

Full Front  
18" x 11"  
FOREST, BLACK, SPORT GOLD



## **CONSTITUTION AND BY LAWS**

**31 May 2024**

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Whereas the Chebucto Minor Hockey Association (CMHA) is a voluntary association of members designed to promote hockey at recreational and competitive levels in accordance with the Constitution and By-laws of Hockey Canada (HC), Hockey Nova Scotia (HNS) and the Nova Scotia Minor Hockey Council (NSMHC).

**ARTICLE I – NAME**

This organization shall be known as the Chebucto Minor Hockey Association (CMHA) and shall be hereinafter referred to as the “Association” or “CMHA”.

**ARTICLE II – ASSOCIATION BOUNDARIES**

**Chebucto Minor Hockey Association Boundaries:**

The Following is a Description of the Boundaries of the Chebucto Minor Hockey Association. The Association Boundaries will be in accordance with the boundaries set out by Hockey Nova Scotia Minor Council (HSMC):

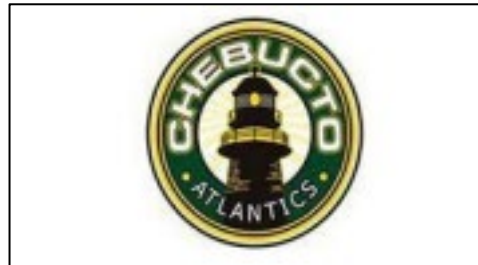
1. Starting where Joseph Howe Dr. Meets the Ashburn Golf Course, Heading towards the Rotary and the start of Quinpool Rd. This includes everything on the West Side of Joseph Howe Dr., including the Springvale and Fairmount Subdivisions, St Margaret's Bay Rd. and up to where it meets Prospect Rd. (route 333).
2. Everything from the start of Purcell Cove Rd. (Route 253) to where it meets up to Herring Cove Rd.
3. Everything from the start of Herring Cove Rd. (route 349) to where it ends at Pennant.
4. Everything from the start of Old Sambro Rd. (route 306) to Sambro.
5. Everything from the start of Prospect Rd. ( route 333 ) where it meets St. Margaret’s Bay Rd. to as far as the Bridge at the center of Shad Bay (start of Bayside).
6. Starting at the Intersection of Joseph Howe Dr./Ashburn Golf Course and Bicentennial Dr. This includes everything South of this line, following up Bicentennial Dr. to the IA intersection, then along HWY 103 to Prospect Rd. intersection to the start of Prospect Rd. Route 333, then out to Shad Bay.
7. Everything from Northwest Arm Drive at the intersection with Bicentennial Dr. to the end of Northwest Arm Drive where it meets with the Old Sambro Road (Highway 306). This includes Cowie Hill Subdivision.

**ARTICLE III – PURPOSE AND AFFILIATION**

The Association is established as the governing and administrative body whose purpose is to provide an opportunity for youth to participate in the Hockey Nova Scotia, the Central Minor Hockey Federation, and the Metro Minor Hockey League sanctioned hockey programs. The Association is bound by the by laws and rules of the Hockey Canada (HC), Hockey Nova Scotia (HNS), the Nova Scotia Minor Hockey Council (NSMHC), the Central Minor Hockey Federation (CMHF) and the Metro Minor Hockey League (MMHL). All members of the Association will be bound by the terms of the Code of Conduct and Expectations.

**ARTICLE IV – COLOURS AND CREST**

The Association colours will be Kelly Green and White and a round Logo with the Light house image (as shown). Any Chebucto Atlantics jerseys, clothing or other paraphernalia must adhere to this colour scheme format. The Association jackets, track suits, sweaters and other clothing items will also abide by this colour scheme. Where appointed, an approved vendor may be supplied by the Association.



