

# **OWEN SOUND MINOR HOCKEY GROUP**



# **CONSTITUTION**



# OSMHG - CONSTITUTION

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## 1 NAME

The name of the organization will be the 'Owen Sound Minor Hockey Group' and may be referred to as the OSMHG or the Group.

## 2 GOVERNANCE

The Owen Sound Minor Hockey Group was incorporated in 1973 under the Corporations Act of Ontario and operates under the governance of its Manual of Operations, in conjunction with the Manual of Operations of the Ontario Minor Hockey Association (OMHA).

## 3 AIMS & OBJECTIVES

The OSMHG is committed to providing a sporting environment in which all individuals are treated with respect. All youth participating in the hockey programs of the Owen Sound Minor Hockey Group (OSMHG) will enjoy the following rights and are entitled to the protection of these rights.

**SPORTSMANSHIP:** You have the right to participate in a program in which sportsmanship, honesty and integrity are the cornerstones.

**RESPECT:** You have the right to the respect of your coaches, coaching staff, your team-mates, the coaches, coaching staff and players of the opposing team, the referees, and spectators and each of them has the right to expect the same of you.

**PARTICIPATION:** You have the right to participate fully in the activities of your team, but not necessarily equally.

**SKILL DEVELOPMENT:** You have the right to learn about your sport and develop your skills to the maximum of your potential.

**FREEDOM FROM ABUSE:** You have the right to say no to physical contact or interaction with any member of the coaching staff or any other person in a position of authority or influence.

**FREE SPEECH:** You have the right to speak freely without fear of recrimination.

**FAIR TREATMENT:** You have the right to be treated fairly and with impartiality.

**FUN:** You have the right to have fun.

## 4 LOGO

The Executive Committee will adopt an official logo, colours and a representative team name, and will act as the keeper of the same.



4.1 Any changes or adaptation of this logo must be approved by the Owen Sound Attack.

## 5 **PLAYING RULE**

The rules and regulations of the OMHA will govern play in all games and series.

## 6 **MEMBERSHIP**

The members of the OSMHG shall be the parents and all persons who have shared in the work of the Group.

## 7 **EXECUTIVE COMMITTEE COMPOSTION**

### 7.1 OFFICERS & DELEGATE VOLUNTEERS

The Executive Committee will be formed of Officers and Directors (elected volunteers), or if not enough volunteers are available, then appointments may be made by the Officers.

7.1.1 The Executive Committee will consist of the following seventeen (16) elected volunteers and one (1) delegate volunteer:

Elected Volunteers: President, Vice President - Representative, Vice President – Local League, Secretary, Treasurer, Registrar, Director of Tournaments, Technical Director of Player/Coach Development and Clinics, Director of Communications, Director of Equipment, Co-Director(s) of Junior Hockey, Director of Sponsorships/Fundraising/Pictures, Director of Scheduling, Director of Hockey Relations and two (2) Directors at large.

Delegate Volunteer: Immediate Past President.

### 7.2 APPOINTED VOLUNTEERS

7.2.1 Upon election of a new President, the former President shall automatically become Immediate Past President (delegate).

7.2.2 The Executive Committee may appoint a Referee & Off-Ice Official as well as a Timekeeper Assignor.

7.2.3 The Executive Committee may, when needed, appoint persons to fill any vacancy caused due to lack of volunteers, dismissal or resignation.

7.2.4 The President will ensure the process for appointment of a position, to be reviewed and accepted by the Executive Committee.

7.2.5 Any appointments must be accepted by the Executive Committee with two-thirds (2/3) majority vote at any regular meeting.



### 7.3 ELECTION SCHEDULE

Officers shall be elected biennially; Officer positions will follow the election schedule outlined below:

<b>Odd Numbered Years (ending in 1, 3, 5, 7, 9)</b>	<b>Even Numbered Years (ending in 0, 2, 4, 6, 8)</b>
President	Vice President - Representative
Vice President - Local League	Registrar
Secretary	Treasurer

Directors shall be elected biennially; Director positions will follow the election schedule outlined below:

<b>Odd Numbered Years (ending in 1, 3, 5, 7, 9)</b>	<b>Even Numbered Years (ending in 0, 2, 4, 6, 8)</b>
Director of Communications	Director of Tournaments
Technical Director of Player/ Coach Development & Clinics	Director of Sponsorship/ Fundraising/Pictures
Co-Director(s) of Junior Hockey	Director of Equipment
Director(s)-at-Large	Director of Scheduling
Director of Hockey Relations	

## 8 ELECTED/APPOINTED TERMS

- 8.1 Executive Committee Officers and Directors will be elected at the Annual General Meeting in April by the membership-at-large.
- 8.2 To be nominated as an Officer of the OSMHG, the nominee should have served as an Executive member for at least one (1) year. Failing this, the President shall decide, or call for an election.
- 8.3 Any term for appointed volunteer positions will be two (2) years, including circumstances where a resignation/dismissal vacancy is relevant.

## 9 VOTING RIGHTS

### 9.1 EXECUTIVE COMMITTEE

- 9.1.1 All Executive Committee members, with the exception of the Director(s)-at-Large within the first year of their term, will be granted a vote on any matter brought before the board.
- 9.1.2 The Immediate Past President and President do not have voting rights. In the event of a tie result, the President will cast a tie-breaker vote.



## 9.2 MEMBERSHIP

- 9.2.1 Any of the membership who are deemed to be in good standing by the Executive will be eligible “voting members”. Exceptions will apply for an Executive Committee member, where Section 9.1.1 takes precedence.

## 10 PROXIES

Proxies will not be permitted at any meeting.

## 11 QUORUM

A quorum will consist of the President, or in the absence of the President, a Vice President, along with seven (7) voting members of the Executive Committee.

- 11.1 For established OSMHG meetings, the following number of voting members will constitute a quorum: Special General Meeting (ie. AGM) = 15, Officer’s Meeting = 4, Executive Meeting = 7 and the Budget Committee Meeting = 3.

## 12 DUTIES OF DIRECTORS

The Directors shall assume responsibilities as assigned by the President and agreed to by the Executive.

- 12.1 The Directors shall assume the responsibilities as listed in the following: Director of Tournaments, Technical Director of Player/Coach Development and Clinics, Director of Communications, Director of Equipment, Co-Director(s) of Junior Development, Director of Sponsorship/ Fundraising/Pictures, Director of Scheduling, Director of Hockey Relations and Director(s) at Large.

- 12.1.1 The descriptions of duties for each Director listed above, are outlined in Appendix B.

## 13 EXECUTIVE RESPONSIBILITIES

The Executive Committee will manage the Group and will have the power to fill any vacancy which may occur in the membership; to remove and replace any of the Executive committee or members, if their duties are not being performed in accordance with the policies of the Group.

