

# NORTH DUNDAS MINOR HOCKEY ASSOCIATION

## CONSTITUTION

2017-2018

### **Article 1 – Name**

- a) This organization will be known as the 'NORTH DUNDAS MINOR HOCKEY ASSOCIATION', hereinafter referred to as the NDMHA or the Association.
- b) The NDMHA teams at all levels will be known as the Demons.

### **Article 2 – Object**

The object of the NDMHA is to:

- a) Provide all eligible young people within its jurisdiction with the opportunity to participate in organized minor hockey, both as players and game officials, giving due consideration to their individual capabilities and interests.
- b) Assist in the development and improvement of each individual's hockey skills, abilities and knowledge through the application of recognized coaching, training methods and the use of skill enhancement clinics, seminars and self-teaching aids.
- c) Develop and promote good sportsmanship and good citizenship among all participants and encourage them to always conduct themselves fairly under all circumstances and conditions.
- d) Promote the mutual interest of the members and encourage a cordial and cooperative attitude among the members of the NDMHA and other hockey associations.
- e) Foster and encourage the advancement and improvement of minor hockey to ensure the uninterrupted availability of this sport to all young people.
- f) Provide administrative systems and conduct such activities necessary to the well-being and for the support of the players, team officials and local game officials.

### **Article 3 – Colours**

- a) The NDMHA colours will be white, black and red.
- b) The NDMHA home sweaters will be white and with red and black trim.
- c) The NDMHA away sweaters will be red with white and black trim.
- d) The 'C's and A's on white jerseys will be red lettering. The 'C's and 'A's on red jerseys will be white lettering.

- e) If a company sponsoring a set of sweaters desires to have their logo applied to the sweater, then such logo will be applied in the corporate colours. If a company sponsoring a set of sweaters desires to have their company name only applied to the sweater then the letter will be applied in either white or red.
- f) The logo shall look like:



#### **Article 4 – Boundaries**

- a) The NDMHA territorial boundaries, as approved by the District 1 Council and HEO Minor are the boundaries of North Dundas Township.

#### **Article 5 – Affiliation**

- a) The NDMHA will, on an annual basis, affiliate with the Upper Canada Minor Hockey League (UCMHL) and Hockey Eastern Ontario (HEO).
- b) By virtue of its affiliation with the HEO Minor, the NDMHA will also be automatically affiliated with HEO (Hockey Eastern Ontario) and Hockey Canada.
- c) The NDMHA will have the opportunity to impose a suspension to any player who affiliates with another organization for the purpose of playing hockey without the expressed permission of the NDMHA except in the case of a school team.

#### **Article 6 – Membership**

- a) Membership in the NDMHA will be open to anyone residing in the township of North Dundas as per boundaries set out by HEO Minor

#### **Article 7 – Executive Responsibilities**

- a) The Officers of the NDMHA will manage the affairs of the Association and will have the power to:
  - Fill any vacancy which may occur in the executive

- Remove and replace any member of the executive and/or team coach, assistant coach, manager and trainer who fail to perform his/her duties in accordance with the policies of the Association
- Decide and rule on any matter not defined by the Constitution, By-laws, Rules and Regulations of the Association; must be put forth as a vote, and 2/3 majority vote required to be passed.

#### **Article 8 – Meetings**

- a) There will be an Annual General Meeting (AGM) held each year, no earlier than April 15<sup>th</sup> but not later than the HEO/HEO Minor AGM and such other general meetings as may be required from time to time. These meetings will be open to all members in good standing of the Association each of whom will have one vote on all issues tabled.
- b) The executive committee will meet once a month throughout the year and at any other time as deemed necessary. These meetings will be open to all members in good standing of the Association who, except for executive officers, will attend as observers only and will not be permitted to vote on issues tabled.
- c) No Annual General Meeting, General Meeting or Executive Meeting will be constituted without a quorum of at least 10 members of the executive, which will include three of the following: the president, the 1<sup>st</sup> vice-president, the 2<sup>nd</sup> vice-president, the secretary and the treasurer.
- d) Emergency general meetings may be called at the request of at least three (3) members of the executive and ten (10) members “at large” of the NDMHA. A silent ballot system should be used.

#### **Article 9 – Amendments**

- a) Amendments to the Constitution and By-laws may be made at the Annual General Meeting of the NDMHA only, at which time a 2/3 vote would be required to pass amendments.
- b) Amendments to the Rules and Regulations may be made at any general monthly meeting with a 2/3 majority vote. These amendments must be ratified at the next AGM.
- c) A two-thirds (2/3) majority of the members present at the meeting will be required for the adoption of an amendment.
- d) The secretary will post a notice in the Winchester Press and Chesterville Record and on the NDMHA web site one month prior to the Annual General Meeting, stating that there could be changes to the NDMHA constitution at this meeting and anyone wishing to put forth a change to be voted on must have the proposed amendment to the secretary as specified in item (e).

- e) Notice of proposed amendments to the Constitution and By-laws must be received by the Association's secretary no later than two (2) weeks prior to the Annual General Meeting.
- f) The secretary will post a list of proposed amendments to the Constitution and By-laws on the NDMHA web site on the day following the deadline set for proposing such amendments.

#### **Article 10 – Transfers**

- a) All transfers are subject to an NDMHA executive review and District One/HEO approval

### **BY-LAWS**

#### **By-Law 1 – Banking and Signing Authority**

- a) The president, the 1<sup>st</sup> vice-president, the 2<sup>nd</sup> vice-president and the treasurer will, by virtue of their appointment, be empowered to be signing officers.
- b) All disbursements will be made by cheque which will bear two signatures of either the president or the 1<sup>st</sup> vice-president or the 2<sup>nd</sup> vice-president or treasurer.
- c) In all non-financial matters except the release of players, the president and/or vice-presidents will be empowered to sign on behalf of the Association as directed by the executive.
- d) Player releases will be signed by the president and the registration director in accordance with Hockey Canada rules.

