



O.D.M.H.A.

District 5 Constitution

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T. Thompson

**OTTAWA DISTRICT MINOR HOCKEY ASSOCIATION
DISTRICT 5**

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ARTICLE 1

NAME AND PURPOSE

Section 1

NAME

1. This organization shall be called the Ottawa District Minor Hockey Association (hereinafter called O.D.M.H.A.) District 5 Upper Ottawa Valley.

Section 2

PURPOSES

1. To co-ordinate the activities of the nine district Associations and the Upper Ottawa Valley Minor Hockey League within the boundaries of District 5.
2. To work toward the development and improvement of minor hockey within District 5.
3. To develop and encourage sportsmanship and good fellowship among all participants, officials, spectators and players alike - for the betterment of their social, physical and mental well being.
4. To provide regional representation of local hockey Associations to higher authorities.

ARTICLE 2

MEMBERSHIP / BOUNDARIES / VOTING PRIVILEGES / VOTING PROCEDURES / QUORUMS / MEETINGS / ATTENDANCE

Section 1

MEMBERSHIP:

1. Membership to District 5 shall be open to all Associations within the geographical boundaries of District 5
2. Membership to District 5 shall be contingent on Associations providing nominees for election to District 5 Executive on a yearly basis.
3. All member Associations must abide by the Rules and Regulations of the CHA, ODHA, ODMHA and District 5.
4. Only those Associations whose District fees/levies are paid in full and whose teams/players are properly registered with District 5 Registrar are entitled to membership.
5. The Associations within the boundaries of District 5 are as follows:

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1. **Arnprior Minor Hockey**
2. **Barry's Bay Minor Hockey**
3. **Deep River Minor Hockey**
4. **Eganville Minor Hockey**
5. **Greater Petawawa Minor Hockey**
6. **Muskrat Minor Hockey**
7. **Pembroke Minor Hockey**
8. **Renfrew Minor Hockey**
9. **UOV Aces**

Section 2

BOUNDARIES

1. The territorial boundaries of District 5 are defined as follows:
(See District Map)

Section 3

VOTING PRIVILEGES:

1. Only the President of an Association or his/her officially recognized designate shall be allowed to vote on matters involving Constitutional Amendments and motions.
2. A designate may not replace the President on an Association for voting purposes unless written or verbal notification is received by the District from the Association prior to the commencement of the meeting.
3. A designate appointed by an Association must be a member of that Association.
4. All Executive members of District 5 shall be allowed to cast one vote with the exception of the Chairperson who may only vote in the event of a tie in which case he/she may cast the deciding vote.
5. At the Annual General Meeting of District 5 (held in May) each Association in good standing and having been a member for the previous year shall be entitled to one vote. These votes are to be allocated to the President or his/her designate. Each Executive member of District 5 with the exception of the Chairperson shall have a vote at the Annual General Meeting.

Section 4

VOTING PROCEDURES:

1. Simple votes will be used with one vote per Association President and one vote per Executive member. A majority vote will carry a motion.

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2. Any Executive member of District 5 who also officially represents their Association as per Section 3 A) may cast a double vote, one per position.
3. If any voting member at the table requests “written ballot, it will be adhered to.

Section 5

QUORUM

1. For the purpose of all Executive or Special Executive meetings, the attendance of 4 Executive members shall constitute a “QUORUM”
2. For the purpose of all Monthly meetings, the attendance of 4 Executive members and 5 Associations representatives shall constitute a “QUORUM”.
3. For the purpose of the Annual meeting, the attendance of 4 Executive members and 5 Association representatives shall constitute a “QUORUM”.

Section 6

MEETINGS

1. There are three types of meetings held by District 5. They are Monthly meetings, the Annual meeting and Special Executive meetings.
2. Appeal hearings and special Executive meetings do not have to follow the Procedure Rules or Order format outlined in Article 7, Section 4.

Section 7

ATTENDANCE

1. If an Association is not present for 2 consecutive meetings, then that Association or Executive member will be notified. The consequences are the possible loss of voting privileges for the remainder of that hockey season and/or a fine issued to the Association. If an Association President or designate is unable to attend, then a letter must accompany an alternate person who is a member of the Association.
2. Any person may attend any Monthly and /or Annual meeting. Participation by non voting members is limited to the “Delegations” as described in the Procedure Rules of Order format in Article 7, Section 4.

