

# SUSSEX MINOR HOCKEY CONSTITUTION & BYLAWS

Adopted May 9, 2018

## ARTICLE 1

NAME: Sussex Minor Hockey Association

COLORS: The official colors of the Sussex Rangers are Green, White and Black

## ARTICLE 2

OBJECTIVES:

1. To conduct, foster & organize Minor Hockey as a Recreational Activity in the community of Sussex for the players in the age groups defined by Hockey Canada.
2. To organize and administer Recreational and Competitive Hockey.
3. To organize and conduct programs designed to develop the individual skills of its players, coaches and officials.
4. To implement the Fair Play initiatives as outlined by Hockey Canada.

## ARTICLE 3

MEMBERSHIP:

1. Sussex Minor Hockey shall be composed of its executive officers, life members, and active members who register annually.
2. Membership will be accorded to parents and guardians of registered players at the annual registration upon completion of the Sussex Minor Hockey registration form and will be valid until the next annual registration.
3. Membership will be accorded to all people whose offer to serve in any capacity from one registration period to the next has been accepted by Sussex Minor Hockey, and may include persons who are not registered members. Any member delinquent in their fees shall forfeit membership until full payment of fees is made.
4. Life membership may be bestowed by a two-thirds majority vote of members present at an Annual General Meeting. Life membership shall entitle the honored member to all privileges in Sussex Minor Hockey for life.

## ARTICLE 4

ELECTION OF OFFICERS:

Election of executive officers shall be elected by the membership to a two year term. President, 2<sup>nd</sup> vice president competitive, treasurer, IP/Novice Coordinator, Referee in Chief, Coach Parent Liaison, and Public Relations Coordinator shall be elected on odd number years. The 1<sup>st</sup> Vice President, Secretary, Ice Scheduler, Registrar, Tournament Coordinator, Technical Director, Equipment Manager, and Fundraising Coordinator shall be elected on even years. The nominating committee shall provide its report to the general membership at the meeting by providing a list, as complete as possible, of one nominee for each elected position. The membership may nominate individuals for the Executive Officer position by providing notice to the secretary before the AGM. To be eligible as a candidate for President, a nominee must be an existing executive member or have previously served on the Association Executive. Nominations may also be accepted from the floor at the AGM. Voting at the annual meeting for executive officers shall be by secret ballot. Each person nominated for a position and standing for election may appoint a scrutineer who will oversee the vote count on their behalf. A person is not eligible to act as nominees' scrutineer if they are standing for any position being elected, or are a member of the nominations committee. To be declared elected a candidate must receive 50% plus one vote, of the ballots cast. In the event of a tie, a second vote will occur. If it is still tied then the President must decide the winner.

1. The Board of Executive, hereafter referred to as the Executive, is empowered by the Membership of the Club to create, amend, annul and enforce Regulations and Bylaws governing the operation of Sussex Minor Hockey. The said regulations and bylaws will be adhered to by all members, players, officers and volunteers of SMH.
2. The Executive shall act in accordance with this Constitution and such Bylaws and Resolutions as may from time to time be enacted by SMH.
3. The daily operations of SMHA shall be conducted by an Executive consisting of at least ten but not more than eighteen officers.
4. The Executive is comprised of at least the following officers: President, Past President, First Vice President, Second Vice President, Treasurer, Secretary, IP/Novice Coordinator, Ice Scheduler, Technical Director, Fundraising Chairperson, Referee-In-Chief, Equipment Manager, Tournament Coordinator, Coach/Parents Liaison, Registrar, Public Relations Coordinator.

The duty of each Executive Officer is determined by the Bylaws of SMH

1. In addition to the above, the Executive may appoint additional officers creating new positions by way of Resolution (to a maximum of 18 officers). When an additional executive position is created by way of a meeting resolution, it is only for the duration of that membership year, unless the resolution is passed at the AGM, whereby the position would become a permanent part of the executive.
2. Officers in the Executive must satisfy the Membership requirements as set out in the Article 3 at the time of appointment, and are elected/appointed for the period outlined in in the above descriptor below the Election of Officers.
3. Any position not filled at the Annual General Meeting or vacated during the year, can be filled by a majority vote of the Executive during any Executive meeting when at least ten Executive members are present.
4. Should the position of the President become vacant at any time during the year, the First Vice President

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shall assume the duties of President until a replacement acceptable to the majority of the Executive voting at the meeting can be appointed.

