

**NORTH DUNDAS MINOR HOCKEY
ASSOCIATION**

CONSTITUTION

2009/10

Article 1 – Name

- (a) This organization will be known as the “NORTH DUNDAS MINOR HOCKEY ASSOCIATION’, hereinafter referred to as the NDMHA or the Association.
- (b) The NDMHA teams at all levels will be known as the Demons.

Article 2 – Object

The object of the NDMHA is to:

- (a) Provide all eligible young people within its jurisdiction with the opportunity to participate in organized minor hockey both as players and game officials giving due consideration to their individual capabilities and interests.
- (b) Assist in the development and improvement of each individual’s hockey skills, abilities and knowledge through the application of recognized coaching, training methods and the use of skill enhancement clinics, seminars and self-teaching aids.
- (c) Develop and promote good sportsmanship and good citizenship among all participants and encourage them to always conduct themselves fairly under all circumstances and conditions.
- (d) Promote the mutual interest of the members and encourage a cordial and cooperative attitude among the members of the NDMHA and other hockey associations.
- (e) Foster and encourage the advancement and improvement of minor hockey to ensure the uninterrupted availability of this sport to all young people.
- (f) Provide administrative systems and conduct such activities necessary to the well-being and for the support of the players, team officials and local game officials.

Article 3 – Colours

- (a) The NDMHA colours will be white, black and red.
- (b) The NDMHA home sweaters will be white and with red and black trim.
- (c) The NDMHA away sweaters will be red with white and black trim.

The logo shall look like:



Article 4 – Boundaries

- (a) The NDMHA territorial boundaries, as approved by the District 1 Council and the ODMHA are as follows:

Commencing at a focal point where Winchester, Finch and Russell townships meet, proceed West along the boundary line between the townships of Russell and Winchester to a point at the extreme Northwest end of Mountain township where the townships of Mountain, Osgoode and South Gower meet; proceed South on the boundary line between the townships of Mountain and South Gower to a point at the extreme Southwest end of Mountain township where the townships of Mountain and Matilda meet; proceed East on the boundary line between Matilda and Mountain townships to a point where Mountain, Matilda, Winchester and Williamsburg townships meet; proceed South on the boundary line between Matilda and Williamsburg townships to a point North of the boundary line between Concessions VII and VIII of Williamsburg township known as the Hess road; proceed East on the Hess Road to a point on the boundary between Lot 23 and Lot 24 of Williamsburg Township; proceed South on this boundary to a point on the boundary between Concession VI and VII of Williamsburg township; proceed East on this line to a point on the boundary line between Dundas and Stormont counties; proceed North on this boundary line to the point of origin.

- (b) North Glengary Stormont Minor Hockey Association agrees to relinquish 2 properties on the boundary of NDMHA on Cannamore Road, Concession 10-11 Finch Township of County Road 32 to NDMHA. #14029 Ryan Byers and #14025 Devon Byers. Vested rights will apply.
- (c) All proposed changes to the above described boundaries will be submitted to the District 1 Council and the ODMHA for approval before being implemented.

Article 5 – Affiliation

- (a) The NDMHA will, on an annual basis, affiliate with the Upper Canada Minor Hockey League (UCMHL) and the Ottawa District Minor Hockey Association (ODMHA).
- (b) By virtue of its affiliation with the ODMHA, the NDMHA will also be automatically affiliated with the Ottawa District Hockey Association (ODHA) and Hockey Canada.
- (c) The NDMHA will have the opportunity to impose a suspension to any player who affiliates with another organization for the purpose of playing hockey without the expressed permission of the NDMHA except in the case of a school team

Article 6 – Membership

- (a) Membership in the NDMHA will be open to anyone residing in the villages of Winchester and Chesterville, the townships of Winchester and Mountain, and in those parts of Concessions VII and VIII of Williamsburg township which are defined in Article 4 of this Constitution regardless of nationality, sex, colour or religion.
- (b) Membership in the NDMHA will also be open to those residing outside the Association's boundaries described in Article 4.a who have obtained "vested rights" from the ODMHA to play in the NDMHA.

Article 7 – Executive Responsibilities

- (a) The Officers of the NDMHA will manage the affairs of the Association and will have the power to:
 - ◆ fill any vacancy which may occur in the executive
 - ◆ remove and replace any member of the executive and/or team coach, assistant coach, manager and trainer who fail to perform his/her duties in accordance with the policies of the Association
 - ◆ decide and rule on any matter not defined by the Constitution, By-laws, Rules and Regulations of the Association

Article 8 – Meetings

- (a) There will be an Annual General Meeting held each year in the month of May and such other general meetings as may be required from time to time. These meetings will be open to all members in good standing of the Association each of whom will have one vote on all issues tabled.
- (b) The executive committee will meet once a month throughout the year and at any other time as deemed necessary. These meetings will be open to all members in good standing of the Association who, except for executive officers, will attend as observers only and will not be permitted to vote on issues tabled.
- (c) No Annual General Meeting, General Meeting or Executive Meeting will be constituted without a quorum of at least 10 members of the executive which will include three of the following: the president, the 1st vice-president, the 2nd vice-president, the secretary and the treasurer.
- (d) Emergency meetings of the executive may be called at the request of at least three (3) members of the executive. Emergency general meetings may be called at the request of at least three (3) members of the executive and ten (10) members “at large” of the NDMHA. A silent ballot system should be used.

