

**THE CONSTITUTION  
OF THE  
NORTH GLENGARRY STORMONT  
MINOR HOCKEY ASSOCIATION**



## INTRODUCTION

*Whereas* the North Glengarry Stormont Minor Hockey Association is a voluntary Association of members, players and individuals, intended to provide the youth of North Glengarry and North Stormont with the opportunity to learn and play the game of hockey; and,

*Whereas* members, players and individuals participating in the activities sponsored by the Association have confidence in the judgment of the Executive of the Association; and,

*Whereas* it is declared that the purposes of this Constitution and the Association's By-laws and Regulations shall be to confer on the Association and its Executive all the powers of a fully governing organization.

***NOW THEREFORE BE IT ENACTED.***

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## ARTICLE 1 - THE ASSOCIATION

### 1.1 Organization

This organization shall be called the North Glengarry Stormont Minor Hockey Association (abbreviated as Association or North Glen Stor or NGS) hereinafter referred to as “the Association”.

### 1.2 Government

All activities of the Association membership shall be governed by the Executive Committee hereinafter referred to as “the Executive”.

### 1.3 Symbols & Crests

For the purpose of identification of league teams, they shall be known as “The Braves”. The symbol for all teams in the Association shall be the “crossed tomahawks”. For the purpose of sportswear, NGS will also use the “Black Hawk” symbol.



## **ARTICLE 2 - OBJECTIVE & AIMS**

### **2.1 Objective**

The Objective of the Association will be to foster and develop sportsmanship, self-discipline, self-confidence, respect for others and enjoyment, through participation, in the game of hockey.

### **2.2 Aims**

The aims of NGS are:

- 1) The development and improvement of hockey within our community;
- 2) to cultivate a true spirit of sportsmanship among all participants, spectators and players alike;
- 3) to ensure that each player, to the extent possible, will be able to participate in a hockey program suited to that player's skill and abilities; and,
- 4) to encourage the participation of any and all interested persons and organizations wishing to volunteer their services in the administration and support of the Association's affairs.

## **ARTICLE 3 - MEMBERSHIP**

### **3.1 Player Membership**

Player Membership shall be accorded to any person who:

- 1) is not of legal age (less than 18 years of age);
- 2) satisfies the ODMHA District 2 (Lower St. Lawrence Minor Hockey League) and Hockey Canada rules of residency for the Association;
- 3) is a registered player in good standing within the Association; and,
- 4) subscribes to the objective and aims of the Association.

### **3.2 General Membership**

General Membership shall be accorded to any person who:

- 1) is of legal age (18 years or older);
- 2) is either a registered player in good standing or the legal guardian/parent of one or more registered players in good standing within the Association; and,
- 3) subscribes to the objective and aims of the Association.

### **3.3 Executive Membership**

3.3.1 Executive Membership shall be accorded to any person who:

- 1) is eligible for General Membership; and,
- 2) has been elected to a position within the Association Executive Committee.

3.3.2 Executive Membership may be appointed to any person upon recommendation from a person holding General and/or Executive Membership, provided the appointed person subscribes to the objective and aims of the Association. The number of executive positions to be held by such persons may account for no more than one-third of the executive.

## ARTICLE 4 - MEETINGS

### 4.1 Meetings of the Executive Committee

#### 4.1.1 *Regular Meetings*

Regular Meetings of the Executive Committee shall normally be held on the last Monday of each month at a place and time selected by the President. A Schedule of Regular Meeting dates shall be established by the President at the first Regular Meeting of each hockey season. Regular Meeting dates shall be posted on the Association website.

#### 4.1.2 *Special Meetings*

When special, urgent, or otherwise unforeseen circumstances require a meeting of the Executive Committee, the President shall convene a Special Meeting of the Executive Committee at a place and time selected by the President.

#### 4.1.3 *Presiding Officer*

The President shall preside over all meetings of the Executive Committee. In the absence of the President, the Vice-President shall preside over the meeting. In the absence of the President and the Vice-President the meeting shall be adjourned until such time that a new meeting can be held.

#### 4.1.4 *Rules & Order of Procedure*

Unless otherwise stated within this Constitution, all meetings of the Executive Committee shall be conducted following standard parliamentary procedures as described in Robert's Rules of Order (Modern Version).

#### 4.1.5 *Voting Privileges*

Only members of the Executive Committee are permitted to vote at meetings of the Executive Committee. Each member of the Executive Committee shall have one vote regardless of the number of positions held within the Executive Committee. Members of the Executive Committee must be present for their vote to be cast and counted. No votes by proxy are permitted.

#### 4.1.6 *Quorum*

A Quorum shall be called on attendance of at least one half of the current number of Executive Committee plus one (1) not counting the Presiding Officer.

#### 4.1.7 *Presentations*

To be placed on the agenda, any interested party wishing to appear before the Executive Committee shall contact the Secretary at least ten (10) days prior to the meeting.