## **ARTICLE V – OBJECTIVES**

**MISSION STATEMENT:** CMHA is a proud organization with a strong display of community and pride. We are building the foundation for our players through the game of hockey. Our mission is to lay the foundation for our players to develop, grow, and achieve personal goals, while strengthening and building the CMHA:

1. To aid with those unable to pay registration fees through municipal, provincial or community programs
2. To implement programs that will develop players and provide for a positive hockey experience.
3. To organize and administer in-house leagues and representative teams for inter-association competition.
4. To foster, promote and encourage the ideals of good sportsmanship, respect, fun, and enjoyment in the children of the community.
5. To acquire by way of grant, gift, purchase, bequest, devise or otherwise, real and personal property and to own and use such property to the realization of the objectives of the Association.

## **ARTICLE VI – MEMBERSHIP CRITERIA**

A parent or legal guardian who has a child registered with the Association, has paid all annual registration fees and has no other outstanding fees owed within the Association will be considered a member in good standing. As a Member of good standing, one vote per parent or legal guardian will be given at the Annual General Meeting:

1. Membership will be accorded to all people who offer to serve in any capacity from one registration period to the next and has been accepted by the Association. Any member delinquent in their fees shall forfeit membership until full payment of fees. Life membership may be bestowed by a two-thirds majority vote of members present at an Annual or Special meeting. Life membership shall entitle the honored member to all privileges in the Association for life.
2. Players who have reached the age of majority.

## **ARTICLE VII – EXECUTIVE OFFICERS**

Executive officers shall be elected at the Annual General Meeting and will hold their positions for one year, with the exception of the President and Executive Vice President, who will hold their positions for two years in alternating years.

The position of Technical Director shall not be an elected position, but a contract position to be contracted by a committee composed of the elected executive officers and subject to renewal year over year or as per the terms of the agreement:

- a) The executive officers shall be:
  - (a) President
  - (b) Executive Vice President
  - (c) Vice President Competitive
  - (d) Vice President Recreation
  - (e) Vice President Development
  - (f) Vice President Initiation Program
  - (g) Vice President Novice
  - (h) Vice President Fundraising
  - (i) Vice President Administration & Secretary
  - (j) Vice President of Risk Management
  - (k) Treasurer
  - (l) Registrar
  - (m) Ice Coordinator
  - (n) Member at large – two members
  - (o) Equipment Manager
  - (p) Tournament coordinator
  - (q) Referee in Chief
  - (r) Technical Director of Hockey.

The President shall serve a term of two years with an end date of each term alternating with the end date of the Executive Vice President. The President's two-year term shall commence in even numbered years (commencing in 2008).

The Past President of the Association shall be an ex-officio member of the Executive.

## **ARTICLE VIII – MEETINGS/FISCAL YEAR**

### **EXECUTIVE MEETINGS**

- a) These will be held as required. No business shall be transacted at any meeting of the Executive unless fifty percent (50%) in number of the Executive are present at the commencement of such business
- b) Voting is limited to the Executive members and each member is entitled to one vote
- c) The President is permitted to vote only for the purpose of breaking a tie.

### **1. ANNUAL GENERAL MEETING:**

- a) Quorum for the meeting is twenty-five (25) members.
- b) The Associations Annual General Meetings will be held prior to May 31 at a time and place to be determined by the Executive. Reports will be presented by all Vice presidents and the Treasurer. All other elected members can provide reports as needed or requested by Executive.
- c) Election of Officers will be held at this meeting.
- d) Notice of this meeting shall be posted on the association website, emailed to members, and posted publicly not less than 28 days prior to the date of the meeting. The notice must include the nomination(s) of the current Executive.
- e) The order of business for these meetings shall be set by the Executive.

## **2. SPECIAL GENERAL MEETING:**

- a) The Executive may, whenever it sees fit, or upon written request from twenty five (25) members eligible to vote, call a Special General Meeting
- b) Quorum for the meetings is twenty-five (25) members
- c) Notice of this meeting shall be posted on the association website, emailed to members, and posted publicly not less than 14 days prior to the date of the meeting. The notice must include a description of the business to be conducted at the meeting. No decisions or business can be conducted that was not indicated in the notice to membership.

