

CREDIT VALLEY MINOR HOCKEY ASSOCIATION CONSTITUTION AND BY-LAWS

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GENERAL

ARTICLE A – NAME

A1

The name of this organization shall be the Credit Valley Minor Hockey Association, hereinafter referred to as “the C.V.M.H.A.” or “the Association”.

A2

The C.V.M.H.A. organization was previously operated as Malton Minor Hockey Association and is incorporated under the Corporation’s Act of Ontario on June 01, 1984 having Ontario Corporation Number (000585305). The name of the organization was changed on June 1, 2006.

ARTICLE B – AFFILIATION

B1

This organization shall be and is under the authority of the Mississauga Hockey League and the Recreation and Parks Department, City of Mississauga, and is subject to the Constitution and By-Laws of these bodies, insofar as they affect and prescribe the functions of the C.V.M.H.A.

B1.1

Through the M.H.L., the Association is comprised of other hockey associations in the City of Mississauga, as follows:

Clarkson	Cooksville
Erindale	Lorne Park
Meadowvale	Port Credit
Applewood	

B1.2

Through the M.H.L., the Association is governed by the Greater Toronto Hockey League (the “G.T.H.L.”) and the Canadian Hockey Association (the “C.H.A.”)

B2

The Head Office of the C.V.M.H.A. shall be the principal residence of the current President unless otherwise specified by the Board of Directors.

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ARTICLE C – PURPOSE

C1

To provide an environment for each player to develop to his fullest potential as both a hockey player and as a person.

To develop a sound hockey program aimed to develop not only hockey skills, physical fitness and knowledge of hockey tactics, but also to expose each player to a controlled competitive environment in order for them to learn and develop appropriate behavior both on and off the ice.

ARTICLE D – ADMINISTRATIVE GOVERNING BODY

D1

The administrative and governing body of the C.V.M.H.A. shall be vested in the Board of Directors of the C.V.M.H.A. which shall be formed in the manner prescribed in the By-Laws of the C.V.M.H.A.

D2

During their term of office, all members of the Board of Directors shall ensure continuous operation of the C.V.M.H.A. within the intent and spirit of this Constitution and its By-Laws.

To manage and direct the operations of the C.V.M.H.A. in a positive and fair manner with the best interests of all members of the Association.

ARTICLE E – LEGAL CHARTERS

E1

The C.V.M.H.A. shall be operated as a Not For Profit corporation as defined by the companies Branch of the Ministry of Business and Consumer Services and the Office of the Public Trustee for Ontario, Charitable Property Division.

ARTICLE F – AMENDMENTS

F1

This Constitution may be amended in the manner prescribed in the By-Laws.

F2

This Constitution and its By-Laws include all revisions as of May 2005.

F3

The Appendices attached hereto may be revised from time to time by the Board of Directors as deemed necessary. The revision to be brought forth at the Annual General Meeting to be passed by a majority vote, by the attending members.

CREDIT VALLEY MINOR HOCKEY ASSOCIATION CONSTITUTION AND BY-LAWS

BY-LAWS

1.0 FISCAL YEAR

The fiscal year of the C.V.M.H.A. shall be from April 1 to March 31 of the following year.

2.0 TERM OF OFFICE

The Executive Officers and the Directors, with the exception of the President, the Vice-President Finance, the Bingo Director and the Immediate Past President, shall hold office for the period AGM to AGM. The President, the Vice-President Finance and the Bingo Director shall hold office for three consecutive fiscal years. The Immediate Past President will remain a member of the Board of Directors and of the Executive Officers until he is no longer the Immediate Past President. Any Director can be removed if decided by a motion by the Board of Directors that is supported by not less than 80% of all active Board members.

3.0 C.V.M.H.A. ORGANIZATION AND GOVERNING BODY

3.1 C.V.M.H.A. Organization

The C.V.M.H.A. shall be structured as a two tier organization, comprised of executive officers who are elected by and report to the Associations' Board of Directors.

3.2 Governing Body

The Governing Body of the C.V.M.H.A. shall be known as the Board of Directors comprised of the Executive Officers and Director level.

3.3 Board of Directors

The Board of Directors shall be comprised of all Executive Officers and:

- | | |
|---|----------------------------------|
| - Registrar | - Equipment Director |
| - Publicity/Awards/Sponsorship Director | - Discipline/Tournament Director |
| - WOLF CUBS Program Director | - Bingo Director |
| - Head Convenor | - Wolves "A" Program Director |
| - House League Program Director | - Ice Allocation Director |
| - Executive Secretary | - Director at Large |

3.3.1 Past Presidents of the C.V.M.H.A. who held office during any year within the preceding five years of the current fiscal year and are actively involved with the Association who attends meetings regularly will have the same voting privileges as a Director of the C.V.M.H.A. at any meeting of the Board except at the election of the Executive Officers and Non Executive Officers as described under By-Laws 15.0 and 16.0.

3.3.2 In this constitution, all references made to the Board of Directors implies only the elected members holding a designated position as stipulated in By-Laws 3.3.

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3.4 Executive Officers

The Executive Officers shall be comprised of the following:

President

Vice-President Operations

Vice-President Administration and Support

Vice-President Finance

4.0 DUTIES OF OFFICERS

4.1 President

The President shall be the Chief Executive Officer and is accountable to the Board of Directors for all decisions taken. The President shall, if present, preside at all meetings of the C.V.M.H.A. and the Board of Directors. He shall be an ex-officio member of all Committees. He shall see that all orders and resolutions of the Board are carried into effect in a manner consistent with the intent and spirit of the C.V.M.H.A. Constitution and its By-Laws. In cases requiring immediate decision, the President may take action without reference to the Board of Directors but must inform the Board at the next general meeting.

4.2 Vice- President, Operations

The Vice-President, Operations reports to the President and shall be responsible for and give direction to the House League Program Director, Discipline Director, Wolf Cubs Director, Head Convenor, Wolves 'A' Program Director and the Ice Allocation Director. He shall be responsible for all Hockey Operations in the C.V.M.H.A. and be a member of the Protest and Discipline and Coach Selection standing committees. The Vice President, Operations will also be responsible for the allocation of practice ice to all teams at the beginning of the hockey season with input from the Ice Allocation Director, the House League Program Director, the Wolves 'A' Program Director. The proposed ice allocation plan must be reviewed and ratified by the C.V.M.H.A. Executive.

4.3 Vice-President, Administration and Support

The Vice-President, Administration and Support reports to the President and shall be responsible for and give direction to the Publicity/Awards/Sponsorship Director.