4.1.8

*Normal Agenda of Meetings of the Executive Committee*

Roll Call;

Review of Agenda items;

Review of Minutes from previous meeting;

Acceptance of Minutes from previous meeting;

Financial Statement from Treasurer;

Business Arising from Previous Meeting;

New Business;

Reports from the Executive:

- President
- Vice-President
- Past-President
- Secretary
- Treasurer
- Referee-in-Chief
- Referee Assignor
- Facility Manager
- Equipment Manager
- UCL Representative
- LSL Representative
- Registrar
- Tournament Convenor
- Coach Coordinator
- Coach Mentor
- Initiation Program Coordinator
- Trainer Coordinator
- Fundraising Coordinator
- Coaching Staff;

Additions to Agenda;

Date & Time of Next Meeting;

Adjournment; and,

Items for Upcoming Meetings.



## **4.2 General Meetings (Meetings of the Association's General Members)**

### **4.2.1 Annual General Meeting (AGM)**

The AGM of the Association shall be held during the month of March following the close of the current season of hockey. The exact date, place and time shall be determined by the President no later than the February meeting of the Executive.

### **4.2.2 *Special General Meetings***

When special, urgent or otherwise unforeseen circumstances require a meeting of the Association's General Members, the Executive Committee shall convene a special General Meeting at a place and time selected by the Executive Committee.

### **4.2.3 *Presiding Officer***

The President shall preside over all General Meetings. In the absence of the President, the Vice-President shall preside over the meeting. In the absence of the President and the Vice-President, the meeting shall be adjourned until such time that a new meeting be held.

### **4.2.4 *Rules & Order of Procedure***

Unless otherwise stated within this Constitution, all General Meetings shall be conducted following standard parliamentary procedures as described in Robert's Rules of Order (Modern Version).

### **4.2.5 *Voting Privileges***

Only those persons holding General Membership in good standing are permitted to vote at General Meetings. Each General Member shall have one vote regardless of the number of players of whom he/she is the legal guardian/parent. General Members must be present for their vote to be cast and counted. No votes by proxy are permitted.

### **4.2.6 *Quorum***

A Quorum shall be called on attendance of at least one half of the current number of Executive Committee plus 1 not counting the Presiding Officer.

### **4.2.7 *Presentations***

To be placed on the agenda, any interested party wishing to appear before the General Meeting shall contact the Secretary, in writing, at least ten (10) days prior to the scheduled meeting.

4.2.8

*Agenda of the Annual General Meeting*

Roll Call;

Review of Agenda items;

Review of Minutes from previous meeting;

Acceptance of Minutes from previous meeting;

Financial Statement from Treasurer;

New Business;

Reports from the Executive:

- President
- Vice-President
- Past Present
- Secretary
- Treasurer
- Referee-in-Chief
- Referee Assignor
- Facility Manager
- Equipment Manager
- UCL Representative
- LSL Representative
- Registrar
- Tournament Convenor
- Coaching Coordinator
- Coach Mentor
- Initiation Program Coordinator
- Trainer Coordinator
- Fundraising Coordinator
- Coaching Staff

Motions to adopt, amend, revise or repeal Articles of the Constitution; and,  
Election of new members of the Executive Committee.

## **ARTICLE 5 - THE EXECUTIVE**

### **5.1 Composition**

Subject to the Constitution of the Association, the Executive shall have full authority to conduct and manage the affairs and business of the Association. The Executive shall consist of the following elected positions:

- President;
- Past-President (non-elected);
- Vice-President;
- Secretary;
- Treasurer;
- Referee-in-Chief (appointed by the Executive Committee at the first meeting of the year);
- Referee Assignor;
- Facility Manager;
- Equipment Manager;
- Upper Canada League Representative;
- Lower St. Lawrence League Representative;
- Registrar;
- Tournament Convenor;
- Coach Coordinator;
- Coach Mentor;
- Initiation Program Coordinator;
- Trainer Coordinator; and,
- Fundraising Coordinator.

### **5.2 Elections**

Each office of the Executive will be filled by election at the Annual General Meeting. Any person running for election must be present at the time of the elections. All persons nominated for election must be at least 18 years of age and must fulfill the requirements of membership. Each election will be for a one-year period with the exception of the President who will be elected for a two-year period. Each member of the Executive will cast one vote. The position of Past President will be filled automatically; however, such a position need not be filled.

### 5.3

#### **Duties:**

#### 5.3.1

##### *President*

To be eligible for the position of President, a candidate must have been a member of the present executive for at least a year, or have served as coaching staff, trainer or manager in the past three (3) years and attended Association monthly meetings in that capacity. The President shall administer all matters relating to the operation of NGS. The President shall ensure compliance with all applicable rules, regulations, and executive decisions, also including those of The Lower St Lawrence MHL, Upper Canada MHL, and the ODMHA. The President shall be the official spokesperson for the Association and shall preside at all meetings (executive, special and the annual general meeting) only casting a deciding vote in the event of a tie. The President shall attend and represent the Association at all meetings or functions of senior hockey bodies, or community and township matters, or delegate another executive member to attend in his place. The President shall represent the Association in communications with parent's players via phone, e-mail and written correspondence and be part of any disciplinary hearing and take necessary resultant actions. The President shall have full authority to suspend any team, team official, game official or individual player for up to fourteen (14) days for conduct prejudicial to the objective, aims or Code of Conduct of the Association. The President may be one of the persons selected by the Coach Coordinator to sit on the Coach Selection Committee.

#### 5.3.2

##### *Past President*

The Past President shall act in an advisory capacity to the Executive of the Association and retain the right to vote on all matters.

