

NORTH RIVER
MINOR HOCKEY ASSOCIATION



BY - LAWS

BY – LAWS

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ARTICLE 1 - ELECTION OF EXECUTIVE

1. At the Annual Meeting of the Association, nominations shall be called for by the President for candidates for the Executive Officers. Any number of nominations may be made by members from the floor in addition to those placed in nomination by the Nomination Committee. Where more than one nomination is received for a position, all members present shall vote by ballot and the candidate securing the highest number of votes shall be declared elected.
2. A vacancy in the Executive shall be filled by appointment as an action by the remaining members of the Executive.
3. A nominating committee, chaired by the Past President, shall be named by the Executive Committee at least one month prior to the Annual Meeting of the Association to prepare nominations for each position on the Executive Committee.

ARTICLE 2 - APPOINTMENT OF DIRECTORS OR OTHER APPOINTMENTS

1. The President shall appoint, subject to the approval of the Executive, Division Directors, Ice-Scheduler, Referee-in-Chief, Technical Coordinator, Equipment Coordinator, Chairperson of the Ways and Means Committee, and Discipline Committee.
2. The Executive and Division Directors shall appoint a Committee to approve Coaches for the team ion each division.

ARTICLE 3 - DUTIES OF EXECUTIVE OFFICERS

1. President

The President shall enforce the Constitution, Bylaws, and rules of order of the Association, and without limiting the generality of the foregoing, shall:

- (a) Preside at all meetings of the Executive, Directors, and Association.

- (b) Exercise the powers of the Executive in case of emergency, subject to the requirements that all decisions so taken be brought to the next following meeting of the Executive for ratification.
- (b) Suspend Division Directors or Coaches subject to ratification at the next following meeting of the Executive Committee.
- (c) Offer for consideration all motions regularly made.
- (e) Assign special responsibilities to other Executive Officers, Directors, or members of the Association as necessary.
- (f) Make no motions or amendments nor vote on any question or motion unless a tie vote is obtained, in which case he/she shall cast the deciding vote.
- (g) Perform other duties as may be required in his/her office.

2. **1st Vice-President**

The 1st Vice-President shall:

- (a) In the absence of the President, assume the duties of the President and have all the powers of the latter in his/her absences or in the case of his/her inability to act for whatever reason. (*l.e. Conflict of interest*)
- (b) Be available to assist the President in any capacity lawfully directed.
- (c) Perform such other duties as may be assigned to him/her by the President which do not fall within the responsibilities of other members of the Executive Committee.
- (d) Be responsible for operations of “B” Teams and liaison with the Division Directors as it relates to “B” Hockey.

3. **2nd Vice President**

The 2nd Vice-President shall:

- (a) In the absence of both the President and the 1st Vice President, assume the duties of the President.
- (b) Be available to assist the President in any capacity lawfully directed.
- (c) Be responsible for operations of “Female” Teams and liaison with the Division Directors as it relates to “Female” Hockey.

4. Past President

The Past President shall:

- (a) Perform any duties assigned by the Executive.
- (b) Assume responsibility of chairperson of the Nominating Committee.

5. Secretary

The Secretary shall:

- (a) Keep accurate records and retains a copy of the minutes of all meetings of the Executive, Directors and Association.
- (b) Be responsible for all books, papers and documents of a non-financial nature on behalf of the Association.
- (c) Notify the Executive Officers of the time and arrangement of Annual, Special And General Meetings in accordance with the terms of the *NRMHA Constitution*.
- (d) Perform such other related duties as shall be necessary for the good operation of the Association.

6. Treasurer

The Treasurer shall:

- (a) Prepare a budget for consideration and approval by the Executive.
- (b) Have custody of all funds, bank all monies at a recognized financial institution in the name of the Association.

- (c) Shall keep an accurate account of all income, expenditures, accounts payable and accounts receivable.
- (d) Report on financial status to the Executive at least once per month.
- (e) Make all payments by cheque and shall produce an exact accounting of any and/or all financial transactions as may be required by the Executive.
- (f) Provide all necessary documents and records to the Auditor at the end of the year, and present the audited financial statement at the Annual Meeting. In the absence of an audit, the Treasurer shall present the Annual Financial Statements.
- (g) Be responsible for all insurance matters of the Association.

