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**CONSTITUTION & BY-LAWS OF THE  
LAKEFIELD & DISTRICT MINOR HOCKEY ASSOCIATION**

## **LMHA Constitution and By-Laws**

### **Section I - Constitution**

Articles Page 3

### **Section II – By-laws**

By-law One - Membership Page 4

By-law Two - Executive Page 5

By-law Three - Meetings of the LMHA Page 7

### **Section III – Rules and Regulations**

Colours Page 8

Soliciting of Funds Page 8

Team Awards Page 8

Playing Time for Players Page 8

Hockey Rules Page 8

Injuries Page 8

General Rules and Regulations Page 9

### **Section IV – LMHA Code of Conduct**

Parent/Guardian Code of Conduct Page 11

Player Code of Conduct Page 11

Coaches, Trainers and Managers Code of Conduct Page 12

Administrators and Volunteers Code of Conduct Page 12

Officials Code of Conduct Page 13

## Section I - Constitution

### Articles

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1. This organization, incorporated on October 5, 1987, shall be known as the Lakefield & District Minor Hockey Association (Ontario Inc. 714055) and hereinafter referred to as the Lakefield Minor Hockey Association or LMHA.
2. The vision of the LMHA is to be the best minor hockey program in Canada.
3. The mission of the LMHA is to lead, develop and promote positive hockey experiences.
4. The objectives of the LMHA are to:
  - a. promote opportunities for youth to participate in amateur hockey within the territory under its control;
  - b. develop and maintain sportsmanship and good fellowship among all participants for the betterment of their physical, mental and social well-being; and
  - c. sponsor and promote such athletic, social and other activities as may contribute to the moral and financial welfare of the Association.
5. The LMHA shall annually affiliate with the Ontario Minor Hockey Association (“OMHA”) and shall co-operate with the municipalities that make up the League of Eastern Ontario (“LEO”), the Eastern Ontario Minor Hockey League (“EOMHL”) and any other Association as required.
6. Membership: Player Membership, Voting Eligibility and Assistant Membership shall be defined in By-law One.
7. Executive: The Executive shall be defined in By-law Two.
8. Meetings: Meetings shall be defined in By-law Three.
9. Quorum: Where a vote is required by the Executive at Meetings or via electronic communication, quorum shall be fifty percent plus one and one of the Members present must be the President or Vice President. For electronic votes, a Member who is copied on the electronic communication is considered to be present and a minimum of fifty percent of the Executive Members must respond for the motion to proceed. Any Members who do not register an electronic vote by the deadline set out in the communication, shall be deemed to have abstained from the vote.
10. Rules and Regulations: The rules and regulations applying to the LMHA teams and players shall be defined in Section III.
11. Code of Conduct: The Code of Conduct applying to all members and individuals involved with the LMHA is set out in Section IV.

12. Upon the dissolution of the LMHA, which may only occur by a vote at the Annual General Meeting (“AGM”), the remaining funds of the Association, if any, shall be divided equally among the remaining minor sports teams in the Village of Lakefield, or in the Township of Selwyn.
13. No article of this Constitution shall be amended or deleted and no new article shall be made, except at the AGM by a majority vote of eligible voters present.
14. The Executive may, by a motion passed at a Meeting, propose the amalgamation of the LMHA with an OMHA affiliated neighbouring centre at the AGM or at a Special Meeting called specifically for this purpose.
15. Notwithstanding any legal requirement, in the event of the LMHA amalgamating with another centre, any funds, equipment, equity and liabilities shall become the property and responsibility of the new amalgamated centre.