#### 5.3.3

##### *Vice-President*

The Vice President will perform all the duties and have all the rights and powers of the President in the event of the President's absence and will assist the President in all the Associations activities and carry out any other duties assigned by the President. The Vice-President will be responsible for the discipline within the Association and will be made aware of any and all suspensions levied against any member of the Association and be made aware of any "carry over suspensions" of players or team officials into the next playing season.

#### 5.3.4

##### *Secretary*

The Secretary shall record the proceedings of all meetings of the Association, and shall also maintain a record of the Association's Membership. The Secretary shall be the custodian of all correspondence, contracts and other documents belonging to the Association. The Secretary shall ensure all proper notices required by the Constitution of the Association are provided to all Members and the Executive as required. The Secretary will maintain an attendance sheet for each regular meeting and assure that the Minutes of the last meeting are read or copies are made available at the next meeting. The Secretary will notify all concerned of an inquiry and publish the results of such inquiry. The Secretary will be responsible for media publicity on behalf of the Association. The Secretary will perform any other tasks as assigned by the President.

5.3.5

*Treasurer*

The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account. The Treasurer shall deposit all monies or other valuable effects in the name and to the credit of the Association in such bank or banks as may be designated by the Executive. The Treasurer shall disburse the funds of the Association under the direction of the Executive, taking proper vouchers therefore, and shall render to the Executive, at its regular meetings, or when otherwise required by the Executive, an account of all transactions and the financial position of the Association. The Treasurer shall also perform other duties and responsibilities that may be determined by the President.

5.3.6

*Referee-in-Chief*

The Referee-in-Chief shall be responsible for the recruitment, training and supervision of all HOCKEY CANADA certified officials employed by the Association. The Referee-in-Chief has full control over which applicants are chosen to get his/her levels. The Referee-in-Chief will determine which officials will be linesmen and which will be referees and will forward an appropriate list to the Referee Assignor to ensure that this individual can assign officials to league and tournament games in accordance with the requirements of the level of play, the league of play and the skills, qualifications and experience of the officials. The Referee-in-Chief shall ensure that each official in the Association is evaluated twice before and twice after Christmas. The Referee-in-Chief should report on a monthly basis on any issues concerning the performance of these officials during the Association sponsored activities. The Referee-in-Chief shall be the primary point of contact for all officiating related issues on behalf of the Association and shall be responsible for any disciplinary matters dealing with officials. The Referee-in-Chief may appoint a referee-qualified alternate to act on his behalf as required during the season. Candidates for the position of Referee-in-Chief shall meet the following requirements:

- Possess a minimum HCOP certification of Level III.
- Possess an intimate knowledge of the rules, procedures and standards endorsed by Hockey Canada.
- Be familiar with the Ottawa District Minor Hockey Association's Supervision Program.
- Possess the ability, skill and experience to officiate at all levels of hockey the Association offers.

5.3.7

*Referee Assignor*

The Referee Assignor will receive a list of officials from the Referee-in-Chief outlining at which level each is to be assigned. The Referee Assignor, under direction from the Referee-in-Chief, shall ensure that all officials are assigned, on an equal and fair basis, to each league, tournament and exhibition game in accordance with the level of play, the league of play and the skills, qualifications and experience of the individual official. The Referee Assignor should report on a monthly basis and in an agreed format, the employment record of all officials and their costs to the Association. Team Coaches or Team Managers will be responsible for informing the Referee Assignor, in a timely manner, of any change, deletion or addition to their schedule.

- 5.3.8 *Facility Manager*  
The Facility Manager shall reserve, schedule and manage the use of all facilities (arena halls, ice surfaces and any other facility) on behalf of the Association, in accordance with the requirements of the Association and the individual teams. The Facility Manager shall report on a monthly basis and in an agreed format, the usage of all facilities, their costs to the Association, complaints and any issues concerning the use of these facilities by the Association. In addition, the Facility Manager shall conduct a safety inspection of all arenas and facilities used by the Association on a regular basis and submit a report on these facilities at the October and January meetings of the Executive Committee. The Facility Manager shall be the primary point of contact for all issues concerning the use of these facilities by the Association.
- 5.3.9 *Equipment Manager*  
The Equipment Manager shall manage the distribution, collection and storage of all Association equipment. Immediately following the close of the hockey season, the Equipment Manager shall conduct a detailed inventory of all Association equipment and present the results of the inventory, including a proposal for equipment replacements and repairs to the Association at the July meeting. On approval of the equipment acquisition plan, the Equipment Manager will conduct a survey of available suppliers and acquire the necessary equipment on behalf of the Association, ensuring best value for money and expenditure limits are respected. The Equipment Manager shall also coordinate the purchase of all trophies, plaques and engravings on behalf of the Association hosted tournaments and activities, including the Annual Banquet.
- 5.3.10 *Upper Canada League Representative*  
The Upper Canada League Representative (UCL Rep) will be the President's alternative for all meetings of the Upper Canada Minor Hockey League (UCMHL) and be the primary point of contact for all matters pertaining to all teams which play in the UCMHL. The UCL Rep will keep the Executive updated on any Hockey Canada or UCMHL changes to their respective rules and regulations as the season progresses. The UCL Rep shall make available; in a timely manner, all information that the UCMHL requires (i.e. ice times for scheduling, team numbers, coach and manager lists for the directors, etc.). The UCL Rep will receive the invoice and ensure UCMHL fees are paid on time. The UCL Rep will take any concerns, issues or problems to the UCMHL and report back to the Executive.
- 5.3.11 *Lower St. Lawrence League Representative*  
The Lower St. Lawrence League Representative (LSL Rep) will be the President's alternative for all meetings of the Lower St. Lawrence Minor Hockey League (LSLMHL) and be the primary point of contact for all matters pertaining to all teams which play in the LSLMHL. The LSL Rep will keep the Executive updated on any Hockey Canada or LSLMHL changes to their respective rules and regulations as the season progresses. The LSL Rep shall make available; in a timely manner, all information that the LSLMHL requires (i.e. ice times for scheduling, team numbers, coach and manager lists for the directors, etc.). The LSL Rep will receive the invoice and ensure LSLMHL fees are paid on time. The LSL Rep will take any concerns, issues or problems to the LSLMHL and report back to the Executive.

