

## **ARTICLE 1**

### **Name and Purpose**

1.01 The name of the Society is "The Cape Breton County Minor Hockey Association."

1.02 The purposes of the Society are:

- i) nonprofit; and
- ii) the objects set out in the Memorandum of Association of the Society Mission Statement (1.03)

1.03 Mission Statement: The Cape Breton County Minor Hockey Association is dedicated to the advancement of minor hockey and promoting the development and personal growth of all participants through progressive leadership, by ensuring meaningful and equal opportunities, and providing enjoyable experiences in a safe and respectful environment.

## **ARTICLE 2**

### **Powers**

2.01 The powers of the Society are as set out in Section 10 of the Societies Act, Chapter 435, Revised Statutes of Nova Scotia, 1989, as amended from time to time.

2.02 In addition, the Society has power to fix and determine the basis and terms of membership in the Society including membership fees and any other basis of financial participation.

## **ARTICLE 3**

### **Membership**

3.01 Subject to the right of the Society to extend its membership and fix the terms of such extension, the members of the Society shall be as follows: All parents and/or guardians of eligible players, and citizens who are managers, coaches or actively working with the Cape Breton County Minor Hockey Association provided the Society shall be deemed to be originally constituted upon execution of the Memorandum of Association and the signatories thereto shall be deemed to be the first members of the Society. (1999)

3.02 The acts and votes of the Society shall be deemed to be legal and valid notwithstanding the existence of vacancies or any default in the appointment of members at the time of such acts or votes; and the act and vote of a majority of those present and voting at any regularly held meeting shall be deemed to be the act and vote of the board.

## **ARTICLE 4**

### **Classification of Players**

4.01 Players shall be classified into age categories as defined by Hockey Nova Scotia Minor Council.

## **ARTICLE 5**

### **Officers**

5.01 The officers of the Society shall be the immediate Past President, the President, the Vice President-Rep, the Vice President-House, the Secretary, the Treasurer and the Registrar.

5.02 The duties of the Officers of the Society will be:

**PRESIDENT** - The President shall preside at all meetings of the Society and Executive Committee. He/she shall generally perform the duties usual to the office of President and may, at his/her discretion, order the calling of special meetings of the spokespersons for the Society when required. He/she shall cast the deciding vote in case of a tie and shall be a signing officer of the Society.

**VICE PRESIDENT-HOUSE** - The Vice President-House shall, oversee the house leagues of each division, in the absence of the President, and in conjunction with the VP Rep, shall preside at meetings and, in general, perform the duties of the President and be a signing officer of the Society. He/she shall, from time to time, accept additional responsibilities as directed by the President and Executive or by a general meeting of the Society as expressed in a majority vote.

He/she shall also be responsible for:

- i) In cooperation with divisional coordinators, arrange membership in the appropriate house league for each house team, compile regular season schedules, and issue schedules to coaches and others concerned.
- ii) Co-ordinate with the Registrar the registration of house teams with the Hockey Nova Scotia Minor Council.
- iii) Co-ordinate early season practices and evaluations with the Ice Allocator and Vice President-Rep.
- iv) Communicate regulations made by the HC, HNSMC HNSFC or HNS to coaches and monitor compliance with such regulations.

**VICE PRESIDENT-REP** - The Vice President-Rep shall, oversee the representative teams of the CBCMHA, in the absence of the President, preside at meetings and, in general, perform the duties of the President and in absence of a president shall be a signing officer of the Society. He/she shall, from time to time, accept additional responsibilities as directed by the President and Executive or by a general meeting of the Society as expressed in a majority vote.

He/she shall also be responsible for:

- i) Consult with the Ice Allocator concerning ice allocation for the representative teams.
- ii) Co-ordinate with the Registrar the registration of representative teams with the Hockey Nova Scotia Minor Council and Hockey Nova Scotia Female Council for provincial competition.
- iii) Co-ordinate early season practices and evaluations and tryouts with the Ice Allocator and Vice President-House.
- iv) Communicate regulations made by the HC, HNSMC HNSFC or HNS to coaches and monitor compliance with such regulations.
- v) Notify representative teams of classification process.

**IMMEDIATE PAST PRESIDENT** – The immediate Past President shall act in an advisory capacity, and can only be held by an individual who has completed their term as president naturally and not by removal or resignation.

**SECRETARY** – The secretary shall be responsible for all correspondence of the Society, shall keep true and accurate account of all Society and Executive Committee meetings and such other records concerning the Minor Hockey Program as may be necessary from time to time.