- 13.1 The Executive Committee will have the power to decide and rule on any matter not defined by the Constitution and Manual of Operations.
- 13.2 The President and Secretary will act as signing officers in all legal matters related to the Group.
- 13.3 The Immediate Past President will act in an advisory capacity to the Group.
- 13.4 The President, Secretary, Treasurer, Vice President-Representative and Vice President-Local League will act as signing authorities for the Group. A minimum of three (3) financial signing





authorities must be designated from these five (5) positions for any season, with Executive Committee support.

13.5 All cheques or transfers require any two (2) signatures.

#### **14 ATTENDANCE**

Notice of absence must be provided to the Secretary in advance of the meeting, via email, text or phone. If no prior notification received by the Secretary, Executive member will be marked absent.

14.1 Any Executive member of the OSMHG with the absence from three (3) consecutive regular meetings, or any four (4) out of any six (6) regular meetings, without prior notification, will be considered for dismissal by the President.

#### **15 RESIGNATION**

Any Executive member may, at any time, resign from his/her position. A letter of resignation is required to be submitted to the President.

#### **16 DISMISSAL**

The Executive Committee may accept to remove any member from his/her position, which could include, but is not limited to any of the following: failure to complete their responsibilities; refusal to abide by the guidelines outlined in the Constitution or Manual of Operations of the Group; absenteeism; actions without the best interest of the Group in mind.

#### **17 CONFIDENTIALITY POLICY**

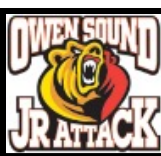
All Executive members are required to provide the Secretary with their personal information for record purposes and are obligated to ensure their information is updated.

17.1 Each Executive member needs to guarantee that the email address they provide the OSMHG Executive and website with, is the individual's email, and only used by the member.

17.2 Any information discussed at any meetings held by any Executive Committee is to be held in confidence, including any emails, conversations, documents, phone calls, in relation to these matters.

17.3 Board members and volunteers of OSMHG will not disclose confidential information belonging to, or obtained through, their affiliation with OSMHG to any person, including their relatives, friends and professional associates unless OSMHG has personally authorized disclosure. This is not intended to prevent disclosure where disclosure is required by law.

17.4 Board members and volunteers are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and



should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view.

- 17.5 Upon separation of service and at the end of a board member's term, he/she shall return all documents, papers, and other materials, that may contain confidential information.
- 17.6 Failure to adhere to this policy will result in discipline, up to and including separation of service with OSMHG.

## **18 CONFLICT OF INTEREST**

For OSMHG's purposes, 'Conflict of Interest' is defined as a situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest, public interest or a situation in which a party's responsibility to a second party limits its ability to discharge its responsibility to a third party.

- 18.1 The OSMHG's Conflict of Interest Guidelines can be found in Appendix D.
- 18.2 Every member who directly or indirectly has an interest in a proposed or existing contract, transaction or other matter relating to the Group will make a full and fair declaration of the nature and extent of the interest at an Executive meeting.
- 18.3 It is the responsibility of the Group, as well as its Executive Committee to ensure that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to OSMHG.
- 18.4 The declaration of a conflict of interest will be made by a member at the Executive meeting at which the matter is first taken into consideration; or if the member is not at the date of the that Executive meeting, at the next meeting held with the member in attendance.
- 18.5 After making a declaration, the member will not vote on the contract, transaction or other matter, nor will he/she be counted in the quorum in respect of such a contract, transaction or other matter.

## **19 STANDING COMMITTEES**

### **19.1 BUDGET COMMITTEE**

- 19.1.1 The committee shall be composed of the President, Vice President - Representative, Vice President – Local League, Registrar and Treasurer and shall be chaired by the Treasurer.

### **19.2 COACH SELECTION AND DEVELOPMENT COMMITTEE**

- 19.2.1 The committee shall be composed of the Vice President - Representative, Vice President – Local League and be chaired by the Technical Director of Player/Coach Development and Clinics.

### **19.3 SOCIAL MEDIA COMMITTEE**



19.3.1 The committee shall be composed of either the Vice President - Representative or the Vice President – Local League, with at least two (2) other Officers or Directors and be chaired by the Director of Communications.

19.4 DISCIPLINE COMMITTEE

19.4.1 The committee shall be composed of either the Vice President - Representative or the Vice President – Local League, with at least two (2) other Officers or Directors and be chaired by a Director of Hockey Relations.

19.5 POLICY COMMITTEE

19.5.1 The committee shall be composed of either the Vice President - Representative or the Vice President – Local League, and at least two (2) other Officers or Directors and be chaired by an Executive Committee Delegate.

19.6 AD HOC COMMITTEE(S)

19.6.1 The President may, with the approval of the Executive, establish any other committees at any time as are deemed necessary (ie. Tournament, Player Development, Fundraising, etc.)

**20 AUDITORS**

The members shall appoint chartered accountants annually in April to audit the financial records of the OSMHG for the previous fiscal year.

**21 MEETINGS**

21.1 REGULAR MEETINGS

21.1.1 Executive Committee meetings will be open and held monthly, with a minimum of ten (10) meetings annually.

21.2 SPECIAL MEETINGS

21.2.1 Special meetings maybe be called by the President or at the request of three (3) or more of the Executive Committee.

21.2.2 Special General meetings shall be advertised to the members.

21.3 GENERAL MEETINGS

An Annual General Meeting (AGM) shall be for all members of the Group and be a general meeting.

21.3.1 The AGM will be held no later than April 30th of any year and shall be open to the public.

21.3.2 Advertising for an AGM should be scheduled for 2 consecutive weeks, at a minimum, on the website and on social media outlets.

21.3.3 The Executive Committee will provide an agenda, list of topics for open discussion, and adjournment time. It is the aim of general meetings to better the Group through open



discussion and exchange of ideas. There shall be time for general discussion and new business.

- 21.3.4 There shall be circulated at the meeting, reports from all Officers and the minutes of the last Annual Meeting.
- 21.3.5 There shall be copies of the Manual of Operations available.
- 21.3.6 A record shall be kept of all members present.
- 21.3.7 The Treasurer's Report shall include the audited financial statement of the previous July 31<sup>st</sup> and a financial statement for the current year up to the most recent Executive Meeting.
- 21.3.8 There shall be a resolution at every Annual Meeting to allow the members to approve or voice objection to all business handled by the Executive in the preceding year, as recorded by the minutes.
- 21.3.9 The minutes shall be recorded and filed with the Secretary.
- 21.3.10 The minutes of each OSMHG meeting shall be posted on the Owen Sound Minor Hockey website.

## **22 ADJOURNMENT**

A motion from the floor must be made and passed by majority vote at any meeting, to continue past the hour of 10pm.

## **23 APPEALS**

Any member in disagreement with a decision made by the President or any other Executive member, may appeal to the Executive.

- 23.1 The appeal will be made in writing and submitted to the President within seven (7) days of the initial ruling.
- 23.2 The President may call a Special Meeting of the Executive or may schedule a hearing in order to resolve the issue.
- 23.3 The President will communicate the final decision to the concerned parties, in written form, at the conclusion of the Special Meeting/hearing, or as soon as possible thereafter.

