

BY-LAW NO. 1

A by-law relating generally to the conduct of the affairs of

ORONO AMATEUR ATHLETIC ASSOCIATION

(the "OAAA")

Section 1 – General

1.01 Definitions In this by-law, unless the context otherwise requires:

1. "Act" means the Corporations Act (Ontario) until such time as the Ontario Not-for-Profit Corporations Act, 2010 becomes effective and the Ontario Not for Profit Corporations Act, 2010, when effective, and where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
2. "Articles" means the letters patent of the OAAA, the articles, or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the OAAA;
3. "Board" means the board of directors of the OAAA which consists of directors and officers;
4. "By-laws" means this by-law (including the schedules to this by-law) and all other by-laws of the OAAA as amended and which are, from time to time, in force;
5. "CRHL" means Clarington Recreational Hockey League;
6. "CMHA" means Clarington Minor Hockey League; often referred to as the Clarington Toros;
7. "Director" means an individual occupying the position of director of the OAAA by whatever name he or she is called;
8. "Family" includes all persons residing in the same residence and all parents or guardians of any child residing in that residence whether full or part-time;
9. "Guardian" means any person standing in the place of a parent;

10. "Member" means a member of the OAAA of any class of membership in good standing as defined in Section 8.02;
11. "OAAA" means the Orono Amateur Athletic Association or the corporation that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;
12. "Officer" means an officer of the OAAA;
13. "OMHA" means Ontario Minor Hockey Association (or such other name the OMHA may in the future legally adopt);
14. "President" means the president of the board of the OAAA.
15. "Rep" means Representative hockey and refers to teams playing in the OMHA Victoria-Durham Minor Hockey League loop;
16. "Victoria-Durham" means the Victoria Durham Minor Hockey League

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this by-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the Articles or the Act, the provisions contained in the Articles or the Act, as the case may be, shall prevail.

1.04 Seal

The seal of the OAAA, if any, shall be in the form determined by the Board.

1.05 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the OAAA may be signed by any two of its Officers or Directors. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of

document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any Director or Officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

1.06 Affiliations

The OAAA shall have the following affiliations:

- (a) be a member of the OMHA
- (b) operate in cooperation with the CRHL for Local League hockey
- (c) be a member of the Victoria-Durham loop for Rep hockey
- (d) operate in cooperation with the Darlington Soccer League for soccer programs
- (e) be a member of the Ontario Soccer Association

Section 2 – Directors

2.01 Election and Term and Number

The Directors shall be elected by the Members. The term of office of the Directors (subject to the provisions, if any, of the articles) shall be from the date of the meeting at which they are elected or appointed until the next annual meeting or until their successors are elected or appointed.

The number of Directors shall be determined from time-to-time by a special resolution of the Members. If permitted by the Act, the members may pass a special resolution to permit the Directors to determine the number of Directors.

2.02 Vacancies

The office of a Director shall be vacated immediately:

1. if the Director resigns office by written notice to the secretary, which resignation shall be effective at the time it is received by the secretary or at the time specified in the notice, whichever is later;
2. if the Director dies or becomes bankrupt;

3. if the Director is found to be incapable of managing property by a court or under Ontario law; or
4. if, at a meeting of the Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office.

2.03 Filling Vacancies

A vacancy on the Board shall be filled as follows:

1. a quorum of Directors may fill a vacancy among the Directors;
2. if there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Board to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;
3. if the vacancy occurs as a result of the Board removing a Director, the Board may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and
4. the Board may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

2.04 Committees

Committees may be established by the Board as follows:

1. The Board may appoint from their number a managing Director or a committee of Directors and may delegate to the managing Director or committee any of the powers of the Directors excepting those powers set out in the Act that are not permitted to be delegated; and
2. Subject to the limitations on delegation set out in the Act, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time. See Schedule 'P' for the list of committees and their membership.

2.05 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; provided that:

1. Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;
2. Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the OAAA in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is: (i) considered reasonable by the Board; (ii) approved by the Board for payment by resolution passed before such payment is made; and (iii) in compliance with the conflict of interest provisions of the Act; and
3. Notwithstanding the foregoing, no Director shall be entitled to any remuneration for services as a Director or in other capacity if the OAAA is a charitable corporation, unless the provisions of the Act and the law applicable to charitable corporations are complied with.