## **3. FISCAL YEAR**

The Association's fiscal year will be 01 April to 31 March.

## **4. MINUTES**

Minutes of all meetings shall be retained as ongoing records.

## **ARTICLE IX – ELECTION OF EXECUTIVE OFFICERS**

The current Executive must post their nomination(s) on the Association website not less than 30 days prior to the Annual General Meeting (AGM):

1. The membership may nominate individuals for Executive by providing notice to the Executive not less than 16 days before the AGM. Such notice shall set out the name of the individual nominated and the position for which nominated. The nomination form must be signed by two members in good standing and must be signed by the nominee indicating he/she is willing to accept the position if elected. All nominations must be reviewed and approved by Executive Board members. Please visit the Chebucto Minor Hockey website for the official form. Nominees must provide a brief overview of their qualifications for the position which will be included in communications to membership.
2. Nominations will be closed 14 days prior to the Annual General Meeting
3. A complete list of Nominees will be posted on the website and emailed to members not less than 14 days before the Annual General Meeting and will include nominee overviews where provided
4. An individual may be nominated for not more than two positions and can hold only one position

5. If only one nomination exists for a position, that person will win by acclamation.
6. Should two or more nominations exist for a position, a vote will be held at the Annual General Meeting where nominees can address the members, and then determine by secret ballot vote who will hold the position for the upcoming season.
7. Should the position not have any nominees as of 16 days prior to the Annual General Meeting, the new Executive formed at the Annual General Meeting will appoint a member in good standing to the vacant position.
8. Voting at the annual meeting for executive officers shall be by secret ballot or ballots
9. Voting for elected positions shall be held in the following order:
  1. President
  2. Executive Vice President
  3. Vice President Competitive
  4. Vice President Recreation
  5. Vice President Initiation
  6. Vice President Novice
  7. Vice President Development
  8. Vice President Fundraising
  9. Vice President Administration/Secretary
  10. Vice President Risk Management
  11. Treasurer
  12. Registrar
  13. Ice Coordinator
  14. Member at Large (2).

Any member standing for the position of President must have at least two years of experience as an executive on the board that includes knowledge and experiences of previous years (in coaching, management, proven relevant experience). Will Chair the Nominating Committee, whose responsibility it is to ensure a full slate of qualified nominees is presented at the Annual General Meeting for consideration and election.

Vice-President in CMHA; Any Member standing for one of the Vice President roles, with the exception of the Vice-President IP/Novice, must have at least one year of experience as a Member of CMHA or equivalent role within another minor hockey association. The Vice President IP/Novice must have a minimum of one-year hockey volunteer experience.

Any member standing for the position of Treasurer must have an accounting designation or five years of bookkeeping experience.

#### **ARTICLE X – AMENDMENTS TO CONSTITUTION:**

1. The Constitution shall only be altered at the Annual General Meeting or at a Special General Meeting called for that purpose. Approval for Amendment shall require a two thirds majority vote of voting members present.
2. Proposed amendments shall be emailed to membership, posted publicly and posted on the association website not less than 14 days in advance of the date of the meeting at which they are to be considered
3. Any member may submit in writing to the Executive Vice President proposals amending

the Constitution 28 days before the meeting at which they are to be considered.

