



North River Minor Hockey Association

Constitution

Adopted May 27, 2014

By Laws Revised Sept 25, 2019

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## **ARTICLE 1      NAME**

- 1.1 This Association shall be known as the North River Minor Hockey Association Inc., (NRMHA), hereinafter known as the Association.

## **ARTICLE 2      JURISDICTION AND TERRITORIAL BOUNDARIES**

- 2.1 The Association is the governing body of minor hockey within the territorial boundaries of the North River Minor Hockey Association as defined by Hockey PEI (HPEI).
- 2.2 The Association is a member of HPEI.

## **ARTICLE 3      OBJECTIVES**

- 3.1 The Association shall organize and develop minor hockey within its jurisdiction.
- 3.2 The Association shall foster and encourage sportsmanship in the sport of minor hockey in the following divisions: ~~Midget, Bantam, Pee Wee, Atom, Novice, and Tykes~~ U18, U15, U13, U11, U9, and U7 Development, and any other division under the jurisdiction of HPEI's Minor Council.
- 3.3 The Association shall ensure that each team's management provides the opportunity for each member of its team to improve ~~his or her~~ their skills and knowledge of hockey while emphasizing good sportsmanship and citizenship.

## **ARTICLE 4      BYLAWS**

- 4.1 The Association shall adopt Bylaws which shall include additional provisions for the operation of the Association. Such Bylaws may be amended from time to time as therein provided. The organization of the Association shall be as outlined in the Bylaws in the Appendix of this Constitution.

## **ARTICLE 5      MEMBERSHIP**

- 5.1 Membership in the Association will be open to any parent or guardian of each registered player, and any other person approved by the Executive Committee.
- 5.2 Any parent or guardian, referred to in Article 5.1, shall automatically become a member of the Association upon full payment of the registration fee for any hockey player and shall continue to be a member for the period up to the conclusion of the next Annual Meeting. ~~No parent or guardian will be considered a member until full payment is received.~~
- 5.3 The Directors of the Association and other individuals, duly elected or appointed under the Association's Constitution and Bylaws, shall also be members of the Association.
- 5.4 ~~25% of registration fees must be paid at the time of registration, with the remainder of the fees to be paid no later than Oct 31st or the player will not be permitted to participate in minor hockey activities.~~

**ARTICLE 6 MEMBERSHIP VOTING RIGHTS**

- 6.1 Only members of the Association present at Annual, Special, or any other meetings of the Association shall be eligible to vote at such meetings. Decisions shall be by majority vote on all motions.
- 6.2 There will be a limit of one vote per family. If the player(s) reside with more than one family member, the primary custodial parent or guardian shall have the voting rights. If the player(s) reside with more than one family member and both family members have equal parent or guardian rights, the Registrar shall decide the voting member by drawing a name from a bowl.
- 6.3 Where a Director of the Association is also an eligible voter as a parent or guardian of a registered player, only one vote may be exercised.

**ARTICLE 7 EXECUTIVE COMMITTEE**

- 7.1 The Executive Committee shall pursue the objectives of the Association, as defined in Article 3, and shall enforce its Constitution, Bylaws and any other duly approved policies, and shall have other such authorities and duties as defined by the Constitution and Bylaws.
- 7.2 The Executive Committee of the Association shall consist of the following Officers: President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer, whose duties are defined in the Bylaws.
- 7.3 Members of the Executive Committee are elected annually to one-year terms of office, in accordance with the Bylaws, by the Association membership at the Annual Meeting. There is no limit on the number of successive one-year terms for any position on the Executive Committee.
- 7.4 No person should serve in more than one capacity on the Executive Committee at any one time.
- 7.5 The Executive Officers are elected to fulfil the duties defined in the Bylaws and, more broadly, to contribute to the overall purpose of the Executive Committee as defined in Article 7.1. ~~Any individual elected to the Executive Committee may be removed from office for actions that are inconsistent with these responsibilities. A request for consideration of removal from elected office may be initiated by the Executive Committee or by any fifteen (15) Members of the Association by a written notice to the President (or 1st Vice-President where the request pertains to the President) which identifies the elected Officer in question and provides a detailed explanation of the reason for the removal request. Such a request shall be considered at a Special Meeting of the Association called by the President (or 1st Vice-President where the request pertains to the President) in accordance with the Notice of Meeting provisions in Article 9.8. The elected Officer in question shall be entitled to speak to the issue at the meeting. Removal from elected office requires a two-thirds majority vote of the members present.~~ The Executive Committee may, with a majority vote on a motion, remove any Executive Officer who has been consistently remiss, neglectful of their duties, engaged in conduct harmful to the Association, or who has displayed conduct that is detrimental

to the success or reputation of the Association or to the achievement of the objectives of the Association.