5. The Executive shall be required to meet at least monthly to conduct the affairs of the Club with the time and location of the meetings to be set by the Executive.
6. A quorum of the Executive is required to validate any motions made at an Executive meeting. The quorum is a minimum of 10 Executive officers.
7. All Executive Officers are considered to have submitted his/her resignation to the Executive if he/she fails to attend three (3) consecutive, duly called meetings of the Executive, without prior notice provided to the President or Secretary and for reasons deemed satisfactory to the majority of the Executive in attendance.
8. The Executive may, for just cause, remove any executive from office before their term of office expires. To do so, a secret vote at a meeting of at least two-thirds (2/3) of those in attendance is necessary.
9. The signing officers of the Club shall be the following: Treasurer and President or other Executive Officers appointed by the Executive to do so.
10. The Executive shall have the power to create committees or any other action necessary to allow SMH to fulfill the objectives of SMH.

## ARTICLE 5

### CONSTITUTIONAL AMENDMENTS:

The constitution of the club will only be amended by approval of a motion made at the Annual General Meeting. Said approval must be carried by a two-thirds (2/3) majority vote of the members present.

## ARTICLE 6

### REGISTRATION:

Registration for Sussex Minor Hockey may commence July 1<sup>st</sup> for early on line registration. A date and time will be set for walk in registration. Eligible players shall register with Sussex Minor on an individual basis. Players will be accepted for registration without regard to playing ability on a first come, first served basis. The registration fee will be set by the Executive and may be adjusted from year to year.

## ARTICLE 7

### DIVISIONS:

The divisions in hockey will be as follows as defined by Hockey Canada and Hockey New Brunswick U7: 4, 5&6 year olds U9: 7&8 year olds, U11: 9&10 year olds, U13: 11&12 year olds, U15: 13&14 year olds, U18: 15, 16 & 17 year olds  
\*\*The Executive shall have the power to add or delete teams within each division, at the Recreational Level or Competitive Level. In doing so, the Executive must consider the best interest of the majority of players affected by the changes. The Executive shall encourage and promote the operation of all leagues with which Sussex Minor Hockey is associated.

### SELECTION OF TEAMS:

The competitive teams will be chosen by a selection committee comprised of at least the following executive members; Technical director, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents. The coach's final inputs will be taken into consideration during this process.

After a tryout procedure has been completed, the 1st VP will form Recreational teams by holding a draft for each division, if it is necessary based on registration numbers. While doing this the VP and coaches will ensure that the teams are as even as possible.

### SUSPENSIONS:

Any violation of the official rules of Hockey Canada, HNB and the Constitution and Bylaws of Sussex Minor Hockey shall render the player or member of the bench staff liable to suspension by Sussex Minor Hockey. A suspension must be completed via a motion at an executive meeting whereby the motion is approved by a two-thirds (2/3) majority vote of the members present.

## ARTICLE 8

### Team Officials:

All team officials are subject to the Code of Ethics in the Bylaws.

### Coaches:

All prospective coaches may apply to the Coaches Selection Committee, which is chaired by the Vice Presidents. The Executive will approve successful applicants, in accordance with the HNB policies that govern the selection of coaches, before any final decisions are made.

### Assistant Coaches:

The Executive must approve assistant Coaches. Likewise, these selections are approved in accordance with the HNB policies that govern the selection of assistant coaches.

### Managers:

The Coaches with the approval of the Executive shall appoint managers, in accordance with the HNB policies that govern the selection of managers.

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Trainers:

The Executive must approve all trainers, in accordance with the HNB policies that govern the selection of trainers.