**TREASURER** – The Treasurer shall keep true and accurate account of all monies received and disbursed by the Society and shall, in accordance with the directions of the Executive Committee, make all disbursements of the Society.. He/she will be a signing officer of the society. Responsibilities include (but are not limited to):

1. Develop, in consultation, a yearly budget that will be presented to the membership at the AGM.
2. Present financial statements to the membership at the AGM, and discuss relevant issues like the state of membership, fundraising needs and long term financial issues.
3. Perform bank reconciliations within ten days of month end.
4. Prepare and present to executive on a monthly basis: Bank Balances, Payroll and other relevant remittances, budget vs actual and lead discussion on variances

5. Prepare and present to executive on a quarterly basis: Ice rental and Accounts Receivable Status
6. Present previous year fundraising results to Fundraising Coordinator in January to allow development of a fundraising budget

REGISTRAR – The Registrar shall be responsible for:

- i) The registration of all players, in conjunction with the executive director, at the beginning of the season, including convening necessary meetings with divisional coordinators for allocation of players to various divisions.
- ii) All matters pertaining to registration of the CBCMHA, Executives, teams, coaches and other volunteers with the Hockey Nova Scotia Minor Council and Hockey Nova Scotia Female Council.
- iii) Issue travel permits under the authority of the Zone Director pursuant to HNS regulations.

Deadlines for Cape Breton County Minor Hockey are as follows:

#### REGISTRATION DEADLINES

October 1: All competitive AAA teams must be registered and approved before they can play any league games.

October 15: All other competitive teams must be registered.

November 1: Initiation and Novice must be registered.

November 15: All recreational teams must be registered.

November 15: Rosters must be set for qualifying provincial teams.

FEMALE COORDINATOR – The Female Coordinator shall, oversee the female teams in each division. He/She shall from time to time, accept additional responsibilities as directed by the President and Executive or by the Society at the general meeting as expressed in a majority vote.

He/She shall also be responsible for:

- i) Coordinate with the Registrar the registration of female teams with Hockey Nova Scotia Female Council.
- ii) Co-ordinate early season practices and evaluations with the ice allocator.
- iii) Communicate regulations made by HC, HNSMC or HNS to coaches and monitor compliance with such regulations.
- iv) Notify female representative teams of classification process.

RISK MANAGEMENT COORDINATOR – The Risk Management Coordinator shall be responsible for:

- 1) Establish the risk management policies for the association.
- 2) Work closely with the coaching coordinator to ensure all coaches have the proper qualifications for the current coaching season.
- 3) Work with the managers and trainers to ensure appropriate knowledge of HNS and Hockey Canada's policies and programs.
- 4) Hold education sessions at the beginning of each year with all rep team officials. (Coaches and Managers)
- 5) Recommend the suspension of team officials for violation of CBCMHA policy.
- 6) Manage Parent Respect In Sport program.
- 7) Manage Risk Section of CBCMHA Web Site.

#### QUALIFICATION DEADLINES

November 15: Deadline for ALL CRCs and CARs to be submitted to Hockey Nova Scotia.

November 15: Deadline for Hockey Canada Safety.

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November 15: Deadline for Respect in Sport Parent Program AND Respect in Sport for Coaches/Volunteers.

November 15: Deadline for registration for Community/Intro Coach and Development Courses.

NOVICE COORDINATOR – The Novice Coordinator shall be responsible for:

- overseeing the implementation and delivery for the program. This volunteer plans, organizes, and administers the program for the minor hockey association.
- recruitment and placement of mentors, organizing mentorship sessions,
- coordinating the evaluation of the program,
- undertaking special events and recommending changes to the program and its delivery.

5.03 No remuneration shall be paid to any of the officers of the Society.

5.04 When any vacancy occurs in the Executive, the following procedure shall apply:

If the vacancy occurs in the Office of the President, the longer serving Vice-President shall automatically assume the Presidency.

ii) For any other vacancy, an election shall be held by the Society.

iii) The membership shall have the power to remove from office forthwith by 2/3 vote, any member of the Executive who is remiss or neglectful of duty or whose conduct tends to impair his/her usefulness as a member of the Executive. (See Executive Code of Conduct)

Nomination Process:

The membership may nominate individuals who are members in good standing for a director position by providing notice to the Secretary not less than 14 days prior to the annual general meeting. "Members in good standing" have paid all their dues and fees to the Association and have not had their membership suspended or revoked. Such notice shall set out the name of the individual nominated and the position for which the individual is nominated. The nomination must be signed by not less than five (5) members in good standing and must be signed by the nominee indicating that he or she is willing to accept the position if elected. To be eligible as a candidate for President or Vice President of Operations, a nominee must be an existing director or have previously served as a director of the Association.

Section 3 A list of all duly nominated candidates and notice of election shall be communicated to the membership not less than seven (7) days prior to the annual general meeting.

## **ARTICLE 6**

### **Executive Committee**

6.01

i) Committee Structure

The President, Vice-President - House, Vice-President - Rep, Past President, Secretary, Treasurer, Registrar, Female Coordinator and seven chairpersons of the standing committees shall constitute the Executive Committee.

ii) Term of Office

All members of the Executive Committee shall be elected for a two (2) year term. For the 1998/99 Hockey season the President, Vice President-Rep, Treasurer, Secretary and Registrar shall be elected/re-

elected for a (1) year term. Effective with the 1999-2000 season they shall be elected to a two (2) year term. Effective with the 1998-99 season the Vice President-House and seven (7) chairpersons of the standing committees will be elected for a two (2) year term. This will allow for continuity within the Executive Committee by rotating half the members each year.

iii) Responsibility

The Executive committee shall have supervision, direction and control over the financial affairs of the Society and shall be responsible for its financial management. All expenditures of the fund of the Society shall be subject to the approval of the Executive Committee and shall be made in accordance with its directions.