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ARTICLE 3 EXECUTIVE OFFICIERS / DUTIES OF THE EXECUTIVE

Section 1 EXECUTIVE OFFICERS

1) District 5 Executive and Associations members in good standing shall elect the following Executive Officers to a one year term at the annual General meeting held in May.

- CHAIRPERSON (elected)
- VICE-CHAIRPERSON (elected)
- SECRETARY/TREASURER (elected)
- REGISTRAR (appointed)
- REFEREE-IN-CHIEF (appointed)
- DEVELOPMENT (appointed)
- RISK AND SAFETY (appointed)

Section 2 DUTIES OF THE EXECUTIVE:

A) The CHAIRPERSON shall:

1. Preside at all District 5 meetings.
2. Call all Special meetings as deemed necessary or at the request of 3 of the executive members.
3. Distribute literature to the executive members and Associations provided by the ODMHA.
4. Provide a verbal report of ODMHA meetings and functions which he/she has attended.
5. Appoint any necessary standing or ad-hoc committees, reserving final approval or veto of such committee's actions or decisions.
6. In the absences of the Vice-Chairperson, perform all the duties associated with that position.
7. Inform the District Committee of any emergency decisions made by the Chairperson at the next monthly meeting.
8. Be one of the signing authorities of District 5.
9. Ensure that all Associations in the District have applied for annually membership in the ODMHA and therefore proper members of the District Committee.

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10. File a copy of this constitution and any amendments with the Secretary of the ODMHA.
11. Seek ODMHA arbitration upon any major disagreement amongst Area Associations providing 5 of the Associations so petition.
12. Approve and supervise the formation of any necessary District League Committees for teams registered on HMS Database which play in leagues comprised solely of District teams.
13. Ensure that the District Committee does not exceed its' authority under the ODMHA and that its' member Associations are aware of their respective limiting authorities and responsibilities.
14. Monitoring the affairs of the area Associations and leagues, within the District.
15. Administer the rules and regulations for competition in accordance with those of the ODMHA and enforcement thereof.
16. Make recommendations to the ODMHA for changes to the constitution, By-Laws, Rules and Regulations of the ODMHA.
17. Conduct hearings and adjudicate protests and appeals.
18. Ensure that Associations, Organizations or Clubs and Leagues within the District have updated Constitutions and By-Laws and will forward such to be filed in the ODMHA office.
19. Have the power to suspend, discipline or expel a team, player, team officials, referee, other game official, or other person for infractions of the ODMHA Rules, Regulations or policies as provided for in the Constitution, By-laws, Rules and Regulations of the ODMHA

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B) The **VICE-CHAIRPERSON** shall:

1. In the absence of the Chairperson or through delegation by the Chairperson have all the power and perform all the duties of the Chairperson. While assuming the Chairperson's position, he/she may only cast a vote in the event of a tie.
2. Be a member of all Standing Committees appointed by District 5.
3. Be a signing officer for District 5.

C) The **SECRETARY / TREASURER** shall:

1. Maintain accurate minutes, records, and fill all motions of all proceedings or meetings of District 5.
2. Shall issue all notices and the proceedings of meetings (distribution of minutes), have custody of and maintain documents and records pertaining to the affairs of the District.
3. Distribute all correspondence on behalf of District 5 as instructed by the Executive.
4. Notify all members of District committee of any scheduled or emergency meetings as required.
5. Ensure proper maintenance of all books, accounts and assets of District 5.
6. be responsible for all receipts and disbursements for District 5.
7. Have a financial statement of accounts for each monthly meeting and a year end consolidated financial statement for the Annual Meeting.
8. Sign all cheques along with one of the other signing officers.
9. Make recommendations regarding all fees/ levies which are received and disbursed by District 5.
10. Report at the monthly meetings any Associations which have not kept its account in good standing with District 5.