#### **By-Law 2 – Verifications and Audits**

- a) To ensure accuracy and accountability of the accounts of NDMHA throughout the year, internal audit procedures will be followed as outlined in Appendix A – Internal Audit Procedures.
- b) The books of the NDMHA will be verified, upon request, by an independent accounting firm.

#### **By-Law 3 – Reimbursement for Expenses**

- a) The secretary will recover from the Association all reasonable expenses for postage, telephone calls and secretarial supplies.
- b) Executive officers will be reimbursed by the Association for reasonable expenses incurred in the performance of their duties. These officers will present proof of disbursement for approval and payment at any meeting of the executive.

- c) At the discretion of the executive committee, coaches, assistant coaches and trainers will be reimbursed by the Association for any clinic they may be required to attend in order to serve in one of those capacities.
- d) Referees registered with this Association will be reimbursed for their annual clinics and other NDMHA approved training after they have successfully completed the training and they officiate a minimum of 10 league games in the NDMHA or at the discretion of the executive.
- e) All claims for expenses must be directed to the treasurer of the Association in writing inclusive of all invoices, receipts, bills and other relevant documents.

#### **By-Law 4 – Membership Fees**

- a) Membership in the Association will be acquired through the payment in full of an annually determined registration fee. Such payment will serve to make the players and their parents or guardians full-fledged members of the Association.
- b) The payment of a registration fee will constitute an agreement to abide by the Constitution, By-laws, Rules and Regulations and the Player/Parent Fair Play Code
- c) Each parent/guardian has the opportunity to request a copy of the current constitution, listing of officer's names, committees they sit on and responsibilities and duties of said committees at registration time each year.
- d) There will be no refunds after November 16<sup>th</sup> of each year. If a player quits before that date, the refund will be prorated by the registrar and president.

#### **By-Law 5 – Procedure/Rules of Order**

- a) Each meeting of the NDMHA will follow a standard agenda and the executive will be requested to send in topics for discussion ahead of time:
  - Call to order by chairperson
  - Reading of the minutes of the previous meeting(s) or a motion to waive the reading of the minutes
  - Errors or omissions in the minutes
  - Motion to adopt the minutes as read or circulated
  - Business arising from the minutes
  - Correspondence
  - Delegations/guests
  - Executive reports
  - New business

- Announcements & queries
  - Adjournment
- b) The agenda for the Annual General Meeting will include, under ‘Section 7, New Business’, a subsection for amendments to the Constitution, By-laws and Rules and Regulations.
- c) The last item of business for the Annual General Meeting will be the election of new executive officers for the Association and the turning over of the meeting to the new executive.

#### **By-Law 6 – Voting Privileges and Procedure**

- a) Except for the president of the NDMHA, all executive officers of the Association, team managers, coaches, assistant coaches and trainers as well as all other members in good standing of the Association will be allowed one vote on all issues tabled at the Annual General Meeting and other general meetings which may be called from time to time.
- b) Except for the president of the NDMHA, all executive officers of the Association only will have one vote on all issues tabled at any meeting of the Executive.
- c) The president will preside over all votes taken and will cast his/her vote only in case of a tie.
- d) No proxy or votes in absentia will be permitted on any motion tabled at any meeting of this Association or its executive.
- e) For emergency or special business a silent ballot system should be used.

#### **By-Law 7 – Executive Officers**

- a) The executive officers of the NDMHA will consist of the past president, president, 1<sup>st</sup> vice-president in charge of rules and discipline, 2<sup>nd</sup> vice-president in charge of risk and safety, coach mentor in charge of player development, secretary, treasurer, director for equipment, director for fundraising (optional), director for ice schedules, director for registrations, referee-in-chief, referee scheduler, division convenors and initiation co-ordinator.

#### **By-Law 8 – Elections and Term of Office**

- a) Elections of officers for the Association will be conducted annually at the Annual General Meeting.
- b) The officers of the NDMHA will be elected to a one (1) year term.
- c) 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 election to

offices to which he has been properly nominated. Defeat in election for any office does not disqualify candidates from seeking election to any other office to which they have been properly nominated. Once elected to a position, that person will be ineligible to stand for further nomination and election.

- d) Elections will be by secret ballot when necessary. Only the successful candidate will be announced and all ballots will be destroyed after each vote. When a secret ballot becomes necessary, the chairman will appoint three (3) election scrutineers from the floor for the purpose of tabulating votes.
- e) A retiring executive officer or other such 'neutral' party will be appointed to preside over the election of officers.