## **24 OMHA ANNUAL GENERAL MEETING**

The maximum number of voting delegates eligible to attend the OMHA Annual General Meeting will be determined by current OMHA regulations.

- 24.1 The actual number of delegates to send will be determined annually, by the OSMHG Executive.
- 24.2 Delegates are to submit reasonable expenses for attending the meeting and will be reimbursed.



## 25 TROPHIES, PLAQUES & AWARDS

All trophies and awards are required to be returned as soon as possible to OSMHG following presentation.

25.1 The Director of Equipment is to arrange to have trophies and plaques engraved as needed.

25.2 The Executive Committee reviews and accepts candidates for awards. Awards are presented annually.

## 26 ASSOCIATION AWARDS & TROPHIES

The following is a list of OSMHG trophies and awards, eligible annually:

Award Name	Division of Award	Award Description
Rick McComb Memorial Award	U10 Representative	Player who best demonstrates leadership & Dedication.
Michael Walmsley Memorial Award	U11 Local League	Player who demonstrates outstanding sportsmanship.
Jim Foulds Memorial Award	U15 Local League	Goalie who best demonstrates perseverance and a love of the game.
John Poole Memorial Award	U15 Local League	Most sportsmanlike player.
Larry Charlie Brown Memorial	U18 Local League	Player who best exemplifies "willingness to play the game."
Josh Vanwyck Memorial Award	U18 Local League	Player who best demonstrates dedication & willingness to play the game.
Tony Hesch Award	U18 Representative	Most valuable defenseman.
Marc Johnson Award	tbd	tbd

## 27 INDEMNITY

Every Executive member will from time to time be indemnified and saved harmless by the Group from and against:

27.1 All costs, charges and expenses that he/she incurs or sustains in any action, suit or proceeding brought or prosecuted against him/her in respect of any act or deed done or permitted by him/her performing the duties of the held office.

27.2 Any other costs associated with such an event deemed relevant by the Executive Committee.

27.3 The Group may purchase and maintain such insurance for the benefit of its members as the Executive may from time to time determine.



## **28 AMENDMENTS**

Any amendments to the Constitution of the Group may be made only at the Annual General Meeting, by a two-thirds (2/3) majority vote of the membership present.

- 28.1 All proposed changes or amendments to the Constitution are required to be submitted as a Notice of Motion to the Secretary, at least one (1) month prior to the Annual General Meeting.
- 28.2 All Executive Members must then also be made aware of the Notice(s) of Motion, prior to the date of meeting, by means of regular communication from the Secretary.



# APPENDIX A

## Roles and Responsibilities



## **ROLES AND REPOSNSIBILITIES**

### **DIRECTORS & OFFICERS**

Notwithstanding the responsibilities of Members, a Director or Officer of the OSMHG will at all times bear the additional responsibilities to:

1. Support the objectives of the Corporation and follow its Manual of Operations and Policies.
2. Bring credibility and goodwill to the OSMHG.
3. Demonstrate good faith, prudent judgement, honesty, transparency and openness.
4. Communicate with fellow OSMHG members and participants in a respectful and appropriate behaviour.
5. Ensure that the financial affairs of OSMHG are conducted in a responsible and transparent manner with due regard for fiduciary responsibilities and public trusteeship.
6. Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with OSMHG's policies.
7. Maintain confidentiality of Executive Meetings.
8. Attend Executive Meetings, serve on Committees of the Executive and become an active participant in a group that functions effectively as a whole.

### **MEMBER RESPONSIBILITIES**

Each Member that volunteers for a role with OSMHG is responsible to:

1. Be informed of the documents under which the OSMHG operates, its Constitution and Manual of Operations including the Code of Conduct and all other Policies.
2. Exercise respect, care, diligence and skill in dealing with Directors, Officers, staff, coaches, referees, convenors, opposing team coaches, parents, players and all other members of the OSMHG.
3. In the performance of volunteer duties, not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
4. Act with honesty and integrity with zero tolerance for bullying, threats and or violence towards others.
5. Comply with all other codes and polices of the OSMHG and its governing bodies.





# **APPENDIX B**

## **OSMHG Executive Job Descriptions**



## EXECUTIVE JOB DESCRIPTIONS

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## 1.0 PRESIDENT (OFFICER)

<b>TERM</b>	2 Years	<b>RE-ELECTION</b>	Biennially, Odd # Years	<b>TYPE</b>	Elected
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The President will act as the official representative of the Owen Sound Minor Hockey Group (the Group) in all matters.

### Knowledge/Experience Requirements

1. Knowledge of general meeting proceedings, including recording of minutes.
2. Familiar with the OSMHG Constitution, Manual of Operations and Policies.
3. Knowledge of Ontario Minor Hockey Association (OMHA) rules and procedures.
4. Basic computer knowledge (Internet, Microsoft Office).
5. Must be a current board member.
6. Position shall be a 2-year term elected in odd numbered years.
7. The immediate past president can act in the President's role if there are no nominations or volunteers to fill the role of President and be voted in at the AGM.

### Responsibilities

1. Preside at all meetings of the Group and Executive Committee.
2. Act as a signing officer for the Group in all legal matters.
3. Act as one of five (5) signing authorities for financial disbursements.
4. Sit on all committees as an ex-officio member.
5. Advise and consult on all disciplinary matters.
6. Meet with all Committee Chairpersons prior to the hockey season to establish a season plan; assure that the Chairpersons have been given the necessary information pertaining to their respective committee.
7. Establish a schedule of committee meetings for the season.
8. Ultimately responsible for the annual appointment of the Referee in Chief and Timekeeper Assignor.
9. Remain neutral in discussions and refrain from disclosing their opinion unless called upon to vote.
10. Only votes in the event of a tie.

## 2.0 VICE-PRESIDENT - REPRESENTATIVE (OFFICER)

<b>TERM</b>	2 Years	<b>RE-ELECTION</b>	Biennially, Even # Years	<b>TYPE</b>	Elected
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The Vice President - Representative is responsible for the operation and organization of the 'A' level Representative Programming.

### **Knowledge/Experience Requirements**

1. Knowledge of general meeting proceedings, including recording of minutes.
2. Familiar with the OSMHG Constitution, Manual of Operations and Policies.
3. Knowledge of OMHA rules and procedures.
4. Basic computer knowledge (Internet, Microsoft Office).
5. Must be a current board member.
6. Position shall be a 2-year term elected in even numbered years.

### **Responsibilities**

1. Perform the duties of the President in his/her absence.
2. Act as one of five (5) signing authorities for financial disbursements
3. Attend regular League meetings and provide recaps to OSMHG.
4. Works with coaches and managers of A level programming.
5. Authority to enforce the rules, regulations and guidelines established by the OSMHG.
6. Attend and provide reports at all regular OSMHG meetings, Executive meetings and the Annual General Meeting as the Director of Representative Programming.
7. Serve on the Coaches Selection and Development Committee and the Discipline Committee.
8. Assist the Registrar in the rostering of all 'A' level Representative teams.
9. Develop and maintain a list of Board approved guidelines for all 'A' level Representative programming.

