

## DISTRICT 5 AGM MEETING MINUTES

Date: Monday May 30, 2022 @7:30

Location: Zoom

	<b>Members</b>	<b>Present</b>	<b>Absent</b>
District Chair	Brydon Schaap	x	
Vice Chair/Risk & Safety	George Vigus		x
Secretary	Wendy Narezny	x	
Treasurer	Marc Leclerc	x	
District Registrar	Marcie Campbell	x	
R.I.C.	Davis Scheel	x	
Development	Wes Proulx		x
Aces Chair	Dustin Hoffman	x	
Amrprior President	Angie Miller		x
Barry's Bay President	Stephanie Plebon	x	
Deep River President	Steve Bird	x	
Eganville President	Kevin Seguin		x
Muskrat President	Derrick England	x	
Pembroke President	Jason Laronde	x	
Petawawa President			x
Renfrew President	Mike McMahon	x	
UOVMHL President	Deb Graham	x	

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action By</b>
1	Call to order at 7:43pm	Brydon
2	Attendance	Wendy
3	Approval of minutes from previous meeting: 1st Deb / 2nd Mike - All in favor	Brydon

4	<p>Business arising from previous meeting:  Fort Coulonge request to play in District 5</p> <ul style="list-style-type: none"> <li>- Mike says Renfrew executive had mixed thoughts.</li> <li>- They want to come back, they enjoy playing here.</li> <li>- From an officiating standpoint - HC officials are not insured to go over to the Quebec side. Their officials are supposed to take our officiating course. Quebec rules differ from HEO rules.</li> <li>- Coaches and refs must take HEO courses in order to have them play here. Our rules must be followed if playing in our league.</li> <li>- To be voted on at League AGM -</li> </ul>	
5	Correspondence: n/a	
6	Delegations: n/a	
7	<b>Executive Reports</b>	
	<p><b>District Chair Report:</b></p> <ul style="list-style-type: none"> <li>- Not a top notch year but we got through.</li> <li>- Let Brydon know if your association has already paid website fees.</li> </ul>	Brydon
	<b>Vice Chair:</b> n/a	
	<b>Secretary Report:</b> n/a	Wendy
	<p><b>Treasurer Report:</b>  Report was emailed out. No need to raise fees at this time  1st Steve / 2nd Derrick - All in favor</p>	Marc
	<p><b>Registrar Report:</b></p> <ul style="list-style-type: none"> <li>- Sent Brydon info for new registrars</li> <li>- Should be good to go as of June 1st</li> <li>- Training will be provided over the summer for new registrars</li> </ul>	Marcie
	<b>Risk &amp; Safety:</b> n/a	
	<p><b>R.I.C. Report:</b></p> <ul style="list-style-type: none"> <li>- Had 110 officials to start the season, 68 new officials in the District. 28 moved from Level 2 to Level 3</li> <li>- Send Davis an email if you know of anyone interested in becoming an official.</li> <li>- Some changes coming from HEO</li> </ul>	Davis
	<b>Development:</b> n/a	
	<p><b>New Business:</b>  13 proposed amendments to constitution - see attached</p>	Brydon

<b>Election of New Executive</b>		
	<p><b>a. Chairperson - Elected</b> Nominated: Brydon 1st Mike / 2nd Deb - All in favor</p> <p><b>b. Vice-Chairperson - Elected</b> Nominated: George 1st Mike / 2nd Deb - All in favor</p> <p><b>c. Secretary - Elected</b> Nominated: Wendy 1st Marc / 2nd Mike - All in favor</p> <p><b>d. Treasurer - Elected</b> Nominated: Marc 1st Mike / 2nd Deb - All in favor</p> <p><b>e. Registrar - Appointed</b> Appointed: Tamara Cavanaugh 1st Marcie/2nd Deb - All in favor</p> <p><b>f. Referee In Chief - Appointed</b> Appointed: Davis 1st Marc / 2nd Deb - All in favor</p> <p><b>g. Development - Appointed</b> Appointed: Wes 1st Mike / 2nd Marc - All in favor</p> <p><b>h. Risk &amp; Safety - Appointed</b> Appointed: George 1st Mike / 2nd Marc - All in favor</p>	
<b>Association Reports</b>		
	<p><b>Arnprior</b> - n/a</p> <p><b>Barry's Bay</b> - Ready to open registration June 1st, rumor is the arena is 3 weeks behind schedule</p> <p><b>Deep River</b> - Steve back as president</p> <p><b>Eganville</b> - n/a</p> <p><b>Muskrat</b> - n/a</p> <p><b>Petawawa</b> - No president, VP will cover as much as possible</p> <p><b>Pembroke</b> - still looking for new executive members, registration will start soon</p> <p><b>Renfrew</b> - Possible cost adjustments with second ice pad coming, getting tournament days set.</p> <p><b>Aces</b> - AGM was April 10th, not much change on the executive</p>	<p>Stephanie</p> <p>Steve</p> <p>Deb</p> <p>Jason</p> <p>Mike</p> <p>Dustin</p>
	<b>Next District/League Meeting: Monday August 8/22 @7:00</b>	

