

THE SOUTHWESTERN ONTARIO OLDTIMERS
HOCKEY ASSOCIATION

CONSTITUTION, RULES AND REGULATIONS



Document Revisions Log

Revision Number	Date	Notes
	September 03, 1985	Original Document
1	September 01, 2000	Reworked
2	August 13, 2006	Reworked

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1.0 ARTICLE # 1 - Organization

.1 Name

- .1 This organization shall be called the South Western Ontario Oldtimers Hockey Association.
- .2 This organization's abbreviation or acronym shall be S.W.O.O.H.A. and will be referred to as *The League* in this document.

.2 Mission Statement

To provide an association for member teams which can assist adult recreational hockey leagues and teams in the South Western Ontario area in administering and facilitating league meetings and scheduling.

.3 Role

To promote adult recreational hockey within South Western Ontario by providing a means to contact other adult recreational hockey teams in order to schedule games, tournaments and meetings amongst adult recreational hockey teams, and by encouraging safe and fair competition and by emphasizing fun, camaraderie and friendship.

.4 Meetings

.1 Annual General Meeting and Scheduling Meeting

.1 Purpose

- .1 An annual general meeting (AGM) called to conduct *League* business and provide an opportunity and location for a scheduling meeting of S.W.O.O.H.A. franchise member teams shall be held once a year.

.2 Agenda

- .1 Generally, the agenda for the AGM shall include:
 - Welcome to New Teams
 - Minutes from previous Annual General Meeting
 - Old Business arising from Previous Year
 - President's Report
 - Secretary-Treasurer Report
 - Financial Report
 - Report from CARHA Representative
 - New Business
 - Elections

.3 Date

- .1 The date of the AGM is to be set by the Executive in August of each year but should occur not later than August 15th of each year.

.4 Quorum

- .1 A quorum is deemed to be present by the number of franchised teams in attendance.

.5 Procedures

.1 General

When required to settle disputes, Robert's Rules of Order to be used for procedural matters.

.2 Voting

.1 Each franchised team will be allowed one (1) only.

.2 Unless specifically noted as a team representative for their respective franchised team, the members of the Executive, do not have any voting privileges.

.3 A simple show of hands will be used for voting except in the case of an election where there is more than one candidate standing for office in which case a paper ballot will be used.

.4 To determine the success or failure of an election or of a motion, a simple majority (50% +1) will be used.

.3 Motions

.1 Notice of motion is to be made known to the Secretary-Treasurer prior to introduction so that the appropriate information can be sought and determined.

.2 Motions from the Executive will be made know prior to the meeting.

.3 Motions from the floor at the AGM will be accepted from a franchised team provided that they are in keeping with the constitution and are deemed to be in the best interest of *The League* by the President.

.6 Notice for AGM

.1 Secretary-Treasurer shall arrange for the announcement of the AGM in the following media:

London Free Press - at least once in the week prior to the meeting, twice preferred

SWOOHA web site – within one week of the Executives' decision

By Mail – to all franchised and member teams listed in database.

.7 Location

.1 Location of the AGM to be set by Executive but shall be central for all franchised teams.

.2 Information on the location is to be included in all announcements regarding the AGM.

.8 Time

.1 Time of the AGM to be set by Executive but shall be set to accommodate travel time for all invited teams and should not be before 10:00 AM.

.2 Information on the time is to be included in all announcements regarding the AGM.

.2 Other Meetings

.1 Calling Meetings

- .1 In response to a written request sent to the Executive c/o Secretary-Treasurer signed by at least five (5) franchise member teams of S.W.O.O.H.A., the President shall call an emergency meeting of *The League* to resolve the issues for which the meeting was requested, if the request is deemed to be in the best interest of the League.
- .2 If a written request is received from a single team or it is determined by the President that the request does not require the involvement of *The League*, the President may call an emergency meeting of the Executive to resolve the issues for which the meeting was requested.

.2 Purpose

- .1 The request for meeting must state the specific purpose of the details behind the issues for the meeting.

.3 Date

- .1 Such emergency meetings shall be called within one (1) week of the date that the written request was received by the Secretary-Treasurer.

.4 Location

- .1 Location to be set by Executive but shall be central for all involved teams.

.5 Time

- .1 Time of the meeting to be set by Executive but shall be set to accommodate travel time for all invited teams.

.6 Quorum

- .1 A quorum is deemed to be present by the number of franchised teams or members of the Executive in attendance.

.7 Procedures

.1 General

When required to settle disputes, Robert's Rules of Order to be used for procedural matters.

.2 Voting

- .1 Each franchised team will be allowed one (1) only.
- .2 Unless specifically noted as a team representative for their respective franchised team, the members of the Executive, do ***not*** have voting privileges.
- .3 A simple show of hands will be used for voting.
- .4 A simple majority (50% +1) shall be used to determine the success or failure of a motion.

.3 Motions

- .1 Notice of motion is to be made known to the Secretary-Treasurer prior to introduction so that the appropriate information can be sought and determined.
- .2 Motions from the Executive will be made know prior to the meeting.
- .3 Motions from the floor will be accepted from a franchised team provided that they are in keeping with the constitution and are deemed to be in the best interest of *The League* by the President.