## **3.0 VICE-PRESIDENT - LOCAL LEAGUE (OFFICER)**

<b>TERM</b>	2 Years	<b>RE-ELECTION</b>	Biennially, Odd # Years	<b>TYPE</b>	Elected
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The Vice-President – Local League is responsible for the operation and organization of the Local League Programming.

### **Knowledge/Experience Requirements**

- 1 Knowledge of general meeting proceedings, including recording of minutes.
- 2 Familiar with the OSMHG Constitution, Manual of Operations and Policies.
- 3 Knowledge of OMHA rules and procedures.



- 4 Basic computer knowledge (Internet, Microsoft Office)
- 5 Must be a current board member.
- 6 Position shall be a 2-year term elected in even numbered years.

**Responsibilities**

Perform the duties of the President in the absence of both the President and the Vice President - Representative.

- 1 Act as one of five (5) signing authorities for financial disbursements
- 2 Ensure the Group appoints Division Convenors for each division U9 – U18.
- 3 Authority to enforce the rules, regulations and guidelines established by the OSMHG.
- 4 Attend and provide reports at all regular Local League Meetings as the OSMHG representative.
- 5 Attend and provide reports at all regular OSMHG meetings, Executive meetings and the Annual General Meeting as the Director of Local League Programming.
- 6 Serve on the Coaches Selection and Development Committee and Discipline Committee.
- 7 Assist the Registrar in the rostering of all Local League teams.
- 8 Develop and maintain a list of Board approved guidelines for all Local League programming.

**4.0 SECRETARY (OFFICER)**

<b>TERM</b>	2 Years	<b>RE-ELECTION</b>	Biennially, Odd # Years	<b>TYPE</b>	Elected
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The secretary will act as a custodian of all books, records, and documents for the Group.

**Knowledge/Experience Requirements**

- 1 Knowledge of general meeting proceedings, including recording of minutes.
- 2 Familiar with the OSMHG Constitution, Manual of Operations and Policies.
- 3 Basic computer knowledge (Internet, Microsoft Office).
- 4 Must be a current Board member.
- 5 Position shall be a 2-year term elected in odd numbered years.

**Responsibilities**

- 1 Make all necessary arrangements for meetings of the Executive Committee.
- 2 Act as one of five (5) signing authorities for financial disbursements
- 3 Notify the Executives, and any other persons deemed necessary, of the location, time, and date of the meeting.



- 4 Attend and record minutes at all regular OSMHG meetings, Executive meetings and the Annual General Meeting.
- 5 Supply all Executive members a copy of the minutes of the previous meeting, 48 hours prior to the next regular meeting.
- 6 Serve as a signing officer, along with the President, in all of the Group legal matters.
- 7 Record and forward all approved meeting minutes to the Director of Communications to be posted on the OSMHG website.
- 8 Have available at all meetings of the Executive a copy of the updated OSMHG Constitution, Manual of Operations and Policies.
- 9 Present any proposed amendments to the OSMHG Constitution or Manual of Operations brought forward throughout the year, to the Executive at the February regular meeting.
- 10 Submit all correspondence and phone messages to the President, or applicable Executive member.
- 11 Be available to the Discipline Committee, as needed, specifically concerning instances that may require a revision or creation of policies, etc.

## 5.0 TREASURER (OFFICER)

<b>TERM</b>	2 Years	<b>RE-ELECTION</b>	Biennially, Even # Years	<b>TYPE</b>	Elected
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The Treasurer will advise the Executive on all financial matters as well as make recommendations for actions to maintain the internal control and financial stability and strength of the Group.

### Knowledge/Experience Requirements

1. Knowledge of general meeting proceedings.
2. Familiar with the OSMHG Constitution, Manual of Operations and Policies.
3. Basic computer knowledge (Internet, Microsoft Office).
4. Must provide proof to Executive of accounting knowledge and/or experience.
5. Must be a current Board member.
6. Position shall be a 2-year term elected in even numbered years.

### Responsibilities

1. Keep an accurate record of all monies received and disbursed, deposit all monies in the bank, invest surplus funds and ensure all disbursements are made by cheque.
2. Attend and provide financial reports at all regular Executive meetings.
3. Present at each Annual General Meeting a report of the year's operation; the yearend shall be April 30th, annually.



4. Arrange for an annual audit of the Group’s operation; be the primary liaison with external auditors to ensure the annual audit is performed in an efficient and timely manner.
5. Have an up-to-date financial report at each Executive meeting.
6. Act as one of five (5) signing authorities for financial disbursements
7. Responsible for the oversight of all Representative Team’s financial positions to ensure and promote adequate team financial processes and reporting by the manager.
8. Review semi-annually financial statements as submitted by each team manager and act as primary liaison for team managers from a financial perspective.
9. Responsible for financial reports as related to both the Tournament Committee and the Fundraising Committee, if applicable.

## 6.0 REGISTRAR (OFFICER)

<b>TERM</b>	2 Years	<b>RE-ELECTION</b>	Biennially, Even # Years	<b>TYPE</b>	Elected
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The Registrar, along with the assistance of the Vice President - Representative and Vice President – Local League, is responsible for rostering all registered players as per OMHA guidelines.

### Knowledge/Experience Requirements

- 1 Knowledge of general meeting proceedings.
- 2 Familiar with the OSMHG Constitution, Manual of Operations and Policies.
- 3 Knowledge of OMHA rules and procedures.
- 4 Basic computer knowledge (Internet, Microsoft Office).
- 5 Knowledge of Hockey Canada registration program (currently HCR 3.0).
- 6 Must be a current Board member.
- 7 Position shall be a 2-year term elected in even numbered years.

### Responsibilities

- 1 Responsible for the registration of players via the on-line registration.
- 2 Ensure the on-line registration system is kept up-to-date and that fees are implemented, as approved by the Executive; hand over all monies collected to the Treasurer.
- 3 Ensure player transfers are completed for new residential players, transfers under OMHA Regulation 3.5 and non-resident players for U12-U18, as per OMHA policies.
- 4 Ensure all registered players have provided proof of residency and a birth certificate to verify date of birth.
- 5 Ensure all registered players and/or guardians have completed the required waivers and training (i.e. Respect in Sport etc.) prior to the start of the season.
- 6 Work with the Treasurer to provide regular reconciliation of registrations to ensure all registration receipts are properly recorded in the Group’s books.



- 7 Assist the Treasurer in preparing adequate working papers for the external auditors with respect to registration revenues.
- 8 Attend and provide reports on current registration numbers at all regular OSMHG meetings, Executive meetings and the Annual General Meeting.
- 9 Establish and maintain a convenient registration system and schedule for all OSMHG members.
- 10 Work to grow registration in OSMHG.

