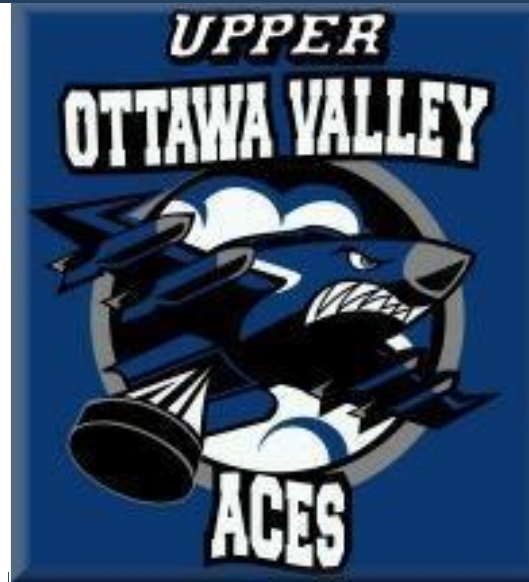


2024

# Constitution



March 25 2024

## Upper Ottawa Valley Aces “AA” Constitution

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## Upper Ottawa Valley Aces “AA” Constitution

### 1.0 Objective

1.1 The objective of the Upper Ottawa Valley Aces (UOVA) Association is to provide a wholesome hockey experience not only for the players, but also for the Parents, Coaches, Team Officials and League Officials. Sportsmanship, fair play, good citizenship, friendly competition, enjoyment and participation for team members in accordance with the fair ice policy shall be our guiding principle.

### 1.2 Fair Ice Policy

Competitive hockey demands;

- a high level of commitment to team success and focus on individual development,
- excellent communication between Coaches and Players and
- a balance between fair playing time and competitiveness.

1.2.1 The basic assumption for all players and teams is that there will be an equal sharing of ice time within the course of the season based on position; ie. defence vs goal vs forward. There are a number of circumstances during which this equal ice time requirement may be superceded including, but not limited to, team disciplinary measures, suspensions or injuries. It is also recognized that, to a reasonable extent, Coaches may use ice time as a motivational tool.

1.2.2 A key concept is that Coaches are expected to teach every tactical and situational aspect of the game to every player. Throughout the course of the season, the Coach is expected to allow all players a reasonable opportunity to use these skills in a game situation. This will allow the Coach, over the course of a season, to establish speciality teams, both for competitive reasons as well as to allow players to play to their strengths. Coaches may also choose to use certain players in key situations or during the last five minutes of a close game to give the team its best chance to win. This could result in some players finishing games with more ice time than others but only on a limited basis. Players’ ice time may not be equal in each and every game but should be roughly equal over the course of the season.

1.3 Parents and players who do not agree with this philosophy have the option of not participating in this Association.

1.4 The UOVA Association is also dedicated to maintain and increase interest in the game of hockey.

1.5 Coaches, Managers and Executive shall provide general supervision and direction over the playing interests of it's players with emphasis on the enhancement of good character and citizenship.

## 2.0 Definitions

AGM - Annual General Meeting

SGM - Special General Meeting

UOVA - Upper Ottawa Valley Aces HEO – Hockey Eastern Ontario

OEMHL - Ontario East Minor Hockey League

UOVMHL - Upper Ottawa Valley Minor Hockey League

RIC-Referee in Chief Resident - an individual who resides within the boundaries of HEO District 5

CHA - Canadian Hockey Association

NCCP - National Coaching Certificate Program.

Division - Atom, Pee wee, Bantam or Midget.

Category - AA, A, B etc.

Gender Neutral Clause: throughout this Constitution and associated Rules and Regulations, the masculine includes the feminine and neuter, the feminine includes the masculine and neuter, the neuter includes the masculine and feminine, the singular includes the plural and the plural includes the singular, whenever the context requires or permits.

## 3.0 Name and Affiliation

3.1 The organization shall be called the Upper Ottawa Valley Aces "AA" Association, herein referred to as the UOVA Association.

3.2 The UOVA is an Association member of the HEO District 5 and as such must abide by the rules and regulations of Hockey Canada, HEO/OEMHL and District 5.