.8 Agenda

- .1 Agenda to be set by President and remainder of the Executive based on the written request received.

.5 Financial

.1 Accounting

- .1 An accurate and detailed record of all business of *The League* is to be kept.
- .2 A detailed annual statement is to be prepared for AGM.

.2 Bank Account

- .1 A bank account in a designated Bank with cheque writing capabilities is to be maintained for the League.
- .2 Two signatures will be required on all cheques or withdrawals issued from the account. Signatures of President and Secretary-Treasurer are required and their signatures are to be on file with the Bank.

.3 Fiscal Year

- .1 The fiscal year end for *The League* is 30th of April.

2.0 ARTICLE # 2 - The Executive

.1 General

- .1 *The League* shall administered by the Executive which consists of the following positions:
 - President
 - Vice President
 - Secretary-Treasurer
 - One Director - elected on the even year
 - One Director - elected on the odd year
 - C.A.R.H.A. Representative
 - Past President.

.2 Eligibility

- .1 Only team representatives from a franchised team in good standing are eligible to hold a position on the Executive.

.3 Term of Office

- .1 The President, Vice President, Secretary-Treasurer and the two (2) Directors shall be elected by means of election at the Annual General Meeting and League Scheduling Meeting
- .2 Unless other wise noted, the term for each position of the Executive is two (2) years.
- .3 The effective date of the term of office commences the day immediately after the election.

.4 Duties and Responsibilities

.1 President

- .1 The President shall attend all meetings of the Executive and any committees that may be formed from time to time.
- .2 He shall generally perform the duties usual to the office of President, and may at his discretion order the calling of meetings of the Executive or any Committee.
- .3 The President shall call emergency meetings for a particular subject when requested in writing by at least five (5) franchise member teams of S.W.O.O.H.A..
- .4 The President shall be responsible for the coordination of all aspects of the operation of *The League* and for the implementation and enforcement of any Rules and Regulations which *the League* deems necessary to enact from time to time.
- .5 The President shall have the power to suspend summarily any player, coach, manager, person or club, for any breach or violation of any provisions of the Constitution, Rules and Regulations, or on any decision or ruling of the Executive, or for abusive language to any of the Officials, provided that the President is satisfied that such player, coach, person or club, as the case may be, has committed such breach or violation; such suspension to be automatically and continuously effective until dealt with by *the League* Executive, which must deal with such suspension within one week of receipt of any complaint or game report, by the Secretary/Treasurer. The President shall have the power to impose such suspension in respect of any matter or incident which may occur at any time, whether having to do with a game of any kind (exhibition or regularly scheduled) or otherwise.

.2 Vice President

- .1 The Vice President shall automatically become the President when the President's term expires.
- .2 The Vice President shall act as President during the President's absence for any period of time or a meeting for S.W.O.O.H.A. business.

.3 Secretary-Treasurer

- .1 The Secretary-Treasurer shall be responsible for keeping minutes of all *League* and Executive meetings, arranging for publicity and business arrangements on behalf of the League and *The League*, and the conduct of all correspondence on behalf of *The League* and the Executive of *The League*.
- .2 The Secretary-Treasurer shall maintain an account in a designated Bank for *The League*. Two signatures will be required on all cheques issued. He shall be responsible for the receiving, safe custody and accounting for all money and the disbursement of all money as directed by the Executive or *The League* at large.

- .3 The Secretary-Treasurer shall keep an accurate record of all business of *The League* including a database which lists teams, team representatives and a team history with respect to membership fees and performance bond.
 - .4 The Secretary-Treasurer shall prepare a detailed annual financial statement for review and approval at the AGM and as otherwise requested by the Executive.
 - .4 **One Director**
 - .1 One Director shall be elected on the even year.
 - .2 The role of the Director is an advisory roll to the Executive and the Director are expected to have the interests of *The League* “at heart” – not individual or individual team.
 - .5 **One Director**
 - .1 One Director shall be elected on the odd year.
 - .2 The role of the Director is an advisory roll to the Executive and the Director are expected to have the interests of *The League* “at heart” – not individual or individual team interests.
 - .6 **C.A.R.H.A. Representative**
 - .1 The position is assumed upon acclamation by *The League* and acceptance by the individual.
 - .2 The role of the C.A.R.H.A. Representative is an advisory roll to the Executive and as a liaison with C.A.R.H.A.
 - .7 **Past President**
 - .1 The position is automatic after having served a term as President.
 - .2 The role of the Past President is an advisory roll to the Executive and to *The League*.
 - .5 **Voting Privileges**
 - .1 Unless specifically noted as a team representative for their respective team, the members of the Executive, do ***not*** have voting privileges.
 - .6 **Executive Meetings**
 - .1 **Calling Meetings**
 - .1 Executive Meetings may be called at any time, in response to a written request or as required to conduct business on behalf of the League.
 - .2 **Purpose**
 - .1 The request for meeting must be to conduct *League* business.
 - .3 **Date**
 - .1 Such meetings shall be called with one (1) week’s notice to the members of the Executive.
 - .4 **Location**
 - .1 Location to be set by Executive but shall be central for all members of the Executive
 - .5 **Time**
 - .1 Time of the meeting to be set by Executive but shall be set to accommodate travel time for all members of the Executive.
 - .6 **Quorum**
 - .1 A quorum is deemed to be present by the number of members of the Executive in attendance.
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.7 Procedures

.1 General

When required to settle disputes, Robert's Rules of Order to be used for procedural matters.