## **ARTICLE 9**

Nominating Committee: **This Committee shall consist of a Chairperson and four other members, appointed by the Executive.**

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## BYLAWS FOR SUSSEX MINOR HOCKEY

### BYLAW 1

#### DUTIES AND POWERS OF THE EXECUTIVE:

1. The Executive shall be responsible for establishing policies, general directing and for the conduct of the affairs of Sussex Minor Hockey.
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 Sussex Minor Hockey.
7. It shall suspend for cause any Sussex Minor Hockey Officer, official, player or member for failure to comply with the Constitution and Bylaws.
8. It may fill any vacancy, which may occur.

#### A. PRESIDENT:

The President shall be the Chief Executive Officer of Sussex Minor Hockey and shall:

1. Preside over all Minor Hockey meetings and perform all duties generally associated with the office of President.
2. Call a meeting at the request of 10 members.
3. He/She may call a Special or General Meeting at any time.
4. Provide leadership in determining Policies and in the administration of the affairs of Sussex Minor Hockey.
5. Be the official representative at all functions or events unless otherwise stipulated by the Constitution and By-Laws.
6. Co-sign all cheques, for payment of authorized accounts and bills, which have been and assigned by the treasurer.
7. Submit a report at the Annual General Meeting.
8. The President is not entitled to a vote on any motion except in the event of a tie, where he/she will cast the deciding vote.
9. Any other duties as assigned by the Executive from time to time.
10. Sit on the Disciplinary Committee.
11. Attend D5 and or SNBMHL meetings as necessary.
12. As signing officer, receive and deposit funds in a chartered financial institution.

#### B. 1<sup>ST</sup> VICE PRESIDENT:

The first Vice-President (Recreation Teams) shall in the absence of the President, act in the President's capacity until such times as the President returns or has been replaced by an appointment made by the Executive.

1. Organize the Recreational Divisions with the Club.
2. Attend District 5 and or SNBMHL meetings as necessary.
3. Ensure teams are as evenly balanced as possible.
4. That the league schedules are distributed as soon as possible to the teams, referees and the Operations manager.
5. Tryouts for Competitive teams shall be held during the first two weeks of the Minor Hockey Season and any player cuts will be advised to the Vice President of Recreational Hockey before the cut is made. The Vice President shall then arrange for a position on a team and advise the Competitive coach who will advise the cut player which team he is to report to and the time.
6. Assist the Tournament Coordinators with the operations of the Recreation tournament.
7. Sit on the Disciplinary Committee.
8. Be on the Coaches selection committee.
9. Ensure that players are duly registered before participating in Sussex Minor Hockey.
10. Ensure that all players are assigned to teams, this includes late registrations.
11. Notify the Ice Scheduler and the Equipment Manager of team needs.
12. Attend the Coaches Meeting at the start of the season.
13. Ensure that team standings are maintained and forwarded to the Statistician.
14. Prepare a report for the Annual General Meeting.
15. Any other duties as assigned by the Executive from time to time

#### C. 2<sup>ND</sup> VICE PRESIDENT:

The Second Vice-President (Competitive Teams) shall in the absence of the President and First Vice-President act in the President's capacity.

1. Oversee the operation of all Competitive Teams

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2. Ensure coaches provide fair and adequate try-outs for all players who wish to play Competitive Hockey. This is to be done with the direction of the Technical director.
3. That League schedules are distributed as soon as possible to the teams, referees and Operations Manager.
4. Act as Liaison between the coaches, Club and HNB.
5. Attend District 5 and or SNBMHL meetings as necessary.
6. Be a member of the Coaches Selection Committee.
7. Be a member of the Disciplinary Committee.
8. Ensure that team standings are maintained and forwarded to the Statistician.
9. Any other duties as assigned by the Executive from time to time.
10. Notify the Ice Scheduler and the Equipment Manager of team needs.
11. Attend the Coaches Meeting at the start of the season.
12. Assist the Tournament Coordinators with the operations of the Competitive tournament.
13. Prepare a report for the Annual General Meeting.

## **D. TREASURER:**

The Treasurer shall keep full and accurate records of all receipts and disbursements of the Club.