No motion adopted at any meeting of the Society which entails or necessitates financial risk or the commitment of expenditure of the funds of the society shall be valid unless approved by the Executive Committee.

That a member to be eligible to be elected to the Executive Committee, or in order to vote must be a paid-up member and in good standing.

iv) Conflict of Interest – Officers or members of the executive shall be permitted to hold the position of Head Coach, Assistant Coach, Manager, Treasurer or Trainer with any team in the CBCMHA or any other minor hockey association, in any division, but must declare a conflict of interest if a situation arises.

No member of the executive committee shall participate in the debate or vote on a motion at an executive committee meeting if it is considered to be a conflict of interest. The chair will determine a conflict of interest when necessary. His/her decision will be final. If the chair is also in conflict of interest, then the chair of the Discipline Committee will make the determination.

6.02 Standing Committees - The seven (7) standing committees within the society elected by the Membership are:

Ice Allocation Committee  
Equipment Committee  
Protest and Discipline Committee  
Tournament Committee  
Fundraising Committee  
Communications Committee  
Development Committee

The Executive Committee shall have the authority to appoint committees from the membership, with the approval of the membership, as it is deemed necessary for the efficient operation of the Cape Breton County Minor Hockey Association. The President, by virtue of his/her office, is an ex-officio member of each committee.

6.03 ICE ALLOCATION – The Committee will consist of the Chairperson, who is duly elected at the Annual Meeting and any additional members deemed necessary by the Chairperson.

The duties of this Committee will be:

- i) To determine the number of hours of ice time required to run the full minor hockey program including representative team ice time;
- ii) To enter into negotiations with the Recreation Commission to secure the required hours of ice time at the most suitable times for the players involved;
- iii) To secure, where possible, as much additional ice time as required by the Society;
- iv) To scrutinize and approve for payment in conjunction with the Treasurer all bills for ice time submitted

by the rinks involved.

v) And other duties related to the hiring and use of rink facilities.

**6.04 EQUIPMENT COMMITTEE** – The Equipment Committee will consist of the Chairperson, who is duly elected at the annual Meeting and any additional members deemed necessary by the Chairperson. The duties of this Committee will be to ensure that all the equipment of the Society is properly cared for and handled in a prudent manner.

They are to:

- i) Arrange the allocation of available equipment to the various teams of the Society upon commencement each fall.
- ii) Recommend the purchase of additional equipment to replace worn equipment or to outfit new teams as required.
- iii) To arrange for repairs to equipment throughout the year as required.
- iv) To gather together all the equipment of the Society at the end of the season to ensure that none is lost and to arrange for cleaning and repairs as necessary prior to storage for the summer.

**6.05 PROTEST AND DISCIPLINE COMMITTEE** – The Protest and Discipline Committee will consist of one representative from each division and the Risk Management Coordinator.. This Committee shall be appointed by the Executive and shall be responsible to the Executive.

The duties of the Protest and Discipline Committee will be:

- i) To ensure that all Team Rules and Official Policies of the Cape Breton County Minor Hockey Association are enforced.
- ii) To render fair, consistent decisions on all protests referred to it.
- iii) To provide guidance to division coordinators in the handling of disputes to ensure consistency throughout the Society.
- iv) To render disciplinary action when necessary to players, managers, and/or coaches for actions and offences not covered by the House League Operating Rules.

This Committee is to have full authority for all protest decisions and disciplinary action involving players of the Society.

Regular meetings of this Committee are to be held at the discretion of the Committee to review problems as they arise.

All protests submitted must be in writing to the Chairman of the Protest Committee from either the Coach, Manager or Coordinator no later than five (5) calendar days of the alleged incident. All protests shall be accompanied by a ten dollar (\$10.00) fee to be returned if the protest is upheld.

A Committee member will not be permitted to rule on any argument involving a team in which he/she has any interest. In such case, his/her position will be taken by the President for that decision only.

**6.06 FUNDRAISING COMMITTEE** -- The Fundraising Committee will consist of the Chairperson, who is duly elected at the Annual Meeting and any additional members deemed necessary by the Chairperson:

The duties of the Fundraising Committee will be:

- i) To assess the appropriate level and structure of fundraising with an ultimate objective of making minor hockey reasonably affordable for all those who wish to participate.
- ii) To organize, promote and oversee fundraising efforts to the benefit of the CBCMHA and its members without shifting too great a burden on the local business community, this includes the association even split draw.

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**6.07 TOURNAMENT COMMITTEE** – The Tournament Committee shall follow the same elective procedures as the other preceding Committees. The duties of this Committee shall follow the format as formulated by the Society.

**6.08 COACHES SELECTION COMMITTEE** - The Coaches Selection Committee shall consist of three (3) executive members of the Cape Breton County Minor Hockey Association and two (2) non-active coaches within the boundaries of the CBCMHA. If the Cape Breton County Coach's Association is active the 2 non-active coaches will be selected by that association.