4.4 Vice-President, Finance

The Vice-President, Finance reports to the President and shall be responsible for and give direction to the Equipment Director, the Registrar, the Bingo Director. He shall be responsible for keeping a full and accurate set of books of accounts for the C.V.M.H.A. He shall control the deposits and disbursements of all C.V.M.H.A. funds and he shall submit a monthly statement at each general meeting.

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5.0 DUTIES OF DIRECTOR LEVEL

5.1 Executive Secretary

The Executive Secretary reports to the President and shall keep an accurate record of all Minutes of the C.V.M.H.A. Board and Executive meetings, maintain copies of all other correspondence and keep an up-to-date mailing list of all Executive Officers and Board of Directors. The Executive Secretary will be responsible for the timely mailing of Notices to the Board of Directors. The Executive Secretary will ensure that the selection of nominees and the running of the election of members at the Annual Meeting are executed in accordance with this Constitution.

5.2 Wolves “A” Program Director

The Wolves Program Director reports to the Vice-President, Operations and shall be responsible for the administration of all programs and activities directed to the “A” teams. He shall be a member of the Protest and Discipline and Coach Selection Committees for all “A” level related issues and be responsible for the managing of the Wolves’ try-outs and assist during special fund raising activities.

5.3 House League Program Director

The House League Program Director reports to the Vice-President, Operations and shall give direction to the Assistant House League Program Director and shall be responsible for the co-ordination of all Coaches, Managers, and Players in the C.V.M.H.A. He shall be a member of the Protest and Discipline and Coach Selection standing Committees. The House League Program Director will be responsible for recommending to the board, all training requirements for the volunteers of the C.V.M.H.A.

5.4 Equipment Director

The Equipment Director reports to the Vice-President, Finance and shall be responsible for maintaining, storing and distributing all equipment supplied by the C.V.M.H.A. It shall be the function and responsibility of the Equipment Director to arrange for the purchase and sale of equipment, clothing, crests and obtain bids and make recommendations to the Board of Directors before entering into proposed purchases and sales. This director will also oversee C.V.M.H.A. “Logowear”.

- A) obtaining at least two(2) competitive quotes from potential suppliers for Board Member and player jackets, submitting selected styles to the board for approval, recommending a supplier
- B) obtaining at least two(2) competitive quotes from potential suppliers, for sportswear (e.g. sweat shirts, track suits, T-shirts, caps etc) all in approved Credit Valley Minor Hockey Association colours and with the authorized logos and crests.

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5.5 Registrar

The Registrar reports to the Vice-President, Finance and shall be responsible for obtaining satisfactory proof of age and necessary information and documentation of all hockey players as may be required. He shall be responsible for obtaining registration forms from the Mississauga Hockey League and return of same when completed. He shall compile team lists and registration of teams to be forwarded to the City and Vice-President, Operations as well as to maintain a detailed listing of all volunteers at the managing level. He shall be responsible for giving direction and training to the Assistant Registrar. The Registrar is also responsible for managing the selection process for review by the Board and maintaining the lists of awards particularly the five and ten year awards.

The Committee will manage the process and will be comprised of the Immediate Past President, Equipment Director, the House League Program Director, and Awards Director. The purpose of this committee is to ensure appropriate selection of all recipients of special awards.

5.6 Immediate Past President

The Immediate Past President shall provide assistance and guidance to the President and ensure continuity on all matters relating to the C.V.M.H.A. administration. Also acts as liaison for the Constitution Committee.

5.7 Publicity / Awards / Sponsorship Director

The Publicity / Awards / Sponsorship Director reports to the Vice-President, Administration and Support and shall be responsible for the co-ordination and release of information as required, overseeing changes and content on the C.V.M.H.A. website, and obtaining sponsors for teams and for coordinating the actions of all individuals involved in obtaining of said sponsors. He shall act as a liaison between the C.V.M.H.A. and sponsors, co-ordinate with the Equipment Director for cresting of sweaters and shall also be responsible for distributing any item or memento to the sponsor as directed by the governing body.

This Director in co-ordination with the other members of the Administration and Support, will be responsible for obtaining quotes and ordering of awards for the players Awards Day, as well as the set up on Awards Day. The Publicity /Awards / Sponsorship Director will be responsible to organize and manage the teams' picture program.

- A) Sponsorship policy and fees will be set annually by the Board of Directors.
- B) In recognition of the contribution made by sponsors to offset the operating costs of the Association, each sponsor will receive an appreciation plaque,
- C) All cheques from sponsors are to go directly through the Sponsor Director,
- D) All 'A' teams must contact the Sponsor Director, with the name of their main sponsor.
- E) The Board reserves the right to restrict publication of any sponsor not deemed suitable..

5.8 WOLF CUBS. Program Director

The WOLF CUBS Program Director reports to the Vice-President of Operations and shall be responsible for all the volunteers required to manage and operate the WOLF CUBS Program. The WOLF CUBS Program Director will be a member of the Coach Selection Committee

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5.9 Head Convener

The Head Convener reports to the Vice-President, Operations and shall conduct player placement with the assistance of the Series Conveners and the House League Program Director.

5.9.1 Duties of a Head Convener

- seeking out and appointing conveners by age level, for the Association teams and ensuring that wherever possible a convener, who is a coach, does not convene the level he or she is coaching, or if a parent, that he or she does not convene an age level in which a son or daughter may be playing.
- The Series Conveners shall be "A" or RED level coaches as selected by the Head Convener or other individuals as appointed by the House League Program Director.
- developing written instructions for conveners and instructing them in their responsibilities.
- monitoring the performance of the appointed conveners, including their attendance at the arenas, both before and after M.H.L. Series convening
- work with the M.H.L. Series Convening Chairman.
- Administering all aspects of house league evaluations.
- promptly advising conveners and or coaching staff of any changes to the published M.H.L. game schedules as and when advised by the M.H.L. scheduler

5.10 Bingo Director

The Bingo Director reports to the Vice-President, Finance and shall be responsible for the operation of the bingo including the recruiting of volunteers to assist him/her in the operations of the bingo. He/she shall keep an accurate record of the bingo proceeds and disbursements and shall produce a monthly report to the Board of Directors. He/she shall provide guidance to the Assistant Bingo Director. The Bingo Director is also responsible for the organization and running of all necessary fund raising and social events required to meet the financial obligations of the C.V.M.H.A.

5.11 Discipline / Tournament Director

The Discipline / Tournament Director reports to the Vice-President, Operations and shall co-ordinate Discipline Committees, when required as well as co-ordination of all "sanctioned" tournaments. He shall attend Mississauga Hockey League, Discipline Hearings, on behalf of the C.V.M.H.A., as required. He shall also co-ordinate the efforts for the C.V.M.H.A. teams to enter other tournaments. He/she shall be responsible for the organization and operation of all Friendship Tournaments and/or player exchange sponsored by the association.