- 7.6 All decisions of the Executive Committee shall be by a majority vote. Each member of the Executive Committee shall have one vote except the President who shall vote only in the event that such a vote is needed to break a tie vote.

## **ARTICLE 8 BOARD OF DIRECTORS**

- 8.1 Under the leadership of the President and the Executive Committee, the Board of Directors shall pursue the objectives of the Association, as defined in Article 3, and is responsible for its overall operation.
- 8.2 The Board of Directors of the Association shall consist of the following:
- 8.2.1 the elected Executive Officers;
  - 8.2.2 the Division Coordinators for U18, U15, U13, U11, U9, and U7 Midget, Bantam, Pee Wee, Atom, Novice, Tykes Development and Female hockey; and
  - 8.2.3 the following additional positions: the Registrar, the Referee-in-Chief, the Ice Coordinator; and the Development Coordinator.
- 8.3 The positions identified in Articles 8.2.2, 8.2.3 and 8.2.4 are appointed annually by the Executive Committee to fulfil the duties defined in the Bylaws and, more broadly, to contribute to the overall purpose of the Board as defined in Article 8.1. The Executive Committee has the authority to remove individuals from such positions at any time for actions that are inconsistent with these responsibilities.
- 8.4 All decisions of the Board of Directors shall be by a majority vote. Each member of the Board shall have one vote except the President who shall vote only in the event that such a vote is needed to break a tie vote.

## **ARTICLE 9 MEETINGS**

- 9.1 There shall be an Annual Meeting of the Association which shall be called by the President following the completion of the hockey season and shall be scheduled for not later than May 31. A notice of such meeting shall be posted at the rink and on social media given through the local media at least one week prior to the date of the meeting.
- 9.2 The quorum at an Annual Meeting or any meeting of the Association shall consist of ~~twenty five (25)~~ fifteen (15) members present.
- 9.3 Additional meetings of the Association may be called as deemed necessary by the President.
- 9.4 The Board of Directors of the Association will meet as frequently as deemed necessary by the President.
- 9.5 A quorum at a Board of Directors meeting shall consist of eight (8) Directors, including at least two members of the Executive Committee.

- 9.6 The Executive Committee of the Association will meet as frequently as deemed necessary by the President.
- 9.7 A quorum at an Executive Committee meeting shall consist of a majority of the Executive Officers.
- 9.8 In addition to the Annual and other meetings of the Association, Special Meetings of the Association shall be called by the President on the written request of three (3) members of the Executive Committee, or on the written request of ten (10) members of the Association. No subject shall be discussed or considered at any Special Meeting except as specified in a Notice of Meeting. This Notice of Meeting shall be provided through the local media at least one week prior to the date of the meeting and then again during the two-day period immediately preceding the scheduled meeting.

#### **ARTICLE 10 REGISTRATION AND FEES**

- 10.1 All players must be registered before participating in such hockey programs as may be organized by the Association. All fees must be paid by [October 31st.].
- 10.2 A fee as determined by the Association and approved at the Annual Meeting must be paid for each player registering with the Association.

#### **ARTICLE 11 DISCIPLINE COMMITTEE**

- 11.1 There shall be a Discipline Committee, the chair and members of which will be appointed annually by the Executive Committee. The membership and duties of this committee shall be as stated in the Bylaws.

#### **ARTICLE 12 OTHER COMMITTEES**

- 12.1 The Executive Committee may establish such other committees from time to time as it deems necessary for the operation of the Association. The mandates for such committees shall be stated in the motion authorizing their appointment.

#### **ARTICLE 13 YEAR END**

- 13.1 The year end for financial accounting shall be April 30.

#### **ARTICLE 14 AUDIT OF FINANCIAL RECORDS**

- 14.1 The financial records of the Association may be audited at year end by an auditor appointed by the Executive Committee.