5.3.12

*Registrar*

The Registrar will be responsible for ensuring all players are properly registered and all fees are remitted to the Treasurer. The Registrar will organize early registration at the year end banquet making sure all information and forms necessary to register is available to each returning player. For players who do not register at the banquet, the Registrar will ensure that registration forms are mailed out by the end of May. The Registrar will make sure all necessary documents for registration are in place, (i.e. transfers, proof of residency forms, birth certificates for new players etc.) and will be responsible for entering all new players into the HCR data base and updating returning player's information. The Registrar will have team lists completed and approved by the District Registrar in a timely manner as required by ODMHA, with copies being sent to Association coaches and managers. The Registrar will ensure all affiliations are completed in accordance with ODMHA rules, and are approved by the District Registrar. The Registrar shall send updated team lists to team coaches and managers and provide a team signature list to each team. The Registrar will be responsible for completing the child fitness tax credit receipts for each eligible player. The Registrar will work with the Coach Coordinator to ensure and verify coaches have proper qualifications and verify player and team official numbers with the President so that the insurance payment can be correctly calculated and remitted by the due date.

5.3.13

*Tournament Convenor*

The Tournament Convenor shall be responsible for the administration of all tournaments held by the Association by ensuring all NGS tournaments are sanctioned by, registered with and posted on the web site of the ODMHA. The Tournament Convenor will be responsible for the collection of all tournament fees and for turning over said fees to the Treasurer in a timely fashion. The Tournament Convenor shall be responsive to the coaches of each division where a tournament is held and will inform them of the teams who have requested admittance to the tournament. The Tournament Convenor shall be the point of contact for all tournaments held by the Association and be the NGS liaison with the ODMHA.

5.3.14

*Coach Coordinator*

The Coach Coordinator shall coordinate the recruitment, selection, and training of all coaches including the Initiation Program Coordinator as required by Hockey Canada & ODMHA regulations. Each year, the Coach Coordinator shall put together a Coach Selection Committee of five people (with a minimum of three current NGS Executive) to be identified and confirmed by the Executive at the March AGM Executive meeting. The Coaching Coordinator shall have at least two years coaching experience and be qualified with no less than Hockey Canada Coach Level I, preferably Level II/Intermediate Level. The Coach Coordinator shall handle any coaching discipline issues if required. The Coach Coordinator will work closely with the Coach Mentor.

5.3.15

*Coach Mentor*

The Coach Mentor will work closely with the Coach Coordinator to conduct assessments of all coaches at least twice during the regular hockey season and strive to develop an amicable partnership with the coaches. The Coach Mentor will provide clear direction on the objectives of the Coach Mentorship Program developing a communication strategy to ensure that our coaches have access to the benefits of the program and maintain a mentoring role within that program. The Coach Mentor will be expected to draw upon their experience to offer guidance and encouragement and provide constructive feedback and critical analysis to developing coaches.

- 5.3.16            *Initiation Program Coordinator*  
The Initiation Program Coordinator (IP) shall be responsible for ensuring Initiation guidelines set by Hockey Canada are met. The IP shall be responsible to ensure that the Initiation Program coaches and players receive the guidance and training needed for the consistent improvement of skills and ability in accordance with the directions of the Coaching Coordinator.
- 5.3.17            *Trainer Coordinator*  
The Trainer Coordinator shall be responsible for ensuring that each trainer completes all training and maintains valid certification as outlined by the ODMHA and Hockey Canada. The Trainer Coordinator shall be responsible for ensuring that each team is issued a Trainer's Kit containing the required first aid supplies, injury reports and forms. The Trainer Coordinator shall act as the primary point of contact for all trainer related issues within the Association. The Trainer Coordinator will be the primary point of contact for the Association for all Risk & Safety Management issues.
- 5.3.18            *Fundraising Coordinator*  
The Fundraising Coordinator shall be responsible for initiating and overseeing all fundraising activities for the Association. The Fundraising Coordinator shall be responsible for soliciting help from volunteers, presiding over all fundraising committees and will report to the Executive on all fundraising activities.



## **ARTICLE 6 - RESIGNATION OR REMOVAL**

### **6.1 Resignation by Default**

Members of the Executive are required to attend all meetings held by the Association. Any member of the Executive who fails to attend three consecutive meetings shall be deemed to have resigned.

### **6.2 Removal of Members of the Executive**

The members of the Executive may, by resolution passed by at least two-thirds votes, remove any member of the Executive before the expiration of that person's term and elect another person to that office.

