

# Charlotte County Minor Hockey Association

## Constitution

2016

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## **ARTICLE 1 Name and affiliation**

- This association shall be known as the Charlotte County Minor Hockey Association Inc. hereinafter to be referred to as the CCMHA.
- The Charlotte County Minor Hockey Association by virtue of its affiliation with Hockey New Brunswick(HNB), The New Brunswick Minor Hockey Council(NBMHC),and District 5 Minor Hockey Association(D5MHA), is a member of Hockey Canada(HC), the governing body of amateur hockey in Canada.
- The CCMHA, on behalf of the HNB, shall have jurisdiction to govern and administer all minor hockey within its constituted geographical boundaries.

## **ARTICLE 2 Aims and Objectives**

To foster, encourage and improve all aspects of organized minor hockey within the aforementioned geographically boundaries by:

- Financing and providing safe, fun, healthy enjoyment through organized competitive and recreation programs which give due consideration of the capabilities of all members in the sport of hockey for all age levels through registration fees, sponsors, grants, etc.
- Teaching basic fundamentals using HC and HNB developmental programs for players, Officials and coaches
- Enhancing the thrill of fair competition for all of those who chose to participate.
- Teaching fair play and sportsmanship to all players.
- Exercising general supervision and direction over players, teams, coaches, officials and executives of CCMHA in regards to good character and citizenship.
- Conducting or overseeing fundraising activities which contribute to social development of all youth of CCMHA.

## **ARTICLE 3 Amendments to Articles and By-Laws**

- The CCMHA constitution shall not be amended except at an Associations Annual General Meeting (AGM) ,to be held by mid May yearly. Any member of CCMHA can submit a notice of motion. Notice of amendment proposal to the constitution shall be give in writing to the administrative assistant at least 15 days prior to the AGM. The Administrative Assistant shall forthwith notify the Board of Directors and post the proposed changes in a conspicuous place for the membership to read at least 10 days prior to the meeting.
- To be adopted, all proposed amendments to the consitution shall require two-thirds majority of those members present and voting a the AGM.

## **ARTICLE 4 Membership**

- Membership in the CCMHA is open to all residents of NBMHC within the CCMHA constituted geographical boundaries.

- A member shall be defined as any parent or guardian of a registered CCMHA player, member of the board, team official or any person taking an approved and active part in the affairs and/or operation of the CCMHA during the Fiscal year.
- Residents living beyond the described geographic boundaries constituted may be members of the A member of CCMHA and serve in a coaching, executive or other official capacity provided such is approved by the Board of Directors hereafter defined.
- CCMHA Constituted Geographical boundaries include everything west of the Charlotte County/Saint John County Line, then running north and west along the Charlotte County/York County Line to the St. George Parish line. Then east along parish line to intersection of Route 770 and Clarence Ridge Road. Then south on Clarence Ridge Road to intersection of Route 760 and Reardon Road at Elmsville. Then south on Reardon Road to Route 760. Then south on Route 760 to Highway 1. Then east along Highway 1 to the Wawieg River including the, town of St. Andrews and the surrounding communities within the area bounded by Waweig and Digdeguash Rivers.
- In accordance with the Constitution, Bylaws and regulations of the governing bodies.
- The CCMHA Constituted Geographical boundaries include the former FMHA, and SAMHA, now known as Fundy and Algonquin sectors.
- No player from outside the geographic boundaries may play hockey for the CCMHA unless such has been approved in accordance with rules and regulations of HNB.
- Members shall at all times abide by the Constitution, By-Laws, Rules, Duties and Regulations of the CCMHA.

