

DISTRICT XII BY-LAWS

BY-LAWS:

The following By-Laws are established with respect to the ongoing affairs of the Cumberland Minor Hockey Association (hereinafter referred to as "CMHA"). The By-Laws may be amended by a majority vote at any regular or Special Meeting of the District XII Executive Board subject to ratification by the membership at its Annual General Meeting (hereinafter referred to as "AGM").

BYLAW ONE – MEMBERS

1.1 Members

- 1.1.1 Membership in the CMHA shall be open to all Associations and Organizations conducting Minor Hockey within the boundaries defined for District XII by the ODMHA.
- 1.1.2 Competitive Association - the CMHA Junior Grads will sit as an Association under the District XII Executive Board of the CMHA.
- 1.1.3 House League Association - the CMHA House League will sit as an Association under the District XII Executive Board of the CMHA.
- 1.1.4 Referee Association – the CMHA Referee's will sit as an Association under the District XII Executive Board of the CMHA.

1.2 Associate Members

- 1.2.1 Associate membership in District XII shall be open to all Associations and Organizations conducting Minor hockey which are sanctioned by Hockey Canada and approved by the ODMHA.
- 1.2.2 Subject to Article 4, paragraph 4.5 of the Constitution, District XII shall have the right to approve Associate Membership.
- 1.2.3 Representatives of Associate Members shall not be voting members, but shall be entitled to attend and take part in the AGM or SGM of District XII. Membership shall also entitle such members to the usual services provided to full members of District XII, including the right to send representatives to clinics.
- 1.2.4 Application for Associated membership shall be made in writing to the District XII Executive Board, expressing compliance with and adherence to the Constitution, By-Laws and Rules & Regulations and the Code of Discipline of District XII.
- 1.2.5 Associate members must adopt a Constitution, By-Laws, Rules & Regulations and Code of Discipline conforming to the District XII Constitution, By-Laws, Rules & Regulations and Code of Discipline.
- 1.2.6 Representatives of such membership in District XII shall take effect upon the acceptance of the applicant by the District XII Executive Board.
- 1.2.7 Associate members shall not hold a position on the District XII Executive.

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1.3 Resignation

- 1.3.1 An Association or Organization may resign from membership in District XII by submitting its resignation in writing to the Executive Board. The District XII Executive Board must ratify such resignation. Upon such resignation becoming effective, such member shall forfeit all its rights and privileges of District XII.

BYLAW TWO – SUSPENSION AND EXPULSION OF MEMBERSHIP

- 2.1 Suspensions, expulsions or discipline may be assessed for such actions as infringement of playing rules; conduct unbecoming to hockey, refusing to accept and obey rulings of the District XII Executive Board, Association or Organization, for disreputable and continued foul play, non-sportsmanlike conduct, individually or collectively, on the ice or in any rink where a hockey match is being played or at any meeting or gathering in the interests of the game; for persistent infringement of District XII Rules & Regulations and Code of Discipline and such other actions as District XII may from time to time determine. Any suspensions are subject to the usual appeal routes.
- 2.2 The District XII Executive Board, District Chairman or his/her delegate, shall have the power with proper justification (see 2.1) to suspend, expel or discipline any Coach, Manager, Player, Trainer, Referee and any other official or person connected with any Association, team or spectator under their jurisdiction according to the format and guidelines outlined in the ODMHA Handbook and Directory.
- 2.3 Appeals shall not be heard if the suspension or disciplinary action has been disregarded. In these circumstances, the member has forfeited their right to appeal.
- 2.4 Any recourse to the Courts of any jurisdiction by any member or individual, before all of the rights of appeal and all the rights and remedies of the Constitution and By-Laws of District XII, the ODMHA and all those in Hockey Canada, have been exhausted shall be deemed to be a violation and breach of the decisions as indicated in ODMHA By-Law No. II.
- 2.5 Anyone taking court action against District XII or it's Officers or any other organization in Hockey Canada, including but not limited to the ODMHA, the Associations and Districts within the ODMHA, ODHA and Hockey Canada, before exhausting all rights of appeal, which is unsuccessful or withdrawn shall pay all expenses incurred by District XII and / or it's Officers, or any other organization in Hockey Canada to defend such action, before any application for reinstatement shall be considered.

