



CONSTITUTION By-Laws

AMENDMENT RECORDS OF BY-LAWS OF THE SACKVILLE MINOR HOCKEY ASSOCIATION

#	Change Description	Date Entered
By-Law 2	Executive can coach except VP of Rep or President	May 26, 2005
Article IV	New Director of Female Hockey added with description	May 26, 2005
Article II	Section 1: c) Clarification on membership and voting	May 25, 2006
Article III	Section 2: Addition of Vice President of Female Hockey	May 25, 2006
Article IV	Section 2: Addition of Director of Development	May 25, 2006
By-Law I	Semi-Annual meeting is deleted	May 25, 2006
Article III	Section 2: Addition of Vice President of IP	May 15, 2007
Article IV	New Director of Central Minor added with description	May 13, 2011
Article IV	New Director of Metro Minor added with description	May 13, 2011
	Changed the association name to The Sackville Minor Hockey Association. Removed all references to ringette.	
	Renamed House League to Recreational Hockey. Renamed Rep to Competitive Hockey	
Article V	Updates to committee descriptions to include Coach Selection committees for Competitive, Recreational and Female	
By-Law 1	Section f): Clarification on nominations	
By-Law 2	Sections c-d): Clarifications on executive term lengths and the years they are up for re-election.	
By-Law 3	Updated/added descriptions of the Executive positions and added VP of Development.	
By-Law 4	Updated/added descriptions of the Director positions and added Director of Communications.	
By-Law 5	Updated descriptions for Division Coordinators.	
By-Law 5	Updated Terms of Reference for coaches	

SMH Constitution By-Laws

	Various cosmetic updates	
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ARTICLES.....	4
Article I – Name.....	4
Article II – Membership.....	4
Article III – Executive	5
Article IV – Board of Directors	6
Article V – Committees	7
BY-LAWS.....	8
By-law 1 – Meetings	8
By-law 2 – Election of Officers	8
By-law 3 - Terms of Reference for the Executive	9
a) President.....	9
b) First Vice President.....	10
c) Vice President of Competitive Hockey.....	11
d) Vice President of Recreational Hockey	12
e) Vice President of Female Hockey	13
f) Vice President of Novice	14
g) Vice President of Initiation	15
h) Vice President of Development.....	16
i) Treasurer	17
j) Secretary.....	18
k) Immediate Past President	19
By-law 4 - Terms of Reference for the Board of Directors	20
a) The Executive - See By Law 3.....	20
b) Director of Finance.....	20
c) Director of Ice Resources.....	20
d) Director of Central Minor	21
e) Director of Metro Minor.....	21
f) Director of Registration.....	22
g) Director of Equipment	22
h) Director of Tournaments.....	22
i) Director of Communications	23
j) Referee-in-Chief	23
By-law 5 - Appointment of Division Coordinators	24
By-law 6 - Terms of Reference for Coaches	26
By-law 7 – Grievance Process and Committee.....	27
By-law 8 - Financial Year	28
By-law 9 - Seal, Books & Contracts of the Association	28

ARTICLES

Article I – Name

This organization shall be known as the “SACKVILLE MINOR HOCKEY ASSOCIATION” (hereafter known to as “the Association” or “SMHA”)

Article II – Membership

Section 1:

- a) The Association shall be composed of the Executive, the Board of Directors, registered Coaches and other members as defined in (b).
- b) Parents of fully registered players will be accorded membership upon receipt of registration fees. This membership will be limited to one per family and shall be valid until the next Annual General Meeting.
- c) Any person holding a position as described in a) will receive a separate vote from the family membership as described in b). ie: Coach will vote and his spouse will vote as the family membership. One person can not vote twice.

Section 2:

Designated registered minor officials shall enjoy all privileges of the membership, but are ineligible to vote on any matters pertaining to the Association.

Section 3:

To follow the participation agreement:

- a) I hereby agree to permit my child to play hockey on a team sponsored by Sackville Minor Hockey Association.
- b) I agree not to hold said association, their agents, or team and league officials responsible for any injury, illness or accident sustained by my child/ward, before, during and after any hockey game or practice or traveling to and from any hockey game or practice sanctioned by said association and/or their agents and/or any team of league officials.
- c) I and my child agree to abide by the rules, regulations, rulings and decisions of the Association, its agents and/or team and league officials.

Section 4:

The Board of Directors shall:

- a) Remove from office forthwith by a two - thirds vote, any member of the Executive Board of Directors who is remiss or neglectful of duty or whose conduct tends to impair his /her usefulness as a member of same.
- b) Shall suspend or terminate the service of any coach, manager, delegate or any member of the Association at any time and without notice, if it appears to the Board of Directors to be necessary to do so for the benefit and welfare of the Association.

Article III – Executive

Section 1:

The Association shall be governed by the Executive consisting of a slate of officers who shall be elected for a period of two (2) years, commencing on June 1, 1971.