## **ARTICLE 5- The Board of Directors**

1. The business and affairs of the CCMHA shall be conducted by a Board of Directors who shall act in accordance with this Constitution and such Bylaws and regulations as may from time to time be enacted by the CCMHA.
  - Any person in good standing in the community may be dually elected to the Board of Directors. This person shall submit to a Criminal Records check prior to acceptance.
  - The CCMHA Executive Officers will be elected at the Annual General Meeting (AGM) by the general membership of the association.
  - The Elected Executive Officers of the Board of Directors of the CCMHA shall consist of
    - 1 President
    - 2 Immediate Past President
    - 3 Vice President of Competitive
    - 4 Vice President
    - 5 Treasurer
    - 6 Administrative Assistant
    - 7 Suspension Coordinator

- The Executive Officers, except for the Immediate Past President, shall serve a term of two years commencing with their election at the AGM. The position of immediate Past President shall be filled by the outgoing president for a term of one year.
- Should one of the elected positions become vacant, the remaining executive members shall appoint a replacement at the earliest opportunity to fill the position until the next annual general meeting.
- The Executive Officers at their first meeting shall appoint the following positions to the Board of Directors for a term of one year.
- The Appointed Board of Directors shall consist of
  - 1 Technical Director
  - 2 Referee-in-Chief
  - 3 Equipment Manager
  - 4 Ice Scheduler
  - 5 Registrar
  - 6 Referee Schedule
  - 7 Tournament Director
  - 8 Fundraising Director
- In addition to the above, the Board of Directors may, by resolution, appoint additional officers.
- All Board of Directors have full voting privileges.
- In the event of the resignation or removal of the President, one of the Vice-President shall be appointed by the Executive Officers for short periods of absence, or at the Presidents request, the immediate Past President may assume the duties of the President.
- An Executive Committee Member, Board member, Director, or any other officer shall be deemed to have offered his resignation by notice in writing to the CCMHA; if he/she fails to attend three consecutive duly called regular meetings of the Board of Directors.
- Any Executive Officer may be removed from office by a 2/3 vote of the entire Board of Directors, or by a two-thirds vote of association members present and voting at a Special Meeting convened for this purpose.
- Any appointed member of the Board of Directors may be removed from office by a majority vote of the entire board of directors, or by a majority vote of Association Members present and voting at a Special Meeting convened for this purpose.
- Life Membership is the highest honor that can be bestowed by the Association, and it is awarded only for very distinctive service to the Association and its members. Life members shall be elected at the Annual Meeting of the Association by a two thirds majority of the members voting thereon and shall have full voting rights at all Annual, Special or General Meetings.

## **ARTICLE 6- CCMHA Crest**

## ARTICLE 7- CCMHA Colors

### BYLAW 1- Powers and Duties of the Executive Officers

- The Executive shall have full and ultimate operational control of the affairs of the CCMHA and shall have the power to amend, within the terms of the Constitution, Rules, Duties and Regulations regarding the operation of the CCMHA.
- As elected officers, the executive shall meet at the call of the President regarding any matter within its jurisdiction. Rules of quorum and voting shall apply.
- The executive may reprimand, suspend or expel any non-elected officer, team official, player, parent, or guardian under the jurisdiction of the CCMHA for any conduct, individual or collective that in the opinion of the executive is either:
  - Contrary to the rules and regulations of the CCMHA or the principles they stand for,
  - Contrary to good sportsmanship or responsible citizenship,
  - Detrimental to the interests of, or is a discredit to, the CCMHA and its members
  - A serious or continuing infraction of the playing rules, Constitution, By-laws, Duties, Rules and Regulations of the CCMHA, HNB, and HC.
- The executive may re-admit by resolution and a two-thirds majority vote, any non-elected officer, team official, player, parent or guardian, under its jurisdiction, previously suspended or expelled by the CCMHA.
- Any non-elected officer, team official, player, parent or guardian affected by a decision of the CCMHA may file an appeal with the President who shall call a meeting of the executive at the earliest opportunity to hear the appeal. The determination of an appeal will be by a two-thirds majority vote of the executive.
- The executive shall determine all questions arising from emergencies not provided for in the Constitution, By-Laws, Duties, Rules and Regulations.
- Each year the executive shall solicit applications for positions as coach, assistant coach, and manager and request such applications on a prescribed form by a date to be decided by the executive for competitive or recreational levels.
- The executive shall determine all or any fees deemed necessary in the operation of the association business as recommended by the Board of Directors.
- The executive shall conduct annual membership for players in accordance with the constitution of the CCMHA, HNB and HC.
- **The Executive has full authority to move players.**