	<p><b>Motion to adjourn: at 8:36</b> 1st Deb / 2nd Mike - All in favor</p>	
--	--	--

# Constitutional Changes Form -Change 1

UOVMHL

District 5

Date Submitted: April 22, 2022

By: Brydon Schaap

Existing Wording/Section:

Throughout document HEO Minor is referenced.

Proposed Changes:

Due to change in organizational structure of HEO, this is will be changed to HEO Minor Council throughout the constitution

Seconded By: Deborah Graham -UOVMHL President

Passed:

Defeated:

Constitution Amendment Date : May 30 /2022

## Constitutional Changes Form -Change 2

UOVMHL

District 5

Date Submitted: April 22, 2022

By: Brydon Schaap

Existing Wording/Section:

Article 2, Section 1,5. Upper Ottawa Valley Aces Minor Hockey is not listed as an Association within District 5

Proposed Changes:

Add Upper Ottawa Valley Aces Minor Hockey as an Association within District 5.  
Update subsequent references throughout Constitution to reflect the 9 associations within District 5

Seconded By: Deborah Graham -UOVMHL President

Passed: X

Defeated: \_\_\_\_\_

Constitution Amendment Date : May 30 / 2022

# Constitutional Changes Form -Change 3

UOVMHL

District 5

Date Submitted: April 22, 2022

By: Brydon Schaap

Existing Wording/Section:

Article 3, Section 2, Step 11. Approve and supervise the formation of any necessary District or League Committees for teams registered on HMS Database which play in leagues comprised solely of District teams.

Proposed Changes:

Change to read: "Approve and supervise the formation of any necessary District or League Committees for teams registered on applicable registration Database which play in leagues comprised solely of District teams."

The database to be used is subject to change and this permits the flexibility to change databases without the need to update the Constitution upon each change.

Seconded By: Deborah Graham -UOVMHL President

Passed:

Defeated:

Constitution Amendment Date : May 30/2022

# Constitutional Changes Form -Change 4

UOVMHL

District 5

Date Submitted: April 22, 2022

By: Brydon Schaap

Existing Wording/Section:

Article 3, Section 2, Duties of Development: No wording related to Hockey Canada Pathways Program

Proposed Changes:

Add: "Be the Coordinator of the Hockey Canada Pathways program."

Oversight of this program within District 5 should be assigned to a role. Added to Development role.

Seconded By: Deborah Graham -UOVMHL President

Passed:

Defeated:

Constitution Amendment Date : May 30 / 2022

# Constitutional Changes Form -Change 5

UOVMHL

District 5

Date Submitted: April 22, 2022

By: Brydon Schaap

## Existing Wording/Section:

Limited direction provided in Constitution for holding Discipline and Appeals Hearings

## Proposed Changes:

Article 10, Section 3, is added to provide to give direction for Discipline & Appeals (D&A) Committee Composition, Format, And Guidelines For The Discipline And Appeals Committee.