Article 9 – Amendments

- (a) Amendments to the Constitution and By-laws may be made at the Annual General Meeting of the NDMHA in May only, at which time a 2/3 vote would be required to pass amendments.
- (b) Amendments to the Rules and Regulations may be made at any general monthly meeting with a 2/3 majority vote. These amendments must be ratified at the next AGM.
- (c) A two-thirds (2/3) majority of the members present at the meeting will be required for the adoption of an amendment.
- (d) The secretary will post a notice in the Winchester Press and Chesterville Record and on the NDMHA web site (www.northdundashockey.com) one month prior to the Annual General Meeting, stating that there could be changes to the NDMHA constitution at this meeting and anyone wishing to put forth a change to be voted on must have the proposed amendment to the secretary as specified in item (e).
- (e) Notice of proposed amendments to the Constitution and By-laws must be received by the Association’s secretary no later than two (2) weeks prior to the Annual General Meeting.

- (f) The secretary will post a list of proposed amendments to the Constitution and By-laws on the NDMHA web site, www.northdundashockey.com on the day following the deadline set for proposing such amendments.

BY-LAWS

By-Law 1 – Banking & Signing Authority

- (a) The president and the 1st vice-president and 2nd will, by virtue of their appointment, be empowered to be signing officers.
- (b) All disbursements will be made by cheque which will bear two signatures of either the president or the 1st vice-president or the 2nd vice-president.
- (c) In all non-financial matters except the release of players, the president and/or vice-presidents will be empowered to sign on behalf of the Association as directed by the executive.
- (d) Player releases will be signed by the president and the registration director in accordance with Hockey Canada rules.

By-Law 2 – Verifications And Audits

- (a) To ensure accuracy and accountability of the accounts of NDMHA throughout the year, internal audit procedures will be followed as outlined in Appendix A – Internal Audit Procedures.
- (b) The books of the NDMHA will be verified, upon request, by an independent accounting firm.

By-Law 3 – Reimbursement For Expenses

- (a) The secretary will recover from the Association all reasonable expenses for postage, telephone calls and secretarial supplies. The president or a representative on his/her behalf will recover from the Association all mileage costs incurred to attend all Upper Canada meetings and District One meetings. The amount of mileage payable will be in accordance with the chart used by referees for travel to out of town games. Mileage is to be paid on a monthly basis.
- (b) Executive officers will be reimbursed by the Association for reasonable expenses incurred in the performance of their duties. These officers will present proof of disbursement for approval and payment at any meeting of the executive.
- (c) At the discretion of the executive committee, coaches, assistant coaches and trainers will be reimbursed by the Association for any clinic they may be

required to attend in order to serve in one of those capacities.

- (d) Referees registered with this Association will be reimbursed for their annual clinics and other NDMHA approved training after they have successfully completed the training and they officiate a minimum of 10 league games in the NDMHA
- (e) All claims for expenses must be directed to the treasurer of the Association in writing inclusive of all invoices, receipts, bills and other relevant documents.

By-Law 4 – Membership Fees

- (a) Membership in the Association will be acquired through the payment in full of an annually determined registration fee. Such payment will serve to make the players and their parents or guardians full-fledged members of the Association.
- (b) The payment of a registration fee will constitute an agreement to abide by the Constitution, By-laws, Rules and Regulations of the Association.
- (c) Each parent/guardian has the opportunity to receive a copy of the current constitution, listing of officer's names, committees they sit on and responsibilities and duties of said committees at registration time each year.
- (d) There will be no refunds after November 16th of each year. If a player quits before that date, the refund will be prorated by the registrar and president.

By-Law 5 – Procedure/Rules Of Order

- (a) Each meeting of the NDMHA will be governed by Robert's Rules of Order related to all motions, votes, discussion and procedure.
- (b) Each meeting of the NDMHA will follow a standard agenda:
 - ◆ call to order by chairman
 - ◆ reading of the minutes of the previous meeting(s) or a motion to waive the reading of the minutes
 - ◆ errors or omissions in the minutes
 - ◆ motion to adopt the minutes as read or circulated
 - ◆ business arising from the minutes

- ◆ correspondence
 - ◆ delegations/guests
 - ◆ executive reports
 - ◆ new business
 - ◆ announcements & queries
 - ◆ adjournment
- (c) The agenda for the Annual General Meeting will include, under “section 7, New Business,” a subsection for amendments to the Constitution, By-laws and Rules & Regulations.
- (d) The last item of business for the Annual General Meeting will be the election of new executive officers for the Association and the turning over of the meeting to the new executive.

By-Law 6 – Voting Privileges and Procedure

- (a) Except for the president of the NDMHA, all executive officers of the Association, team managers, coaches, assistant coaches and trainers as well as all other members in good standing of the Association will be allowed one vote on all issues tabled at the Annual General Meeting and other general meetings which may be called from time to time.
- (b) Except for the president of the NDMHA, all executive officers of the Association only will have one vote on all issues tabled at any meeting of the Executive.
- (c) The president will preside over all votes taken and will cast his/her vote only in case of a tie.
- (d) No proxy or votes in absentia will be permitted on any motion tabled at any meeting of this Association or it’s executive.
- (e) For emergency or special business a silent ballot system should be used.