.2 Voting

.1 Each member of the Executive will be allowed one (1) only.

.2 A simple show of hands will be used for voting.

.3 A simple majority (50% +1) shall be used to determine the success or failure of a motion.

.3 Motions

.1 Notice of motion should be made known to the Secretary-Treasurer prior to introduction so that the appropriate information can be sought and determined.

.8 Agenda

.1 Agenda to be set at the start of the meeting and is to based on the reason for the meeting

3.0 ARTICLE # 3 - AFFILIATION

.1 Affiliation

.1 It is strongly recommended that every team within *The League* be affiliated with the Canadian Adult Recreational Hockey Association (C.A.R.H.A.), the governing body for Adult Recreation Hockey across Canada.

.2 Conflicts

.1 Where *The League* constitution, rules and regulations conflict with that of the C.A.R.H.A., the C.A.R.H.A. constitution and by-laws shall take precedence.

4.0 ARTICLE # 4 - FRANCHISE

.1 General

.1 Any team in *The League* can hold a franchise by posting a performance bond and an established annual membership fee, after being approved by the Executive. Such approved teams shall be organized and controlled by a competent Manager.

.2 Franchised member teams has privileges which shall include prior notice of AGM and scheduling meeting or other *League* meetings, updated contact list, direct information from C.A.R.H.A.

.2 Applications

.1 Applications for a new franchise in *The League* must be received, for approval by the Executive, prior to or at the AGM before any team can be recognized.

.2 A cheque in the amount of one hundred and twenty five dollars (\$125.00) payable to *The League* must accompany each application, which shall be returned to the applicant if the application is not accepted.

.3 If accepted, one hundred dollars (\$ 100.00) will be applied toward the team's performance bond. The additional twenty five dollars (\$25.00) will be applied to first year membership fees.

.3 Membership Fees

- .1 Annual membership fees in the amount of twenty five dollars (\$25.00) payable to *The League* are due the AGM.
- .2 Any yearly dues not paid will be deducted from performance bond.
- .3 The annual membership fee shall be used to offset costs associated with the administration of *The League*.

.4 Performance Bonds

- .1 Performance Bonds are required to assist member teams with respect to default in covering costs for missed games and to help ensure member teams in *The League* will honour the rules and regulations set by *The League*.
- .2 Performance bonds may be used to pay costs for ice time and referees should a team be delinquent in not informing the other team prior to missing a scheduled game and there is a proven financial loss or hardship to the team. Payment may be made upon application, in writing to the Executive c/o Secretary-Treasurer from the team which suffered the loss. Such application must include particulars around the missed game and shall be made within two (2) weeks of the missed game.
- .3 A request for the return of any performance bond money must be presented to the Executive, in writing, and shall have two (2) signatures of the team members, one of which must be last known team representative on file with the League.
- .4 Performance bonds will be forfeited to *The League* should any team not pay their annual membership for four (4) years.

.5 Information

- .1 All teams must submit their contact information with annual dues for upcoming season at the AGM, if they have not done so prior to the AGM.
- .2 It is the team's responsibility to notify the Executive if they want their team name removed from the published list.

5.0 ARTICLE # 5 - PLAYING RULES

.1 General

- .1 The members of *The League* shall conduct games in accordance with the rules established annually by C.A.R.H.A.

.2 Weather Notice

- .1 A team that determines it cannot travel to a scheduled game because of a winter storm or other weather warnings including unsafe road or travelling conditions shall notify the second team as far in advance of game time as is possible. When possible, cancelled games will be made up by mutual consent of both teams.

.3 Referees

- .1 The home team is responsible for supplying competent referees for all league and tournament games. Two (2) referees for each game are recommended.

.4 Timekeeper

- .1 The home team is responsible for providing a timekeeper.

.5 Violations

- .1 A team may protest a violation of the C.A.R.H.A. playing rules to the President and/or the Executive of *The League*.
- .2 No protest or inquiry shall be heard by the Executive unless the protest is in writing to the Executive c/o Secretary-Treasurer and it is accompanied by a game sheet signed by the referee(s) of the game.

6.0 ARTICLE # 6 – FINES

- .1 The performance bond placed on deposit will be the source of funds for any levied fines or default of payments due as stated in Article # 4 and Article #5.

7.0 ARTICLE # 7 - AMENDMENTS

- .1 The Constitution may be amended or altered during any meeting of the Executive, and is subject to ratification by the membership at the AGM. Ratification will be based on a motion from the Executive. The revisions to the Constitution are deemed to be effective immediately upon ratification.