## **BYLAW 2- Powers and Duties of the Board of Directors**

The Board of Directors shall meet at least once a month to determine, discuss, coordinate and vote on administrative business and operational matters that affect the ongoing functioning of the CCMHA, such as:

- The Board will recommend all fees for membership etc. to the executive for approval.
- The Board will raise and direct all committees.
- The Board will ensure the supervision and discipline of team officials, players, parents or guardians.
- The Board will recognize and determine all monetary and logistical needs of the CCMHA and make recommendations to the executive.
- The Board will select and direct members to coordinate and sit on Boards of other agencies and associations, etc. as required.

## **BYLAW 3 - The Duties of the Officers and Directors**

- The President of the CCMHA is elected to the executive at the AGM for a two year term, shall have the overall responsibility for all matters regarding the CCMHA. He/She shall preside at all executive and general meetings. He/She shall not vote except to cast the deciding vote. He/She shall be an ex-officio member of all committees. Have the responsibility for ensuring the provisions of the Constitution, By-Laws and regulations of the Association are adhered to at all times. He/She shall exercise the authority of the association in cases of emergency, subject to ratification by the executive, within a reasonable period of time. He/She shall be the official spokesman for the CCMHA. He/She may be one of the executive members with financial signing authority. He/She shall sit as a member and represent CCMHA at the HNB District 5 Minor Hockey Board of Directors
- The Vice-President is elected to the executive at the AGM for a two-year term shall be an ex-officio member of all CCMHA committees. He/She shall assist the President in his duties. He/She shall assume the duties of the President in his absence at which time he/she shall have all the rights and powers of the President. When acting as President he/she shall not vote except to cast a deciding vote. He/She shall act as representative for CCMHA to District 5 SNBMHL meetings. He/She may be one of the executive members with financial signing authority.
- The Vice-President of Competitive is elected to the executive at the AGM for a two-year term. He/She shall oversee the selection process and operation of Competitive teams. He/She shall provide the Registrar with a players list of each team in his/her division by November of the current year. In addition, he/she is to ensure that team schedules are received and distributed in a timely manner. Game schedules are to provided to the ice scheduler as soon as possible. He/She shall be the CCMHA representative to the SNBMHL within District Five. He/She may be one of the executive members with financial signing authority.
- The Immediate Past President is a member of the executive and shall attend all meetings and act in an advisory capacity with the right to vote. He/She may perform the

duties of the President in his absence if the Vice-President is also absent. When acting as President he/she shall have all the rights and powers of the President and shall not vote except to cast a deciding vote. He/She may be one of the executive members with financial signing authority.