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D) The **REGISTRAR** shall:

1. Registrar all players, coaches, managers and trainers or each team competing in District 5.
2. Ensure that all necessary procedures comply with CHA, ODHA and ODMHA Rules and Regulations regarding team registrations and that they are followed by all associations.
3. Will be solely responsible for the coordinating and verification of all players and teams registration within District 5.
4. Ensure that Residential Qualifications are adhered to by all Associations Registrars in District 5.
5. Ensure that the proper paper worker (transfer forms, coach/trainer certificates, birth certificates, releases and affiliations, declaration of residence, etc.) are submitted by each team, registered in District 5.
6. Provide reports at the monthly meetings as required.
7. Make recommendations to the District regarding all matters pertaining to team and player registrations.
8. Conduct an annual meeting for all eight Associations Registrars within District 5 at the beginning of each season.
9. Ensure all Association Registrars follow proper procedures as set out by Hockey Canada, the ODMHA and District 5.
10. Keep all Association Registrars apprised of any changes and matters requiring their attention.
11. Ensure all HCR Data, team lists, Affiliation forms, releases and supporting paperwork are submitted to the ODMHA within the required deadlines.
12. Maintain electronic database of all minor hockey players and team officials.

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E) The **REFEREE-IN-CHIEF** shall:

1. be responsible for all matters relating to officiating within District 5.
2. Sit on any Discipline Committee hearing as requested by the Chairperson or the Vice Chairperson.
3. Be the liaison with the ODMHA Referee-in-Chief. Keep all Associations Referee-in-Chief's apprised of all rule changes and matters requiring their attention through scheduled meetings and/or clinics.
4. Provide a report at each monthly meeting.
5. Attend all ODMHA Referee's meetings that may be scheduled or may arise.

F) **DEVELOPMENT** shall:

1. Co-ordinate all clinics held within District 5.
2. be the Initiation Program Co-ordinator.
3. Act as a resource person for all coaches within the District.
4. Attend all ODMHA meetings pertaining to Development.
5. In the absence of Risk and Safety, perform all the duties of Risk and Safety.
6. Provide a report at each monthly District meeting.

G) **RISK and SAFETY** shall:

- A. Co-ordinate all Risk and Safety within District 5.
2. Attend all ODMHA meetings pertaining to Risk and Safety.
3. In the absence of Development, perform all the duties associated with Development.

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4. Act as a resource person for all Association Risk and Safety Managers within District 5. Conduct meetings for all Association Risk and Safety Representatives.
5. Keep Association Risk and Safety Representatives apprised of any changes and matters requiring their attention.
6. Provide a report at each monthly District 5 meeting

ARTICLE 4 ELECTIONS / VACANT ELECTED POSITIONS

Section 1 ELECTION:

- a. Executive Officers shall be elected at the Annual General Meeting
- b. District 5 shall appoint a 2 member nominating committee at the February District 5 monthly meeting for the purpose of receiving the names of nominees and co-ordinating the nominating process.
- c. All member Associations shall provide to the nominating committee the names(s) of their nominee(s) no later than the District 5 March monthly meeting. The nominating committee will endeavour to establish a preliminary list of nominees and the position they aspire to. Additional nominations will be sought at the Annual General Meeting.
- d. All candidates for Executive Office must be nominated and seconded either from the floor or in writing. A person may be nominated for any number of positions and may seek elections to offices to which he/she has been properly nominated. Defeat in elections for any office does not disqualify candidates from seeking election to any other subsequent office to which they have been properly nominated. Once elected to a position, that person shall be ineligible to stand for further nominations and election.
- e. Elections are to be by secret ballot when necessary. Only the successful candidate will be announced. All ballots will be destroyed after each vote. The Chairperson shall appoint 3 election scrutinizers from the floor for the purpose of tabulating votes.

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f. A neutral party shall preside of District 5 elections.

Section 2

VACANT ELECTED POSITIONS:

A. Positions which become vacant during a term of office shall be filled. Nominations will be held from the floor at any monthly meeting and a simply vote will carry a nomination. If the term of office is for less than 6 months, an existing Executive Member may hold duplicate positions of the balance of the term. That Executive Member will have 2 votes for the balance of the term.

ARTICLE 5

COMMITTEES / CONFLICT OF INTEREST GUIDELINES

Section 1

COMMITTEES:

- A. District 5 may appoint “AD-HOC” committees as deemed necessary for the purpose of making recommendations.
- B. Committee appointed by the Executive of District 5 may include members who do not sit on the District 5 Executive.

Section 2

CONFLICT OF INTEREST GUIDELINES

- A. Members of an Appeal Hearing Committee shall not have any connection with the Association lodging and/or defending an appeal/hearing.
- B. If at all possible, only one member from an Association shall sit on an appeal/hearing committee.
- C. Final authority over the eligibility of a person who may be in conflict of interest shall reside with the Chairperson and/or Vice Chairperson of District 5.
- D. District 5 Executive is empowered to seek neutral arbitration when neutral parties cannot be found within District 5.