Section 2:

The Executive of the Association shall be as follows:

- a) President
- b) First Vice President
- c) Vice President of Competitive Hockey
- d) Vice President of Recreational Hockey
- e) Vice President of Female Hockey
- f) Vice President of Novice
- g) Vice President of Initiation
- h) Vice President of Development
- i) Treasurer
- j) Secretary
- k) Immediate Past President

Section 3:

The Executive shall not have the power to borrow money.

Article IV – Board of Directors

Section 1:

The day to day operation of the Association during the active season shall be governed by the Board of Directors.

Section 2:

The Board of Directors of the Association shall consist of:

- a) The Executive (11)
- b) Director of Finance
- c) Director of Ice Resources
- d) Director of Central Minor
- e) Director of Metro Minor
- f) Director of Registration
- g) Director of Equipment
- h) Director of Tournaments
- i) Director of Communications**
- j) Referee- in- Chief

Section 3:

The Directors shall be appointed by the Executive for a period of two (2) years and shall be responsible to the President and Executive.

Section 4:

The Referee-in-Chief will be appointed for a period of two (2) years.

Section 5:

Any person serving on the Executive or the Board of Directors cannot use their position for their own personal gain. This means that unless the Association will directly benefit from the endeavor or the promotion then one cannot use the Association to promote or enhance their business.

Article V – Committees

Section 1:

The standing committees of the Association and their duties shall be as follows:

a) NOMINATING COMMITTEE:

There shall be a Nominating Committee consisting of four members that shall be appointed by the Executive at least one (1) month in advance of the annual general meeting with one member of the committee to serve as the chairperson.

b) WAYS AND MEANS COMMITTEE:

The committee shall be responsible for any fund raising activities of the Association and other related activities.

c) DISCIPLINE COMMITTEE:

There shall be a Discipline Committee consisting of four members with the First Vice President as the chairperson, one Director, the Referee-in-Chief and one neutral party appointed by the President. The committee is responsible for dealing with protests by and suspensions of players, coaches and/or officials, as well as dealing with other discipline.

d) COACH SELECTION COMMITTEES:

Coach Selection Committees shall be appointed for Competitive, Recreational and Female hockey. Each committee shall be chaired by the respective Vice President and also include members of the Executive and Division Coordinators. These committees shall receive all applications for coaching positions. Coaching selections for competitive teams shall be completed by the first of August (annually), if possible. Coaching selections for female and recreational teams should be completed before the fall player evaluation sessions.

Section 2:

Standing and Special Committees are established by the Executive of the Association to direct such activities as it will further the objectives of the Association.

Section 3:

All committee appointments shall be for a period of one (1) year

BY-LAWS

By-law 1 – Meetings

- a) The annual general meeting for the election of officers shall be held on or before May 31st of each year.
- b) A quorum for the annual general meetings shall consist of at least fifteen (15) of the registered membership.
- c) Special meetings shall be held at the discretion of the President or shall be held at the written request by ten (10) or more members; notice of such a meeting shall be given two (2) weeks in advance.
- d) Voting by proxy is prohibited.
- e) In order that proposed changes to the By-Laws may be deliberated, they must be in written form and in the hands of the Secretary two (2) weeks prior to the start of the annual general meeting.
- f) Executive nominations must be in written form and in the hands of the Secretary two (2) weeks prior to the start of the annual general meeting and approved by the Nominating Committee. No nominations will be accepted from the floor.
- g) Roberts Rules of Order govern all meetings.
- h) All reports for the annual general meetings shall be in written form and to the Secretary two (2) weeks prior to the meeting.

By-law 2 – Election of Officers

- a) To be eligible for office, a person must be registered as member of the Association.
- b) Only a member of good standing and a member of the Board of Directors for the past two (2) years shall be eligible for election to the office of President.
- c) The following officers shall be elected for office for terms of two (2) years as follows:
 - i. The President, Secretary, Vice President of Recreational Hockey, Vice President of Development and Vice President of Novice shall be elected on even numbered years (2000, 2002, 2004 ...).
 - ii. The First Vice President, Treasurer, Vice President of Competitive Hockey, Vice President of Female Hockey and Vice President of Initiation Program shall be elected on odd numbered years (2001, 2003 ...).
- d) If an elected official ends their term early for any reason, the Executive may appoint a replacement until the next annual general meeting is held. At that point the position will be up for election for the remaining amount of time of the original term.
- e) During the election of officers, all registered members, (as per Article II, Section 1) are eligible to vote. Members whose names have been submitted to the Association by the Nominating Committee may be in attendance during the actual elections of officers and shall have a vote. A letter of acceptance by the person nominated to the position and not in attendance must be in the hands of the Executive to acknowledge acceptance.
- f) Voting shall be by secret ballot.