3.3 The UOVA Association shall have jurisdiction to govern and administer all District 5 minor hockey teams competing in the HEO AA/A League known as the OEMHL AA/A.

## 4.0 General Membership

### 4.1 Membership in the UOVA consists of:

- Parents and/or guardians of registered players in good standing in the UOVA as recorded on the player registration form,
- Registered players, Coaches, assistant Coaches, Managers and other registered team officials of UOVA teams,
- Members of the UOVA Executive and
- Persons appointed to specific functions by the UOVA Executive.

### 4.2 Membership in this Association shall imply the acceptance of the rules and regulations of the Association and the applicable Code of Conduct (Rules and Regulations Section 18).

## 5.0 Organization

### 5.1 The governing body of the UOVA shall be the Membership as represented at each Annual General Meeting or Special General Meeting.

### 5.2 The Executive is empowered to carry on the business of the UOVA at its regular monthly meeting or special meetings between General Meetings, either Annual or Special.

### 5.3 The day-to-day business of the UOVA shall be administered by the Executive, between Annual General Meetings, which they shall manage in a manner consistent with the Constitution, By-Laws and Rules and Regulations of Hockey Canada, HEO and UOVA.

### 5.4 The Executive shall consist of:

- Chairperson
- Member at Large
- Vice Chair
- Secretary
- Treasurer
- Referee-in-Chief
- Registrar
- Media Officer
- Development Officer
- Risk & Safety Officer
- Ice Allocator
- Equipment Manager
- Coach Mentor
- (8) Association Representatives including (Arnprior, Barry's Bay, Deep River, Eganville, Greater Petawawa, Muskrat, Pembroke and Renfrew Minor Hockey)

## 6.0 Authority of the Executive

### 6.1 The Executive shall have the authority to:

- Suspend from further participation in the affairs of the UOVA, any member or team for breach of the Constitution or Rules and Regulations or for conduct deemed prejudicial to the welfare of the UOVA,
- Act on behalf of the UOVA,
- Appoint officials or establish committees to carry out functions as required and
- Executive members shall keep an accurate record of all business within his/her charge and be prepared to make reports when called upon to do so.

## 7.0 Duties of the Executive

### 7.1 Duties of the Chairperson

- Shall preside over UOVA Association meetings.
- Ensure all Executive members are responsible for their offices and carry out their duties in a conscientious and responsible manner.
- Ensure that a Treasurer's statement is provided at each regular meeting.
- The Chairperson shall not vote on motions at the monthly meetings, except in the case of a tie, and then he/she shall cast the deciding vote.
- The Chairperson cannot put forward a motion.
- The Chairperson may ask a member of the Executive to chair the meeting so that he or she may then be entitled to put forward a motion at which time the person accepting the chair relinquishes his or her right to vote on that motion.
- The Chairperson or Vice Chair shall attend all OEMH L “AA”, and District #5 meetings or he/she may appoint someone on his or her behalf to attend.
- Performs or arranges for the annual internal audit of the finances.
- Provide a monthly report at each Association meeting.

### 7.2 Duties of the Member at Large

- This position is for transition moves within the Executive. It can be a past Chairman, past Executive or it can be for a person interested in filling a role in the Executive in the future.
- For past Executive; provide a source of guidance to the Executive on all matters relating to the past business of the Association.
- For incoming Executive; shadow an existing Executive member to learn the role with the expectation of assuming the new role before the next AGM.
- This position shall have full voting and motioning privileges.
- Provide a monthly report at each Association meeting.

### 7.3 Duties of the Vice Chairperson

- Assumes the duties of the Chairperson in his or her absence.
- Chair all discipline meetings and attends all appeals.
- Establish a Competition Committee at the start of each season for which the responsibilities and duties are established in Rules and Regulations Section 7.0.
- Represent the Executive at any dispute resolution/mediation meetings as required.
- Provide a monthly report at each Association meeting.