By-Law 7 – Executive Officers

- (a) The executive officers of the NDMHA will consist of the past president, president, 1st vice-president in charge of rules and discipline, 2nd vice-president

in charge of player development and risk & safety, coach mentor, secretary, treasurer, director for equipment, director for fundraising, director for ice schedules, director for registrations, director for tournaments and awards, referee-in-chief, referee scheduler, division convenors and initiation co-ordinator.

By-Law 8 – Elections and Term of Office

- (a) Elections of officers for the Association will be conducted annually at the Annual General Meeting.
- (b) The officers of the NDMHA will be elected to one (1) year term.
- (c) All candidates for executive office must be nominated and seconded either from the floor or in writing. A person may be nominated for any number of positions and may seek election to offices to which he has been properly nominated. Defeat in election for any office does not disqualify candidates from seeking election to any other office to which they have been properly nominated. Once elected to a position, that person will be ineligible to stand for further nomination and election.
- (d) Elections will be by secret ballot when necessary. Only the successful candidate will be announced and all ballots will be destroyed after each vote. When a secret ballot becomes necessary, the chairman will appoint three (3) election scrutineers from the floor for the purpose of tabulating votes.
- (e) A retiring executive officer or such other “neutral” party will be appointed to preside of the election of officers.

By-Law 9 – Duties Of Officers

- (a) The past president will:
 - ◆ be a member of the executive and act in an advisory capacity
- (b) The president will:
 - ◆ preside at all meetings of the executive committee and at the Annual General Meeting of the Association
 - ◆ call all meetings as deemed necessary or at the request of three (3) members of the executive

- ◆ act as an ex-officio member of all committees
 - ◆ act as a signing officer on cheques drawn on Association accounts as required
 - ◆ make emergency decisions on matters not covered by the Constitution, By-laws, or Regulations which may be ratified at the next meeting of the Executive
 - ◆ attend all monthly UCMHL and District 1 meetings or arrange for an alternate in your place
 - ◆ appoint an executive member who does not have signing authority as the internal auditor of the NDMHA accounts
- (c) The 1st vice-president will:
- ◆ act as a signing officer on cheques drawn on Association accounts
 - ◆ monitor and guide the activities of the treasurer and fundraising director and provide assistance as required
 - ◆ chair all meetings of the finance committee
 - ◆ assume the duties of the president when the latter is absent or not available
 - ◆ sit on standing and ad-hoc committees as required
 - ◆ assume the duties of rules and discipline of NDMHA
- (d) The 2nd vice-president will:
- ◆ assume the duties of the president/1st vice-president when the latter are absent or not available
 - ◆ act as a signing officer on cheques drawn on Association accounts
 - ◆ plan, organize and schedule various skills and miscellaneous clinics for the benefit of all players, coaches, assistant coaches, trainers, game officials, and parents at the Atom, PeeWee, Bantam, Midget and Juvenile levels and members of the executive
 - ◆ maintain a library of reference material and training aids and make these available, on a loan basis, to the coaching and training staff and other interested parties

- ◆ be responsible for all activities surrounding our risk management program (i.e., Speak Out)
 - ◆ sit on standing and ad-hoc committees as required
- (e) The coach mentor
- ◆ chair the coach selection and player development committees
 - ◆ monitor the activities of the players, the coaching and training staff to determine training requirements at the Novice, Atom, PeeWee, Bantam, Midget and Juvenile levels
 - ◆ sit on standing and ad-hoc committees as required
 - ◆ assist the coaches in the selection of players for teams within the Association at the Novice, Atom, PeeWee, Bantam, Midget and Juvenile levels
 - ◆ liaise with the various coaches as well as the executive to ensure consistent application of the rules and regulations of various governing bodies within the Canadian Amateur Hockey Association
 - ◆ must have certification at the Development 1Level as a minimum requirement
 - ◆ conduct a meeting with coaches before start of season to discuss rules and expectations of the NDMHA executive and that of the UCMHL
 - ◆ meet with new coaches to NDMHA individually before start of season and act as mentor throughout the season
 - ◆ act as a liaison between District coach mentor and the Association
- (f) The secretary will:
- ◆ maintain accurate minutes and records of all proceedings of meetings of the Association
 - ◆ ensure the distribution of minutes to the members of the executive as well as other parties if and when deemed necessary
 - ◆ carry on all correspondence on behalf of the Association as directed by the executive
 - ◆ maintain all files/records pertaining to the Association and be prepared to

- ◆ provide necessary information from these files for Association purposes
- ◆ prepare and place various advertisements in the local newspapers as directed by the executive
- ◆ issue all notices of Executive and Annual General Meetings.
- ◆ maintain the NDMHA Web site, www.northdundashockey.com or recruit an alternate

(g) The treasurer will:

- ◆ receive all monies on behalf of the Association and deposit same in an Association bank account
- ◆ maintain a record of all income and expenditures
- ◆ maintain a referee payroll and issue referee pay cheques once a month throughout the hockey season and cheques are to be sent out no later than the 15th day of each month
- ◆ pay all accounts by cheque which will have been co-signed by any 2 of the following: president; 1st vice-president or 2nd vice-president
- ◆ submit a financial statement and a copy of the bank statement(s) at all meetings of the executive committee
- ◆ bring all problems related to the financial well-being of the Association to the attention of the chairman of the finance committee
- ◆ prepare annual budget and present it to the executive for consideration and approval
- ◆ secure grant monies and donations from Municipal councils, Service Clubs, Corporate sponsors and miscellaneous benefactors
- ◆ submit a financial statement at the Annual General Meeting

(h) The director for equipment will:

- ◆ be responsible for the care, distribution and collection of all equipment owned by the Association
- ◆ in discussion with the executive, seek out sponsorships for team sweaters, make recommendations to the Executive regarding Association owned

equipment as well as player owned equipment

- ◆ arrange to replace Association owned equipment or have it repaired as required
- ◆ sign all bills incurred for the repair of existing equipment and the purchase of new equipment and present these to the treasurer for payment

(i) The director for fundraising will:

- ◆ be responsible for organizing fundraising activities and submit proposals for such activities to the executive for approval
- ◆ prepare a statement of income and expenses and a value assessment for each fundraising activity conducted and present same to the executive committee
- ◆ turn all proceeds from fundraising activities along with a statement of account to the treasurer for deposit into an Association bank account
- ◆ maintain a history of fundraising activities held by the Association for future reference

(j) The directors for ice schedules will:

- ◆ be responsible for scheduling of ice times for every team in every division and for issuing said schedules to each coach, each division convenor, the management of both arenas and the secretary for filing purposes
- ◆ advise all coaches and division convenors that he/she is to be informed of all cancellations at least 72 hours prior to the intended ice session
- ◆ attempt to redistribute cancelled ice sessions
- ◆ inform arena management of all cancellations at least 72 hours prior to the intended ice session
- ◆ act as liaison between arena managers/recreation directors and the Association

(k) The director for registrations will:

- ◆ provide current membership with necessary information at the end of the season to register for the following season
- ◆ provide new (potential) members through the newspapers and website the information for registration for the upcoming season

- ◆ maintain an accurate record of all registrations via the Hockey Canada database
- ◆ pre-print Hockey Canada's team lists and forward same to team coaches for signing by team member subject to ODMHA sanctions
- ◆ retrieve all Hockey Canada team lists and forward same to the ODMHA District One registrar
- ◆ in conjunction with the executive committee, set the due date for next season's registration
- ◆ complete and submit all necessary insurance paperwork and payments for players, coaches and on-ice help. To update insurance on an on-going basis throughout the season
- ◆ prepare lists of players for affiliation purposes and forward same to District registrar for registering and in turn provide proper registered affiliation lists to each team
- ◆ verify certification of coaches, trainer and staff prior to beginning of the season

(l) The director for tournaments will:

- ◆ apply for all tournament sanctions on a yearly basis and post the sanction documents in the appropriate arena
- ◆ maintain an inventory of Association's trophies, pins and miscellaneous awards
- ◆ ensure that all trophies retained and displayed by the Association are updated with the winners' name from time to time
- ◆ recommend the purchase of new/additional trophies and miscellaneous awards to the executive committee
- ◆ recommend rules and regulations for the conduct of home tournaments in accordance with ODMHA tournament rules

(m) The referee-in-chief will:

- ◆ organize referee training programs and clinics
- ◆ obtain the services of ODMHA referee supervisors to properly assess and

certify the Association's referees on a yearly basis

- ◆ monitor and provide guidance, advice and counselling to all our officials
- ◆ chair all meetings of the referee management committee and monitor the on-ice activities of all referees
- ◆ assist with supervisions of officials during the season for District 1
- ◆ attend referee-in-chief meetings as called by District 1 referee-in-chief

(n) The referee assignor will:

- ◆ be responsible for the assignment of referees for home games using current District assigning software
- ◆ maintain a record of referee assignments
- ◆ maintain ongoing communications with the referee-in-chief and treasurer
- ◆ sit on the referee management committee
- ◆ provide treasurer with the referee monthly payroll information by the 5th of the following month

(o) The division convenors will:

- ◆ act as a liaison between the executive committee and the coaching staff and the coaching staff and the parents
- ◆ ensure fair and equitable tryouts and team placement for all players in their division
- ◆ monitor coaching staff activities and report all discrepancies and problems to the executive committee for their consideration and action if necessary
- ◆ act as a first-line mediator between parents, players, coaches, officials and the Association or any combination of the above
- ◆ when first-line mediation fails, escalate the issue(s) to the appropriate standing committee for resolution
- ◆ sit on the coach selection committee
- ◆ sit on the committee with the tournament director and assist in getting teams

for their respective division. All convenors must be responsible to get the teams to fill the MEGA tournament and they will report back to the tournament director. These teams must pay before participating in the tournament