For the purposes of this section the Cape Breton County Coach's Association will be considered active where it has adopted official rules and regulations to govern its proceedings, held a minimum of 6 meetings during the preceding hockey season with at least 7 coaches registered with the CBCMHA in attendance, has 50% plus one of the coaches registered with the CBCMHA during the previous season as members, and have a representative regularly attend general meetings and Executive Committee meetings.

**6.09 DEVELOPMENT COMMITTEE** - 6.09 DEVELOPMENT COMMITTEE - The Development Committee will consist of the Development Coordinator, who is duly elected at the Annual Meeting and any additional members deemed necessary by the Development Coordinator.

The Development Coordinator will be:

A certified coach within Hockey Nova Scotia and have the following credentials: certified at a minimum of N.C.C.P. Development Level I (or HNS Coaching Level 1 equivalent); certified in the Hockey Canada Safety Program, have completed both the Child Abuse Registry and Criminal Records Check, and have sufficient personal hockey coaching or playing experience to fulfill this role as determined by CBCMHA Executive Committee.

The duties of the Development Coordinator will be:

- Serve as the official spokesperson on behalf of CBCMHA in regards to hockey development
- Plan (and run if required) both on and off-ice development activities in consultation with all CBCMHA coaches
- Design (and run if required) practice plans in consultation with all CBCMHA coaches
- Supervising player development by ensuring that proper player development programs are followed
- Assist in the Rep Team Selection process as designated by the VP of Rep Hockey
- Communicate with provincial bodies to arrange development events, including coaching certification clinics, to meet the CBCMHA's needs and to communicate development opportunities to the membership.
- Submit a year-end report which contains an evaluation of player development, and include recommendations on how programs can be improved.

The Development Committee will consist of the Development Coordinator, who is duly elected at the Annual Meeting and any additional members deemed necessary by the Development Coordinator.

The duties of the Development Committee will be:

To oversee the development of all participants in the CBCMHA including:

- i) Build and implement a development profile for the CBCMHA
- ii) Supervising player development by ensuring that proper player development programs are followed;
- iii) Coordinating development programs for other participants including coaches, trainers, officials, managers and administrators;
- iv) Communicate with provincial bodies to arrange development events, including coaching certification clinics, to meet the CBCMHA's needs and to communicate development opportunities to the membership.

**6.10 COMMUNICATIONS COMMITTEE** - The Communications Committee will consist of the Communications Officer, who is duly elected at the Annual Meeting and one representative from each division.

The duties of the Communications Committee will be:

- i) To facilitate communications between the membership of the CBCMHA, the participants of Minor Hockey, the Executive Committee and its standing committees, and the public, as necessary;
- ii) Publicize through appropriate means, including newspaper advertising and public service

announcements, matters of public interest;

iii) Maintaining means of communication within the CBCMHA as appropriate.

iv) Website maintenance and development with up-to-date information, and sponsor recruitment.

#### 6.11 CBCMHA Executive Director-Roles and Responsibilities:

The position of CBCMHA Executive Director is the only paid position within CBCMHA. A formal employment contract is reviewed annually by the President and the Association Treasurer.

The CBCMHA will answer directly to and be held accountable by the Association President and Association Treasurer only.

The Executive Director shall be hired through approved criteria subject to input by the Board of Directors and President of CBCMHA. The Board of Directors shall have final hiring approval of all employees of CBCMHA.

The Executive Director shall be responsible for the implementation of all hockey activities as outlined through Hockey Nova Scotia (HNS) and Hockey Canada (HC) policy and perform and administer all day-to-day operations, attend scheduled and approved meetings, and assist with general duties as the need arises for CBCMHA.

The Executive Director shall not vote at any meetings of CBCMHA. However as the executive director deals with the day to day operations of CBCMHA; the Executive Director may express an opinion or may be asked for their opinion on policy or situations that affect the day to day operation of the association.

The Executive Director may delegate volunteers to carry out assigned duties of CBCMHA.

The Executive Director shall receive all monies of CBCMHA and arrange deposit of same in a chartered bank selected by the Association Treasurer. They shall oversee proper books of accounts and payment of bills. All expenditures shall be approved by the Association Treasurer.

The Executive Director shall be responsible to have the annual financial statements prepared and presented in conjunction with the Association Treasurer.

The Executive Director shall closely monitor all budgeted items of CBCMHA; they shall immediately notify the Association Treasurer of actual or perceived problems.

The Executive Director shall be authorized with the concurrence of the Association Treasurer for the association in the name of CBCMHA draw, accept, make all and any bills of exchange promissory notes, cheques and money orders for the payments of monies by CBCMHA.

The Executive Director shall be and is hereby authorized with the concurrence of the Association Treasurer to negotiate with, deposit with or transfer to the bank (but for credit of the promissory notes, cheques or money orders for the payment of money and other negotiable paper) and for the said purpose to endorse the same on behalf of CBCMHA.

Also from time to time arrange, settle, balance and certify all books and accounts and vouchers, unpaid, unacceptable bills of exchange and other negotiable instruments.