### 7.4 Duties of the Secretary

- Shall record minutes of each UOVA Association meeting and Annual General Meeting and is responsible for recording attendance and maintaining accurate and complete notes.
- Responsible for handling all incoming mail and directing it promptly to the appropriate Executive member.
- Responsible for all outgoing correspondence after presentation to the Chairperson for approval.
- Record and track all suggestions throughout the season for Constitutional changes and track all changes to the Rules and Regulations that are passed at Association meetings.
- Maintain records and store records such that they can easily be transferred to a successor.
- Provide a monthly report at each Association meeting.

### 7.5 Duties of the Treasurer

- Shall see that financial statements are available when requested.
- Shall see that all pertinent information, correspondence, minutes, etc. relating to financial matters are kept on file.
- Responsible for keeping records of receipts and see that expenditures are supported by minutes authorizing the action.
- Maintain records and store records such that they can easily be transferred to a successor.
- Keep Executive aware of the status of the collection of players' fees.
- Issue of receipts to players families for tryout and registration fees by Dec 31.
- Shall prepare a year-end financial statement for audit annually and present it at the annual general meeting.
- The treasurer and another member of the Executive shall have joint signing authority over all financial accounts.
- Provide a monthly report at each Association meeting.

### 7.6 Duties of the Referee-in-Chief

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- in the absence of a dedicated RIC, the UOVA shall use the District 5 RIC. Responsible for oversight of the conduct of all referees working UOVA games.
- Work with the Team Manager for booking of referees for all Major Atom and Minor Pee wee league games.
- Work with the Team Managers for booking of referees for all exhibition games.
- Responsible to the Executive for the definitions and clarity of the rules and penalties of the game of hockey.
- Responsible for the recruitment of potential referees, provide adequate training and supervision to the candidates and submit their names as required to central assigning or as requested by the OEMHL.
- Maintain an up-to-date list of all available referees.
- Must attend all referees meetings.
- Must attend all hearings resulting from incidents involving referees working UOVA games.
- Provide a monthly report at each Association meeting.

#### 7.7 Duties of the Registrar

- Responsible for the registration of all players, affiliate players and team officials in accordance with the requirements as established by HEO and District 5.
- Provide Treasurer and Coaches with a list of players and contact information collected from registration.
- Provide a monthly report at each Association meeting.

#### 7.8 Duties of the Media Officer

- Responsible for the timely approval of all media information from the Executive or team Managers prior to release to the public. Review and response will be targeted within 48 hours.
- Provide assistance to develop media pieces at the request of team Managers or the Executive.
- Maintains the UOVA website.
- Provide a monthly report at each Association meeting.

#### 7.9 Duties of the Development Officer

- Receive/communicate information regarding clinics that would be of interest to UOVA Executive or team officials.
- Chair the committee to execute the planning and coordination of tryouts.
- Act as a resource person for all Coaches within the Association.
- Submit an application for Coach Mentor and a coach mentoring plan to the Executive for approval per Section 8.2. The Coach mentor would preferably be a person in the community from outside of the Executive and approved by the Executive.
- Provide a monthly report at each Association meeting.



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#### 7.10 Duties of the Risk & Safety Officer

- Participate in/communicate all risk and safety business for the Association.
- Attend all Risk & Safety meetings within District 5.
- In the absence of Development Officer, perform the duties associated with Development Officer.
- Provide a monthly report at each Association meeting.
- Collection of all Vulnerable Sector Checks for Executive and Team Officials.

#### 7.11 Duties of the Ice Allocator

##### 7.11.1 General

- The usage of team ice is the full responsibility of the team Manager in whose name the Ice Allocator assigns it. If the team cannot use the ice timeslot assigned, it is the team's Manager's responsibility to find an alternate user within the ACES organization. Managers must comply with arena contracts.
- Appropriate payment or exchange of ice between teams is the responsibility of the team Manager; however, the Ice Allocator must be informed of any changes.
- The Ice Allocator shall provide a monthly report at each Association meeting.

##### 7.11.2 Game Ice

- The Ice Allocator through the Chairman is responsible for obtaining enough ice time from the district associations.
- Responsible for ice submissions to the OEMHL by complying with the rules and templates.
- Advise Managers of arena/association rules in cancelling or rescheduling game ice.