## 7.0 DIRECTOR OF TOURNAMENTS (DIRECTOR)

TERM	2 Years	RE-ELECTION	Even # Years	TYPE	Elected
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The Director of Tournaments is responsible for the execution (by person or committee delegation) of all duties pertaining to the planning and operation of all tournaments/jamborees associated with OSMHG.

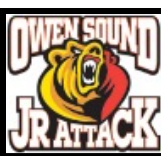
### Knowledge/Experience Requirements

- 1 Knowledge of general meeting proceedings.
- 2 Familiar with the OSMHG Constitution, Manual of Operations and Policies.
- 3 Basic computer knowledge (Internet, Microsoft Office).
- 4 Position shall be a 2-year term elected in even numbered years.

### Responsibilities

- 1 Apply for tournament/jamboree sanctions with the OMHA.
- 2 Adhere to all organizational guidelines set forth by the OMHA.
- 3 Adhere to all organizational guidelines set forth by The International Silver Stick (for any designated tournaments) and ensuring that OSMHG remains in good standing.
- 4 Create registration forms, including payment options on the OSMHG website.
- 5 Advertise tournament(s) registration on website and social media.
- 6 Set up basic tournament structure and operations, including age brackets, teams per bracket, round robin format, finals format, game sheets (paper or electronic), opening and medals ceremonies and any other events or fundraising efforts associated with the event.
- 7 Order all necessary medals, trophies, banners or MVP awards.
- 8 Liaise with the City of Owen Sound and/or other municipalities where ice will be reserved for the tournaments, with the support of the Ice Scheduler, at the beginning of the season.
- 9 Collect all information from participating teams, including contact information, rosters and travel permits.
- 10 Ensure tournament rules are up to date and distributed to all participating teams, the OMHA contact, referees, timekeepers and tournament volunteers (as needed).
- 11 Create and publish the tournament(s) schedule.





- 12 Answer all communications with team representatives and association liaisons.
- 13 Organize a volunteer schedule, to ensure there is a tournament Marshall present at each arena at all times.
- 14 Work with Timekeeper scheduler and the Referee scheduler to staff all games.
- 15 Liaison with local media, including but not limited to, radio stations, news papers, local television stations to ensure there is local coverage and awareness of the event.
- 16 Approve/deny vendor's requests to be present at tournaments. Ensure all vendors align with the OSMHG image and pay applicable fees and licenses.
- 17 Track all accounts receivable and all accounts payable associated with the operation of the tournament(s).
- 18 Track and report all penalties as required by the OMHA.
- 19 For the duration of all tournaments, ensure that all conflicts, concerns or injuries are dealt with in a manner that upholds the OSMHG Code of Conduct.
- 20 Complete all necessary reports and reconciliations with the OMHA and The International Silver Stick (for any designated tournaments).
- 21 Attend and provide tournament update reports at all regular OSMHG meetings, Executive meetings and the Annual General Meeting.

## 8.0 TECHNICAL DIRECTOR OF PLAYER/COACH DEVELOPMENT & CLINICS (DIRECTOR)

<b>TERM</b>	2 Years	<b>RE-ELECTION</b>	Odd # Years	<b>TYPE</b>	Elected
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The Technical Director of Player/Coach Development and Clinics is responsible for the overall skill development of participants in Owen Sound Minor Hockey as well as the coaching and team staff in the OSMHG.

### Knowledge/Experience Requirements

- 1 Knowledge of general meeting proceedings.
- 2 Familiar with the OSMHG Constitution, Manual of Operations and Policies
- 3 Familiar with Hockey Canada's Long-Term Player Development (LTPD) Model.
- 4 Familiar with the OMHA Manual of Operations.
- 5 Basic computer knowledge (Internet, Microsoft Office).
- 6 Position shall be a 2-year term elected in odd numbered years.

### Responsibilities

- 1 Organize local coaching clinics with the OMHA.
- 2 With the assistance of the Executive, annually appoint members to the Coaches Selection Committee. There shall be a minimum of 5 and a maximum of 7 members; two (2) of said members will be the Vice President - Representative and Vice President – Local League.



- 3 Attend and provide reports on the overall development of the program at all regular OSMHG meetings, Executive meetings and the Annual General Meeting.
- 4 Participate in the vetting process for team officials to ensure that all requirements are met prior to the Registrar attempting to roster the team with the OMHA. The criteria includes, but is not limited to, the following:
  - i) Respect In Sport (RIS) – Activity Leader or Speak Out
  - ii) Gender Identity and Expression
  - iii) Rowan’s Law Resource Review & Acknowledgement
  - iv) Registered in Hockey Canada Registry
  - v) Appropriate Coaching Certification
  - vi) Criminal Record Check including Vulnerable Sector Check
- 5 Organize and schedule the Checking Clinic prior to next seasons tryouts.

**9.0 DIRECTOR OF COMMUNICATIONS (DIRECTOR)**

<b>TERM</b>	2 Years	<b>RE-ELECTION</b>	Odd # Years	<b>TYPE</b>	Elected
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The Director of Communications will promote, grow and better the OSMHG program, making the experience more enjoyable for all members through website communication.

**Knowledge/Experience Requirements**

- 1 Knowledge of general meeting proceedings.
- 2 Familiar with the OSMHG Constitution, Manual of Operations and Policies.
- 3 Basic computer knowledge (Internet, Microsoft Office).
- 4 Basic knowledge of website forms, html, and related technologies.
- 5 Willingness to learn new technologies and expand online offerings.
- 6 Position shall be a 2-year term elected in odd numbered years.

**Responsibilities**

- 1 Responsible for promoting, growing and bettering the OSMHG program, making the experience more enjoyable for all members through website communication.
- 2 Maintain and grow the OSMHG website, with assistance from the Executive.
- 3 Investigate and evaluate online technologies with the goal of improving and/or adding value.
- 4 Keep an E-Mail list of OSMHG life members (provided capability provided from host).
- 5 Carry out other tasks deemed necessary by the President/Executive related to website, such as:
  - i) Update coaches’ information, player rosters and executive members annually,
  - ii) Post registration policies, procedures and forms on a timely basis,
  - iii) Ensure the Operations Manual, policies, procedures and Constitution is available online,
  - iv) Post meeting minutes on a monthly basis,
  - v) Update sponsor names and logo’s as needed,



- vi) Ensure programs and events (tournaments, events, pictures day, etc.) are advertised,
- vii) Provide online access to forms such as registration, coaches applications, etc., and
- viii) Conduct any other tasks as required pertaining to the OSMHG website.
- 6 Act as a website host liaison with the hosting service provider, including establishing and maintaining the account.
- 7 Provide domain management for [www.owensoundminorhockey.com](http://www.owensoundminorhockey.com). OSMHG shall purchase, register and maintain this domain for the purpose of facilitating its web presence and to protect its corporate identity.
- 8 Attend and provide reports on website development and usage at all regular OSMHG meetings, Executive meetings and the Annual General Meeting.
- 9 Carry out other tasks deemed necessary by the President/Executive related to website.