#### **By-Law 9 – Duties of Officers**

- a) The past-president will:
  - Be a member of the executive and act in an advisory capacity
- b) The president will:
  - Preside at all meetings of the executive committee and at the Annual General Meeting of the Association
  - Call all meetings as deemed necessary or at the request of three (3) members of the executive
  - Act as an ex-officio member of all committees
  - Act as a signing officer on cheques drawn on Association accounts as required
  - Make emergency decisions on matter not covered by the Constitution, By-Laws, or Regulations which may be ratified at the next meeting of the Executive
  - Attend all monthly UCMHL and District 1 meetings or arrange for an alternate in their place
  - Appoint an executive member who does not have signing authority as the internal auditor of the NDMHA accounts
- c) The 1<sup>st</sup> vice-president will:
  - Act as a signing officer on cheques drawn on Association accounts
  - Monitor and guide the activities of the treasurer and fundraising director and provide assistance as required
  - Chair all meetings of the finance committee
  - Assume the duties of the president when the latter is absent or not available
  - Sit on standing and ad-hoc committees as required
  - Assume the duties of rules and discipline of NDMHA
  - Chair coaches selection committee and review all applicants



d) The 2<sup>nd</sup> vice-president will:

- Assume the duties of the president/1<sup>st</sup> vice-president when the latter are absent or not available
- Act as a signing officer on cheques drawn on Association accounts
- Be responsible for all activities surrounding our risk management program (ie. Respect In Sport)
- Sit on standing and ad-hoc committees as required
- To chair and responsible for the development of the Volunteer Screening and Privacy Protection program
- Plan and organize screening committee meetings, appoint an impartial privacy officer from the NDMHA executive

e) The coach mentor will:

- Chair the player development committees
- Monitor the activities of the players, the coaching and training staff to determine training requirements at the Initiation, Novice, Atom, Peewee, Bantam, Midget and Juvenile levels
- Sit on standing and ad-hoc committees as required
- Assist the coaches in the selection of players for teams within the Association at the Novice, Atom, Peewee, Bantam, Midget and Juvenile levels
- Liaise with the various coaches as well as the executive to ensure consistent application of the rules and regulations of various governing bodies within the Canadian Amateur Hockey Association
- Must have certification at the Development 1 Level as a minimum requirement
- Conduct a meeting with coaches before start of season to discuss rules and expectations of the NDMHA executive and that of the UCMHL
- Meet with new coaches to NDMHA individually before start of season and act as mentor throughout the season
- Act as a liaison between District coach mentor and the Association
- Plan, organize and schedule various skills and miscellaneous clinics for the benefit of all players coaches, assistant coaches, trainers, game officials and parents at all levels and members of the executive
- Maintain a library of reference material and training aids and make these available, on a loan basis, to the coaching and training staff and other interested parties

f) The secretary will:

- Maintain accurate minutes and records of all proceedings of meetings of the Association
- Ensure the distribution of minutes to the members of the executive as well as other parties if and when deemed necessary
- Carry on all correspondence on behalf of the Association as directed by the executive
- Maintain all files/records pertaining to the Association and be prepared to provide necessary information from these files for Association purposes

- Prepare and place various advertisements in the local newspapers as directed by the executive
- Issue all notices of Executive and Annual General Meetings
- Maintain the NDMHA web site or recruit and alternative

g) The treasurer will:

- Receive all monies on behalf of the Association and deposit same in an Association bank account
- Maintain a record of all income and expenditures
- Maintain a referee payroll and issue referee pay cheques once a month throughout the hockey season. Cheques are to be sent out no later than the 15<sup>th</sup> day of each month.
- Pay all accounts by cheque which will have been co-signed by any 2 of the following: president; 1<sup>st</sup> vice-president; 2<sup>nd</sup> vice-president or treasurer
- Submit a financial statement and a copy of the bank statement(s) at all meetings of the executive committee
- Bring all problems related to the financial well-being of the Association to the attention of the chairman of the finance committee
- Prepare annual budget and present it to the executive for consideration and approval
- Secure grant monies and donations from Municipal councils, Service clubs, Corporate sponsors and miscellaneous benefactors
- Submit a financial statement at the AGM
- Prepare financial statements when requested by District
- Provide financial statements to the president on a monthly basis; statements to be submitted to District 1 treasurer for financial review

h) The director for equipment will:

- Be responsible for the care, distribution and collection of all equipment owned by the Association
- In discussion with the executive, seek out sponsorships for team sweaters, make recommendations to the executive regarding Association owned equipment as well as player owned equipment
- Arrange to replace Association owned equipment or have it repaired as required
- Sign all bills incurred for the repair of existing equipment and the purchase of new equipment and present these to the treasurer for payment

i) The director for fundraising will:

- Be responsible for organizing fundraising activities and submit proposals for such activities to the executive for approval
- Prepare a statement of income and expenses and a value assessment for each fundraising activity conducted and present same to the executive committee
- Turn all proceeds from fundraising activities along with a statement of account to the treasurer for deposit into an Association bank account

- Maintain a history of fundraising activities held by the Association for future reference
- j) The director for ice schedules will:
- Be responsible for scheduling of ice times for every team in every division and for issuing said schedules to each coach, each division convenor, the management of both arenas and the secretary for filing purposes
  - Advise all coaches and division convenors that he/she is to be informed of all cancellations at least 72 hours prior to the intended ice session
  - Attempt to redistribute cancelled ice sessions
  - Inform arena management of all cancellations at least 72 hours prior to the intended ice session
  - Act as liaison between arena managers/recreation directors and the Association
  - Be responsible for submitting ice times to UCMHL for scheduling at the beginning of the season
- k) The director for registration will:
- Provide current membership with necessary information at the end of the season to register for the following season
  - Provide new (potential) members through the newspapers and website the information for registration for the upcoming season
  - Maintain an accurate record of all registrations via the Hockey Canada database
  - Pre-print Hockey Canada's team lists and forward same to team coaches for signing by team members subject to ODMHA sanctions
  - Retrieve all Hockey Canada team lists and forward same to the HEO Minor District 1 registrar
  - In conjunction with the executive committee, set the due date for next season's registration
  - Complete and submit all necessary insurance paperwork and payments for players, coaches and on-ice help. To update insurance on an on-going basis throughout the season.
  - Prepare lists of players for affiliation purposes and forward same to District registrar for registering and in turn provide proper registered affiliation lists to each team
  - Verify certification of coaches, trainer and staff prior to beginning of the season
- l) The referee-in-chief will:
- Organize referee training programs and clinics
  - Obtain the services of HEO Minor referee supervisors to properly assess and certify the Association's referees on a yearly basis
  - Monitor and provide guidance, advice and counselling to all NDMHA officials
  - Chair all meetings of the referee management committee and monitor the on-ice activities of all referees
  - Assist with supervisions of officials during the season for District 1
  - Attend referee-in-chief meetings as called by District 1 referee-in-chief

m) The referee scheduler will:

- Be responsible for the assignment of referees for home games using current District assigning software
- Maintain a record of referee assignments
- Maintain ongoing communications with the referee-in-chief and treasurer
- Sit on the referee management committee
- Provide treasurer with the referee monthly payroll information by the 10<sup>th</sup> of the following month

n) The division convenors will:

- Act as a liaison between the executive committee and the coaching staff and the coaching staff and the parents
- Ensure fair and equitable evaluations and team placement for all players in their division
- Monitor coaching staff activities and report all discrepancies and problems to the Coach Mentor for his/her consideration and action if necessary
- Act as a first-line mediator between parents, players, coaches, officials and the Association of any combination of the above
- When first-line mediation fails, escalate the issue(s) to the appropriate standing committee for resolution
- Sit on the coach selection committee
- Sit on the committee with the tournament director. At the Novice, Atom, Peewee, Bantam and Midget levels, convenors are responsible for soliciting teams for participation in rep, house and novice tournaments; arrange for volunteers to assist with the staging of the tournament, from registration to fundraising to timekeeping
- Will assist at organizing the conditioning camps, and responsible for player evaluations, and provide non-partisan evaluators
- All player evaluations to be submitted to the 2<sup>nd</sup> vice-president once all teams have been selected
- With the team managers will be responsible for the care and control of team sweaters and equipment belonging to NDMHA . All issued uniforms and equipment are returned to the director for equipment at the close of the hockey season and no later than April 15<sup>th</sup> of each year.

o) The Initiation Co-ordinator will:

- Liaise with the various coaches/initiation instructors as well as the executive to ensure consistent application of the rules and regulations of various governing bodies within Hockey Canada
- Act as a liaison between the executive committee, initiation instructors and parents
- Ensure on-ice instructors must have Intro-Coach certification

- Responsible for soliciting teams for participation in the fun day and solely responsible for the scheduling, planning and running of the fun day
- With the team managers will be responsible for the care and control of team sweaters and equipment belonging to NDMHA . All issued uniforms and equipment are returned to the director for equipment at the close of the hockey season and no later than April 15<sup>th</sup> of each year.

## **By-Law 10 – Committees**

### **SECTION 1 – Nominating Committee**

- A nominating committee will be appointed each year at the February meeting of the executive committee
- The nominating committee will be chaired by the president of the Association and consist of the division convenors and any other member of the executive who wishes to volunteer for this committee
- The nominating committee will endeavour to introduce as many new people from the general membership as possible to the new executive and will ensure that candidate has accepted his/her nomination
- The nominating committee will meet at least one week prior to the Annual General Meeting and draw up a slate of candidates to presented at the Annual General Meeting

### **SECTION 2 – Ad-Hoc & Standing Committees**

- Ad-hoc committees will be formed as the need arises and comprise of Association members judged to be qualified to deal with the matter or matters having necessitated the formation of a committee.
- Members of the executive will be required to sit on the Association’s standing committee as follows:

Fundraising:	Member of the Executive (c) and at least three volunteers from the membership at large
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Coach Selection:	1 <sup>st</sup> VP (c) Respective Convenor Member of Executive as appointed
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Finance:	1 <sup>st</sup> VP (c) Treasurer Member of the Executive as appointed
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	Director for Ice Scheduling
Player Development:	Coach Mentor (c) 2 <sup>nd</sup> VP Division Convenors Member of coaching staff
Rules & Discipline:	1 <sup>st</sup> VP (c) Two other executive members as appointed by 1 <sup>st</sup> VP
Referee Management:	1 <sup>st</sup> VP (c) Referee-in-chief Referee Scheduler
Tournament:	Tournament Director (c) All Division Convenors Member of the Executive Referee Scheduler Ice Scheduler
Screening Committee:	2 <sup>nd</sup> Vice-President (c) Registration Director
Player Evaluation Committee	President (c) 1 <sup>st</sup> Vice-President 2 <sup>nd</sup> Vice-President Respective Division Convenor

### **SECTION 3 – Standing Committees Responsibilities**

a) **FUNDRAISING:**

- Plan and organize fundraising functions

b) **COACH SELECTION**

- Conduct recruiting campaign necessary to obtain a full complement of coaches, assistant coaches and trainers prior to each season
- Review all applications received and select the best suited and most qualified candidates available
- Advise all applicants of the status of their application
- Executive members who wish to apply for coaches positions are unable to sit on the coaches selection committee

- c) FINANCE:
  - Monitor financial activities of the Association to ensure its solvency at all times
  
- d) PLAYER DEVELOPMENT:
  - Assess the training and development needs of the Association as a whole to ensure that the best possible and most appropriate programs are provided as required
  
- e) RULES AND DISCIPLINE:
  - Review all cases involving the need for discipline of players, coaching staff, game officials, etc. to ensure that fair and equitable action is taken at all times
  - Initiate disciplinary action if necessary
  