- The Administrative Assistant is elected to the executive at the AGM for a two year term. He/She shall issue notices of all meetings at the request of the President, take and maintain records of proceedings and meetings and see to the publication and distribution of these minutes in consultation with the President, prepare agendas for meetings, prepare correspondence for the President relating to matters concerning the CCMHA, and serve as a voting member of the Executive and Board of Directors. He/She may be one of the executive members with financial signing authority.
- The Treasurer is elected to the executive at the AGM for a two year term. He/She shall receive all monies payable to the CCMHA and deposit same in the bank account of the CCMHA marked "For Deposit Only to the Credit of the CCMHA", **must be** one of the executive members of the CCMHA with financial signing authority, see to the banking and investing of CCMHA funds as per the direction of the executive, and keep an accurate record of the finances of the CCMHA issued cheques in respect to invoices approved by the Executive. NOTE: Cheques of the CCMHA must be signed by two officials having financial signing authority, publish financial statements monthly, present a final report at the Annual General Meeting which will include budget forecasts for the new year, serve as a voting member of the executive and the Board of Directors, and issue all monies owed to the HNB on the applicable dates as set out by the NBMHC.
- Suspension Coordinator is elected to the executive at the AGM for a two year term. He/she will monitor CCHMA for any and all disciplinary and suspension issues that may effect the association, will monitor the compliance of HNB Fair Play Codes for coaches, parents and players, will review all GIR's. Will report to the Board of Directors at the monthly meetings regarding all disciplinary and suspension issues within CCMHA. Will notify all coaches and players of reason for suspension and for how long the suspension must be served for. May call an emergency board meeting and may chair this meeting in the absence of the President. Such a meeting, subject to the rule of quorum, shall be legal and constitutional. He/She may be one of the executive members with financial signing authority.
- The Registrar shall be appointed by the CCMHA executive at its first meeting. He/She shall be responsible to the executive for the registration of all players and volunteers in the HCR who live in the area and wish to play hockey in the CCMHA. He/She shall maintain records and collect fees, which shall be given to the treasurer. He/She shall sit as a member of the Board of Directors of the CCMHA.
- The Director of Ice Scheduling shall be appointed by the CCMHA executive at its first meeting. He/She shall be responsible to the executive for the procurement and distribution of ice. He/She shall sit as a member of the Board of Directors of the CCMHA.
- The Director of Equipment shall be appointed by the CCMHA executive at its first meeting. The term of office is for two years and shall commence in the spring after all equipment has been returned and inventoried. He/She shall be responsible to the executive for the procurement, storage, and state of repair, distribution and collection of

all CCMHA equipment. He shall maintain records and carry out inventories He shall sit as a member of the CCMHA Board of Directors.

- The Director for Public Relations shall be appointed by the CCMHA executive at its first meeting. He/She shall be responsible to the executive for all means of furthering the good name of the CCMHA through press releases, advertisements, and notices. He/She shall maintain records and collect fees, which shall be given to the treasurer. He/She shall sit as a member of the CCMHA Board of Directors.
- The Technical Director shall be appointed by the CCMHA executive at its first meeting. He/She shall be responsible to the executive for insuring that technical aspects of hockey rules and regulations are communicated to all team managers, coaches and officials and serve as liaison with the Director of Officials. He/She shall ensure the availability of competent coaches for all levels of Association operation by providing timely, well-organized Initiation Program and National Coaching Certification Program Clinics. He/She shall ensure the availability and implementation of safety and Risk Management Programs for the Association. This individual shall make every effort to educate the members of the Association on the importance of Safety Education and Risk Management. He/She shall sit as a member of the CCMHA Board of Directors.
- The Director of Officials (Referee in Chief) shall be appointed by the CCMHA executive at its first meeting. He/She shall be responsible for developing a training program and ensuring provincial membership for referees. He/She shall liaise with the HNB to insure that all technical aspects, rules and regulations are communicated to the CCMHA members. He/She shall be responsible for negotiating fees paid by CCMHA to ice officials. He/She shall sit as a member of the CCMHA Board of Directors.
- The Director of Officials scheduling shall be appointed by the CCMHA executive at its first meeting. He/She shall be responsible to schedule referees for all games on a weekly basis. He must notify referees of weekly schedule. He/She must obtain referees payment from treasurer and ensure each individual receives proper payment. He/She shall sit as a member of the CCMHA Board of Directors.
- Tournament Director shall be appointed by the CCHMA executive at the AGM. His/Her name and contact information will be submitted to HNB for the tournament guide. He/She shall be responsible to supply registration forms to inquiring teams, answering questions and collecting the teams for the tournaments. He must also have each team submit a team roster prior to the tournament. He/She shall chair the Tournament Committee. He/She shall sit as a member of the CCMHA Board of Directors.
- Fundraising Director shall be appointed by the CCMHA executive at its first meeting. He/She shall chair the Fundraising Committee. He/She shall report to the executive at the monthly board meetings. He/She shall sit as a member of the CCMHA Board of Directors.