BYLAW THREE – FEES

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- 3.1 Each Association or Organization shall pay an annual assessment for all players registered in District XII, with such fees being determined annually by the Finance Director and approved by the District XII Executive Board.
- 3.2 Any Association which does not pay such assessment in full by December 1st of the current season, shall be assessed a non-refundable fine of \$250.
- 3.3 Each Association or Organization will be advised through the District XII Meetings or Minutes no later than November 15th of the current year that assessment fees must be paid by December 1st.
- 3.4 The District XII Executive Board on an annual basis will determine (or delegate to the House League) the Registration fee for membership in the CMHA.
- 3.5 A team official or player who owes money or assets to any Association or Organization with whom he / she has registered with will not be allowed to register or participate with any other Association or Organization until all outstanding debts are paid.

BYLAW FOUR – VOTING

- 4.1 Annual or Special General Meetings
 - 4.1.1 The Executive Board members shall each be entitled to one vote. The District Chairman will only vote in the event of a tie or during elections.
 - 4.1.2 The voting member must be present to exercise their vote. There shall be no voting by proxy (one person, one vote).
- 4.2 Executive Meetings
 - 4.2.1 Executive members shall each be entitled to one vote. The District Chairman will only vote in the event of a tie.
- 4.3 Conflict of Interest
 - 4.3.1 Should a member of the Executive participate in activities with interests conflicting with those of District XII, that member may be removed from office by a simple majority vote.
 - 4.3.2 Any member of the Executive acting as Coach, Manager or Trainer on any hockey team shall declare such affiliation to District XII Executive Board prior to the commencement of each season's activities.

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BYLAW FIVE – THE EXECUTIVE BOARD

5.1 Election of the Executive Board

5.1.1 Full or part-time employees of the ODMHA or the ODHA shall not be eligible for election as Executive members of District XII.

5.1.2 No District Chairman shall serve as an Association President or be an elected member on the Executive of any Association or League.

5.1.3 The terms of office for positions on the Executive shall be for a period of one year and shall be open for election at the end of each term.

5.1.4 Only members present at the Annual General Meeting who are in good standing with District XII can nominate a member as defined in Article 5 of the Constitution for a District XII position.

5.1.5 All financial books or records of the Director of Finance for District XII may require an ad hoc review or an independent audit as per Article 10 of the District XII Constitution at the completion of their term if they do not stand for re-election to the same position.

5.1.6 To be eligible as a candidate for District XII Chairman, the nominated member must have served a minimum of two (2) years and still be currently serving on the District XII Executive Board or on an Association Executive Board.

5.1.7 In the event that a duly nominated candidate is unsuccessful for the position to which they were originally nominated, the candidate is permitted to declare their intent to stand for election for another position due for election in that year.

5.1.8 Executive member positions remaining vacant following the Annual General Meeting will be filled in a manner deemed appropriate by the Executive Board.

5.2 Duties and Powers of the Executive

5.2.1 The Executive Board will conduct the management of the affairs of the CMHA or any subcommittee appointed by District XII.

5.2.2 The Executive Board will have the power to impose and enforce penalties for violation of the Constitution, By-Laws or Rules & Regulations.

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5.2.3 The Executive Board may, by a two-thirds (2/3) vote, a quorum being present of the Executive, forthwith remove from office any member of the Executive Board for neglect of duty, or for conduct tending to impair such members usefulness.

5.2.4 Unless granted a leave of absence by the Executive for reasons of health, any member of the Executive Board who absents himself from two consecutive Executive meetings may have his office declared vacant by a two-thirds (2/3) majority vote, a quorum being present of the Executive Board.

5.2.5 The Executive Board will supervise the collection and authorize the expenditure of funds provided that the funds coming into District XII are allocated in accordance with the purpose intended.

5.2.6 The Executive Board will interpret, define and explain all provisions of the Constitution and By-Laws.

5.2.7 The Executive Board will adjudicate all disputes between members and Associations which may arise between Annual General Meetings.