## **ARTICLE 7 - FINANCIAL AND HOCKEY YEAR**

### **7.1 Fiscal Year**

The fiscal year-end of the Association shall be on the 31<sup>st</sup> day of May in each year, unless otherwise ordered by the members of the Executive.

### **7.2 Hockey Year**

The hockey year of the Association shall be the twelve-month period between the 1<sup>st</sup> day of June and the 31<sup>st</sup> day of May each year.

### **7.3 Payments Authorized by President**

In any fiscal year, the President, after consulting with at least one other member of the Executive, may authorize payment of two (2) unplanned Association expenses where the individual payments do not exceed three hundred dollars (\$300.00). The President shall present the justification for any unplanned payment for ratification by the Executive at the next meeting of the Executive Committee.

## **ARTICLE 8 - CODE OF CONDUCT**

### **8.1 Code of Conduct**

- 8.1.1 This Code of Conduct identifies the standard of behaviour that is expected of all members of the North Glengarry Stormont Minor Hockey Association. The term “member” includes all Athletes, Team Officials, Game Officials, Parents, Directors, Volunteers, Staff and Hockey Canada chaperones. The term “Association” shall be understood to mean the North Glengarry Stormont Minor Hockey Association.
- 8.1.2 The Association is committed to providing a sport environment in which all individuals are treated with respect. Members of the Association shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours that are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour that constitutes harassment or abuse will not be tolerated by NGS.
- 8.1.3 During the course of all Association activities and events, members shall avoid behaviour that brings NGS or the sport of hockey into disrepute, including but not limited to abusive use of alcohol or non-medical use of drugs.
- 8.1.4 Members shall at all times adhere to the operational policies, procedures, by-laws and constitution of the Association, including any special rules governing other events and activities of NGS and rules governing any competitions in which members may participate on behalf of this Association.
- 8.1.5 Members of the Association shall not engage in any activity or behaviour that interferes with a competition or with any athlete’s preparation for a competition, or endangers the safety of others.
- 8.1.6 Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline policy of this Association. Such action may result in the member losing the privileges that come with membership in NGS including the opportunity to participate in any NGS activities.

## **ARTICLE 9 - DISCIPLINE**

### **9.1 General**

There will be zero tolerance by the Association for any person who commit any act contravening the objective, aims or Code of Conduct of the Association. Disciplinary action will be levied against any member contravening the true spirit of the Association, its objective, aims or Code of Conduct

### **9.2 Suspension and Expulsions**

9.2.1 Suspensions and/or expulsions may result from but are not limited to the following actions:

- Infringement of playing rules;
- Notorious and continued foul play;
- Unfair or unsportsmanlike conduct on the ice, in any arena where a hockey match is being played; or at any meeting of the Association;
- Conduct unbecoming to hockey;
- Refusing to accept and obey rulings of the Association; and,
- Any other actions or conduct considered by the Executive to be in violation of the Code of Conduct.

9.2.2 If suspensions and/or expulsions are deemed necessary, the 1<sup>st</sup> Vice-President shall notify the individual or individuals by registered mail of the ruling of the Executive.

### **9.3 Appeals**

9.3.1 Appeals will not be heard for suspensions of three (3) games or less. An appeal may be heard for suspensions of four (4) games or more or expulsions. The appeal must be made in writing and forwarded to the Secretary within 48 hours of the ruling.

9.3.2 A Board of Appeal consisting of the President, the Vice-President and the Past President will hear any appeal of suspensions or expulsions. The decision by the Board of Appeal will be the final act of the Association in these matters.

## **ARTICLE 10 - AMENDMENTS TO THE CONSTITUTION**

### **10.1 Adopting, Amending or Repealing Articles of the Constitution**

10.1.1 Motions to adopt, amend, revise or repeal Articles of the Constitution must be presented to and voted on by the Association General Membership during the Annual General Meeting or at a Special General Meeting called specifically for that purpose.

10.1.2 Proposed amendments shall be provided to the Secretary in writing no later than thirty (30) days prior to the date of the next General Meeting.

10.1.3 All proposed amendments to the Constitution must receive a two-thirds majority vote of those present and voting.

### **10.2 Adopting, Amending or Repealing By-Laws**

The Executive Committee may create, amend or repeal By-Laws to clarify the wording and interpretation of the Constitution.

## **ARTICLE 11 - CESSATION OF THE ASSOCIATION**

### **11.1 Cessation of the Association**

In the event that the Executive of the Association does not meet during a calendar year or in the event that the Association should cease to function, all monies to the credit of the Association shall be held in trust until such a time as the Association shall recommence.

**BY-LAWS & REGULATIONS  
OF THE  
NORTH GLENGARRY NORTH STORMONT MINOR HOCKEY  
ASSOCIATION**

**Regulation 1 - ADMINISTRATION**

- 1.1 Any voting of a personal or sensitive nature should be done by private ballot.
- 1.2 NGS Minutes from all meetings should only be posted on the NGS web page and arena notice boards after the Executive has approved them.
- 1.3 In case of a double booking, a scheduled league game will take priority over any other NGS hockey activity.
- 1.4 Pee wee, Bantam and Midget teams who are finished playoffs will retain only their practice ice (1 hour per week) until the Sunday at the end of March Break. In special situations (i.e. games which require 1½ hrs) ice will be allocated by the Facility Manager based on availability. The Facility Manager retains the authority to take practice ice from any team in order to set up playoff games for other NGS teams. Atom teams may chose to keep either their practice or game times but must inform the Facility Manager. IP and Novice are exempted from this rule and keep all of their ice until the Sunday at the end of March Break.
- 1.5 The Association will be responsible for purchasing banners for both the Finch and Maxville arenas for any team that are league champions for their division in either the Lower St. Lawrence or Upper Canada Minor Hockey Leagues. These banners will include the league name, division level, season won, player names and as well as the names of the coach, manager and trainer. The banners will be presented at the Annual Banquet.