**BY LAW 1 – DUTIES AND POWER OF THE EXECUTIVE BY LAWS:**

1. The Executive shall be responsible for establishing policies, general directing and for the conduct of the affairs of the Association during the term of office
2. It shall approve all expenditures but may not borrow money
3. It shall approve appointments of team officials
4. It shall establish guidelines for participating in tournaments
5. It shall establish registration fees and any other assessments it considers necessary or advisable
6. It shall appoint committees it considers necessary to assist in administering the affairs of the Association or to undertake special projects
7. It shall approve team composition. Normally this consists of not less than 14 skaters plus two goaltenders. Any deviation from these numbers must have approval of the executive board. These numbers may vary for the Recreational Program under the supervision of the Vice-President Recreation.
8. It shall institute a process of competitive tryouts which allows a player selection committee (to be approved by the executive) the opportunity to assess their ability so that each player may be placed appropriately. The format for these tryouts including “placement” process, absences from tryouts, grievance procedure, etc. will be policies decided by the Executive.
9. It shall suspend for cause any Association Officer, official, player or member for failure to comply with the Constitution and by laws, as well as actions deemed by the Executive to be detrimental to hockey
10. It may fill, by appointment, any unscheduled vacancy, which may occur
11. It shall appoint Referee-in-Chief, Equipment Manager and others deemed as necessary.

***President***

The President is the Chief Executive Officer of the Association and is responsible for the overall coordination of the Association’s business. More specifically, the President’s duties include, but are not limited to:

1. The organization and calling of General and Executive Committee meetings as appropriate. The President will serve as the chairperson of such meetings.
2. Liaise with HNS, NSMHC, CMHF, MMHL and other related hockey branches.
3. The President is empowered to appoint chairpersons for various committees as required.
4. Shall sign all cheques or authorized accounts and bills, after the same have been prepared and signed by the Treasurer.
5. Shall have the power to suspend any player, coach or official for code of conduct violations, or for any infraction of the regulations covering the eligibility of players – such suspensions to be effective immediately until dealt with by the Discipline Committee, which must be within 10 days of the suspension. Such suspension automatically terminates at the expiration of the period of the suspension imposed.
6. Shall be permitted to vote at any meetings of Officers of the Association and Executive Committee only for the purpose of breaking a tie vote



7. Shall be empowered to act on behalf of the Association and any meetings where representation of this Association is required
8. He/She may call Special or General Meetings at any time
9. Provide leadership in determining Policies and in the administration of the affairs of the Association
10. Submit a report at the Annual General Meeting
11. In the event of extended absence, designate the Executive Vice President to act.
12. Attend the HNS AGM representing Chebucto Minor Hockey Association partnered with Executive Vice President.

***Executive Vice President***

1. Assist the President and perform the duties of President, as well as duties delegated by the President
2. Be Chairperson of the Coaches Selection Committee
3. Be responsible for the Code of Conduct and associated Disciplinary Committee
4. Be appointed co-signer of cheques in the absence of the President
5. Be responsible for the annual review of the constitution including recommendations for amendments where appropriate
6. Assist and understand the President & Vice President's roles to provide support as needed.

The Executive Vice President shall serve a term of two years with an end date of each term alternating with the end date of the President. The Executive Vice President's two-year term shall commence in odd numbered years (starting in 2009).

***Hockey Development Professional (or Technical Director of Hockey)***

The Hockey Development Professional (HDP) is responsible for all aspects of player and coach development and directly reports to the Executive Vice President (EVP) and is accountable to the CMHA Board. The HDP will have support from the Associations VPs (Competitive, Development, and Recreation), leads, coaching staff and volunteers.

In cases where the HDP is assisted by various VPs in the execution of some tasks, the HDP shall have authority over decisions related to on-ice programming, team composition, on-ice personnel for pre-season development, or any other matters related directly to the functions as described in the duties below.

The HDP shall function as per the stipulations in the contracted or official agreement as determined by the CHMA executive for the year of effect.