5.12 Ice Allocation Director

The Ice Allocation Director reports to the Vice-President, Operations and is responsible for the ongoing management of all allocated practice ice as well as the Rink Duty Schedule. He/she shall ensure, to the extent practicable, that all ice rented by the Association is utilized and that the allocation of the ice is fair and equitable amongst teams in accordance with the Association's guidelines as set out in Appendix 4. He shall actively manage practice ice to ensure it is used optimally.

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5.13 Director at Large

The Director at Large reports to the Vice-President, Administration and Support and to the Vice-President, Finance and shall assist as required.

6.0 STANDING COMMITTEES

6.1 General

Standing Committees will be established and be responsible to the Executive Officers. Unless otherwise stipulated, all Standing Committees will be governed by the C.V.M.H.A. Constitution and its By-Laws.

6.1.1 The chairperson of each committee shall be the individual holding the most senior position within the C.V.M.H.A.

The following standing committees shall be established:

6.2 Coach Selection Committee

This committee will be responsible for selecting all coaches and approving each team's coaching staff. The committee will be directed by the Vice-President, Operations and will be comprised of the Director, House League, Wolves 'A' Program Director, Discipline Director and up to one other Director selected by the Executive Officers. The Coach Selection Committee may at any time recommend removal of any coach for behavior detrimental to the organization. The C.V.M.H.A. shall consider the recommendation and make a final decision in these cases.

6.2.1 The Coach Selection Committee shall take reasonable steps to ensure all existing C.V.M.H.A., volunteers are solicited to submit, if interested, an application to coach or assist on a team as either an assistant coach, a manager or a trainer.

6.2.2 A member of the Board of Directors who has submitted an application to the committee shall not take part in the discussion dealing with his or her selection to a particular position.

6.2.3 The Coach Selection Committee shall use the guidelines and procedures outlined in Appendix 3 to select each team's coaching staff.

6.2.4 The Coach Selection Committee shall submit their coach selection recommendations for the next hockey season to the Executive Officers for their review and approval. The Executive Officers shall ensure that the Coach Selection Committee has complied with the guidelines of the Association.

6.3 Protest and Discipline Committee

This Committee is responsible for reviewing all cases of inappropriate behavior by an C.V.M.H.A. player, coach or parent. In addition this committee will review all incidents of protest during a game and determine if the matter needs to be raised to the M.H.L. This committee will be comprised of the Vice-President, Operations, the House League Program Director, Discipline Director and one other Executive Officer.

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6.4 Constitutional Committee

6.4.1 The Committee will be comprised of five (5) members of the Board of Directors and shall be chaired by an Executive Officer. The committee will be comprised of at least one but not more than two Executive Officer(s) and other directors as necessary to bring the committee to five.

6.4.2 The Committee shall meet to consider any submission for proposed changes as submitted to the Board or may initiate a submission for proposed change to the Constitution and By-Laws; meet with the proposer of the changes, if necessary, review and consider the appropriateness of the changes as well as any amendments thereto; and recommend, in writing, any changes to the Constitution and By-Laws at least one month after the submission at a General Meeting.

6.5 M.H.L. AREA REPRESENTATIVES

- A) The President shall nominate four (4) Directors to act as C.V.M.H.A. Area Representatives in the M.H.L. This shall be in addition to the President of the C.V.M.H.A. The Area Representatives shall represent the C.V.M.H.A. at regular Area meetings and are appointed, ex officio, as M.H.L. Representatives as such are defined in the M.H.L. By-laws.
- B) The M.H.L. Area Representatives shall also perform such other duties and exercise such other powers as may be assigned by the M.H.L. or as set out in the Job Description contained in Appendix 3-4 and 5

M.H.L. Area Representative

1) Each M.H.L. Area Representative is responsible for:

a) attending monthly M.H.L. Area meetings and reporting back to the Board on content

notifying any rule changes, proposed constitutional amendments, format of playoffs etc.;

b) liaising with the M.H.L. on matters of importance to the Association: and

c) assisting the M.H.L. in the distribution of plaques and trophies to series winners and playoff Champions and Finalists.

2) Each M.H.L. Area representative shall also perform such other duties and exercise such other powers as may be assigned by the M.H.L. Board of Directors.

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7.0 ANNUAL MEETINGS

7.1 Purpose

The Annual Meeting's purpose is to ensure that all persons having an interest in the C.V.M.H.A. has the opportunity to vote on:

Board of Directors elections; and

Proposed amendments to the CVMHA Constitution or its By-Laws..

7.2 Procedure

Notice of such meetings must be mailed or emailed to the Executive Officers and Board of Directors 21 days prior to the date of the meeting, and placed on the website.

7.2.1 The Annual Meeting of the C.V.M.H.A. shall be held in April of each year.

8.0 GENERAL MEETINGS

8.1 Purpose

Regular meetings of the Board of Directors will be held each month during the C.V.M.H.A. fiscal year for the purpose of managing the affairs of the C.V.M.H.A.

The dates will be pre-determined at the first Board meeting of the fiscal year.

8.2 Procedure

The order of business in all General Meetings of the C.V.M.H.A. shall be as follows:

- | | | | |
|---|---------------------------------|-----|--|
| 1 | Recording of attendance | 7 | Report from all other Officers and Directors |
| 2 | Minutes of previous meeting | 8. | Reports from all Standing Committees |
| 3 | Business arising out of minutes | 9. | New Business |
| 4 | Correspondence | 10. | Adjournment |
| 5 | Guests | | |
| 6 | Presidents report | | |

The order of business may be altered at any meeting by a majority vote of the Board of Directors present.

8.3 Meetings

Special Meetings of the C.V.M.H.A. shall be held as often as are deemed necessary by the Board of Directors for the proper conduct of the C.V.M.H.A.

Special Meeting of the C.V.M.H.A. may be called by the President or shall be called by him or her upon the written request of the Executive secretary of not less than 2/3 of the Directors or 30% of the active members of the C.V.M.H.A.

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9.0 ATTENDANCE

9.1 General

Any member of the Board of Directors who fails to attend three (3) consecutive meetings without legitimate reason can be requested to resign from his/her position by the Executive Officers. If necessary, the Executive Officers may request a vote of the Board of Directors as provided for under By-Laws 19.0.

10.0 PROPOSED CHANGES TO THE CONSTITUTION AND ITS BY-LAWS

10.1 Procedure

Any proposed changes to the Constitution and By-Laws shall first be submitted in writing at a general meeting of the C.V.M.H.A.