- (p) The initiation co-ordinator will:
- ◆ liaise with the various coaches/initiation instructors as well as the executive to ensure consistent application of the rules and regulations of various governing bodies within Hockey Canada
 - ◆ act as a liaison between the executive committee, initiation instructors and parents
 - ◆ monitor the development of players with instructors at different levels
 - ◆ ensure on-ice instructors must have Intro-Coach certification

By-Law 10 – Committees

SECTION 1 – Nominating Committee

- (a) A nominating committee will be appointed each year at the February meeting of the executive committee.
- (b) The nominating committee will be chaired by the president of the Association and consist of the division convenors and any other member of the executive who wishes to volunteer for this committee.
- (c) The nominating committee will endeavour to introduce as many new people from the general membership as possible to the new executive and will ensure that candidate has accepted his/her nomination.
- (d) The nominating committee will meet at least one week prior to the Annual General Meeting and draw up a slate of candidates to be presented at the Annual General Meeting.

SECTION 2 – Ad-Hoc & Standing Committees

- (a) Ad-hoc committees will be formed as the need arises and comprise of Association members judged to be qualified to deal with the matter or matters having necessitated the formation of a committee.

- (b) Members of the executive will be required to sit on the Association's standing committee as follows:

Fundraising:	Director for Fundraising (c) and at least three volunteers from the membership at large
Coach Selection:	Coach mentor (c) 2 nd Vice-President Respective Convenor
Finance:	1 st Vice-President (c) Treasurer Director for Fundraising Director for Ice Schedules
Player Development:	Coach mentor (c) 2 nd Vice-President Division Convenors
Rules & Discipline:	1 st Vice-President (c) Two other executive members as appointed by 1 st Vice-President
Player Movement:	President (c) 1 st Vice-President 2 nd Vice-President
Referee Management:	1 st Vice-President Referee-in-Chief (c) Referee Assignor
Tournament:	Tournament Director (c) All Division Convenors Fundraising Director Referee Assignor Ice Scheduler

SECTION 3 – Standing Committees Responsibilities

- (a) FUNDRAISING:
- ◆ plan and organize fundraising functions

(b) COACH SELECTION:

- ◆ conduct recruiting campaign necessary to obtain a full complement of coaches, assistant coaches and trainers prior to each season
- ◆ review all applications received and select the best suited and most qualified candidates available
- ◆ advise all applicants of the status of their application

(c) FINANCE:

- ◆ monitor financial activities of the Association to ensure its solvency at all times

(d) PLAYER DEVELOPMENT:

- ◆ assess the training and development needs of the Association as a whole to ensure that the best possible and most appropriate programs are provided as required

(e) RULES, DISCIPLINE AND PLAYER MOVEMENT:

- ◆ review all cases involving the need for discipline of players, coaching staff, game officials, etc. to ensure that fair and equitable action is taken at all times
- ◆ initiate disciplinary action if necessary
- ◆ review all requests for player movement within the Association and initiate necessary action on an individual basis

(f) REFEREE MANAGEMENT:

- ◆ determine an appropriate number of officials in order to adequately meet the need of the NDMHA. A combination of experience and ability will be the criteria to support the selection of the on-ice officials in the NDMHA
- ◆ oversee the fair and equitable utilization of game officials at all levels of play
- ◆ conduct a pre-season and post-season information session with all Association game officials to explain what is expected of them by this Association over and above all rules and regulations issued by Hockey Canada, ODHA, ODMHA and UCMHL

(g) TOURNAMENT:

- ◆ set fees for all levels being offered
- ◆ scheduling of ice bookings, game times, teams, etc in all areas related to the tournament
- ◆ adopt a set of tournament rules and tournament format to submit to the executive for approval

By-Law 11 – Sponsorship

- (a) Equipment and monies donated to the NDMHA will at once become the property of the Association. In the event that a sponsor withdraws his sponsorship, said equipment and monies will remain the property of the NDMHA.
- (b) Individual teams or groups of teams are not permitted to solicit funds, accept donations or conduct fundraising events with the exception of 50/50 draws at their home games. Other individual team fundraising events must be brought forward to the executive committee for approval.
- (c) Where a team or teams have qualified for the International Silver Stick Tournament Finals, the Association will cover registration cost.
- (d) Where a team finishes in 1st place of their division in league play of the UCMHL and is invited to participate in the ODMHA Tournament of Champions the Association will contribute towards their entry fee to a maximum of \$500.

By-Law 12 – Goods And Services

- (a) All goods and services purchased or leased for the Association and/or any of its teams will be obtained from local suppliers. Local suppliers mean those merchants whose place of business is situated within the Association's operating boundaries.
- (b) No purchases will be made from merchants located outside the Association's operating boundaries unless the required goods or services are not available locally, are of a noticeable inferior quality or are of a substantially higher cost.
- (c) All purchases over \$500.00 will require 2 independently obtained written quotes. These quotes will then be presented to the NDMHA executive for approval.

- (d) Provided that the goods and services are of equal quality, the lowest quote will win the tender.

By-Law 13 – Ice Facilities

- (a) The NDMHA will use both the Chesterville and the Winchester arenas for all of its home games, practices and tournaments.
- (b) Ice allocation to the various teams for games, practices and tournaments will be based on the overall needs of the Association as identified by the executive committee.