#### **ARTICLE 15 VACANCIES**

- 15.1 If the position of President becomes vacant during its term, the 1st Vice-President shall assume the duties and authorities of the President for the remainder of the term. Should both the President and 1st Vice-President positions become vacant during their terms, the 2nd Vice President shall assume the duties and authorities of the President for the remainder of the term. In the event of a vacancy in any position on the Executive

Committee other than the President, the Executive Committee may appoint a replacement to serve for the remainder of the term.

- 15.2 In the event that any elected position on the Executive Committee remains unfilled following the elections at the Annual Meeting, the Executive Committee may appoint an individual to fill the role for that term.
- 15.3 In the event that any appointed position on the Board of Directors becomes vacant, the Executive Committee may appoint a replacement to serve for the remainder of the term.

#### **ARTICLE 16   SUSPENSION OF MEMBERSHIP**

- 16.1 On the recommendation of the Discipline Committee, the Executive Committee may revoke the membership of any member for conduct deemed to be detrimental to the success of the NRMHA hockey program, or to the achievement of the objectives of the Association. Any membership so revoked may not be renewed until the Executive Committee is satisfied that the person whose membership was revoked is willing to comply with the requirements of the Association governing his or her future conduct.
- 16.2 Any member whose membership has been revoked will be ineligible to attend any meeting or activity conducted by the Association unless his or her membership has been renewed.

#### **ARTICLE 17   AMENDMENTS**

- 17.1 Amendments to this Constitution shall only be considered at the Annual Meeting or at a Special Meeting called for this purpose in accordance with Article 9.8. Approval of amendments requires a two-thirds majority vote of the members present.
- 17.2 Any proposals to amend this Constitution shall be delivered to the Executive Committee in writing by March 15.
- 17.3 Amendments to this Constitution may be proposed by either a petition signed by a minimum of ten (10) members of the Association or by a motion adopted by either the Executive Committee or the Board of Directors of the Association.
- 17.4 Notice that amendments to the Constitution are being proposed shall be given to all members of the Association together with the notice of the Annual or Special Meeting required as per Article 9. Any member of the Association may learn of the amendments to the Constitution by contacting the Secretary.

#### **ARTICLE 18   INDEMNIFICATION**

- 18.1 All individuals holding either elected or appointed positions within the Association shall be indemnified by the Association for any legal costs and/or claims for damages incurred as a consequence of their actions carried out on behalf of the Association as long as such actions were carried out in accordance with the Association's Constitution, Bylaws and any other duly approved policies.

**ARTICLE 19 CONFLICT OF INTEREST**

- 19.1 It is the duty of each member of the Board of Directors to disclose any conflict of interest which is related to any matter before the Board or related to their duties as a member of the Board. Such conflicts of interest are deemed to exist when the member's vote or participation in the matter could result in their own personal benefit or the benefit of a close relationship, financial or otherwise, or when the conflict of interest could affect the member's judgment or actions to the detriment of the Association. In all such circumstances, the member shall remove themselves from any discussion, vote, or participation related to the matter.

Appendix A  
North River ByLaws

## **Article 1 - ELECTION OF EXECUTIVE**

- 1.1 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.
- 1.2 A vacancy in the Executive **that arises between elections** shall be filled by appointment as an action by the remaining members of the Executive.
- 1.3 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**

- 2.1 The President shall appoint, subject to the approval of the Executive, Division Coordinators, Ice-Scheduler, Referee-in-Chief, Technical Coordinator, Equipment Coordinator, and Discipline Committee.
- 2.2 The Executive and Division Coordinators shall appoint a Committee to approve Coaches for the team in each division.

## **Article 3 - DUTIES OF EXECUTIVE OFFICERS**

### 3.1 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, Coordinators, 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.
- c) Suspend Division Coordinators or Coaches subject to ratification at the next following meeting of the Executive Committee.
- d) Offer for consideration all motions regularly made.
- e) Assign special responsibilities to other Executive Officers, Coordinators, 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.

### 3.2 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. (i.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.

### 3.3 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.

### 3.4 Secretary

The Secretary shall:

- a) Keep accurate records and retains a copy of the minutes of all meetings of the Executive, Coordinators 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.