Section 3 - Board Meetings

3.01 Calling of Meetings

Meetings of the Directors may be called by the President or any two Directors at any time and any place on notice as required by this by-law.

3.02 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

3.03 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this by-law to every Director and Officer of the OAAA not less than seven (7) days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors and Officers is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the OAAA.

3.04 President

The President shall preside at Board meetings. In the absence of the President, a Vice President present shall act as the President.

3.05 Voting

Each Director and Officer has one vote. Motions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the President shall not have a second or casting vote.

3.06 Participation by Telephone or Other Communications Facilities

If all of the Directors of the Corporation consent, a Director may participate in a meeting of the Board or of a committee of Directors by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Director participating by such means is deemed to be present at that meeting.

Section 4 – Financial

4.01 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the OAAA shall be placed for safekeeping.

4.02 Financial Year

The financial year of the OAAA ends on April 30th in each year or on such other date as the Board may from time to time by resolution determine.

Section 5 – Officers

5.01 Officers

The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

5.02 Office Held at Board's Discretion

Any Officer shall cease to hold office upon resolution of the Board.

5.03 Duties

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

5.04 Duties of the Chair

The President shall perform the duties described in sections 3.04 and 9.05 and such other duties as may be required by law or as the Board may determine from time to time.

5.05 Duties of the President

The president shall perform the duties described in Schedule A and such other duties as may be required by law or as the Board may determine from time to time.

5.06 Duties of the Treasurer

The treasurer shall perform the duties described in Schedule B and such other duties as may be required by law or as the Board may determine from time to time.

5.07 Duties of the Secretary

The secretary shall perform the duties described in Schedule C and such other duties as may be required by law or as the Board may determine from time to time.

5.08 Duties of 1st Vice President

The 1st Vice President shall perform the duties described in Schedule 'D' and other duties as may be required by law or as the Board may determine from time to time.

5.09 Duties of 2nd Vice President

The 1st Vice President shall perform the duties described in Schedule 'E' and other duties as may be required by law or as the Board may determine from time to time.

5.10 Duties of CRHL Representative

The CRHL Representative shall perform the duties described in Schedule 'F' and other duties as may be required by law or as the Board may determine from time to time.

5.11 Duties of OMHA Representative

The OMHA Representative shall perform the duties described in Schedule 'G' and other duties as may be required by law or as the Board may determine from time to time.

5.12 Duties of Equipment and Sponsorship Representative

The Equipment and Sponsorship Representative shall perform the duties described in Schedule 'H' and other duties as may be required by law or as the Board may determine from time to time.

5.13 Duties of Registrar

The Registrar shall perform the duties described in Schedule 'I' and other duties as may be required by law or as the Board may determine from time to time.

5.14 Duties of Communication Officer

The Communication Officer shall perform the duties described in Schedule 'J' and other duties as may be required by law or as the Board may determine from time to time.

5.15 Duties of Head Trainer

The Head Trainer shall perform the duties described in Schedule 'K' and other duties as may be required by law or as the Board may determine from time to time.

5.16 Duties of Fundraising Coordinator

The Fundraising Coordinator shall perform the duties described in Schedule 'L' and other duties as may be required by law or as the Board may determine from time to time.

5.17 Duties of Initiation Convener

The Initiation Convener shall perform the duties described in Schedule 'M' and other duties as may be required by law or as the Board may determine from time to time.

5.18 Duties of AAA Representative

The AAA Representative shall perform the duties described in Schedule 'N' and other duties as may be required by law or as the Board may determine from time to time.

5.19 Duties of Soccer Representative

The Soccer Representative shall perform the duties described in Schedule 'O' and other duties as may be required by law or as the Board may determine from time to time.

Section 6 - Protection of Directors and Others

6.01 Protection of Directors and Officers

No Director, Officer or member of the OAAA is be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the OAAA or for joining in any receipt or for any loss, damage or expense happening to the OAAA through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the OAAA or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the OAAA shall be placed

out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. complied with the Act and the OAAA's articles and By-laws; and
2. exercised their powers and discharged their duties in accordance with the Act.

Section 7 - Conflict of Interest

7.01 Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the OAAA shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall vote on any resolution to approve any such contract or transaction.