#### **BYLAW 4 - Team Officials**

- Each team shall have a coach, assistant coach and a manager and a HSP, hereinafter referred to as team officials.
- A volunteer accepting an appointment as a Team Official shall be listed as a member of the CCMHA and shall abide by the CCMHA Constitution, By-Laws, Rules, Duties and Regulations. CCMHA Constitution and Operations manual.
- Appointments of all Team Officials shall be approved by the CCMHA executive.
- Team officials shall be familiar with all the rules and regulations of the CCMHA, HNB, NB Minor Hockey Council and the HC and particularly the playing rules as published.

#### **BYLAW 5 - Finances**

- CCMHA funds shall be obtained through membership fees, sponsors, fundraising, or grants, etc.
- All monies raised by the CCMHA shall be passed to the treasurer.
- All monies of the CCMHA shall be held in an approved financial institution to the credit of the CCMHA.
- Withdrawals of monies from this account shall be made by cheque, duly authorized by any two of three signatures of the executive with signing authority.
- CCMHA Teams are required to establish and maintain separate accounts during the time they are in operation. Each team account will utilize a dual signing authorization authority.
- First Year Hockey Free (FYHF) will be offered to all children up until 14 years of age.
- All Parents and Guardians are required to pay their registration fees in full by season's end. Registration fees not paid for that season will be paid in full prior to the beginning of the next season played.
- If a Parent or Guardian has not bought out of their Canteen duty and by season's end has not fulfilled their hours they will be required prior to the next season played to pay the buyout fee that has/had been established by the association for that year the next season they register their child/children.
- If all fees are not paid in full prior to the beginning of the next or future hockey season registration, that Parent or Guardian's child/children will be allowed to attend pre-season tryouts only. Once the regular season begins no clinics, practices, tournaments or games can be played until these fees are paid in full.

#### **BYLAW 6 - Membership**

- The Membership date, fees and method shall be determined by the CCMHA executive as recommended by the Board of Directors.
- The rules shall follow those set out in the HNB /NBMHC Constitution, Rules and Regulations and may complement but shall not conflict with them.
- When registering for the first time a parent or guardian must sign the Membership form with proof of age, Medicare number and residency with Birth Certificate and Medicare Card (within CCMHA Geographical boundaries) being required.
- Parent of guardian registering a player must sign a Parent Contract each year.
- All players shall be registered in the Hockey Canada Registry.

### **BYLAW 7 - Meetings**

- The Annual General Meeting of the CCMHA shall be held no later than May 14th each year. Its purpose shall be to review the activities of the past year, to carry out elections, amend the constitution and to consider policies aimed at improving the operation of the CCMHA for the coming year.
- The agenda for the Annual General Meeting shall include at least the following items:
  - Constitution Amendments
  - President's Report
  - Treasurer's Report
  - Elections
- The Annual General Meeting shall be open to all residents of the area and members of the CCMHA.
- Members of voting age (those persons eligible to vote provincially or nationally) shall have the right to vote on any business requiring majority vote.
- Meetings of the Executive, Board of Directors, and the Annual General Meeting shall be chaired by the President or in his absence by the Vice President or Past President. The chair shall vote on matters only in case of a tie.
- The Board of Directors shall meet on a regular basis at the call of the President, under the following rules of procedure:
  - A quorum shall consist of eight of the elected executive and those appointed by the executive to the Board of Directors. (1e.8 members as described in Article 5.4 and 5.8 above).
  - A monthly meeting shall be held throughout the playing season of each fiscal year.
  - CCMHA board meetings are open to CCMHA members in good standing. CCMHA members in good standing may attend board meetings with the understanding that

they may not participate in any way in the meeting unless they have given at least one week's advance written notice to the board regarding the issue(s) they wish to address with the board. The CCMHA board reserves the right to conduct closed meetings or to close portions of open meetings in order to address sensitive issues such as those dealing with personnel, financial and legal matters.