The Executive Director must also have a sound working knowledge of the following:

1. Knowledge of general meeting proceedings, including recording of minutes.
2. Roberts Rules of Order, HC/HNS Constitution & Bylaws, and CBCMHA Policy

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3. Basic computer knowledge (Internet, Microsoft Office, Quickbooks Accounting)
4. Will be advised and consulted in all disciplinary matters.
5. Act as the official representative of the Association in the absence of the president.
6. Meet with all Committee Chairpersons prior to the hockey season to establish a season plan, assure the Chairpersons have been given the necessary information pertaining to their respective committee. Establish a schedule of committee meetings for the season.
7. Ultimately responsible for the appointment annually of the Referee in Chief.
8. Be available to the Discipline Committee, as needed, specifically concerning instances that may require input from their position
9. Serve on the Election/Nomination Committee as Co-Chair or Chair.

## **ARTICLE 7**

### **Meetings**

7.01 The annual meeting of the Society will be held in May of each year, at which time election of officers will take place. The term of office is for two years.

7.02 General Meetings of the Society will be held if possible on the 3<sup>rd</sup> Thursday of the month of October, January and April of each season and should be consistent throughout the year.

## **ARTICLE 8**

### **Quorum**

8.01 For annual, general, or special meetings, a quorum will be seven (7) members of the Society. Each team will be asked to have one (1) representative at the general meeting and other such meetings as may be required from time to time.

8.02 A "quorum" for executive committee meetings shall be five (5).

8.03 Executive Meetings will be held on the first Sunday of every month, at the county arena, unless otherwise determined.

## **ARTICLE 9**

### **Notices, Voting, and Order of Business**

9.01 The Secretary shall be responsible for giving notice of all meetings of the society and the various committees.

9.02 Notice of an emergency meeting of a committee will be deemed sufficient if the Secretary gives notice by telephone or message either in person to the member or by message left with some responsible person at the home of said member the day previous to the date of the said emergency meeting.

9.03 Voting at any meeting of the Society or its committees shall be by voiced "Aye" or "Nay" or by show of hands or by standing vote, unless a secret vote by ballot is requested by motion, seconded and carried by a majority of the members present. A motion of request for a secret ballot may not be ruled out of order by reason of there being a prior motion on the floor.

9.04 Each member shall be entitled to one vote and not more on any motion. Votes by proxy will not be accepted.

9.05 At the Annual General Meeting of the Society, the order of business shall be as follows:

- i) Roll Call
- ii) Approval of Minutes preceding Annual General Meeting
- iii) Adoption of Annual Report and report of Treasurer

- iv) Receiving reports of Committees
- v) Election of Officers for ensuing year
- vi) Installation of Chairperson and other Officers.
- vii) New Business
- viii) Appointment of Auditors

9.06 Voting on the election of President, Vice President-Rep, Vice President-House, Secretary, Treasurer, and Registrar, Female coordinator shall be by ballot in the above order. Each retiring officer shall have one vote and each member one vote. Any officer elected to the above position must have one-half the number of votes plus one vote. If on the first ballot, no candidate has the required number of votes, then the candidate with the least number of votes will be dropped from the next ballot and so on until a clear majority of one-half the number of votes plus one vote is achieved by one candidate.

## **ARTICLE 10**

### **Registration**

10.01 REGISTRATION AND DATE – the dates of the annual registration shall be at the discretion of the Executive.

REGISTRATION FEES – Registration fees shall be determined yearly by the Executive Committee as financial requirements dictated. Balances owing for the previous year must be paid before or at registration or player does not register.

## **ARTICLE 11**

### **Finance and Administration**

11.01 The borrowing powers of the Society shall be exercised in accordance with the provisions of the Societies Act.

11.02 The books and accounts shall be reviewed each year by either a public accountant or two members of the Society, as appointed at an Annual General Meeting. (1999)

11.03 The fiscal year of the Society shall be from the 1st day of May to the 30th day of April of the following year.

11.04 BANKING AND SIGNING OFFICERS:

- i) The Treasurer shall, with approval of the Executive Committee open an account with any Financial Institution.
- ii) The signing officers for all notes, drafts and cheques shall be the Treasurer and one of the following: President; Vice President-Rep, Vice President-House.

11.05 ANNUAL BUDGET – An annual budget shall be presented by the Executive Committee to the first general meeting after the finalization of registration each autumn and shall be reviewed throughout the year as may be necessary to ensure continued operation without a deficit.

## **ARTICLE 12**

### **Nominating Committee and Election of Officers**

12.01 The Nominating committee shall consist of three members of the society as appointed by the Executive to recommend a slate officers for the coming year to the annual meeting.

12.02 Voting on the election of President, "Vice President-Rep, Vice President-House, Secretary, Treasurer and Registrar, Female Coordinator shall be by ballot. Each retiring officer shall have one vote and each member one vote.