ARTICLE 4 - DUTIES OF APPOINTED PERSONS

1. Chairperson of Special Events Committee

The Chairperson of the Special Events Committee shall:

- (a) Appoint members to his/her committee as necessary and assign specific responsibilities.
- (b) Initiate and/or coordinate all fund raising projects in the name of the Association and/or in the name of specific teams.
- (c) Submit fund raising proposals to the Executive for approval.
- (d) Review applications from teams re; fundraising initiatives and make recommendations to the President for approval or denial. President will notify PEIHA of approved fundraising initiatives.
- (e) Be responsible for getting sponsors for sweaters.

2. Registrar

The Registrar will work in cooperation and under the direction of the Treasurer. The Registrar is responsible for:

- (a) Purchasing proper registration forms.
- (b) Having a place and people to help with registration.
- (c) Turning over all monies from registration to the Treasurer and ensuring that it balances with number of registrations.
- (d) The printing of lists in adequate numbers for Executive Members, Coaches and Division Directors.
- (e) All inter-branch transfers and other transfers in or out of the Association.
- (f) Report to the Executive that proper registration numbers are passed in to the NRMHA for any reimbursements.

3. Referee-In-Chief

The Referee-In-Chief shall:

- (a) Maintain an inventory of persons qualified and interested in refereeing.
- (b) Encourage, through organization of training sessions or referral to other training sessions, the upgrading of qualifications of referees.
- (c) Receive and review all referee's reports and forward immediately to the President with appropriate comments in cases of match penalties, game misconduct penalties, or other infractions requiring disciplinary action.
- (d) Be the liaison between the Referees and the Executive, Division Directors or members of the Association and is the person through which all communications with and from the referees must pass.

4. Technical Co-ordinator

Technical Coordinator is responsible for:

- (a) Ensuring all coaches have minimum certification coaching requirements and facilitate enrolment in coaching/training clinics.
- (b) Overseeing the Development Programs and ensuring NRMHA is in compliances with standards established by PEIHA/PEIDC.

- (c) Coordinating Minor Hockey week activities with the representative(s) of PEIHA, PEIMHC, and PEIFHC.

5. Division Directors

Division Directors of the various age divisions shall be responsible for:

- (a) Ensuring that the Constitution, By-Laws and Policy Guidelines are made known to coaches and enforced within their divisions.
- (b) Participate in assisting the Registrar in obtaining registrations for the respective divisions and assist in assigning registrants to teams.
- (c) Participate in selecting Coaches and after approval by the Executive appointing, same.
- (d) Obtain the process and criteria around which the Coach intends to assess and select the team. Circulate the criteria and process to players and parents prior to the beginning of team tryouts.
- (e) Distributing equipment to the various teams and for submitting requests for additional and/or replacement equipment to the Executive.
- (f) Inventorying of all division equipment and providing Equipment Manager with a report on condition of equipment and sweaters.
- (g) Ensuring that each teams coaches and/or management provides the opportunity for all team members to improve their skills and knowledge of hockey while emphasizing good sportsmanship and citizenship.
- (h) Ensure coaches have minimal coaching certification as required by respective division as set out in PEIHACB&R.
- (i) Ensuring any team guidelines/rules are approved by the Executive.
- (j) Obtain annual projected Team Budgets prior to December 1 for approval and The Financial Statement of the teams Revenue and Expenses by April 10 and forward to the Treasurer for auditing.

6. Equipment Manager

The Equipment Manager is not a voting position at Executive meetings and reports to Special Events Committee and is responsible for:

- (a) Organize the distribution of Equipment and Sweaters and keep a log of who received them at the beginning of the Season.
- (b) Ensuring Equipment and Sweaters are returned at the end of the Season.
- (c) Inventorying of all Equipment and providing Executive with a report on condition of Equipment and Sweaters; Including any cost for replacement or repairs for approval by April 10.
- (d) Obtaining a storage location for the Equipment and Sweaters.
- (e) Determining if all the sponsors' logos are properly presented and any material displayed on the sweater is in keeping with the standards of the NRMHA.
- (f) Advise of any need for Sweaters and Equipment with the Special Events Committee.