## **Section II – By-Laws**

### **By-law One – Membership**

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1. Player membership in the LMHA shall be open to any eligible individual in accordance with OMHA Regulations. Player membership may be revoked or refused, with or without cause, after a majority vote of the current Executive.
2. Preference for player membership shall be given to returning LMHA players, provided that they register prior to the expiration of the Early Bird Registration Date. After the Early Bird Registration Date, player membership shall be based on the date and time the registration is received. (Eg. “First-come, first-served”.) A returning player shall be any player on a Lakefield Minor Hockey roster in the preceding year. If a player left the LMHA in the preceding year to play in a division or level of hockey that was not offered in the LMHA, then the player must have been registered on a Lakefield Minor Hockey team immediately prior to the year that the player left to be considered a returning player.
3. To be eligible to play in a higher division on a Representative or Local League hockey team in the U9 to U21 divisions, players shall attend all scheduled tryouts or evaluations and, in the opinion of the Head Coach and tryout evaluators, and in consultation with the Executive, the player must be considered one of the top three players on the team. Goalies are excluded from the requirement to be among the top three on the team. If moving an underage player up a division will impact the division that the player is leaving such that a team can no longer be rostered in the lower division, then the player shall not be moved to the higher division. This rule applies to goalies. Player movement in the U7 and U8 divisions shall be determined in consultation with the Head Coach and the Executive. All LEO players moving up a division must have approval from the LEO.

4. The following is a list of eligible voters at the AGM:
  - a. Executive Members;
  - b. Elected Assistants;
  - c. Coaches, Managers and Trainers of each team; and
  - d. Parents or legal guardians of a player registered in the LMHA in the year preceding the AGM.
5. An Assistant shall be any interested person elected by a vote of the Executive.

## **By-law Two - Executive**

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1. The Executive shall consist of the following members:
  - a. Immediate Past President;
  - b. President;
  - c. 1<sup>st</sup> Vice President;
  - d. 2<sup>nd</sup> Vice President;
  - e. Secretary;
  - f. Treasurer;
  - g. Scheduler;
  - h. Registrar;
  - i. LEO Contact;
  - j. OMHA Contact;
  - k. Sponsorship Director;
  - l. Publicity Director;
  - m. Fundraising Director; and
  - n. Honorary Life Member.
2. A nomination for an Honorary Life Member shall not be considered unless the candidate has volunteered with the LMHA for at least ten (10) years.
3. Only a member of the Executive is entitled to vote at monthly Meetings or Special Meetings.
4. Elections of the Executive shall take place biennially at the AGM. For clarity, every odd numbered year only.
5. The Executive shall elect Assistants as it considers necessary for the efficient operation of the LMHA.
6. Executive Members shall hold office until the first Meeting of the incoming Executive which shall take place no later than one month following the AGM.
7. Executive positions shall be held for two years. Notwithstanding this limit on terms, an Executive Member may be re-elected for consecutive terms at the AGM.

8. The Immediate Past President position shall not be an elected position, and the incumbent shall have the option of remaining in this position until a new President is elected or may resign from the Executive entirely and the Past President position shall remain vacant.
9. If an Executive position becomes vacant mid-term, the Executive shall have the power to fill that vacancy until the next AGM.
10. Should the President resign mid-term, the 1<sup>st</sup> Vice President shall assume the role of President until the immediate AGM at which time a vote for a new President shall occur. The resigning President will not hold the position of Immediate Past President.
11. If the 1<sup>st</sup> Vice President is unwilling or unable to assume the role of President, then the 2<sup>nd</sup> Vice President will assume the role of President. If the 2<sup>nd</sup> Vice President is also unwilling or unable to assume the role of President, the Executive shall call a Special Meeting and a nomination and vote shall be held to elect a new President. Eligible voters at a Special Meeting to elect a President shall include anyone eligible to vote at an AGM. A President elected under this section shall hold office for the remainder of the term in the vacated position.
12. The President shall act as the Signing Officer, together with the Secretary, on all contracts or other legal matters. The Registrar shall have permission to sign all documents required for the Hockey Canada Registry to perform the duties of a Registrar.
13. The President, jointly or severally with the OMHA Contact, shall have the power to suspend any player or coaching staff member for:
  - a. unsportsmanlike conduct on or off the ice if the conduct is associated with any LMHA activities; or
  - b. abusive language toward any official, volunteer or player of LMHA.
14. The President, jointly or severally with the OMHA Contact, shall have the power to impose suspensions for any incident which may occur in exhibition games, practices, regularly scheduled games, tournaments, playoffs or playdowns. All suspensions must be reported to the OMHA Regional Director.
15. The Treasurer or designate shall make all deposits to the account of the LMHA in a chartered bank or trust company selected by the Executive. He or she shall keep proper books of the account, pay all bills and submit account balances at monthly Executive Meetings. Cheques shall be signed by the Treasurer and one other Executive Member elected by the Executive. The Treasurer shall also prepare the ledgers for audit, if required, and the financial statement for the AGM.
16. The Secretary shall notify the Executive Members of the time and place of all Meetings. He or she shall keep on file all correspondence and shall present it at the next Executive Meeting. The Secretary shall also keep an accurate record of all meetings of the Association.