By-Law 14 – Divisions And Levels Of Play

SECTION 1 – Divisions Of Play

- (a) The NDMHA will endeavour to accept players in the following Divisions: Initiation, Novice, Atom, PeeWee, Bantam, Midget, Juvenile.

SECTION 2 – Levels Of Play

- (a) The Initiation level of play will be offered at 1 and up to 3 levels of play. The criteria: number of players, level of skill. The initiation co-ordinator will make recommendation to the executive as to the number of levels required. This decision will require a vote by the executive.
- (b) The Novice Division will be for 7 and 8 year olds only as per ODMHA Rules and Decisions.
- (c) The Atom, PeeWee, Bantam and Midget Divisions will, whenever possible, offer up to three levels of play namely: B Rep, B House and C House.
- (d) The decision of the NDMHA and its appointed agents regarding the level of play individual players are placed in will be final and binding on all parties.
- (e) Juvenile Hockey - Age group to be from 17 - 20 year olds.

SECTION 3 – Team Composition & House League Formation

- (a) Teams will be formed and placed in appropriate Divisions and Levels of play in accordance with the rules and regulations of Hockey Canada, ODHA, ODMHA,

and UCMHL as applicable.

By-Law 15 – Coaches/Assistant-Coaches/Trainers

- (a) According to the ODMHA guidelines, all persons wishing to coach at the competitive level in NDMHA must be in possession of the “Development 1” coaching certificate or be willing to attend a coaching clinic to obtain the certification. All persons wishing to coach at the House League level must be in possession of the “Coach Stream” coaching certificate or be willing to attend a coaching clinic to obtain the certification. Those involved as instructors at the Initiation levels are must obtain the “Intro Coach” certification.
- (b) All persons wishing to act as trainers with the NDMHA will be in possession of an ODMHA trainer’s certificate.
- (c) All assistant-coaches must have a Coach Stream certificate.
- (d) All team officials (coaches, assistant coaches, trainers) must take a speak out course. The course is highly recommended for managers.
- (e) The Association will reimburse coaches and trainers for clinics taken providing such coaches and trainers serve a minimum of one full season with the Association.
- (f) By virtue of accepting an assignment with the NDMHA, coaches, assistant-coaches and trainers agree to endeavour to teach hockey skills and good sportsmanship to all players under their care.
- (g) Coaches, assistant-coaches and trainers are ultimately responsible for their team and individual player’s behaviour while under their care. They will therefore ensure that the players, individually or as a group, behave in an acceptable manner at all times while taking part in any minor hockey activity.
- (h) Coaches, assistant-coaches and trainers who are subjected to abuse by a player, a parent or any other person will immediately report the incident to the division convenor who will initiate a review of the incident and bring the matter to the attention of the discipline committee if necessary.
- (i) Coaches may enlist such assistance as required for the management of their team, such as a manager, assistant coach, trainer and a team parent representative, subject to the approval of the executive.
- (j) Coaches or team managers are responsible for the care and safekeeping of team sweaters, first aid kits and all other equipment as issued by the director for equipment at the beginning of the season.

- (k) Coaches or team managers will ensure that all NDMHA issued uniforms and equipment are returned to the director for equipment at the close of the hockey season and no later than April 15th of each year.
- (l) Coaches, assistant-coaches, trainers and managers may be relieved of their responsibilities by the discipline committee for any of the following reasons:
- ◆ neglecting his duties and responsibilities
 - ◆ being intoxicated during a practice or game – ungentlemanly conduct in front of his players
 - ◆ showing disrespect to any member of the executive, recreation directors, arena managers and staff or fellow NDMHA member
 - ◆ failing to provide equal opportunities to all players on the team including EQUAL ICE TIME

RULES AND REGULATIONS

SECTION 1 – General

- 1.1 All players must be appropriately registered with the Association before being permitted to participate in any of its activities on or off the ice. Each player must submit a properly completed registration form together with proof of age, proof of residency and the appropriate registration fee as set by the executive. Birth or baptismal certificates only will be accepted as proof of age.
- 1.2 Annual registrations will be accepted prior to the deadline based on the fundraising portion due June 1st and the remaining balance split in three equal payments due September 1st, October 1st and November 1st of the current season.
- 1.3 Late registration fees will apply as follows:
 - a. an additional \$50.00 per player from registration deadline date to November 1st of the current season
 - b. registration fees will be refunded from date of used ice time on a pro-rated basis for players who leave the Association being assessed at the discretion of the finance committee on an individual basis
 - c. NSF cheques will be subject to a \$25.00 service charge fee. The NSF surcharge must be paid in cash to the treasurer within one week following notification. If payment not received within time limit, the player(s) will be removed from the ice after written notice from the president to the coach(es) of each team involved.
 - d. all registrations received after the registration deadline date will be numbered and entered on a waiting list for each level of hockey being offered. Players will be selected to fill teams from this list in order of receipt of registration.
 - e. late registering 1st time players to the association will not be subject to \$50.00 per player late fee but will be put on a waiting list the same as existing members.
 - f. late registration fees may be waived at the discretion of the executive.
- 1.4 All coaches and game officials will be required to read a copy of the UCMHL Constitution, the NDMHA Constitution, By-Laws, Rules and Regulations found on the NDMHA website. All coaches are also required to read the ODHA/ODMHA handbook prior to the beginning of the season as found on the ODMHA website.