10.1.1 The Board of Directors must first approve all proposed changes to the Constitution and By-Laws as received from the Constitutional Committee or from a member of the Board of Directors in a General Meeting at least one (1) month after their submission at a General Meeting before they can be presented at the Annual General Meeting by the C.V.M.H.A. members.

10.1.2 The Board of Directors may amend or suspend, on an interim basis, part of the Constitution during the current fiscal year in order to remove any conflict with the Constitutions and Regulations of the M.H.L. and the Recreation and Community Centers, City of Mississauga. Such amendments will need to be ratified at the AGM.

10.1.3 Any submissions for proposed change to the Constitution and By-Laws must be submitted in writing no later than the February General Meeting of the Board of Directors, with a copy to the Constitutional Committee.

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11.0 QUORUM & VOTING

11.1 Quorum

At a meeting of the Executive Officers, attendance of 51% or more of the full Executive will constitute a quorum.

11.1.1 At a meeting of the Board of Directors, attendance of 51% or more of the full Board of Directors (not including Past Presidents) will constitute a quorum.

11.1.2 A quorum is required and mandatory to legitimize any voting.

11.2 Voting

11.2.1 Proposed Constitution and By-Laws changes, except those pertaining to the administration, nature or utilization of the Emergency Cash Fund, will require a sixty six percent (66%) majority vote of the Board of Directors present at a general meeting to enable their admissibility for presentation at the Annual Meeting. A ninety percent (90%) majority vote of the full Board of Directors will be required for proposed Constitutional and By-Law changes that pertains to the administration, nature or utilization of the Emergency Cash Fund.

11.2.2 Proposed utilization of the funds in the Emergency Cash Fund Investments account will require a ninety percent (90%) approval by the full Board of Directors.

All other decisions require a simple majority vote, of the Board of Directors present at a General Meeting and of the Executive Officers present at an Executive Meeting and of the

C.V.M.H.A. members present at the Annual Meeting.

11.2.3 The President, in all meetings of the Board of Directors, Executives and Standing Committee Meetings will participate in a vote only to break a tie. The President is however, allowed to vote at the annual meeting.

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12.0 NOMINATION OF DIRECTORS

12.1 Nominating Instructions

Not less than 75 days prior to the Annual General meeting, the President shall advise the Executive Secretary what nominating activities are required to be undertaken.

12.2 Nominees

12.2.1 The Executive Secretary shall, not less than ten (10) days prior to the Annual Meeting, submit to the Executive Officers and Board of Directors, in writing, the name of nominees for election.

12.2.2 A member will have up to 15 calendar days prior to the Annual Meeting to submit his or her name as a nominee to the Executive Secretary.

12.2.3 Additional nominees for the Board of Directors can be added at the Annual Meeting before the start of voting only if the number of nominees submitted by the Executive Secretary is less than the number of Director positions required to be filled. The number of additional nominees that can be added shall be the lesser of the following:

- A. Double the difference between the number of Director's positions to be filled and the number of nominees submitted by the Executive Secretary, or
- B. The number six (6) added to the difference between the number of Director's positions to be filled and the number of nominees submitted by the Executive Secretary.

12.2.4 Additional nominees will be selected in the same order as they are nominated.

13.0 ELECTION OF THE DIRECTORS

13.1 General

Voting for the election of Directors at the Annual Meeting shall be by secret ballot on one vote per member family present.

13.2 Proxy

Permission for proxy vote must be requested by a member, in person at the February or March General Meeting. Permission will be given if approved by a majority of the Board of Directors present at the March or April General Meeting. Proxy votes shall be recorded on a Proxy Request Form which shall include:

- The name and signature of the member submitting his vote.
- The name and signature of the member designated as the proxy.

13.2.1 The Secretary will record in the minutes of the meeting all approved requests for proxy.

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13.3 Election Returning Officer

The President shall appoint an Elections Returning Officer responsible for conducting the election of the Board of Directors at the Annual Meeting in accordance with this Constitution. The Elections Returning Officer and other persons designated to assist him during the election cannot be nominees.

13.4 Election Procedures

The Secretary will inform the Election Returning Officer of all the approved requests for proxy at the beginning of the Annual Meeting.

13.4.1 The Elections Returning Officer will be responsible for all aspects of the election process. His duties include the addition of additional nominees to the ballot, the distribution of pre-numbered ballots, the review of and ruling on all disputes pertaining to irregularities of the election process and the counting of ballots. The Elections Returning Officer shall also be responsible for giving direction to all additional persons requested to assist him during the election.

13.4.2 The Elections Returning Officer will conduct the election in the following manner:

- Inform all the members present of the rules and regulations that will be used during the election process. These shall include the minimum and maximum number of nominees that can be selected, proper completion of the ballot and the criteria that will be used to declare a spoiled ballot.
- Proceed with the nomination of additional nominees if required.
- Ensure all members are made aware of all the new nominees that have been added to the ballot.
- Distribute to all members present, the pre-numbered ballots and ensure all proxies are accounted for.
- Collect all ballots and count the results, once voting is completed.
- Inform the members present on the number of ballots distributed, collected and spoiled.
- Entertain any protests, disputes or objections from the members as they pertain to the election process.
- Review and rule on the validity of each protest, dispute or objection and if required take appropriate action to rectify any irregularities.
- Announce all nominees that have been elected.
- Recount ballot results if requested by a member.
- Conduct a second vote, if required.
- Declare the election of the Board of Directors closed.

13.4.3 The Elections Returning Officer's ruling on all disputes will be final.

13.4.4 Each voting member present at the Annual Meeting will be given a list of nominees wishing to be considered for a position on the Board of Directors and must select, from the list of nominees, no less than 60% of the nominees and no more than the required number of persons necessary to fill all the vacant positions.

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13.4.5 A ballot shall be spoiled by the Elections Returning Officers when:

- The number of nominees selected by a member is less than the minimum 60%, or
- The number of nominees selected by a member is greater than the maximum number of positions required to be filled, or
- If the ballot is altered in any way other than what is stipulated by the Elections Returning Officer.

13.4.6 The first 10 positions are to be awarded to the nominees who were acting Board members in the current fiscal year and who received the highest number of votes. If the number of nominees from the current Board of Directors is less than 10, the number of positions that will be awarded to such nominees will be adjusted accordingly. All remaining positions will be filled by the nominees having received the highest number of votes. In the case of a tie vote, where more than the required number of nominees would be appointed, the following order shall be used:

- a) preference to be given to a returning member as opposed to a new member.
- b) if a tie still exists, a second ballot will be held by the members to select remaining Directors only.

The voting is to be done in a similar manner as noted in 14.1 above.