7.02 Charitable Corporations.

No Director shall, directly or through an associate, receive a financial benefit, through a contract or otherwise, from the OAAA if it is a charitable corporation unless the provisions of the Act and the law applicable to charitable corporations are complied with.

Section 8 – Members

8.01 Members

Membership in the OAAA shall be available to those persons who are interested in furthering the objectives of the OAAA. Subject to the articles, there shall be three classes of members in the OAAA namely Active Membership, Parent Membership and Honorary Lifetime Membership. Each member shall be entitled to receive notice of, attend and vote at the Annual General Meeting of the members of the OAAA. Criteria for board membership shall be as follows:

- (a) Persons wishing to join the OAAA shall attend four (4) of six (6) monthly meetings in six-month period after indication they wish to join. A new member must be sponsored by two members of the OAAA.
- (b) New members shall be elected to the OAAA by a simple 'yes' or 'no' secret ballot by the OAAA board members.
- (c) New members to OAAA board must have an eighty (80) percent 'yes' vote by all present OAAA board members with voting privileges.

(d) OAAA board members missing more than three (3) consecutive monthly meetings shall lose their voting rights until they attend two (2) consecutive monthly meetings. Exceptions shall be made for OAAA board members who advise the Secretary of their regrets prior to the start of the meeting.

(e) Membership ceases when a member either resigns or fails to attend a regular meeting for a period longer than six (6) months after which it will be assumed that the person no longer wishes to be a member.

8.02 Membership

Active Membership - Active members shall include all elected officers and directors, appointed officers or directors, and all coaches, managers, trainers appointed for the current season, and all registered players who are at least eighteen (18) years of age.

Parent/Guardian Membership - Parent/Guardian members shall include all parents and/or legal guardians of registered players in good standing where the registered player is under the age of eighteen (18) years.

Honorary Lifetime Membership - Honorary Lifetime membership may be granted to an individual for special recognition for the purpose of promoting youth sports in the Orono and surrounding area by the OAAA. An individual may be nominated to be an Honorary Lifetime Member by any member of the OAAA. Granting of an Honorary Lifetime membership must be confirmed by a majority vote of the OAAA Board.

8.03 Disciplinary Act or Termination of Membership for Cause

1. Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws.
2. The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

Section 9 - Members' Meetings

9.01 Annual General Meeting

The annual meeting shall be held on a day and at a place fixed by the Board. Any Member, upon request, shall be provided, not less than 21 days before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the By-laws or articles.

The business transacted at the annual general meeting shall include:

1. receipt of the agenda;
2. receipt of the minutes of the previous annual and subsequent special meetings;
3. consideration of the financial statements;
4. report of the auditor or person who has been appointed to conduct a review engagement;
5. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;
6. election of Directors; and
7. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual general meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual general meeting.

9.02 Monthly Meetings

The Board shall have a board meeting each month on the third Wednesday beginning at 7:30pm. Only members of the board shall be allotted voting privileges at monthly meetings of the board. The Order of Business for the monthly meetings shall be as follows:

- i) Call to order
- ii) Approval of the agenda
- iii) Approval of the minutes from the previous meeting
- iv) Treasurer's Report
- v) Motion to pay outstanding accounts/bills
- vi) Unfinished business arising from the minutes
- vii) Reports
 - Executive Committee
 - Arena Committee
 - Registrar
 - CRHL Rep
 - OMHA Rep
 - AAA Rep
 - Hockey Committee

Equipment and Sponsorship Rep
Fundraising Coordinator
Initiation Convener
Head Trainer
Soccer Rep
Canteen Committee

- ix) New Business
- x) Adjournment

9.03 Postponement of Meetings

If, in the opinion of the President, it is not possible or too inconvenient to hold a regular meeting on the day of the month specified in this constitution, the regular OAAA board meeting may be postponed to a date or cancelled, both at the discretion of the President. The OAAA Annual General Meeting can only be postponed and rescheduled at the discretion of the President and the President is responsible for choosing a new date for the AGM.

9.04 Quorum

A quorum for the transaction of business at a board meeting is seven (7) directors and/or officers, whether present in person or by proxy. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

9.05 Chair of the Meeting

The President shall be the chair of the Members' meeting; in the President's absence, the position shall be filled by one of the present Vice Presidents. If the Vice Presidents are absent, the board shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the board present shall choose one of their number to chair the meeting.