- Notice of meetings will be given verbally or in writing at the discretion of the Administrative Assistant.
- Emergency meetings of the Executive may be called at any time by the President to deal with important issues that require immediate attention. In such cases, a quorum (for the purpose of emergency executive meeting only) will consist of five members of the executive.
- If the President fails to call a meeting within two weeks after having been requested to do so by two or more members of the Board, a meeting may be called and chaired by an elected officer. Such a meeting, subject to the rule of quorum, shall be legal and constitutional.
- General meetings may be called by the President when necessary to deal with incidents of importance affecting the By-laws or the operation of the CCMHA through its By-laws.
- The executive shall meet or confer, as deemed necessary by the President and/or Vice President, to ensure effective operation of the CCMHA and the discharge of its responsibilities.

### **BYLAW 8 – Fundraising**

- All Fundraising events must be approved by the Board of Directors.
- All Fundraising activities will be under the authority of the Fundraising Committee.
- All team fundraising activities must be approved by the Fundraising Committee.

### **BYLAW 9 – Standing Committees**

Standing Committees shall be as follows:

- Appeals Committee
- Tournament Committee
- Coach Selection Committee
- Team Selection Committee
- Nominating Committee
- Fundraising Committee
- With respect to matters of discipline:
  - HNB shall have jurisdiction over all infractions concerning match penalties, gross misconduct and the "Code of Ethics".

- The Director of District Five (the "District Director") will be responsible for infractions occurring within District Five. He/She will render suspension decisions based on the HNB Discipline Guidelines.
- The District Director will not handle game misconduct penalties except those assessed to coaches, managers, etc., which may be handled under the "Code of Ethics". Game Misconduct and Major Penalties are to be handled by the SNBMHL President and the respective League President.
- Strict enforcement of the "Code of Ethics" and suspensions awarded to team officials being assessed misconduct and game misconduct penalties must be adhered to.
- CCMHA President is responsible for all infractions involving Exhibition games and Sanctioned Tournaments played within the club. Except for match penalties, gross misconduct and the "Code of Ethics".
- In cases of flagrant misconduct, intoxication, drugs (use or sale), public displays of anger, or other actions deemed to be sufficiently severe, any one elected member of the CCMHA Board of Directors shall have the right to take such action as they deem necessary. Such action shall not supersede the authority of the game officials by taking less action but may complement it by taking more severe action. Such action shall be reported immediately to the CCMHA Board of Directors.
- All matters of discipline resulting from other areas, leagues, organizations or associations that involves a CCMHA player, team official, parent or guardian, the Suspension Coordinator and Board of Directors shall also review.
- Appeals Committee
  - a) The Appeals Committee shall consist of the whole of the CCMHA executive.
  - b) All requests for Appeals involving activities of members of the CCMHA shall be heard by this committee at the earliest opportunity, at a regular or special meeting of the CCMHA executive.
  - c) All Appeals shall be in writing and may be submitted to any member of the CCMHA executive.
  - d) All determinations of this committee shall be final and binding as it applies to the CCMHA Constitution.
  - This committee shall maintain minutes of all meetings and shall prepare a written response to all appeals, to be provided to the President of District 5 Minor Hockey Council, the appellant, a responsible team Coach as well as maintain a file copy.
- Tournament Committee
  - Tournament Committee shall consist of the Tournament Director and as many appointed positions as required to organize and coordinate the tournaments.