##### 7.11.3 Practice Ice

- Shall contact arenas to reserve and secure practice ice times.
- Responsible for putting together a schedule and assigning ice accordingly.

##### 7.11.4 Playoff Ice

- Responsible to reserve plan and assign ice time in discussion with Managers.

#### 7.12 Duties of the Equipment Manager

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- Maintain an accurate list of inventory owned and managed by the Aces.
- Prepare tendering documents describing the equipment needs of the Aces and distribute said documents to local suppliers to obtain bids.
- Work with the equipment supplier to ensure that the necessary equipment is delivered as requested on time including try-out jerseys, regular season jerseys and socks.
- Maintain a supply of jerseys and socks for Affiliate Players.
- Be responsible for distributing equipment to Coaches at the start of each hockey season.
- Be responsible for collecting equipment belonging to the Aces at the close of each hockey season.
- Ensure that equipment is cleaned and repaired during the off-season.
- Establish a standardized clothing line with the Aces logo subject to approval by the Executive.
- Provide a monthly report at each Association meeting.

#### 7.13 Duties of the Coach Mentor

- Act as a resource to the Executive, our Association and bench staff, and at times, be used to seek resolution.
- Help oversee the tryouts.

#### 7.14 Duties of the Association Representative

- Provide liaison between home associations and the Executive and provide updates at Aces regular meetings on relevant activities in the home association.
- Attend home association regular meetings to provide updates on Aces activities to the home association.
- Provide a monthly report at each Association meeting.

### 8.0 Election of the Executive

8.1 Elections will be held at the Annual General Meeting (AGM). The newly elected Executive will assume responsibilities immediately following the AGM unless a mutual agreement is made between the incoming and outgoing Executive member. The transition is required to be prior to the HEO AGM.

8.2 The position of Member at Large and Coach Mentor are appointed positions for a duration of one year and are filled each year after the AGM by the Executive.

8.3 Term of office for each elected member shall be for a minimum of one year carrying forward until after the following AGM.

8.4 A nominating committee chairperson, appointed by the Executive before the annual meeting, shall conduct the elections.

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- 8.5 In cases where more than (1) person is nominated, voting shall be by secret ballot unless otherwise agreed to by vote.
- 8.6 Suitable candidates for any Executive position may be accepted for nomination only if those individuals are in attendance at the AGM. No proxy vote will be recognized.
- 8.7 A voting member is defined as anyone meeting the requirements in Section 4.0, General Membership. Executive members are eligible to nominate and vote.
- 8.8 Each elected or appointed member of the Executive shall not hold more than one (1) Executive position during his or her term in office with the exception of Association Representatives. Executive members can act in other vacant positions until they are filled and during this period the position shall be considered vacant.
- 8.9 Any vacancy that occurs shall be filled within sixty (60) days where practicable. The Executive shall advise the members of the association of the vacancy by way of a posting on the website or through communication with the team Managers.

## 9.0 Meetings

### 9.1 General Meetings

- 9.1.1 The Annual General Meeting will be held at any time on or after April 1, but no later than June 15. Its purpose shall be to review the activities of the past season, to carry out elections and to consider amendments to the Aces Constitution. Notice of the Annual General Meeting will be given 30 days in advance. Proposed amendments and notices of motion must be presented to the Executive in writing 15 days prior to the Annual General Meeting.
- 9.1.2 Order of business at the AGM shall be;
- Call to Order
  - Attendance of Voting Members
  - Approval of Agenda
  - Adoption of Minutes of last General Meeting
  - Standing Reports from Executive
    - Chairperson Report
    - Vice Chair Report
    - Treasurer Report
    - Other Executive reports
  - Amendments and Notices of Motion
  - New Business

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- Election of Executive
- New Business Open to Floor

#### Motion to Adjourn

- 9.1.3 Special General Meetings (SGM) may be called by the Chairman or a majority vote of the Executive Committee. Notice of a Special General Meeting will be given 7 days in advance. Proposed amendments and notices of motion must be presented to the Executive Committee in writing 5 days prior to the Special General Meeting.
- 9.1.4 A voting member for the AGM or SGM is defined as anyone meeting the requirements in 4.0 General Membership. Executive members are eligible to put forward motions subject to Section 9.1 and they are eligible to vote.
- 9.1.5 Each member of the Executive shall only count as one vote in matters raised at all meetings.