- f) REFEREE MANAGEMENT:
  - Determine an appropriate number of officials in order to adequately meet the need of the NDMHA. A combination of experience and ability will be the criteria to support the selection of the on-ice officials in the NDMHA
  - Oversee the fair and equitable utilization of game officials at all levels of play
  - Conduct a pre-season and post-season information session with all Association game officials to explain what is expected of them by this Association over and above all rules and regulations issued by Hockey Canada, HEO, HEO Minor and UCMHL
  - Provide disciplinary action as required to the referees
  
- g) TOURNAMENT:
  - Set fees for all levels being offered
  - Scheduling of ice bookings, game times, teams etc. in all areas related to the tournaments
  - Adopt a set of tournament rules and tournament format to submit to the executive for approval
  
- h) SCREENING:
  - Appointment of privacy officer
  - Provide all necessary documents to OPP for screening
  - Maintain proper confidential, private information
  - Receive all coaching staff applications and conduct interview for all volunteer positions
  
- i) PLAYER EVALUATION
  - Use the independent evaluators results to make a decision as to which level a player will be placed

### **By-Law 11 – Sponsorship**

- a) Equipment and monies donated to the NDMHA will at once become the property of the Association. In the event that a sponsor withdraws his sponsorship, said equipment and monies will remain the property of the NDMHA.
- b) Individual teams or groups of teams will be permitted to raise funds with 50/50 sales during home/exhibition games, accept unsolicited donations and conduct fundraising events to help cover Tournament fees. All fundraising events must be brought forward to the executive committee for approval.
- c) Where a team or teams have qualified for the International Silver Stick Tournament Finals, the Association will cover registration cost.
- d) Where a team finishes in 1<sup>st</sup> place of their division in league play of the UCMHL and is invited to participate in the HEO Minor Tournament of Champions, the Association will contribute towards their entry fee to a maximum of \$500.

### **By-Law 12 – Goods and Services**

- a) All goods and services purchased or leased for the Association and/or any of its teams will be obtained from local suppliers. Local suppliers mean those merchants whose place of business is situated within the Association's operating boundaries.
- b) No purchases will be made from merchants located outside the Association's operating boundaries unless the required goods or services are not available locally, are of a noticeable inferior quality or are of a substantially higher cost.
- c) All purchases of \$500.00 will require 2 independently obtained written quotes. These quotes will then be presented to the NDMHA executive for approval.
- d) Provided that the goods and services are of equal quality, the lowest quote will win the tender.

### **By-Law 13 – Ice Facilities**

- a) The NDMHA will use both the Chesterville and the Winchester arenas for all of its home games, practices and tournaments.
- b) Ice allocation to the various teams for games, practices and tournaments will be based on the overall needs of the Association as identified by the executive committee.

### **By-Law 14 – Divisions and Levels of Play**

#### **SECTION 1 – Divisions of Play**



- a) The NDMHA will endeavour to accept players in the following Divisions: Initiation, Novice, Atom, Peewee, Bantam, Midget, Juvenile.

## **SECTION 2 – Levels of Play**

- a) The Initiation level of play will be offered at 1 and 2 levels of play. The criteria: number of players, level of skill. The initiation co-ordinator will make recommendations to the executive as to the number of levels required. This decision will require a vote by the executive.
- b) The Novice Division will be for 7 and 8 year olds only as per HEO Minor Rules and Decisions.
- c) The Atom, Peewee, Bantam and Midget Divisions will, whenever possible, offer up to three levels of play, namely: B Rep, B House and C House
- d) The decision of the NDMHA and its appointed agents regarding the level of play individual players are placed in will be final and binding on all parties.
- e) Juvenile Hockey – Age group to be from 17-20 year olds.

## **SECTION 3 – Team Composition & House League Formation**

- a) Teams will be formed and placed in appropriate Divisions and Levels of Play in accordance with the rules and regulations of Hockey Canada, HEO, HEO Minor and UCMHL as applicable.
- b) Teams must be entered as follows:
  - If three or more teams at any level of Novice they must enter ONE-THIRD of their teams at House League B and the rest at House League C. (Note: they can enter all teams at House B if they so desire but criteria above is to be met)
  - If an Association has three teams at any level (including teams to be declared at UCMHL and other teams within their association), the association will have the ability to declare their teams at the levels (B Rep, B House or C House) they see fit based on the playing ability and skill level of their members
  - If three teams at any level (including teams to be declared at UCMHL and other teams within their association), and are declaring one team at Rep B, they must declare one team in House League B and one in House League C
  - If four teams at any level (including teams to be declared at UCMHL and other teams within their association), the teams must be entered as one team in Rep B, one team in House League B, and two teams in House League C.
  - If an Association has five teams at any level (including teams to be declared at UCMHL and other teams within their association), the teams must be entered as one team in Rep B, two teams in House League B, and two teams in House League C.

- If six teams at any level (including teams to be declared at UCMHL and other teams within their association), the teams must be entered as one team in Rep B, two teams in House League B, and three teams in House League C.
- For the declaration of teams in Midget: follow the above outline except for Midget where “C House” will be considered “B House league –non-checking” .(Note: they can enter all teams at House B checking if they so desire but criteria above is to be met).