## **Regulation 2 – FINANCIAL**

- 2.1 The Treasurer shall keep receipts from and including the past seven years.
- 2.2 The Association should keep, in the bank, a reserve of \$10,000.00. If this amount is exceeded at the end of the fiscal year, the executive will decide whether or not to refund the excess to the membership, put it toward special programs/events for the Association, or lower the membership fees for the following year
- 2.3 Any outstanding fees from the previous season shall be paid in full prior to registration.
- 2.4 NSF cheques will be dealt with in the following manner: Upon notification of an NSF cheque, the parent/guardian will have fifteen (15) days to make payment by cash or certified cheque OR parent/guardian may make an acceptable arrangement with NGS executive for payment of funds owed.
- 2.5 **NEGLECTING TO CANCEL ICE OR OFFICIALS:**  
Ice rental is the single most expensive item for the Association followed closely by the cost of on ice officials. Ice that is not used but not cancelled by a deadline must still be paid for. The same is true for officials who attend for a game in which the Referee Assignor was not notified of a cancellation. Coaches must contact the Facility Manager at least five days prior to any ice time being cancelled by that team otherwise the team will be responsible for paying for the ice rental fee at the going rate. Coaches must also contact the Referee Assignor at least five days prior to any game being cancelled or rescheduled by that team otherwise the team will be responsible for paying for the officials at the going rates. Any team wishing extra ice time is responsible for the additional costs incurred. The following are exceptions to the above bylaw:
- A coach is given less than five days notice by the league organizing the scheduled games or the other team organizing a make-up game
  - The Coach is given less than five days notice by a visiting team who is scheduled to play a league game or exhibition game.
  - Ice/Game cancelled due to bad weather
  - Ice/Game lost due to tournaments by other teams or associations
  - Ice/Game lost due to power outages

Any ice lost that was for scheduled games will be replaced to the best of the Facility Coordinator's ability. Any ice lost that was for practices will not be replaced.



### **Regulation 3 – REGISTRATION AND FUNDRAISING FEES**

#### **3.1 REGISTRATION DEADLINE:**

The registration deadline date will be August 1<sup>st</sup>, after which all registrations will be increased by the amount of \$50.00. This increased payment does not apply to any initiation level, new registrants at any level including those coming from another association, someone who wasn't registered in the previous year with NGS, but had at one time played for NGS, or any juvenile aged player.

3.2 New players (someone who was not registered with NGS in the previous season) and players transferring from an outside Association into NGS after our August 1<sup>st</sup> deadline will pay regular registration rates up until November 15<sup>th</sup> after which date the fee will be prorated. They must also pay the Mandatory Fundraising Fee but will not be charged a late fee.

3.3 Families with more than two players registered with the Association will receive a 10% discount on the annual Registration Fees. A cheque for this amount will be forwarded to the individual who paid for the registration once all post-dated cheques have cleared providing the players are in good standing with the Association.

#### **3.4 MANDATORY FUNDRAISING FEE:**

The Mandatory Fundraising fee, in an amount determined by the Executive, shall be paid on the first of the post-dated registration cheques.

#### **3.5 EXCHANGE STUDENTS:**

Exchange students living with an NGS family are eligible for the NGS family price cap.

#### **3.6 POST DATED CHEQUES**

Post-dated cheques for registration are to be submitted at the time of registration and dated as follows:

- September 1<sup>st</sup> (to include the first quarter payment of the registration fee and the mandatory fundraising fee).
- October 1<sup>st</sup> (to include the second quarter payment of the registration fee).
- November 1<sup>st</sup> (to include the third quarter payment of the registration fee).
- December 1<sup>st</sup> (to include the fourth quarter payment of the registration fee).

#### **3.7 REFUNDS**

Refunds will not be granted once the team lists have been set up by the Registrar to any player who chooses to leave their team for any reason. The following exceptions may apply:

- a player with a medical reason who provides a Doctor's letter stating the reason for leaving,
- any player involved in our Initiation or Novice programs; and,
- any first year player at any level.

3.8 A player not in good standing with the Association may not be permitted to participate in tryouts, practices or games until payment is received.