ARTICLE 6

CONSTITUTIONAL AMENDING FORMULA

Section 1

- A. Amendments to District 5 Constitution must be submitted in writing and seconded by at least one voting member of District 5.
- B. Amendments to District 5 Constitution must be submitted to the Chairperson or Secretary/Treasurer of District 5 at least one monthly meeting prior to the Annual General Meeting.

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- C. All motions for Constitution amendments to District 5 Constitution must be circulated by the Secretary/Treasurer to all Associations and Executive members no later than 15 days following the previous meeting before the Annual General Meeting.
- D. Simple votes will be used with one vote per Association President (or designate) and one vote per executive member. The Chairperson can only vote in the event of a tie. A majority will carry the constitutional amendment.

ARTICLE 7

BANKING / SIGNING AUTHORITY / REIMBURSEMENT FOR EXPENSES / DISTRICT FEES / PROCEDURE RULES OF ORDER

Section 1

BANKING / SIGNING AUTHORITY

- A. For financial transactions, the Chairperson, Vice-Chairperson and Secretary/Treasurer shall be the signing officers for District 5. The Treasurer shall sign all documents relative to Disbursements/debts for District 5.
- B. The Secretary/Treasurer and any one of the Executive members listed in Article 7, Section 1 A) shall be required as signing authorities.
- C. For any non-financial matters, the Chairperson and/or Vice-Chairperson shall be empowered to sign on behalf of District 5 as directed by the Executive.

Section 2

REIMBURSEMENT FOR EXPENSES

- A. The Secretary/Treasurer for District 5 shall recover all reasonable expenses such as postage, telephone, photocopies and secretarial.
- B. The Referee-In-Chief for District 5, shall recover all reasonable expenses such as postage, telephone, photocopies and mileage at the rate of 35 cents per kilometre for all traveling related to the duties of his/her office.
- C. Any Executive member appointed by District 5 to represent it at CHA, ODHA, ODMHA or District meetings/events shall be paid mileage at the rate of 35 cents per kilometre.

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- D. Any Executive member for district 5 shall be reimbursed for all reasonable expenses such as postage telephone, photocopies, and supplies.
- E. The Registrar for District 5 shall recover all reasonable expenses such as postage, telephone, photocopies and supplies as well as a fee 35 cents per team list processed in District.
- F. All claims for expenses must be directed to the Secretary/Treasurer of District 5 in writing inclusive of all invoices, receipts, bills and/or other relevant documentation.

Section 3

DISTRICT FEES

- A. District fees will be set annually in September.
- B. All District fees must be received by the District Secretary/Treasurer by the November meeting.
- C. Failure to submit fees by the November meeting will result in the Association losing voting privileges.
- D. All fees or levies are payable to ODMHA District 5 and are paid directly to the District Secretary/Treasurer.
- E. Any financial deficit of District 5 shall be pro-rated among all registered Associations at District 5's Annual General Meeting and shall be payable no later than the next monthly meeting. Failure to pay this levy shall result in suspension of the Association from involvement within District 5.

Section 4

PROCEDURE RULES OF ORDER

- A. Each District 5 Meeting shall be governed by Parliamentary procedures related to all motions, votes, discussion and procedures.
- B. Each District 5 monthly meeting shall be conducted using the following agenda:
 - i. Call to order by Chairperson or designate
 - ii. Declaration of voting members
 - iii. Reading of minutes of previous meeting
 - 1. *Errors or omissions*
 - 2. *Motion to adopt circulated minutes or corrected minutes*

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- iv. Business arising from the minutes
 - v. Correspondence
 - vi. Delegations
 - vii. Executive reports
 - viii. New business
 - ix. Association reports
 - x. Next meeting date / time / location
 - xi. Adjournment
- C. The agenda for the Annual General Meeting shall include under Section 4, B) VIII - New Business, a subsection for amendments to the constitution.
- D. The last item of business for the Annual General Meeting shall be the election of new Executive Officers and turning over the meeting to the new Executive.
- E. The Meetings of District 5 will be held on a monthly basis. Other meetings may be scheduled as required
- F. No proxy votes or votes in absentia shall be allowed on any motion tabled at any District 5 meeting.
- G. No meeting will be held until at least 8 hours have elapsed from the time the last Area Association Representative or alternate or President has been contacted by the Chairperson or his/her representative.