- g) The President and the Vice President of Competitive Hockey cannot be a head coach or assistant coach of a competitive hockey team within the Association. All other Executive positions and Directors are allowed to coach at the competitive, recreational or female levels.

By-law 3 - Terms of Reference for the Executive

a) President

Authority:

Elected by the membership for a two (2) year term and is responsible to the membership.

Purpose:

To act as the Chief Executive Officer of the Association.

Actions:

- To preside over all meetings of the Executive, Board of Directors and the Association.
- To provide leadership in determining the policies of the Association and in the administration of the affairs of the Association.
- To call a meeting at the written request of the at least ten (10) members of the Association.
- May call a special or general meeting of the Association at any time.
- To sign cheques in payment of accounts and bills authorized by the Treasurer and First Vice President and bearing his/ her signature (2 of 3 signatures required).
- To oversee all travel by the Association teams outside of Canada.
- To submit a report at the annual general meeting.
- To be responsible for the liaison between the Sackville Minor Hockey Association and other associations and shall appoint delegates to the annual general meeting of the Nova Scotia Minor Hockey Council.
- To be the official representative of the Association at all functions or events held by groups or organizations outside of the Association, except in cases stipulated otherwise by the By-Laws or in cases where he/ she delegates such authority and responsibility.
- In addition to his/ her normal duties, may at his/ her discretion in emergency situations, exercise all the authority of the Board of Directors, provided that any such emergency action taken is referred to the Executive for confirmation or rejection within ten (10) days.
- Shall perform any such duties generally associated with the office of the President.
- Shall have a copy of the By-Laws and shall make available on written request.
- Shall in the event of an extended absence, designate the First Vice President to act on his/her behalf.
- To sit on all committees as an ex-officio voting member.

Reporting:

To the membership. In reports at the annual general meeting assessing the progress of the Association over a period of twelve (12) months.

b) First Vice President

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the membership.

Purpose:

To serve as a member of the Executive and the Board of Directors.

Actions:

- Perform any such duties delegated by the President.
- To attend the meetings of the Executive and the Board of Directors.
- Shall in the absence of the President, perform all duties and exercise all the powers of the President. He/ she may perform any such duties delegated to him/ her by the President.
- To serve as Publicity Officer for the Association.
- To be responsible for the Association Newsletter with the Registrar.
- To be responsible for the Risk Management and “Fair Play” programs with all of the other Vice Presidents.
- To be responsible for discipline in conjunction with all the Vice Presidents.
- Shall be the chairperson of the Discipline/Protest Committee.
- To act as an authorized signer on all the Association bank accounts.
- To perform other such duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the President and membership.

Perf. Standards:

By reports to the Executive and Board of Directors meetings and to the membership at the annual general meeting.

c) Vice President of Competitive Hockey

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the membership.

Purpose:

To serve as a member of the Executive and the Board of Directors.
To be responsible for all aspects of competitive hockey including tryouts.
To represent the Association as a member of the Central Minor Hockey Federation.

Actions:

- To attend meetings of the Executive and the Board of Directors.
- To carry out duties delegated by the President.
- To carry out duties assigned by the Central Minor Hockey Federation.
- Shall be responsible for the operation and conduct of the Competitive Hockey Program.
- To implement the Risk Management and “Fair Play” Programs in coordination with the First Vice President and Division Coordinators.
- Shall recruit and submit Division Coordinator’s names to the Executive for approval.
- To be responsible for the planning and running of all competitive tryouts.
- To co-ordinate the designated skill program for all competitive hockey teams.
- To organize and chair a coaches information meeting at the beginning of each season.
- To ensure proper registration of all competitive hockey teams and players for tournament play and NS provincial playoffs, in co-operation with the Registrar.
- To ensure the operation of the competitive teams regarding finance and fund-raising in conjunction with the Director of Finance.
- To ensure all competitive teams follow the Coaches and Managers Handbook and abide by the Association guidelines.
- Shall be responsible for keeping a record of all suspensions and inform (verbally and in writing) all players and coaches affected by such suspensions.
- Shall receive and report all incidents concerning discipline of competitive hockey teams to the First Vice President.
- Responsible for administering the James Sheppard Award.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the President and membership.

Perf. Standards:

By reports to the Executive and Board of Directors meetings and to the membership at the annual general meeting.

d) Vice President of Recreational Hockey

Authority:

Elected by the membership for a two year (2) term and responsible to the President and the membership.

Purpose:

To serve as a member of the Executive and Board of Directors.

To be responsible for all aspects of the Recreational Hockey Program including player evaluations.

To represent the Association as a member of the Metro Minor Hockey Association.