### **ARTICLE 13**

#### **Referee-in-Chief**

13.01 The Referee-in-Chief shall be appointed on a yearly basis by the Executive Director and it shall be his/her responsibility to:

- i) In conjunction with League Coordinators, to appoint referees and/or linesmen as required for each scheduled game and playoffs.
- ii) Conduct or arrange to have conducted referees' clinics throughout the year at various intervals.
- iii) Maintain a competent and adequate standard of refereeing in all Leagues of the Society.
- iv) Appoint an Assistant Referee-in-Chief to assist him/her in his/her duties.
- v) Ensure that game officials submit a game report for statistical purposes at the end of each game.
- vi) Appoint an official timer and official scorer for each game as required.

### **ARTICLE 14**

#### **League Coordinators (Directors) and Coaches**

14.01 A coordinator of each league and/or division forming the Cape Breton County Minor Hockey Association shall be appointed on a yearly basis by the Executive. The duties of the Coordinator shall be:

- i) To see that where possible House League Teams will operate through the schools or districts serviced by schools and classified in sections according to ability.
- ii) To supervise the full operation of that division of the Society to which he/she is appointed.
- iii) To ensure a competitive balance is maintained throughout the year and to take necessary steps as quickly as possible to correct any improper balances.
- iv) To work with other coordinators in conducting coaches' clinics throughout the year.
- v) To ensure that House League Rules are followed by all participating teams and to carry out rulings as laid down by the Protest and Discipline Committee within his/her division.
- vi) To act as the spokesperson for all matters pertaining to his/her division.
- vii) such other duties as may be outlined in the Official Policy or as directed by the Executive Committee.

14.02 Managers and coaches of all teams must be approved by the Executive Committee and must also follow the policies laid down by the Society and as directed by the Executive from time to time.

14.03 Coaches Selection Committee, with a mandate to maintain a high standard of coaching within each division, shall review the applications for coaching positions and recommend a head coach for each team to the Executive Committee for approval. Persons interested shall apply in writing. The coaches selection process will commence no later than 15 June of the each year. All coaches so applying will be subject to a background check.

### **ARTICLE 15**

#### **Amendments**

15.01 Amendments and/or alterations to these by-laws and policies made pursuant to these by-laws shall be adopted in accordance with section 13 of the Societies Act and can only be made at the annual meeting of the Society held in May of each year and/or at a Special Meeting by Special Resolution, that is a resolution passed by not less than  $\frac{3}{4}$  of such members entitled to vote. Such amendments and/or alterations shall only be considered after specific notice, in writing, signed by at least ten members, has been handed to the Secretary fifteen (15) days prior to the Annual General Meeting or the Special Meeting outlining all proposed changes.

A Special Meeting may be called by the Executive committee, or at the request of  $\frac{2}{3}$  of the membership, upon not less than 15 days notice to the membership. Such notice shall state the date, time, place and purpose of the meeting.

15.02 The Secretary will then communicate such notice of amendment to all members at least seven (7) days prior to the annual meeting by either placing an advertisement in the local newspaper, or by any

other means that could be reasonably expected to notify all members, and shall contain particulars of the proposed amendment or the time and place where such particulars are to be made available.

- 15.03 No motion to alter the duties, powers, authority or composition of the Executive Committee shall be valid or in order unless it has received the prior approval of the Executive Committee.

### **OFFICIAL POLICY**

1. All playing rules shall be those laid down by the Hockey Canada and as spelled out in their current year's Rule Book.
2. With the basic idea that all participating players are to receive an equal share of ice time, all coaches are to ensure that this policy is followed. For further clarity "equal share of ice time" is defined as follows:  
Regular Season & Exhibition Games - Equal ice time for all players in attendance each game.  
Tournaments, Playoffs, and Provincial Play-downs - Equal ice time for all players in attendance each game with the exception of the last five minutes of a game which will be at the discretion of the coach.  
Goalies - Equal ice time over the course of the season, excluding provincial play-downs.  
This does not restrict the coach's discretion regarding disciplinary issues.  
If the foregoing is not followed, the incident will be referred to the Disciplinary Committee for investigation. As a result, a coach could be subject to disciplinary action.
3. No tobacco products of any kind, or drinking will be allowed by players, coaches, or team officials. This means while the players and coaches are representing the Association, the players, team officials, charged under this infraction shall be suspended until dealt with by the Protest and Discipline committee.
4. Coaches, managers and/or players are not to criticize referees, linesmen and/or other game officials during games. The procedure for handling games disputes is to first go through the Division Coordinator and then through the Protest and Discipline Committee. You are urged to give the officials your full cooperation at all times.
5. The use of profane, obscene or abusive language or the show of poor sportsmanship by players or team officials in the dressing rooms, players box or on the ice is strictly prohibited. Coaches will act on infractions by players and report the matter to the Division Coordinator. Game officials should report any infractions to the Division Coordinator. The Division Coordinator may refer the matter to the Protest and Discipline Committee, for action, if necessary.
6. To be eligible for play-offs, each player must have participated in 75% of his/her team's games. Absenteeism through special circumstances, such as prolonged illness, will be taken into consideration.
7. Players are asked to participate in all League games and practices. A player who is absent for three games and/or practices in succession must be reported to the Division Coordinator who is to make contact with the player concerned and his/her parents for a reasonable explanation before having him/her dropped from the team.
8. Complaints and/or disputes involving coaches and other officials and/or parents, shall be referred to the Division Coordinator, who shall take them to the Protest and Discipline Committee for further action, if necessary.
9. Representative team players shall not play on House League Teams.
10. Players leaving or cut from Representative teams shall be placed on House League teams where deemed necessary by the Division Coordinator.
11. House League coaches shall be assigned to teams as convenient to work commitments, residence, etc.
12. Representative teams eliminated from Provincial play-offs shall be given the opportunity to play exhibition games, etc., until the closing date of the Minor Hockey Program if ice time is available.
13. The official CBCMHA sweaters shall be medium blue with white and red trim, and white with medium blue and red trim in the style of the original New York Rangers ("County Colours"). With the exception of the Novice I and II Division, all team sweaters purchased or donated after September 1, 2000 shall be in the County Colours, carry the CBCMHA 10 inch logo on the front center without any variation, have 10 inch block numbers on the back and be purchased the Equipment Committee. All team jerseys become