1. Keep the accounts in a chartered financial institution
2. Act as an emergency approver to disbursements in the absence of the president and secretary.
3. Have a financial statement at the regular monthly meeting.
4. Prepare the Annual Budget of estimated Receipts and Expenses.
5. Advise on Financial matters
6. Have a financial statement for the AGM.
7. Keep a tally of registrations paid and balances left owing.
8. Maintain a ledger of all balances owing to and payable by the association.
9. Be a member of the fundraising committee.
10. Any other duties as assigned by the Executive from time to time.

## **E. SECRETARY:**

The secretary shall provide the necessary administrative support by ensuring all documentation generated through the day to day operation of Sussex Minor Hockey is promptly and accurately completed.

1. Keep minutes of all Sussex Minor Hockey meetings and distribute same to all concerned prior to the next meeting.
2. Distribute all material deemed necessary by the Constitution and Bylaws.
3. Make sure that at the start of a new season that all Executive members have a copy of the Constitution and Bylaws.
4. Keep all files, including in and out correspondence.
5. Inform all members of their meeting 2 days before the meeting is being held.
6. Perform other duties assigned by the President.
7. Any other duties as assigned by the Executive from time to time
8. As signing officer, receive and deposit funds in a chartered financial institution.

## **F. ICE SCHEDULER:**

The ice scheduler shall be responsible to liaison with the Recreational Director to arrange for the appropriate ice time for the club and attend the Ice Users Meetings held throughout the season.

1. He/she will distribute ice times to each team in a fair and equitable manner, locate replacement teams or cancel ice times left open.
2. Authenticate ice time invoices for the Treasurer.
3. Perform any other duties as assigned by the Executive from time to time.
4. Represent SMH at the District 5 League Schedule meetings.
5. Create an ice schedule for members and coaches that runs for a two week period.
6. In consultation with the tournament coordinators facilitate the schedule for all tournaments. 7. At the conclusion of League play, will provide, on a priority basis, ice time to teams that are participating in playoffs, DOC, provincials or tournaments.

## **G. IP/NOVICE COORDINATOR:**

1. The IP/Novice coordinator will be responsible with overseeing a smooth operation of the Initiation and Novice programs. Specific responsibilities will be:
2. Ensuring the effective implementation of District 5's Novice Policy.
3. Organizing of the Novice Jamboree (This will be supported by both Tournament Coordinators.
4. Organizing an Initiation Jamboree if ice time is available.
5. Any other duties as assigned by the Executive from time to time.

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## H. TECHNICAL DIRECTOR:

The Technical Director shall be responsible to provide team coaches and managers with skill training material and player development information when requested. The Technical Director must possess the following skills/attributes:

- Possess Coach Level certificate through Hockey Canada.
- The ability to provide on-ice assistance to coaches and teams
- Assist Coaches to develop and deliver on-ice practice plans

Specific responsibilities include:

1. To sit on the coaches selection committee.
2. To organize try outs and how they are carried out with the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents
3. To ensure that all coaches have their Level 1 and Speak Out Courses and that the Coaches who don't are registered to take the courses before Dec. 31 of the playing season.
4. Ensure that all coaching staffs have valid criminal record checks as per HNB directives.
5. To sit on the Disciplinary Committee.
6. Be responsible for the purchase and control of all development publications authorized by the Executive.
7. Any other duties as assigned by the Executive from time to time.

## I. FUNDRAISING COORDINATOR:

The Fundraising Coordinator shall be responsible to coordinate all fund-raising activities instigated by the Club.

1. At the start of the season do up a projection of the fundraising activities that will be held throughout the season.
2. Work with the Treasurer in what is needed to be budgeted for Fundraising for the season.
3. At the start of the year establish a fundraising committee with a minimum of 5 members of which one member will be the club operations manager and another member will be the treasurer.
4. Inform all teams that all fundraising must be approved before it is carried out and NO team can solicit individual businesses.
5. After all events held that funds raised are promptly turned over to the Treasurer, full accounting of funds received must be provided to the Executive at the next Executive Meeting. Will aid the treasurer with deposits.
6. Must get a financial report from each individual team for their fundraising activities for the season and have it available for the AGM.
7. Arrange for Fundraising held during all Sussex Minor Hockey Tournaments.
8. Act as the contact person to local business in regards to sponsorship of sign advertising. Prepare and distribute sign rental invoices for these businesses.