### Added Text for Article 10, Section 3:

1. Composition
  - a. The District 5 D&A Chairperson has the discretion to convene the District 5 D&A Committee.
  - b. The District 5 D&A Chairperson and District 5 D&A Committee are selected by the District 5 Executive and Association members.
  - c. The District 5 D&A Chairperson and District 5 D&A Committee are selected from those holding positions on District 5 Executive and/or Association members, or other members as decided by the District 5 Executive and/or Association member
2. Voting Privilege
  - a. District 5 D&A Chairperson: votes only in the case of a tie vote.
  - b. Comprised of three to five committee members with one vote each.
  - c. Rules Official/Scribe: no vote.
3. Hearing Attendees
  - a. In instances that involve discipline and appeal matters, there are invariably several "sides" or perspectives to an issue. Each "side" is permitted to have someone present



who can offer direct evidence or relevant information regarding the matter.

b. Permission to attend a District 5 D&A hearing is solely at the discretion of the District 5 D&A Chairperson. Examples of persons who may be present at District 5 D&A hearings are:

- The appellant(s) or respondent(s);
- Team officials involved;
- Game officials involved;
- League representative;
- Association representatives;
- Witnesses with direct knowledge of the matter/incident;
- If appealing a prior discipline hearing decision or ruling rendered by a lower administrative body (i.e. Association, or League), the appropriate discipline committee Chairperson; and
- One parent or guardian (where a minor is involved).

**4. What Constitutes an Appeal?**

- a. Relevant new evidence not used in the original hearing can be presented which may have an effect on the decision;
- b. An appeal may be filed on the grounds of irregularities in the proceedings of the lower administrative body's original hearing that may have caused an unjust decision;
- c. An appeal may be filed on the grounds that the decision of the original hearing was too severe or lenient; and
- d. An appeal may be filed claiming there is evidence to establish that the lower administrative body's decision of the original hearing was reached in an unjust manner.

Note: Adequate grounds for an appeal of the lower administrative body's decision may NOT warrant or justify an appeal to the District 5 D&A Committee. In such instances, the District 5 D&A Chairperson, or in consultation with the District 5 D&A Committee, will assess if an appeal to District 5 D&A Committee is substantiated.

**5. What Constitutes a Disciplinary Action?**

- a. Discipline and appeal hearings may be held as required in accordance with the HEO Code of Discipline for Minor Hockey and as warranted and directed by the District 5 D&A Committee or HEO.

**6. When Should Hearings Be Held?**

- a. As soon as practicably possible after the incident has occurred, or the appeal is formally lodged to HEO along with all directly relevant supporting documentation and evidence, including payment of the appeal fee;

- b. After 48 hours' notice to all parties concerned except where:
  - a) All parties agree to waive the 48-hour period; or
  - b) The District 5 D&A Chairperson decides that a decision must be rendered within a shorter time.

**7. Recommended District 5 D&A Committee Hearings**

- a. The District 5 D&A Committee schedules hearings at least twice monthly on predetermined dates and at the discretion of the District 5 D&A Chairperson or their designate (without limiting the rights of the Chairperson to convene an emergency D&A hearing when deemed necessary).

**8. District 5 D&A Committee Members**

- a. District 5 D&A Chairperson - The District 5 D&A Chairperson is in control of the hearing. Their duties include; ensuring the hearing runs smoothly, that proper procedures are followed, and guides the District 5 D&A Committee to a decision which is consistent with the facts, in accordance with established guidelines, policies and rules, and previous experiences in similar situations and precedent, when applicable. The District 5 D&A Committee Chairperson may only vote in the event of a tie vote amongst the District 5 D&A Committee members in attendance.
- b. District 5 D&A Chairperson or the District 5 Executive in their sole discretion shall be responsible for determining whether legitimate grounds for an appeal or hearing exists.
- c. District 5 D&A Committee Member Conduct - Committee Members should always conduct themselves in a fair and impartial manner. They are permitted to ask probative and clarifying questions of witnesses but must be careful not to make prejudicial or inflammatory remarks.

**9. Conflict of Interest**

- a. It is imperative that District 5 D&A Committee Members ensure that they are clear of any conflict of interest in the matter that is before them or the situation being investigated.
- b. Should it be determined prior to or during the District 5 D&A hearing that a committee member has or may have a conflict that was not previously known, the affected committee member should declare such conflict and immediately vacate the hearing room. At the sole discretion of the District 5 D&A Chairperson, the District 5 D&A hearing may resume as scheduled.