- 1.5 A minimum \$70.00 fundraising fee per family is a mandatory part of our registration. These funds will be included in regular funds. The type of fundraising activity associated with these funds will be voted upon by members of the executive committee i.e. calendars, raffle tickets, etc. This fee does not eliminate other fundraising activities that may be held throughout the year.
- 1.6 All players attending tryouts at the “AAA”, “AA”, “A” and Junior “B” levels must register with the Association prior to tryouts and full payment, as referred to in section 1.2, of the applicable registration fee is required.
- 1.7 Any ‘AAA’, ‘AA’ or ‘A’ Player returning to NDMHA on a volunteer basis is not guaranteed a position on a team.

SECTION 2 – Equipment & Uniforms

- 2.1 Each player registered with this Association will be required to wear appropriate hockey equipment for all ice sessions. This equipment will include a CSA approved helmet and face mask, shoulder pads, elbow pads, hockey gloves, complete athletic support, shin pads, neck guards and mouth guards. The minimum standard for neck guards will be: all throat protectors must be BNQ approved.
- 2.2 In addition, goaltenders must wear chest protectors, arm pads and a throat protector fastened to their face mask – helmet configuration of a minimum standard similar to the D & R Part number: PGH or PGH Junior.
- 2.3 Goaltender equipment, consisting of a blocker, a trapper, goaltender’s leg pads, chest protector and arm-shoulder pads combination will be provided, free-of-charge, to all goaltenders in Novice and Atom categories for the current hockey season.
- 2.4 Players not fully equipped with the compulsory equipment described above will not be permitted to participate in any “on ice” activity until such time as they are so equipped. Referees and/or coaches will be responsible for the enforcement of this rule.
- 2.5 NDMHA players will be provided with Association owned sweaters and wear them as directed by the coach.
- 2.6 Players may sew a name band on their sweater(s) as follows:
 - a. On the white sweater – a black band with white letters sewn over the red horizontal stripe below the sweater number.
 - b. On the red sweater - a black band with white letters sewn over the red horizontal stripe below the sweater number.

- c. No other colour combinations or locations on the sweater are acceptable. Players not conforming to “a” and “b” above will be required to remove the name band and replace it with an appropriate one or place it in the prescribed location as applicable.
- 2.7 Players will wear black helmets and black pants in conjunction with “home” and “away” sweaters. Players will wear NDMHA colour hockey socks that match the sweater to be worn. The wearing of mismatched socks is not permitted at any time.
- 2.8 Coaches will be responsible for the care and control of team sweaters.
- 2.9 Coaches requiring additional equipment such as pucks, replacement items for their first aid kit, etc., will request same from the director of equipment for purchasing.
- 2.10 Teams may purchase whatever style and fabric they wish to wear providing said jackets include only NDMHA colours and that the Association’s logo is not altered in any way, shape or form (see NDMHA) Constitution, Article 3 – Colours).
- 2.11 Only division or league champions will have a Championship banner purchased by NDMHA to be displayed in either the Winchester or Chesterville arena.

SECTION 3 – Discipline

- 3.1 Every team is responsible to the executive for the action of its players and team officials and is required to take all necessary precautions to prevent spectators from threatening or assaulting game officials, team officials and players during or at the conclusion of games. Good sportsmanship will prevail and profane language will not be tolerated.
- 3.2 Any team official or player who is found to be under the influence of alcohol or drugs while preparing for a game, during a game or immediately after a game or who uses abusive language to anyone including parents, players and spectators while a game is in progress will be subject to an immediate suspension pending an investigation and hearing by the Association’s rules and discipline committee.
- 3.3 Members of the rules and discipline committee will not cause to have published the name of any member of a team’s coaching staff, player or officer of the Association it has seen fit to discipline for whatever reason.

- 3.4 All players will show the utmost respect for arena property both at home and away. players failing to do so will be subject to suspension and further disciplinary action as dictated by the rules and discipline committee.
- 3.5 At the discretion of the rules and discipline committee, a player, a team official, and/or a game official may be suspended by NDMHA for one or more games for committing but not limited to any of the following infractions immediately before, during or after a game:
- ◆ foul language
 - ◆ fighting
 - ◆ ungentlemanly conduct
 - ◆ abuse of equipment and uniforms owned by the Association
 - ◆ stealing the property of others
 - ◆ violation of any rule and regulation that may be posted on bulletin boards or in dressings rooms of any arena
 - ◆ under the influence of alcohol and/or drugs.
- 3.6 Upon receiving a 3rd League Suspension:
- ◆ An automatic 1 game suspension over and above any number of games levied by the League.
 - ◆ A review by the rules and discipline committee with potential for further discipline action by NDMHA
- 3.7 Any further League Suspension may result in expulsion from NDMHA for the remainder of the year.