The specific responsibilities include, but are not limited to:

1. Increasing player skill development opportunities at all levels and identification and mentorship of high performance players, assisting them to transition to the next level of play
2. Designing and developing an on/off ice program that reflects the CMHA vision for player and coach development and Hockey Canada guidelines
3. Recruiting, managing, mentoring, and motivating coaches and volunteers at all levels of

play

4. Development and support of junior coaches, with an eye to their continuing involvement in the association and their progression to higher levels
5. Creating and/or improving programs for the instruction of players new to the game
6. Execute the evaluation process and be part of the team selection process in conjunction with the Evaluation Committee
7. Conduct Coach interviews, selections, and reviews in collaboration with the EVP and Coaching Selection Committee
8. Work in collaboration with the EVP and coaches on year-end evaluations to provide substantive feedback to players on their development progress
9. Plan and execute current and new hockey camps, including budgeting, booking facilities with the Ice Scheduler, and delivering the on-ice programs
10. Attend meetings of the Board of Directors when requested throughout the year and prepare regular reports as it relates to the functionality and opportunities within all divisions
11. Liaising with sport governing bodies and hockey organizations
12. Providing front-line support to players and coaches
13. Other duties in fulfillment of the vision toward the development of hockey within the CHMA
14. Preparation of a fair, concise, and transparent tryout process/plan that provides all competitive opportunities to our players in association with the VP Competitive
15. Provide the process and programming that constitutes the tryout plan, by presenting the plan for approval in association with the VP Competitive
16. In conjunction with CMHA ice coordinator, secure ice times for the entire tryout process.
17. Select four or more independent evaluators for tryouts. Provide as many as needed qualified impartial coaches for coordination for any on ice evaluations. No evaluators may be on ice or evaluate a player in relation (son, daughter, stepson, stepdaughter, grandchild, etc.) or have conflict
18. Arrange an exhibition series of games for final selections of the competitive teams
19. Prepare and present the results of the evaluations and tryouts to the board upon completion. All player tryout information will remain in confidence on an independent laptop or device approved by the board. All information will be accessible only by board members.
20. Present a plan based on tryout results and registrations for team/level composition for approval by the CMHA board
21. Provide and explain the tryout process and evaluation process to the independent evaluators to ensure they are prepared for the time commitment and understand the expectations
22. Provide digital and/or hard copy practices and/or game plans to coaches with VP development at the start of season to ensure teams have a plan to start the year that aligns with a strategic development plan for the association (both Rec and Competitive)
23. Coordinate Recreation balancing games in association with the VP Recreation and inquire about ice times from the Ice coordinator (practice and pre-season)
24. Ensure that all activities concerning U9 level NSST and evaluations are organized and scheduled in association with the VP U9. Solicit qualified on- and off-ice evaluators to assist in determining player team assignments
25. Oversee the on-ice assignments, practice plans, and coaching staff for the IP Program in

collaboration with the VP of IP

26. Ensure that there is adequate goalie development and qualified coaching within the context of both team practices and extra development programming.

## **VICE PRESIDENTS**

### ***Vice President Competitive***

1. Be responsible to the Executive for the operation of the elected competitive division
2. Assist in the preparation of a fair, concise, and transparent tryout process/plan that provides all competitive opportunities to our players in association with the HDP
3. Assist in development of the process and programming that constitutes the tryout plan by presenting the plan for approval
4. Select and get approved by the board, a tryout committee that consists of three board members, one independent evaluator and an ombudsman, who will liaise between tryout committee and our members
5. Present an overview – estimate of projected numbers (enrollment) of competitive teams for the following season
6. Assist in the preparation of the results of the evaluations and tryouts to the board upon completion
7. Assist in the communication of all steps of the tryouts process, including plans, drills and evaluation results to the membership via website in a timely manner. Expectation of two weeks prior to any tryout process
8. Assist in the coordination, management and oversight of all tryout results in conjunction with the tryout committee and HDP to expedite a fair and thorough process
9. Assist the HDP to provide and explain the tryout process and evaluation process to the independent evaluators to ensure they are prepared for the time commitment and understand the expectations
10. Ensure that final rosters for all Competitive teams are provided to Registrar 24-48hrs before they are posted to website
11. To ensure accuracy and continuity, all player records are to be kept for the duration of the player while registered with CMHA
12. Participate in all communications to members throughout the season in conjunction with the VP Development
13. Throughout the season, work with HDP to ensure players are thriving and have the opportunities they require to develop
14. Duties as assigned, and support other board members as needed.