**10. Hearing Procedure**

- a. Civility and proper conduct amongst all parties in attendance during the District 5 D&A hearing will be strictly enforced. Anyone not abiding by these principles will be

asked by the District 5 D&A Chairperson to immediately vacate the hearing, and any fees paid may be forfeited in their entirety, with sanctions imposed upon the offending party as may be determined by the District 5 D&A Committee.

- i. All parties having directly relevant testimony related to the matter, event or situation should be present during the giving of testimony. In certain instances when warranted and at the sole discretion of the District 5 D&A Chairperson, the District 5 D&A Committee may hear and receive testimony in isolation separate from the other parties.
- ii. District 5 D&A Committee will NOT permit a designate spokesperson to represent a respondent or appellant at District 5 D&A hearings and appeals.
- iii. No one shall be admitted or present during a District 5 D&A hearing without the permission of the District 5 D&A Chairperson. It is also not necessary to bring individuals for moral support who are not witnesses to the matter.
- iv. Discussions should be based only on the admissible information presented when the appellant or respondent are present.
- v. Written, and/or signed statements from persons who are not able to be present may be accepted at the discretion of the District 5 D&A Chairperson.
- vi. Each person scheduled to give a statement will be allowed to do so without interruption. Without repeating previously made statements, a SHORT rebuttal will be granted to each person after all witnesses have made their initial statements.
- vii. Only the District 5 D&A Committee may ask clarifying or supplementary questions. Normally these questions will be asked at the end of a person's statement. All questions and replies MUST be addressed through the District 5 Discipline & Appeals Committee Chairperson. No comments, questions, or other discussions across the table to the opposing parties will be permitted. Upon the conclusion of all supplementary statements and questions, all participants will be excused from the hearing and the District 5 Discipline & Appeals Committee will convene in private to discuss the matter and render its decision(s).
- viii. Committee Members are not to commence deliberations until after all attendees have left the hearing room.
- ix. Committee Members should deliberate in a professional manner and discuss any admissible submissions, evidence and information presented during the hearing.
- x. The respondent and appellant or their designate(s), and the appropriate Association President(s) may receive oral notification of the District 5 D&A Committee decision, normally within 24 hours, at a time specified by the District 5 D&A Chairperson. This will be followed by written notification transmitted by email, or mail. The preferred method to receive written communication will be provided by the respondent or appellant. The notification will also include information regarding further appeal.

- xi. The timeframe to appeal a District 5 D&A Committee decision will begin immediately upon the respondent's or appellant's (as the case may be), verbal receipt of District 5 D&A Committee decision. If only by email, then the date and time of transmission of the notice.

11. Decisions Arising from Appeal Hearings

- a. The District 5 D&A Committee has the authority to:
  - i. Uphold or set aside the decision of the lower administrative body.
  - ii. Decrease, increase or alter the previously imposed sanction(s); and
  - iii. Impose additional sanctions.

12. Outline of District 5 D&A Hearings

- a. District 5 D&A Chairperson calls the hearing to order.
- b. Introductions of District 5 D&A Committee.
- c. Introductions of parties in attendance and their designated role(s).
- d. Presentation by the respondent or appellant (as applicable).
- e. Statement by District, Association or League representative (as applicable).
- f. District 5 D&A Committee members may ask clarifying or supplementary questions.
- g. Respondent or appellant may rebut, provide supplementary relevant information not previously provided and may make a summary statement. The District, Association or League representative may rebut, provide supplementary relevant information not previously made and may provide a summary statement.
- h. District 5 D&A Committee members may ask clarifying or supplementary questions.
- i. Appellant or respondent, witnesses, parent or guardian, District, Association and League representative(s) are excused from the hearing.
- j. The District 5 D&A Committee will convene in-camera to deliberate and render its decision.

Seconded By: Deborah Graham -UOVMHL President

Passed: X

Defeated: \_\_\_\_\_

Constitution Amendment Date : May 30/2022

# Constitutional Changes Form -Change 6

UOVMHL

District 5

Date Submitted: April 22, 2022

By: Brydon Schaap

Existing Wording/Section:

No step exists however with the acceptance of Article 10, Section 3 a new step should be added.

Proposed Changes:

Article 5, Section 1, Step 3. Add: "Refer to Article 10, Section 3 for the formation of the District 5 Discipline and Appeals Committee."