- The committee will be responsible for the organizing and supervision of all activities associated with the tournaments.
  - An opening budget is to be submitted to the board of directors 30 prior to the tournament.
  - The tournament chair shall submit a monthly report on all activities of the committee.
  - A post tournament report is to be submitted to the board 30 days following the tournament including a financial report.
  - All monies collected will be handed over to the treasurer for deposit. The treasurer will keep a tally of monies and help with the finances for the tournaments.
  - The tournament committee shall be responsible to engage teams or a group of volunteers to help organize and work at the tournaments.
  - The tournament committee will identify what positions will be required during the tournaments and provide a description of the duties of each position needed during the tournament. i.e Selling 50/50 tickets, cleaning dressing rooms, updating the score boards, filling out game sheets, presenting player of the game awards, and issuing discipline etc.
- Coach Selection Committee
    - a) Coach Selection Committee shall consist of vice or Past President, Vice President of Competitive, and Technical Director. The Technical Director shall chair the committee.
    - The Technical Director shall be responsible to provide the recommendation of the Committee to the Board respecting the selection of coaches and the acceptability of applicants for those positions. The Coaches Selection Committee may be supplemented with one person from the membership at large where, in the opinion of the Committee this may benefit the coach selection process.
    - The Committee will meet after membership, and before player evaluation to make their selections.
    - The committee is to take into consideration the following when making their selections:
      - i. Qualifications
      - ii. Coaching Experience
      - iii. Past experience CCMHA has had with the coach
    - Invitations and criteria required for coaching application are to be available at membership.
    - Announcements requesting coach's application should be made through local media.

- Team Selection Committee
  - Team Selection Committee shall consist of the Technical Director, as Chair, Vice President Competitive and President or Vice President.
  - This Committee will be responsible in conjunction with the coaches to create competitive and balanced recreation teams.
  - This committee will review and follow the Team selection criteria set out in the Rules Duties and Regulations.
- d) To inform ice scheduler of how many ice times will be required for player evaluations.
  - In conjunction with ice schedule, make schedule for practice times for player evaluations, splitting groups with player's last name beginning from A-L and M-Z for each division.

Review and adopt the summary of the player evaluation process document, which will be made available to all parents or guardians at membership.

Review and adopt the player evaluation form.

- Review and adopt the Criminal Record Check Document and Form and make available to all potential coaches and volunteers.
- Have Selection Process (Player evaluation) approved by CCMHA Executive.
- Prepare for the pre-player evaluation coaches meeting.
- Notify potential coaches of pre-player evaluation meeting.
- Will monitor player evaluation to ensure the process is being followed.
- Ensure that there are sufficient volunteers to run all practices including coordinator's, on ice helpers, and evaluating coaches.
- Ensure that a "number" for evaluation identifies all players.
- Make available player evaluation score sheets for evaluation and collect on completion.
- Compile player evaluation score sheets.
- Make arrangements for, and attend coach's player grouping meetings for each division.
- Ensure all remaining coaches, in consultation with Vice President Competitive, divides the remaining players into Recreational league teams, trying as much as possible, to end up with evenly balanced teams and to accommodate any reasonable requests for grouping players for travel reasons.

- Provide the executive, with help from the coordinators, a list of all teams including coaches, assistant coaches and managers.
  
- Nominating Committee
  - The Nominating Committee shall consist of the CCMHA Past President or Vice President and at least one other member of the executive. Their responsibilities shall commence after being elected at the Annual General Meeting and shall continue until after the elections of the following year.
  
  - b) The purpose of the Nominating Committee is to provide nominees to fill any vacancies that may occur within the CCMHA executive and to provide a slate of nominations for the next Annual General Meeting. This notwithstanding the fact there will also be open nominations from the floor during elections, will ensure there will be at least one candidate trying for each elected position. The Nominating Committee shall prepare a list of nominees for each position and present it to the members of the CCMHA at the Annual General Meeting.
  
- Fundraising Committee
  - The Fundraising Committee Shall consist of the CCMHA fundraising director as chair and at least one person per fundraising event to coordinate each event.
  