ARTICLE 8

PLAYER / TEAM REGULATIONS/ PLAYER TRANSFERS/ LINES OF AFFILIATION

Section 1

PLAYER / TEAM REGULATIONS

- A. All players must register to play for the Association in whose zone the player resides.
- B. 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 the IP level for skills and skating development.)
- C. A player may move to an upper age level.
- D. A player may move to a higher classification.
- E. No Association shall knowingly register a player from another zone.

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- F. All teams playing within the boundaries of District 5 must have their players and team officials registered on HRC Database and in the hands of the District 5 Registrar prior to first league game.
- G. All teams must have their signed team lists submitted to the District Registrar 2 weeks prior to the start of the season's schedule. Failure to do so, will result in the offending team "losing" the 2 points.

Section 2

PLAYER TRANSFERS

- A. All applicants for player transfers must be made to the District 5 Transfer Committee.
- B. Applications for player transfers must be accompanied by the fee at the transfer meeting. The fee amount will be set at the September monthly meeting of District 5.
- C. Transfer applications will be heard on an individual basis and the voting procedures will be as described in Article 2 sect 4, A
- D. Transfers are only allowed in District 5 at the competitive level if the following criteria is met:
 - i. There is more than one association within the District;
 - ii. The home association does not offer a higher level for that age division but must make ever attempt to do so;
 - iii. Transfers must be signed by both the association presidents and the District chairperson to indicate full agreement with the request. However, if one of the signatories declines to sign the form, the matter can be appealed through the normal route of appeal
 - iv. The association to which the player wishes to transfer cannot release any of their own players to make room for the player transferring in from another association.
- E. The following procedure shall be used for transfers:
 - i. The people requesting the transfer shall state their case.
 - ii. Questions from Transfer Committee members to the requesters and/or affected Associations.
 - iii. The meeting room will be cleared during the voting process to determine whether the transfer has been approved or denied and whether the transfer fee shall be waved or kept.
 - iv. The people requesting the transfer will be notified by phone with the option of a written letter if so requested.

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- v. All transfer paperwork must be approved and a copy to the District 5 Registrar and the District 5 Secretary/treasurer BEFORE the transferred player can be placed on a team list.
- vi. Any player who has an approved transfer to another Association may not affiliate to any other Team

Section 3

LINES OF AFFILIATION

- A. Within District 5, lines of affiliation shall be 19 Specially Affiliated Players from within the team's designated geographic boundaries.

ARTICLE 9

GAME OFFICIALS

Section 1

GENERAL REGULATIONS:

- A. All games within the boundaries of District 5 shall be officiated by ODMHA crested officials who are in good standing, have been certified for the current hockey season and are not under suspension by the UOVMHL and/or District Referee-in-Chief or by the Code of Discipline.
- B. All game officials must willingly provide proof of qualifications prior to a game if requested by a team coach or manager.
- C. Game officials shall authorize all game sheets by PRINTING their name, certification number and signing the game sheet.
- D. The following system of refereeing is to be used throughout District 5 as outlined in ODMHA Regulations 16 (2):

Referee and Linemen

Novice	2 man system
Atom	2 (or 3 man system for competitive)
Pee-wee	3 man system
Bantam	3 man system
Midget	3 man system
Juvenile	3 man system

At least one Level III official for all 3 man systems

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ARTICLE 10

PLAYER/TEAM REGULATIONS/DISCIPLINE/SUSPENSIONS / HEARINGS AND APPEALS

Section 1

AUTHORITY – Discipline

- A. The district represented by the District 5 Chairperson or Vice-Chairperson, it's Discipline and Appeals Committee and/or the Executive as a whole shall have the power to suspend, discipline or expel any team, team member (including team officials), game official (major or minor) or any person associated within whole or in part any Association belonging to District 5, from participation in the District when said person(s) fail to observe any Rule and Regulation herein contained, contained within the Code of Discipline of the ODMHA or whose conduct, in the opinion of the D & A Committee, the Executive or the chairperson or Vice-Chairperson, is detrimental to the proper conduct of hockey within District 5.
- B. The Chairperson of District 5 shall be empowered to suspend or set aside a suspension of any player, team official, game official, etc until such time as a proper appeal/protest "HEARING" may be convened to rule on the case. With the exception of special circumstances "APPEAL/HEARINGS" will normally be held on twice a month, on the first and third Thursday of each month.
- C. All decisions of District 5 Discipline and Appeals Committee or the Executive Committee shall be final after any Appeal/Hearing is held. Further appeals must be directed to the ODMHA Discipline and Appeals Committee accompanied by the appropriate fees in accordance with the ODMHA.