To provide specific direction for the formation of a District 5 Discipline and Appeals Committee

Seconded By: Deborah Graham -UOVMHL President

Passed: X

Defeated: \_\_\_\_\_

Constitution Amendment Date : May 30/2022

# Constitutional Changes Form -Change 7

UOVMHL

District 5

Date Submitted: April 22, 2022

By: Brydon Schaap

Existing Wording/Section:

A player is not permitted to play below, either their age level or designated letter classification. (With the exception of Novice age players playing at I.P. level for skills and skating development.)

Proposed Changes:

New wording: A player is not permitted to play below, either their age level or designated letter classification unless approved by the District and HEO.

Removes the exception for Novice and I.P. level as approval will be required for all age levels.

Seconded By: Deborah Graham -UOVMHL President

Passed: X

Defeated: \_\_\_\_\_

Constitution Amendment Date : May 30/2022

# Constitutional Changes Form -Change 8

UOVMHL

District 5

Date Submitted: April 22, 2022

By: Brydon Schaap

Existing Wording/Section:

Each Association, person or party, requesting an Appeal at the District level, shall submit their request to the District 5 Chairperson or the District 5 Risk & Safety Director. Such request shall be submitted in writing (complete with all relevant documentation and particulars of the incident) within 72 hours of the first hearing....

Proposed Changes:

New wording: Each Association, person or party, requesting an Appeal at the District level, shall submit their request to the District 5 Chairperson or the District 5 Risk & Safety Director. Such request shall be submitted in writing using the Applicable District 5 Appeals Application(complete with all relevant documentation and particulars of the incident) within 72 hours of the first hearing....

No form currently exists to make make an appeal. The proposed form will be used for individuals to use

Seconded By: Deborah Graham -UOVMHL President

Passed: X

Defeated: \_\_\_\_\_

Constitution Amendment Date : May 30/2022

# Constitutional Changes Form -Change 9

UOVMHL

District 5

Date Submitted: April 22, 2022

By: Brydon Schaap

Existing Wording/Section:

"Each Association, person or party, requesting an Appeal at the District level, shall submit their request to the District 5 Chairperson or the District 5 Risk & Safety Director. Such request shall be submitted in writing (complete with all relevant documentation and particulars of the incident) within 72 hours of the first hearing, and shall include a cheque or money order in the amount of \$350.00, payable..."

Proposed Changes:

New wording: within 72 hours of the first hearing, and shall include a cheque or money order in the amount of \$225.00, payable to:

Propose the current fee of \$350 is too high as hearings may be performed virtually with no travel payment required. A fee of \$225 is in line with HEO Minor Council fee

Seconded By: Deborah Graham -UOVMHL President

Passed: X

Defeated: \_\_\_\_\_

Constitution Amendment Date : May 30/2022



# Constitutional Changes Form -Change 10

UOVMHL

District 5

Date Submitted: April 22, 2022

By: Brydon Schaap

Existing Wording/Section:

"Each Association, person or party, requesting an Appeal at the HEO level, shall submit their request as outlined in HEO Policy"

Proposed Changes:

"Each Association, person or party, requesting an Appeal at the HEO level, shall submit their request as outlined in HEO Policy 6.22 Appeals Committee Procedure Policy"

This update as a reference to the HEO Policy for Appeals.

Seconded By: Deborah Graham -UOVMHL President

Passed: X

Defeated: \_\_\_\_\_

Constitution Amendment Date : May 30/2022

# Constitutional Changes Form -Change 11

UOVMHL

District 5

Date Submitted: April 22, 2022

By: Brydon Schaap

Existing Wording/Section:

All teams must have their signed team lists submitted to the District 5 Registrar Two (2) weeks prior to the start of the season's schedule.

Proposed Changes:

New wording: All teams must have their approved team lists submitted to the District 5 Registrar Two (2) weeks prior to the start of the season's schedule.