5.3 Duties of the District Chairman

5.3.1 The District Chairman shall preside at all Annual, Special General Meetings and all District meetings. The Chairman performs the duties usual to the office of the District Chairman and may at their discretion call meetings of the District XII Executive. The District Chairman must call a meeting at the request of seven (7) members of the District XII Executive Board.

5.3.2 The District Chairman shall exercise, in addition to his own duties conferred upon him by the Constitution and By-Laws, all duties and powers of the Executive Board in case of emergency including, without limitation, the power to suspend any Coach, Manager, Player, Trainer, Referee, other official, person connected with any Association, team or spectator under its jurisdiction. Such emergency actions, which have been taken, must be referred to the Executive Board for approval or rejection at their next regular or Special Meeting.

5.4 Duties of the Vice Chairman

5.4.1 The Vice-Chairman, in the absence of the District Chairman, will have the powers to perform all the duties of the District Chairman.

5.5 Duties of the Past Chairman

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5.5.1 The Past Chairman will perform those duties as assigned by the District Chairman and will offer such advice and guidance to the Executive Board as may be requested.

5.6 Duties of the Director of Finance

5.6.1 The Director of Finance will keep the books and financial records of the CMHA and all monies received and disbursed. The Director of Finance will report annually to CMHA and monthly to the District XII Executive Board.

5.6.2 The Director of Finance and either the District Chairman or Vice-Chairman will be the signing officers of all financial transactions carried on in the name of the CMHA. In the absence of the Director of Finance, the District Chairman or the Vice-Chairman may assume this responsibility in their place.

5.7 Duties of the Secretary

5.7.1 The Secretary will keep the records of the CMHA and of the District XII Executive Board, will coordinate all correspondence, issue notices of all meetings for both the CMHA and the Executive Board.

5.8 Duties of the Director of Risk and Safety / Harassment and Abuse

5.8.1 The Director of Risk and Safety / Harassment and Abuse will investigate, schedule and chair all cases of harassment and abuse. The Director will also offer such advice and guidance to the Executive Board as may be requested on Risk and Safety / Harassment and Abuse.

5.9 Duties of the Director of Discipline and Appeals

5.9.1 The Director of Discipline and Appeals will schedule and chair all discipline and appeals hearing. The Director will also offer advice and guidance to the Executive Board as may be requested.

5.10 Duties of the Registrar

5.10.1 The Registrar is responsible for ensuring Hockey Canada player registrations and team lists are completed correctly and submitted to the ODMHA Registrar according to the rules of eligibility, Hockey Canada By-Laws, and ODMHA By-Laws and ODMHA Rules and Regulations.

5.10.2 The District Registrar is responsible for the completion and submission of Affiliation Lists to the ODMHA Registrar.

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5.10.3 The Executive Board deals with any dispute in this regard and any appeals of the decision of the Executive Board shall be directed to the ODMHA Executive Board.

5.10.4 Upon the majority vote of the Executive Board, an "Honorarium" may be bestowed on the Registrar, the limits of remuneration being established by the Director of Finance, which must be approved by District XII Executive.

5.11 Non Voting Positions

5.11.1 The Referee-In-Chief position is an appointed position with non-voting privileges.

5.11.2 The Referee-In-Chief shall be responsible for all officiating activities in District XII, which includes ensuring that all registered officials are properly supervised, evaluated and certified at the proper level.

5.11.3 The Referee-In-Chief is a standing non-voting member of the Discipline and Appeals Committee regarding the conduct of any player, team, game official or spectator.

5.12 Executive Expenses

5.12.1 Reasonable transportation, subsistence and living expenses of the Executive Board incurred while attending approved events on behalf of District XII will be re-imbursed by the District XII upon submission of receipts and provided that funds are available.

BYLAW SIX – COMMITTEES AND COUNCILS

The Standing Committees shall be the Executive Board, the Discipline and Appeals Committee and the Harassment and Abuse Committee.