13.5 Election of President, Vice-President Finance and Bingo Director

The President, the Vice-President Finance and the Bingo Director of the C.V.M.H.A. shall be elected for a three year term and retain, during the three years of his mandate, his position of President and membership to the Board of Directors and the Executive Committee without the necessity of a vote of the members and the Directors at the Annual Meeting.

13.6 Election of Past President

The Immediate Past President will remain, without the necessity of an election by the members of the C.V.M.H.A. or of the Board of Directors, a member of the Board of Directors and Executive Officers for as long as he expresses his consent to the Board of Directors at least 21 days before the Annual Meeting.

13.6.1 If, for any reason or conflict, the Immediate Past President is unable to participate actively on the Board of Directors, the position will be offered, without the necessity of an election, to be eligible previous Presidents in chronological order of term of office beginning with the most recent. Eligibility is defined as Past Presidents who have maintained voting privileges as defined in By-Law 3.3.1. If still vacant, an additional Board position will be added to the list of required positions to be voted upon at the Annual Meeting and the Board of Directors will select a replacement Director as an Executive Officer.

13.7 Definition of C.V.M.H.A. Member

A, C.V.M.H.A. member is defined as a member of the Board of Directors, a parent or guardian of a player registered in the previous year in the C.V.M.H.A., a single representative of a sponsor or any C.V.M.H.A. player 18 years of age or over. All members may vote at the Annual Meeting for the election of the Directors of the C.V.M.H.A. and for the ratification of proposed amendments to the Constitution and its By-Laws.

CREDIT VALLEY MINOR HOCKEY ASSOCIATION CONSTITUTION AND BY-LAWS

14.0 ELECTION OF THE EXECUTIVE OFFICERS

14.1 Procedures

The elected Board of Directors only shall elect amongst themselves, the Executive Officers at the Annual Meeting. After nominations have ceased, the Directors accepting nominations shall be asked to speak on their own behalf.

14.1.1 In the case of the Vice-President, Finance position, section 15.2 may be waived by a majority vote of the Board of Directors present at the general meeting if the individual possesses accounting qualifications satisfactory to the Board.

14.2 Pre-requisites

In order to be elected President or Vice-President, a member must have previously served on the Board of Directors for the two of the last three years including being an active Board member for the year completed before the AGM.

14.2.1 Voting shall be done by assent and dissent unless the use of a ballot is demanded by any Director. Positions will be awarded by majority votes.

15.0 ELECTION OF THE NON EXECUTIVE OFFICERS OF THE BOARD OF DIRECTORS

15.1 Procedure

Voting will be conducted as stipulated in 14.1.

15.1.2 Voting of all outstanding positions is to be completed at the next Board Meeting following the Annual Meeting.

16.0 EXECUTIVE OFFICERS AND BOARD OF DIRECTOR VACANCIES

16.1 Procedures

Any vacancies of the Board of Directors during the fiscal year shall be filled, if deemed necessary by the Executive Officers, by a vote of the Board of Directors at the next General Meeting.

17.0 REMOVAL OF A MEMBER FROM THE BOARD OF DIRECTORS

17.1 Procedures

The Board of Directors may, by a 75% majority vote, remove any member of the Board of Directors or Standing Committee for actions deemed not in the best interest of the C.V.M.H.A. A member removed from the Board of Directors under this By-Law loses all the rights and privileges associated with their previous Board position.

CREDIT VALLEY MINOR HOCKEY ASSOCIATION CONSTITUTION AND BY-LAWS

18.0 SIGNING AUTHORITY AND BANK ACCOUNT

18.1 General

All notes, drafts and cheques shall bear the signature of two (2) Executive Officers, one of which shall be the Vice-President, Finance or the President.

18.1.1 If two or more Executive Officers have residence at the same address, their combined signatures shall not appear on the same notes, drafts and cheques of the Association.

18.2 Restrictions

No individual or committee may establish a fund or bank account in the name of the C.V.M.H.A. or in connection with any of its Operations without the Executive Officers approval.

19.0 C.V.M.H.A. LOGOS AND CRESTS

19.1 Ownership

The C.V.M.H.A. owns all the rights and artwork for all official symbols, crests, letterhead, etc. related to the association.

19.1.2 The use of C.V.M.H.A. logos, crests, etc., may only be used with prior written approval of the Executive Officers.

Only authorized logos and crests are to be used on C.V.M.H.A. apparel. No team may use C.V.M.H.A. logos or crests in any way without board approval. All logos and crests are property of the C.V.M.H.A.

The form and design of jerseys and socks will be established and approved by the CVMHA Board.

20.0 FUND RAISING

20.1 Association

Fund raising activities organized by the Executive Officers and Board of Directors have priority over individual team fund raising activities. Specific team fund raising activities must not conflict or interfere with the Association's activities.

20.2 Individual Team

The Team Fund Raising Committee will review all requests for team fund raising and shall submit their decisions at the next General Meeting.

20.2.1 Approval must be obtained in writing by a team representative before commencing fund raising activities. The team must inform the Association in writing allowing fifteen (15) days for review before commencement of fund raising activities. The Association reserves the right to reject any proposed fund raising that is not deemed fit.

CREDIT VALLEY MINOR HOCKEY ASSOCIATION CONSTITUTION AND BY-LAWS

21.0 AUDITORS

21.1 Procedures

All books of the C.V.M.H.A. shall be audited annually at the end of the fiscal year by an independent auditor. The auditor's report will be submitted to the Board of Directors within thirty (30) days of its receipt from the auditor or at the next General Meeting.

22.0 BUDGET

22.1 General

The Vice-President, Finance shall prepare a pro forma budget for the current fiscal year and a draft budget for the next fiscal year for the Board of Directors' April Board Meeting, having discussed the draft budget in advance of that meeting with the Executive Officers. The draft budget will set out player registration fees, sponsorship fees, other major fund raising activities and an estimate of all expenses. The Board of Directors shall confirm by a vote or alter the draft budget as appropriate.

22.1.1 The Vice-President, Finance shall prepare a revised budget for the Board of Directors' November General Meeting if the results of player registration, sponsorship fees or expenses vary significantly from the estimate in the budget established by the Board of Directors as set out in 24.1 above.

22.1.2 The Vice-President, Finance shall report to the Board of Directors, monthly, showing actual revenues and expenses for the fiscal year as compared to the fiscal year's budget as approved by the Board of Directors. In addition, major known commitments outstanding but unpaid such as ice rental, equipment purchases, etc. should be disclosed. As well, the current cash position represented by the sum of cash in the bank and short term deposits must be shown.