**10.0 DIRECTOR OF EQUIPMENT (DIRECTOR)**

TERM	2 Years	RE-ELECTION	Even # Years	TYPE	Elected
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The Director of Equipment is responsible for the storage, maintenance and distribution of all OSMHG equipment, (ie.) jerseys, kits and iPad’s.

**Knowledge/Experience Requirements**

- 1 Knowledge of general meeting proceedings.
- 2 Familiar with the OSMHG Constitution, Manual of Operations and Policies
- 3 Basic computer knowledge (Internet, Microsoft Office).
- 4 Position shall be a 2-year term elected in even numbered years.

**Responsibilities**

- 1 Maintain an accurate inventory of all OSMHG equipment, jerseys, kits and iPad’s and other assets.
- 2 Develop and maintain an effective storage system to assure neatness and ease of use of all OSMHG equipment, jerseys, kits and iPad’s.
- 3 Purchase needed equipment, jerseys, kits and iPad’s upon Executive approval.
- 4 Develop and maintain a board approved Goaltender Equipment Supply program.
- 5 Work with the City of Owen Sound employees annually to update Banner placement within arenas.
- 6 Maintain OSMHG trophies and trophy cases.
- 7 Maintain OSMHG office equipment (i.e.) photocopier, telephone etc.
- 8 Attend both Representative and Local League coaches/manger meetings each fall to instruct teams on equipment, jerseys, kits and iPad protocols.
- 9 Attend and provide reports on equipment status at all regular OSMHG meetings, Executive meetings and the Annual General Meeting.



## 11.0 CO-DIRECTOR(S) OF JUNIOR HOCKEY (DIRECTOR)

TERM	2 Years	RE-ELECTION	Odd # Years	TYPE	Elected
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The Director(s) of Junior Hockey will serve as convenors for the U5 – U8 divisions.

### Knowledge/Experience Requirements

- 1 Knowledge of general meeting proceedings.
- 2 Familiar with the OSMHG Constitution, Manual of Operations and Policies.
- 3 Basic computer knowledge (Internet, Microsoft Office).
- 4 Position shall be a 2-year term elected in odd numbered years.

### Responsibilities

- 1 Maintain communication between U5 – U8 coaches, the Technical Director of Player/Coach Development & Clinics and the Executive.
- 2 Provide a general supervisory of activities for the U5 – U8 divisions.
- 3 Organize player evaluation for the U5 – U8 divisions.
- 4 Carry out and assist with other tasks as necessary by the Technical Director of Player/Coach Development & Clinics.
- 5 Serve as a liaison between parents and coaches.
- 6 Responsible for ordering Timbit jersey's, socks, medals and end of season trophies.
- 7 Schedule and assist with Mini Attack Games; coordinate and organize other team events (Christmas & end of season parties).
- 8 Attend and provide reports on the junior hockey program at all regular OSMHG meetings, Executive meetings and the Annual General Meeting

## 12.0 DIRECTOR OF SPONSORSHIP/FUNDRAISING/PICTURES (DIRECTOR)

TERM	2 Years	RE-ELECTION	Even # Years	TYPE	Elected
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The Director of Sponsorship/Fundraising/Pictures will set yearly fundraising goals and determine the annual sponsorship fee for Representative and Local League teams with Budget Committee and Executive input.

### Knowledge/Experience Requirements

- 1 Knowledge of general meeting proceedings.



- 2 Familiar with the OSMHG Constitution, Manual of Operations and Policies.
- 3 Basic computer knowledge (Internet, Microsoft Office).
- 4 Position shall be a 2-year term elected in even numbered years.

### Responsibilities

- 1 Oversee team sponsorships, with the assistance of the Treasurer, as well as any other requirements for sponsorships during the season (ie. Tournament ads, etc.).
- 2 Make contact with each sponsor from the previous year by email or in-person and issue an invoice letter.
- 3 Record payments received from sponsors and hand over all monies collected to the Treasurer.
- 4 Issue receipts once sponsorship funds have been received.
- 5 Acquire new sponsors if needed.
- 6 Liaise with the Director of Equipment to confirm correct sponsor is associated with all teams and notify of any changes.
- 7 Recognize each sponsor with their business name embroidered on each player's jersey.
- 8 Determine which news media outlets that the sponsor prefers (print, electronic or internet) and relay to team managers.
- 9 Contact team managers and,
  - i) Inform them that the sponsors name must be discreetly displayed on team jackets.
  - ii) Collect team's roster and playing schedule, and
  - iii) Ensure game results shall be sent to the media (emphasis on which news media the sponsor prefers).
- 10 Distribute the team's roster and playing schedule to each sponsor.
- 11 Ensure each sponsor is recognized during the hockey season through the media; have team pictures mounted on a plaque for each sponsor and distribute at the end of the season.
- 12 Oversee and establish any other general OSMHG fundraising ideas as required and approved by the Board.
- 13 Procure a reputable photography company at a reasonable cost and schedule team pictures early in the season.
- 14 Distribute team pictures to each Representative and Local League team.
- 15 Attend and provide reports on the status of sponsorship and fundraising at all regular OSMHG meetings, Executive meetings and the Annual General Meeting

### 13.0 DIRECTOR OF SCHEDULING (DIRECTOR)

TERM	2 Years	RE-ELECTION	Even # Years	TYPE	Elected
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The Director of Scheduling is responsible for the acquisition and scheduling of ice time as it relates to try-outs, games, practices and clinics for all Representative and Local League teams.



### Knowledge/Experience Requirements

- 1 Knowledge of general meeting proceedings.
- 2 Familiar with the OSMHG Constitution, Manual of Operations and Policies.
- 3 Basic computer knowledge (Internet, Microsoft Office).
- 4 Position shall be a 2-year term elected in even numbered years.

### Responsibilities

- 1 When Representative teams have been registered, schedule exhibition games, regular season games, practices and tournaments, assuring balance of ice allotment between teams.
- 2 When Local League teams have been registered, schedule exhibition games, regular season games, practices and tournaments, assuring balance of ice allotment between teams.
- 3 Attend league scheduling meetings to assist coaching staffs in the scheduling of games.
- 4 Update the master schedule following any scheduling meeting reallocating ice time around scheduled team tournaments and league games assuring balance among teams.
- 5 Sign contractual allocation of ice time with the City of Owen Sound.
- 6 Cancel available ice time and/or request additional ice time from the city, as requested from Representative and Local League team managers.
- 7 Reschedule game and/or practice cancellations, as requested from Representative and Local League team managers; contact other appropriate team centers to inform of said cancellations.
- 8 Send allocation reports to referees and timekeepers.
- 9 Work closely with the Vice President – Representative and Vice President – Local League during playdowns/playoffs to ensure the fulfillment of contracted games while maintaining each team's practice schedule.
- 10 Responsible for the daily maintenance and communication of official schedules with all convenors, teams, Timekeeper Assignor and Referee in Chief.
- 11 Attend and provide reports on ice usage at all regular OSMHG meetings, Executive meetings and the Annual General Meeting.