## **Regulation 4 – TOURNAMENTS**

- 4.1 The NGS tournament fee for the following season will be determined by the Tournament Convenor and presented to the NGS Executive for approval at or before the May general meeting. Formerly 4.5
- 4.2 The host team will cover any costs incurred for hall rental fees or any other non-hockey related expenses during NGS tournaments.
- 4.3 All NGS Tournaments should include a full breakfast and a lunch or snack for the afternoon. The decision to do so will be left with the host team.
- 4.4 **SCHEDULE STRUCTURE**
- 4.4.1 Tournaments will be ideally comprised of 6 teams with each team being guaranteed 3 games. Teams will play 2 round robin games and will be awarded points for game and period outcomes in the following manner:
- 2 points for a win
  - 1 point for a tie
  - 1 point to win a period
  - ½ point to tie a period
- 4.4.2 Should teams be tied in points at the conclusion of round robin play seeding will be determined in the following manner:
- Head to head result with the winner prevailing; if still tied,
  - Goals For minus Goals Against with the higher number prevailing; if still tied,
  - Fewest number of Goals Against will prevail; if still tied,
  - Fewest Penalty Minutes will prevail; if still tied
  - The team who scored the quickest goal in any of their preceding games will prevail; if still tied,
  - A single flip of a coin will determine the higher seeded team (The team who has travelled the furthest distance will have the option of calling the toss).
- 4.4.3 At the conclusion of round robin play, teams will be seeded in the following manner:
- The 1st and 2<sup>nd</sup> place teams will play for the “A” Title.
  - The 3<sup>rd</sup> and 4<sup>th</sup> place teams will play for the “B” Title.
  - The 5<sup>th</sup> and 6<sup>th</sup> place teams will play for the “C” Title.
- 4.5 **GAME STRUCTURE**
- 4.5.1 **LENGTH OF PERIODS**  
Each game will have a 3 minute warm-up and consist of three 10 minute stop time periods. A 50 minute curfew will exist for each game. If a deficit of 5 or more goals is established at any time following the conclusion of the second period, the clock will revert to running time. During stop time, penalty durations shall be 2 minutes for Minor penalties and 5 minutes for Major or Match penalties. During running time, penalty durations shall be 3 minutes for Minor penalties and 7 minutes for Major or Match penalties. Penalty duration is determined at the time the penalty is assessed.
- A 30 second timeout shall be granted to each team during their final game.

#### 4.5.2 OVERTIME PROCEEDURE FOR TITLE GAMES

If, after the scheduled 3 periods of play, the game is still tied, the outcome of the game will be determined as follows:

- A 3 minute sudden victory overtime period with teams playing 4 on 4 (including goalies);
- If overtime does not result in a winner, a 3-player simultaneous shoot-out will occur;
- If still tied, single player simultaneous shoot-outs will occur until a winner is determined.
- A player may only be used once during the shoot-out format until all players on the team with the fewest players have shot.

A player serving any penalty at the conclusion of overtime is ineligible to take part in any shootout.

## **Regulation 5 – GAME OFFICIALS**

### **5.1 OBJECTIVE**

The objectives of these bylaws are to ensure a high quality of officiating within the Association by instilling a sense of responsibility, dedication and pride in our officials.

### **5.2 ASSIGNMENTS**

5.2.1 Officials shall only accept assignments allotted by the Referee Assignor.

5.2.2 If an official cannot complete an assignment, it is the official's responsibility to notify the Referee Assignor as soon as possible.

5.2.3 Officials who have missed an assignment without 24 hour cancellation or a situation deemed to be an emergency may be fined or suspended.

### **5.3 ATTENDANCE**

5.3.1 Officials are required to be at the assigned arena no less than 20 minutes prior to game time. Disciplinary action may be taken for late arrivals.

5.3.2 Officials must be on the ice at the appointed game time. Disciplinary action may be taken for officials who are late on the ice.

5.3.3 Officials at the rink are required to inform the Referee Assignor if a crew member does not show up or is late for a scheduled game. Late is defined as less than 20 minutes prior to game time. If an official knows they will be late the Referee Assignor or the other officials are to be advised as soon as possible. Disciplinary action may be taken for officials being late.

5.3.4 Only officials and their supervisors are allowed in the officials' room.

### **5.4 DRESS AND DEPORTMENT**

5.4.1 Officials are to be neat and tidy in appearance at all times. Failure to abide by the dress code may result in disciplinary action. The following policies apply:

- OFF ICE - Dress will be reasonable. The following guidelines apply:
  - Torn or tattered clothing is not permitted.
  - Jeans are permitted provided they are neat and clean.
  - For competitive games of any type, your appearance should be of a higher standard. Remember your appearance does give an impression of you.
- ON ICE - In accordance with ODMHA guidelines.

5.4.2 Officials shall conduct themselves in a courteous and professional manner towards fellow game officials, team officials, players and spectators.

### **5.5 GAME INCIDENT REPORTS**

5.5.1 Officials are to notify the Referee-in-Chief of any matter requiring a Game Incident Report or should an incident occur that may be of interest to the Association.

## 5.6 NEW OFFICIALS

First year officials under 18 years of age will receive ½ of their first year clinic fee back at the end of their first season of officiating and the remainder after completion of the clinic in the second year.

## 5.7 DISCIPLINE OF OFFICIALS

- 5.7.1 The Referee-in-Chief shall be responsible for all disciplinary matters involving officials.
- 5.7.2 The Referee-in-Chief may discipline an official for just cause. The form of discipline may include reprimands, fines and/or suspensions.
- 5.7.3 Reprimands will remain on file for one year.
- 5.7.4 Officials will have all fines deducted from their pay cheques.
- 5.7.5 If an official is not satisfied with the disciplinary action imposed by the Referee-in-Chief the official may appeal that decision to the President. Appeals are to be submitted in writing within 48 hours of the Referee-in-Chief's decision.