Action:

- To attend the meetings of the Executive and the Board of Directors.
- Perform any such duties designated by the President.
- To carry out duties assigned by the Metro Minor Hockey Association.
- Shall be responsible for the operation and conduct of the Recreational Hockey Program.
- To implement the Risk Management and "Fair Play" Programs in coordination with the First Vice President and Division Coordinators.
- Shall recruit and submit Division Coordinator's names to the Executive for approval.
- As part of a Coach Selection Committee, shall oversee the selection of recreational hockey coaches and submit to the Board of Directors for approval.
- To be responsible for the recreational player evaluation sessions in coordination with the Division Coordinators.
- To be responsible for the team draft process for all recreational teams in coordination with the Division Coordinators.
- To organize and chair a coaches information meeting at the beginning of each season.
- To ensure the operation of the recreational teams regarding finance and fund-raising in conjunction with the Director of Finance.
- To ensure all recreational teams follow the Coaches and Managers Handbook and abide by the Association guidelines.
- Shall be responsible for keeping a record of all suspensions and inform (verbally and in writing) all players and coaches affected by such suspensions.
- Shall receive and report all incidents concerning discipline of any recreational hockey teams to the First Vice President.
- Shall make a report to the Board of Directors on the affairs of the Recreational Hockey Program.
- To serve as liaison between Division Coordinators and the Executive.
- To perform such other duties as shall be necessary for the good and welfare of the Association

Reporting:

To the President and membership.

Perf. Standards

By reports to the Executive and Board of Directors meetings and to the membership at the annual general meeting.

e) Vice President of Female Hockey

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the membership.

Purpose:

To serve as a member of the Executive and the Board of Directors.

Actions:

- To attend meetings as a member of the Executive and the Board of Directors.
- To carry out duties delegated by the President.
- Shall be responsible to the President for the operation and conduct of female hockey.
- To attend all meetings of Hockey Nova Scotia as may be requested by the HNS Chair of Female Council on behalf of the Association.
- To be a participating member of the South Conference Female Hockey Federation board representing Sackville Minor Hockey in all matters affecting SMH and relating to the female league
- To serve as a liaison between the female teams and the Board of Directors.
- To help define and establish the rules and regulations of the female teams within the Association.
- Shall be responsible for the operation and conduct of the Female Hockey Program.
- To implement the Risk Management and "Fair Play" Programs in coordination with the First Vice President.
- To be responsible for the planning and running of all female competitive tryouts.
- To co-ordinate the designated skill program for all female hockey teams.
- To organize and chair a coaches information meeting at the beginning of each season.
- To ensure proper registration of all female hockey teams and players for tournament play and NS provincial playoffs, in co-operation with the Registrar.
- To ensure the operation of the female teams regarding finance and fund-raising in conjunction with the Director of Finance.
- To ensure all female teams follow the Coaches and Managers Handbook and abide by the Association guidelines.
- Shall be responsible for keeping a record of all suspensions and inform (verbally and in writing) all players and coaches affected by such suspensions.
- Shall receive and report all incidents concerning discipline of female hockey teams to the First Vice President.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the President and membership.

Perf. Standards:

By reports to the Executive and Board of Directors meetings and to the membership at the annual general meeting.

f) Vice President of Novice

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the membership.

Purpose:

To serve as a member of the Executive and Board of Directors.

To be responsible for all aspects of the Novice Hockey Program including novice travel teams.

Actions:

- Perform any such duties as delegated by the President.
- Shall be responsible to the President for the operation and conduct of the Novice Hockey Program.
- Shall organize all aspects of the Novice Hockey Program including keeping of records.
- Shall ensure all on ice coaches are certified and ensure that they are capable of performing assigned duties.
- Shall be responsible for all matters concerning discipline in novice hockey and receive and report incidents to the First Vice President.
- Shall implement the Risk Management and “Fair Play” Programs in coordination with the First Vice President.
- To be responsible for coordinating the distribution and collection of the Tim Horton’s sweaters in conjunction with the Director of Equipment.
- To perform such duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the President and membership.

Perf. Standards:

By reports to the Executive and Board of Directors meetings and to the membership at the annual general meeting.

g) Vice President of Initiation

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the membership.

Purpose:

To serve as a member of the Executive and Board of Directors.
To be responsible for all aspects of the Initiation Program.

Actions:

- Perform any such duties as delegated by the President.
- Shall be responsible to the President for the operation and conduct of the Initiation Program.
- Shall organize all aspects of the Initiation Program including keeping of records.
- Shall ensure all on ice coaches are certified and ensure that they are capable of performing assigned duties.
- Shall implement the Risk Management and "Fair Play" Programs in coordination with the First Vice President.
- To be responsible for the evaluation process as outlined in the Initiation Program.
- To be responsible for coordinating the distribution and collection of the Tim Horton's sweaters in conjunction with the Director of Equipment.
- To perform such duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the President and membership.

Perf. Standards:

By reports to the Executive and Board of Directors meetings and to the membership at the annual general meeting.

h) Vice President of Development

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the membership.