## 14.0 DIRECTOR AT LARGE (DIRECTOR)

<b>TERM</b>	2 Years	<b>RE-ELECTION</b>	Odd # Years	<b>TYPE</b>	Elected
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The Director at Large will assist in the management and direction of the Group in a manner that is timely and consistent with the goals and policies of the organization, with emphasis on providing support when required to other Directors, portfolios and/or projects.

### Knowledge/Experience Requirements

- 1 Knowledge of general meeting proceedings.
- 2 Familiar with the OSMHG Constitution, Manual of Operations and Policies.



- 3 Basic computer knowledge (Internet, Microsoft Office).
- 4 Position shall be a 2-year term elected in odd numbered years.
- 4.1 Voting rights shall only be exercised in the second year of the term.

**Responsibilities**

- 1 Serve as an active member and representative of the Board of Directors.
- 2 Attend and provide reports, as necessary, at all regular OSMHG meetings, Executive meetings and the Annual General Meeting.
- 3 Provide support of and participation in special events and activities organized by the Executive and its sub-committees.
- 4 Carry out any other tasks deemed necessary by the President.

**15.0 DIRECTOR OF HOCKEY RELATIONS (DIRECTOR)**

<b>TERM</b>	2 Years	<b>RE-ELECTION</b>	Odd # Years	<b>TYPE</b>	Elected
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**Knowledge/Experience Requirements**

- 1 Excellent communication, interpersonal and organizational skills.
- 2 Familiar with the OSMHG Constitution, Manual of Operations and Policies.
- 3 Basic computer knowledge (Internet, Microsoft Office).
- 4 Position shall be a 2-year term elected in odd numbered years.

**Responsibilities**

- 1 Provide consistency and transparency to the dispute resolution process by being the first point of contact for any such events.
- 2 Be responsible for chairing the Discipline Committee.
- 3 As this is a new position, a more fulsome job description will be provided at the 2024 AGM.



# **APPENDIX C**

## **OSMHG Executive Committees**





## EXECUTIVE COMMITTEES

### 1 **Budget Committee**

The Budget Committee is responsible for reviewing the OSMHG's previous year's expenses, as set out by the Treasurer, and establishing both fiscally responsible and competitive registration rates.

### 2 **Coach Selection and Development Committee**

The Coach Selection and Development Committee is responsible for reviewing all coaching applications and making selections based on pre-determined criteria as well as in-line with the Criminal Record Check Policy.

### 3 **Social Media Committee**

The Social Media Committee is responsible for regular postings to social media platforms, as agreed upon by the Director of Communications. This includes, but is not limited to, game and tournament updates, holiday greetings, special events, public notices and sponsor recognitions.

This Committee shall ensure that all such posts adhere to both the OMHA as well as the OSMHG Social Media Policy as well as the intent of the OSMHG Code of Conduct.

### 4 **Discipline Committee**

The Discipline Committee is responsible for promoting positive culture through accountability. The committee will review and provide a resolution for any conduct or behaviour brought forward to the OSMHG, that is in direct violation of the OMHA and/or OSMHG Code of Conduct. As well, this committee will be responsible for recording and reviewing suspendable offences and investigating reports of misconduct.

### 5 **Policy Committee**

The Policy and Development Committees is responsible for the annual review of current policies as well as the development of any new policies deemed necessary by the Executive.

New policies must be voted on and accepted by a two-thirds majority of the Executive committee members present at any regular meeting.



# APPENDIX D

## OSMHG Conflict of Interest Guidelines



## **CONFLICT-OF-INTEREST GUIDELINES**

These Conflict-of-Interest Guidelines are intended to ensure the highest standards and maintenance of the integrity of the OSMHG. All members that undertake a volunteer role with the OSMHG shall always act in the best interest of the OSMHG, placing the interests of the OSMHG and the players ahead of any personal interest or the interest of any other person or entity. It also means performing volunteer duties and transacting the affairs of OSMHG in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of minor hockey in Owen Sound.

### **NO PECUNIARY BENEFIT**

No volunteer of OSMHG shall:

1. Directly or indirectly receive any profit from their position. Notwithstanding anything herein contained to the contrary, such volunteers may receive reasonable honorarium for their services and reimbursement for reasonable expenses incurred by them in the performance of their duties as permitted in the Manual of Operations and approved by the Executive.
2. The pecuniary interest of immediate family members (including the immediate family members of an official's partner) or close personal or business associates are considered to also be the pecuniary interests of the volunteer.

### **DEFINITION OF CONFLICT OF INTEREST**

1. A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect, or appear to affect, objectivity, judgement or the ability to act in the best interest or complete fiduciary responsibilities of volunteers to the OSMHG.
2. A conflict of interest may be real, potential or perceived in nature.
3. A real conflict of interest arises where a member has a private or personal interest, for example, a close family connection or financial interest.
4. A perceived or apparent conflict of interest may exist when a reasonable, well-informed person has a reasonable belief that a member has a conflict of interest, even if there is no real conflict.
5. Full disclosure, in itself, does not remove a conflict of interest.

### **EXAMPLES OF CONFLICT OF INTEREST**

1. Any circumstances that may result in a personal or financial benefit to a member volunteer or their family, business, association or friend. This includes, but is not limited to, accepting any payment for services rendered to the OSMHG or its members or suppliers in relation to the activities of the Group other than payment for services permitted under the policies of the OSMHG.



2. Being a member of the Board or staff of another entity or organization which might have material interests that conflict with the interests of the OSMHG or its Members; and dealing with matters on one board which might materially affect the other board.
3. A Director or Officer (or family member, business partner, or friend) seeking, accepting or receiving any personal benefit from a supplier, vendor or any individual or organization doing or seeking business with the OSMHG.

### **CONFLICT OF INTEREST DISCLOSURE**

1. Members who volunteer must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the Executive or its committee's deal with the matter at issue.
2. If the Member is not certain whether he/she is in a conflict-of-interest position, the Member must disclose the facts and the Executive will determine, by majority vote, if a conflict exists.

### **GIFTS & HOSPITALITY**

Volunteers shall not directly or indirectly offer or accept cash payments, gifts, gratuities, privileges or other personal rewards which are intended to influence activities or affairs of the OSMHG and/or team budgets.

### **PAYMENTS TO MEMBERS**

The Conflict-of-Interest Guidelines shall not apply in respect of payments made to members who volunteer for roles with OSMHG where such payments are approved by the OSMHG Executive or where such payments are otherwise permitted, pursuant to the policies of the OSMHG. Payments include, but are not limited to, honorariums, reimbursements of costs incurred to undertake the volunteer position, and payment for services rendered to the OSMHG. Payments may be approved by the Executive through the annual budget process and/or at any point in time otherwise required, at the discretion of the Executive.



