.H.A. to ensure a positive introduction to Minor Hockey by players, parents, volunteers and others members of the group.
- b) Helps to ensure volunteer coaches, trainers and others understand their role within the Association, and acts as a liaison between this newest group of members and the executive to ensure a positive experience for all.
- c) Makes recommendations to the D.R.A.M.H.A. Executive regarding all aspects of the Initiation Program as it operates within D.R.A.M.H.A.

**Referee-in-Chief** - The Referee-in-Chief will report directly to the President, operate within the framework of Hockey Canada rules and be responsible for:

- a) Organization of Referees' Clinics as required.
- b) Scheduling of Referees for individual games using certified personnel. (c) Maintaining standards of individual referees.
- c) Supervision of training of referees.
- d) Make recommendations for the D.R.A.M.H.A.

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- e) Implementing the policy of the D.R.A.M.H.A. in this regard.
  - f) Appointing of an alternate Referee-in-Chief as required. This alternate, if possible to be certified by the O.D.M.H.A. Such appointment will be subject to the approval of the President of the D.R.A.M.H.A.
  - g) Perform other duties as requested by the President of the D.R.A.M.H.A.
  - h) Interpret the rules of Hockey Canada in all game related matters.

### **Head Coach**

Objective: Under the guidance of D.R.A.M.H.A., perform Head Coach duties as outlined below

#### Qualifications:

- a) Strong interest and commitment to child/player development
- b) Ability to work with fellow coaching staff
- c) Ability to communicate on and off-ice requirements to players and parents
- d) Available to meet time requirements
- e) NCCP and Respect-in-Sport certified at the level indicated by Hockey Canada, the Branch and the Association

#### Responsibilities:

- a) Serve as official spokesperson on behalf of the team
- b) Coordinate the delegation of responsibilities to the assistant coaches and manager
- c) Plan on (and off-ice) activities/ practices in consultation with assistant
- d) coaches
- e) Coordinate player evaluation and selection in conjunction with member of the executive
- f) Plan, implement and control pre-game preparation and communication with the team
- g) Coach the team in all games and practices unless unable to attend
- h) Establish rules for the team and oversee the supervision of the players on ice and in dressing room
- i) Promoting and reflecting the values of Fair Play and instilling these values in all participants and others involved in minor hockey.
- j) Ensuring that all players are provided with a safe and enjoyable experience
- k) free from physical and/or emotional maltreatment
- l) Complete year-end report as required by Minor Hockey association. Make recommendations as how the program can be improved

### **Trainer**

Objective: As the team trainer, your primary responsibility is to ensure that safety is the first priority at all times during all hockey-related activities, both on and off the ice. You play a leadership role in enhancing the safety of players and all others involved with amateur hockey.

#### Qualifications:

- a) Trainer's certification program level 1 or above and Respect-in-Sport
- b) Ability to work with parents and fellow coaching personnel
- c) Ability to communicate on and off-ice requirements to players and parents
- d) Available to meet time requirements

#### Responsibilities:

- a) Implementing an effective Risk Management program with your team that strives to prevent injuries and accidents before they happen
- b) Taking a proactive role in identifying and minimizing or eliminating risks during all hockey-activities. Erring

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on the side of caution if in doubt.

- c) Promoting and reflecting the values of Fair Play and instilling these values in all participants and others involved in minor hockey.
- d) Ensuring that all players are provided with a safe and enjoyable experience from physical and/or emotional maltreatment
- e) Conducting regular checks of player's equipment (proper fit, unsafe etc.)
- f) Promoting proper conditioning, warm-up techniques as methods of injury prevention  
Maintaining accurate medical files on all players and recording injuries
- g) Maintaining a fully stocked First Aid Kit
- h) Implementing Emergency Action Plan as needed  
Managing minor injuries, recognizing injuries that require a player to be removed from action and referring players to medical professionals when necessary
- i) Be a good role model
- j) Communicate with parents and health professionals as needed
- k) Acting as Trainer for the opposite team if needed

## **12. AMENDMENT**

Situations may arise that create the need to change the constitution at times other than the AGM. This constitution can be amended by a two-thirds vote of the D.R.A.M.H.A. executive. Any changes made during the year must be voted on at the AGM with the required notice period



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**DEEP RIVER & AREA MINOR HOCKEY ASSOCIATION BYLAWS**

**1. AIMS**

It shall be the aim of this organization to provide a wholesome hockey experience, not only for those participating, but also for the coaches, managers and league officials. Our main interest will always be in the participant and not his/her ability. Sportsmanship, fair play, player development good citizenship, friendly competition, enjoyment and full participation for all team members shall always be our guiding light. The organization shall foster this belief- that it is the prerogative of every participant to have an equal opportunity to play.

The Association will endeavour to support the development of both competitive and house league teams at every level.

All decisions of the Association shall be tempered with reason. We will always consider the feelings of the individual and of the team. It is our belief that this atmosphere will provide the greatest enjoyment and a wholesome experience for all concerned.

All recommendations/complaints will be addressed by the D.R.A.M.H.A. only if they are received in writing and signed by the party making the recommendation complaint.

**2. PROOF OF AGE**

All players must be registered and show proof of age before participating in any on ice activities provided by the D.R.A.M.H.A.

**3. AGE GROUPS**

As of the 31st of December in the current year.

