



Northumberland Minor Hockey  
**Annual General Meeting**  
**June 6, 2018**

**By-Law Amendment**

**Motion #: 1**

**Submitted Date:** May 8, 2018  
**Submitted By:** David Fisher  
**Seconded By:**

**By-Law One, Article #: 13.3**  
**Article Amendment**

**Current wording:**  
No current wording - New Bylaw

**Proposed wording:**  
Members of the NMHA executive or the businesses that they own, are not allowed to provide goods and services to the association.

**Rationale for change:**  
Avoids conflict of interests.

**Motion #: 2**

**Submitted Date:** May 8, 2018  
**Submitted By:** David Fisher  
**Seconded By:**

**By-Law One, Article #: 13.1**  
**Article Amendment**

**Current wording:**  
13.1 Annually, the NMHA determines which items that will be purchased, are to be placed for tender or bidding process. At a minimum, these Requests for Tender will be posted on the NMHA website. These items may include but are not limited to products and services that the association or its membership requires. These decisions will be reviewed and approved by the board and documents.

**Proposed wording:**

13.1 Annually, items or services over \$5,000 purchased by the association will need to be put out to tender by posting on the website. Tenders will be reviewed by a committee of 3 people and decisions will be presented to the board for final approval.

**Rationale for change:**

The changes will give greater clarity in the purchasing process and increase accountability.

**Motion #: 3**

**Submitted Date:** May 8, 2018

**Submitted By:** David Fisher

**Seconded By:**

**By-Law One, Article #: 9.9**

**Article Amendment**

**Current wording:**

A sponsor may not pay any money directly or indirectly to any team nor may any team ask a sponsor directly or indirectly to provide equipment or other benefits to their team without the expressed consent of the NMHA.

**Proposed wording:**

Individual teams can include sponsor recognition programs as part of their fundraising activities based on the following conditions:

- i) Total sponsorship funds does not exceed \$5,000 for an individual team for the year
- ii) A sponsorship plan with sponsorship levels, recognition activities and list of prospective businesses is submitted to the executive. The executive has the right to remove prospective businesses from the list.
- iii) Once approved the team manager can accept sponsorship monies on behalf of the team.

**Rationale for change:**

The NMHA can increase sponsorship with the businesses that are closely connected to a team. Some local businesses want to direct where their sponsorship money goes and see the direct results rather than their money going toward general operations.

**Motion #: 4**

**Submitted Date:** May 8, 2018

**Submitted By:** David Fisher

**Seconded By:**

**By-Law One, Article #: 6.1.1**

**Article Amendment**

**Current wording:**

6.1.1 All final decisions regarding the selection of Head Coaches shall be made by the Executive based upon the recommendations of the Coach Selection Committee. The composition of the Coach Selection Committee will be five or more of the following members:

1. President of Hockey Operations
2. V.P. Rep Hockey
3. Director of Hockey Development
4. OMHA Contact
5. Any member of the association in good standing that has been approved by the NMHA executive to participate in the selection of team officials.

**Proposed wording:**

6.1.1 All final decisions regarding the selection of Head Coaches shall be made by the Executive based upon the recommendations of the Coach Selection Committee. The composition of the Coach Selection Committee will be five or more of the following members:

1. President of Hockey Operations
2. V.P. Rep Hockey
3. Director of Hockey Development
4. OMHA Contact
5. Any member of the association in good standing that has been approved by the NMHA executive to participate in the selection of team officials.
6. Members of the coaching selection committee cannot apply to be a head coach

**Rationale for change:**

Reduce conflict of interest.

**Motion #: 5**

**Submitted Date:** May 8, 2018

**Submitted By:** Christian Eriksson

**Seconded By:**

**Article #: 3.9 of the Manual of Operations**

**Article Amendment**

**Current wording:**

3.9 All OMHA players are expected to wear black helmets, pants and gloves.

**Proposed wording:**

3.9 All OMHA players are expected to wear Black Helmets, Black Pants or NMHA Approved Pant Covers, Black or Blue Gloves.

**Rationale for change:**

The pant covers look really good, they finish our already great uniforms to the next level. Many teams we play at the rep tournaments and in league play have pant covers, and they look great.

**Motion #: 6**

**Submitted Date:** May 9, 2018

**Submitted By:** Ryan Mullins

**Seconded By:**

**By-Law One, Article #:** Throughout  
**Article Amendment**

**Current wording:**

Current wording is throughout entire document

**Proposed wording:**

Remove the term BOARD from bylaws and MOOs

**Rationale for change:**

I propose the removal of the term BOARD from the bylaws and manual of operations. The association operates as an executive and the term board creates confusion from time to time. All members of the executive are voted in at the AGM and as such, should all be given the same voice and opportunity.

**Motion #: 7**

**Submitted Date:** May 9, 2018

**Submitted By:** Matt McKeen

**Seconded By:**

**By-Law One, Article #:** New  
**Article Amendment**

**Current wording:**

None.

**Proposed wording:**

NMHA League Administrator

**Job Description:**

The League Administrator will report to the Northumberland Minor Hockey Association (NMHA) Board and/or Executive. The position will be responsible for the administration, management, supervision and marketing of all ice hockey programming of the Northumberland Minor Hockey Association.

Responsibilities include, but are not limited to:

Ensuring appropriate information is provided to the league general accounting company, using the system and methods as directed by the NMHA Treasurer;

In concert with the league general accounting company, carry out the day-to-day banking of the NMHA including ensuring that all payments received by the league are deposited in the appropriate account(s);

Ensure that all invoices and receipts are forwarded to the league general accounting company in a timely fashion;

Verifies that the referees are is responsible for receiving a completed game lists on a per referee or timekeeper basis from the Referee in Chief(s) and Timekeeper in Chief for bi weekly payment of the referees and timekeepers;

Works with the treasurer and the league general accounting company to prepare and present financial reports;

Shall be the liaison with the arena managers for ice usage purposes;

Shall work with the Ice Scheduler to coordinate the ice use and management for the NMHA;

Is responsible for receiving and distributing all correspondence received by the NMHA;

Maintains a sponsor list and seeks out new sponsors as required to fill available needs;

Maintains a list of all NMHA coaches, assistant coaches and trainers ensuring any necessary credentials are current. Also ensures personnel are made aware of any upcoming expiries of their credentials;

Tracks and ensures all league personnel have their appropriate personal safety training such as Respect in Sport, Gender Identification Training, Police Checks etc.;

Maintains the NMHA active and lifetime membership lists;

Maintains the Police Check list for all NMHA personnel including advising them when their police check is approaching expiry;

Supports the Registrar with the creation and maintenance of the yearly player list including loading information into the database;

Ensure that a file of birth certificates is maintained for the yearly player list;

Works with the Registrar and any other executive members to create and maintain the NMHA rosters for the season;

In concert with the Equipment Manager, shall maintain a list of all association equipment;

Shall act as Tournament Director for 6-10 NMHA operated or supported hockey tournaments including tournament scheduling;

Carry out duties assigned by the Board, the Board or the President; and,

Shall be available to assist the Executive Committee Members as required.

Duties/Physical Demands:

Required to perform duties with limited supervision.

Establish positive working relationships with individuals, agencies, and groups that further enhance the mission of the NMHA.

Minimum Qualifications:

College or university education, or equivalent level of experience, in an administrative or sports related field. Minimum 2 years of related experience.

Direct experience in ice hockey administration and/or successful management of similar recreational programs.

Employment for this position is contingent upon satisfactorily completing a criminal records check.

**Rationale for change:**

The increased size of the organization calls for a more demanding position to take the load off the various volunteers.