9.06 Voting of Members

Business arising at any Board meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

1. each board member shall be entitled to one vote at any meeting;
2. votes shall be taken by a show of hands among all board members present and the chair of the meeting shall have a vote;

3. an abstention shall not be considered a vote cast;
4. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any board member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
5. if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
6. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.07 Adjournments

The President may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

9.08 Persons Entitled to be Present

The only persons entitled to attend a Board meeting are the Members, the Directors, the Officers, the auditors of the OAAA (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the articles to be present at the meeting. Any other person may be admitted only if invited by the President with the majority consent of the Members present at the meeting.

Section 10 – Notices

10.01 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Director at their latest address as shown in the records of the OAAA and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the secretary; provided always that notice may be waived

or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

10.02 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

10.03 Error or Omission in Giving Notice

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

Section 11 – Dissolution

11.01 Dissolution

Subject to 11.02 below, it is specifically provided that in the event of dissolution or winding up of the Corporation, all of its remaining assets after payment of its liabilities shall be distributed to one or more Charitable Organizations in Canada that are registered under the Income Tax Act of Canada.

11.02 Distribution of Lottery Funds

Notwithstanding anything to the contrary contained in this by-law, in the event of dissolution or winding up of the Corporation, any proceeds of lottery events, or assets and property acquired from the proceeds of lottery events, are to be distributed to one or more charitable organizations which are eligible to receive lottery proceeds in Ontario.

n the event of dissolution of the Corporation, it is specifically provided that all of the Corporation's assets after payment of its liabilities shall be conveyed to a

Section 12 - Adoption and Amendment of By-laws

12.01 Amendments to By-laws

The Board may from time to time amend this by-law by a majority of the votes cast. The Board may from time to time in accordance with the Act pass or amend this by-law other than a provision respecting the transfer of a membership or to change the method of voting by members not in attendance at a meeting of members.

12.02 Repeal of Prior By-law and Effective Date

This by-law shall come into force when confirmed by the members of the OAAA by at an annual general meeting.

Enacted this _____ day of August, 2020.

President

Secretary

Schedule 'A'

Position Description of the President

- (a) The President shall preside at all meetings of the OAAA.**
- (b) The President shall be a member of all standing committees and be the deciding vote should there be a tie amongst committee members.**
- (c) The President shall sign all cheques in payment of authorized invoices, bills and employee salaries after the cheques have been prepared by the Treasurer.**
- (d) The President shall sign the minutes of OAAA meetings once received from the Secretary.**
- (e) The President shall execute documents as one of the signing officers of the OAAA and the Orono Arena and Community Centre**
- (f) The President shall exercise the power of the OAAA in event of an emergency where it would not be reasonable for the Executive Committee to make the decision.**

Schedule 'B'

Position Description of the Treasurer

- (a) The Treasurer shall execute documents as one of the signing officers of the OAAA and the Orono Arena and Community Centre.**
- (b) The Treasurer shall pay all accounts by cheque.**
- (c) The Treasurer shall keep accurate records of all monies received and dispersed for the OAAA and the Orono Arena and Community Centre.**
- (d) The Treasurer shall provide the President with written monthly statements on both OAAA and Orono Arena and Community Centre accounts.**
- (e) The Treasurer shall submit books and vouchers for audit when instructed.**

Schedule 'C'

Position of the Secretary

- (a) The Secretary shall perform all secretarial duties and attend all general and executive meeting**
- (b) The Secretary shall give notice for meetings as directed by the President**
- (c) The Secretary shall keep an accurate record of all proceedings (minutes) of all OAAA meetings and provide them to the President in a timely manner following an OAAA board meeting**
- (d) The Secretary shall set the agenda for regular OAAA monthly meetings and the AGM**

(e) The Secretary shall be appointed to the Executive Committee

Schedule 'D'

Position of the 1st Vice President

(a) The 1st Vice President shall be subject to call at times to act in the absence of the President and shall perform the duties of the President

(b) The 1st Vice President shall be appointed to the Executive Committee

(c) The 1st Vice President shall be appointed to the Arena Committee

(d) The 1st Vice President shall be appointed to the Hockey Committee

(e) The 1st Vice President shall oversee the administrative side of the OAAA including registration and communication including OAAA social media and website.