Team lists do not require a signature to be considered approved

Seconded By: Deborah Graham -UOVMHL President

Passed: X

Defeated: \_\_\_\_\_

Constitution Amendment Date : May 30/2022

# Constitutional Changes Form -Change 12

UOVMHL

District 5

Date Submitted: April 22, 2022

By: Brydon Schaap

Existing Wording/Section:

<p>1. The following system of refereeing is to be used throughout District 5 as outlined in HEO MINOR Regulations 16 (2):</p> <table><tr><td>Referee and Linesmen</td><td></td></tr><tr><td>Novice</td><td>2 Person System</td></tr><tr><td>Atom</td><td>2 Person System</td></tr><tr><td>Pee-Wee</td><td>2 Person System</td></tr><tr><td>Bantam</td><td>3 Person System</td></tr><tr><td>Midget</td><td>3 Person System</td></tr><tr><td>Juvenile</td><td>3 Person System</td></tr></table>	Referee and Linesmen		Novice	2 Person System	Atom	2 Person System	Pee-Wee	2 Person System	Bantam	3 Person System	Midget	3 Person System	Juvenile	3 Person System
Referee and Linesmen														
Novice	2 Person System													
Atom	2 Person System													
Pee-Wee	2 Person System													
Bantam	3 Person System													
Midget	3 Person System													
Juvenile	3 Person System													

Proposed Changes:

<p>The following system of refereeing is to be used throughout District 5 as outlined in 6.49 HEO Hockey Policy (Minor) 7.4.3:</p> <table><tr><td>Referee and Linesmen</td><td></td></tr><tr><td>U9</td><td>1 Person System</td></tr><tr><td>U11</td><td>2 Person System</td></tr><tr><td>U13</td><td>2 Person System</td></tr><tr><td>U15</td><td>3 Person System</td></tr><tr><td>U18</td><td>3 Person System</td></tr><tr><td>U20</td><td>3 Person System</td></tr></table> <p>At least one level III official for all 3-Person systems.</p> <p>Wording changed to reflect current HEO Policy, refereeing system and naming convention.</p>	Referee and Linesmen		U9	1 Person System	U11	2 Person System	U13	2 Person System	U15	3 Person System	U18	3 Person System	U20	3 Person System
Referee and Linesmen														
U9	1 Person System													
U11	2 Person System													
U13	2 Person System													
U15	3 Person System													
U18	3 Person System													
U20	3 Person System													

Seconded By: Deborah Graham -UOVMHL President

Passed: X

Defeated: \_\_\_\_\_

Constitution Amendment Date : May 30/2022

# Constitutional Changes Form -Change 13

UOVMHL

District 5

Date Submitted: April 22, 2022

By: Brydon Schaap

Existing Wording/Section:

There is currently no direction provided for duration to maintain banking records under Article 7  
Section 1

Proposed Changes:

Add "Financial records will be made stored and available for a period of 7 years"

This is added to make a commitment for being able to produce financial records for the district in the event of an audit.

Seconded By: Deborah Graham -UOVMHL President

Passed: X

Defeated: \_\_\_\_\_

Constitution Amendment Date : May 30/2022

# HOCKEY EASTERN ONTARIO

## MINOR- DISTRICT 5

### Appeal Application



Appellant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Association: \_\_\_\_\_

Appeal (Please check reason):

Residential Transfer: \_\_\_\_\_ Association/League ruling: \_\_\_\_\_ Other: \_\_\_\_\_

\*\*Residential Transfer – Attach completed transfer documents

\*\* Association/League ruling – Attach hearing results or relevant information

\*\* Other – Please indicate what you wish to appeal, and all documentation and decisions provided from the original hearings.

Justification for Appeal: (Check the appropriate box and please clearly explain the justification for the appeal)

- New relevant evidence that was not available to those persons who made the decision that is being appealed.
- On the grounds of irregularities in the proceedings of the original hearing that may have caused an unjust decision.
- On the grounds that the decision was too severe or was too lenient.
- On the grounds that there is proof to establish that the decision was reached in an unjust manner.

---

---

---

---

---

---

---

---

What do you wish to accomplish with this appeal?

---

---

---

---

---

---

---

---

- This is an application only and does not imply that an appeal will be granted. The granting of an appeal is at the sole discretion of the District5 D&A Chairperson, in consultation with the District5 D&A Committee.
- Payment of a \$225.00 appeal fee must be made prior to an appeal date being set. Cheques must be made payable to HEO Minor D5. ETransfer is also accepted. Contact the District5 Treasurer for payment instructions.
- Withdrawing an appeal less than 48 hours in advance of the set date will result in the forfeiture of any refund.