## I. REFEREE-IN-CHIEF:

The Referee-In-Chief shall be responsible for arranging on and off ice officials for all Recreational, Competitive, Exhibition and Tournament Games. They will also be responsible for:

1. Organizing an official's certification clinic in September in consultation with the Provincial Referee in Chief.
2. Prepare weekly availability lists and schedules for officials based on the ice schedule prepared by the ice scheduler.
3. Ensure all officials complete incident game reports and forward these along with game sheets to the District Director for disciplinary action.
4. Keeping an accurate record of the official's schedule which is to be used for the payment of all officials at least 3 times per year.
5. Provide a detailed accounting sheet of officiating costs to the treasurer at the end of each season.
6. Ensure that all persons officiating are registered referees as per HNB guidelines.
7. Any other duties as assigned by the Executive from time to time.

## K. EQUIPMENT MANAGER:

The Equipment Manager shall be responsible for the operation of the Equipment Room. Specific duties shall include:

1. Prepare a list of equipment needed to be purchased and have it approved by the Executive.
2. Keep an inventory of the equipment that is on hand.
3. Distribute lockers and combinations to the coaches at the first of the season. Ensuring that each team has the required jerseys and pucks.
4. Seek community sponsorship from businesses in the form of purchasing Sussex Minor Hockey team jerseys.
5. Prepare a list of members who have not return equipment from the previous year and notify these members of this prior to the start of a new season.
6. Any other duties as assigned by the Executive from time to time.

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## **L. TOURNAMENT COORDINATOR:**

Tournament Coordinator will oversee all competitive and Competitive C hosted sanctioned tournaments on behalf of Sussex Minor Hockey as required. Specific duties shall include:

1. Submit to the Executive a detailed financial statement and coordinate all tournament activities, including a schedule, ordering of trophies and banners, advertising, and donations.
2. May provide a Tournament Program with a list of player's names, game times and rules.
3. In consultation with the Fundraising Chairperson solicit local business for sponsorship of the tournament and program.
4. Ensure all generated funds, following completion of the tournament, will be turned over by the Coordinator to the Treasurer.
5. Act as the communicator for all teams registered in the tournament (s).
6. Ensure that all community club teams have assigned members to work during their designated times.
7. Ensure that medals/trophies and banners will be available for presentation to players.
8. Ensure that player of the game awards have been received from sponsors and are ready prior to the tournament.
9. Be a support person for the IP/Novice coordinator in the coordination of the HNB sanctioned Novice jamboree.
10. Any other duties as assigned by the Executive from time to time.

## **M: COACHES/PARENT LIAISON:**

The parent liaison person is responsible to act as the primary contact for members who have questions, concerns, and issues that may involve their child, their child's coach, their child's team, officiating, or Sussex Minor Hockey in general. In the event of disagreement the goal of the liaison position is to take into account both perspectives and find a resolution to effectively deal with the situation whereby it is a win-win situation for all involved. Specific duties shall include:

1. The liaison person is also the spokesperson for the executive in dealing with the membership on team selection or executive decisions that may raise questions by some members.
2. Ensure that the 24 hour policy on dealing with complaints from members is followed.
3. Sit on the coaches' selection committee.
4. In consultation with the vice-presidents and coaches ensure that all paying members receive equitable time for tryout purposes.
5. In consultation with the vice-presidents and coaches ensure that all team selections are based on founded principles of skill level, sportsmanship, and teammanship.
6. Any other duties as assigned by the Executive from time to time.

## **N. PAST PRESIDENT:**

The Past President is a non-voting advisory role to the Board and as such is not considered one of the 16 officers referenced in Article 4. The past president will act in the capacity of an advisory role, providing insight and information on policies, procedures, and protocols that are required to be followed in planning, decision making, and running of the association. The past president may be asked to take on other assigned duties from time to time.