7. Ice-Scheduler

The Ice-Scheduler is not a voting position at Executive Meetings and is under the direction of the Treasurer and is responsible for:

- (a) Negotiating with the management of the rink to secure ice time to the extent required and when required to such as not to exceed the budget.
- (b) Consulting with the Division Directors, assign ice time to all Divisions and for special events.
- (c) Rescheduling, in as far as possible, all cancelled games and in doing so advising appropriate Division Directors.
- (d) Checking all bills for ice time to confirm accuracy and to identify extra ice time charges to be debited to specific teams before the Treasurer pays bills.

8. Discipline Committee

The Executive shall appoint the Discipline Committee. The Discipline Committee will:

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- (a) Have the authority to discipline or suspend any Player, Coach, Manager, Trainer or Parent/Guardian from participation or attendance at any function associated with NRMHA.
- (b) If a suspension is in excess of two games, it will require a review by the Executive or in the case of a team being out of the Province, the individual will be suspended until he/she returns and will have incident reviewed not more than 48 hours upon teams return.
- (c) Any suspended person will have a right of appeal and the process explained in writing to the suspended party. The appeal will be in accordance with the PEIHACB&R. No member of the Discipline Committee shall be a member of the Appeal Board/Committee.

9. Coaches

A committee appointed by the President will select Coaches. Coaches are not voting positions at Executive Meetings. Effort will be made to select Coaches who do not have children, siblings or in-laws on the respective team. A Coach(s) progressing more than 2 consecutive years into higher-level divisions with the same players is discouraged. Team Coaches shall be responsible for:

- (a) Cooperating with Directors in ensuring that the Constitution, By-Laws and
- (b) Guidelines of the Association are followed by their teams and by team management.
- (c) Represent the team at any league meetings prior to the start of regular season.
- (d) Providing the opportunity for all players assigned to their teams to improve their skills and knowledge of hockey while emphasizing good sportsmanship and citizenship.
- (e) The equipment assigned to their teams.
- (f) Choose Manager and Trainer and forward to Executive for approval.

- (g) Are accountable to NRMHA Executive for the overall conduct of the team and its members ensuring the team positively represents NRMHA in all its activities.

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- (h) Submitting a detailed list of Association equipment in their possession to be returned to the Equipment Manager. The equipment must be delivered to the Division Director prior to the Annual Meeting.
- (i) Any expenses incurred by their team, which were not approved by the Executive must be returned to the Executive by the Division Director for approval. This would include additional ice rental, tournaments, etc.
- (j) Prepare the process and criteria around which he/she intends to assess and select AAA, AA, and A teams. Submit the process and criteria to Division Directors.

10. Team Manager

Team Manager shall be responsible for:

- (a) Cooperating with Division Directors and Coaches in ensuring that the Constitution, By-Laws and Guidelines of the Association are followed by their teams and by team management.
 - (b) Contacting the Coaches to determine if there are any special needs that have to be addressed prior to first practices.
 - (c) Obtaining the team sweaters from the Equipment Manager. Also responsible to ensure that acknowledgement of additional team sponsors does not interfere with acknowledgement of existing team sweater sponsorships.
 - (d) Arranging with the Equipment Manager to repair and/or replace old/torn sweaters.
 - (e) Obtaining contacts and phone numbers of all the other team coaches/managers and appropriate league officials.
 - (f) If appropriate, open a team bank account to control all funds coming and going through the team.
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- (g) Developing in conjunction with the coach(s) a set of team guidelines for players and parents for the coming season and provide them to the Division Director for review.
- (h) Distributing league schedules, and any other information to the players/parents.
- (i) Prepare an Annual Projected team budget prior to December 1 for approval of the Executive of the Association.

