



# **SYDNEY MINOR HOCKEY ASSOCIATION CONSTITUTION & BY-LAWS**

Revised June, 2008

## **ARTICLE 1. NAME AND BOUNDARIES**

- 1(a) This association will be called the Sydney Minor Hockey Association.
- 1(b) The boundaries of the association shall be:  
Beginning at Arnold's Bridge in South Bar, travelling toward Sydney taking in both sides of the road.  
Along Lingan Road to and including the former Radar Base both sides of the road.  
Taking in the communities of Sydney, Whitney Pier and part of South Bar.  
Taking in the boundaries of the City of Sydney along King's Road stopping at Weidner Drive.  
Along Welton Street and Grand Lake Road, both sides to Highway 125.  
Along George Street both sides to Highway 125.  
Along Alexandra Street both sides (excluding Sunset Drive and Kenwood Drive) to Highway 125.
- 1(c) The official colours of the associations shall be Blue and White.
- 1(d) All Sydney Minor Representative teams will be designated "Steelers" ex. Pee Wee AAA Steelers

## **ARTICLE 2. GENERAL**

- 2(a) The constitution, by-laws and regulations of the Association shall conform with the constitution, by-laws and regulations of the Hockey Nova Scotia Minor Council.
- 2(b) At no time shall amendments to the constitution, by-laws and regulations of the Association conflict with the constitution, by-laws and regulations of the Hockey Nova Scotia Minor Council.
- 2(c) The purpose of this constitution is to amplify the constitution of the Hockey Nova Scotia Minor Council.
- 2(d) The constitution of the Association may be adopted, amended, revised or repealed only at the annual meeting of the Association and then only by a two-thirds majority of the delegates present and voting. No amendments or alterations to the constitution shall be considered at the annual meeting unless such proposed amendment or alteration shall have been submitted in writing to the secretary of the Association at least thirty days (30) prior to the date of the annual meeting. It shall be the duty of the secretary to submit a copy of any proposed amendment or alteration to each member of the executive of the Association at least three (3) weeks prior to the date of the annual meeting.
- 2(e) By-laws and regulations of the Association may be adopted, amended, revised or repealed at any of the general meetings provided that sufficient notice in writing has been given to the secretary and communicated by him/her to all members of the executive at least fifteen days prior to the holding of such meetings. A two-thirds majority of all votes is required to amend, adopt or repeal the bylaws and regulations of the constitution.

- 2(f) The constitution, by-laws and regulations of the Hockey Canada and the Hockey Nova Scotia are also part of this constitution and shall apply in all matters not otherwise covered.

### **ARTICLE 3. OBJECTIVE**

#### **The objectives of the Association are:**

- 3(a) To assist in the development of good citizenship among boys and girls by showing them the results of teamwork, sportsmanship and fair play through hockey.
- 3(b) To grant equal opportunity of participation to all boys and girls.
- 3(c) To assist players to impose self-discipline.
- 3(d) To emphasize the desire to win rather than the need to win at all costs.
- 3(e) To foster, improve and perpetuate the game of hockey in our community.
- 3(f) To work cooperatively with the local Recreation Department to improve and provide additional playing facilities for minor hockey.
- 3(g) To provide, promote, encourage recreational hockey for all age groups from the Initiation Program (previously Tots and Novice) to Minor Junior. (participation at each level based on demand and registration numbers).

### **ARTICLE 4. CLASSIFICATION AND AFFILIATION**

- 4(a) Players shall be classified into age categories as defined by the Hockey Nova Scotia Minor Council requirements.
- 4(b) The Association may be represented by as many competitive (“Rep”) teams as would conform with current Hockey Nova Scotia team classifications. The guidelines and restrictions of qualifying for these divisions is outlined by Hockey Nova Scotia Minor Council.
- 4(c) The final classifications of the various teams will be determined at the annual meeting of the team coaches along with the regional Hockey Nova Scotia representative prior to Provincial play-downs.
- 4(d) The establishment of independent teams within the Association is strictly prohibited.
- 4(e) The lower classification team shall not be unduly hampered by the call-up of players.
- 4(f) The coach of the lower classification team, with just cause, has the right to refuse the call up of players.
- 4(g) Lower classification teams, which have been eliminated from competitive play and are not in

tournaments cannot refuse the call-up of players to higher classification play. The player has the right to move up and also refuse if he/she so wishes.