## **O. REGISTRAR:**

The Registrar shall provide the necessary registrar support by ensuring all players are properly entered into the Hockey Canada database. The Registrar will be responsible for providing the lead coordination of our annual fall registration and ensuring that proper lead notification is provided to the community. In addition the Registrar will:

1. Maintain accurate records of all registered players
2. Ensure that team rosters are properly submitted and recorded
3. Ensure that team personnel have achieved all required certifications in coordination with the Technical Director
4. Track and record all affiliations
5. Any other duties as assigned by the Executive from time to time

## **P. PUBLIC RELATIONS COORDINATOR**

The PR Coordinator will provide a central coordinating point for all engagement with local media establishments. In addition the role of the PRC includes the following:

1. Ensure all Association messages and notices are delivered to the public and members through all available means
2. Provide a central point of collection for teams to celebrate success within the broader community
3. Act as the central focal point of communication with various media outlets
4. Work closely with all members of the Executive to ensure that Board messages are properly and

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appropriately communicated

5. Ensure website is properly updated and maintained
6. Create a PR committee as required to deliver Board requirements
7. Deliver messages of thanks to all sponsors and benefactors on behalf of Board
8. Provide any additional duties as required by the Board
9. Oversee the implementation of the First Shift program when SMH is successful with the First Shift Application.

## **BYLAW 2**

ANNUAL GENERAL MEETING - must be held by May 15<sup>th</sup> of the current hockey season. At each AGM the order of business shall be as follows:

1. Call to order
2. Approval of the Minutes of the last AGM and any Special General Meeting held since the last regular AGM
3. Business arising from the minutes
4. Correspondence
5. Report of Officers
6. Report of nominating committee and nominations from the floor
7. Unfinished business
8. New business
9. Election of Officers
10. Call for adjournment

## **BYLAW 3: AFFILIATION**

1. Players shall be placed on their respective teams at the earliest possible opportunity. Tryouts for Competitive teams shall be held during the first two weeks of the Minor Hockey Season and any player cuts will be advised to the Vice President of Recreational Hockey before the cut is made. The Vice President shall then arrange for a position on a team and advise the Competitive coach who will advise the cut player which team he is to report to and the time.
2. There may be some permanent player movement between Recreational League teams of the same division early in the season by the Vice President of Recreational Hockey in an effort to balance the teams as evenly possible.
3. The Sussex Minor Hockey Executive encourages the call-up of Recreational players to the Competitive level for practices, exhibition games or league games. HNB AFFILIATION RULES WILL APPLY.
4. Players in Sussex Minor Hockey are required to play in their own age category, competitive or recreational. Player movement for any reason must have the approval of the District Director.
5. Team officials who wish to move or drop a player to a lower level from a team after 5 league games have been played shall not drop the player until after his/her case has been reviewed by the Executive.

## **BYLAW 4: DISCIPLINARY COMMITTEE**

All disciplinary actions from a coach must be documented and discussed with the parents and player first before coming to the Executive. A copy of all discipline reports must be given to the appropriate Vice President. The Disciplinary Committee shall be composed of 4 individuals chosen from the Executive. The President, the First Vice President, the Second Vice President, and one remaining person who will be appointed by the President at the first Executive meeting. Two alternates will also be selected at this time. The Committee is empowered by the Executive to rule on and enforce any disciplinary action deemed appropriate based on the circumstances of the incident under review. In all games in which there is a gross misconduct or a match penalty the game sheet must be forwarded to a member of the Disciplinary committee within 48 hours. The committee will review the situation and after obtaining the District Directors decision will decide if further disciplinary action is deemed necessary. The Disciplinary Committee can and will adjudicate on any situation brought before the Committee or Executive. This includes actions of on or off ice officials, coaches, assistant coaches, managers, trainers of players. A disciplinary action form needs to be filled out. Any decision of the disciplinary committee is final. Appeals of decisions made by the Committee must be made in writing directly to the Secretary of the Executive and state the reason that the appeal should be considered. The Secretary will bring the written appeal request to the next scheduled Executive meeting and the Executive will vote on the appeal request based on the reasoning in the appeal letter and a report from the Disciplinary Committee.