Purpose:

To serve as a member of the Executive and Board of Directors.

Responsible for all aspects of development for all levels of Recreational, Competitive and Female hockey. including programs that pertain to Coaches, Players and Parents and Officials.

Actions:

- To attend all Provincial Development Hockey Meetings on behalf of the Association.
- To be responsible for the organization of all coaches' clinics with the Secretary.
- To be responsible for the planning and organization of Development Weekend for the Association.
- To be responsible for the Coaches Mentorship Program.
- Shall ensure all the Association coaches are certified with current Hockey Nova Scotia acceptable certifications and ensure that they are capable of performing assigned duties.
- As requested by the Executive, assess practices and games of a particular team for evaluation. Results will be presented to the Executive and an action plan put in place to support the coaching staff where they may need help.
- Shall provide material resources, educational clinics, workshops and on ice support resources to enhance coach and player development.
- Shall provide specialty training clinics, personnel and outside hired support when necessary to improve development as determined by either Divisional Coordinators and/or VPs of the Association.
- To be responsible for the coaches and player evaluation process as outlined in the Development Plan or a recognized alternative evaluation process (Hockey Canada, Hockey Nova Scotia). Submitted to the Executive for review.
- To be responsible for the budgeting and expenditures (with respect to the Development Plan) as approved by the Executive.
- Work with the Director of Communications to inform coaches, parents and players of all Association approved development programs, clinics and educational forums available to them during the hockey season. Any program not directly organized by the Association requires Executive approval before they are promoted on behalf of the Association.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the President and membership.

Perf. Standards

By reports to the Executive and Board of Directors meetings and to the membership at the annual general meeting.

i) Treasurer

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the membership.

Purpose:

To serve as a member of the Executive and Board of Directors.

Actions:

- To control the bookkeeping/accounting, budgeting and forecasting using an Accounting Program, Microsoft Word and Microsoft Excel.
- To be responsible for large sums of money.
- To report on the financial status of the Association once per month to the Executive.
- To keep the books of the accounts of the Association.
- To ensure the books of the accounts of the Association are prepared as of April 30 each year and presented at the annual general meeting.
- To authorize accounts and sign cheques for their payment with another co-signer.
- Shall prepare, in conjunction with the Executive, the Association's budget annually.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the President and membership.

Perf. Standards

By monthly financial reports to the Executive, the annual audit, and report to the membership at the annual general meeting.

j) Secretary

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the membership.

Purpose:

To serve as a member of the Executive and Board of Directors.

Actions:

- To record and retain the proceedings of the meetings in a Minute Book and certify the accuracy of the record by signature.
- To be responsible for the conduct correspondence and ensure that the President has full knowledge of all correspondence.
- To notify members of the Association of all general meetings when directed by the President.
- To be a co-signer if required.
- To be responsible for the Coaches Clinics in cooperation with the Director of Development.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the President and membership.

Perf. Standards

By minutes, record at the Executive and Board of Directors meetings and by minute record and correspondence reports at the annual general meeting.

k) Immediate Past President

Authority:

Member of the Executive and Board of Directors for a two (2) year term following one full term as President.

Purpose:

To serve as the Financial Officer of the Association.

Actions:

- To serve as a member of the Executive and Board of Directors.
- To attend all meetings of the Executive and the Board of Directors.
- To advise the Executive and Board of Directors based on his/ her experience as the former President.
- To serve as a member of the Nominating Committee.
- To serve as executive liaison with the Ways and Means Committee in conjunction with the Director of Finance.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the President and membership.

Perf. Standards:

By reports of the Nominating Committee and other reports to the Executive and the Board of Directors.

By-law 4 - Terms of Reference for the Board of Directors

a) The Executive - See By Law 3

DIRECTORS

Authority:

Directors shall be appointed by the Executive for a term of two (2) years and shall be responsible to the Executive and shall attend all meetings of the Board of Directors.

Purpose: To serve as a member of the Board of Directors.

Reporting: To the President and the Executive.

Perf. Standards:

Through reports to the Executive and a report at the annual general meeting.

Appointed Directors shall be:

b) Director of Finance

Actions:

- To be responsible for the collection and deposit of all registration revenue.
- To be responsible for the collection and deposit of ice bill payments.
- To be responsible for collection and deposit of competitive hockey fees.
- To be responsible for the collection of Provincial play down gate receipts.
- To assist the Director of Registration, Director of Tournaments and VP of Development with the preparation and reconciling of all deposits received by these people and ensure placed in the proper bank account on a timely basis
- To prepare detailed reports for all monies collected and deposited for the Treasurer
- To forward a copy of all deposits made to the Treasurer to reconcile to the bank statements
- To coordinate with all team managers to ensure all team budgets are prepared and submitted for review, to ensure all interim reports are received on a timely basis and reviewed and to ensure all year end reports are submitted on a timely basis and reviewed.
- To be a resource for team managers for all financial issues or questions that may arise during the course of the year.
- To chair Associations Financial Committees established by the Executive.
- To chair the Fundraising Committee, if required.
- To be in charge of the fund-raising process and policies. To assist and /or step into the role of Treasurer if required at any time.

c) Director of Ice Resources

Actions:

- To coordinate with the President to secure all ice contracts.
- To work with the Board of Directors to coordinate all ice schedules.