Schedule 'E'

Position of the 2nd Vice President

(a) The 2nd Vice President shall be subject to call at times to act in the absence of the President and shall perform the duties of the President

(b) The 2nd Vice President shall be appointed to the Executive Committee

(c) The 2nd Vice President shall be appointed to the Arena Committee

(d) The 2nd Vice President shall be appointed to the Hockey Committee

(e) The 2nd Vice President shall oversee the operational side of the OAAA including CRHL, AAA, OMHA, Equipment and Sponsorship representatives and the Initiation Convener.

Schedule 'F'

Position of the CRHL Representative

(a) The CRHL Rep shall attend and represent OAAA interests at CRHL regular meetings

(b) The CRHL Rep shall report back to the OAAA board on matters concerning LL hockey

(c) The CRHL Rep shall coordinate fall evaluation skate sessions and the subsequent dividing up of LL teams in a fair and equitable manner

(d) The CRHL Rep shall sit on any CRHL committees as directed or requested by the CRHL board

(e) The CRHL Rep shall be appointed to the Hockey Committee

(f) The CRHL Rep shall be appointed to the Executive Committee

Schedule 'G'
Position of the OMHA Representative

- (a) The OMHA Rep shall attend and represent OAAA interests at all regular OMHA and Victoria Durham loop meetings
- (b) The OMHA Rep shall report back to the OAAA board on matters concerning Rep hockey
- (c) The OMHA Rep shall coordinate annual tryouts for Rep hockey
- (d) The OMHA Rep shall be appointed to the Arena Committee
- (e) The OMHA Rep shall be appointed to the Hockey Committee
- (f) The OMHA Rep shall be appointed to the Executive Committee

Schedule 'H'
Position of the Equipment and Sponsorship Representative

- (a) The Equipment and Sponsorship Rep shall keep an up-to-date inventory of all OAAA equipment and team jerseys
- (b) The Equipment and Sponsorship Rep shall purchase all necessary hockey equipment for all LL and Rep teams with approval from the OAAA board when practicable. When not practicable, the President can approve such purchases.
- (c) The Equipment and Sponsorship Rep shall solicit and maintain a relationship with all OAAA sponsors during the sponsorship year which runs September 1st through August 31st each calendar year
- (d) The Equipment and Sponsorship Rep shall report to the OAAA board with respect to sponsorship vacancies prior to the start of the annual hockey season
- (e) The Equipment and Sponsorship Rep shall maintain a relationship with the Tim Hortons Timbits program coordinator and the McDonalds Atomic program coordinator and will order the appropriate jerseys and socks from these programs each hockey season.

Schedule 'I'
Position of the Registrar

- (a) The Registrar shall maintain a master list of members and coordinate the registration and rostering of players and teams with the OMHA
- (b) The Registrar shall maintain a list of members with outstanding fees owed to the OAAA
- (c) The Registrar be responsible for the annual registration of members for each hockey season
- (d) The Registrar is responsible for maintaining a list of bench staff qualifications and ensuring the current bench staff possess the appropriate certifications to be on a bench staff

Schedule 'J'

Position of the Communications Officer

- (a) The Communications Officer shall be responsible for maintaining an email distribution list of all active members for use in the dissemination of important OAAA information and be the primary point-person for the dissemination of such information**
- (b) The Communications Officer shall be responsible for the OAAA social media accounts either personally or in conjunction via delegation to another board member**

Schedule 'K'

Position of the Head Trainer

- (a) The Head Trainer shall be responsible for the implementation and regulation of all aspects of Rowan's Law**
- (b) The Head Trainer shall maintain a list of currently rostered trainers and also current trainers-at-large**
- (c) The Head Trainer shall be the liaison between trainers-at-large and coaches/managers and shall assist any LL or Rep team with locating a replacement trainer when required**
- (d) The Head Trainer shall keep a log of injuries reported and maintain the OMHA injury forms for the prescribed period of time as dictated by the OMHA**
- (e) The Head Trainer shall be appointed to the Hockey Committee**

Schedule 'L'