17. The Executive shall have the authority to remove an Executive Member by way of a vote of the Executive. Any Executive Member removed under this section shall not be eligible for nomination to any position on the Executive at the next scheduled AGM.
18. Any member of the Executive who does not adhere to the recorded vote in the LMHA minutes, in an attempt to circumvent the decisions of the Executive, shall be immediately dismissed from the Executive in writing by the President. A member who is dismissed under this section and wishes to appeal their dismissal, may attend in person at the next Executive Meeting and their appeal will be heard by the Executive. After hearing the appeal, the Executive shall vote to uphold or reverse the decision of the President and the vote of the Executive is final. Any Executive Member dismissed under this section shall not be eligible for nomination to any position on the Executive at the next scheduled AGM. If the President is dismissed under this section, the rules for a President who resigns mid-term shall be followed.
19. If an Executive position is not filled at the AGM, the position will remain empty until filled at an Executive Meeting and the duties of the unfilled position shall be delegated equally by the President to other Executive Members.
20. The term of an Elected Assistant shall end immediately following the adjournment of the AGM. An Assistant may be elected for consecutive terms and the Executive may, by motion, vote to terminate the term of an Assistant prior to the AGM with or without cause.

### **By-law Three – Meetings of the LMHA**

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1. There shall be an AGM of this Association called by the President at the conclusion of all games played by LEO or EOMHL teams. The AGM may be rescheduled for any reason and a new date shall be selected as soon as is reasonably possible. The AGM may be held in person, electronically or by hybrid method including in person and electronically.
2. Notice(s) of Motion, correspondence, Constitutional or By-law Amendments or other matters for consideration at the AGM shall be made in writing to the LMHA Secretary not later than one day prior to the AGM. The Secretary will notify the Executive of all proposed amendments.
3. By-laws may be amended by a vote of the Executive Members at a regular Executive Meeting.
4. The President shall be responsible for calling the first Meeting of the new Executive no more than thirty days following the AGM. The President shall also call all Meetings as deemed necessary and shall hold meetings as required throughout the LMHA playing season.
5. The President or Vice President shall preside at all Meetings of the Executive.
6. Each Member of the Executive shall have a single vote except the President who, in the case of a tie, shall cast a second vote.
7. The order of business for Executive Meetings shall be as follows:

- a. Opening Remarks;
  - b. Approval of Minutes;
  - c. Business Arising out of Minutes;
  - d. Treasurer's Report;
  - e. LEO/OMHA Report;
  - f. Correspondence;
  - g. New Business; and
  - h. Next Meeting
8. The order of business for the AGM shall be as follows:
- a. Reading of the minutes of the last AGM;
  - b. Opening Remarks;
  - c. LEO/OMHA Report;
  - d. Nomination and vote of Executive Members in accordance with By-law 2;
  - e. Reading of correspondence pertaining to the AGM;
  - f. Reading of the Financial Statement;
  - g. Motions of which notice has been given; and
  - h. General Business.

## **Section III – Rules and Regulations**

### **Colours**

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1. LMHA team colors shall be predominately white, red or black.
2. All LMHA jerseys, when replaced, shall indicate "Lakefield" with a Chief Head on the front.

### **Soliciting of Funds**

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1. No Person or persons shall sell tickets or articles to raise funds, directly solicit funds, or accept donations for a team without the permission of the Executive.