SECTION 4 – Injuries

- 4.1 Any player suffering an injury will be examined by a qualified physician. The player's parents will be notified at the earliest opportunity and transportation arranged to either a hospital or the player's home as required.
- 4.2 Any reports will be completed by the game officials immediately upon the completion of the game and handed to the coach who will, in turn, provide to the president of the Association.
- 4.3 The president will ensure that the report is properly completed by all concerned and duly forwarded to the NDMHA for onward processing.
- 4.4 As requested by their coach, players will be required to provide a medical certificate and/or parental release before being allowed to return to the hockey team from a serious injury and/or a serious illness.

SECTION 5 – Games & Practices

- 5.1 A coach who cannot take his team to any particular home or away game will arrange for a qualified coach level to replace him.
- 5.2 All Association teams registered in a league will fulfill their league obligations as a first priority and all other commitments as a second priority (i.e. – tournaments, exhibition games, etc.).
- 5.3 Only Hockey Canada approved game sheets will be used for all games held by teams of the NDMHA. Game sheets are to be sent to the appropriate individuals as per ODMHA rules.
- 5.4 Teams traveling outside the ODMHA territory (i.e. – in the Province of Quebec, west of the town of Westport and in the USA) will obtain travel permits prior to making such trips. Applications for travel permits must be made two (2) weeks in advance.
- 5.5 Coaches will be responsible to advise the referee-in-chief or referee assignor of all game cancellations 48 hours prior to the scheduled time.
- 5.6 Referees for all exhibition games will be the responsibility of the team. This includes advising the referee scheduler for scheduling purposes. The team will also arrange for payment of the referee.
- 5.7 Coaches will be responsible to inform the appropriate director for ice schedules of all ice session cancellations at least 72 hours prior to the session(s) being cancelled. Every player will be assured of equal ice time. This will be affected through an “honour” system and infractions to this rule will not be tolerated.
- 5.8 All practices will take place under the direct supervision of the team’s entire coaching staff or, as a minimum, the coach or the assistant coach and the trainer. The substitution of any of the coaching staff by anyone else such as outside power skating instructors or goalie coaches MUST be authorized by the 2nd vice-president in charge of player development.
- 5.9 Players are not permitted to practice without proper supervision and equipment during their team’s scheduled practice time. Should proper supervision, as described in para. 5.8 above, not be available, the practice will be cancelled immediately. Players who refuse to leave the ice in such instances may be suspended from further participation in minor hockey activities pending a hearing by the rules, discipline committee.
- 5.10 All on ice personnel must wear CSA approved protective headgear.

SECTION 6 – Player Selection

- 6.1 All players will play in the age group in which they are of legal age to play. A player wishing to play in a higher or lower age category must have the written permission of his/her parents or legal guardians as well as that of the executive.
- 6.2 Players will be selected for participation in a level of play by all coaches assigned to the division through the elimination process involving all players in the division being on the ice. If a player is unable to participate on ice due to illness or injury it must be brought to the executive committee by the coach mentor and the coach of the division for discussion and recommendation for placement of the player.
- 6.3 No coach will use a player of a lower division or level of play without first seeking the approval of the player's regular coach as well as his/her parents or guardians.
- 6.4 Players are not obliged to play in a higher level of play or division if they do not wish to do so or if their parents do not wish them to do so.

SECTION 7 – Game Officials

- 7.1 Game officials (referees & linesmen) will report at least fifteen (15) minutes in advance of all games.
- 7.2 Game officials will enter the ice surface at the time the game has been scheduled for. They will instruct the time-keeper to run the clock according to ODHA regulations.
- 7.3 Game officials will be properly dressed at all times while officiating in accordance with Hockey Canada regulations.
- 7.4 Before a game official can be reimbursed for clinics they must referee ten (10) league games.
- 7.5 A three man referee system will be used for all games at Atom Rep B and all levels of PeeWee, Bantam and Midget. A two man referee system will be used for all games at the Novice House and Atom House levels.

Appendix A –

Internal Audit Procedures of North Dundas Minor Hockey Association

- (a) The executive will appoint an internal auditor, who does not have signing authority on any bank or financial related issues, at the beginning of the season.
- (b) The treasurer will supply to the internal auditor on a monthly basis the following documents:
 - ◆ current months bank statement with copies of cancelled cheques
 - ◆ previous month's bank statement
 - ◆ bank reconciliation: listing beginning balance any outstanding cheques and ending balance reconciled to the financial statements
 - ◆ working supply of cheques
 - ◆ monthly financial statements
 - ◆ annual statements of any investments held or more frequently as requested
- (c) The internal auditor will verify the following:
 - ◆ all entries on the bank statement are accounted for with a cancelled cheque or debit note
 - ◆ opening balance matched last month closing balance on bank statement
 - ◆ review payee on all written cheques for validity
 - ◆ examine working supply of cheques for any missing cheque #'s
 - ◆ ensure deposit of monies are accompanied by supporting documentation from the registrar or fundraising director i.e. tally sheet and that the deposit matches the tally sheet
 - ◆ review financials to verify bank balance is correct
- (d) After reviewing and reconciling the above documentation and all is found to be in order the internal auditor and the treasurer will sign and date the bank statement as verified.
- (e) Statements to be included in the minutes of the meeting by the treasurer and the internal auditor that the accounts have been verified.