**By-Law 15 – Coaches/Assistant Coaches/Trainers/Managers**

a)

- All persons filling a Head Coach position for a Rep B at the Novice and Atom level must be qualified with Coach 2 (2 parts – on-line and in-class) and Respect in Sport-Activity Leader
- All persons filling a Head Coach position for a Rep B team at the PeeWee/Bantam/Midget level must be qualified with Development 1 course (2 day in-class course)and Respect in Sport-Activity Leader
- All persons filling a Head Coach position for a House League team all levels must be qualified with Coach 2 Level (2 parts – on-line and in-class) and Respect in Sport
- All persons filling an Assistant Coach position at Novice and Atom Rep B must be qualified with Coach 2 Level (2 parts – on-line and in-class) and Respect in Sport-Activity Leader
- All persons filling an Assistant Coach position for a Rep B team at the PeeWee/Bantam/Midget level must be qualified with Development 1 course (2 day in-class course) and Respect in Sport-Activity Leader
- All person filling an Assistant Coach position for a House League team must be qualified with Coach Level 2 (2 parts – on-line and in-class) and Respect in Sport – Activity Leader
- All persons filling an Initiation On-Ice Instructor position for the Initiation program must be qualified with Coach Level 1 (1 day in class course and on-line course). The on-line course must be completed before the Instructor can register for the on-line class course.
- All person filling any position as part any team must be qualified with Respect in Sport – Activity Leader; not permitted on the ice until this course is completed
- All persons filling any position as part of bench staff has 30 days from time of placement on team to complete appropriate course(s) (coaches, assistant coaches, managers, trainers)

b)

- *All persons filling a position as Trainer within the NDMHA will be in possession of HTCP Level 1 (on-line certification) and Standard First Aid for HTCP Level 2 Status, and Respect in Sport - Activity Leader*

c) All assistant coaches must obtain/possess ‘Coach Level 2’ certification

d) All team officials (coaches, assistant coaches, trainers, managers) and referees, must obtain/possess “Respect in Sport-Activity Leader” certification (formerly Speak Out); the

Association will pay the online course fee to any team official/referee, as long as they are on the approved roster of the League (team officials) or have been approved by the RIC (referees).

- e) All applicable receipts, approved by NDMHA for Certification/Qualification must be submitted to the registrar for reimbursement by December 1<sup>st</sup>. Only those approved on a team roster (as approved) by NDMHA will be reimbursed for courses.
- f) By virtue of accepting an assignment with the NDMHA, coaches, assistant coaches and trainers agree to endeavour to teach hockey skills and good sportsmanship to all players under their care.
- g) Coaches, assistant coaches and trainers are ultimately responsible for their team and individual player's behaviour while under their care. They will therefore ensure that the players, individually or as a group, behave in an acceptable manner at all times while taking part in any minor hockey activity.
- h) Coaches, assistant coaches and trainers who are subjected to abuse by a player, a parent or any other person will immediately report the incident to the division convenor who will initiate a review of the incident and bring the matter to the attention of the discipline committee, if necessary.
- i) Coaches may enlist such assistance as required for the management of their team, such as a manager, assistant coach, trainer and a team parent representative, subject to the approval of the executive.
- j) Coaches, assistant coaches, trainers and managers may be relieved of their responsibilities by the discipline committee for any of the following reasons:
  - Neglecting their duties and responsibilities
  - Being intoxicated during a practice or game – undisciplined conduct in front of their players
  - Showing disrespect to any member of the executive, recreation directors, arena managers and staff or fellow NDMHA members
  - Failing to provide equal opportunities to all players on the team including EQUAL ICE TIME
- k) Coaches and/or team managers are responsible for ensuring that there are sufficient volunteers available for timekeeping and fundraising activities as required to ensure smooth running of the NDMHA tournaments
- l) The head coach cannot serve as a team trainer at the same game, regardless of qualifications.

- m) All coaches, assistant coaches, trainers, managers must take part in the mandatory screening process, as part of the 'Volunteer Screening and Privacy Protection Program.'

## **RULES AND REGULATIONS**

### **Section 1 – General**

- 1.1 All players must be appropriately registered with the Association before being permitted to participate in any of its activities on or off the ice. Each player must submit a properly completed registration form together with proof of age, proof of residency and the appropriate registration fee as set by the executive. Birth or baptismal certificates only will be accepted as proof of age.
- 1.2 Annual registrations can be split in four equal payments (August 1<sup>st</sup>, September 1<sup>st</sup>, October 1<sup>st</sup>, November 1<sup>st</sup>) of the current season. All payment is due by November 1<sup>st</sup>.
- 1.3 Late registration fees will apply as follows:
- a. An additional \$100.00 per player from registration deadline date to November 1<sup>st</sup> of the current season.
  - b. NSF cheques will be subject to a \$25.00 service charge fee. The NSF surcharge must be paid in cash to the treasurer within one week following notification. If payment not received within time limit, the player(s) will be removed from the ice after written notice from the president to the coach(es) of each team involved.
  - c. All registrations received after the registration deadline date will be numbered and entered on a waiting list for each level of hockey being offered. Players will be selected to fill teams from this list in order of receipt of registration.
  - d. Late registering 1<sup>st</sup> time players to the Association will not be subject to \$100.00 per player late fee but will be put on a waiting list the same as existing members.
  - e. Late registration fees may be waived at the discretion of the executive.
- 1.4 All coaches and game officials will be required to read a copy of the UCMHL Constitution, the NDMHA Constitution, By-Laws, Rules and Regulations found on the NDMHA website. All coaches are also required to read the HEO/HEO Minor handbook prior to the beginning of the season as found on the HEO/HEO Minor websites.
- 1.5 All players attending tryouts at the 'AAA', 'AA', 'A' and Junior levels must register with the Association prior to tryouts and full payment, as referred to in Section 1.2, of the applicable registration fee is required.

- 1.6 Any 'AAA', 'AA' or 'A' player returning to NDMHA on a volunteer basis is not guaranteed a position on a team.