the property of the CBCMHA.

14. All players must be registered with the C.B.C.M.H.A. prior to participating in any practices or games.

15. The CBCMHA adopts the Initiation Program curriculum.

16. The CBCMHA will ice 2 representative teams in any division where 44 or more players have requested to play representative hockey.

The CBCMHA will ice 3 representative teams in any division where 100 or more players are registered and where 61 or more players have requested to play representative hockey.

### **Team Rules**

1. These Rules are to apply to all teams in all divisions of the CBCMHA unless otherwise indicated.

2. Players are required to wear a CSA approved helmet, CSA approved face shield, BNQ approved neck guard, shoulder pads, elbow pads, hockey pants, shin pads, skates, athletic supporter with cup or Jill strap, hockey gloves, hockey socks, and hockey sweater, in order to be eligible to participate in the Cape Breton County Minor Hockey Association.

3. House league teams shall consist of a minimum of fourteen (14) players unless, in the opinion of the Division Coordinator and the League Executive, a lesser number would prove more beneficial to the League's operation. In playoffs only, any team icing fewer than eleven (11) players, including a goaltender, shall forfeit the game.

Each Representative Team will carry a minimum of sixteen (16) players – 14 skaters and two goaltenders and a maximum of 19 players – 17 skaters and 2 goal tenders.

4. All bench officials/coaches, including assistants and trainers at the "AAA", "A A", and "A" divisions at all levels must be certified in the Hockey Canada Safety Program. All teams at the "B" and recreational divisions must have at least one member of the bench staff certified in the Hockey Canada Safety Program. Recreational includes the Initiation Program and Novice.

It is recommended that all teams at the "AAA", "AA" and "A" levels have one member of the bench staff certified at the Hockey Canada Safety Program level II.

5. Minor penalties are to consist of 3 minutes straight time or 2 minutes stop clock commencing from the time the puck is dropped for the face-off immediately following the infraction.

6. In CBCMHA house leagues: Length of games – 45 minutes – three 15 minute periods or two – 21 and 24 minutes period or as time allows and with mutual agreement between the coaches to be noted on the time sheet and signed by both. The last two minutes of game to be stop clock if score is within 2 goals and time allows. Pee Wee and Bantam teams can play 3-10 minutes stop clock periods.

7. During any game for Novice a buzzer will sound to indicate a complete line change.

8. Game sheets are to be completed prior to the start of each game by both coaches.

9. Through the course of the season all players should be given the opportunity to play power play and penalty killing.

10. When assessed a Minor Penalty, the player in the Novice Division will serve his/her 3 minutes in the penalty box and his/her team will play short-handed. If the penalty has not expired by the end of the penalized player's shift, the teams shall return to full strength until the penalized player's next turn to play at which time the player will serve the remainder of the penalty and the team will play short-handed.

11. Players are to use dressing rooms assigned to their team. Dressing in stands is prohibited.

12. . Players are to remain in dressing rooms until the ice is ready for the game.

13. Coaches in all levels are to ensure that all parents and unauthorized persons leave dressing rooms at least 15 minutes prior to game time. Upon completion of the game, no one is permitted in dressing rooms until the coach gives permission.

### **PLAYOFF RULES FOR HOUSE LEAGUE TEAMS**

1. All playoff series shall be at best 2 out of 3 games or round robin with one game for the championship between the two top teams and one game for consolation between the 3rd and 4th place teams. The

agreement of the majority of coaches is required to determine which system is to be used. The Coordinators can cast the tie-breaking vote.

2. In the event of a tie, overtime can take place.

To break the overtime tie, the following steps shall take place.

a) A sudden death 10 minute overtime period (9 minutes for teams using the 3 minute buzzer) with both teams at full strength.

b) If a tie still exists, then a 5-minute sudden death overtime period (6 minutes for teams using the 3 minute buzzer) with 3 skaters from each team and goal tenders.

c) If a tie still exists, then another 5-minute sudden death over time period (6 minutes for teams using the 3 minute buzzer) with 3 skaters from each team and goal tenders not on ice. All shots must be taken from inside the respective blue lines.