6.1 Executive Board

6.1.1 The Executive Board shall be responsible for the day-to-day administration of the District.

6.1.2 In the event that a person elected to a position cannot, for whatever reasons, complete their term of office the Executive Board may exercise one of the following two options in order to fill the vacancy on the Executive;

6.1.2.1 Name a person to fill the vacancy for the balance of the season.

6.1.2.2 Seek nominations to fill the vacancy through election at the Annual General Meeting for the balance of the position's term.

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6.2 Discipline and Appeals Committee

6.2.1 The Director of Discipline and Appeals (D&A) holds the position of Chairperson of Discipline and Appeals hearings and shall perform the duties usual to the office of Chairperson.

6.2.2 The Committee may be composed of up to five (5) current or prior Executive Board or Association Executive members. The Referee-In-Chief or his delegate may attend D&A hearings as a resource person (non-voting).

6.2.3 At any hearing, at least three (3) Committee members and the Chairperson must be present to form a quorum.

6.3 Harassment and Abuse Committee

6.3.1 The Director of Risk and Safety / Harassment and Abuse holds the position of Chairperson of Harassment and Abuse hearings and shall perform the duties usual to the office of Chairperson.

6.3.2 The Committee may be composed of up to five (5) current or prior Executive Board or Association Executive members.

6.3.3 At any hearing, at least three (3) Committee members and the Chairperson must be present to form a quorum.

6.4 Association Councils

6.4.1 Each Association Council is composed of an Executive. Each Association or Organization who are members in good standing shall have the right to one (1) vote at all District meetings.

6.4.2 The Association Executive should consist of, at minimum, a President, Vice-President of Operations, Vice-President of Administration, Secretary, Treasurer, Convenor or Director for each level of hockey and a Development Coordinator.

6.4.3 The members of each Association or Organization elect their President. By virtue of the position, the President is a member on the District XII Executive Board.

6.4.4 The Association or Organization shall hold an Annual General Meeting each year for the purpose of electing an Executive.

6.4.5 The Association or Organization administers and manages the affairs of their Associations or Organizations, which includes:

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6.4.5.1 Responsibility for the management of the Association or Organization.

6.4.5.2 Responsibility for their Rules and Regulations which govern the operation in accordance with District XII, the ODMHA, the ODHA and Hockey Canada.

6.4.5.3 Recommends changes to the Constitution, By-Laws and Rules and Regulations of District XII.

6.4.5.4 Conducts hearings, settles protests and appeals.

6.4.6 Where Associations or Organizations become non-operative, District XII may, where necessary, operate the Association under a trusteeship until such time as re-organization takes place. District XII may appoint officers, as it deems necessary from within or outside the Association for this purpose. The Trusteeship remains in effect until the Association can demonstrate self-government. Written Terms of Reference for the Trustee shall be issued by the Executive Board when a trustee has been appointed. These shall include, but are not limited to:

- (1) the Trustee shall be in attendance for all Association Council meetings and any Association AGMs;
- (2) the Trustee shall remain impartial, in all matters under consideration;
- and
- (3) the Trustee shall be the approving authority for all decisions taken by the Association Council

6.4.7 Associations have an obligation to report serious matters, which may lead to Presidential suspensions, to the Executive Board to see if the District XII can assist prior to a suspension.

6.4.8 In the event of a major disagreement amongst Association membership, the Executive Board can appoint an arbitrator to arbitrate and, if necessary, recommend solutions to District XII.

BYLAW SEVEN – LIFE MEMBERSHIP

6.5 Life Membership nominations must be forwarded in writing to the Executive Board at least thirty (30) days prior to the Annual General Meeting in the given season. A successful nomination requires the support of at least a two-thirds (2/3) majority of the voting members of District XII.

ADDENDUM TO BY-LAWS

The above mentioned is believed to be an accurate reproduction of the By-Laws of the Cumberland Minor Hockey Association. It is reproduced and provided as a convenience to its members. It may not include all amendments that have been

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passed since its reproduction and when the original By-Laws were filed with District XII. Should any errors, omissions or discrepancies exist between this version and the original By-Laws filed at District XII, the version filed with District XII shall be final and binding.