- 4(h) In cases where dispute arises over the calling up of players within or between divisions, the executive will decide whether a player moves up. There is no further appeal to the executive decision.
- 4(i) Competitive teams may sign additional players for affiliation purposes. The number of affiliate players will be outlined by the Hockey Nova Scotia Minor Council.

## **ARTICLE 5. MEMBERSHIP**

**Membership will consist of all parents or guardians of eligible players and all other citizens who are managers, coaches, or active workers in the Sydney Minor Hockey Association.**

- 5(a) The executive of the Association will be comprised of 11 positions. Ten (10) elected voting positions and one (1) non elected voting position (past-president).
- 5(b) The officers of the Association shall be: President, Past President, Vice President Representative Divisions, Vice President House Divisions, Vice President Initiation Division, Secretary, Treasurer, Ice Allocation, Registrar, Risk and Development, Fund Raising.
- 5(c) All members of the executive will form an Executive Committee and shall have voting powers. The president may vote on every issue. In the event of a tie, the president casts a second vote to resolve the issue.
- 5(d) This Executive Committee is the interpreting body of the Association as it relates to the constitution or other areas.
- 5(e) Six (6) members of the Executive Committee should constitute a quorum.
- 5(f) Notwithstanding anything that may appear elsewhere in this document, all hockey matters are under the jurisdiction of the Executive Committee.
- 5(g) The Executive Committee shall appoint one person (non executive member), division coordinator for each of the divisions and any other appointments required to efficiently manage the programs of Sydney Minor Hockey.

## **ARTICLE 6. COACHES**

- 6(a) All coaches will be decided by application to the Association Executive. In the event that the executive feels none of the applicants is suitable, it may appoint coaches.
- 6(b) If conflict in the executive arises, the decision on coaches will be made by an outside body to be determined by a two-thirds majority of the executive.
- 6(c) The position of coach will be advertised in the local media prior to the hockey season.

- 6(d) Coaches for house programs will be selected by the coordinators of each division. These selections must first be reviewed and approved by the executive.
- 6(e) The appointment of assistant coaches must be approved by the executive.
- 6(f) Coaches shall be responsible for the conduct of their team at all games on and off the ice. Coaches will be expected to set an example to the players on how to conduct themselves at all activities.
- 6(g) The coaches are responsible for all sweaters and association equipment issued to the team and is required to return all said equipment at year-end. Dates and times may be at the request of the Division Director.
- 6(h) Coaches are expected to notify the executive, through the appropriate Vice President or coordinator, of any intention to make player changes or movements.

## **ARTICLE 7. APPEAL**

If a decision is handed down by the Association executive, it can only be appealed to Hockey Nova Scotia Minor Council and the appeal decision of the Hockey Nova Scotia Minor Council shall be binding.

## **ARTICLE 8. THE OFFICERS OF THE ASSOCIATION**

### **President:**

The President shall preside at all meetings of the Association and Executive Committee. he/she shall generally perform the duties usual to the Office of President and may, at his discretion, order the calling of special meetings of the Association or its Committees. he/she will serve as spokesman for the Association when required. He/She shall cast the deciding vote in case of a tie and be a signing officer of the Association.

### **Vice President Representative Divisions:**

The Vice-President will oversee the operation of the “Rep” teams in all divisions. He/She will provide all teams with the guidelines by which the league expects teams to operate and instruct coaches, managers etc. on the rules governing the “rep” teams as outlined by the Hockey Nova Scotia Minor Council. He/She will be responsible to coordinate the equipment requirements for their area of responsibility. The Vice-President shall, at the request of the President, preside at meetings, and in general, be a signing officer of the Association. He/She shall, from time to time, accept additional responsibilities as directed by the President and Executive or by a general meeting of the Association as expressed in a majority vote.