  - The committee will submit a list of fundraising activities that will be conducted throughout the season to the board of directors by October's board meeting.
  
  - All fundraising activities must be approved by the Board of Directors.
  
  - All monies collected will be handed over to the treasurer for deposit. The treasurer will keep a tally of monies and help with the financial report.
  
  - The Fundraising director will submit a report to the board of directors monthly including a financial statement.
  
  - All team fundraising activity proposals must be submitted and approved by the fundraising committee.

### **BYLAW 10 – Code of Ethics**

- CCMHA adopts the NBMHC Code of Ethics and:
  
- Executive, Board Member, Managers, trainers, coaches and assistant coaches are expected to share with game officials the responsibility for orderly conduct of the contest by the following:
  - a) by acknowledging the authority of the officials in a contest and by relating to them in a respectful manner

- b) By exercising control over players in their charge and serving as a stabilizing agent during contentious moments of games
  - c) By exercising control of their own conduct so as to avoid inciting players, officials and spectators
  - d) By conducting themselves at all times in a manner which is appropriate to the responsibilities of their position
- It is considered unethical for an Executive, Board Member, manager, trainer, coach or assistant coach to comment in a disparaging manner to the media or make derogatory remarks publicly about another person, program or association.
    - a) The criteria for imposing sanctions may be a three (3) week suspension.
    - b) The second incident in the same hockey season shall be an automatic suspension for the balance of the season.

### **BYLAW 11 – Criminal Check Policy**

- The CCMHA has the responsibility to provide a safe playing environment for our children.
- We have long recognized the need for on-ice safety. However, the growing realization that children are the targets of sexual predators has led to the implementation of the following policy on criminal checks on persons having access to the dressing room.
- Police criminal checks are a necessary qualification for all prospective persons wishing to volunteer in the CCMHA and having access to players in the dressing room.
- These checks will be conducted on all persons volunteering for the first time in the CCMHA or when re-volunteering after a break of continuity in volunteering and subsequently at five year intervals. Checks must be completed by November 1<sup>st</sup> of the current season and failure to comply will result in removal from the position.
- This policy will be administered as follows:
  - (a) The Technical Director will be the administrator and custodian of all checks and the necessary administration (timings, completion records etc.)
  - (b) All team officials as listed in BY-LAW 4.1 will require a criminal check will be notified by the Technical Director, and requested to go to the RCMP to fill out the form in their presence.



- (c) Upon completion of the check, you will be notified by the RCMP to pick up the completed form. It is to be directed to the attention of the Technical Director by November 1<sup>st</sup>.
- (d) Failure to produce a completed criminal check or any unsatisfactory results may result in removal from the program.

### **BYLAW 12 – Audits**

- An internal Audit must be performed at the end of each season prior to the AGM with two other board members.
- Outside Audits from a Certified General Accountant should be done every 2 years prior to the AGM.

### **BYLAW 13 - YEAR END AWARDS**

- Esso Medals: For Atom and up, each team must have a representative to hand out these awards and the participant certificates: Most Improved Most Dedicated Most Sportsmanlike
- Debby Lord Award –For ALL teams IP and up it's for the player on your team that embodies the spirit of hockey and love of the game. Each team must have a representative to hand out this award and the participant certificates.
- Goalie Award presented by the Dewar Family, if you would like to nominate your goalie, (all levels) for this award, please forward their name, and a reason of why you feel your goalie should be recognized.
- BANTAM ONLY: Peter Barry Memorial - Best Defense - Please nominate one or several of your defense players to be selected for this award, please give a reason of why you feel they should be recognized.
- BANTAM OR MIDGET ONLY: Wayne Barrett Memorial - Most Dedicated - Should be someone who is dedicated and lives hockey, maybe a player who is going through an illness or maybe an illness in the family and hockey is their place to forget. This could be a player who has overcome adversity in some way, or just loves playing.