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APPENDIX A

DUTIES OF THE DISTRICT CHAIRMAN

The District Chairman of the CMHA is responsible for the overall operations and supervision of all activities associated with the CMHA. He/She shall exercise authority through the elected and appointed members of the Executive Board as provided for in the Constitution. Without limited but generality of the foregoing, the District Chairman shall have the power and authority to:

- a. Chairs all Annual, Special and Executive Board meetings of the CMHA, and shall only vote in the case of a tie.
- b. Exercises, in addition to his own powers conferred upon him by the Constitution, all duties and powers of the Executive Board in case of emergency. It is understood that such actions as may have been taken will be referred to the Executive Board as soon as possible for approval or rejection at their next regular or special meeting.
- c. The District Chairman shall appoint all committees as may be necessary.
- d. Sits as an ex-officio member of all CMHA committees, except as provided for elsewhere in the Constitution of the CMHA.
- e. Attends, or designates someone to attend on his behalf, all meetings held within the territory administered by the ODMHA, which may have some effect on the operation of the CMHA, and relay to the CMHA Executive Board the proceedings of such meetings.
- f. Acts as the official spokesperson for the CMHA.
- g. Coordinates the activities of the Vice-Chair, the Presidents of the Associations and the other Executive Board members.
- h. After consulting with either the President of the Jr Grads or the President of House League or their authorized representatives, suspend, in cases demanding immediate action, from participation in CMHA activities, any Coach, Manager, Player, Trainer, Referee and any other official or person connected with any Association, team or spectator under their jurisdiction for any breach or violation of the provisions of the Constitution or for improper conduct on or off the ice, or for abusive language towards any of the officials, provided that the District Chairman is satisfied that such breach or violation was committed. Such suspension to be automatically and

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continuously effective until dealt with by the Executive Board at their next regular or special meeting.

- i. Dispenses, upon recommendation of the Discipline Committee, discipline in accordance with the CMHA and ODMHA code of discipline.
- j. Approves ODMHA applications for tournaments (in and out of province) and Travel Permits which allow for travel to the USA, etc
...
- k. Receives from any CMHA member any formally submitted recommendations for amendments to the Constitution.

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APPENDIX B

DUTIES OF THE VICE-CHAIRMAN

The Vice-Chairman is the second senior member of the Executive and is required to understudy and assist the District Chairman so that he/she is prepared to substitute for and assume the duties and responsibilities of the District Chairman in the event of his/her absence. Without limiting the generality of the foregoing, the Vice-Chair shall have the power and authority to:

- a. Chairs, in the absence of the District Chair, all Annual, Special and Executive meetings of the CMHA, and shall only vote in the case of a tie. (Note: in the event that both the District Chairman and Vice-Chairman are absent or unable to act, and contingent upon a quorum of the Executive Board being present, the Executive Board shall elect a temporary District Chairman from among the Executive members present).
- b. Directs and coordinates the activities of those appointed members who may, from time to time, be organizationally assigned to him/her.
- c. Responsible for overseeing support services to both the Jr Grad's and House League organizations.
- d. Maintains and proposes updates to the District XII Constitution, By-Laws and Rules & Regulations based on input from Hockey Canada, the ODMHA and submitted by the District XII Executive Board or CMHA members.
- e. Performs such other duties as the District Chairman may direct.

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APPENDIX C

DUTIES OF THE PRESIDENT, HOUSE LEAGUE

The President of the House League shall administer all matters relating to the daily operation of the House League program within the CMHA. In so doing, the President of the House League shall ensure compliance with the Hockey Canada, ODMHA and District XII Constitution, By-Laws and Rules & Regulations, and the House League By-Laws and Rules & Regulations as well as Executive Board decisions. Without limiting the generality of the foregoing, the President of the House League shall:

- a. Organize, implement and monitor the operation of the House League program within the CMHA.
- b. Recommends annually, for approval by the District XII Executive Board, the Coaches necessary to operate the various House League teams.
- c. Acts as a liaison between the District XII Executive Board and the officials of the House League divisions and teams.
- d. Participates as the designated representative of the House League to the Gloucester Hockey Association, after obtaining the approval of District XII and the ODMHA.
- e. Initiates corrective action for violations of the District XII Constitution, By-Laws and Rules & Regulations and the House League By-Laws, Rules and Regulations or Executive Board decisions and reports same to the District Chair.
- f. Directs with the concurrence of the House League Board, the transfer of a player, or players, between teams for the purpose of achieving balanced competition, in those cases where agreement cannot be reached between the Convenor(s), Coaches and parents concerned.
- g. Approves participation in tournaments and signs Travel Permits for CMHA House League teams.
- h. Organizes and directs the play-offs and championship day for House League teams.
- i. Reports to the District XII Executive Board all information affecting the CMHA House League and recommends courses of action on any area requiring a District XII decision.

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- j. Performs such other duties as the District XII Chairman may direct.

APPENDIX E

DUTIES OF THE PRESIDENT OF THE JR GRAD'S

The President of the Jr Grad's shall administer all matters relating to the daily operation of the Competitive teams within the CMHA. In so doing, the President of the Jr Grad's shall ensure shall ensure compliance with the Hockey Canada, ODMHA and District XII Constitution, By-Laws and Rules & Regulations, and the Jr Grad's By-Laws and Rules & Regulations as well as Executive Board decisions. Without limiting the generality of the foregoing, the President of the Jr Grad's shall:

- a. Organize, implement and monitor the operation of the Competitive program within the CMHA.
- b. Recommends annually, for District XII Executive Board approval, the number and level of Competitive teams supportable by the CMHA.
- c. Recommends annually, for approval by the District XII Executive Board, the Coaches necessary to operate the various Competitive teams.
- d. Acts as a liaison between the District XII Executive Board and the officials of the Competitive divisions and teams.
- e. Initiates corrective actions for violations of the District XII Constitution, By-Laws and Rules & Regulations and the Jr Grad's By-Laws, Rules and Regulations or Executive Board decisions and reports same to the District Chair.
- f. Represents the Jr Grad's at District Competitive League meetings and reports outcome of such meetings to the District XII Chairman and Executive Board of the CMHA.
- g. Approves participation in tournaments and Travel Permits for CMHA Competitive Teams.
- h. Performs such other duties as the District XII Chairman may direct.

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APPENDIX F

DUTIES OF THE DIRECTOR OF FINANCE

The Director of Finance shall administer all matters relating to the financial operations of the CMHA. In so doing, the Director of Finance shall ensure compliance with the District XII Constitution and By-Laws, as well as District XII Executive Board decisions. Without limiting the generality of the foregoing, the Director of Finance shall:

- a. The Director of Finance shall be a source of guidance in financial matters to all other District XII Executive Board members in the execution of their duties.
- b. Maintains a proper set of books and accounts which reflect all monies received and disbursed. Provides upon the Executive Board's request said books for audit by an independent or professional accountant.
- c. Deposits all monies in the CMHA bank account and makes all disbursements by cheque with Executive Board approval.
- d. Submits a written monthly accounting and a bank statement of the CMHA finances to the District XII Executive Board.
- e. Recommends to the Executive Board special measures which may be required to correct unsatisfactory financial situations which may arise in the operation of the CMHA.
- f. Monitors all office equipment and stationary supplies belonging to the CMHA.
- g. Prepares a budget on anticipated expenditures for the next playing year and submits this budget to the Executive Board for approval prior to the start of each hockey season.
- h. Presents to the Annual General Meeting a written report on the financial operations of the CMHA for the current season.
- i. Directs and coordinates the activities of those appointed members who may, from time to time, be organizationally assigned to the Director of Finance.
- j. Performs such other duties as the District Chairman may direct.

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APPENDIX G

DUTIES OF THE EXECUTIVE SECRETARY

The Executive Secretary shall administer all matters relating to the running of the operation of the CMHA. In so doing, the Executive Secretary shall ensure compliance of all meetings to Robert's Rules of Order, the District XII Constitution, By-Laws and Executive Board decisions. Without limiting the generality of the foregoing, the Executive Secretary shall:

- a. Ensures the maintenance of accurate records of all CMHA Annual, Special and regular Executive Board meetings.
- b. At the request of the District Chairman, call the Executive Board and provide them with the date, place and time of the meetings.
- c. Book all Annual, Special and regular Executive Board and Committee meetings.
- d. Be responsible for the safeguarding of the files of the CMHA.
- e. Receives and distributes mail.
- f. Performs such other duties as the District Chairman may direct.