## **SECTION 2 – Equipment & Uniforms**

- 2.1 Each player registered with the Association will be required to wear appropriate hockey equipment for all ice sessions. This equipment will include a CSA approved helmet, with ear protection and face mask, shoulder pads, elbow pads, hockey gloves, complete athletic support, shin pads and neck guard. The minimum standard for neck guards will be: all throat protectors must be BNQ approved.
- 2.2 In addition, goaltenders must wear an approved goalie helmet (with a valid expiry date), chest protectors, arm pads and a throat protector fastened to their face mask – helmet configuration of a minimum standard similar to the D & R Part number: PGH or PGH Junior.
- 2.3 Goaltender equipment, consisting of a blocker, a trapper, goaltender's leg pads, chest protector and arm-shoulder pads combination will be provided, free-of-charge, to all goaltenders in Novice and Atom categories for the current hockey season.
- 2.4 Players not fully equipped with the compulsory equipment described above will not be permitted to participate in any 'on-ice' activity until such time as they are so equipped. Referees and/or coaches will be responsible for the enforcement of this rule.
- 2.5 NDMHA players will be provided with Association owned sweaters and wear them as directed by the coach.
- 2.6 Players will wear black helmets and black pants in conjunction with 'home' and 'away' sweaters. Players will wear NDMHA colour hockey socks that match the sweater to be worn. The wearing of mismatched socks is not permitted at any time.
- 2.7 Team Manager with the division Convenors direction will be responsible for the care and control of team sweaters and equipment belonging to NDMHA . *Team managers will ensure that all NDMHA issued uniforms and equipment are returned to the director for equipment at the close of the hockey season and no later than April 15<sup>th</sup> of each year.*
- 2.8 Coaches requiring additional equipment such as pucks, replacement items for their first aid kit, etc. will request same from the director of equipment for purchasing.
- 2.9 Teams may purchase team apparel in any style and fabric they wish to wear providing said jackets include only NDMHA colours and that the Association's logo is not altered in any way, shape or form (see NDMHA Constitution, Article 3 – Colours).
- 2.10 Only regular season division or league champions will have a banner purchased by NDMHA to be displayed in either the Winchester or Chesterville arena.
- 2.11 There is equipment available to borrow subject to availability.

- 2.12 No NDMHA game jerseys are to be worn outside of any scheduled game; any request must be submitted to the Executive for consent.

### **SECTION 3 – Discipline**

- 3.1 Every team is responsible to the executive for the action of its players and team officials and is required to take all necessary precautions to prevent spectators from threatening or assaulting game officials, team officials and players during or at the conclusion of games. Good sportsmanship will prevail and profane language will not be tolerated.
- 3.2 Parents, spectators and family members are responsible to the executive for their own actions according to the Parent’s Pledge (Appendix B).
- 3.3 Any team official or player who is found to be under the influence of alcohol or drugs while preparing for a game, during a game or immediately after a game or who uses abusive language to anyone including parents, players and spectators while a game is in progress will be subject to an immediate suspension pending an investigation and hearing by the Association’s Rules and Discipline Committee.
- 3.4 Members of the Rules and Discipline Committee will not cause to have published the name of any member of a team’s coaching staff, player or officer of the Association it has seen fit to discipline for whatever reason.
- 3.5 All players will show the utmost respect for arena property both at home and away. Players failing to do so will be subject to suspension and further disciplinary action as dictated by the Rules and Discipline Committee.
- 3.6 At the discretion of the Rules and Discipline Committee, a player, a team official and/or a game official may be suspended by NDMHA for one or more games for committing but not limited to any of the following infractions immediately before, during or after a game:
- Foul language
  - Fighting
  - Ungentlemanly conduct
  - Abuse of equipment and uniforms owned by the Association
  - Stealing the property of others
  - Violation of any rule and regulation that may be posted on bulletin boards or in dressing rooms of any arena
  - Under the influence of alcohol and/or drugs
- 3.7 Upon receiving a 3<sup>rd</sup> League suspension:
- An automatic 1 game suspension over and above any number of games levied by the League

- A review by the Rules and Discipline Committee with potential for further discipline action by NDMHA

3.8 Any further League suspension may result in expulsion from NDMHA for the remainder of the year.

#### **SECTION 4 – Injuries**

- 4.1 Any player suffering an injury will be examined by a qualified physician. The player's parents will be notified at the earliest opportunity and transportation arranged to either a hospital or the player's home as required.
- 4.2 Any reports will be completed by the game officials immediately upon the completion of the game and handed to the coach who will, in turn, provide to the president of the Association.
- 4.3 The president will ensure that the report is properly completed by all concerned and duly forwarded to the NDMHA for onward processing.
- 4.4 As requested by their coaching staff, players will be required to provide a medical certificate and/or parental release before being allowed to return to the hockey team from a serious injury and/or a serious illness.

#### **SECTION 5 – Games and Practices**

- 5.1 A coach who cannot take his team to any particular home or away game will arrange for a qualified coach with the appropriate coaching qualifications within NDMHA to replace him/her.
- 5.2 All Association teams registered in a league will fulfill their league obligations as a first priority and all other commitments as a second priority (ie – tournaments, exhibition games etc.)
- 5.3 Only Hockey Canada approved game sheets will be used for all games held by teams of NDMHA. Game sheets and game results are to be sent to UCMHL convenors as per UCMHL rules.
- 5.4 Teams travelling outside the ODMHA territory (ie. – in the Province of Quebec, west of the town of Westport and in the USA) will obtain permits prior to making such trips. Applications for travel permits must be made two (2) weeks in advance to the President.
- 5.5 Coaches will be responsible to advise the referee-in-chief or referee assignor of all game cancellations 48 hours prior to the scheduled time.
- 5.6 Referees for all exhibition games will be the responsibility of the team. This includes advising the referee scheduler for scheduling purposes. The team will also arrange for payment of the referee.
- 5.7 Coaches will be responsible to inform the appropriate director for ice schedules of all ice session cancellations prior to the session(s) being cancelled.