### 3.5 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) 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**

##### 4.1 Registrar

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

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

##### 4.2 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 Coordinators or members of the Association and is the person through which all communications with and from the referees must pass.

##### 4.3 Technical Coordinator

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 compliance with standards established by HPEI/PEIDC.
- c) Coordinating Minor Hockey week activities with the representative(s) of HPEI, PEIMHC, and PEIFHC.

#### 4.4 Division Coordinators

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

- a) Ensuring that the Constitution, ByLaws 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 team's 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 HPEI
- 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.

#### 4.5 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 rinks to secure ice time to the extent required and when required to such as not to exceed the budget.

- b) Consulting with the Division Coordinators, assign ice time to all Divisions and for special events.
- c) Advising Coordinators of Black Out dates.
- 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.

#### 4.6 Discipline Committee

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

- 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 HPEI. No member of the Discipline Committee shall be a member of the Appeal Board/Committee.

#### 4.7 Coaches

A committee appointed by the President will select Coaches. Coaches are not voting positions at Executive Meetings. All coaching positions will be posted by NRMHA, inviting expressions of interest. 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. All selected coaches will be required to have or attain any/all certifications as required by Hockey PEI, must be 16 years of age, and must have a criminal record with vulnerable check on file with NRMHA

All team staff require the endorsement of the respective Division Coordinators, and in turn the NRMHA Board..

Team Coaches shall be responsible for:

- a) Cooperating with Coordinators in ensuring that the Constitution, ByLaws and Guidelines of the Association are followed by their teams and by team management.
- b) Representing the team at any league meetings prior to the start of regular season.

- c) Providing the opportunity for all players assigned to their teams to improve their skills and knowledge of hockey while emphasizing good sportsmanship and citizenship.
- d) Assigning equipment to their teams.
- e) Being accountable to NRMHA Executive for the overall conduct of the team and its members ensuring the team positively represents NRMHA in all its activities.

#### 4.8 Team Manager

Team Manager shall be responsible for:

- a) Cooperating with Division Coordinators and Coaches in ensuring that the Constitution, ByLaws 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 Division Coordinators. Also responsible to ensure that acknowledgement of additional team sponsors does not interfere with acknowledgement of existing team sweater sponsorships.
- d) Obtaining contacts and phone numbers of all the other team coaches/managers and appropriate league officials.
- e) If appropriate, open a team bank account to control all funds coming and going through the team.
- f) 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 Coordinator for review.
- g) Distributing league schedules, and any other information to the players/parents.
- h) Preparing an Annual Projected team budget prior to December 1 for approval of the Executive of the Association.

During the Season:

- i) Arranging any team/parent meetings to discuss progress of the team, tournament schedules, money collection, etc.
- j) Based on requirements of the team, tournaments, etc. manage fund raising for the team.
- k) Drafting a schedule for the parents to perform duties such as scorekeeper, clock attendant and ticket sales at door, etc.
- l) Providing a list of monies paid by the parents or their sponsors so everyone is aware of their fees status.

- m) Forwarding necessary game sheets to the League Coordinator for regular and playoff league games as outlined by the League Coordinator.
- n) Representing the team on any disciplinary issues involving Players or Coaches and reporting any situation to Association Executive. This includes reporting any Parent or Guardian whose behavior may not represent NRMHA image.
- o) Arranging for any additional ice times for practices as required.
- p) Exchanging ice times as necessary with other teams with prior approval of the Ice Scheduler and the Division Coordinator.
- q) Providing interim report to the parents on the financial status of the team.
- r) Keeping a record of which players' are called up, and how many post January 10 games have been played by each player.
- s) Obtaining necessary travel permits for all out of Province travel and have these permits signed by Association President and League Coordinator.

End of Season:

- t) Developing a year-end Financial Statement of teams Revenue and Expenses and forward to Division Director by April 10.
- u) Collect all team sweaters and forward to Division Coordinator.
- v) Arrange for year-end party for players and parents.
- w) Prepare a report for Division Coordinator. on the teams results during the year for the AGM.
- x) Close out Bank Account and dispose of any remaining funds as agreed to by the team.

#### 4.9 Trainer

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

The Trainer Shall:

- a) Prepare a list of player addresses and phones numbers of Parents or Guardian's work and home.
- 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 HPEI as soon as practically possible (not later than 48 hours) after any accident or injury relevant to their team.
- f) Ensure Parents/Guardians are informed if a player is injured or illness is suspected.