During the Season:

- (a) Arranging any team/parent meetings to discuss progress of the team, tournament schedules, money collection, etc.
 - (b) Based on requirements of the team, tournaments, etc. manage fund raising for the team.
 - (c) Drafting a schedule for the parents to perform duties such as scorekeeper, clock attendant and ticket sales at door, etc.
 - (d) Arranging for any special transportation requirements, ie. Chartering or car-pooling.
 - (e) Providing a list of monies paid by the parents or their sponsors so everyone is aware of their fees status.
 - (f) Forwarding necessary game sheets to the League Coordinator for regular and playoff league games as outlined by the League Coordinator.
 - (g) Representing the team on any disciplinary issues involving Players or Coaches and report any situation to Association Executive. This includes reporting any Parent or Guardian whose behavior may not represent NRMHA image.
 - (h) Arranging to collect team stats as may be requested by the Coaches.
 - (l) Arranging for any additional ice times for practices as required.
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- (j) Exchanging ice times as necessary with other teams with prior approval of the Ice Scheduler and the Division Director.

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- (k) Providing interim report to the parents on the financial status of the team.
- (l) Arranging for the payment of expenses such as ice rentals, team supplies and equipment etc.
- (m) Submitting properly completed representative cards of their teams to PEIHA.
- (n) Keeping a record of which players' are called up, and how many post January 10 games have been played by each player.
- (o) Obtaining necessary travel permits for all out of Province travel and have these permits signed by Association President and League Coordinator.

End of Season:

- (a) Developing a year-end Financial Statement of teams Revenue and Expenses and forward to Division Director by April 10.
- (b) Collect all team sweaters and forward to Division Director.
- (c) Prepare year-end team and player statistics.
- (d) Arrange for year-end party for players and parents.
- (e) Prepare a report for Division Director on the teams results during the year for the AGM.
- (f) Close out Bank Account and dispose of any remaining funds as agreed to by the team.

11. Trainer

All teams shall have a trainer with PEIHA/CHA required certification or will enroll in the program at the earliest available clinic.

The Trainrer Shall:

- (a) Prepare a list of player addresses and phones numbers of Parents or Guardian's work and home.

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- (b) Keep on file a list of player health and hospital card numbers.
- (c) Ensure a First Aid Kit is accessible and stocked for each game.
- (d) Have knowledge of the ambulance access and the civic address for each arena.
- (e) Have in their possession Accident/Incident Report Forms from CHA and will file reports with the PEIHA as soon as practically possible (*not later than 48 hours*) after any accident or injury relevant to their team.
- (g) Ensure Parents/Guardians are informed if a player is injured or illness is suspected.

ARTICLE 5 - DUTIES OF THE EXECUTIVE

1. The Executive must pursue the objectives and enforce the *Constitution and By-Laws* of the Association.
2. The Executive shall approve the appointment of the Division Directors, Chairperson of the Special Events Committee, the Ice-Scheduler, the Referee-In-Chief, the Technical Coordinator, The Equipment Manager and The Discipline Committee.
3. The Executive must ensure that the "A" League and Competitive League is operated within the guidelines of the *Constitution and By-Laws* of the Association, and any rules and regulations approved by the C.H.A., P.E.I.H.A., F.M.H.C. or P.E.I.M.H.C.
4. The Executive or President must approve all expenditures from Association funds. Any costs incurred in the name of the Association and not approved by the Executive will be the responsibility of the individual incurring the expenditure.
5. The Treasurer and Executive must approve all team budgets as submitted by the Team Manager and approve all teams year-end statements.
6. The Executive may annually appoint an auditor.

7. The Executive shall provide to all members of the Association in attendance at the Annual Meeting a full accounting of the activities of the Association since the last Annual Meeting.