Initiation Program	4, 5, 6
Novice	7,8
Atom	9, 10
Pee Wee	11' 12
Bantam	13, 14
Midget	15, 16, 17

D.R.A.M.H.A. will provide the Initiation Program to all 4, 5, and 6-year-old players registered with D.R.A.M.H.A. Any Novice or Atom player who would benefit from the Initiation Program can participate in the Initiation Program as an alternative to their regular program.

**4. LENGTH OF GAMES**

Length of games for all leagues will follow the UOVMHL constitution for their respective league. No game shall extend into the playing time of the next game, exclusive of play-off games.

**5. PROTECTIVE EQUIPMENT**

Each player shall wear a minimum of C.S.A. approved helmet and face mask with all restraining clips and straps in proper working condition, shin guards, elbow pads, shoulder pads, hockey pants, hockey gloves, B.N.Q. approved neck protector, Jill/Jock. All must be properly sized and in good repair.

## **6. TOURNAMENTS**

It is suggested that during play-offs a round robin series be instituted by each division and the mechanics of such a round robin be determined by the respective league director.

The D.R.A.M.H.A. executive holds the right to cancel any division tournament if they deem the event to be unwarranted. The executive will notify tournament organizers at least 10 days prior to the scheduled tournament date if the tournament is to be cancelled.

## **7. AWARDS**

The Esso Medals of achievement and certificates will be presented at the conclusion of the season. Association awards may also be presented at this time.

## **8. EXHIBITION GAME**

Teams wishing exhibition games shall be in accordance with the UOVMHL constitution and league rules.

## **9. TROPHIES**

The presentation of individual trophies in any phase of the D.R.A.M.H.A. is forbidden without prior approval from the D.R.A.M.H.A. executive.

## **10. COMPETITIVE REP TEAMS**

- a) Each division may form a competitive rep team provided that the prerequisites outlined in the rep tryout policy have been met.
- b) Decisions regarding the competitive team formation, player transfers, tryouts shall be conducted per the competitive tryout policy.

## **11. PLAYER ICE TIME**

Under normal playing conditions, all house league players will be provided with the opportunity to receive equal ice time with the exception of the following circumstances in game situations that are within reach:

- a) the last few minutes of a game,
- b) when killing penalties or during power plays,
- c) during overtime periods, or
- d) when there is a risk and safety issue as determined by the coaching staff.

In the competitive league, the coaching staff determine the distribution of ice time among the players. It is not expected that all players will receive equal ice time all of the time.

## **12. LIABILITY INSURANCE**

Liability insurance will be paid to the O.D.M.H.A.

## **13. FIGHTING AND ATTEMPT TO INJURE**

The code of discipline of the O.D.M.H.A. will be enforced during all competition of the D.R.A.M.H.A.

**14. ALCOHOL/DRUGS**

A player, coach, or official is not to participate in a game while under the influence of alcohol and /or drugs. The referee or any member of the executive will enforce this rule.

**15. HOCKEY CANADA RULES**

Except for the above bylaws, the official rulebook of Hockey Canada and the O.D.M.H.A. code of discipline will be used.

**16. FUND RAISING**

- a) All fund raising must be approved by the executive.
- b) All fund raising conducted by the D.R.A.M.H.A. members must be used to enrich the D.R.A.M.H.A. program (i.e. additional tournaments).

**17. FINANCES**

- a) No purchases over \$500.00 may be made without executive approval, as decided at regular meetings
- b) All bills will be paid by cheque and signed by two officers.

**18. ICE ALLOCATION**

Conditioning weeks will be scheduled as deemed necessary prior to the beginning of the season. Any pre-season/season ice allocations will be reviewed by the President prior to distribution. Once the number of teams has been decided, ice times will be designated to each team. If possible, each team shall receive a weekday ice time and a weekend ice time. One of these ice times will be designated as a game time and given to the district scheduler. If there are ice times left over they may be kept as a rotating ice time to be used by all teams or purchased by single teams at an additional cost.

**19. EXPENDITURES**

- a) Any D.R.A.M.H.A. executive or appointed member shall be reimbursed for all reasonable expenses such as postage, telephone, photocopies and supplies.
- b) Any D.R.A.M.H.A. executive or appointed member attending meetings on behalf of the D.R.A.M.H.A. shall be paid mileage at the rate of 50 cents per kilometer.

**20. CHEQUE SIGNING AUTHORITIES**

Cheque signing authority is granted to the President, Vice President and Treasurer.

In the event 2 or more of these positions are held by members of the same family, signing authority shall be reassigned to other members of the executive.

**AGREEMENT**

By their signatures below, the members of the executive commit themselves to the conduct of the D.R.A.M.H.A. as set forth in this constitution and bylaws.

J. Conway 40 Oct 17  
President Date

R. M. 17/7/11  
Treasurer Date

[Signature] 10/01/17  
Registrar Date

[Signature] 11 July 17  
Referee-in-Chief Date

[Signature] 11 July 2017  
Vice - President Date

Susan Keck 11 Jul 17  
Recording Secretary Date

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Past - President Date

[Signature] 11 July 17  
Director Competitive League Date

[Signature] 11 July 17  
Director House League Date

[Signature] July 11/17  
Fund Raising Chairperson Date

[Signature] July 11/17  
IP Coordinator Date

Julie Anne Midson 11 July 17  
Equipment Manager Date

[Signature] Oct 04/17  
Tournament Convenor Date

[Signature] 11/07/17  
Ice Allocator Date

Vacant. J. Conway 40 Oct 17  
Trophy Coordinator Date