### **Vice President House Divisions:**

The Vice-President will oversee the operation of all the house divisions in all categories of the Association. He/She will provide support and direction to the coordinators and coaches in all divisions and keep

the executive abreast of the operations in each division. He/She will be responsible to coordinate the equipment requirements for their area of responsibility. The Vice President shall, at the request of the President or executive, preside at meetings and in general be a signing officer of the association. He/She shall, from time to time, accept additional responsibilities as directed by the President and Executive or by a general meeting of the Association as expressed in a majority vote.

**Vice President Initiation Levels:**

The vice-president of the Initiation level will oversee the operations of the Entry Level Divisions (Tots and Novice) within Sydney Minor Hockey. He/She will provide the guidelines by which the association expects the instructors at these levels to carry out their responsibilities. He/She will be responsible to coordinate the equipment requirements for their area of responsibility. He/She will provide the support and direction directly from the board to insure continuity in development programs from year to year. He/She will perform all the duties of a Vice-President of the association including presiding at meetings and in general be a signing officer of the association. He/She shall, from time to time, accept additional responsibilities as directed by the President or Executive Council or as directed at a general meeting as expressed in a majority vote.

**Immediate Past President:**

Shall act in an advisory capacity. Shall coordinate the selection of the nominating committee for the selection of officers for vacant positions on the executive.

**Secretary:**

Shall be responsible for all correspondence of the Association. Shall keep true and accurate accounts of all Association and Executive meetings and such other records concerning the Sydney Minor Hockey Association. Shall insure Sydney Minor Hockey Association's registration under the Society's Act of Nova Scotia is current and shall be recognized as the official agent of Sydney Minor Hockey as it pertains to the Society's Act.

**Treasurer:**

Shall keep true and accurate account of all moneys received and disbursed by the Association and shall, when directed by the Executive, make all disbursements of the Association. He/She will be required to submit an audited financial statement at the annual meeting.

**Registrar:**

The Registrar shall be responsible for:

- (1) The registration of players at the beginning of the season including convening necessary meetings with divisional coordinators for allocation of players.
- (2) All matters pertaining to registration of teams with the Hockey Nova Scotia Minor Council for Provincial competition.

### **Ice Allocations:**

The Ice Allocation chairman shall be the liaison between the Rink management and the association as it relates to all ice rentals, modifications and cancellations. He/She will also be responsible for:

- (1) Representing the association at ice allocation meetings.
- (2) Coordinate the rescheduling of ice times between teams and divisions.
- (3) Assist in the assignment of ice times for tournaments
- (4) Validate the ice rental bills submitted to the association from ice times consumed.

### **Risk and Development:**

Risk Management is the process by which Sydney Minor Hockey reviews its activities, programs, and operating procedures, to identify and understand the everyday risks confronted with operating an organized minor hockey association and eliminating or minimizing those risks.

Development responsibilities include focusing on association development needs i.e. players, coaches, or officials, indentifying certification requirements and arranging for upgrades, help obtain resources for coaches as requested, organize developmental events throughout Sydney Minor Hockey and champion development issues throughout Sydney Minor Hockey.

### **Fund Raising:**

Shall be responsible to coordinate and chair a Fund Raising Committee, the fundraising activities of the Association shall be in accordance with Bylaw 15. Terms of reference for the fundraising committee shall be established and the Chair shall report to the Executive on proposed fund raising activities.

The committee shall assess the appropriate level and structure of the fund raising with an ultimate objective of making minor hockey reasonably affordable for all those who wish to participate.

He/She shall, from time to time, accept additional responsibilities as directed by the President and Executive or/by a general meeting of the Association as expressed in a majority vote.

# BY-LAWS

## BY-LAW 1: ASSOCIATION EXECUTIVE

1. There shall be no remuneration for any of the officers by this Association.
2. When any vacancy occurs in the executive, the following procedure shall apply:
  - (a) If the vacancy occurs in the Office of the President, the Executive Committee will elect a new President.
  - (b) For any other vacancy, an election shall be held by the Association.
3. The executive shall have the power to remove from office forthwith by a two-thirds vote, any member of the executive who is remiss or neglectful of duty or whose conduct tends to impair their usefulness as a member of the executive.