- To coordinate with each division on the scheduling of all games.
- To ensure all association teams are allotted their appropriate game ice time.

d) Director of Central Minor

Actions:

- To act as the single point of contact between members of the Association and the league.
- To coordinate with the Vice President of Competitive Hockey on which divisions and teams will be participating in the league for the upcoming season.
- To confirm to the league the number of teams from each division that will be participating in the league along with team names, colors, home ice times and locations as well as start and stop dates for the ice times for the season and any exceptions.
- To provide to the league the head coaches/managers' names and contact information along with emergency phone contact in case of game cancellations.
- To monitor with the Referee-in-Chief and all teams to ensure on-ice officials and time keepers are secured for all home games.
- To coordinate with the Director of Registration to provide a copy of official Hockey Nova Scotia team rosters to the league if needed.
- To ensure that each team in the Association is aware of the Rules and Regulations of the league.
- Responsible, upon request from coaches, to determine whether or not to cancel a game due to weather.
- Responsible to secure 'make up' games and officials for any home games that are missed due to weather or any other reason.
- To distribute to the coaches the appropriate number of league game sheets for their home games.
- To ensure all teams email their league home game scores immediately after the game.

e) Director of Metro Minor

Actions:

- To act as the single point of contact between members of the Association and the league.
- To coordinate with the Vice President of Recreational Hockey on which divisions and teams will be participating in the league for the upcoming season.
- To confirm to the league the number of teams from each division that will be participating in the league along with team names, colors, home ice times and locations as well as start and stop dates for the ice times for the season and any exceptions.
- To provide to the league the head coaches/managers' names and contact information along with emergency phone contact in case of game cancellations.
- To monitor with the Referee-in-Chief and all teams to ensure on-ice officials and time keepers are secured for all home games.
- To coordinate with the Director of Registration to provide a copy of official Hockey Nova Scotia team rosters to the league if needed.
- To ensure all association teams are balanced within each league division, in order to provide a fair and competitive environment in which the players can participate.
- To ensure that each team in the Association is aware of the Rules and Regulations of the league.
- Responsible, upon request from coaches, to determine whether or not to cancel a game due to weather.
- Responsible to secure 'make up' games and officials for any home games that are missed due to weather or any other reason.
- To distribute to the coaches the appropriate number of league game sheets for their home games.
- To ensure all teams email their league home game scores immediately after the game.

- To help plan, organize and run the MMHL Championship Weekend.

f) Director of Registration

Actions:

- To coordinate registration for the Association.
- To submit to Nova Scotia Hockey Association registration information.
- To be responsible, in coordination with the appropriate Vice Presidents, for registering all players with Nova Scotia Minor Hockey Council.
- To assist the First Vice President with the Association Newsletter.

g) Director of Equipment

Actions:

- To arrange for the handling, storage, repairing and cleaning of inventory (including all sweaters).
- To be responsible for the “STOP” Program within the Association.
- Establish a sign out process of all jerseys and equipment at the beginning of the season to all Association teams and a return process at the end of the season.
- Act as liaison for vendor (supplier) of equipment and jerseys, ensuring that fair competitive pricing is established.
- Maintain a current inventory list of all sweaters and equipment providing details on which teams/individuals have Association items signed out in their possession and what items are secured in storage.
- To be responsible for an annual yearly written inventory of equipment to be submitted to the Board of Directors.
- To obtain a list of equipment requirements from the Division Coordinators.
- To issue goalie gear where required.
- May be authorized by Executive to purchase equipment.
- Maintain and manage any minor hockey rooms used by the Association
- Collect and hang tournament banners in each rink
- Establish and manage trophy cases ensuring appropriate trophies, awards are appropriately displayed.

h) Director of Tournaments

Actions:

- To organize all hockey tournaments hosted by the Association.
- To prepare a pre-budget for each tournament and submit to the Treasurer.
- To recruit volunteers for each tournament.
- Responsible for all tournament permits.
- Identify which divisions will have tournaments and have the details approved by the Board of Directors.

i) Director of Communications

Actions:

- To ensure the Association membership is aware of activities, opportunities, successes and relevant issues by effectively using the Association website, email communication and other appropriate media.
- To be responsible for the design and content for the Association's website and other social media as directed by the Executive.
- To maintain the website users and their access to the site (i.e. Team Managers, Coaches, Team Web Administrators, etc.).
To resolve any website access issues (missing, corrupt or duplicate Teams, Players, etc.) and act as the liaison with our website software and hosting provider(s).