Section 2

APPEAL / HEARING FEES

- 1. a) Any person [player, team official, on/off ice official, parent grandparent, fan], that acts or verbalizes any inappropriate action(s) or comments(s), will attend a hearing at the appropriate level of hockey.
 - b) i) When an incident occurs within the Association, then the Association shall hold the hearing.
 - ii) When an incident occurs, and two (2) Associations are involved, the District shall investigate and hold the hearing.
 - iii) When the incident occurs and there are two (2) Districts involved, then the O.D.M.H.A. shall hold the hearing.
- c) The District 5 Risk & Safety person, in conjunction with the District 5 Chairperson, [or their alternate], or any Association Risk & Safety

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person in conjunction with their Association President [or their alternate], may suspend a person(s) until such time that a Hearing can be held.

- d) Once an issue has been reported to District or Association, in writing, it shall be investigated to determine if a Hearing is warranted. If a Hearing is to be held, it must be in a timely manner.
 - e) The Association Risk & Safety person will send a copy of the decision of all Association Hearings to the District 5 Risk & Safety person.
2. a) 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 requests 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 \$100.00, payable to – O.D.M.H.A. District 5 - . The committee reserves the right to determine the amount of the fee retained by the District. A minimum of 50% is non-refundable.
- b) Each Association person or party, requesting an Appeal at the O.D.M.H.A. level, shall submit their request to the O.D.M.H.A. Director of Risk and Safety. Such requests will 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 \$150.00 payable to – O.D.M.H.A. Risk & Safety - .

Section 3

MINIMUM SUSPENSIONS

- A. Minimum discipline / suspensions shall be in accordance with the ODMHA “Code of Discipline”, subject to properly conducted appeals. Any Association is permitted to supplement the Code of Discipline however; no Association shall permit discipline that is less than that which is applicable under the code of Discipline of the ODMHA.
- B. All suspensions of players or team officials must be recorded on the face-side of the ODMHA Official Game sheet and initialled by the on-ice official prior to the start of the game.
- C. **FIGHTING:** 1st fight issued to a player will result in 1 game suspension, 2nd fight will result in a minimum of 4 games suspension, 3rd fight the player will be suspended until a District Hearing

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Section 4

OTHER

ASSOCIATION RESPONSIBILITIES:

The number of Rep teams playing in the League, must be submitted by Oct 2, 2010, and the number of HL Teams playing in the League must be submitted by Oct 9, 2010.

If any associations make alterations to their submission or fail to submit by deadline dates, a \$100.00 per day fine will be imposed on that Association (to a maximum of \$500.00).

E-MAIL COMMUNICATION:

E-mail will not be used for the purposes of *decisions* to be made on behalf of the UOVMH League and or District 5.

Detailed information pertaining to any discipline matters (including the names of the accused) will **not** be sent via e-mail.

The District Chair will not acknowledge such e-mails. It is recommended that when sending an e-mail that only those who need to receive the e-mail should.

RESIDENTIAL QUALIFICATIONS

The CHA residential qualifications (F3 and F4) and the ODMHA Regulations contained in the ODMHA Handbook are to be strictly adhered to. In addition, the following rules shall apply in the UOVMHL:

1. It is the sole responsibility of the association registering a player to ensure that the player resides within that association's boundaries, or has the necessary and appropriate release properly completed in full to play in that association.
 - a) No association will accept a partial or incomplete address
 - b) If the address is rural, the 911 or Civic Address must be verified.
 - c) The registering association is responsible to check each registrant's actual address if that association has any reason whatsoever to believe that the information being advanced may not be correct, or if it is brought to the association's attention by another association or the League then verification must be done.
 - d) The onus for supplying documentation to support the application must be on the applicant requesting the transfer.

2. Only the actual location of the child's residency will be accepted. This is the location where the child sleeps and the location from which the child leaves first in the morning or where applicable, where the child embarks on the school bus, more than 75% of the time. If the child does not board the school bus at his residence then his residence will be deemed to be the place that he leaves first after getting up in the morning.