### **Team Awards**

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1. End of season team awards are the responsibility of each team.

### **Playing Time for Players**

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1. It shall be the responsibility of the Executive, Coaching Staff, LEO and OMHA Contact to ensure that all players are played as equally as possible on all teams.

### **Hockey Rules**

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1. The LMHA shall follow the rules of the OMHA, LEO, EOMHL, the Ontario Hockey Federation (“OHF”) and Hockey Canada.

## **Injuries**

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1. The LMHA and its Executive will not be responsible for any injuries to any person or players participating in activities of the LMHA.

## **General Rules and Regulations**

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1. Financial assistance may be arranged through LMHA, only after being denied by a third-party funding source. Proof of financial hardship and denial by a third-party funding source must be provided upon request.
2. All team fees or expenses incurred are the responsibility of that team and its players.
3. Any late entry player who registers after tryouts have been held and who has a desire to play on a Representative Team shall be provided the opportunity to be evaluated by the team Coach based on the following:
  - a. There is space available on the team;
  - b. With approval of the Representative Coach;
  - c. The player’s registration is paid in full; and
  - d. Tryout fees, if applicable, are paid in full.
4. Any player wishing a release must email the Executive to state their reasons. All cases will be dealt with by the Executive in accordance with the OMHA Rules and Regulations.
5. The President, jointly or severally with the OMHA Contact may suspend anyone affiliated with LMHA for one or more games for the following infractions committed during, before or after any game or practice, keeping in mind the 24-hour rule:
  - a. Abusive language;
  - b. Using tobacco or vaping in the dressing room;
  - c. Destroying, mishandling or theft of property;
  - d. Inappropriate conduct on the ice or in the arena;
  - e. Consuming alcohol or prohibited substances during LMHA activities.
6. No one shall deface or modify LMHA team jerseys.
7. All Coaching Staff shall wear a CSA approved helmet while on the ice for LMHA team practices.
8. Each Trainer shall carry a First-Aid Kit that meets OMHA standards and shall be reimbursed up to a maximum of \$60.00 by LMHA per year with proof of receipts.
9. All Team Staff Members shall be approved by the Head Coach. The Executive shall have authority to reject Team Staff Members.

10. Required Trainer and Coach Course Fees shall be paid by the LMHA with approval from the Executive with proof of receipts.
11. LMHA shall pay the registration fee and any fees for accommodations, when funds are available, for the OMHA Contact to attend the OMHA AGM.
12. Executive Members required to attend LEO, OMHA, or other approved Meetings shall be paid forty cents (\$0.40) per kilometer when travel is required outside of Lakefield.
13. No person shall be permitted on the ice during practices other than players on an approved roster, volunteers who have been approved by the LMHA and who have submitted a clear Vulnerable Sector Check. Permission must also be obtained from the Head Coach.
14. All paper rosters must be forwarded to the LEO/OMHA Contact immediately following any game.
15. Any individual who wishes to file a complaint must contact the Head Coach of their player's team first. If a dispute cannot be resolved with the Head Coach, the individual may contact either of the Vice Presidents and if the player is part of the League of Eastern Ontario, the LEO Rep, or if the player is on a Representative team, the OMHA Rep to try to resolve the dispute. If the dispute is still not resolved, the matter will escalate to the President for a final decision. Nothing in this section is intended to prevent a player or their family/guardian from filing a complaint with OMHA.

## Section IV – Code of Conduct

Parents, Guardians, Players, Coaches, Trainers, Managers, Administrators, Volunteers and Officials shall abide by LMHA's Code of Conduct outlined below.