#### 9.2 UOVA Association Meetings

- 9.2.1 The UOVA Association meetings will be held at least once per month from August to April. The purpose of the regular Association meeting is to review the activities of the Executive and teams since the last meeting, to follow up on actions from the previous meeting, to hear reports from the Executive and to consider motions for change to the Rules and Regulations for clarification. Notice of motions to change the Rules and Regulations should normally be communicated to the Executive prior to the meeting by way of the meeting agenda or by a separate e-mail communication.
- 9.2.2 The Chairperson has the authority to call a meeting at any time.
- 9.2.3 The Secretary shall inform the Executive via e-mail as to the location and date and time of each meeting at least 48 hours in advance of the meeting.
- 9.2.4 Quorum is required to conduct a meeting of the Association. This consists of a minimum of the Chairperson or designate and four other Executive members.
- 9.2.5 All motions made and passed at any UOVA Association meeting shall govern the affairs of the association and shall remain in effect until rescinded by a new motion, provided they are not in defiance of any section of this Constitution.

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9.2.6 No proxy votes or votes in absentia shall be allowed on any motion tabled at any UOVA meeting.

9.2.7 Each member of the Executive shall only count as one vote in matters raised at all meetings.

## 10.0 **Conflict of Interest**

10.1 No person shall be a member of the Aces Executive who is a paid employee or representative of an organization which may benefit financially from that involvement in the Executive. In cases of doubt, the Executive may request the person of concern to provide such evidence as may be necessary to properly decide as to whether or not such person shall be suspended, or eligible to continue as a member of the Executive.

10.2 Should a member of the Executive participate in activities which conflict with those of the Aces, he may be removed from office by a two-thirds majority vote of the Executive.

10.3 Any member of the Executive acting as Coach, Manager or Trainer, of an Aces team, or who is a parent of a player on an Aces team, shall declare such affiliation prior to the discussion of any matter and shall not vote on any motions directly affecting the player or team.

10.4 Any other situation that may be deemed a conflict.

## 11.0 **Absenteeism**

11.1 Unless granted a leave of absence by the Chairperson, or for reasons of health, any member of the Executive Committee who absents him/herself from three (3) consecutive Executive meetings, may have his/her position declared vacant by a motion and a simple majority vote of the Executive at a scheduled meeting.

## 12.0 **Revenue**

12.1 The revenue for the UOV Aces shall be divided into Discretionary Funds and Registration Fees.

12.2 Discretionary Funds are those funds raised by the Executive through conditioning camps, try-outs, tournaments, Aces Day and other similar activities. These funds are used by the Executive to develop and promote the Aces program. The use of these funds is approved through a motion raised and passed at UOVA Association meetings.

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**12.3** Registration Fees are the fees paid by Members for participation in the Aces program. These Fees are used to directly support on-ice activities including administration, insurance, league and district costs, Coaching honorarium, tournament fees, ice costs, referee costs and jerseys and socks.

**13.0 Expenses**

13.1 Executive members will be compensated for expenses incurred while on business outside of our District boundaries. The expenses will follow the Renfrew County travel expenses rates.

13.2 Other expenses incurred by an Executive member while conducting UOVA business will be reimbursed by the association once a receipt for the purchase/expense is provided to the Treasurer and subject to approval by the Chairperson or designate.

**14.0 Constitution Amendments**

14.1 This constitution shall be amended only at the AGM or SGM by a two-thirds majority vote of those present and entitled to vote.

14.2 The Executive or individual members shall not make a motion that would be in defiance of any of all sections of this Constitution, except at the AGM or a SGM.

14.3 There shall be, in addition to this Constitution, Rules and Regulations which shall govern all members of the UOVA.

This Constitution becomes effective April 2024 and when signed will be the governing directive for the Upper Ottawa Valley Aces "AA" Association.

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Chairperson – signature

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Vice Chair – signature