### ***Vice President Development***

The Vice-President Development is responsible for the management of the Association's development program and is the principal contact person within the Association for all skill development activities in association with the Hockey Development Professional (HDP).

More specifically, the Vice-President Development's duties include, but are not limited to:

1. Liaise with Hockey Nova Scotia's Development personnel and the Association's Hockey Development Professional (HDP) and assist in managing the work schedule of the Hockey Development Professional

2. Outline the budgetary requirements and limits for the overall development program and provide the leadership within the Association to achieve the program objectives
3. The VP Development will be part of the tryout and coaches selection committees and provide support to those events
4. The VP Development will assist the HDP in the planning and execution of any pre-season development activities or development activities during the year.

#### ***Vice President Recreation***

1. Be responsible to the Executive for the operation of their elected division
2. Ensure that players are duly registered before participating in the Association program
3. Ensure that players are assigned to teams
4. Provide the Registrar with a list of players on competitive and recreational teams
5. Notify the Ice Coordinator and the Equipment Manager of team needs
6. Perform any duties assigned by the Executive
7. Form a committee for balancing Recreation players prior to Competitive tryouts in association with the HDP
8. Have input from the HDP or coaches selection committee in assisting with selection of recreation coaches
9. Prepare a report for the Annual General Meeting.

#### ***Vice President U9***

1. Be responsible to the Executive for the operation of the U9 division.
2. Ensure that players are duly registered before participating in the NSST and evaluation program
3. With oversight from the HDP, ensure that all activities concerning NSST and evaluations are organized and scheduled
4. Assembling a board to assist with U9 evaluations as may be required
5. Provide the Registrar with a list of players on Novice competitive and recreational teams
6. Assist the Registrar and Treasurer as required
7. Notify the Ice Coordinator and the Equipment Manager of team needs
8. Prepare a report for the Annual General Meeting
9. Perform any duties assigned by the Executive.

#### ***Vice President Initiation Program (U7/IP)***

1. Be responsible to the Executive for the operation of the U7/IP Program
2. Ensure that players are duly registered before participating in the Association program
3. With oversight from the HDP, prepare and organize on ice assignments for coaching staff, in collaboration with Member at Large IP/Novice and or VP Development
4. Provide the Registrar with a list of players and assignments to teams
5. Assist the Registrar and Treasurer as required

6. Notify the Ice Coordinator and the Equipment Manager of team needs
7. Responsible for the Junior coaches program
8. Prepare a report for the Annual General Meeting
9. Perform any duties assigned by the Executive.

### ***Vice President Fundraising***

1. Be responsible for obtaining sponsors for Chebucto
2. Represent the executive on all Tournament Committees
3. Be responsible for non-hockey related, fundraising efforts
4. Coordinate and maintain all details and commitments to the CMHA 50/50.

### ***Vice President Administration***

1. Distribute all material deemed necessary by the Constitution and by law
2. Update Goalline and website as required. Coordinate with Board members as necessary
3. Inform all members two weeks before the Final Meeting, the date, time and place of meeting
4. Taking minutes for Association meetings and distribute the same to all concerned prior to the next meeting
5. Perform other duties assigned by the President
6. To keep any documents, forms and minutes from the previous hockey season either by USB or virtual copy for referral in the next season.

### ***Vice President of Risk Management***

Be responsible for maintaining the registry of certified coaches and ensure volunteers are following all guidelines as required by Hockey Canada and Hockey Nova Scotia and ensure compliance and completion of all necessary documents:

1. Be responsible to ensure all risk management procedures as required by Hockey Canada and Hockey Nova Scotia are followed and all necessary approvals for association or team events meet and have the appropriate approvals
2. Work with the Vice President, Administration and Registrar to track and ensure all injury reports are completed and submitted to Hockey Nova Scotia in a timely manner.