### Parent/Guardian Code of Conduct

- Encourage children to participate, do not force them. Remember that children participate in sport for their enjoyment, not yours
- Focus on the child's efforts and performance rather than winning or losing
- Encourage children to play according to the rules and to settle disagreements without resorting to hostility or violence
- Never ridicule or yell at a child for making a mistake or losing a game
- The game of hockey is a team sport. Encourage teamwork and the importance of being a team player with your child
- Remember that children learn by example. Appreciate good performances and skilful plays by all participants
- Support all efforts to remove verbal and physical abuse from sporting activities
- Respect officials' decisions and teach children to do the same
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion
- Be respectful and mindful of social media. These are not appropriate forums to post offensive pictures, voice opinions about the organization's administration, coaches, trainers, managers, players, parents and supporters
- Understand that playing a sport involves a commitment to the team. Make every attempt to always get your child to every game and practice on time. Where this is not possible, contact the coach in advance

### Player Code of Conduct

- Participate for your own enjoyment and benefit, not just to please parents and coaches
- Learn, understand, respect and play by the rules of the game
- Work equally hard for yourself and for your team. Your team's performance will benefit and so will you
- Recognize that you are part of a team and be a team player. A team player is not only generous with the puck on the ice, but is also generous with praise and encouragement for his/her teammates both on and off the ice and away from the arena
- Do your best to always represent the team. Do not defend or engage in actions on or off the ice (dressing rooms, arenas, buses, tournament venues etc.) which are not consistent with good sportsmanship and respect
- Cooperate and respect officials and coach's decisions. Without them there would be no game and no team
- Consider the safety of other players, coaches, trainers, officials, volunteers, supporters and parents
- Maintain self control at all times. Verbal and physical abuse will not be tolerated

- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion
- Avoid drugs, tobacco and alcohol
- Be respectful and mindful of social media. These are not appropriate forums to post offensive pictures, voice opinions about the organization's administration, coaches, trainers, managers, players, parents and supporters

### **Coaches, Trainers and Managers Code of Conduct**

- Remember that young people participate for pleasure and winning is only part of the fun. Never ridicule or yell at a young player for making a mistake
- Be reasonable in your demands on players' time, energy and enthusiasm. Set attainable goals for the team and individual players while encouraging safety, physical fitness, fairness and fun for all players
- Communicate with players, parents, officials, administrators, coaches, trainers and managers honestly, generously, fairly and with integrity
- Operate within the rules and spirit of your sport and teach your players to do the same
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players
- Be a positive role model. Display control, respect and professionalism to all involved with the sport. This includes opponents, coaching staff, officials, administrators, parents and spectators. Encourage players to do the same
- Obtain appropriate qualifications and keep up to date with the latest practices and principles of safety, growth and development of young people
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion
- Be respectful and mindful of social media. These are not appropriate forums to post offensive pictures, voice opinions about the organization's administration, coaches, trainers, managers, players, parents and supporters

### **Administrators and Volunteers Code of Conduct**

- Provide all young people equal and safe opportunities to participate. Emphasize fair play, respect and fun
- Ensure that supervision, instruction, rules, equipment, length of games and practice schedules are modified to suit the age, ability and maturity level of young players
- Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating
- Remember, you are a role model and set an example. Your behaviour and comments should be positive and supportive
- Take appropriate action when necessary to protect or enhance the safety and development of everyone in accordance with the Code of Conduct for Players, Guardians, Parents, Coaches, Trainers, Managers, Administrators, Volunteers and Officials
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion

- Be respectful and mindful of social media. These are not appropriate forums to post offensive pictures, voice opinions about the organization's administration, coaches, trainers, managers, players, parents and supporters

### **Officials Code of Conduct**

- Set a good example as a positive role model. Condemn unsporting behaviour and promote respect. Behaviour and comments should be positive and supportive
- Encourage and promote rule changes that will make participation more enjoyable. Ensure rules and regulations are enforced and matched to the skill levels and needs of young people
- Place the safety and welfare of the participants above all else
- Communicate with players and team officials honestly and generously with fairness and integrity
- Be consistent, objective and courteous when making decisions. Compliment and encourage all participants
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people
- Treat all young people fairly, regardless of their gender, ability, cultural background, or religion
- Be respectful and mindful of social media. These are not appropriate forums to post offensive pictures, voice opinions about the organization's administration, coaches, trainers, managers, players, parents and supporters