22.1.3 The Vice-President, Finance shall ensure that the operating budget for the next fiscal year is balanced and that it will not accumulate a deficit.

22.1.4 In the event that the Emergency Cash Fund needs to be replenished, the budget for the next 2 operating fiscal years, if necessary, shall be planned to accumulate surplus as stipulated under 25.2.5.

23.0 EMERGENCY CASH FUND

23.1 Purpose

An Emergency Cash Fund will be established and maintained by the Association for the purpose of providing a cash-based fund for use in the case of unforeseen emergencies other than normal annual operating Association needs.

Under no circumstances shall this Fund be used, by the Executive Officers or Board of Directors in any one year during its budgeting process, to reduce player registration fees or other normal operating expenses. The nature, use and administration of this Fund is as follows:

CREDIT VALLEY MINOR HOCKEY ASSOCIATION CONSTITUTION AND BY-LAWS

23.2 Procedures

The Emergency Cash Fund shall be established as a separate account from the General Accounts of the Association's balance sheet.

23.2.1 The Emergency Cash Fund shall be funded by the appropriation of surplus funds within the General Accounts.

23.2.2 The Emergency Cash Fund shall be invested in cash in a Chartered Bank or Trust Company and/or high quality short-term investments such as Government of Canada Treasury Bills, Guaranteed Investment Certificates of a Chartered Bank or Trust Company, or Government of Canada Savings Bonds, intended to preserve the capital of the investments and provide for immediate liquidity.

23.2.3 The minimum balance for this Fund, once established, shall be thirty thousand dollars (\$30,000) and the maximum shall be fifty thousand dollars (\$50,000).

23.2.4 The Emergency Cash Fund will not be utilized without the approval of ninety (90) percent of the full Board of Directors at a special meeting called for that purpose by the Executive Officers.

All Directors will be given a written notice of the meeting at least ten (10) days prior to the meeting. The notice will state the purpose and the reason the Executive wishes to use part or all of the Emergency Cash Fund.

23.2.5 If the Emergency Cash Fund is reduced below thirty thousand dollars (\$30,000) as a result of an unforeseen emergency, the Board of Directors shall ensure that the funds necessary to replenish this account to thirty thousand dollars (\$30,000) is included as an expense in the Association's operating budget, during the next two (2) fiscal years or a shorter time period.

If the Emergency Cash Fund is in excess of the upper limit of fifty thousand dollars (\$50,000), the excess including the interest on the investments shall be transferred to the general operation of the Association for use under normal operations.

24.0 CONFLICT OF INTEREST

24.1 General

No member of the Board of Directors may participate in the voting or approval of related expenditures while acting as a supplier of goods or services to the C.V.M.H.A. No member of the C.V.M.H.A. shall use the name of the C.V.M.H.A. for personal gain or profit.

CREDIT VALLEY MINOR HOCKEY ASSOCIATION CONSTITUTION AND BY-LAWS

25.0 COACH, MANAGER, ASSISTANT COACH AND TRAINER (EXCLUDES WOLF CUBS PROGRAMS)

25.1 General

All games shall be played in accordance with the Mississauga Hockey League and the C.V.M.H.A. Constitutions and By-Laws and a coach must ensure that the team coaching staff and the team players abide by its regulations.

25.1.1 Managers, coaches, assistant coaches, trainers and players must not be under the influence or have available immediately before, during or immediately after practice or games or during the performance of their duties in the C.V.M.H.A., any alcoholic beverages, or illegal drugs.

25.1.2 All games will be played according to the rules established by the Official Rule Book of the Canadian Hockey Association, (C.H.A.) except as modified by the M.H.L.

25.1.3 Any coach or manager or sponsor or parent purchasing team's clothing (jackets, pants, sweaters, etc.,) for team representation, ex. games, tournaments, etc. other than those designated by the Board of Directors, may not affix or use team nicknames or C.V.M.H.A. logos or crests on the garments without the written approval of the Executive Officers. (See 21.0 C.V.M.H.A. Logos and Crests.) Failure to comply with the above may result in a hearing for the Head Coach.

25.1.4 Team coaches are responsible for their own rink duty and must ensure that it is being attended by one of their coaching staff or a suitable replacement. If the rink duty is not attended, the coach may lose the M.H.L. pass for a period of 30 days. If the coach refuses to surrender the pass, the coach may be replaced. Coaches who constantly neglect their rink duty assignments will be denied consideration for a coaching position in the next hockey season. Rink Duty is co-ordinated by the Ice Allocator.

25.1.5 The Coach and coaching staff are responsible for their players in the dressing rooms and during any team function while on arena property.

25.1.6 The Coach is responsible for the selection of the team's coaching staff. However, the "A" Director and the House League Program Director with the approval of the Board of Directors may assign specific individuals to a team to perform one of the designated coaching staff positions.

25.1.7 The Coach is responsible for returning to the Association at the end of the hockey season any equipment used by the team belonging to the Association. In addition such equipment cannot be modified or altered.

25.1.8 Managers shall, if required, open a team bank account and co-sign all cheques with a non-coaching consignee and provide, a projected budget at the start of the season, an interim update on projected budget by Nov. 15, and a final budget (or as defined by MHL policies) at the end of the season to the team's parents and/or guardian's and the Vice President of Finance a detailed account of all funds collected and all expenditures. Credit Valley Hockey Association name and logo must not appear anywhere on the account

25.1.9 Before any Coach, Manager, Assistant Coach or Trainer can be released from the C.V.M.H.A. he shall ensure that a satisfactory financial report has been provided to the C.V.M.H.A. Treasurer and that all "A" cards have been returned (as applicable) to the Registrar.

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25.2 Police Record Checks

25.2.1 Police Checks are required for all volunteers, (that is, all volunteers issued an MHL Arena Pass or an On-Ice volunteer) including the Board of Directors and all Coaches, Assistant Coaches, Managers and Trainers (including Wolves, House League & WOLF CUBS Programs).

25.2.2 Police Checks will be required every 3 years, provided that the volunteer stays with the C.V.M.H.A. during the entire 3 year period. Any departure and return to the C.V.M.H.A. will necessitate an updated Police Check.

25.2.3 Timing. Police Checks for Board Members and Wolves Coaches (including Assistants, Managers and Trainers) and House League Head Coaches must be handed in before receiving coaches passes in the new season. Police Checks for House League Assistants, Managers & Trainers must be handed in by November 1st of the new season.

25.2.4 Police Checks will be submitted to and held on file by the Vice President of Administration or his Designate. Those reports handed in showing “records” will be discussed with the Executive prior to their “card” being approved for distribution.