j) Referee-in-Chief

Actions:

- To direct the activities of the referees of the Association and represent them as member of the Board of Directors.
- To appoint referees for all recreational hockey, competitive hockey, female hockey and exhibition games. All appointments are final.
- To conduct and/or organize referee clinics.
- To monitor the performance of the referees of the Association.
- To submit to the Treasurer a schedule of completed referee assignments for payment purposes.
- To serve as a communication link between the referees and the Board of Directors and as well, between the Nova Scotia Referee's Association and SMHA and between Central Minor Hockey Federation Referee-in-Chief and SMHA.
- To distribute referees' fees.
- To encourage a rapport between the referees and the coaches of the Association.
- To ensure that all referees are aware of the special association rules governing recreational hockey league play, including the rules of the MMHL.
- To serve as a member of the Discipline/Protest Committee.
- Shall make reports to the Board of Directors and submit a report for the annual general meeting on activities of the referees.

By-law 5 - Appointment of Division Coordinators

a) RECREATIONAL DIVISION COORDINATORS

Recreational Division Coordinators shall be appointed by the Executive for a one (1) year term and are responsible to the Board of Directors.

Actions:

- To carry out duties assigned by the Vice President of Recreational Hockey.
- To serve as the liaison between recreational hockey coaches, Vice President of Recreational Hockey and the Director of Metro Minor.
- To sit on the committee to appoint coaches for all teams in the division. This is to be done in consultation with the Vice President of Recreational Hockey and shall require Executive approval.
- May coach in a division other than their own.
- To attend all evaluation sessions in their respective division.
- To allocate players to a team in recreational hockey with a view for balancing the strength of the teams as evenly as possible in coordination with the Vice President of Recreational Hockey.
- In coordination with the Vice President of Recreational Hockey and First Vice President shall ensure the Risk Management and "Fair Play" Programs are being followed.
- To inform Director of Ice Resources of ice requirements.
- To ensure operation of the hockey teams in their respective divisions.
- To ensure all coaches and minor officials in their division are aware and understand the By-Laws governing coaches, committees, meetings and membership and agree to abide by them.
- To request the replenishing of goalie gear and sweaters for the division.
- To generate regular season and playoff schedules for all recreational hockey teams in the division, if that division does not belong to MMHL. To be done in conjunction with the Vice President of Recreational Hockey.
- To communicate league schedules and results via the Association website or the MMHL website.
- To provide to the Director of Registration a list of all coaches and all team lists by October 15.
- To authorize loan of a goaltender.
- To ensure all officials, including timekeeper and scorekeeper, referees and linesmen are on duty for each game.
- To enforce the SMHA Fair Ice Time Policy.
- To report to the Vice President of Recreational Hockey all incidents concerning discipline.
- Shall submit a report to the Vice President of Recreational Hockey as requested for the annual general meeting.

b) COMPETITIVE DIVISION COORDINATORS

Competitive Division Coordinators shall be appointed by the Executive for a one (1) year term and are responsible to the Executive.

Actions:

- To carry out duties assigned by the Vice President of Competitive Hockey.
- To serve as the liaison between competitive hockey coaches, Vice President of Competitive Hockey and the Director of Central Minor.
- To sit on the committee to appoint coaches for all teams in the division. This is to be done in consultation with the Vice President of Competitive Hockey and shall require Executive approval.
- May coach in a division other than their own.
- To attend all tryout sessions in their respective division.
- In coordination with the Vice President of Competitive Hockey and the First Vice President shall ensure the Risk Management and "Fair Play" Programs are being followed.
- To inform the Director of Ice Resources of ice requirements.
- To ensure operation of the hockey teams in their respective divisions.
- To ensure all coaches and minor officials in their division are aware and understand the By-Laws governing coaches, committees, meetings and membership and agree to abide by them.
- To provide to the Director of Registration a list of all coaches and all team lists by October 15.
- To ensure all officials, including timekeeper and scorekeeper, referees and linesmen are on duty for each game.
- To enforce SMHA Fair Ice Time Policy.
- To report to the Vice President of Competitive Hockey all incidents concerning discipline.
- Shall submit a report to the Vice President of Competitive Hockey as requested for the annual general meeting.

By-law 6 - Terms of Reference for Coaches

Authority:

Appointed by the Executive, following recommendations by the Coach Selection Committee for a one (1) year term.

Purpose:

To serve as leader of the representative team to which they are assigned, to improve the individual and team skills of the players assigned to the team and to promote good sportsmanship with the fundamentals of the game.