Position of the Fundraising Coordinator

- (a) The Fundraising Coordinator shall be responsible for leading and supervising all fundraising efforts made by the OAAA including but not limited to silent auctions at tournaments, raffles for donated prizes and the day-to-day operation of the Orono Arena canteen.**
- (b) The Fundraising Coordinator will report to the OAAA board on all fundraising events and activities and seek approval of the OAAA board prior to initiating any fundraising activities.**

Schedule 'M'

Position of the Initiation Convener

- (a) The Initiation Convener shall be responsible for the operation of the OAAA in-house Initiation program including the selection of bench staff and the assignment of players to teams.**

- (b) The Initiation Convener shall report back to the OAAA board on any matters concerning Initiation hockey**
- (c) The Initiation Convener shall be appointed to the Hockey Committee**

Schedule 'N'

Position of the AAA Representative

- (a) The AAA Representative shall attend and represent OAAA interests at the Clarington AAA Zone meetings**
- (b) The AAA Representative shall report back to the OAAA board on matters concerning the Clarington AAA Zone meetings**
- (c) The AAA Representative shall be appointed to the Hockey Committee**

Schedule 'O'

Position of the Soccer Representative

- (a) The Soccer Rep shall attend and represent OAAA interests at the Darlington Soccer Club meetings**
- (b) The Soccer Rep shall be responsible for coordinating team sponsors for the soccer season**
- (c) The Soccer Rep shall be responsible for ordering all necessary soccer equipment including jerseys**
- (d) The Soccer Rep shall be responsible for ensuring the proper maintenance of the soccer fields is completed and that the fields are safe and ready for OAAA soccer use**
- (e) The Soccer Rep shall report back to the OAAA board on matters concerning soccer**

Schedule 'P'

Standing Committees of the OAAA

The following committees shall be Standing Committees of the Board

- (a) Executive Committee**
- (b) Hockey Committee**
- (c) Arena Committee**
- (d) Canteen Committee**

Executive Committee

The Executive Committee shall be chaired by the President and shall consist of the 1st Vice President, 2nd Vice President, Secretary and the OMHA Representative. The Executive Committee shall be responsible for the day-to-day management of the affairs of the OAAA.

The Executive Committee shall during intervals between OAAA board meetings, take action in relation to any matter of any nature within the power and authority of the OAAA board which requires immediate action before the date of the next OAAA board meeting. Such action should not involve any change of policy or financial expenditures if possible.

The Executive Committee shall review recommendations and proposals prior to such recommendations and proposals being submitted to the OAAA board for resolution.

The Executive Committee shall report all actions made to the OAAA board at the regular monthly OAAA board meeting

Hockey Committee

The Hockey Committee shall be chaired by the President and shall consist of the 1st Vice President, 2nd Vice President, OMHA Rep, AAA Rep, Head Trainer and the Initiation Convenor.

The Hockey Committee shall recruit and select coaches for the LL and Rep hockey programs, keep all coaches informed on any OAAA policies and rules, report to the OAAA board at the regular monthly OAAA board meetings, be the first from the OAAA board to address any conflicts related to the hockey program.

Arena Committee

The Arena Committee shall be chaired by the President and shall consist of the 1st Vice President, 2nd Vice President, Treasurer, Secretary and one member-at-large from the OAAA board. The member-at-large shall be selected by the Arena Committee members from any interested board members.

The Arena Committee shall be responsible for the hiring of an arena manager and staff for the arena including arena operators and arena assistants. The Arena Committee shall also be responsible for reviewing wages for all arena staff and also for reviewing ice, meeting room and hall rental rates and reporting to the OAAA board for finalization of those wages and rates. The

Arena Committee shall further be responsible for allocating ice times to the OAAA, the Orono Figure Skating Club (OFSC) and other private rentals and prioritizing arena improvements.

Canteen Committee

The Canteen Committee shall be chaired by the President or his/her designate and shall consist of the Fundraising Coordinator, two members-at-large from the OAAA board as appointed by the President and one member of the arena staff as appointed by the President.

The Canteen Committee shall be responsible for the hiring and scheduling of the canteen staff as well as the ordering of product and the maintenance of the canteen equipment.

The Canteen Committee shall report to the OAAA board on it's activities at the regular monthly OAAA board meeting.