
GUELPH MINOR HOCKEY ASSOCIATION (GMHA)

POLICY: Recruitment and Selection of Members

Effective Date: July 6, 2025

Approved by: GMHA Board of Directors

Applies to: All Prospective Members

1. Purpose

This policy outlines the procedures for the recruitment, application, selection, and approval of members of the Guelph Minor Hockey Association (GMHA), as guided by the Association's By-laws. It ensures transparency, fairness, and compliance with GMHA's defined membership structure and limitations.

In the event of any conflict or inconsistency between the provisions of this policy and the organization's bylaws, the bylaws shall govern and prevail.

2. Membership Categories & Limits

According to the GMHA By-laws, Article II Section 2.1, the following voting membership categories exist, with associated caps:

- Up to 25 House/Select/Advance League Team Representatives (as defined by the GMHA By-laws)
- Up to 25 Representative Team Representatives (as defined by the GMHA By-laws)
- Up to 10 Parent/Volunteer/Athlete Representatives (as defined by the GMHA By-laws)
- All Directors of the Corporation are automatic Members, so long as they meet the eligibility requirements

Membership is contingent on Board approval and must be renewed annually unless otherwise determined by the Board.

Team Representatives consist of convenors, coach and assistant coaches.

3. Application Process

Each year, GMHA will open an application period for prospective members. All applicants must complete the GMHA Membership Application Form provided by the Board. Individuals are permitted to submit one application.

Application Requirements:

Applicants must submit:

- Full legal name and contact information
- Current or intended role within GMHA (convenor, coach, assistant coach, parent, volunteer or athlete) for the upcoming season
- Membership category applying for
- Statement confirming no compensation over \$500 from GMHA if a Director
- Declaration of compliance with all GMHA and governing body By-laws, policies, procedures, rules and regulations
- Any additional information required by the Board

The deadline and instructions for submission will be posted publicly and distributed through GMHA communication channels.

4. Selection and Approval Process

All complete and eligible applications will be reviewed by the Bylaw Committee or a group designated by the Board.

Eligibility Criteria:

- Alignment with one of the defined membership categories
- Not compensated more than \$500 by GMHA if a Director
- No current suspensions or disciplinary sanctions
- Payment of membership fees
- In good standing, if a returning applicant

Board Approval:

- The eligibility of the candidates will be presented to the Board for approval by Ordinary Resolution

All decisions will be recorded in Board meeting minutes. Approved applicants will be granted membership until September 30th of the following year, unless otherwise removed or resigned.

5. Managing Oversubscription

If the number of eligible, qualified applicants exceeds the maximum number of available spots in any membership category:

Step 1: Eligibility Review

- All applicants must still meet eligibility criteria.
- Only qualified applications will proceed to the next step.

Step 2: Selection Method

The Board may use one of the following selection methods, determined by Ordinary Resolution in advance of the decision:

1. Merit-Based Evaluation

- Applications are ranked based on:
 - Length and quality of service to GMHA
 - Relevance and impact of role(s) held
 - Demonstrated alignment with GMHA's mission and values
 - Balanced representation between age groups
- The top-ranked applicants will be selected by an Ordinary Resolution of the Board.

2. Random Draw

- All qualified, approved applicants are entered into a random draw.
- A neutral third party (e.g., Executive Director or independent scrutineer) conducts the draw at a Board meeting.
- Drawn applicants fill the available positions.

- Remaining approved applicants will be placed on a waitlist in the order they were drawn and notified if spots become available.

The selected method must be applied consistently across the membership category.

6. Managing Undersubscription

If the number of qualified applicants is less than the number of available spots in any category:

- All eligible applicants will be approved.
 - The Board may reopen applications at any time during the year to fill vacancies.
 - Mid-year applications will be considered using the same approval process outlined in Section 4.
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7. Notification

All applicants will be notified of their application outcome within 15 days of the Board's decision. Waitlisted individuals will be informed of their status and order on the waitlist.

8. Confidentiality and Records

All applications, deliberations, and votes will be treated as confidential and destroyed after the vote concludes. Personal information will be handled in accordance with applicable laws.