3. Playoff format shall be as follows:

4 team division – 1st versus 3rd, 2nd versus 4th. 6 team division – 1st versus 4th, 2nd versus 5th, 3rd versus 6th.

If an uneven number of teams exist in any division, the first place team gets the bye, then follow the playoff formula as above.

### **POLICY ON TRIPS AND TOURNAMENTS**

1. In addition to obtaining a travel permit from the Registrar, the Division Coordinator must be advised of all trips to be taken by any team and in turn this will be brought to the attention of the Executive Committee.

3. Fees for teams entering tournaments shall be paid by the teams.

4. Players entered in tournaments shall not be paid to referee any games in that tournament.

5. Out of Province trips shall be approved by the Regional Director and the Executive.

### **COORDINATOR'S DUTIES**

1. To ensure that Team Rules are followed.

2. Meet with coaches to deal with pre-season concerns including coaching clinics.

3. Assign players to teams and notify coaches.

4. To meet with coaches concerning returning representative team players, plus new players to the division.

5. Re-allocation of players if it becomes that a team is not competitive. In order to avoid problems, the procedure for re-distribution should be determined before the schedule actually begins to the satisfaction of the coaches.

6. Keep record of additions and deletions to the initial registration.

7. Draw up a season schedule (consult with ice coordinator concerning start and finish of season) and practice schedule.

8. Inform parents, through coaches or memo, about ice allocation, both games and practices. All teams should have, as circumstances will allow, an equal number of early and late games. This balance is much easier to achieve over the season and not necessarily on a month-to-month basis.

9. Inform coaches of changes to game or practice schedule.

10. In the event a coach needs help in organizing his/her practices, etc., to provide assistance, if possible, through other coaches or parents who might be willing to lend a hand. Coaches should be advised that assistance may be available if a request is made.

11. Contact the Vice President-House concerning players to be moved between division and notify the coaches of any changes.

12. Keep an accurate record of each team's games and practice time, also all team standings during the regularly scheduled season should be recorded.

13. Notify coaches of equipment disbursement and returns.

14. Contact parents who have been referred by coaches in cases where their children are not showing up

for games or practices.

15. To hear complaints from coaches and parents and refer matters to Protest and Discipline Committee, if necessary.
16. Inform referee-in-chief concerning any matters related to officiating.
17. Schedule of tournaments and play-off games.
18. Coordinators shall attend all General Meetings with division reports.

### **COACHES POLICY**

1. All coaches in the Association must attend level courses and other beneficial courses as provided. Registration fees are to be paid by the Association where applicable.
2. All coaches shall be issued copies of the current HC Rule Book and a copy of the C.B.C.M.H.A. Official Policy, Rules and Bylaws booklet.
3. Each representative team will have one head coach, one assistant coach and a manager. The head coach shall be responsible for the team during games and practice.
4. All coaches in the Association shall meet once monthly until December 31 of each season and then once every two months until the completion of the hockey season, under the Division Coordinators supervision.

### **DUTIES OF COACH**

1. It shall be the responsibility of every coach to see that the qualities of sportsmanship and fair play are instilled in all players in their charge.
2. To instruct players in all practices of his/her team, handle the bench and choose the players who will make up respective lines during games.
3. To be responsible for the discipline and conduct of his/her players.
4. To see that team is aware beforehand of times of practices and games.
5. To teach healthy attitudes and encourage good citizenship and to emphasize to all players their responsibility to themselves, their team, church, school, friends, parents, and their community.
6. To set a good example for the players on his/her team.
7. To ensure that practices times are used for practices only.
8. To ensure full supervision in dressing rooms at all times when players are present.

### **DUTIES OF ASSISTANT COACH**

1. To assist the Coach in his/her duties and to substitute for him/her at all games and/or practices when he/she is unable to attend.
2. To assist the Coach in notifying his/her team of times for all games and practices.

### **DUTIES OF MANAGER**

1. To supervise the finances of the team, to keep a record of all financial transactions made by the team including contributions to team funds and expenditures, to provide regular team financial statements to the parents of team players and to the Executive Committee upon request.
2. To convey in confidence to the Division Coordinator (house teams) or Vice President-Rep (representative teams) any disciplinary matters, concerns or complaints regarding the coaches of the team brought to his/her attention by a player or parent of a player on the team. The manager's duty in



this regard ends with reporting the matter and the manager should neither bring the matter to the coach's attention nor attempt to act on the matter.

3. To assist in the administration of the team including sweater allocation and collection, communication with parents of players, and dressing room security.

### **HC FAIR PLAY CODE FOR PLAYERS**

- I will play hockey because I want to, not just because other or coaches want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper- fighting and "mouthing off" can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays/performances – those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### **HC FAIR PLAY CODE FOR COACHES**

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations
- I will teach my players to play fairly and to respect the rules, officials and opponents
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

### **HC FAIR PLAY CODE FOR PARENTS**

- I will not force my child to participate I hockey. I will remember that my child plays hockey for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.



- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
- I will never question the officials' judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from childrens' hockey games.
- I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.