## **BYLAW 5: COACHES SELECTION PROCESS AND RESPONSIBILITIES**

1. Each year anyone interested in coaching will be asked to apply in writing to the Executive by September 1<sup>st</sup> in that year.
2. Coaching positions available each year will be posted on SMHA web site and local media.
3. All coaches applying for a coach position will be required to have one assistant coach present during the interview process both will be required to have criminal record check and vulnerable sector check completed prior to. The coaches' selection committee will contact the coaches to arrange a time for a meeting to be held. Coaches will be responsible for selecting their own bench personnel, all team officials however must be approved by the Executive. Once selected all coaches will be required to have no less than coach 2, Respect in Sport Coach, HSP can be completed by team manager by December 15<sup>th</sup>. Development 1 coaching certificate will be considered an asset during the process for all competitive teams. All other bench staff will need Respect in Sport Coach to be on the player bench as well be on the official team roster.



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4. The selection committee will then take their recommendations back to the Executive for majority approval.
5. All coaches are required to operate their teams in accordance with Sussex Minor Hockey rules, aims and objectives. Failure to do so could result in disciplinary action.
6. All coaches and their staff will be required to wear helmets while on the ice conducting team practices;
7. The following guidelines are provided to assist coaches with their effort:
  - a. It is highly recommended that coaches have a strong base of parental support to assist with travel plans.
  - b. Coaches must at all times set a proper example of good sportsmanship by demonstrating a positive attitude towards team's players, officials and opposing team's players and coaches.
  - c. Coaches must cooperate with other team coaches and the Vice President of Recreational hockey in the reassignment of players to other teams.
  - d. Provide players with information regarding expectations, rules and guidelines as well as schedules for games and practices
  - e. Distribute, collect and return equipment for his/her team. SMHA team sweaters will be tracked and coaches will be responsible to return all team sweaters in full and cleaned at the end of the season.
  - f. Supervise players at all times when they are at the rink for games or practices, including when they are in the dressing room, on the bench or on the ice.
  - g. Ensure that designated practice sessions are used to maximum advantage for the development of basic hockey skills and not used exclusively for exhibition games.
  - h. Ensure that all his/her players receive equal ice time for all games, except during specialty team plays, or if a player is being disciplined by sitting out a shift or a period. If a coach intends to discipline a player by benching the player for a whole game, the coach is required to complete
  - i. the disciplinary action during the next game played. The coach is also required to submit a full report to the Executive before this action is carried out.
  - j. Check that all hockey equipment worn by the players meets CAHA standards, is complete and is properly sized. Players not fully and adequately equipped must not be allowed on the ice. j. Each team's coach must supply their appropriate Vice-President with a written Annual report of the year's activities at least one week prior to the AGM. This report must include a report of the team finances for the year.

## **BYLAW 6: OFFICIAL JERSEYS**

All Minor Hockey jerseys may only be worn for Minor Hockey activities excluding practices. Any on-ice infractions of this will result in the player and coach receiving a one (1) game suspension. Any off-ice infraction will result in the player being brought before the Disciplinary Committee. The only players being exempt are Initiation and Novice Players.

Official Sussex Minor Hockey Jerseys shall not have any advertising other than the official Sponsor of the set of jerseys. Sussex Minor Hockey Reserves the right to add sponsorship with the Sussex Minor Hockey Executives approval. Any compensation received for this advertisement will go to Sussex Minor Hockey.