#### **Article 5 - DUTIES OF THE EXECUTIVE**

- 5.1 The Executive must pursue the objectives and enforce the Constitution and ByLaws of the Association.
- 5.2 The Executive shall approve the appointment of the Division Coordinators,, the Ice-Scheduler, the Referee-In-Chief, the Technical Coordinator, and The Discipline Committee.
- 5.3 The Executive must ensure that the “A” League and Competitive League is operated within the guidelines of the Constitution and ByLaws of the Association and any rules and regulations approved by the CHA., HPEI., FMHC. or PEIMHC.
- 5.4 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.
- 5.5 The Treasurer and Executive must approve all team budgets as submitted by the Team Manager and approve all teams year-end statements.
- 5.6 The Executive may annually appoint an auditor.
- 5.7 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.

#### **Article 6 - OPERATIONS**

- 6.1 All players must play in their respective age brackets unless authorized otherwise by the Executive.
- 6.2 All Representative teams (AAA, AA & A) are expected to carry a minimum of fifteen players and 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.
- 6.3 Fair Play and Equal Ice Time Policy

NRMHA's mandate is to support the skill and personal development of all players through their participation in the “team sport” of hockey. The expectation is that all players, and parents be treated in an equitable, fair and respectful manner, promoting fun and safety ALWAYS. There will be no support for general bench shortening.

At the AA level of play, some latitude will be afforded to coaches for:

- shortening the bench during the last 5 minutes of a tournament game, if it is deemed that in doing so may result in the team advancing to a semi-final or championship game
- making use of 'special teams' during key penalty kills, power plays or overtime situations.
- Disciplining a player. The player and parent should be told why they were benched.

At the A level of play, some latitude will be afforded to coaches for:

- shortening the bench during the last 5 minutes of a tournament game, if it is deemed that in doing so may result in the team advancing to a semi-final or championship game

The Coach must ensure that each goaltender's ice time is allocated on a fair and equal basis over the course of the season.

Coaches of AA teams should ensure their coaching philosophy is shared and open for discussion at the initial parents meeting.

- 6.4 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.
- 6.5 The timelines for the selection of teams at both the Representative and "A" team levels will be determined by the executive;
- 6.6 The player selection process of any team in the AAA and AA divisions is the responsibility of the team's head Coach.

Team selection for A teams will be completed via a draft. Players will be evaluated over several ice times by team coaches and/or Division Coordinators, and assigned a ranking. A draft will be held with only each Head Coach present, plus the Division Coordinator. Teams will be drafted by allocating an equal number of each ranking per team. Efforts will be made to accommodate player requests to play together but not at the expense of making teams unequal. Intersquad games will be held following the completion of the draft to ensure fairness of teams. NRMHA reserves the right to alter rosters following the intersquad games but will only do so in cases where there is valid concern for equality.

- 6.7 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 Coordinator; Players should not be contacted prior to making such requests. Priority must be given to the carded team if scheduling conflicts arise.

- 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.
- 6.8 Player movement must be in compliance of HPEI.
- 6.9 All Association players and members are required to follow all applicable Hockey PEI and Hockey Canada governing documents and policies, including the Code of Conduct and the Social Media Policy. Any violation of applicable Hockey PEI or Hockey Canada governing documents or policies may be subject to disciplinary action.
- 6.10 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.
- 6.11 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.
- 6.12 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 Coordinator who will report same immediately to the President for a ruling.
- 6.13 The beginning of the hockey season shall be set by the Executive with registration of players held two weeks prior.
- 6.14 Registration of players after September 14 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 \$50. The Executive reserves the right to waive the late fee.
- 6.15 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.
- 6.16 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.
- 6.17 Registration of players provides each player the opportunity of participating in at least one game and practice session on average per week.

- 6.18 Return of registration fees to any player for any reason is prohibited without the consent of the Executive.
- 6.19 All players must be registered before participating in minor hockey activities.
- 6.20 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 HPEI.

**Article 7 - MOTIONS AND/ OR RESOLUTIONS**

- 7.1 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**

- 8.1 These ByLaws 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 ByLaws can be made which is not in harmony with the Constitution and ByLaws of the Association.