Actions:

- For Competitive/Female coaches, to possess a coach level certificate by January 1st and strive for further levels of competence.
- For Recreational coaches, to possess at least IP/Rec level certification by January 1st and strive for further levels of competence.
- To abide by the rules governing the draft of players within the Association.
- To be aware of all the NSMHC, League and Association rules.
- To ensure all players receive fair ice time according to the SMHA Fair Ice Time Policy.
- To be at the arena a minimum of thirty (30) minutes prior to the team's game time.
- Must cooperate at all times with league and Association officers and officials.
- To use practice time to the greatest benefit of the players.
- To develop a system of team play that is consistent with the Association objectives.
- To be responsible for all equipment drawn for their team.
- To be responsible for the team on the ice and in and around the arena.
- To designate collection of team sweaters at the end of the season.
- To inform their Vice President and parent/ guardian of any injury to any player.
- To complete the medical insurance form within twenty-four (24) hours after an injury to a player and ensure that the form reaches the Association Secretary within 48 hours after the injury to the player.
- To suspend any player for disciplinary reasons for one (1) game, informing their Vice President, player, his/ her parents/ guardians and the Discipline/Protest Committee of the reason for the suspension. Discipline/Protest Committee may, at its discretion, extend the suspension and shall inform the player and parents/ guardians in writing at least twenty-four (24) hours before the extended suspension is to take place.
- To be responsible to teach team players sportsmanship and fundamentals of the game.
- To be responsible for communication between the players and Division Coordinator.
- To be aware of all Association travel rules.
- To ensure that no drinking, swearing, fighting, or unbecoming conduct is displayed by himself or any players, before, during or following a game.

Reporting:

To the Vice President for their level (Competitive, Recreational or Female)

Perf. Standard

Evaluation by the Coaches Selection Committee at mid-year and year end.

By-law 7 – Grievance Process and Committee

The Grievance Process is established to address the concerns of the members of the Association or any player who may be represented by any member of the Association. There are three (3) types of issues covered under this process:

- a. Team related issues
- b. Division or Association related issues
- c. Issues brought forward by people outside of the Association.

Any other protests or appeals must be done in accordance with Central Minor Hockey Federation, Metro Minor Hockey League, Nova Scotia Minor Hockey Council, Nova Scotia Hockey Association and Canadian Hockey Association rules and regulations.

Pending the results of an investigation the Discipline Committee has the right to suspend players, coaches and parents according to the Association's Behavior and Disciplinary Policy.

A formal grievance must be submitted in writing to the First Vice President within seventy-two (72) hours of the alleged occurrence. A written reply will be made to the griever within seven (7) days. All correspondence and discussions with the Association's Board Members and the Discipline Committee must be done in a respectful and courteous manner.

Team Issues

All issues regarding the operation of a team should be initially addressed at the team level. These issues are not required to be addressed in a written format unless they cannot be resolved by the team itself. Issues concerning the team that require further attention should be communicated by submitting the grievance in writing to the First Vice President. The grievance will be forwarded to the appropriate individual, in the following order:

- a) The Coach, if appropriate
- b) The Division Coordinator
- c) The Vice President of Hockey for that Division
- d) Discipline Committee

Non-Team Issues

All issues that do not concern the operation of a team shall be communicated by submitting the grievance in writing to the First Vice President. The grievance will be forwarded to the appropriate individual, in the following order:

- a. The Division Coordinator
- b. The Vice President of Hockey for that Division
- c. Discipline Committee

Issues brought forward by people outside of the Association

It is recognized that issues regarding the Association's players, coaches and parents may be brought forward by people that are not members of the Association. These issues are required to be reported in writing to the First Vice President. If the person bringing the issue forward is a member of another Minor Hockey Association then the written report must be sent by a Board Member of that association. The Discipline Committee will conduct an investigation and determine the appropriate course of action. If the above format is not followed the Association will provide any complaints received in relation to a team to the team manager for information purposes and the team will determine the necessary action.

Any party can appeal the Discipline Committee's Decision by paying a \$50.00 deposit to the association secretary. The appeal will be reviewed by the executive and their decision will be final. If the executive reduces or waives a suspension, the \$50.00 will be returned.

By-law 8 - Financial Year

The financial year of the Association shall end on April 30th of each year.

BY-LAW 8- AMENDMENTS TO BY-LAWS Amendments to the Memorandum of Association or By-Laws can only be made at the annual general meeting or by a special meeting with the approval of three-fourths (3/4) of those in attendance.

By-law 9 - Seal, Books & Contracts of the Association

The Seal of the Association shall be maintained by the President or the Secretary of the Association. This shall be decided by the Executive.

- b) The books and records of the Association shall be held by the Executive. The members of the Association may inspect these by request in writing to the Executive. The date and time of viewing will be determined by the President.
- c) All contracts, deeds and other documents issued on behalf of the Association shall require approval of the Board of Directors.