# APPENDIX E

# OSMHG Confidentiality



## **CONFIDENTIALITY**

### **CONFIDENTIAL INFORMATION**

It is the responsibility of the Directors and Officers to maintain the confidentiality of Executive meetings and respect the timeline for the disclosure of decisions and updated policies to the membership.

1. Directors and Officers must, both while having and after ceasing to have that status, treat as confidential all information regarding the policies, internal operations, systems, business or affairs of the Group obtained by reason of his/her status as a Director or Officer and not generally available to the public.
2. A Director or Officer shall not use information obtained as a result of their involvement on the Executive for personal benefit.
3. Each Director or Officer shall avoid activities which may create the appearances-that they have benefited from confidential information received during their duties as a Director or Officer.



# APPENDIX F

# OSMHG Code of Conduct



## OSMHG CODE OF CONDUCT

### OVERVIEW:

The OSMHG operates under the jurisdiction of the OHF/OMHA and follows the Code of Conduct as laid out under each of their respective documents. (i.e. OHF Respect & Expectation Policy)

The OSMHG is committed to providing a sport environment in which all individuals are treated with respect. All youth participating in the hockey programs of the Owen Sound Minor Hockey Group (OSMHG) will enjoy the following rights and are entitled to the protection of these rights:

- **SPORTSMANSHIP:** You have the right to participate in a program in which sportsmanship, honesty and integrity are the cornerstones.
- **RESPECT:** You have the right to the respect of your coaches, coaching staff, your team-mates, the coaches, coaching staff and players of the opposing team, the referees, and spectators and each of them has the right to expect the same of you.
- **PARTICIPATION:** You have the right to participate fully in the activities of your team, but not necessarily equally.
- **SKILL DEVELOPMENT:** You have the right to learn about your sport and develop your skills to the maximum of your potential.
- **FREEDOM FROM ABUSE:** You have the right to say no to physical contact or interaction with any member of the coaching staff or any other person in a position of authority or influence.
- **FREE SPEECH:** You have the right to speak freely without fear of recrimination.
- **FAIR TREATMENT:** You have the right to be treated fairly and with impartiality.
- **FUN:** You have the right to have fun.

OSMHG upholds a zero-tolerance policy for drugs and alcohol at any Group events or activities, regardless of location, for its members and any individuals attending or participating.

OSMHG accepts responsibility for the behaviour of its members and will take the necessary disciplinary actions against any individual (parents/guardians, players, coaches, coaching staff or spectators) who fail to comply with the Codes; this may result in disciplinary measures, including suspension and/or expulsion.

### OSMHG CODE OF CONDUCT:

1. We will ensure that all players are given the same opportunity to participate, regardless of gender, ability, ethnic background, or race.
2. We will make sure that all prudent, reasonable, appropriate and necessary measures are taken on an ongoing basis to protect the safety of all players, coaches and volunteers wherever OSMHG activities take place.
3. We will make sure that age, skill level and maturity level of the players are considered in program development, rule enforcement, and scheduling.





4. We will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
5. We will make sure that appropriate and thorough screening of all those who provide service on behalf of the OSMHG, both before, but especially after they are involved, seeking to have coaches, coaching staff, officials and other volunteers who are capable of promoting fair play as well as the development of good technical skills.
6. We will distribute, publicize, promote, implement, and enforce the Codes of Conduct.

#### **COACHES AND COACHING STAFF CODE OF CONDUCT:**

1. I will lead by example, and I will work to create a desire for our players to do their best while playing the greatest game on earth – Hockey.
2. I will remember that players need a coach they can respect. I will be generous with praise and set a good example, at all times, through my actions and words.
3. I will teach my players to play fairly and to respect rules, officials, team-mates, opponents, parents/ guardians, and spectators.
4. I will ensure my players get fair instruction, support and playing time.
5. I will not ridicule or yell at my players for making mistakes or for performing poorly.
6. I will remember that players play hockey to have fun and must be encouraged to have confidence in themselves.
7. I will obtain proper training and will continue to upgrade my coaching skills.
8. I will be reasonable when scheduling extra practices and team events, remembering that players have other interests and obligations.
9. I will co-operate with on and off ice officials for the benefit of the game and players.
10. I will foster regular, open communication with parents/guardians, coaching staff, players and Group officials.
11. As a coach I will be approachable at any time regarding anything to do with players or the team 24-hours after a game.
12. I will be responsible for all activities associated with my team.

#### **PLAYERS CODE OF CONDUCT:**

1. I am responsible for my conduct at all times. I will always be a positive representative of the OSMHG and the City of Owen Sound.
2. I will always play by the rules of hockey, and in the spirit of the game.
3. I will, regardless of the outcome of the game, congratulate my team-mates, coach, coaching staff as well as the players and coach, coaching staff of the opposing team in a genuine and positive manner.



4. I will respect the referee's decisions; I will let the coach or team captain address the referees and then shall do so only in a civil tone and manner.
5. I will control my temper, behavior and language - fighting or "mouthing-off" can spoil the activity of everyone.
6. I will work at achieving my personal best and to not get discouraged if it's not the best.
7. I will work hard to improve my skills at practice and in games. I will make every reasonable effort to attend all scheduled practices and games, arrive on time and I will contact the team manager or coach if I am unable to attend for any reason.
8. I will respect the rights and consider the safety of other players; I will not set out to intentionally maim or injure another player, in actions, words, conduct or inaction and I shall not encourage, support or approve of this such behaviour by others.
9. I will do my best to be a team player.
10. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best is just as important.
11. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

#### **PARENT / GUARDIAN / SPECTATOR CODE OF CONDUCT**

1. I will remember that my youth and all players participate for their fun and enjoyment, not mine.
2. I will promote the emotional and physical well-being of my youth and all players ahead of any personal desire to win.
3. I will teach my youth and encourage all players that doing one's best is as important as winning so that my youth and all players will never feel defeated by the outcome of the game.
4. I will remember that youth learn by example. I will applaud good plays and performances by all players involved in the game.
5. I will not speak negatively about players, coaches and coaching staff, referees, other parents/guardians or spectators.
6. I will respect the referee's decisions and I will encourage all players to do the same.
7. I will remember that the locker room is where the team prepares for a game and not a place for me to hang out or give instruction.
8. As a parent/guardian, I will practice and encourage open communication with the coaches and coaching staff. I will bring concerns forward and adhere to a 24 hour cool down period to address an issue or contentious point. I will respect the coach's decisions and not interfere with or undermine the coaches or coaching staff.



9. As a parent/guardian, I should inform the coach of any ailment that may affect the safety of my youth or the safety of others and I will not permit my youth to compete without complete and safe equipment.
10. As a parent/guardian, I will make every reasonable effort to have my youth attend all scheduled practices and games, arrive on time and I will contact the team manager or coach if my youth is unable to attend for any reason.