### ***Treasurer***

1. Perform all duties associated with the office of Treasurer
2. Keep the accounts, receive and deposit funds in a chartered financial institution
3. Make disbursements with Executive approval by cheque, signed by the Treasurer and President or one other appointed by the Executive at an Executive's meeting
4. Present reports to the Executive as requested
5. Prepare the annual budget of estimated receipts and expenses. Advise on financial matters.
6. Supply a financial statement of the past hockey year for review, as well as the approved

- budget for the upcoming new hockey year at the Annual General Meeting
7. Coordinate the expenditure of funds with the President, Executive VP and Equipment Manager and prepare the proposed new hockey year Budget with their assistance. The proposed budget will be presented to and approved by the Executive prior to being presented to the membership.
  8. Handle all responsibilities relating to Association bank accounts, and ensure that the signing authorities are the Treasurer and one of the following: President and/or Executive Vice President
  9. Exeditiously deposit all funds received and account for these funds via financial statements presented as required at Executive Meetings. These statements will report on actual and forecasts as compared to approved budgets.
  10. Alert the Executive to any variances of a substantive nature which would require Executive corrective action to be taken
  11. Present an independent financial review at the Annual General Meeting.

### ***Registrar***

1. Be responsible for the organization and administration of the registration of Chebucto players. Handle in province or out of province player transfer requests.
2. Set-up the online registration system through Hockey Canada
3. Ensure team lists & numbers are correct, updated and submitted to HNS, reported to HNS regional director and listed on the Chebucto website
4. Present a report of the year's operation at the AGM Meeting.

### ***Ice Coordinator***

1. Determine ice requirements to meet association needs in consultation with Vice Presidents, Registrar and Treasurer
2. Accept or refuse ice times from arena managers based on association requirements
3. Determine game and practice times for all divisions and teams
4. Keep a record of all ice used
5. Send monthly practice times for each team to treasurer for invoicing teams
6. Authenticate ice time invoices from arenas for the Treasurer.
7. Reschedule any games missed due to tournaments, game time conflicts, weather cancellations, etc.
8. Sell any open ice that cannot be used for rescheduled games and help teams sell any practice time they cannot use
9. Be the Association representative at the CMHF
10. Perform other duties as required by the Executive.

### ***Member at Large (2)***

The Members at Large are responsible to attend Executive Meetings, acting on behalf of the general membership, and assist other members of the Executive in the completion of their responsibilities and duties. Members at Large are expected to be an active participant in the

management of the association and as such, should be prepared to take on duties assigned by the Executive. One Member at Large position shall be filled by a member of CMHA who has a child in the IP/Novice Program.

### ***Coordinators***

There shall be divisional Coordinators selected by the Executive from interested members whose names shall be submitted through an open recruitment process.

The duties of the Divisional Coordinators include, but are not limited to:

1. Support communications between the Executive, Coaching/Bench staff and parents
2. Report to and assist in the functions of the Executive and Vice Presidents (U7/U9/Recreation and Competitive) and shall assist in the evaluation or placement processes at the appropriate level.

Divisional Directors shall be selected for the following divisions:

- U7
- U9
- U11 Rec
- U11 Competitive
- U13 Rec
- U13 Competitive
- U15 Rec
- U15 Competitive
- U18 Rec
- U18 Competitive

### **BY LAW 2 – REFEREE IN CHIEF**

1. Manage the hiring, development, and if required, disciplinary actions of all Association officials
2. Maintain a listing of all Association officials and ensure that all persons officiating within the Association have attended the prescribed HNS Referees clinics at the appropriate level, and further that all Association officials are fully registered with HNS for the current hockey season.
3. Assign all game officials and timekeepers for games played under the jurisdiction of the Association, including league, exhibition, playoff and tournament games
4. Endeavour to maintain a high and uniform level of officiating by all Association officials for all games played within the Association
5. Keep accurate records of games officiated and payment of officials and ensure that Game Sheets are delivered in a timely manner to the appropriate administrators
6. Ensure accurate payment of officials and provide monthly payroll figures to Association Treasurer for review and reimbursement.
7. Act as the liaison between the Association and the CMHF and HNS Referees in Chief in all matters concerning game officials. Ensure the association is aware of any Hockey Canada or HNS developments with regards to officiating, such as new rules or areas of emphasis.