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ARTICLE 6 - OPERATIONS

1. All players must play in their respective age brackets unless authorized otherwise by the Executive.
2. All Representative teams (AAA, AA & A) are expected to carry a minimum of fifteen players, including two goal tenders; if the player registration numbers within any division are limited or excessive in any given year, the Executive may direct an exception to this.
3. The Coach must ensure that each goaltender gets a reasonable share of ice time over the course of the season (I.e. as close to a 50-50 arrangement as possible). Player ice time will be consistent with Constitution and By-Laws of CHA.
4. Each competitive team is to carry a similar number of players as “A” League teams; any exception to this must be approved by the Executive.
5. At the commencement of each hockey season, the Executive shall provide ice time specifically designated for team tryouts and “A” League play. I.e. Ice schedules shall clearly advertise the stated purpose of such ice time.
6. The timelines for the selection of teams at both the Representative and “A” team levels be determined by the executive;
7. The player selection process of any team is the responsibility of the team's head Coach.
8. Player call ups by Representative teams during the season must comply with the following guidelines;
 - a) Coaches are to look for players from within their own division first; (e.g. Midget AA will go to the Midget A first, etc.)
 - b) The Coach must clear the call up request through the Coach/Manager of the team whose player(s) he/she is seeking; prior to the game time permission to

play will not be withheld without good reasons. Unresolved conflicts may be referred to the Division Director; Players should not be contacted prior to making such requests. Priority must be given to the carded team if scheduling conflicts arise.

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- c) All Coaches must respect and abide by the CHA rule regarding the number of games a player is allowed to play after the January 10 deadline.
 - d) The Executive reserves the right to suspend a Coach or Manager for failure to follow the above protocol.
10. Player movement must be in compliance of PEIHA.
 11. The organization of teams from players registered in the Association other than those approved for the “A” League and Competitive League is prohibited without the consent of the Executive.
 12. Equipment (sweaters, socks, pants, goalie equipment, etc.) provided by or donated to the Association may not be used by any other player for the purposes other than those approved by the Executive.
 13. All team management must report any incidents of misbehavior by team members while under their control, such as match or game misconduct penalties, profane language, destruction of property, or any conduct unbecoming to the Association, within forty-eight (48) hours to the respective Division Director who will report same immediately to the President for a ruling.
 14. The beginning of the hockey season shall be set by the Executive with registration of players held two weeks prior.
 15. Registration of players after November 1 will be termed late registration and will be accepted only with the consent of the Executive and will be subject to a late registration fee of \$20. The Executive reserves the right to waive the late fee.
 16. Registration fees for all minor hockey players shall be set at Annual Meeting based on a proposed budget to meet operating expenses for the current hockey season.

17. Each Representative team will be required to pay an additional fee to the Association; this additional fee will be collected by the Team Manager after the teams are finalized, and remitted the Association Treasurer by December 1 of each year. The fee will be determined on an annual basis. Its purpose is to cover costs paid by the Association and not recovered through player registration fees. Teams may recover the fees from assessments to team players and/or through normal fundraising efforts.

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18. Registration of players provides each player the opportunity of participating in at least one game and practice session on average per week.
19. Return of registration fees to any player for any reason is prohibited without the consent of the Executive.
20. All players must be registered before participating in minor hockey activities.
21. Any player, team official, executive member of a team club, or association having been a party to or having had knowledge of any hazing or initiation rite shall be automatically suspended as per PEIHA.
22. The sale of 50/50 tickets by teams during home games take place during the last 2 periods of the previous game and the 1st & 2nd period of their own game.

ARTICLE 7 - MOTIONS AND/ OR RESOLUTIONS

No motion or resolution to commit the Association on any matter shall be considered by the members of the Association until the Executive has considered it.

ARTICLE 8 - AMENDMENTS

These By-Laws may be amended at any meeting of the Executive and Appointed Positions of NRMHA, a quorum being present, by two-thirds vote of all Executive and Appointed Positions of NRMHA present, provided that notice of such proposed amendment shall have been made at the time of notice of such meeting. No amendment or addition to these By-Laws can be made which is not in harmony with the *Constitution and By-Laws* of the Association.

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Addendum 1

Map of Boundaries

Insert Map Here
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Mike Butler

North River Minor Hockey Boundaries
(Approved) – Map