## BY-LAW 2: ELECTION OF EXECUTIVE COMMITTEE AND OFFICERS

The executive committee of the Association shall be elected at the annual meeting and the Executive Officers will be elected by the executive committee immediately following the annual meeting or at the earliest convenience.

## BY-LAW 3: MEETINGS

1. Executive meetings of the Association will be held on the first week of each month or as called for by the president. General meetings of the association will take place two (2) times a year (Mid-January and May). General meetings are to be advertised through the local media in advance. Twenty (20) members will constitute a quorum at the general meeting.
2. The requirement for any additional general meetings is at the discretion of the Association executive.

## BY-LAW 4: VOTING

At all meetings of the Association, voting shall be by show of hands unless requested by any one member for a vote by ballot.

Decision shall be by a majority of the votes cast with the exception of those shown below.

Voting on the election of the association executive shall be by ballot. Each retiring officer shall have one (1) vote and each member one (1) vote. Executive members will be elected by a majority vote. ( Ex. If three positions are to be filled and five persons are nominated the top three vote getters will be declared elected.)

## **BY-LAW 5: TERMS OF OFFICE**

Elected positions of the Sydney Minor Hockey Association are for a two (2) year term with a maximum of three (3) terms. The positions for association officers is for one (1) year with the new executive electing officers from within its ranks following the annual meeting of the Association. If the person holding the office of president is in the sixth (6) year of his or her term, this term could be extended by one (1) year to allow the position of past president to be filled.

## **BY-LAW 6: REGISTRATION**

Registration and Date:

The dates of the annual registration shall be at the discretion of the executive.

Registration Fees:

Registration fees shall be determined yearly, by the executive, as financial requirements dictate.

## **BY-LAW 7: AUDIT AND FINANCE**

### **1. Audit:**

An audit of the Association shall be conducted by a reputable firm recommended by two-thirds majority of the executive.

### **2. Fiscal Year:**

The fiscal year of the Association shall be from the first of May to the 30th of April of the following year.

### **3. Banking and Signing Officers:**

The Treasurer shall, with the approval of the President, open an account with a financial institution in Sydney, Nova Scotia.

The signing officers for all notes, drafts and cheques shall be the Treasurer and (1) of the following: President, or Vice-President.

### **4. Annual Budget:**

An annual budget shall be presented by the executive to the first general meeting after the finalization of registration each autumn and to be reviewed throughout the year as is necessary to ensure continued operation without a deficit.

### **5. Expenditures:**

The executive committee shall have supervision, direction and control over the financial affairs of the Association and shall be responsible for its financial management. All expenditures of the funds of the Association shall be subject to the approval of the Executive Committee and shall be made in accordance with its direction.

No motion adopted at any meeting of the Association, which entails or necessitates financial risk of the commitment of expenditure of funds of the Association shall be valid unless approved by the Executive Committee.

### **6. Development:**

As part of the annual budget process and in recognition of Sydney Minor Hockey Association's

commitment to the development of its players, a minimum of eight percent (8%) of total registration fees will be set aside for development activities to be managed by the Development Coordinator. The Development Coordinator will provide monthly budgetary updates to the Board through the Risk and Development Director.

**BY-LAW 8: NOMINATING COMMITTEE AND ELECTION OF OFFICERS**

The Nominating Committee shall consist of three (3) members of the Association recommended to and approved by the executive. The Past President will recommend the names of these individuals and serve as committee chairman. They will be charged with presenting to the membership the names of individuals willing to serve on the executive to fill vacancies created by retirements or resignations.

**BY-LAW 9: REFEREE-IN-CHIEF**

The Referee-in-Chief shall be appointed on a yearly basis by the executive, and it shall be his responsibility to:

- (a) In conjunction with Association coordinators, appoint referees and/or linesmen as required for each scheduled game and playoffs.
- (b) Conduct or arrange to have conducted, referees clinics throughout the year at various levels.
- (c) Maintain a competent and adequate standard of referring in all associations of the Association.
- (d) Appoint an assistant referee-in-chief to assist him in his duties.
- (e) Ensure that game officials submit a game report for statistical purposes at the end of each game.
- (f) Provide monthly detailed statements of the cost of officials as requested by the executive.