8. Develop and oversee a development program, ensuring all association officials receive supervision and coaching on an ongoing basis. Conduct on-ice and classroom-based development sessions, leveraging HNS resources when possible.
9. Conduct on-ice and classroom-based development sessions, leveraging HNS resources when possible.
10. Provide recommendations to the Executive regarding officials' remuneration.

### **BY LAW 3 – EQUIPMENT MANAGER**

1. Prepare a list of requirements based on input from Vice Presidents and Technical Director
2. Recommend needs to the executive
3. Be authorized to purchase equipment.

### **BY LAW 4 – DISCIPLINE**

All members must abide by the Codes of Discipline. A schedule of standard automatic suspensions will be provided by the Vice Presidents at the beginning of each year to all Coaches. (HNS) The Association may increase suspensions beyond HNS, HC, NSMHC requirements. The Association has the right to discipline any member and or player. Progressive Discipline policies and Abusive Parent Dispute Resolution Policies outlined by HNS will be adhered to.

### **BY LAW 5 – APPEALS**

#### **APPEAL PROCESS**

Parents after placement should contact the Vice President Competitive if they wish to appeal their child's placement. Parents, under no circumstances should approach the coach directly. The Vice President Competitive will investigate the complaint and report to the Executive, who will inform the parents in writing, of their decision.

#### **APPEAL OF SUSPENSION**

Any member who is suspended from the Association or is suspended from participating in any function of the Association, be they coach, manager or other team official or Association member, may appeal his/her suspension in accordance with the following procedures:

- a) A written request is to be submitted to The President, Executive Vice President and VP Risk Management requesting hearing. This written request must be submitted within ten days of written notice of suspension; and
- b) The President and/or Executive VP and two other members of the executive will review the appeal within ten days of receipt of an appeal and may render a decision immediately, but in any case, no longer than five days after the appeal hearing.

### **BY LAW 6 – ETHICS**

Members are to:

1. Maintain the highest standard of deportment, conduct and sportsmanship. Failure to do so may result in suspension or dismissal from the Association by the Executive.
2. Adhere to the codes of conduct and Discipline
3. Be aware of and uphold the objectives of the Association



4. Ensure that all players have an equal opportunity to play and enjoy their hockey program
5. Adhere to the Policies and Guidelines for Teams and Members provided by the Association.

#### **BY LAW 7 – QUORUM**

1. A quorum at Association meetings shall consist of twenty five members
2. A quorum voting at Executive meetings shall consist of one half plus one of all voting members.

#### **BY LAW 8 – VOTING**

1. At all meetings, voting shall be by a show of hands except election of executive which shall be by ballot or by any other method authorized by a majority of the members present
2. Motions shall be approved by a simple majority unless otherwise stated in the Constitution and by laws
3. Each member present, in good standing, shall have one vote
4. The President will break all ties
5. The conduct of all meetings shall be in accordance with Roberts Rules of Order unless indicated herein.

#### **BY LAW 9 – COMPLAINTS AND SANCTIONING**

1. In the event of questions, concerns or complaints needing to be addressed, please refer to the Complaint & Sanction Policy, as well as the Discipline Policy
2. The Complaint & Sanction and Discipline policies will be enforced by the Executive.

#### **BY LAW 10 – SUPREMACY OF THE CONSTITUTION AND BY LAWS**

1. This document shall be considered supreme so long as it is not in conflict with the Constitutions of the NSMHC, HNS and HC
2. Matters not covered in the Constitution and by laws shall be referred to the Executive for decision. The decision of the executive shall be subject to ratification by the members at a Final General Meeting, Semi Annual Meeting, or at a Special Meeting, whichever is sooner.