

## **AGM 2023**

The current OSMHG Manual of Operations was last updated in 2009. In an effort to update this document to 2023 standards, provide a more transparent base for the OSMHG's day to day operations and outline a group structure, a Notice of Motion was made on Wednesday February 15, 2023.

### **MOTION:**

**That the current Manual of Operations (2009) be updated and amended to reflect current Group operations and a new OSMHG Constitution be adopted to outline the Group structure.**

The "Group Structure" outline for the OSMHG has been moved from the Manual of Operations to a new proposed Constitution, which is a model that's commonly used in many other Southwestern Ontario hockey associations. The proposed Manual of Operations now solely reflects the general operating procedures for the Group.

Please find below an outline of these proposed changes.

### **Changes to note in the Manual of Operations:**

- Certification level requirements, team staff/volunteer requirements have been updated to reflect Criminal Record Check policy, etc.
- All HL references removed and a LL overview has been added.
- 'Gate Receipts and Control' has been removed as this practice no longer occurs.
- Registration has been updated to reflect online practices.
- Game reporting has been updated to reflect iPad use.
- References have been added to the proposed OSMHG Constitution and Code of Conduct as well as Fundraising, Travel Permit, Game Reporting and all other necessary forms that are available on OSMHG website.
- LL and Rep division names/player's age has been updated to reflect the "U" categorization.

### **New information to note in the Constitution:**

- The Constitution is new to OSMHG – this covers the Group structure and governance.
- Objectives, taken from the current Manual of Operations, have been updated.
- The 1<sup>st</sup> VP and 2<sup>nd</sup> VP titles have changed to Vice President – Representative and Vice President – Local League to help eliminate perceived disparity between the programs. This is inline with the other southwestern Ontario minor hockey associations.
- New Director position has been added – Director of Hockey Relations. The aim of this position will be to provide consistency and transparency in dealing with dispute resolution events.
- Director of Web Page has been changed to Director of Communication for a more inclusive governance.

- An election schedule for Officers has been added to help ensure continuity of Group operations. Odd years = President, Vice President – Local League and Secretary. Even years = Vice President – Representative, Registrar and Treasurer.
- A similar schedule for Directors has been added and a 2-year term was adopted for Directors. Odd years = Director of Communication, Technical Director of Player/Coach Development & Clinics, Co-Director(s) of Jr. Hockey, Director(s) at Large and Director of Hockey Relations. Even years = Director of Tournaments, Director of Sponsorship/Fundraising/Pictures, Director of Equipment and Director of Scheduling.
- Appointed volunteer positions are also designated for 2-years (ie) the Timekeeper Assignor. Of note, there are caveats for termination under certain conditions if volunteer position is not working out.
- Director(s)-at-Large do not get vote in first year of term but do in the second year.
- Executive members must let the secretary know if unable to attend a regular meeting. Any executive member that is absent from 3 consecutive regular meetings without prior notification, (or 4 out of 6 meetings) can be considered for dismissal by the President.
- An OSMHG Confidentiality policy included.
- An OSMHG Code of Conduct is included.
- “Conflict of interest” is defined and included.
- All proposed changes/amendments to Constitution are required to be submitted by motion 1 month prior to the AGM (instead of by February 15).
- New standing committees proposed: Social Media Committee, Policy Committee, Discipline Committee.
- Job descriptions for executive members are included.

Specifically, the proposed updates to the current Manual of Operations are as follows:

<b>Manual of Operations</b>	<b>Proposed Manual of Operations</b>	<b>Proposed Constitution</b>
<b>Group Structure</b>		
S.1		S.1
S.2		S.3
S.3		S.7
S.4		S.6
S.5		S.7
S.6		Appendix B
S.7		Appendix B
S.8		S.19
S.9		S.9/S.11
S.10		S.21
S.11		S.21
S.12	S.21	
S.13		S.29
S.14		S.20

S.15		Appendix B
General Operating Procedures		
S.1	S.2	
S.2		S.27
S.3	S.11	
S.4	S.3	
S.5	S.4	
S.6	S.5	
S.7	S.6	
S.8	S.7	
S.9	S.8	
S.10	S.9	
S.11	Out-dated	Out-dated
S.12	S.10	
S.13	S.12	
S.14	S.13	
S.15	S.14	
S.16	S.15	
S.17	S.16	
S.18	S.11	
S.19	S.17	
S.20	S.18	
S.21	S.19	
S.22	S.20	
S.23	S.5	
S.24	S.22	
S.25	S.23	
S.26	S.23	
S.27	S.24	
S.28	S.25	