- 5.8 Every player will be assured of equal ice time. This will be affected through an 'honour' system and infractions to this rule will not be tolerated.
- 5.9 All practices will take place under the direct supervision of the team's entire coaching staff or, as a minimum, the coach or the assistant coach and the trainer. The substitution of any of the coaching staff by anyone else such as outside power skating instructors or goalie coaches MUST be authorized by the 2<sup>nd</sup> vice-president in charge of risk and safety.
- 5.10 Players are not permitted to practice without proper supervision and equipment during their team's scheduled practice time. Should proper supervision, as described in 5.8 above, not be available, the practice will be cancelled immediately. Players who refuse to leave the ice in such instances may be suspended from further participation in minor hockey activities pending a hearing by the Rules and Discipline Committee.
- 5.11 All on ice personnel must wear CSA approved protective headgear.
- 5.12 Initiation 1 and 2 shall only be permitted to play exhibition games after January 1<sup>st</sup> and are to keep 'games' to a 1:2 ratio to practices.

#### **SECTION 6 – Player Selection**

- 6.1 All players will play in the age group in which they are of legal age to play. A player wishing to play in a higher or lower age category must have the written permission of his/her parents or legal guardians as well as that of the NDMHA executive and UCMHL.
- 6.2 Players will be selected for participation in a level of play by all coaches assigned to the division through the elimination process involving all players in the division being on the ice. If a player is unable to participate on ice due to illness or injury it must be brought to the executive committee by the coach mentor and the coach of the division for discussion and recommendation for placement of the player.
- 6.3 Independent evaluators will be used at each tryout session to rank players on skating, shooting, passing, and playmaking. Players will be ranked based on ability as compared to all other players on the ice. One non-bias NDMHA Executive member & Division Convenor will be present during all tryouts. The non-bias Executive members is there to observe the tryout process and to discuss evaluations, coaches selections, and possible cuts. If a players team placement is questioned it will be discussed with Coach, Division Convenor & non-bias Executive Member present. If at that time there is no resolution it will go to the Player Evaluation Committee for a decision to be reached.
- 6.4 All players, parents and coaches will follow the AP guidelines as set out by Hockey Eastern Ontario;



- 6.5 No coach will use a player of a lower division or level of play without first seeking the approval of the player's regular coach as well as his/her parents or guardians.
- 6.6 Players are not obliged to play in a higher level of play or division if they do not wish to do so or if their parents do not wish them to do so.

### **SECTION 7 – Game officials**

- 7.1 Game officials (referees and linesmen) will report at least fifteen (15) minutes in advance of all games. If not reported on time, they may be subject to suspension or fines as determined by the Referee Management Committee.
- 7.2 Game officials will enter the ice surface at the time the game has been scheduled for. They will instruct the time-keeper to run the clock according to HEO regulations.
- 7.3 Game officials will be properly dressed at all times while officiating in accordance with Hockey Canada regulations.
- 7.4 Before a game official can be reimbursed for clinics they must referee ten (10) league games or at the discretion of the executive.
- 7.5 A three person referee system will be used for all game at Novice Rep and Atom Rep and all levels of PeeWee, Bantam and Midget. A two person referee system will be used for all games at Novice and Atom House levels.

### **SECTION 8 – Policy for Police Record Checks**

Hockey Canada states that all HEO associations have a Police Records Check conducted on all personnel that have authority over or contact with, directly or indirectly, minors. All personnel will have a current Police Records check and will be subject to provide documentation they have obtained the required police check. This policy cannot be changed by any District or Association within HEO and must be strictly adhered to.

- All executive, coaches, managers, trainers and administrators of HEO teams
- all HEO officials over the age of 18
- applies to personnel 18 years of age and over
- police records checks are to be updated every 3 years
- police records checks must include vulnerable type checks
- individuals may fulfil their duties once they can show they have made application
- a hard copy of the CRC/VSC must be kept securely on file by the association

HEO policy 6.6

## Appendix A

### **Internal Audit Procedure of North Dundas Minor Hockey Association**

- a) The executive will appoint an internal auditor, who does not have signing authority on any bank or financial related issues, at the beginning of the season.
- b) The treasurer will supply to the internal auditor on a monthly basis the following documents:
  - Current months bank statement with copies of cancelled cheques
  - Previous month's bank statement
  - Bank reconciliation: listing beginning balance, any outstanding cheques and ending balance reconciled to the financial statements
  - Working supply of cheques
  - Monthly financial statements
  - Annual statements of any investments held or more frequently as requested
- c) The internal auditor will verify the following:
  - All entries on the bank statement are accounted for with a cancelled cheque or debit note
  - Opening balance matched last month closing balance on bank statement
  - Review payee on all written cheques for validity
  - Examine working supply of cheques for any missing cheque #'s
  - Ensure deposit of monies are accompanied by supporting documentation from the registrar or fundraising director ie) tally sheet and that the deposit matches the tally sheet
  - Review financials to verify bank balance is correct
- d) After reviewing and reconciling the above documentation and all is found to be in order the internal auditor and the treasurer will sign and date the bank statement as verified.
- e) Statements to be included in the minutes of the meeting by the treasurer and the internal auditor that the accounts have been verified.