**BY-LAW 10: DIVISION COORDINATORS**

- (a) The executive shall appoint division coordinators at every level deemed necessary by the executive. The coordinator will be responsible for the operation of the "House" program in that division.
- (b) The coordinator will recommend to the executive the names of individuals willing to serve as coaches for the upcoming year.
- (c) The incumbent will also co-ordinate the orderly process of team selection, scheduling, fundraising, tournaments, referees etc.
- (d) Each division coordinator will provide a yearly financial summary of all revenues and expenditures of that division 30 days following completion of yearly play.
- (e) No team or division shall carry a balance forward into the following year.
- (f) Coordinators are required to attend all general meetings to report on division operation and provide answers to any queries. Coordinators may also be required to attend executive committee meetings at the request of the executive.

### **BY-LAW 11: REPRESENTATIVE TEAMS**

The association shall be represented by teams at every level approved by the Association executive.

- (b) Coaches for these teams will be by application.
- (c) The coach/coaches are responsible for the on-ice operation of the team. They shall seek support from the players parents/guardians interested in assisting in the operation of the team. These parties, elected by the parents, should include a manager and treasurer and must be submitted for approval by the association executive.
- (d) All "Rep" teams will have a certified trainer. Volunteers interested should apply for certification.
- (e) Representative teams in each division must present to the association executive a detailed financial summary of yearly revenues and expenditures 30 days following completion of yearly play.
- (f) No team shall carry a balance forward of money into the following year.
- (g) Executive board members may not hold a bench position with representative teams within Sydney Minor Hockey.

### **BY-LAW 12: YEARBOOK**

The awarding of the association yearbook shall be by application and at the discretion of the executive to ensure equal opportunity. The final layout before printing must be approved by the executive. The yearbook should be completed and distributed at the following season's registration.

### **BY-LAW 13: PUBLICITY**

Publicity shall be the responsibility of the executive who may delegate this authority or appoint a publicity director at any time.

### **BY-LAW 14: AMENDMENTS**

Amendments and/or alterations to this constitution can only be made at the annual meeting of the Association, held in May of each year.

The Secretary will communicate notice of amendment to all members of the association by placing an advertisement in the local newspaper at least (14) days prior to the annual meeting that constitutional amendments are on the agenda.

Voting on such proposals shall be as outlined in By-Law 4.

### **BY-LAW 15: FUND RAISING**

All fund raising programs initiated by teams or divisions must be submitted and approved by the executive. All fund raising efforts of the association must take precedence over any team or division program. It is expected that the membership of the association will support all association sponsored fund raising events.

**BY-LAW 16: DISCIPLINE / SUSPENSIONS**

Any disciplinary action against players, teams and coaches, not covered by the Hockey Nova Scotia Minor Council or Hockey Canada is the responsibility of the executive of the Association. No one person whether a coach, manager, or executive member has the authority to act independently as the representative of the association except coaches who have the privilege to suspend a player for one game only, providing just cause and notification to the Rep Director.

**BY-LAW 17: REGISTRATION**

Boys and girls will register at sites selected by the executive. Advance notice of registration will be made through the local media.

**BY-LAW 18: TOURNAMENT COMMITTEE**

Sydney Minor Hockey hosted tournaments will be played under the authority of the Sydney Minor Hockey tournament committee. The tournament committee will consist of the president, vice-president of the division (Rep, House, Initiation) and any others that may be appointed for the purpose.

**BY-LAW 19: DEVELOPMENT COORDINATOR**

The executive shall appoint a Development Coordinator who will:

- (a) Be responsible for the coordination of the Association's player and coach development programs
- (b) Focus on and identify association development needs
- (c) Monitor and evaluate programs and report to board of directors through the Risk and Development Director
- (d) Obtain hockey resources for use by coaches, and develop and maintain a library to be housed at the Association's offices
- (e) Manage an annual budget as approved by the Executive and provide monthly budget versus actual reports to the Executive through the Risk and Development Director
- (f) Consult with coaches to discuss development issues
- (g) Assist with coaching selections
- (h) Oversee and coordinate team selection process to ensure completeness and fairness
- (i) Stay up to date on current Hockey Canada development initiative