## **Regulation 6 – TEAM OFFICIALS**

- 6.1 Non-parent coaches are encouraged to apply for coaching positions at both House and Rep levels. However, all coach applicants will be given equal consideration in the coach selection process and the best coach applicant will be the one chosen.
- 6.2 All coach or trainer reimbursements for attending required clinics must be preapproved by the Vice President.
- 6.3 Any coach who has approval from the Coach Coordinator who wishes to be reimbursed for the cost of coach clinics must first have completed and sent all necessary paperwork from the course to the ODHA in the time frame allowed. When it is noted on the HCR (Hockey Canada Registry) file that the paperwork has been received and is satisfactory, and the course has been marked “completed”, payment will be issued for the cost of the clinic.
- 6.4 NGS team jerseys must not be taken home. Each coach must ensure that they have at least one “Sweater Parent” responsible for the Home and Away jerseys.
- 6.5 Team coaches must ensure that all NGS players are dressed for all games in an appropriate team uniform including all the equipment required by Hockey Canada for safety purposes as well as the white socks with the white home jerseys and the black socks with the black away jerseys.
- 6.6 The Initiation Program Coordinator must track all Initiation Program Instructors attendance during the season. NGS will reimburse all IP clinic fees to new instructors who have assisted on ice for at least 20 of the 26 practices during the season. The Initiation Program Instructors who fulfill this requirement will be reimbursed for their Initiation Program Clinic fees at the end of the season.

## **Regulation 7 - TEAM SELECTION PROCESS**

### **7.1 COACH SELECTION COMMITTEE**

- 7.1.1 A Coach Selection Committee of five people will be identified by the Coach Coordinator and confirmed by the Executive at the March AGM Executive meeting. The Coach Selection Committee will consist of three current NGS Executives and no more than two non-NGS Executive.
- 7.1.2 The deadline of April, 30<sup>th</sup> is the cut off date for accepting Coaching Applications for Rep teams. Applicants for our Rep teams will be interviewed by the Coach Selection Committee during the first two weeks of May. The final selections will be made to the Executive and finalized by May, 31<sup>st</sup>.
- 7.1.3 The deadline of July, 31<sup>st</sup> is the cut off date for accepting Coaching Applications for House teams. At an August Coach Selection Committee meeting there will be a discussion and vote on the coaches for all House teams at each level. This meeting will be scheduled an hour before the August Executive meeting. If there is more than one applicant for any House Coach position or if there are no applicants available for a given team, the Coach Selection Committee will retain the right to postpone selection of these coaches until after the tryouts. The Coach Coordinator will inform the coach applicants of the Coach Selection Committee's selection decisions. The decisions are subject to each chosen coach's child being chosen for that team at the tryouts.
- 7.1.4 At a Coach Selection Committee meeting held on the first Monday after the tryouts the Coach Selection Committee confirm and/or finalize voting for the House Coaches. If necessary, the Executive will meet to make decisions on player placement due to disagreements between the Team Selection Committees and the Coaches. The Coach Coordinator will contact all coaching applicants and inform them of the decisions. In turn, each Coach will contact all players allocated to that team and inform them of their first practice time.

## 7.2 TEAM SELECTION COMMITTEES

- 7.2.1 At the August meeting of the Executive, the Team Selection Committees will be selected for both arenas. The two committees will be comprised of members of the Executive as well as non-partisan (non-parent) individuals, preferably with hockey backgrounds. During tryouts, should any member of this committee have a conflict of interest as a result of a child trying out at a specific level, that individual will step aside for that level only.
- 7.2.2 Players are allocated to teams based on recommendations from the Team Selection Committees and in consultation with the Coaches. Any disagreement between the Team Selection Committees and the Coaches will be settled by the Executive at their next meeting.

## 7.3 TRYOUTS

- 7.3.1 Tryouts are booked by the Facility Manager for early September. All players shall wear NGS numbered pinnies to assist the Coaches and Team Selection Committees in the evaluation of players. These pinnies must be returned to a selected individual at the end of each tryout session. Each arena will have Team Selection Committees present to evaluate the players. Tryouts for the Rep teams will be done first and completed before the House Team tryouts begin. The Team Selection Committee and the Rep Coaches will be given 3 tryout times to select the Rep teams. Once the tryouts for the Rep teams are complete the House Team tryouts will begin. The Team Selection Committee and the House Coaches will be given 2 tryout times to select the House teams. The selected House and Rep Coaches or Coach Candidates have the option to either evaluate players from the stands separate from the Team Selection Committee or to assist and evaluate on-ice with other volunteers running the tryout session.



## **Regulation 8 - PLAYER MOVEMENT**

- 8.1 All affiliations shall be in accordance with ODMHA minor affiliation rules.
- 8.2 Teams that play body-checking hockey who wish to affiliate a player(s) from a non-body-checking team(s) must first introduce body checking to the affiliated player(s) by inviting player(s) to three (3) practices where player(s) will take part in body-checking exercises.
- 8.3 Any player who is registered with a competitive team shall only be eligible to play on one competitive team (with the exception of affiliations).
- 8.4 Should a coach wish to cut a player from his team before the league deadline, he must inform the Coach Coordinator before any action is taken. Coaches should play with the team as it was selected at the tryouts.