26.0 PLAYERS

26.1 General

A Player is defined as any person whose registration has been accepted by the C.V.M.H.A. for the current fiscal year.

26.1.1 All players must reside in the geographic area as detailed in the M.H.L. By-Laws. Players must adhere to M.H.L. rules regarding mandatory equipment in all activities.

26.1.2 All players must play in their own age group unless otherwise authorized by the Vice-President, Operations and the House League Program Director and Head Convener. Such player movement may require the approval of the M.H.L.

26.1.3 All players shall be given fair and reasonable playing opportunity and ice time.

26.1.4 If, in the opinion of the coach, a player is disturbing the normal function or atmosphere of the team, or being disobedient, a coach may request a discipline hearing after fair warning, with the player, his parents and the Protest and Discipline Committee in order to resolve the problems. The Protest and Discipline Committee has the full authority to hand down suspensions or discipline measures including dismissal from the C.V.M.H.A.

26.1.5 Player’s registration fees will not be refunded, in whole or in part, as a result of suspensions or dismissals.

26.1.6 Coaches may not suspend a player for disobedience or unacceptable behavior until such time as a Protest and Discipline hearing is convened, at which time additional suspension or dismissal may be awarded by the Discipline Committee. Discipline hearings should be convened as soon as possible.

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26.1.7 In the case of player injury or obvious disability which in the opinion of the team Trainer or team Head Coach could be aggravated by playing hockey, they have the obligation to have the player discontinue team play until the injury has sufficiently healed or the condition has been corrected. The player's return to active play will be subject to doctor's approval and parent's written consent.

26.1.8 Fees are due on registration. No player will be allowed to participate in a game until the fee, birth certificate and signed player's form are received by the C.V.M.H.A. Players who are not properly registered by January 15th will not be allowed to play hockey.

27.0 PROTESTS

27.1 Procedures

Any protest shall be made in writing in the proper manner in accordance with existing M.H.L. protest regulations.

27.1.1 Protests and grievances may also be referred to the C.V.M.H.A. Executive Officers so that they can be brought up at the M.H.L. meetings by the C.V.M.H.A. area representatives.

28.0 AWARDS AND PRESENTATIONS

28.1 General

Any other awards and presentations given on behalf of the C.V.M.H.A. are to be approved by the Executive Officers and awarded at the C.V.M.H.A. Awards Presentation. Awards not sanctioned on behalf of the C.V.M.H.A. are not to be awarded at the Annual Awards Presentation, with the exception of team presentations to coaches.

29.0 C.V.M.H.A. PROTEST AND DISCIPLINE COMMITTEE

29.1 General

The Protest and Discipline Committee will handle all disciplinary responsibilities within the C.V.M.H.A. and represent the C.V.M.H.A. at the M.H.L. with any major disciplinary problems.

30.0 INTERPRETATION

30.1 General

In this Constitution and these By-Laws the words referencing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, unless otherwise stipulated.

CREDIT VALLEY MINOR HOCKEY ASSOCIATION CONSTITUTION AND BY-LAWS

31.0 RECORDS

31.1 Requirements

All records of the Association and the equipment belonging to the Association required to store, file and maintain the records shall be kept at secure locations to ensure their safety.

31.1.1 All records and the equipment used to file, store and maintain these records shall be returned to the President of the C.V.M.H.A. by a Director or an Executive Officers immediately at the end of their Term of Office.

31.1.2 All computer data based records should be properly backed up.

32.0 C.V.M.H.A. WOLF CUBS PROGRAM

32.1 Jurisdiction

The C.V.M.H.A. WOLF CUBS Program shall operate under the control and direction of the Vice-President, Operations and the Wolf Cub Director.

The operation of the program shall be in accordance with the C.V.M.H.A. Constitution and By-Laws and the C.H.A. and M.H.L. hockey rules except as hereafter detailed under appendix 2.

33.0 DISSOLUTION OF THE ASSOCIATION

33.1 Procedures

Upon dissolution of the corporation and after the payment of all debts and liabilities, its remaining assets shall be distributed or disposed of to charitable organizations which carry on their work solely in Ontario. The recipient(s) of these remaining assets shall be determined by the C.V.M.H.A. Board of Directors, active at that time.

34.0 Court Action

- a) Any recourse to the courts and any jurisdiction by any member, before all rights of appeal and all the rights and remedies of the Constitution and By-laws of the C.V.M.H.A. and its governing bodies have been exhausted, shall be deemed to be a violation and breach of the By-laws and Constitution of the C.V.M.H.A. The violation and breach shall result in the automatic indefinite suspension of such
- b) member from the Association activities and games.
- c) Any player, parent or guardian, Association official, team official or employee of the C.V.M.H.A. who has sought Court Action before exhausting all procedures of appeal will be liable for all legal costs and disbursements incurred by the C.V.M.H.A.
- d) Until full legal costs are paid, at the discretion of the Board of Directors, the right of the membership of the said party will be suspended.
- e) Any player, parent or guardian, Association official, team official or employee of the association who, having exhausted the appeal procedures, proceeds with Court Action will be liable for all legal costs and disbursements incurred by the C.V.M.H.A., should the courts rule in favour of the C.V.M.H.A., prior to reinstatement of said party's membership with the C.V.M.H.A.

CREDIT VALLEY MINOR HOCKEY ASSOCIATION CONSTITUTION AND BY-LAWS

APPENDIX “1” CREDIT VALLEY MINOR HOCKEY ASSOCIATION

A1.0 LOGOWEAR

Logowear is any item bearing the C.V.M.H.A. name, crest or logo

APPENDIX “2” CREDIT VALLEY MINOR HOCKEY ASSOCIATION

A2.0 WOLF CUBS PROGRAM LEAGUE GAMES

A2.1 HOCKEY RULES:

- A) All WOLF CUBS Program games include non-contact rules as prescribed by the M.H.L.
- B) Teams in the C.V.M.H.A. WOLF CUBS Program shall be made up of players not less than four (4) years old as of December 31 in the year of registration or as specified by the Board of Directors.
- C) All players must play in their own age group as detailed hereafter, unless otherwise deemed necessary and authorized by the WOLF CUBS Program Director.
- D) Each team must not have a roster of more than sixteen (16) players including the goaltender unless otherwise deemed necessary and authorized by the WOLF CUBS Program Director.
- E) WOLF CUBS Program games shall be played on full ice for a minimum duration of forty five (45) non-stop minutes.
- F) At the end of each three (3) minute period, a buzzer will be sounded to ensure equal ice time. This buzzer will signal an automatic rotation of all players except the goaltender.
- G) The WOLF CUBS Program Director will determine for each level of the WOLF CUBS Program the start date and schedule for all games to be played.
- H) Icing of the puck offside rule does not apply in any WOLF CUBS Program level games.
- I) The WOLF CUBS Program Director will indicate when the offside rule will become effective.
- J) Face off rules apply only at the beginning of the game and the beginning of each 3-minute shift.