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APPENDIX H

DUTIES OF THE REFEREE-IN-CHIEF

The Referee-in-Chief shall be responsible for all referee activities in District XII. This includes, but is not limited to, regular season league games, tournament games, exhibition games and play-off games. Without limiting the generality of the foregoing, the Referee-in-Chief shall:

- a. Recommends annually, for approval by the District XII Executive Board, the fees for referees and game assignment.
- b. On the request of the CMHA Associations and / or their Coaches, assigns 2-man and 3-man referees to all league games, tournament games, exhibition games and play-off games as required.
- c. Provide the CMHA with a list of accredited referees with their addresses and telephone numbers.
- d. Ensure a fair distribution of CMHA referees to hockey games.
- e. Prepares and submits for approval by the District XII Executive Board, an initial proposal for education and supervision funding, and a mid-term update.
- f. Ensures accessibility to referee assigner(s).

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APPENDIX I

DUTIES OF THE REGISTRAR

The Registrar shall administer all matters relating to the registration of teams, players and team officials within the CMHA. In so doing, the Registrar shall ensure compliance with the Hockey Canada, ODMHA and CMHA Constitutions, By-Laws and Rules & Regulations. Without limiting the generality of the foregoing, the Registrar of District XII shall:

- a. Complete all registration of players and other members according to the rules of eligibility and Hockey Canada and ODMHA By-Laws and Regulations.
- b. Create Team Registration Lists as directed by the ODMHA and according to the timelines imposed by the ODMHA.
- c. Manage Affiliation Lists according to Hockey Canada and ODMHA By-Laws and Regulations.
- d. Instruct members of the CMHA to complete a Declaration of Residency as directed by the ODMHA and the District Chairman.
- e. Initiate corrective action whenever a violation of Hockey Canada, ODMHA or District XII By-Laws and Rules & Regulations or Executive Board decisions has occurred and report the same to the District XII Chairman.
- f. Performs such other duties as the District Chairman may direct.

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APPENDIX J

DUTIES OF THE DIRECTOR OF DISCIPLINE & APPEALS

The Director of Discipline and Appeals shall administer all matters relating to the Discipline of CMHA members, teams, players and team officials. In so doing, the Director of Discipline and Appeals shall ensure compliance with the ODMHA Code of Discipline, the CMHA Constitution, By-Laws and Rules & Regulations. Without limiting the generality of the foregoing, the Director of Discipline and Appeals shall:

- a. Chair all Discipline and Appeal hearings at the District XII level and report the outcome to the Executive Board through the District Chairman.
- b. Sets and inform all interested parties of the date, time and location of hearings and appeals.
- c. Prepares reports on all hearings for the District Chairman and presents his/her findings at the Executive Board meeting.
- d. Receives the monthly Discipline and Appeals reports from the Jr Grad's and the House League.
- e. Performs such other duties as the District Chairman may direct.

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APPENDIX K

DUTIES OF THE DIRECTOR OF RISK, SAFETY, HARASSMENT & ABUSE

The Director of Risk, Safety, Harassment and Abuse shall administer all matters relating to the Risk, Safety, Harassment and Abuse of CMHA members, players and team officials. In so doing, the Director of Risk and Safety shall ensure compliance with the ODMHA Risk and Safety, the CMHA Constitution, By-Laws and Rules & Regulations. Without limiting the generality of the foregoing, the Director of Risk and Safety shall:

- a. Hears all Risk, Safety, Harassment and Abuse hearings at the District XII Level and reports to the District Chairman and when warranted to the ODMHA.
- b. Sets and informs all interested parties of the date, time and location of hearings.
- c. Prepares report for District Chairman and presents findings at the Executive Board meeting.
- d. Ensures fees are collected and handed to the Director of Finance for deposit.
- e. Performs such other duties as the District Chairman may direct.