## **BYLAW 7: BOUNDARIES**

1. The Hampton – Sussex boundary is based on the current school boundaries established by ASD-S. Any student who is designated within the school boundaries for Norton Elementary, Apohaqui Elementary, Sussex Middle School, and Sussex Regional High School and who lives anywhere west of Sussex shall be members of the Sussex Minor Hockey Association.
2. Children who attend the Belleisle Elementary and Belleisle Regional High School have a choice between Hampton Minor Hockey and Sussex Minor Hockey. Once registered with one association they are to remain with that association.
3. The Sussex – Petitcodiac/Salisbury boundary is based on the current boundary of ASD-S and ASD-E. Students who attend Sussex Elementary, Sussex Corner Elementary, Sussex Middle School, and Sussex Regional High School are considered to be within the boundary of Sussex Minor Hockey. Students who attend Havelock Schools and Petitcodiac Regional School are considered part of the Petitcodiac/Salisbury Minor Hockey Association.

## **BYLAW 8: REGISTRATION FEES AND REFUNDS**

1. Registration fees will be set by the Executive before the end of August for the ensuing year. Registration by HNB rules cannot be held before September 1<sup>st</sup> of the current playing season.
2. Whether or not a late registration fee will be imposed will be the decision of the Executive.
3. Payment for registration can be made in 4 (equal) payments. The first is due on the day of Registration, and the remainder split evenly between October 20th, November 20th, and January 20th. Any cheques coming back NSF will be charged a 25.00 fee. The parent will be contacted once and if not paid within a 7 day period then the coach will be informed that the player cannot go on the ice until payment is made in full. A PLAYER WILL NOT BE REGISTERED WITH SUSSEX MINOR HOCKEY UNLESS THE REGISTRATION IS PAID IN FULL AT REGISTRATION TIME BY CASH, FULL CREDIT CARD PAYMENT, SCHEDULED CREDIT CARD PAYMENTS AS DESCRIBED ABOVE, OR A MONEY ORDER MADE OUT TO SUSSEX MINOR HOCKEY.
4. Late registrations will be charged full CAHA and HNB yearly fees plus a prorated portion of the yearly ice fees charged by Sussex Minor Hockey. The prorated fee will be calculated at a proportion between the number of months remaining in the season.

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Adopted May 9, 2018

5. Refunds OF THE BASE FEE will be considered upon written request to the Treasurer ON A PRORATED BASIS. SUSSEX MINOR HOCKEY FUNDRAISING TICKETS AND HNB FEES WILL NOT BE REFUNDED ONCE PLAYER IS REGISTERED.
6. Deadline for refunds will be December 31 of the starting year. Refunds will not be issued thereafter.
7. Any request for a refund for a player or players where registrations were paid for, whole or in part, by financial assistance shall not be eligible for a refund of the portion paid by the provider.

## **BYLAW 9: ETHICS:**

### **Sussex Minor Hockey Association and its' members advocate:**

1. ZERO TOLERANCE POLICY towards verbal or physical misconduct. This policy will apply to parents, coaches, players and officials.
2. Hockey Canada's Fair Play Policy
3. The principles of Sportsmanship and Respect in Sport.

### **Members are to:**

1. Maintain the highest standard of conduct, respect and sportsmanship. Failure to do so may result in suspension or dismissal from Sussex Minor Hockey.
2. Be aware of and uphold the objectives of Sussex Minor Hockey
3. Ensure that all players have an equal opportunity to play and enjoy their hockey program.
4. Adhere to the Policies and Guidelines for teams and members provided by the club.
5. PROMOTE FAIRPLAY AND SPORTSMANSHIP AT ALL TIMES.
6. SMHA Board will host a parents and coaches meeting prior to the start of the hockey season. This meeting will explain the Fair Play Policy and Zero Tolerance Policy among other topics. Every player must be represented by a parent or guardian at this meeting, failure to do so may result in player ineligibility to participate in SMHA activities.

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## UPDATES

Constitution adopted May 9, 2018 - Richard Hawkes - President Sussex Minor Hockey Association

Amender May 7, 2023 - Terry Soucy - President Sussex Minor Hockey Association

- Update ARTICLE 4: Remove Girls Coordinator
- Update ARTICLE 7: Update division names
- Update ARTICLE 7: Add bench staff to suspension
- BYLAW 8.3: Update payment methods and schedule
- BYLAW 8.7: Add refund policy for financial assistance recipients