A2.2 Players

WOLF CUBS Program level player placement will be determined by the Vice-President, Operations and the WOLF CUBS Program Director and shall be based on the skill level and abilities of each player at the beginning of the season.

A2.3 Penalties

- A) Minor penalties will expire at the sound of the buzzer.
- B.) Major penalties will result in player’s disqualification for remainder of game. The severity of the penalty must be explained to the player and parent by the coach after the game. If the same player is assessed the same penalty during a future game, the WOLF CUBS Program Director will assess a two (2) game suspension.

A2.4 Coaches

- A) Coaches will be permitted on the ice during WOLF CUBS Program games.
- B) A maximum of two (2) coaches from each team will be permitted on the ice.
- C) Coaches are required to obtain recognized I.P. Program coach certification.

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A2.5 Referees

- A) All referees will be selected by the Vice-President, Operations and the WOLF CUBS Program Director.
- B) Referees are not required to hold any certification and must be 12 years of age as of December 31 of the current registration year.

APPENDIX “3” CREDIT VALLEY MINOR HOCKEY ASSOCIATION

A3.0 COACH SELECTION CRITERIA

A3.1 All Coaches may be selected by the Coach Selection Committee at the end of the current season for teams in the following season. For “A” level teams, the committee shall finalize their selection of coaches before January 15 of the current fiscal year.

A3.2 Preference will be given to coaches in good standing, having completed levels of the National Coaches Certification Program, who are currently coaching and who have actively supported the C.V.M.H.A.

A3.3 All individuals selected to a House League coaching position must have completed or agree to complete as soon as practical but no later than December 1 of the current year, the National Coach Stream Level Certification CBET Program. All Head Coaches selected to the “A” level must complete the CBET Development 1 Coaching Certificate by August 1st.

A3.4 All coaching positions denied by the Coach Selection committee to a member of the Board of Directors must be reviewed by the Executive Officers and approved before the team can be awarded to another individual.

A3.5 No coach is to be awarded a team and no one should have prior knowledge of the Committee’s recommendations before the Committee’s recommendations have been received and approved by the Executive Officers.

CREDIT VALLEY MINOR HOCKEY ASSOCIATION CONSTITUTION AND BY-LAWS

APPENDIX “4” CREDIT VALLEY MINOR HOCKEY ASSOCIATION

CREDIT VALLEY MINOR HOCKEY ASSOCIATION

A4.0 ICE ALLOCATION GUIDELINES

Practice ice is allocated by the City of Mississauga; through the Mississauga Hockey league, on the following basis:

Wolves “A” Minor Atom through Midget and Novice Gold Teams are allocated one hour* (full ice) per week.

House League Teams Minor Novice through Minor Pee Wee are allocated one hour* (half ice) per week.

House League Teams Pee Wee through Midget are allocated one hour* (full ice) per week.

WOLF CUBS Program Teams are allocated one hour* (half ice) per week, and one 45 minute game each week.

Practice schedules run for the full duration of the season, including playoffs. Teams eliminated from competitive play are still entitled to use of practice ice. Preference for practice ice will be given to teams, which are still competing in the playoffs or a year end tournament or for other C.V.M.H.A. requirements.

Practice times are allocated to each team in a fair and equitable manner, with consideration given to the age of the players involved. Practice schedules are to be determined to avoid conflict with Mississauga Hockey League game schedules.

In instances where the Mississauga Hockey League game schedule conflicts with the Credit Valley Minor Hockey Association practice schedule, it is the responsibility of the Ice Allocation Director to reschedule practice times accordingly.

Practice ice is the property of the Credit Valley Minor Hockey Association, and its use will be in accordance with the rules and guidelines set forth in the Association Constitution.

It is the responsibility of the Ice Allocation Director to fully utilize all ice times made available by the City of Mississauga. When allocating ice times in the very early mornings, late evenings and early afternoons on weekdays, consideration must be given to player and parental commitments outside of hockey, and wherever possible these “difficult” ice times shall be assigned on a rotating basis.

*One hour consists of 50 minute on ice, and 10 minutes to resurface the ice. Any changes to city flood schedules must be directed through the Ice Allocation Director. Coaches or Team Officials are not permitted to instruct Zamboni operators to change ice-resurfacing times.

CREDIT VALLEY MINOR HOCKEY ASSOCIATION CONSTITUTION AND BY-LAWS

APPENDIX “5” CREDIT VALLEY MINOR HOCKEY ASSOCIATION

A5.0 C.V.M.H.A. WEBSITE GUIDELINES

Part A: HYPERLINK <http://www.creditvalleywolves.com>

- i) The above website is subject to monitoring and approval by the C.V.M.H.A. Board of Directors for content and modifications.
- ii) The above website and it’s logos may not be duplicated or reproduced without the written consent of the C.V.M.H.A. Executive Officers.
- iii) All Postings and/or modifications to website content are to be carried out by the assigned C.V.M.H.A. “Webmaster” or as directed by the C.V.M.H.A. “Webmaster”. The C.V.M.H.A. Board of Directors must approve major changes to the website format or structure.
- iv) Sponsor Logos or text will not be posted to any House League Team Sections until the Convening Period is over for each season.
- v) Technical assistance is provided by the “Webcreator”. Any chargeable services for this purpose must be presented to the C.V.M.H.A. board for approval before commencing.

Part B: Team Websites

Individual C.V.M.H.A. teams who wish to create their own website must follow these guidelines.

- i) The team website must be linked to the C.V.M.H.A. website and this link must be prominently displayed.
- ii) The domain name and address must not contain the following; “Credit Valley hockey association” or “Credit Valley hockey”.
- iii) The team website must not display the Credit Valley hub or the Wolves logo unless approved by the C.V.M.H.A. Executive Officers.
- iv) The team website must be labeled or identified as a “Team” site by using the team name or number as the primary banner. The team website must not use “C.V.M.H.A.” or “Credit Valley Minor Hockey Association” or “Wolves” as the primary banner.
- v) All references to the team on the website must be specific, ie; “The PeeWee Wolves Team would like to thank....” Instead of “The Wolves would like to thank...”
- vi) The C.V.M.H.A. Executive Officers prior to uploading on the net must approve the final version of the team website.
- vii) All Head Coaches are responsible for monitoring and ensuring that their team’s website upholds sportsmanlike and appropriate material in line with the C.V.M.H.A.’s constitution and code of conduct.

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